



City of Port Colborne
Regular Meeting of Committee of the Whole 12-18
Monday, May 14, 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) Special meeting of Committee of the Whole 07-18, held on March 14, 2018.
 - (b) Special meeting of Committee of the Whole 10-18, held on April 20 and 21, 2018.
 - (c) Regular meeting of Committee of the Whole 11-18, held on April 23, 2018.
7. **Determination of Items Requiring Separate Discussion:**
8. **Approval of Items Not Requiring Separate Discussion:**
9. **Presentations:**

Nil.
10. **Delegations (10 Minutes Maximum):**
 - (a) George Henry, Vice President and Dan Tonello, Board Member, Community Living regarding Community Living Awareness Month (Page No. 13)
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	
Monday, May 28, 2018	Cancelled
Monday, June 11, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, June 25, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, July 9, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, July 23, 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><u>Fire and Emergency Services, Report No. 2018-48, Subject: Fire Marque Indemnification Technology®</u></p> <p>That entering into an agreement with Fire Marque be approved; and</p> <p>That the Mayor and City Clerk be authorized to execute the agreement with Fire Marque; and</p> <p>That the City's fee schedule be amended incorporating the appropriate fees as per the agreement with Fire Marque.</p> <p>Note: At its meeting of April 23, 2018 Council deferred the above report to the meeting of May 14, 2018.</p>	15
JDM BB RB AD FD YD DE BK JM	2.	<p><u>Corporate Services, Finance Division, Report No. 2018-68, Subject: Port Colborne Community Bus Rate Increase</u></p> <p>That the Port Colborne Transit Fare Structure attached to Corporate Services Department, Finance Division Report No. 2018-68, be approved, effective July 1, 2018.</p>	21
JDM BB RB AD FD YD DE BK JM	3.	<p><u>Corporate Services, Finance Division, Report No. 2018-60, Subject: 2018 Final Tax Rates</u></p> <p>That the rates of taxation for the year 2018 be approved and the tax rate by-law be executed by the Mayor and City Clerk.</p> <p>That the 2018 final billing for the residential, multi-residential, commercial, industrial, pipeline, farmland, managed forest and farmland awaiting development tax classes have a demand (mailing) date of June 12, 2018 with due dates of July 3 and October 1, 2018.</p>	25
JDM BB RB AD FD YD DE BK JM	4.	<p><u>Fire and Emergency Services, Report No. 2018-64, Subject: Emergency Call Summary 2017</u></p> <p>That Fire and Emergency Services Department Report No. 2018-64 with respect to the 2017 emergency call summary be received for information purposes.</p>	33

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JDM AD DE	BB FD BK	RB YD JM	5.	<p><u>Planning and Development, Planning Division, Report No. 2018-67, Subject: Site Plan Control Handbook</u></p> <p>That the Site Plan Control Handbook attached to Planning and Development Department, Planning Division Report No. 2018-67 be approved.</p>	41
JDM AD DE	BB FD BK	RB YD JM	6.	<p><u>Community and Economic Development, Parks and Recreation Division, Report No. 2018-66, Subject: Summary of Comments and Changes – Updated Municipal Alcohol Management Policy</u></p> <p>That the revised Municipal Alcohol Management Policy, attached as Appendix “A” to Community and Economic Development Department, Parks and Recreation Division Report No. 2018-66, Subject: Summary of Comments and Changes - Updated Municipal Alcohol Management Policy, be approved; and</p> <p>That the appropriate by-law be presented for approval.</p>	55
JDM AD DE	BB FD BK	RB YD JM	7.	<p><u>Community and Economic Development, Parks and Recreation Division, Report No. 2018-65, Subject: Review of Retail Pro Shop Services at the Vale Health & Wellness Centre</u></p> <p>That the City assume the operation of pro shop services at the Vale Health & Wellness Centre; and</p> <p>That the vacated premises (the area previously occupied by the pro shop) be utilized for City purposes, the use of which shall be determined after the Director of Community and Economic Development has completed a review of operational needs at the Vale Health & Wellness Centre.</p>	75
JDM AD DE	BB FD BK	RB YD JM	8.	<p><u>Community and Economic Development, Parks and Recreation Division, Report No. 2018-63, Eighth Annual Port Colborne Art Crawl</u></p> <p>That the request to host the eighth annual Port Colborne Art Crawl on Saturday June 23, 2018 from 11:00 a.m. to 11:00 p.m., as submitted by the Port Colborne Art Crawl Committee, and outlined in Community and Economic Development, Parks and Recreation Division Report No. 2018-63, be approved;</p> <p>That the following roads be closed to general vehicular traffic and parking on Saturday, June 23, 2018 from 10:30 a.m. to 11:00 p.m.:</p>	79

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- West Street, from the southern limit of Clarence Street to the northern limit of Kent Street;
- Clarence Street, from the eastern limit of King Street to the western limit of West Street;
- Charlotte Street, from the eastern limit of King Street (with signage indicating “local traffic only”) to the western limit of West Street;

That emergency services, including ambulance, police and fire, and public works and public utility vehicles, be exempt from the above noted closures;

That qualified participants of the Event be exempt from the above noted closures through the issuance of an authorized permits;

That the Engineering and Operations Department install and retrieve road closure barricades at the predetermined locations requiring same;

That the Community and Economic Development Department install and retrieve picnic tables at the predetermined locations requiring same;

That the Event Organizer be responsible for installing appropriate signage at the predetermined locations stating “Art Crawl Clarence Street Temporarily Closed – 10:30 a.m. to 11:00 p.m.,”

That the Event Organizer be responsible for ensuring road closure barricades are promptly removed and returned to the retrieval points at the conclusion of the event;

That the restrooms at the Harbourmaster Building remain open until 11:00 p.m. for the Event;

That a site plan be prepared and submitted to the Community and Economic Development Department for distribution to emergency services and appropriate City departments;

That the Event Organizer file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, in advance of the Event.

That the fee for a Noise By-law Exemption application, to be submitted to the By-law Enforcement Division, be waived.

That the appropriate by-law be presented for approval.

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Miscellaneous Correspondence					
JDM	BB	RB	9.	<p>Memorandum from Gina Tartaglia, Event Coordinator Re: Canal Days 2018 (Designation of Canal Days Marine Heritage Festival as a Municipally Significant Event)</p> <hr/> <p>That the Council of The Corporation of the City of Port Colborne hereby deems the annual Canal Days Marine Heritage Festival as a municipally significant event and supports the application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.</p>	85
AD	FD	YD			
DE	BK	JM			
JDM	BB	RB	10.	<p>Memorandum from Janice Peyton, Recording Secretary, Environmental Advisory Committee Re: Letter of Support – Niagara Coastal Community Collaborative</p> <hr/> <p>That the Council of The Corporation of the City of Port Colborne endorses the letter written by the Environmental Advisory Committee setting out the goals and actions being undertaken by the newly formed Niagara Coastal Community Collaborative (NCCC), in an effort to improve the near shore water quality along the northern shore of Lake Erie.</p>	87
AD	FD	YD			
DE	BK	JM			
JDM	BB	RB	11.	<p>Memorandum from Janice Peyton, Executive Assistance, DEO Re: Transit Advisory Committee – Support of Increase in Port Colborne Community Bus Fares</p> <hr/> <p>That the Memorandum received from Janice Peyton, Executive Assistance, DEO on behalf of the Transit Advisory Committee Re: Transit Advisory Committee – Support of Increase in Port Colborne Community Bus Fares, be received for information.</p>	91
AD	FD	YD			
DE	BK	JM			
JDM	BB	RB	12.	<p>Ed Dujlovic, President, Ontario Chapter, Canadian Public Works Association, Director of Infrastructure and Development Services, City of Stratford Re: Request for Proclamation of National Public Works Week, May 20 - 26, 2018</p> <hr/> <p>That the week of May 20 – 26, 2018 be proclaimed as “National Public Works Week” in the City of Port Colborne in accordance with the request received from Ed Dujlovic, President, Ontario Chapter, Canadian Public Works Association, Director of Infrastructure and Development, City of Stratford.</p>	93
AD	FD	YD			
DE	BK	JM			

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JDM AD DE	BB FD BK	RB YD JM	13.	<p><u>Steve Bowering, VP Sales, snapd Re: Request for Proclamation of June is Seniors Month</u></p> <p>That June 1 – 30, 2018 be proclaimed as “Seniors Month” in the City of Port Colborne in accordance with the request received from Steve Bowering, VP Sales, snapd.</p>	97
JDM AD DE	BB FD BK	RB YD JM	14.	<p><u>Justin Bergamini, Administrative Support Assistance, Office of the Senator, Nancy Greene Raine Re: Request for Proclamation of National Health and Fitness Day 2018</u></p> <p>That the first Saturday in June be proclaimed as “National Health and Fitness Day” in the City of Port Colborne in accordance with the request received from Justin Bergamini, Administrative Support Assistance, Office of the Senator, Nancy Greene Raine.</p>	99
JDM AD DE	BB FD BK	RB YD JM	15.	<p><u>Dewitt Carter Public School Re: Request for Use of Picnic Tables for a School Event to be Held on June 7, 2018</u></p> <p>That the correspondence from Dewitt Carter Public School requesting the use of City picnic tables for a School Event to be held on June 7, 2018 be received, and;</p> <p>That the picnic tables be made available for their use, with arrangements for pick-up and return to be the responsibility of Dewitt Carter Public School.</p>	103
JDM AD DE	BB FD BK	RB YD JM	16.	<p><u>Region of Niagara Re: Review and Comments on Watershed Planning in Ontario – Guidance for Land-Use Planning Authorities (PDS Report 14-2018)</u></p> <p>That the correspondence received from the Region of Niagara Re: Review and Comments on Watershed Planning in Ontario – Guidance for Land-Use Planning Authorities, be received for information.</p>	105
JDM AD DE	BB FD BK	RB YD JM	17.	<p><u>Memorandum from Vance Badawey, Member of Parliament, Niagara Centre Re: Canada’s Long-Term Infrastructure Plan</u></p> <p>That the Memorandum received from Vance Badawey, Member of Parliament, Niagara Centre Re: Canada’s Long-Term Infrastructure Plan, be received for information.</p>	113

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Outside Resolutions – Requests for Endorsement					
JDM	BB	RB	18.	<p>Richard Rybiak, Chair Niagara Central Airport Commission Re: Niagara Central Dorothy Rungeling Airport (NCDRA): Position regarding Niagara Region Uptake of Control and Governance of NCDRA and NDA</p> <hr/> <p>That the following Motion be adopted by City Council:</p> <p>WHEREAS the Regional Municipality of Niagara at its Regional Council meeting on September 22, 2016 approved a motion and direction to staff from the Transportation Steering Committee;</p> <p>AND WHEREAS The Welland-Port Colborne Airport Act was assented to on May 7, 2006 and this act contains the following applicable section;</p> <p style="padding-left: 40px;">Under Schedule B section2 subsection 2 (b)</p> <p style="padding-left: 80px;">That the Commission shall not sell or otherwise dispose of the said airport Provided however, that the Commission may in its sole discretion sell, lease or otherwise dispose of the buildings on the said airport as the Commission may consider advisable and for sole benefit of the Commission;</p> <p style="padding-left: 40px;">And further under Schedule b subsection 2 (c)</p> <p style="padding-left: 80px;">That the Commission shall not use or permit to be used the said airport for purposes other than airport purposes and shall maintain and operate said airport as a public airport.</p> <p>AND WHEREAS Schedule A of The Welland-Port Colborne Airport Act provides the following clauses governing the ongoing activities of the Commission as follows:</p> <p style="padding-left: 40px;">“And whereas pursuant to the provisions of the Municipal Act R.S.O. 1970 chapter 284, section 352, paragraph 9, bylaws may be passed for the establishment, operation, maintenance of air harbours or landing grounds, together with such other rights and powers as are contained therein;</p> <p>AND WHEREAS section 254 of the Municipal A, R.S.O 1970 chapter 284 provides for the passing of by-laws by a municipality for entering into and performing any agreement with any other Council for fulfilling, executing and completing at their joint expense and for their joint benefit, any undertaking or work within the jurisdiction of the Council;</p>	115

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		<p>AND WHEREAS the Niagara Region is currently considering the longer-term opportunities to grow the economic impacts of these airports as Regionally managed and operated airports;”</p> <p>AND WHEREAS the Regional Municipality of Niagara (Niagara Region) has two municipally supported and funded airports, the Niagara District Airport and the Niagara Central Dorothy Rungeling Airport;</p> <p>AND WHEREAS the Niagara Central Dorothy Rungeling Airport has completed the terms of section 2, notably, “That, subject to completion of a phase 2 environmental assessment paid for by the current owners/operators, Regional staff BE AUTHORIZED to initiate detailed negotiations with the current funding partners of both the NDA and the NCDRA to transition responsibility to Niagara Region;</p> <p>AND WHEREAS there must be formal discussions between stakeholder municipalities and Niagara Region;</p> <p>NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE RESOLVES AS FOLLOWS:</p> <p>That representatives of the Niagara District Airport (NDA) and Niagara Central Dorothy Rungeling Airport (NCDA), stakeholder municipalities and the Region of Niagara commence formal discussions to finalize the assumption of the management/operational responsibilities of the NDA and NCDRA; and,</p> <p>That by all stakeholder municipalities of NCDRA adopting this resolution, the stakeholder municipalities of the NCDRA approve the formal discussions with the Region of Niagara and the NDA to see both airports managed and operated as Regional airport facilities and that the, “Framework for the Memorandum of Understanding” attached to this motion be the basis of NCDRA stakeholder municipalities terms of reference for these discussions.</p>	
<p>JDM BB RB AD FD YD DE BK JM</p>	<p>19.</p>	<p>Town of Niagara-on-the-Lake Re: Funding for Local Public Libraries</p> <hr/> <p>That the resolution received from the Town of Niagara-on-the-Lake Re: Funding for Local Public Libraries, be supported.</p>	<p>121</p>

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JDM AD DE	BB FD BK	RB YD JM	20.	<p><u>City of Thorold Re: Regarding Municipal Authority over Land Fill Projects in or Adjacent to their Municipality</u></p> <p>That the resolution received from the City of Thorold in support of Municipal Authority over Land Fill Projects in or Adjacent to their Municipality, be received for information.</p> <p>Note: At its meeting of April 9, 2018 Council supported the resolution of the Township of South Stormont Re: Request Government of Ontario to grant Municipalities the Authority regarding Approval of Landfill Projects in or adjacent to their Municipality.</p>	123
JDM AD DE	BB FD BK	RB YD JM	21.	<p><u>City of St. Catharines Re: Safe Drinking Water Training – Elected Municipal Officials (Resolution from Niagara Regional Council)</u></p> <p>That the resolution received from the City of St. Catharines in support of a resolution passed by Niagara Regional Council regarding Safe Drinking Water Training – Elected Municipal Officials, be supported.</p>	125
JDM AD DE	BB FD BK	RB YD JM	22.	<p><u>City of Toronto Re: Province of Ontario’s proposed Inclusionary Zoning Regulation - Request for Support</u></p> <p>That the resolution received from the City of Toronto Re: Province of Ontario’s proposed Inclusionary Zoning Regulation, be supported.</p>	127
JDM AD DE	BB FD BK	RB YD JM	23.	<p><u>Township of Baldwin Re: Enforcement of Existing Firearms Legislation and Licencing Requirements in Canada (Cancel Bill C-71)</u></p> <p>That the resolution received from the Township of Baldwin Re: Enforcement of Existing Firearms Legislation and Licencing Requirements in Canada requesting the Government to Cancel Bill C-71, be received for information.</p>	131
JDM AD DE	BB FD BK	RB YD JM	24.	<p><u>Municipality of East Ferris Re: Prohibited Trapping Areas</u></p> <p>That the resolution received from the Municipality of East Ferris Re: Prohibited Trapping Areas, be received for information.</p>	135

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Responses to City of Port Colborne Resolutions						
JDM	BB	RB	25.	<u>Township of Wainfleet, City of Thorold, Town of Pelham Re: City of Port Colborne's Resolution regarding the Niagara Peninsula Conservation Authority Appointment Process</u>	137	
AD	FD	YD				
DE	BK	JM		That the resolutions received from the Township of Wainfleet, City of Thorold and the Town of Pelham in support of the City of Port Colborne's resolution regarding the request to the Region of Niagara to Immediately Replace Board Members and Establish Guidelines for the Future Recruitment of Board Members to the NPCA, be received for information.		
JDM	BB	RB	26.	<u>City of St. Catharines Re: City of Port Colborne's Resolution regarding Calling on Minister of Environment and Climate Change to Accelerate the Application for Review of Municipal Class Environmental Assessment Process</u>	143	
AD	FD	YD				
DE	BK	JM		That the resolution received from the City of St. Catharines in support of the City of Port Colborne's resolution regarding Calling on the Minister of Environment and Climate Change to Accelerate the Application for Review of Municipal Class Environmental Assessment Process, be received for information.		
JDM	BB	RB	27.	<u>Kathleen Wynne, Premier of Ontario Re: Correspondence regarding the City of Port Colborne's resolution concerning Landfill Projects</u>	146	
AD	FD	YD				
DE	BK	JM		That the correspondence received from Kathleen Wynne, Premier of Ontario regarding the City of Port Colborne's resolution concerning Landfill projects, be received for information.		
				Note: At its meeting of April 9, 2018 Council supported the resolution of the Township of South Stormont Re: Request Government of Ontario to grant Municipalities the Authority regarding Approval of Landfill Projects in or adjacent to their Municipality.		

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April 30th, 2018

Amber LaPointe, City Clerk

City of Port Colborne

66 Charlotte Street

Port Colborne, ON

L3K 3C8

Dear Amber:

May is designated as Community Living Awareness Month and we would like to ask you for your assistance in helping us to plan two special events and activities this year.

- In keeping with our past tradition of having a Flag Raising Ceremony outside of City Hall I have arranged with Nancy Gilles for this to take place on Friday May 11th, at 9:30 a.m. She indicated that this would be a convenient time for the Mayor to join us for the Flag Raising.
- Our Vice President, George Henry and Board Member, Dan Tonello would like to speak to members of Council during the May 14th Council Meeting if there is room on the agenda. This will be a short presentation and will not require IT equipment.

Thank you for your consideration of these requests. Please do not hesitate to contact me at your earliest convenience should you have any questions or concerns.

Sincerely,

Vickie Moreland
Executive Director

cc. Mark Guilbeault, President
Nancy Gilles - Mayor's Office

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DEFERRED
APPROVED BY
COUNCIL

Report Number: 2018-48

Date: April 23, 2018 APR 23 2018

SUBJECT: Fire Marque Indemnification Technology®

CITY CLERK
CITY OF PORT COLBORNE

1) PURPOSE

This report was prepared by the Fire Chief as a result of an inquiry from Mr. Chris Carrier, National Municipal Accounts Manager, Fire Marque.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Fire Marque is a licensed Canadian company that could provide funding to the Fire Department by billing insurance companies when the City's Fire Department responds to fires.

A modification of the City's fee schedule established for the Fire Department under By-law No. 6558/13/18 would be required. In addition, a by-law entering into an agreement with Fire Marque and the Corporation of the City of Port Colborne would also be required. The Fire Marque program would not cost the municipality any money. A percentage of the fees collected would be retained by Fire Marque.

Some frequently asked questions are the following:

Will local insurance rates go up as a result of the Fire Marque program?

No. Property insurance policies already have fire department expense coverage in it.

Why do auto premiums go up after an accident and property premiums do not?

Auto policies are rated on the driver's driving record including the driver's age, sex, experience, vehicle use, as well as the type of vehicle driven. Any changes, such as an accident or ticket, will result in a driving record adjustment and therefore, may result in a premium change.

Property insurance is rated on the building and contents. Some of the factors underwriters consider include: how close a building is to a fire hydrant, what the replacement cost of the building is and whether there is an alarm system, a wood stove, etc.

When Fire Marques' invoice is more that the insurance coverage, what happens then?

The insurance company will pay the claim to the limit of the policy's coverage. The municipality absorbs the balance.

Property taxes include the cost of fire department services, so is the department charging again for their service?

No, the municipality is not charging again. The property owner has already paid for fire department expense coverage in their insurance policy. Indemnification Technology® makes it possible to tap into that coverage.

Does Fire Marque have a legal right to claim reimbursement of these expenses?

Yes. In addition to the user's fee schedule by-law, Fire Marque sets up an agreement with the municipality. This gives Fire Marque the legal right to collect funds through Indemnification Technology®. All municipal agreements are available under the Freedom of Information Act.

Do the funds Fire Marque collects go to the Fire Department?

Yes, all funds must go to the Fire Department. That is clearly stipulated in the legal agreement between Fire Marque and your municipality.

What happens if the insurance company simply does not pay?

In such cases, Fire Marque makes a request to the Superintendent of Insurance to investigate in accordance with the Insurance Act. When an insurer charges a premium for a coverage, they are obligated to pay the claim as per the coverage.

What happens if there is a disagreement with the costs?

Fire Marque invoices are in accordance with the established Provincial Transportation Rates and the municipality's by-laws. Should a disagreement arise, Fire Marque sits down with the insurance company and discusses the costs to reach a resolution.

What happens with any personal information collected?

As per Fire Marques' Privacy Policy, personal information is deleted from records after the file is paid or closed.

Will the Fire Department charges reduce the insurance payout or the amount of insurance coverage for the property policy holder?

No. The coverage for Fire Department expenses in a property policy is usually over and above the policy limits. However, on some policies the Fire Department Expense Coverage is part of the limits of the total coverage. For example, if the cost to put out the fire is \$10,000 and the remaining coverage available after the structure is rebuilt is only \$5,000 then the recovery would only be \$5,000. Fire Marque will only submit a claim for fire department expense coverage according to the limits and wordings of the insurance policy. This is defined in the federal definition of Indemnification Technology®.

Within many insurance policies the following statement appears:

Fire Department service charges

- We will pay for the reasonable additional expenses you incur when the fire department is called to save or protect “covered property” from “covered cause of loss” occurring at a “premise”.
- Fire department service charges are those resulting from the cost of fire extinguishing materials expended and:
 - a) assumed by contract or agreement prior to loss or damage; or
 - b) required by local ordinance

3) STAFF COMMENTS AND DISCUSSIONS

The Fire Chief has discussed this opportunity with the Chief Administrator Officer, as well as senior staff. Additionally, members of Council, specifically the Mayor, was approached at a recent AMO Conference by a representative of Fire Marque. A decision was made that a brief report should be provided to Council as well as asking a representative of Fire Marque to attend a Council meeting to answer any questions that members of Council may have.

This proposal/program does provide additional funding opportunities that can be added to the Fire Department’s fee schedule. Funds raised through this program must be earmarked towards fire equipment, public education and fire safety programs within the city.

Those yet to be determined amounts would allow on-going safety programs to continue to be funded with limited strain on budgets. Indicated within the information provided by Fire Marque that only the insurance companies will be billed and not the homeowner. Should there be no homeowner insurance no bill would be processed.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

a) Option 1

Council could determine that it does not want to enter into an agreement with Fire Marque.

Not Recommended

b) Option 2

Council could determine that an agreement with Fire Marque would be beneficial to the City and provide additional funding that would have no negative affect on taxpayers.

Recommended

Financial Considerations

Should Council determine that the City should enter into an agreement with Fire Marque

the City will receive 70% of all money collected. The fees are based on the current appraisal rate at the time of the call, plus the wages of those attending the call.

Example: Three apparatus - \$459.45 times 3

Wages – full-time – per person

Wages – volunteers - person

The Fire Department operates within a point system. Rate would be determined off the average point value of the previous year. For example: 2017 rate was approximately \$42 per hour.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Appendix "A" – List of Municipalities participating in program.

7) RECOMMENDATION

That entering into an agreement with Fire Marque be approved; and

That the Mayor and City Clerk be authorized to execute the agreement with Fire Marque; and

That the City's fee schedule be amended incorporating the appropriate fees as per the agreement with Fire Marque.

8) SIGNATURES

Prepared on March 26, 2018

Reviewed by:



Thomas B. Cartwright,
City Fire Chief

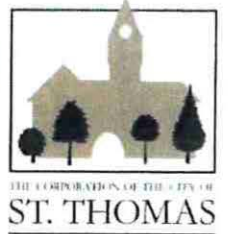


Peter Senese,
Director of Corporate Services

Reviewed and respectfully submitted by:



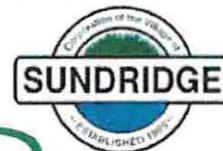
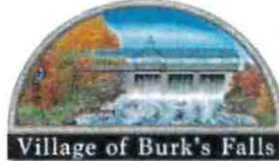
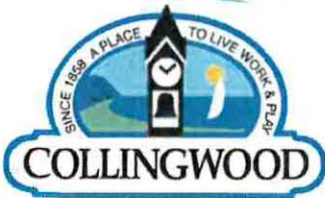
C. Scott Luey,
Chief Administrative Officer



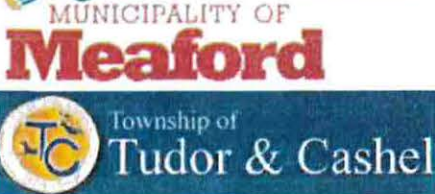
Some of Fire Marque's Clients



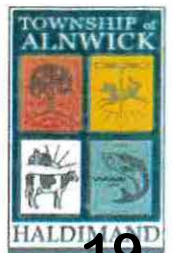
North Battleford



Guelph/Eramosa Township



Howick Township





Some of Fire Marque's Clients

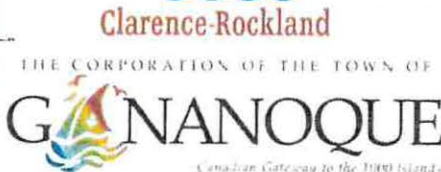


West Nipissing Oust



TOWN OF WHITCHURCH-STOUFFVILLE

CLEARVIEW



TOWNSHIP OF CAVAN MONAGHAN



Chatsworth



Centre Wellington



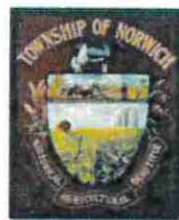
KINCARDINE



SWIFT CURRENT



Municipality of French River
Municipalité de la Rivière des Français



Township of Lucan Biddulph



The Township of Perry
Gateway to the Almaguin Highlands



TOWNSHIP OF MACHAR





Report Number: 2018-68

Date: May 14, 2018

SUBJECT: Port Colborne Community Bus Rate Increase

1) PURPOSE

To request that Council consider a rate increase for the Cash Fare, the 10 Ride Econo Pass and the Monthly Pass (Unlimited Rides) Fares for the Community Bus as recommended by the Transit Advisory Committee.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

When Welland Transit was approved to operate the transit system in 2008, the Cash Fares, 10 Ride Econo Pass and Monthly Pass (Unlimited Rides) Fares for the Port Colborne Community Bus were established at the same rates as the Welland Transit Fares for consistency between the two transit systems.

Currently, the Port Colborne Cash Fare is \$2.75 for an Adult, a Student and a Senior, the 10 Ride Econo Pass is \$24 for an Adult, \$21 for a Student and \$19 for a Senior and the Monthly Pass (Unlimited Rides) is \$78 for an Adult, \$68 for a Student and \$59 for a Senior. The Cash Fares and 10 Ride Econo Pass Fares have not increased since August 1, 2015 and the Monthly Pass (Unlimited Rides) Fares have not increased since July 1, 2016.

Last year, Welland Transit increased their fares for the Cash Fare to \$3 for an Adult, a Student and a Senior, increased their fares for the 10 Ride Econo Pass to \$25.00 for an Adult, to \$22 for a Student and to \$21 for a Senior and increased the Fares for a Monthly Pass (Unlimited Rides) to \$85 for an Adult, to \$75 for a Student and to \$65 for a Senior, effective June 4, 2017. These increases are based on transit costs that continue to rise, with fuel costs, labour costs and general operating costs.

3) STAFF COMMENTS AND DISCUSSIONS

With the increased cost to operate the transit system, Welland Transit's cost of providing the service to Port Colborne has increased, as presented to Council during the 2018 budget deliberations. Council approved at the March 6, 2018 budget meeting, that the rates should be increased to mirror the Welland Transit fares and other regional transit system fares.

Staff brought Council's recommendation to the Transit Advisory Committee at their meeting of March 28, 2018 and accepted that the fares for Port Colborne Transit should remain consistent with Welland Transit Fares. The new rates for the Cash Fares, the 10 Ride Econo Pass Fares and the Monthly Pass (Unlimited Rides) Fares will be effective July 1, 2018. The new fare rates will be displayed on the bus, in the City Hall lobby and on the web site.

The new fares are consistent with Welland Transit. The transit bus passes provide an additional incentive for riders to purchase passes and not rely on cash fares. Passes can be purchased at City Hall.

It is noted that all other fares will remain the same with no increases.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing

With increased costs and the standardizing of rates across the region, an increase to the Cash Fares, the 10 Ride Econo Pass Fares and the Monthly Pass (Unlimited) Fares for the Community Bus is required. This is not recommended.

b) Other options

It is recommended that Council approves the increases for the Cash Fares from \$2.75 to \$3 for an Adult, a Student and a Senior, the increases for the 10 Ride Econo Pass from \$24 to \$25 for an Adult, from \$21 to \$22 for a Student and from \$19 to \$2 for a Senior and the increases for the Monthly Pass from \$78 to \$85 for an Adult, from \$68 to \$75 for a Student and from \$59 to \$65 for a Senior effective July 1, 2018.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Schedule A – Port Colborne Transit Fare Structure Proposal

7) RECOMMENDATION

That the Port Colborne Transit Fare Structure attached to Corporate Services Department, Finance Division Report No. 2018-68, be approved, effective July 1, 2018.

8) SIGNATURES

Prepared on May 2, 2018 by:


Stephen Corr
Manager of Revenue and Taxation

Reviewed by:


Peter Senese
Director of Corporate Services

Reviewed and respectfully submitted by:


C. Scott Luey
Chief Administrative Officer

Schedule A

Port Colborne Transit
Fare Structure Proposal

Category	Current Fare	July 1 st , 2018 Fare
<u>Cash Fares</u>		
Adult, Student, Senior	\$2.75	\$3.00
Children (12 and under)	\$1.50	\$1.50
Children (12 and under) with paying adult (max. 4 children per adult)	Free	Free
<u>Econo Pass (10 rides)</u>		
Adult/Post-Secondary	\$24.00	\$25.00
Student (Secondary)	\$21.00	\$22.00
Senior	\$19.00	\$21.00
<u>Monthly Pass (unlimited rides)</u>		
Adult/Post-Secondary	\$78.00	\$85.00
Student (Secondary)	\$68.00	\$75.00
Senior	\$59.00	\$65.00
<u>Link Services Fares</u>		
Port Colborne – Cash Fare	\$4.00	\$4.00
Link Service 10 ride pass	\$35.00	\$35.00

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Report Number: 2018-60

Date: May 14, 2018

SUBJECT: 2018 Final Tax Rates

1) PURPOSE

To adopt the 2018 tax rates to be applied to all property assessments as provided from the Municipal Property Assessment Corporation (MPAC) and to set the due dates for the final installments as July 3 and October 1, 2018.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The 2018 tax rates are approved by by-law in accordance with Section 312 of the *Municipal Act, 2001* as amended. The City raises, through a special tax levy, the amount required for the purposes of the Downtown Development Board (BIA) and the Main Street Gateway (BIA) in accordance with Section 208(1) of the *Municipal Act, 2001*, as amended.

3) STAFF COMMENTS AND DISCUSSIONS

Tax Policy Changes:

The following tax ratios have been approved by the Region and are used in calculating the City's tax rates.

	Provincial Threshold	2010 Tax Ratios	2011 Tax Ratios	2012-2016 Tax Ratios	2017 Tax Ratios	2018 Tax Ratios
Residential	1.00	1.0000	1.0000	1.0000	1.0000	1.0000
New Multi Residential				1.0000	1.0000	1.0000
Multi Residential	2.74	2.0600	2.0440	2.0440	2.0000	1.9700
Commercial	1.98	1.7586	1.7586	1.7586	1.7586	1.7349
Industrial	2.63	2.6300	2.6300	2.6300	2.6300	2.6300
Large Industrial	2.63	2.6300	2.6300	2.6300	2.6300	2.6300
Pipelines		1.7021	1.7021	1.7021	1.7021	1.7021
Farmland		0.2500	0.2500	0.2500	0.2500	0.2500
Managed Forests		0.2500	0.2500	0.2500	0.2500	0.2500
Farmland Awaiting Development 1		1.0000	1.0000	1.0000	1.0000	1.0000

Tax Ratios determine the municipal tax burden for each property class relative to that of the residential property class. The tax ratio for the residential property class is set at 1.0000 with all other tax ratios set in relation to this ratio. Each year, the Regional Municipality of Niagara Council sets the tax ratios which must be used by each lower tier municipality to establish the tax rates.

In 2017, the Region slightly adjusted the Multi-Residential tax ratio from 2.0440 to 2.0000 to eliminate the “hard cap” established by the Province in 2017 and allow levy changes to flow through all property classes. Any Multi-Residential ratio equal to, or above 2.0 could not be increased and no levy increase could be applied to the Multi-residential class if the ratio is above 2.0. Since the Niagara ratio is above the Provincial Threshold ratio, no increase in levy could be passed on to the properties within this class. All other classes would bear the increase of the levy change that would normally have flowed through to the Multi-residential class.

A further adjustment to tax ratios was proposed and approved by Regional Council in 2018. The Multi-Residential and Commercial tax ratios have been reduced slightly as follows: Multi-Residential from 2.000 to 1.970 and Commercial from 1.7586 to 1.7349.

The inter-class tax shifts for the above changes in tax ratios has little impact and is displayed below:

	Levy No changes	Levy New tax ratio	Change in Tax \$	Change in Tax %
Residential	\$12,728,939	\$12,754,436	\$25,497	0.20%
Multi-Residential	\$649,460	\$641,000	(\$8,461)	-1.30%
New Multi-Residential	\$5,049	\$5,059	\$10	0.20%
Commercial	\$1,789,098	\$1,768,522	\$(20,576)	-1.15%
Excess Land	\$2,370	\$2,343	\$(27)	-1.15%
Vacant Land	\$24,590	\$24,307	\$(283)	-1.15%
Industrial	\$1,492,671	\$1,495,661	\$2,990	0.20%
Excess Land	\$30,725	\$30,787	\$62	0.20%
Vacant Land	\$133,142	\$133,408	\$267	0.20%
Pipelines	\$143,093	\$143,379	\$287	0.20%
Farmlands	\$107,026	\$107,240	\$214	0.20%
Managed Forests	\$1,752	\$1,755	\$4	0.20%
FAD 1	\$8,481	\$8,498	\$17	0.20%
Totals	\$17,116,395	\$17,116,395	\$0	

Blended Property Tax Changes:

On April 9, 2018, Council approved Corporate Services Report 2018-47 and the By-Law 6566/21/18 adopting the budget estimates for the operations for 2018; this includes the amount to be raised by a tax levy amounting \$15,176,135 for general operations and \$1,940,260 for capital purposes, with a total tax levy of \$17,116,395.

During budget, staff estimated a residential property blended tax increase of 2.46% or approximately \$74 to the average residential household with a property assessment of \$185,605. Council was made aware that the Region was considering a reduction to the tax ratio for the Multi-Residential tax class which would shift some tax burden to the remaining tax classes, including the residential tax class. Staff estimated the blended

tax increase to the residential tax class to increase to 2.71% or approximately \$82.

The Region has now approved the following tax class changes to tax ratios:

- Multi-residential from 2.000 to 1.9700
- Commercial from 1.7586 to 1.7349

With the reduction in education and regional tax rates, which created tax room used by the City, and the changes in the above tax ratios, the blended tax change for an average residential property is a 2.69% increase or approximately \$81.

The total tax rate including municipal, region and education was reduced slightly from 0.01666957 to 0.01666301 which is a reduction of 0.04%, combined with an average assessment increase of 2.73% in 2018 from \$180,679 to \$185,605, the average blended tax increase is 2.69% or approximately \$81. See Schedule A.

Final Tax Bill

The final tax bill for all tax classes including residential, multi-residential, commercial, industrial, pipeline, farmland, managed forest and farmland awaiting development classes will have a demand date (mailing) of June 12, 2018. The due dates will be July 3 and October 1, 2018.

A by-law is before Council to adopt the tax rates for 2018 for the City of Port Colborne, the Region of Niagara (including waste management), and the education tax rates.

2018 TAX CALCULATION

The calculation to determine total property taxes on a residential property for 2018, based on a property's 2018 assessment, is as follows: (See Schedule A)

2018 Assessment x Tax Rate

Example: 185,605 x 0.01666301 = \$3,092.74

ESTIMATE OF TAX CHANGES

	2018	2017	\$ Change	% Change
Residential Assessment	<u>185,605</u>	<u>180,679</u>		
City	1,564.84	1,478.62	86.22	5.83
Region-general	1,052.53	1,042.95	9.58	0.92
Region-waste mgmt.	159.84	166.86	(7.02)	(4.21)
Education	<u>315.53</u>	<u>323.42</u>	<u>(7.89)</u>	<u>(2.44)</u>
Total Property Taxes	<u>3,092.74</u>	<u>3,011.85</u>	<u>80.89</u>	<u>2.69</u>

The overall increase in taxes is dependent on a property's 2018 reassessed current value compared to 2017 assessed value. The blended rate includes the City, Region

(including Police, Housing, Niagara Peninsula Conservation Authority and Waste Management) and the School Boards (Education). The average residential home assessed at \$185,605 will have an annual increase of approximately \$81, being a 2.69% increase.

A complete analysis and comparison of City levy and tax changes for each tax class and the blended tax amounts for all tax classes is provided in Schedule C.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

a) Do nothing

This is not an option as the tax rates are required to generate the appropriate amount of tax revenue for the 2018 operations and capital of the City of Port Colborne and for the purposes of the Downtown Development Board (BIA) and Main Street Gateway (BIA) operations.

b) Other Options

Council adopted By-Law No. 6566/21/18 on April 9, 2018 to approve the budget estimates for the year 2018. The tax rates in the attached by-law are required in order to meet budget requirements and are recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Schedule A – Estimated Residential Property Tax Changes

Schedule B – General 2018 Tax Rates

Schedule C – City and Blended Levy Comparison by Assessment Class

7) RECOMMENDATION

That the rates of taxation for the year 2018 be approved and the tax rate by-law be executed by the Mayor and City Clerk.

That the 2018 final billing for the residential, multi-residential, commercial, industrial, pipeline, farmland, managed forest and farmland awaiting development tax classes have a demand (mailing) date of June 12, 2018 with due dates of July 3 and October 1, 2018.

8) SIGNATURES

Prepared on April 16, 2018 by:



Peter Senese
Director of Corporate Services

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

**CITY OF PORT COLBORNE
2018 BUDGET
ESTIMATED RESIDENTIAL PROPERTY TAX CHANGES**

Schedule A

	Phased In Assessment change				Phased In Assessment change			
	2018	2017	\$ Change	% Change	2018	2017	\$ Change	% Change
City	84.142	81.837	2.30	2.82%	84.310	81.837	2.47	3.02%
Region - general	56.529	57.724	-1.19	-2.07%	56.708	57.724	-1.02	-1.76%
Region - waste mgmt	8.595	9.235	-0.64	-6.93%	8.612	9.235	-0.62	-6.75%
Education	17.000	17.900	-0.90	-5.03%	17.000	17.900	-0.90	-5.03%
	166.265	166.696	-0.43	-0.26%	166.630	166.696	-0.07	-0.04%

**** with 6.72 % levy increase
with reduced education rate**

**** with 6.72% levy increase
with reduced education rate and
reduced tax ratio for multi residential & commercial**

ESTIMATES OF TAX CHANGES

			\$ %				\$ %	
	2018	2017	Change	Increase	2018	2017	Change	Increase
Assessment	185,605	180,679			185,605	180,679		
City	1,561.71	1,478.62	83.09	5.62%	1,564.84	1,478.62	86.22	5.83%
Region-general	1,049.21	1,042.95	6.26	0.60%	1,052.53	1,042.95	9.58	0.92%
Region-waste mgmt	159.52	166.86	-7.34	-4.40%	159.84	166.86	-7.02	-4.21%
Education	315.53	323.42	-7.89	-2.44%	315.53	323.42	-7.89	-2.44%
Total Tax Levy	3,085.97	3,011.85	74.12	2.46%	3,092.74	3,011.85	80.89	2.69%

**Note: Regional tax policy same as 2017
Assessment increase of 2.73% in 2018**

**City of Port Colborne
General 2018 Tax Rates**

Schedule B

Property Class	RTC Code	City Tax Rates	Region Tax Rates	Region		TOTAL
				Waste Mgmt Tax Rates	Education Tax Rates	
Residential	RT	0.00843103	0.00567079	0.00086119	0.00170000	0.01666301
Multi-Residential	MT	0.01660912	0.01117146	0.00169654	0.00170000	0.03117712
New Multi-Res	NT	0.00843103	0.00567079	0.00086119	0.00170000	0.01666301
Commercial	CT	0.01462699	0.00983825	0.00149408	0.01090000	0.03685932
Excess Land	CU	0.01023889	0.00688678	0.00104586	0.00763000	0.02580153
Vacant Land	CX	0.01023889	0.00688678	0.00104586	0.00763000	0.02580153
Commercial Other	ST, GT	0.01462699	0.00983825	0.00149408	0.01090000	0.03685932
Commercial New Const	XT	0.01462699	0.00983825	0.00149408	0.01090000	0.03685932
Comm new const excess	XU	0.01023889	0.00688678	0.00104586	0.00763000	0.02580153
Industrial - New Const.	JT	0.02217360	0.01491418	0.00226493	0.01090000	0.05025271
Ind - new const excess	JU	0.01552152	0.01043992	0.00158545	0.00763000	0.03517689
Industrial	IT	0.02217360	0.01491418	0.00226493	0.01340000	0.05275271
Excess Land	IU	0.01552152	0.01043992	0.00158545	0.00938000	0.03692689
Vacant Land	IX	0.01552152	0.01043992	0.00158545	0.00938000	0.03692689
Large Industrial	LT	0.02217360	0.01491418	0.00226493	0.01340000	0.05275271
Excess Land	LU	0.01552152	0.01043992	0.00158545	0.00938000	0.03692689
Pipelines	PT	0.01435045	0.00965225	0.00146583	0.01090000	0.03636853
Farmlands	FT	0.00210776	0.00141770	0.00021530	0.00042500	0.00416575
FAD I	R1	0.00632327	0.00425309	0.00064589	0.00127500	0.01249725
Managed Forests	TT	0.00210776	0.00141770	0.00021530	0.00042500	0.00416575

**CITY OF PORT COLBORNE
CITY LEVY COMPARISON BY ASSESSMENT CLASS**

	Tax Ratios	2017 Levy	2018 Levy	Increase (Decrease)	Ave % Change	2018 Tax Rates	Taxes on \$185,605	2017 Tax Rates	Taxes on \$180,679	\$ Change	% Change
Residential	1.0000	\$11,976,753	\$ 12,754,436	\$ 777,682	6.49%	0.00843103	1564.84	0.00818373	1478.63	86.21	5.83%
Multi-Residential	1.9700	\$632,322	\$ 641,000	\$ 8,678	1.37%	0.01660912	3082.74	0.01636746	2957.26	125.48	4.24%
New Multi-res	1.0000	\$0	\$ 5,059	\$ 5,059		0.00843103	1564.84	0.00818373	1478.63	86.21	5.83%
Commercial	1.7349	\$1,655,530	\$ 1,768,522	\$ 112,992	6.83%	0.01462699	2714.84	0.01439191	2600.32	114.53	4.40%
Excess Land	1.7349	\$2,231	\$ 2,343	\$ 112	5.04%	0.01023889	1900.39	0.01007434	1820.22	80.17	4.40%
Vacant Land	1.7349	\$20,266	\$ 24,307	\$ 4,041	19.94%	0.01023889	1900.39	0.01007434	1820.22	80.17	4.40%
Industrial	2.6300	\$1,375,196	\$ 1,495,661	\$ 120,465	8.76%	0.02217360	4115.53	0.02152321	3888.79	226.74	5.83%
Excess Land	2.6300	\$30,706	\$ 30,787	\$ 81	0.26%	0.01552152	2880.87	0.01506625	2722.15	158.72	5.83%
Vacant Land	2.6300	\$100,552	\$ 133,408	\$ 32,856	32.68%	0.01552152	2880.87	0.01506625	2722.15	158.72	5.83%
Pipelines	1.7021	\$135,527	\$ 143,379	\$ 7,852	5.79%	0.01435045	2663.52	0.01392953	2516.77	146.74	5.83%
Farmlands	0.2500	\$99,193	\$ 107,240	\$ 8,047	8.11%	0.00210776	391.21	0.00204593	369.66	21.55	5.83%
Managed Forests	0.2500	\$2,000	\$ 1,755	\$ (245)	-12.26%	0.00210776	391.21	0.00204593	369.66	21.55	5.83%
FAD 1	1.0000	\$8,058	\$ 8,498	\$ 440	5.46%	0.00632327	1173.63	0.00613780	1108.97	64.66	5.83%
Totals		\$ 16,038,334	\$ 17,116,395	\$ 1,078,061	6.72%						

**CITY OF PORT COLBORNE
BLENDED LEVY COMPARISON BY ASSESSMENT CLASS**

	Tax Ratios	2017 Levy	2018 Levy	Levy Increase	Ave % Increase	2018 Tax Rates	Taxes on \$185,605	2017 Tax Rates	Taxes on \$180,679	\$ Change	% Change
Residential	1.0000	\$11,976,753	\$ 12,754,436	\$ 777,682	6.49%	0.01666301	3092.74	0.01666957	3011.84	80.90	2.69%
Multi-Residential	1.9700	\$632,322	\$ 641,000	\$ 8,678	1.37%	0.03117712	5786.63	0.03154914	5700.27	86.36	1.52%
New Multi-res	1.0000	\$0	\$ 5,059	\$ 5,059		0.01666301	3092.74	0.01666957	3011.84	80.90	2.69%
Commercial	1.7349	\$1,655,530	\$ 1,768,522	\$ 112,992	6.83%	0.03685932	6841.27	0.03756721	6787.61	53.67	0.79%
Excess Land	1.7349	\$2,231	\$ 2,343	\$ 112	5.04%	0.02580153	4788.89	0.02629705	4751.32	37.57	0.79%
Vacant Land	1.7349	\$20,266	\$ 24,307	\$ 4,041	19.94%	0.02580153	4788.89	0.02629705	4751.32	37.57	0.79%
Industrial	2.6300	\$1,375,196	\$ 1,495,661	\$ 120,465	8.76%	0.05275271	9791.17	0.05303327	9582.00	209.17	2.18%
Excess Land	2.6300	\$30,706	\$ 30,787	\$ 81	0.26%	0.03692689	6853.82	0.03712329	6707.40	146.42	2.18%
Vacant Land	2.6300	\$100,552	\$ 133,408	\$ 32,856	32.68%	0.03692689	6853.82	0.03712329	6707.40	146.42	2.18%
Pipelines	1.7021	\$135,527	\$ 143,379	\$ 7,852	5.79%	0.03636853	6750.18	0.03672652	6635.71	114.47	1.73%
Farmlands	0.2500	\$99,193	\$ 107,240	\$ 8,047	8.11%	0.00416575	773.18	0.00416739	752.96	20.22	2.69%
Managed Forests	0.2500	\$2,000	\$ 1,755	\$ (245)	-12.26%	0.00416575	773.18	0.00416739	752.96	20.22	2.69%
FAD 1	1.0000	\$8,058	\$ 8,498	\$ 440	5.46%	0.01249725	2319.55	0.01250218	2258.88	60.67	2.69%
Totals		\$ 16,038,334	\$ 17,116,395	\$ 1,078,061	6.72%						

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Report Number: 2018-64

Date: May 14, 2018

SUBJECT: Emergency Call Summary 2017

1) PURPOSE

The Fire Chief prepared this report in an effort to provide Council with the 2017 response summary for the City's Fire Department.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Over the course of the year, the Fire Department prepares reports for every response. The reports are very detailed and are a requirement of the Office of the Fire Marshal and Emergency Management. Attached to this report are the yearly results for 2017 as confirmed by the Office of the Fire Marshal.

3) STAFF COMMENTS AND DISCUSSIONS

The information contained within the attached document provides information broken down as to the following:

- Total Calls
- Dollar Loss
- Injuries
- Location of Fire Loss Fires
- Percentage Types of Calls

The attached information will provide Council with detailed and accurate information concerning emergency responses and a breakdown by percentage as well as dollar loss associated with various responses.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

Not applicable.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Appendix "A" – 2017 Standard Incident Report Verification

7) RECOMMENDATION

That Fire and Emergency Services Department Report No. 2018-64 with respect to the 2017 emergency call summary be received for information purposes.

8) SIGNATURES

Prepared on April 20, 2018

Reviewed and respectfully submitted by:



Thomas B. Cartwright,
City Fire Chief



C. Scott Luey,
Chief Administrative Officer

Appendix "A" to Report Number 2018-64

e-mailed to: firechief@portcolborne.ca;mikebendia@portcolborne.ca;



2017 Standard Incident Report Verification

It is important that OFMEM has ALL of the 2017 SIR reports for your department. Please review the following reports.

1. **Last report received:** shows the date of the last report on line for 2017. Please file late reports as soon as possible.
The following reports will show totals only for the calls filed prior to the date of this report: 5-Apr-2018
2. The **Emergency Call Summary** shows the total reports received by OFMEM as of the date of this report.
3. **Total Emergency Response into other Municipalities** shows total calls by the department into neighbouring municipalities.
4. The **Monthly Summary** section shows the total fire and non-fire reports received by month.
5. The **Exposure Fires** section shows fires where the department reported exposure fires and notes where reports are missing.
6. The **Injuries and Rescues** section shows the total injuries and rescues reported and the number of full Injury reports filed.
7. The **NO LOSS OUTDOOR** fire section lists incidents that do not meet the criteria for this response type and must be revised.

For a full LISTING OF ALL FIRE CALLS: e-mail your request to ofmstatistics@ontario.ca with your FDID in the subject line.

PLEASE VERIFY AND CONFIRM WITH THE OFMEM: If the information shown in these reports is correct, please confirm by e-mail that no revisions are required (ofmstatistics@ontario.ca). Include your FDID in the subject line. If revisions are required please file these changes as soon as possible by resubmitting the SIR report(s).

2611 00 Port Colborne Fire and Emergency Services

Last report received for 2017 :		31-Dec-2017		Please ensure OFMEM has all of the your SIR reports for emergency incidents in 2017.		
Emergency Call Summary		Response Type	Total calls	Injuries reported CIV FF		(see Injury report, Fatalities not shown in report) Estimated loss
	2017 Totals		1,067	1	0	\$889,500
Fire response			28	3%		\$889,500
Loss reported(includes injuries/fatalities)						
	OUTDOOR		6	1%	0	\$11,250
	STRUCTURE		18	2%	1	\$798,250
	VEHICLE		4	0%	0	\$80,000
Fire response - outdoor no loss			7	1%		
Non fire call			1,032	97%		\$0
	Burning (controlled)		59	6%	0	\$0
	CO False calls		58	5%	0	\$0
	False fire calls		146	14%	0	\$0
	Medical/resuscitator call		424	40%	0	\$0
	Other response		193	18%	0	\$0
	Overpressure rupture/explosion (no fire)		1	0%	0	\$0
	Pre fire conditions/no fire		29	3%	0	\$0
	Public Hazard		43	4%	0	\$0
	Rescue		79	7%	0	\$0

Total Emergency responses into other Municipalities (included in Emergency Call Summary)

If there are no totals listed, there are no reports of emergency responses into other/neighbouring municipalities

Municipality	Total calls
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Note: In most OFMEM reports Exposure fires are reported as additional fires. If your data system includes all exposure fires as 1 emergency response, your number of fires will differ from the OFMEM total fires. For more information or more detailed reports e-mail your request to ofmstatistics@ontario.ca

2017 Standard Incident Report Verification

Monthly summary of reports filed		* Loss fire: fire with injury, fatality or \$ loss reported. No Loss fire: 0 Injury and 0 fatality and \$0 loss.			
	Loss or no loss*	Totals: Incidents	Injuries reported	Est \$ Loss	
January					
Fire response	Loss	4	0	\$370,000	
Non fire call		100	0	\$0	
February					
Fire response	Loss	1	0	\$50,000	
Fire response - outdoor no loss	NoLoss	3	0		
Non fire call		68	0	\$0	
March					
Fire response - outdoor no loss	NoLoss	1	0		
Non fire call		86	0	\$0	
April					
Fire response	Loss	2	0	\$2,250	
Non fire call		71	0	\$0	
May					
Fire response	Loss	1	0	\$500	
Non fire call		73	0	\$0	
June					
Fire response	Loss	1	0	\$1,000	
Fire response - outdoor no loss	NoLoss	2	0		
Non fire call		84	0	\$0	
July					
Fire response	Loss	4	0	\$181,500	
Non fire call		101	0	\$0	
August					
Fire response	Loss	9	0	\$247,000	
Non fire call		118	0	\$0	
September					
Non fire call		96	0	\$0	
October					
Non fire call		79	0	\$0	
November					
Fire response	Loss	2	1	\$31,000	
Non fire call		72	0	\$0	
December					
Fire response	Loss	4	0	\$6,250	
Fire response - outdoor no loss	NoLoss	1	0		
Non fire call		84	0	\$0	

Note: In most OFMEM reports Exposure fires are reported as additional fires. If your data system includes all exposure fires as 1 emergency response, your number of fires will differ from the OFMEM total fires. For more information or more detailed reports e-mail your request to ofmstatistics@ontario.ca



2017 Standard Incident Report Verification

Exposure Fires: (If there are no incidents listed, there are no reports of exposure fires.)

Listed below are the fire reports where there is a total reported in the Total Exposures field, Exposure number or where the fire spread reported was: 11 - Spread beyond building of origin, resulted in exposure fire(s).

Do not report a number in Total Exposures or in Exposure Number if there was smoke or heat damage only.

Do not report Response Type 3 NO LOSS OUTDOOR FIRE with an exposure - all reports must be Response Types: 1 or 2

Please review this listing and ensure that there is a fire report for each of the exposure fires.

There should be one exposure fire report (in addition to the initial fire report) for every property that was ignited as a result of the initial fire - the total exposures should also be reported.

All related exposure fires are listed together with the originating fire report.

If you do not have the correct number of fire reports, you will see the note "Missing exposure fire record(s)", please:

a) file the additional reports, or

b) revise the Total Exposures field to 0 or to the number of exposure reports filed and/or verify Extent of Fire on originating fire report is 11 only if exposure fires exist, then fax back to OFMEM at 647-329-1141 so that we can update our records.

2611 00		Response type		Estimated \$ loss	Exposure fires		Address
Incident Date and call time	Property type		Total		Exp #		
13-Jan-2017 14 38 3	Fire	\$150,000	1	0	4616 MILLER ROAD		
FD incident # 17-045	Mobile Home						
13-Jan-2017 14 38 3	Fire	\$5,000	1	1	4616 MILLER ROAD		
FD incident # 17-046	Automobile						
28-Jul-2017 23 59 47	Fire	\$3,000	2	0	688 FIELDEN AVENUE		
FD incident # 17-590	Vehicles or Vehicle Parts						
28-Jul-2017 23 59 47	Fire	\$1,000	2	1	688 FIELDEN AVENUE		
FD incident # 17-591	Vehicles or Vehicle Parts						
28-Jul-2017 23 59 47	Fire	\$2,500	2	2	688 FIELDEN AVENUE		
FD incident # 17-592	Detached Dwelling						
3-Aug-2017 20 7 18	Fire	\$100,000	5	0	490 EMPIRE ROAD		
FD incident # 17-617	Motor Home, Camper, Trailer						
3-Aug-2017 20 7 18	Fire	\$100,000	5	1	490 EMPIRE ROAD		
FD incident # 17-618	Motor Home, Camper, Trailer						
3-Aug-2017 20 7 18	Fire	\$2,500	5	2	490 EMPIRE ROAD		
FD incident # 17-619	Motor Home, Camper, Trailer						
3-Aug-2017 20 7 18	Fire	\$1,000	5	3	490 EMPIRE ROAD		
FD incident # 17-620	Motor Home, Camper, Trailer						
3-Aug-2017 20 7 18	Fire	\$3,000	5	4	490 EMPIRE ROAD		
FD incident # 17-621	Motor Home, Camper, Trailer						
3-Aug-2017 20 7 18	Fire	\$5,000	5	5	490 EMPIRE ROAD		
FD incident # 17-624	Motor Home, Camper, Trailer						
30-Dec-2017 15 45 12	Fire	\$500	1	0	181 WELLAND STREET		
FD incident # 17-1063	Shed, Children's Playhouse						
30-Dec-2017 15 45 12	Fire	\$750	1	1	177 WELLAND STREET		
FD incident # 17-1064	Fence						



2017 Standard Incident Report Verification

Injuries reported

(If there are no incidents listed, there are no reports of injuries.)

All reports where an injury was reported or an injury report was received, are listed.

If the TOTAL INJURY REPORTS RECEIVED does not match the TOTAL INJURIES REPORTED (on SIR), then the entire section will have a grey background, and we are asking you to review those reports. Please provide revisions: a revised total or refile the incident report with the missing injury report. At the end of the year OFMEM will revise the number of injures on the SIR to match the number of Injury reports received. Fatalities are not included in this report.

2611	00	2017	Total Injury reports received:	0	Total injuries reported on the SIR:	CIV: 1	FF: 0
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FD Inc ID#	17-926	9-Nov-17	INJ Reports received	0	Totals reported:	CIV	1	FF	0
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NO LOSS OUTDOOR fire reports (If there are no incidents listed, there are no reports of this type with errors)

Definition: **No loss:** no fatality, injury or dollar loss **AND Outdoor:** open land, trash container outside, etc.

Exclusions: fires occurring in structures, vehicles, recycling/dump sites, exposure fires, or outdoor fires where arson, vandalism or children playing was suspected.

The incidents listed below all have one of: a \$ loss or injury reported or structure or vehicle property type. These incidents should be reported as response type code 1 - Fire with sections B and C completed where applicable (see definition above).

Please revise these incidents (if there are no incidents listed, there are no reports of this type with errors) and send updated reports to OFMStatistics@ontario.ca or update the report on the OFMEM data entry site.

FD Incident #	Incident date	Response type	Property type	Reported losses			Address
				Est. \$	CIV Injuries	FF Injuries	

OFM FDID:

e-mailed to: firechief@portcolborne.ca;mikebendia@portcolborne.ca;;

2017 Standard Incident Report Verification



The Office of the
Fire Marshal

Note: In most OFMEM reports Exposure fires are reported as additional fires. If your data system includes all exposure fires as 1 emergency response, your number of fires will differ from the OFMEM total fires. For more information or more detailed reports e-mail your request to ofmstatistics@ontario.ca

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Report No. 2018-67

Date: May 14, 2018

SUBJECT: Site Plan Control Handbook

1) PURPOSE

To obtain Council's approval of a Site Plan Control Handbook that outlines the expectations when submitting a Site Plan Control Application and standards for development.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Since 1991, the City has had a Site Plan Control By-law requiring the need for new development based on use (e.g. industrial) or location (e.g. in an industrial zone) to be subject to an application and agreement.

The goal of Site Plan Control is to improve the image and appearance of the City through better individual developments by applying consistent standards and guidelines; to ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons; to ensure the safety and convenience of automobile and pedestrian traffic; and to protect environmental areas and adjacent properties from incompatible development through the appropriate location of buildings, roads and parking spaces.

In 2002, Council was presented with a Site Plan Control Handbook as an appendix to a report for an amendment to the Site Plan Control By-law but the Handbook was never requested to be approved or endorsed.

3) STAFF COMMENTS AND DISCUSSIONS

The Site Plan Control Handbook provides the process involved for site plan control from preconsultation through to final approval, standards for development, drawing requirements, the agreement and required securities. The Site Plan Control Handbook will make applicants aware of what is required and what is expected from their proposed development.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

If Council chooses to do nothing, staff will continue to follow the outdated handbook that is silent on securities as one example. Staff would then continue to require 100% in securities be in place before development can begin. Staff have been made aware that providing

100% in securities and then 100% of development costs is financially challenging. Staff have reviewed what other municipalities' practice is for securities and have implemented it. A new standard for securities can be seen as the City demonstrating a more open business approach.

b) Other Options

Council can make any other changes to the Site Plan Control Handbook.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

Site Plan Control Handbook

7) RECOMMENDATION

That the Site Plan Control Handbook attached to Planning and Development Department, Planning Division Report No. 2018-67 be approved.

8) SIGNATURES

Prepared on May 4, 2016 by:



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

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

HANDBOOK FOR SITE PLAN CONTROL

The Applicant is required to provide appropriate answers to all questions on the application form. If all prescribed information is not provided, the application will not be accepted.

This handbook provides an overview of the process, and data requirements the City of Port Colborne Department of Planning and Development uses to make recommendations about land use and development approval applications.

Site Plan Control focuses on the building rather than its use. Since Site Plan Control works within the context of zoning, it starts with the premise that the zone regulations relating to the use of the site and the allowable building envelope provide the basic frame of reference. Therefore, use and reduction of zoning provisions are not negotiable in the Site Plan Control approval process.

Site Plan Control is used to:

1. Ensure proposed developments are built and maintained as approved by Council;
2. Set requirements for the appearance of new developments;
3. Ensure safe and efficient access for vehicles and pedestrians;
4. Ensure provision of items such as parking, landscaping, and drainage; and
5. Protect adjacent properties from incompatible development.

The intent of Site Plan Control is to improve the efficiency of land use and servicing and to encourage compatible and attractive forms of development which:

- is functional for the intended use;
- is safe for vehicle and pedestrian movements including entering into and exiting the site;
- retains natural features of the site;
- provides compatibility of design between sites and minimizes adverse effects on adjacent properties;
- provides functional and attractive on-site facilities (lighting, screened waste receptacles, landscaping, etc.,)
- provides for recreational and outdoor areas;
- controls the placement and provision of required services (loading facilities, snow removal, parking, driveways, etc.);
- secures easements and grading to provide for public utilities and site drainage; and
- ensures proposals are built and maintained as approved.

Site Plan Control applications are reviewed by the Director of Planning and Development, upon whose recommendation a Site Plan Control Agreement is prepared outlining conditions the owner is legally required to satisfy during the construction process.

Development may not occur (i.e. a building permit may not be issued) unless the City has approved plans showing the location of all buildings, structures, facilities, and works to be provided and/or entered into a Site Plan Control Agreement.

Site Plan Control Approval protects both the public and private interests by ensuring that new development is designed in accordance with contemporary standards.

Under Site Plan Control, as a condition of approval, the City may require the owner to provide some items including grading and provisions for the disposal of stormwater. The City may also require the owner to enter into an agreement dealing with, and ensuring, provision of the items required as a condition of approval. The agreement may include several items such as the payment of Development Charges and the provision of parkland dedication.

The Planning Act enables the City to designate all or part of its area as a "Site Plan Control

Area” and to require that plans and/or drawings for proposed developments be approved by the City. In Port Colborne, Site Plan Control applies to:

- (a) Commercial, industrial, or institutional development;
- (b) Residential development containing five (5) or more dwelling units.
- (d) Development undertaken by the City or the Regional Municipality of Niagara in relation to buildings, structures, facilities or systems to be used, operated and maintained by the City or the Regional Municipality of Niagara for the purpose of providing services that the City or the Regional Municipality of Niagara has jurisdiction to provide to the public including, but not limited to, community centres, arenas, operations centres, libraries, civic centres and waste management or disposal facilities;
- (e) Development on lands within the Sherkston Shores Secondary Plan Area.
- (f) Development of a parking lot having five (5) or more parking stalls.

Site Plan Control permits control of building design and siting, authorizes the City to require certain technical matters related to servicing of the site, and establishes means to ensure development is completed as approved. To find out if a property is subject to Site Plan Control, refer to the maps attached to the Site Plan Control By-law or contact the Planning Division.

Before submitting a Site Plan Control Application, it is the applicant's responsibility to review the drawings to ensure they satisfy all of the requirements outlined in this Handbook. Problems or questions about any of the requirements should be directed to the City before submitting a Site Plan Control Application. Incomplete drawings and/or Site Plan Control Applications may delay processing.

THE PROCESS:

1. PRE-CONSULTATION

You are required to meet with Staff before submitting the site plan control application to decide if an application is required and if it is, to allow them to become familiar with the proposal. A preliminary sketch and an analysis of the implications of the official plan provisions and zoning by-law requirements would be useful now.

At this stage key issues are identified such as:

- Water supply;
- Sewage disposal; Stormwater management; Development standards;
- Natural and cultural heritage resources conservation;
- Any required studies;

The Director of Planning and Development is responsible for the evaluation of Site Plan Control Applications submitted for approval and the determination of the necessity for agreements and the need to register the agreements on title.

When a complete application or a request for an amendment is received, the City's Director of Planning and Development may determine a proposed development to be exempt or minor and make a decision to approve, amend or refuse the application.

An application or a request for amendment which is not minor is referred to technical staff of the City for review and comment.

2. FORMAL APPLICATION

The application form, including all required materials, should be submitted to the Planning Division. The application form should be complete. The plans and drawings must be deemed complete within 30 days or the Applicant may appeal to the Ontario Municipal Board. Where the owner is not satisfied with any of the requirements placed on approval, including the terms of an agreement, the owner may appeal.

3. REVIEW AND NOTIFICATION

Once received, the application may be reviewed by the Director of Planning and Development, circulated to various agencies and City Departments for their comments before approval. Staff review the application and arrange meetings if required.

The Site Plan Control Application may be circulated to the following for comments:

- a) The City's Manager of Engineering Services and / or Planner for:
 - Compliance with Official Plan and Zoning By-law;
 - Parking area design;
 - Access to property/walkways, landscaping, garbage collection and/or storage areas, and access for the physically disabled;
 - Compliance with any other pertinent Municipal By-law;
 - Water supply, sanitary sewage, and storm drainage systems;
 - Street access and traffic control;
 - Sidewalks, curbs, and pavement;
 - Other engineering aspects;
 - Road upgrading;
 - Road widening; and
 - On-site traffic.
- b) The Fire Chief for compliance with the Ontario Fire Code and for such things as:
 - Fire access routes;
 - On-site fire hydrants;
 - Water service requirements; and
 - Other items necessary for adequate fire protection.
- c) The Chief Building Official for compliance with the Ontario Building Code and for such things as:
 - Sign By-law Standards;
 - Building Code requirements;
 - Plumbing Code requirements; and
 - Other applicable provincial legislation and municipal by-laws.
- d) Any outside agencies considered appropriate by the City which may include, the Niagara Region, the Ministries of the Environment and Transportation and the Niagara Peninsula Conservation Authority.

4. APPROVAL

Municipal Staff will review the comments and advise the Applicant of any requirements in writing.

Once all comments have been received, the drawings have been revised to address any comments and City Departments and required agencies have issued their clearance, the Director of Planning and Development may approve the final detailed development proposal by issuing an approval letter. The Applicant may be asked to dedicate parkland and road widening and provide boulevard improvements.

5. SECURITY DEPOSIT

Securities (refer to Appendix A) will be required prior to execution of the Agreement by the City, in the form of a standard Letter of Credit from a chartered bank or a certified cheque payable to the City of Port Colborne, calculated based on the Engineer's cost estimates of the works in the following amount:

- 15% of estimated construction cost of On-Site Primary Services
- 100% of estimated construction cost of Off-Site Primary Services
- 50% of estimated construction cost of On-Site Secondary Services
- 100% of estimated construction cost of Off-Site Secondary Services

The City may require the Applicant to provide a security deposit for any works required by the Site Plan Control Agreement. The deposit may be provided as a certified cheque, letter of credit, or any other form acceptable to the City. Where security is provided as a letter of credit, the letter:

- Is usually an Irrevocable Letter of Credit in favour of the City;
- May be drawn upon by the City any time and from time to time, partial drawings are permitted;
- Is effective for one (1) year; and
- Can be extended for one (1) year before any expiration date if required, by the City.

The developer is required to submit a detailed cost estimate for all landscaping, fencing, parking and site services. The format of the estimate must be acceptable to the Municipality - that is, the estimate should be broken down on a unit basis. The following example illustrates the acceptable format:

<u>Unit Cost</u>	<u>Quantity</u>	<u>Total Cost</u>
Fencing @ \$10.00/ft	32 ft x \$10.00	= \$320.00
Curbing @ \$6.00/ft	25 ft x \$6.00	= \$150.00
Trees @ \$15.00 each	3 x \$15.00	= \$45.00
	Total Deposit Required	= \$515.00

The receipt of securities is required prior to the Site Plan Control Agreement being executed by the Mayor and City Clerk.

6. SITE PLAN CONTROL AGREEMENT

The Site Plan Control Agreement requires the proposed development follow the approved plans and drawings and is subject to conditions set out in the agreement. Once the security deposit has been received and the Applicant has signed the Agreement, the Mayor and the City Clerk will execute the Agreement on behalf of the City and the Site Plan Control Agreement may be registered on the title of the property at the Applicant's expense.

NOTE: If the Building Permit application is complete, a Building Permit can be issued immediately upon registration of the Site Plan Control Agreement.

LETTER / CERTIFICATE OF COMPLIANCE

After completion of the work required under the Site Plan Agreement, a Letter/Certificate of Compliance and an "As Constructed" Grading Plan must be submitted to the Planning Division. The letter and "As Constructed" Grading Plan certify that all aspects of the Site Plan Agreement and drawings have been complied with and it should be written, signed and stamped by a Professional Engineer, Architect, Landscape Architect or Planner. The Letter of Compliance and "As Constructed" Grading Plan are required in all situations except where otherwise exempted by the City because of the specific nature of the proposed works or project, to receive a refund of securities.

APPEAL

Where an Applicant does not consider the decision of the Director of Planning and Development to be acceptable, an appeal may be made to Council; or, to the Ontario Municipal Board if the decision of Council is unacceptable.

In addition, the Applicant may appeal directly to the Ontario Municipal Board if any of the terms of the Site Plan Agreement are unacceptable or if the City fails to review the plans within 30 days of the submission of the application for Site Plan Control.

SUBMISSION REQUIREMENTS/CHECKLIST

Site Plan Control Applications must be accompanied by the following information:

- a. Application Fees
- b. One completed application form;
- c. A Plan of Survey (in metric);
- d. The Site Plan, Landscape Plan, Building Elevations, Floor Plans and Topographic Survey; and
- e. Presentation drawings (if available).

Where a Site Plan Control Agreement is required to be registered on title, the Applicant is responsible for the registration fees. Where the City requires special services or expertise beyond those normally required in the Site Plan review process, the Applicant will be responsible for any fees incurred.

All Plans and Drawings, except presentation drawings, should be individually folded to 215mm x 280 mm (8 ½" by 11") with the title block exposed.

All Plans and Drawings are required to be provided with the application material in PDF and DWG formats.

DETAILED DRAWING REQUIREMENTS / CHECKLIST

1. SURVEY

The survey should show the location, width and names of all:

- Roads;
- Road allowances;
- Rights-of-way;
- Streets or highways within or abutting the property, showing whether they are:
 - Public roads;
 - Rights-of-way;
 - Unopened road allowances.

Only a survey prepared by a licensed land surveyor can legally define land. A surveyor will undertake the necessary research, survey the property and prepare a survey that reveals whether:

- Other people are entitled to partial use of your property through easements for utilities or right-of-way;
- Fences, trees, buildings, gardens, embankments, driveways, swimming pools, house additions and other property improvements which actually lay on your property;

2. CONTEXT PLAN

(Six full size copies, 1 reduced copy no larger than 11" x 17" and a digital copy)

Because your application will often be reviewed for its contribution to community design of the City, it may be useful to show the relationship between your proposed design and the buildings and spaces around it in a Context Plan. The Context Plan should show the proposal in relation to surrounding buildings, roadways and natural features and encompass a large enough area to show the proposal in context with the immediate neighbourhood.

3. SITE PLAN

(Six full size copies, 1 reduced copy no larger than 11" x 17" and a digital copy)

Site Plans are required to provide the following:

- a. Key Map (Scale - 1: 50,000) showing the location of the property in relation to:
 - Major roads;
 - Natural/constructed features and barriers; and
 - Adjacent properties; and any adjacent land owned by the Applicant or in which they have monetary interests: and North arrow;

- b. Be based on a Plan of Survey by an Ontario Land Surveyor, all existing site features and those on abutting lots and roads;
- c. Dimensions of parcels for dedication as easements or road widenings to the City, Region or Utilities;
- d. Dimensions and area of the property showing any:
 - Road widenings and right-of-way widths;
 - Easements;
 - Parks;
- e. Proposed property divisions with dimensions of property lines;
- f. The proposed staging or phasing of the development for both the property and the buildings;
- g. The location of all buildings and structures showing all:
 - Building uses;
 - Outside dimensions;
 - Setbacks;
 - Separations;
 - Entrances;
 - Equipment housings;
 - Number of floors;
 - Height in metres; and
 - Yard dimensions;
- h. Existing and proposed
 - Access ramps;
 - Driveways;
 - Curb cuts indicating;
 - Widths;
 - Curve radii;
 - Medians;
 - Curbs; and
 - Proposed direction of traffic flow;
- i. Dimensioned and numbered parking stalls including bicycle racks;
- j. Areas for:
 - Landscaping;
 - Walkways;
 - Sidewalks;
 - Entrances;
 - Retaining walls;
 - Fences;
 - Existing trees; and
 - All trees designated for removal;
- k. Location of all signs and lighting;
- l. Location and direction of exterior lighting;
- m. Existing and proposed:
 - Contours and/or spot elevations;
 - Bench marks, and
 - Elevations on the roads and adjacent properties boundaries;
- n. Location of:
 - Septic systems;
 - Fire hydrants; and
 - Other utilities both above and below ground within 90 metres of the subject property;
- o. Retaining walls;
- p. Protective railings;
- q. Service or delivery access;
- r. Extent of underground garage and ramp location;
- s. Stairwells;
- t. Garbage collection or storage areas; and
- u. Stormwater management facilities such as ditches, swales, ponds, etc.

The following information should accompany the drawings, preferably in chart form:

- Area of the site covered by buildings;
- Total area of the site;
- Total gross floor area of proposed buildings and existing buildings to be retained in square metres;
- Calculation of the percent of the site to be covered by buildings;
- Calculation of the floor area ratio (gross floor area divided by site area);
- Total number of parking spaces required per the zoning by-law;
- Total number of parking spaces provided;
- Number of parking spaces for
 - Visitors;
 - Tenants;
 - Employees;
 - Handicap;
- Calculation of the percent of the site area to be paved;
- Total site area to be landscaped, including walkways and courts;
- Calculation of the percent of the site area to be landscaped;
- Total number of units; and
- Site/development density.

The following are required for the submission of Site Plan Control drawings to the City:

- a. Drawing size should be A-1 (metric) (841 mm x 594 mm);
- b. All drawings should use metric measurements;
- c. Scale for general plans including Site Plans, Plans of Subdivision should be 1:200 maximum, and 1:1000 minimum;
- d. Scale for plan and profiles should be either 1:500, 1:250 horizontal; 1:50, 1:25 vertical;
- e. Scale for details should be 1:100 minimum;
- f. All datums should be referred to a geodetic bench mark and site bench marks should be established and described/detailed on plans;
- g. Streets requiring more than one plan/profile sheet should be shown with match lines;
- . Lot numbering on engineering drawings should be the same as that on the registered plan, where applicable;
- h. Digital files should be provided in pdf and dwg formats;
- i. All drawings require a title block containing the following information:
 - Name of the development;
 - Location of the development;
 - Owner of the development;
 - Title of drawing;
 - Name of company preparing the drawing;
 - Scale of drawing;
 - Date the drawing was prepared;
 - Engineer's or architect's stamp;
 - Drawing number;
- j. A table showing the revisions made to the drawings and date of the revisions; and
- k. A north arrow if appropriate.

4. LANDSCAPE PLAN

May be combined with Site Plan

(Six full size copies and 1 reduced copy no larger than 11" x 17" and a digital copy)

Landscape plans should be adequate to explain and show the following:

- Buildings;
- Parking areas;
- Driveways;
- Patios;
- Earth mounds;
- Steps;
- Benches;

- Paved areas;
- Location and type of lighting standards;
- Fences;
- Ornamental pools;
- Free standing sculptures or other exterior construction as part of the landscape design;
- Loading areas;
- Physical features to establish relationships with landscaping;
- Tree preservation program (where applicable);
- Existing trees, accurately located on the plan and clearly specified as to the:
 - Type;
 - Calliper; and
 - Condition
- Existing trees designated for removal (shown with a broken line);
- Plant list, using a key system, to show the:
 - Full botanical name;
 - Common name;
 - Quality;
 - Calliper;
 - Height when planted;
 - Height at maturity;
 - Spread; and
 - Special remarks;
- Dimensioned natural and constructed features such as:
 - Berms
 - Swales;
 - Ponds; and
 - Ditches; and
- Details and specifications of the following items:
 - Planting details for trees, shrubs, sod, gardens, etc.;
 - Walls;
 - Fences;
 - Screening;
 - Walkways;
 - Curbs;
 - Ramps;
 - Stairs;
 - Paved areas;
 - Special features or areas; and
 - Recreation areas;
 - Playlots; and/or
 - Facilities.

5. PRELIMINARY SITE SERVICING AND GRADING PLANS

(Six full size copies and 1 reduced copy no larger than 11" x 17" and a digital copy)

These plans, where required, should be adequate to explain and show the following:

- I. Sewer lines/sanitary servicing including sizing, grades, invert elevations;
- II. Land drainage and stormwater management arrangements, including catchbasins, soakaways, ponding areas, impediments to the free flow of water and an indication of the intended direction of surface flows;
- III. Water and utility servicing arrangements including:
 - Location of underground utility lines;
 - Existing hydro poles;
 - Hydrants;
 - Location and size of meter rooms;
 - Transformers;
 - Vaults;

- Valves; etc.;
- IV. Location of;
 - Fire fighting connections;
 - Access routes;
 - Hydrants; and
 - Watermains (and sizes);
- V. Existing and proposed grades and floor elevations;
- VI. Surfacing and grading of the property and areas such as:
 - Driveways;
 - Ramps;
 - Walkways;
 - Proposed edgings or curbs; and
 - Details of proposed retaining walls and similar features;
 - Road widenings;
 - Easements; and
 - Right-of-way.

Normally as a condition of Site Plan Approval, the Engineering Division requests a detailed Grading Plan to be submitted to the City which will ensure that no surface water from your property will flow onto abutting private property, but will be collected on site and disposed of in an approved manner. The grading plan should be prepared by a Professional Engineer or Ontario Land Surveyor and generally should contain the following detail:

- a. Based on an Ontario Land Surveyor's sketch and include a north arrow, scale, legal description, lot dimensions, adjacent roads and properties, etc.,
- b. All existing buildings and structures
- c. Existing and proposed ground and invert elevations
- d. Direction of storm water flow
- e. Storm water outlets including, where appropriate, catch basins, underground piping with size and slope, etc.,

If you would like clarification on the components of the Grading Plan, please call Mr. Steve Shypowskyj, Manager of Projects & Design, Engineering Division, Engineering and Operations Centre, (905-835-2901 x 220).

6. BUILDING ELEVATIONS

(Six full size copies and 1 reduced copy no larger than 11" x 17" and a digital copy)

Elevation drawings of all exterior walls of proposed buildings are required. These drawings should be sufficient to show:

- a. All sides of all main and accessory buildings, showing all roof structures, with dimensions such as penthouses, chimneys, vents, air conditioning; etc.;
- b. The design concept of the building;
- c. Details of public areas and other special features;
- d. Entrances;
- e. Doors;
- f. Arcades;
- g. Any recesses, projections and special features;
- h. The general finishing materials proposed;
- i. Finished grade, floor and roof elevations;
- k. Proposed signs, lights, equipment and equipment housings;
- l. Outline elevations of adjacent buildings drawn in correct relationship to the proposal;
- m. Plans showing the location and design of all exterior lighting and specifications; and
- n. Design location and construction details of any interior or exterior garbage collection and/or storage areas and grease pits.

7. FLOOR AND ROOF PLANS

(Six full size copies and 1 reduced copy no larger than 11" x 17" and a digital copy)

Floor plans for all buildings should be shown, except where repetition is proposed and such repetition is noted, showing the use of each room, location of all windows and doors; and

the elevation of the ground and basement floors.

A roof plan showing the location of all rooftop equipment and screening should also be provided.

8. TOPOGRAPHIC SURVEY

(Six full size copies and 1 reduced copy no larger than 11" x 17" and a digital copy)

The Topographic Survey provides a legal description of the site and an accurate description of the land and should include the following:

- a. The legal description;
- b. The area of the site;
- c. Reserves;
- d. Rights-of-way;
- e. Easements;
- f. Geodetic bench marks;
- g. Existing grade conditions;
- h. Spot elevations at the base of all existing trees and at 15 metre intervals along the centre line of all adjacent roads;
- i. Size, species and locations of all existing trees over 50 mm and groupings of shrubs;
- j. Locations of all existing:
 - Utility poles;
 - Ditches;
 - Sidewalks;
 - Curbs;
 - Driveways;
 - Storm sewers;
 - Sanitary sewers;
 - Watermains; and
 - Hydrants, and
- k. Location of all buildings, vehicular areas and major planting near the property line, but not adjacent properties.

ADDITIONAL INFORMATION

Any other study/report (i.e. market survey, geotechnical, drainage or stormwater management, traffic, environmental assessment, etc.) developed in conjunction with the design, used to justify the proposed project, should be provided to the City for review.

NOTE: Not all of the drawings and information listed in previous sections may be necessary for all applications. The drawings and information required for a specific proposal are decided through preconsultation between the developer and the City.

Once Site Plan Control drawings have been approved by the City, they can be used as the base for all drawings required during the Building Permit application process. In the event that conformity is not maintained, an amendment to the Site Plan Control approval may be required.

SUBMISSIONS

A meeting between the Applicant and the municipal Staff is required to be held before submitting the application to allow Staff to become familiar with the proposal and to advise the Applicant of any other applications or requirements which may be needed to accommodate the development.

A Site Plan Control Agreement with the City stipulates how servicing will be provided to the proposed development. The following sections contain a list of drawings and information required and the submission sequence for approval of the development for incorporation into the Agreement.

1. FIRST SUBMISSION

Copies of the following plans and documents should be submitted for review by the City.

- a) Deed (1)
- b) Plan of Survey (1)
- c) Site Plan (6 full size, 1 reduced (no larger than 11" x 17" and digital)
- d) Landscape Plan (6 full size, 1 reduced no larger than 11" x 17" and digital)
- e) Floor plan (6 full size, 1 reduced no larger than 11" x 17" and digital)
- f) Building Elevations (6 full size, 1 reduced no larger than 11" x 17" and digital)
- g) Preliminary Site Servicing & Grading Plan (6 full size, 1 reduced no larger than 11" x 17" and digital)

2. INTERMEDIATE SUBMISSIONS

Copies of all the plans listed under First Submission, which have been revised to include comments from the City, should be resubmitted for review. The developer's Engineer or Architect should submit copies of the Ministry of the Environment Application for Approval of Municipal and Private Water and Sewage Works for any proposed storm sewer, sanitary sewer or watermain construction. A signed copy of the approval will be returned to the owner and a copy to the City. The developer's Engineer or Architect should submit the necessary plans and information to obtain the required approvals from any other agencies, such as the Ministry of Transportation, the Niagara Peninsula Conservation Authority, etc.

3. FINAL SUBMISSION

After the drawings have been accepted and all approvals have been received, the final drawings, stamped, signed and dated by the developer's engineer and / or architect, should be submitted to the City. The drawings will be appended as schedules to the Site Plan Control Agreement and should be reduced to legal size and submitted digitally to the City. Construction and landscaping cost estimates for the proposed work should also be forwarded to the City. Once the cost estimates are approved, a deposit for the site works as detailed in the cost estimate is required.

A letter from the developer's Engineer and / or Architect stating that design, contract administration and field review will be completed in accordance with the Site Plan Control Agreement may be required.

Properly signed and executed deeds for grants, easements or any property to be conveyed to the City, if applicable, should be provided.

4. PRE-CONSTRUCTION

A minimum of 48 hours notice should be given to the City, before the commencement of any construction work. Utility companies and agencies, listed below, may have to be contacted directly by the owner/contractor for utility locates or areas of specified concerns.

1. Bell Canada
2. Cable TV
3. Gas Company
4. Ontario Ministry of Transportation (MTO)
5. Ministry of Natural Resources (MNR)
6. Niagara Peninsula Conservation Authority

APPENDIX A - Primary and Secondary Service Estimates

On-site Primary Services		Cost
1.	Watermains and Appurtenances	
2.	Sanitary Sewers and Services	
3.	Storm Sewers and Appurtenances including Stormwater Management Facility	
4.	Site Preparation, Grading and Granular A Base	
5.	Concrete Curb and Gutter	
6.	HL8 Base Course Asphalt	
7.	Electrical Distribution System and Streetlighting	
8.	Other (specify)	
	Sub-Total	

Off-site Primary Services		Cost
1.	Water Distribution System	
2.	Sanitary Sewer Collection System	
3.	Storm Sewer System	
4.	Site Preparation and Grading	
5.	Base Course Asphalt and Curb/Curb and Gutter	
6.	Other (specify)	
	Sub-Total	

On-site Secondary Services		Cost
1.	Surface Course Asphalt	
2.	Walkways	
3.	Landscaping & Planting	
4.	Fencing	
5.	Outdoor Lighting	
6.	Other (specify)	
	Sub-Total	

Off-Site Secondary Services		Cost
1.	Surface Course Asphalt	
2.	Sidewalk/Walkways	
3.	Grading and Sodding/Planting of Boulevards	
4.	Other (Specify)	
	Sub-Total	

SECURITIES		
1.	15% of On-Site Primary Services	
2.	100% of Off-Site Primary Services	
3.	50% of On-Site Secondary Services	
4.	100% of Off-Site Secondary Services	
	Total Letter of Credit or Certified Cheque Required	

Report Number: 2018-66

Date: May 14, 2018

SUBJECT: Summary of Comments and Changes - Updated Municipal Alcohol Management Policy

1) PURPOSE

The purpose of this report is to present updates to the City's Municipal Alcohol Management Policy and to request Council's approval of a newly revised and consolidated Policy.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

At its meeting of March 26, 2018, Council considered Community and Economic Development, Parks and Recreation Division, Report No. 2018-39, Subject: Updated Municipal Alcohol Management Policy and referred the report back to staff to obtain the following information:

- A summary of the recommended changes to the City's existing Municipal Alcohol Management Policy.
- To obtain comments from representatives of the Julia Yager Social and Recreation Centre and the Sherkston Community Centre Management Boards regarding the inclusion of these facilities on the list of municipally owned facilities that may host a Special Occasion Permit function; and

A copy of the above noted report is available on the City's website. The City's existing Municipal Alcohol Management Policy (the "Policy") was enacted in 1993. Numerous amendments have been made to the Policy since that time. The Policy governs the consumption of alcohol at various municipally owned facilities.

The Alcohol and Gaming Commission of Ontario is responsible for issuing Special Occasion Permits ("SOP") under the *Liquor Licence Act*. A SOP is required when serving alcohol during an event held at a municipally owned facility.

3) STAFF COMMENTS AND DISCUSSIONS

Significant legislative changes to alcohol management practices have taken place since the time the Policy was originally adopted. As a result, updates to the current Policy, as amended, are required to reflect the current legislative parameters, as well as to ensure the list of applicable municipal facilities governed by the Policy is accurate. In addition, due to the number of amendments made, the adoption of a new consolidated Policy is recommended.

Summary of Recommended Changes:

A copy of the revised Municipal Alcohol Management Policy is attached as Appendix "A". The following is a summary of the recommended changes to the existing Policy:

- Page 2: A table of contents has been created and is located on page 2 of the revised Policy.
- Page 3: The Preamble section of the Policy has been updated to more accurately reflect the legislative parameters and background of the Policy. This section has been relocated from page 4 to page 3.
- Page 4: The Purpose section of the Policy has been updated to more accurately reflect the Policy's purpose. This section has been relocated from page 5 to page 4.
- Page 4: The Licensed Facilities section of the Policy has been updated to correctly reflect the municipally owned facilities at which SOP functions may (and may not) be held. The list has been updated by removing Nickel Beach and Teeder Kennedy Youth Arena, and by adding the Roselawn Centre for the Arts. The Julia Yager Social and Recreation Centre, and the Sherkston Community Centre, have not been added to this section – these facilities were identified on the list of facilities that may host an SOP function in the existing Policy. Please note that inclusion on the list does not create an obligation for the City, or a facility management board (where applicable), to approve hosting SOP functions at these locations. Rather, approval is at the discretion of the City and/or management board.
- Page 5: In order to be eligible to utilize a City owned property and/or facility for a SOP function, the SOP Holder must demonstrate that there are sufficient controls in place to prevent intoxicated or rowdy patrons from entering the event. The Controls section of the Policy sets out the requirements that event organizers must follow leading up to and during an event. The requirements under this section have been updated to reflect the City's current practices and now correctly stipulates that those monitoring an SOP function must be at least 19 years of age. In addition, this section now correctly stipulates that SOP Holders must possess Smart Serve Certification, in accordance with the requirements of the AGCO. This section has also been updated to properly state that alcohol servers must open all alcoholic beverages prior to proffering same to patrons.
- Page 8: The Statement of Intoxication section has been updated to properly reflect the provisions set out by the AGCO (which have changed since the time of the Policy's adoption in 1993).
- Page 10: The Applications section has been updated to properly reflect the provisions set out by the AGCO (which have changed since the time of the Policy's adoption in 1993). This section also now outlines the conditions of approval, in accordance with AGCO requirements.
- Page 10: The Signs section has been updated to properly reflect the provisions

set out by the AGCO (which have changed since the time of the Policy's adoption in 1993) and now stipulates the locations in the venue that signage must be posted.

- Page 12: The Training section now correctly and clearly indicates that the SOP Holder must ensure all servers, floor and door monitors, ticket sellers and takers, possess a valid Smart Serve Ontario Certification.
- Page 12: The Insurance section has been updated to reflect a SOP Holder's obligation to submit a certificate of liability insurance, naming the City as an additional insured, in the amount of five million dollars (as per the City's existing insurance requirements).
- Page 12: The Noise section has been updated to properly indicate that SOP Holders indenting to feature amplified music at an outdoor event (whether it be a band, DJ, radio, or other form) must receive a Noise By-law Exemption from the By-law Enforcement Division.
- Page 12: Information regarding the composition of the Municipal Alcohol Policy Committee has been updated to reflect that this group is in fact a group of City staff and external stakeholders that review and comment on potential SOP functions. This group does not operate as a committee. This section of the Policy has been relocated from page 2 to page 12 in order for it to be located near the sections of the Policy, which outline the application and approval process.
- Page 15: The SOP Holder Evaluation Form now properly stipulates that an SOP must be obtained by the applicant.
- Numerous formatting and grammatical corrections have been made throughout the Policy.

Julia Yager Social and Recreation Centre, and Sherkston Community Centre:

As noted above, the Licensed Facilities section of the Policy was updated to correctly reflect the municipally owned facilities at which SOP functions may be held. With that said, the Julia Yager Social and Recreation Centre and the Sherkston Community Centre, have not been added to this section. Rather, the Community Centres were identified on the list in the existing Policy. This is the reason that staff did not seek comments from representatives of the Community Centres prior to the Policy being presented to Council at its March 2, 2018 meeting.

Further, the list of facilities does not create an obligation for the Community Centres to allow a SOP function to take place. Rather, approval is at the discretion of the City and the Community Centre Management Boards.

During preparation of this report, staff sought and received comments from representatives of each of the Community Centres regarding their continued inclusion on the list of municipally owned facilities at which an SOP function may be held. Representatives of both Community Centres indicated a preference to remain on the list of eligible facilities.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

Council may choose to receive and file this report. In this case, no further action would be taken and the Policy would not be updated. This option is not recommended.

b) Other Options

Council may choose to provide additional and/or alternative direction regarding the Policy.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

Appendix "A" – Revised Municipal Alcohol Management Policy

7) RECOMMENDATION

That the revised Municipal Alcohol Management Policy, attached as Appendix "A" to Community and Economic Development Department, Parks and Recreation Division Report No. 2018-66, Subject: Summary of Comments and Changes - Updated Municipal Alcohol Management Policy, be approved; and

That the appropriate by-law be presented for approval.

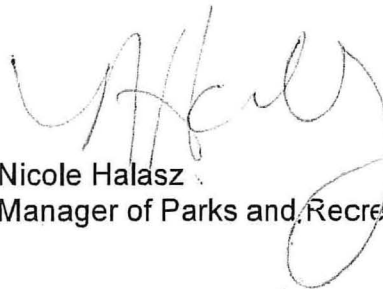
8) SIGNATURES

Prepared on April 26, 2018 by:



Gina Tartaglia
Event Coordinator

Reviewed by:



Nicole Halasz
Manager of Parks and Recreation

Reviewed by:



Ashley Grigg
Director of Community and Economic
Development

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

Schedule "A" to By-law _____

THE CORPORATION OF
THE CITY OF PORT COLBORNE

ALCOHOL MANAGEMENT POLICY

History:

- First enacted by **BY-LAW 2871/50/93**
May 10th, 1993
- Amended by- **BY-LAW 2991/25/94**
February 14th, 1994
- Amended by- **BY-LAW 3148/19/95**
February 27th, 1995
- Amended by-**BY-LAW 3598/24/98**
March 9th, 1998
- Amended by- **BY-LAW 3916/61/00**
May 23rd, 2000
- Amended by-**BY-LAW 4090/85/01**
June 25th, 2001
- Amended by-**BY-LAW 4458/131/03**
November 24th, 2003
- Amended by-**BY-LAW 4607/138/04**
November 22nd, 2004
- Amended by-**BY-LAW 4819/44/06**
March 27th, 2006
- Amended by- **BY-LAW 5050/105/07**
September 10th, 2007
- Amended by-**BY-LAW 5220/126/08**
November 24th, 2008
- Amended by- **BY-LAW 6004/110/13**
October 15th, 2013

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1. PREAMBLE:

- 1.1 The Corporation of the City of Port Colborne (“the City”) owns and manages properties and/or facilities that, for the purpose of this policy, are categorized into the following areas:
- (a) Those where alcohol consumption is not permitted; and
 - (b) Those where alcohol consumption is permitted under the authority of a Special Occasion Permit.
- 1.2 This policy has been adopted in order to prevent potential harms that may arise from alcohol consumption at these locations and to promote a safe and enjoyable environment for facility users.

2. POTENTIAL HARMS:

- 2.1 A range of potential harms can arise as a result of alcohol consumption. These harms can affect not only those consuming alcohol, but also other facility users.
- 2.2 Such harms include, but are not limited to the following:
- (a) injury to the person consuming alcohol or others;
 - (b) police response required at a municipal property/facility;
 - (c) liability arising from alcohol related injury or death;
 - (d) increased insurance premiums as a result of alcohol related incidents;
 - (e) loss of insurability should the insurer’s risk assessment escalate;
 - (f) charges against the City or the Special Occasion Permit holder(s), under the *Liquor Licence Act*;
 - (g) suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario;
 - (h) vandalism and/or destruction of City property/facilities;
 - (i) loss of enjoyment for those who do not consume and/or moderately consume alcohol;
 - (j) complaints and/or action lodged by offended parties;
 - (k) withdraw from use of City facilities by persons or groups concerned about alcohol consumption;
 - (l) loss of City revenue due to reduced participation; and
 - (m) increased public concern about alcohol consumption.
- 2.3 Such harms are generally not attributable to those who responsibly consume alcohol and to those who observe the rules regarding alcohol consumption. Generally, the majority of such harms arise when persons engage in four unsafe alcohol consumption practices:
- (a) Drinking to the point of intoxication;
 - (b) Drinking and driving;

- (c) Underage drinking; and
- (d) Drinking in prohibited areas.

2.4 Preventing engagement in such practices will correspondingly diminish the occurrence of alcohol related harms. This policy will be minimally intrusive to those that do not engage in the unsafe consumption of alcohol. This policy does not inhibit the legal and responsible consumption of alcohol.

PURPOSE:

3.1 As the owner and operator of the properties and facilities outlined herein, the City has a responsibility to promote the responsible use of alcohol at special events. The City must also take appropriate initiatives to protect itself from liability associated with the consumption of alcohol on City properties and/or facilities.

3.2 This policy has been adopted in order to prevent the occurrence of alcohol related harms and to preserve and protect the public's enjoyment of City properties and facilities. By reducing the potential for alcohol related harms, the City concurrently reduces a user's loss of enjoyment of City facilities, and minimizes the risk of injury and death, and the risk of liability.

3.3 To this end, this policy establishes methods intended to reduce engagement in the unsafe consumption of alcohol, as outlined above.

LICENSED FACILITIES:

4.1 The following City facilities are designed as being eligible for hosting a Special Occasion Permit ("SOP") function:

- (a) Vale Health & Wellness Centre, 550 Elizabeth Street;
- (b) Sugarloaf Harbour Marina, 3 Marina Road;
- (c) Port Colborne Historical and Marine Museum, 280 King Street;
- (d) Roselawn Centre for the Arts, 296 Fielden Avenue, (Licence No. 40291);
- (e) Port Colborne Municipal Offices, 66 Charlotte Street;
- (f) Port Colborne Engineering & Operations Centre, 1 Killaly Street West;
- (g) Port Colborne Fire Hall, 3 Killaly Street West;
- (h) Fire Station No. 2, 126 Bell Street;
- (i) Port Colborne Bocce Club, 550 Elizabeth Street.
- (j) Port Colborne Visitor Information Centre, 6 Main Street West;
- (k) Bethel Community Centre, 2703 Chippawa Road;
- (l) Sherkston Community Centre, 4893 Sherkston Road;
- (m) Port Colborne Tennis Club Building, 41 Helen Street;
- (n) Port Colborne Lion's Field Park, 148 Killaly Street West;
- (o) Municipal Street Events (various locations, as approved by Council); and
- (p) Parks and Pavilions (various locations, as approved by Council).

- 4.2 The following City owned properties and/or facilities shall not be used to host SOP events:
- (a) Nickel Beach, as it is owned by Vale Canada Ltd., and it is against the company's corporate policy.
 - (b) Westside Arena Baseball Fields, as it is a youth user oriented facility.
- 4.3 Eligible facilities known as the Bethel Community Centre, Sherkston Community Centre, and Port Colborne Visitor Information Centre are permitted to host SOP functions, as the management organization/group/City of Port Colborne, Council deems acceptable.

5. CONTROLS:

- 5.1 In order to be eligible to utilize a City owned property and/or facility for a SOP function, the SOP Permit Holder must demonstrate to the satisfaction of the Department Director, or designate, that there are sufficient controls in place to prevent intoxicated or rowdy patrons from entering the event.
- 5.2 Further, the SOP Permit Holder must ensure that any intoxicated and/or rowdy patrons shall be refused service and shall be removed safely from the event, forthwith.
- 5.3 For the purpose of establishing and maintaining control, as outlined above, the Permit Holder shall be responsible for implementing and ensuring compliance with the following controls :
- (a) The person(s) whose name(s) appear on the SOP (the "Permit Holder") (being the person(s) responsible for the event) may identify a designate(s), however in doing so, the names of such designate(s) shall appear on the SOP, and such person(s) shall be made known to the City.
Individuals/groups named on Special Occasion Permits and facility owners are responsible for the safety and sobriety of the people attending the event.
 - (b) The Permit Holder and/or designate(s) shall possess a valid Smart Serve Certification.
 - (c) The Permit Holder and/or designate(s) shall be present throughout the SOP event.
 - (d) The Permit Holder and/or designate(s) shall familiarize themselves and comply with all requirements specified in the Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario ("AGCO").

- (e) The SOP shall be posted in a conspicuous location at all times during the event, shall be readily available for presentation upon request by AGCO inspectors or police officers.
- (f) The only identification accepted for the purpose of establishing a patron's age shall be: valid provincial Driver's Licence, or out-of-province photo driver's licence, valid Passport, Government Issued Military Card, Canadian Citizenship Card (including Native Status Card), and/or photo identification issued by the AGCO.
- (g) The sale of alcoholic beverages shall be by ticket and the number of alcoholic beverages permitted to be purchased by one (1) person at any one time shall be limited to two (2), unless other restrictions specific to the event are established by the AGCO, in which case adherence shall be to that limit. Glass containers shall not be used for serving beverages at an SOP function.
- (h) At the time of purchase, servers shall open all alcoholic beverages prior to proffering same to the patron.
- (i) At least two (2) persons shall supervise all entrances, and at least one (1) person shall supervise exits. Those supervising the entrances and exists shall be the age of majority. Monitors shall not consume alcohol prior to or while undertaking their duties at the event.
- (j) For licensed venues with a capacity over 2,000 people, floor monitors shall be provided, including an appropriate number of licensed security guards and Special Duty Police Officers, with a minimum ratio of one (1) per two hundred participants.
- (k) All monitors shall be nineteen (19) years of age or older and shall hold a valid Smart Serve Certification.
- (l) Prepare and maintain a list that includes the names and Smart Serve Identification numbers, of all monitors and servers. This list shall be submitted to the Department Director, or designate, at the time the application for the special event is submitted to the City. This list shall be posted during the event in the same location as the SOP.
- (m) In accordance with the rules and regulations of the AGCO, in the case where the designated area must be enclosed by fencing, a minimum of one (1) monitor shall be utilized to "patrol" the area outside of the fenced area.
- (n) Staff and/or volunteers responsible for selling tickets to patrons for the purchase of alcohol must possess a valid Smart Serve Certification.

- (o) Those identified by this policy as requiring Smart Serve Certification shall carry their Smart Serve Identification Card on their person, at all times during the event.
- (p) “Last call” announcements are not permitted and shall not be made.
- (q) Any incident and/or occurrence that could reasonably be expected to endanger the health and safety of a patron or other participant, whether it be on or off the event premises, shall be the responsibility of the Permit Holder.
- (r) In the case where the AGCO provides approval under the SOP Permit for persons under the age of majority (“minors”) to be present within the designated area identified under the Permit, single fencing with a minimum height of four (4) feet shall be securely erected
- (s) In the case where the AGCO, under the SOP Permit, indicates that minors are not allowed to be present within the designated area identified under the Permit, double fencing with a minimum height of four (4) feet, shall be securely erected.
- (t) Food shall be available for patrons at all times when alcohol is being served and at no greater price than the cost to purchase alcoholic beverages. Further, non-alcoholic beverages shall be available at all times and at no greater price than the cost to purchase alcoholic beverages.
- (u) Thirty (30) percent of the total amount of beer and draft beer available for sale shall be classified as “light” beer, and notice of same shall be posted.
- (v) Ensure adequate lighting is provided for the event, signs are visible, and stairs are clear. Adequate and accessible washroom facilities shall be available on site. As the occupier of the premises, the Permit Holder is required to ensure the physical setting is safe for persons who are and are not consuming alcohol. The Permit Holder may be held liable if an accident occurs due to the physical set-up of the event.
- (w) The Permit Holder shall ensure signs are displayed, near the serving area, indicating the following:
 - It is a Provincial Offense to serve an intoxicated person, or serve anyone to the point of intoxication.
 - Provisions of the *Liquor Licence Act* authorize servers to cut off over indulgent consumers.
 - The Permit Holder has the right to refuse admittance to persons who are under the age of majority.

- (x) In the event a patron is intoxicated and/or sales have stopped to the patron, the patron shall be escorted out of the designated area and event. The patron shall then be left in the responsibility of someone who has not consumed alcohol. The Permit Holder and/or designate shall record such an occurrence in a logbook. Police may be called to assist in managing intoxicated or rowdy patrons.
- (y) The Permit Holder is responsible for ensuring at all times that no violation of the Criminal Code occurs within the licensed area. This includes, but is not limited to: drunkenness, violence, use of narcotics, mischief, nudity, lewd or lascivious action, defecation outside designated washroom areas, throwing objects, spitting at or on others, pick pocketing or theft, possession of concealed weapons, uttering threats, or trespass in restricted areas.

6. **RATIONALE:**

- 6.1 In accordance with the *Occupiers Liability Act*, special event participants must be protected from foreseeable harm.
- 6.2 Relevant case law: *Jacson v. Kinsmen Club of Nanaimo (1976) - Kinsmen Club of Nanaimo* sponsored a beer party in a large arena. During the party, patrons climbed one of the support beams. One patron lost his grip on the beam and fell onto the plaintiff, knocking him unconscious. Although thirty volunteers were supervising the event, the only step taken to discourage the climbers were shouts from certain volunteers. The court found that the Club breached its statutory obligation as an occupier by failing to prevent the patrons from climbing.

7. **STATEMENT OF INTOXICATION:**

- 7.1 The use of City owned property and/or facilities is primarily for the purpose of public enjoyment, recreation and social gatherings. An SOP event shall not pose an unreasonable risk to public safety, the public interest and the public, nor any unreasonable risk of non-compliance with the *Liquor Licence Act* or this policy.
- 7.2 It is against the *Liquor Licence Act* for licensed establishments to serve customers to the point of intoxication.
- 7.3 Servers in City facilities are required to obey the law and not serve anyone to the point of intoxication.
- 7.4 Should a patron wish to purchase a non-alcoholic beverage, they may request a soft drink, coffee or other alternative. Should a patron wish to purchase a smaller portion of alcohol, they may request a beer, cooler or other beverage with a lower alcohol content.

7.5 Should a breach of the *Liquor Licence Act* or the provisions of this policy be observed, or if there is an immediate threat to public safety, the Department Director, an AGCO inspector, or a police officer may revoke an SOP while the event is underway.

8. PENALTY:

8.1 An individual or group bringing alcohol onto designated municipal properties must have a SOP.

8.2 Permit Holders violating City policy and procedures and/or the *Liquor Licence Act* may be refused future rental privileges.

8.3 Future rentals to such individuals or groups will depend on them demonstrating to the Department Director or designate and/or City Council that all the rules will be followed at all future functions.

8.4 Policy violators will be penalized so as not to jeopardise the use of the facility by other responsible organizations or individuals. The AGCO has the authority to refuse to issue an SOP for a particular premise if there has been evidence that the laws have been violated during the event.

9. ACCOUNTABILITY:

9.1 Signs must be posted at all SOP events informing the public where they can direct their concerns. The sign will name the sponsor of the event, the name of the Permit Holder and the addresses and telephone number of the City's Community & Economic Development Department, the Niagara Regional Police, and the AGCO.

9.2 There shall be the uniformity in the signs outlining:

(a) Event Sponsor

(b) Name of Special Occasion Permit Holder

(c) Community & Economic Development Department, City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario L3K 3C8
(905) 835-2900

(d) Niagara Regional Police Service
501 Fielden Avenue
Port Colborne, Ontario
(905) 735-7811 ext. 3270

- (e) Alcohol And Gaming Commissions Of Ontario
55 Lakeshore Boulevard East
Toronto, Ontario
(416) 326-0431

9.3 It is not always possible for the police and Liquor Licence Inspectors to check on Special Occasion Permit functions. Therefore, the sign serves notice to the Permit Holder that while enforcement personnel may not attend the event, concerned participants will know where to lodge a complaint.

10. APPLICATIONS – CONDITIONS OF APPROVAL:

10.1 When considering endorsement of a Liquor Licence Application submitted to the AGCO, recommended approval by the City shall be contingent on the event sponsor agreeing, in writing, to conditions including, but not limited, to the following:

- (a) Adherence to the City's Alcohol Management Policy.
- (b) Certificate of Liability Insurance, naming the City as an additional insured (and any other applicable parties), in the amount of five million dollars.
- (c) Site plan drawing of the footprint of the facility or venue where alcohol will be served (including a depiction of fencing, security/police locations, entrances and exits).
- (d) Adherence to the *Liquor Licence Act* and the Rules and Regulations of the AGCO.

11. PROMOTION:

11.1 Once endorsed by the City, a presentation to the community will be set up. All previous event sponsors will be sent a letter recommending attendance, as it may affect future events sponsored by them.

11.2 The general public will be invited to attend through media advertisement.

11.3 All of the reviewing members of this policy will be present.

12. SIGNS:

12.1 Signage shall be posted at each venue where alcohol is being served.

12.2 Signage that is required by the AGCO and the *Liquor Licence Act* must be adhered to and posted at:

- (a) All entrances
- (b) All serving locations
- (c) All ticket sales locations, if applicable
- (d) All exits

12.3 Depending on the final designation sign size (minimum of 24 inches wide by 14 inches high).

12.4 Examples of signage is as follows:

Example 1:

NO ALCOHOLIC BEVERAGES PERMITTED
-Minimum 3 inches height-

VIOLATORS IMMEDIATLEY FORFEIT ALL RIGHTS
TO USE FACILITY
Minimum 2 inches height-

Example 2:

ALCOHOLIC BEVERAGES BY PERMIT ONLY
-Minimum 3 inches height-

VIOLATORS IMMEDIATLEY FORFEIT ALL RIGHTS
TO USE FACILITY
-Minimum 2 inches height-

13. SAFE TRANSPORTATION:

13.1 Only individuals, groups or organizations implementing a safe transportation strategy involving a designated driver program, combined with an additional alternate home transportation option (to prevent intoxicated participants from driving) shall be permitted rental/use privileges of facilities for SOP functions.

13.2 The City assumes no liability with any third party safe transportation means or services.

Examples:

- ✓ Designated Drivers Program to be advertised at the event
- ✓ Designated Drivers to be identified to servers and monitors
- ✓ Designated Drivers to receive free or low cost non-alcoholic drinks (i.e. coffee, pop, water)
- ✓ Intoxicated person(s) to be driven home by a sober friend whom will assume the responsibility of the intoxicated person(s) and shall be documented by the Permit Holder and/or designate, as outlined above.

14. TRAINING:

14.1 To be eligible for a facility rental for a SOP function, the sponsor must demonstrate to the satisfaction of the Department Director or designate, that the person signing the SOP, and all servers, floor and door monitors, ticket sellers and takers have completed the Smart Serve Ontario Certification training through the Hospitality Industry Training Organization of Ontario, or an equivalent course as endorsed by the AGCO (note: a serving Police Officer is considered to have the equivalent of a Smart Serve).

15. INSURANCE:

15.1 Individuals or group sponsoring a SOP function at a City owned property and/or facility, as previously listed, must provide the Department Director or designate, at least two (2) weeks prior to the event, a copy of the Certificate of Liability Insurance, naming the City (and any other applicable parties) as an additional insured, in the amount five million dollars.

16. NOISE:

16.1 The playing of music either by band, DJ, radio, or other form at events held outdoors, sanctioned by a SOP on City owned property MUST apply for and receive a Noise Variance, by application to the By-law Enforcement Division.

17. MUNICIPAL ALCOHOL POLICY REVIEWING MEMBERS:

Reviewing Member:	Organization:
Chief Administrative Officer	City of Port Colborne
City Clerk	City of Port Colborne, Corporate Services
Event Coordinator	City of Port Colborne, Community & Economic Development
Fire Prevention Officer	City of Port Colborne, Fire Department
Staff Sergeant	Niagara Regional Police Services, District 6
Inspector	Alcohol and Gaming Commission of Ontario

**CITY OF PORT COLBORNE
SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

Name of Team/Group/Organization/Individual/Event: _____

Name of Contact Person: _____

Phone: _____ Email: _____

CERTIFICATION:

1. The Permit Holder has received and reviewed a copy of the Municipal Alcohol Management Policy.
2. The Permit Holder agrees to adhere to the conditions of this policy and the *Liquor Licence Act*.
3. The Permit Holder understands that is an infraction of the policy occurs, the City of Port Colborne may refuse future rentals. The length of the suspension will be determined by the municipality.
4. The Permit Holder understands they can be held liable for injuries and damage arising from failing to adhere to the *Liquor Licence Act*, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit Holder understands that the Police and/or a Liquor Licence Inspector can lay charges for infractions of the *Liquor Licence Act* or other relevant legislation.

Signature

Date

OFFICE USE ONLY

S.O.P. Permit No.

MUNICIPAL APPROVAL DATE (by resolution)

Agreement received by:

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

Date: _____

RESPONSIBILITIES OF SPECIAL OCCASIONS PERMIT HOLDER:

As the contact person of a Special Occasion Permit, your group can be held liable, among other things, for injuries and damages arising from failing to adhere to the *Liquor Licence Act*. These conditions include serving someone to intoxication, serving someone who is already intoxicated, serving a minor and failing to prevent impaired individuals from driving.

The City suggest that organizations pass by-laws specifically indemnifying directors for the costs arising from any law suits that might arise out of their work as a Director.

A typical by-law might read as follows:

The Board of Directors shall indemnify all Directors or Officers for any expenses they might incur in the course of the defending themselves from, or from any damages arising from any legal actions taken against the Directors or Officers from any acts or omissions undertaken on behalf of the Board of Directors.

While such a by-law might make a director feel more comfortable, it must be kept in mind that indemnification may serve little purpose if the organization does not have the funds necessary to indemnify. While indemnification provisions may protect directors in areas where directors liability will not (see Director's Liability, below), the Board does not likely have the power to indemnify a director against any and all acts that they might to in their capacity as director.

While indemnification by-laws are not pointless, directors are better served by making sure the organization has adequate insurance coverage.

RATIONALE

It is illegal for a non-profit organization to reimburse its members for expenses incurred through lawsuits unless so permitted by the organizations By-Law. The use of Off Duty Police Officers shall be recommended at events that are warranted.

CITY OF PORT COLBORNE AND
SPECIAL OCCASION PERMIT HOLDER

EVENT EVALUATION FORM

(To be completed by the Event Holder and the Municipal Staff Designate)

- 1) Name of Event: _____
- 2) Location of Event: _____
- 3) Date(s) of Event: _____
- 4) Time(s) for Alcohol Service: _____

5) Inventory Control:

Product	Quantity	Size/Kind (bottle/can/tallboy/draft)	Purchased	Sold
Beer				
Light Beer				
Liquor				
Wine Red				
Wine White				
Coolers				
Kegs				
Other				

- 6) Types of Non-Alcoholic Beverages being served: (check all that apply)
 Water Pop Juice Coffee/Tea Other
- 7) Estimate number of paid participants attending and/or participating: _____
- 8) Estimate number of minor attending and/or participating: _____
- 9) Were there any areas of the facility that were difficult to monitor? If yes, explain briefly.
Exits: No
 Yes _____

Entries: No
 Yes_____

Washrooms: No
 Yes_____

Parking Lot(s): No
 Yes_____

10) Do you feel there were sufficient monitors in place?

No Yes

11) If you did not employ off-duty police officers, do you now feel that they would have been of benefit?

No Yes

Name of Event Person Completing This Evaluation:

Name of Person

Signature of Person

**Your evaluation form must be returned to the City of Port Colborne,
Community & Economic Development Department no later than 48 Hours after the
completion of your event.**



Report Number: 2018-65

Date: May 14, 2018

SUBJECT: Review of Retail Pro Shop Services at the Vale Health & Wellness Centre

1) PURPOSE

The purpose of this report is to present a recommendation as it relates to the continuation of retail pro shop services at the Vale Health & Wellness Centre.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

At its meeting of January 14, 2013, Council authorized entering into a lease agreement with 1825019 Ontario Inc. o/a Goods Sports Excellence Ltd. (the “lessee”) for the provision of pro shop services and sales of sports related goods and apparel at the Vale Health & Wellness Centre (“VHWC”) for a term of five years.

The rent payment remitted to the City totals \$4,100 per year. These revenues have been used to offset operating costs of the VHWC. In addition, the leased premises are assessed for property taxes totalling \$1,253 (with the City portion totalling \$480) per year.

The existing pro shop (the “leased premises”) is located in the northwest corridor of the VHWC. Hours of operation are posted as follows: Monday to Friday 3:00 p.m. to 8:00 p.m., Saturday 9:00 a.m. to 5:00 p.m., and Sunday 11:00 a.m. to 5:00 p.m.

The following services and sales have been provided by the current lessee:

- skate sharpening;
- sale of hockey supplies (including shin pad tape, mouth guards, laces, water bottles, hockey sticks, and pucks);
- sale of apparel and merchandise (including, jerseys, hats, gloves, etc.)

The lease agreement stipulates the City is not responsible for the provision of security for the leased premises. In addition, the agreement states the lessee is responsible for the sole cost and expense of keeping the leased premises in good condition and repair, including all repairs and replacements to the leased premises and all appurtenances, fixtures, and equipment.

The lessee was notified by registered mail that the existing lease agreement expired on February 28, 2018, and noted the lessee did not exercise the option to request a renewal. Shortly after, staff authorized a brief extension of the lease in order to ensure pro shop services were available to users until the end of the hockey season (this extension expired on May 1, 2018). The above noted agreement has reached its expiry, and the City is now in the position to review the provision of pro shop services at the VHWC.

3) STAFF COMMENTS AND DISCUSSIONS

In light of the expired agreement, staff reviewed the provision of pro shop services at the VHWC to-date, including lease payments, property taxes, hours of operation, etc. At the same time, staff also considered whether it would be feasible and/or beneficial to bring this service in-house (to incorporate it into the City's operations) and whether a pro shop is a necessary and valued service at the VHWC.

Information related to the City's experience with the current lessee is outlined in a confidential memo appended to this report (confidential Appendix "A"). This information has been provided confidentially to Council in order to avoid unfairly prejudicing the competitive advantage of the lessee. The attached memo is not proposed or intended for closed session discussion, however, is provided as supplementary information for Council when considering the recommendation of this report.

During the review, staff considered the services and products offered by the current lessee, as well as existing hours of operation, and options regarding optimizing the use of the currently leased premises.

Pro shop services have been provided by the lessee since the official opening of the VHWC. Although difficult to ascertain the number of people that have used the services of the pro shop over the last five years, staff consider the pro shop to be a value added service for facility users (particularly for users who have forgotten, and/or require replacement of certain equipment). Furthermore, pro shops with skate sharpening services are commonly located at arenas and there is reason to believe the availability of these services is an expectation of facility users. As a result, retaining pro shop services at the VHWC is recommended. Nevertheless, continuing the provision of this service through a lease agreement with a third party operator is not recommended.

The review revealed that incorporating the provision of pro shop services into the City's recently established box office/customer service desk at the VHWC is feasible. After considering available staff resources at the box office, staff recommend incorporating the provision of pro shop services into the City's existing operations. Adoption of this recommendation would provide more reliable and consistent operating hours of the pro shop for facility users. In addition, this would afford the City with the opportunity to utilize the leased premises in a way that increases the City's presence near the entrance of the VHWC. Potential uses for the space that was previously occupied by the lessee are currently under review; however, options include conversion into a private office space for the Recreation Program Coordinator, and/or a dedicated space (including a customer service desk) for arena staff. Services/sales provided by the City's new pro shop would include skate sharpening, and the sale of hockey supplies (as outlined above), but would not include apparel or merchandise.

If the recommendation of this report is approved, sale of the above noted supplies would be incorporated into the City's point of sale operations at the box office/customer service desk. In addition, staff training would be provided for existing staff as it relates to the operation of skate sharpening equipment.

Bringing these services in-house would allow the City to improve customer service and reliability as it relates to the pro shop. In addition, it would provide the City with an opportunity to increase the presence and availability of staff near the entrance of the VHWC. Furthermore, the City would gain a more detailed understanding of pro shop usage and product types most commonly sought by users - allowing the City to improve its product offering in accordance with user demand.

As a result, staff do not recommend renewing the lease agreement with the existing third party service provider or entering into a new agreement with an alternative provider.

Staff Comments:

Staff of the Community and Economic Development Department worked together to undertake a review of the existing agreement and the identification of a preferred option. Further to this, the Events and Seasonal Sports Coordinator, has provided the following input:

Events and Seasonal Sports Coordinator:

Incorporating pro shop services into the City's operations would be beneficial for the reasons stated above. It should also be noted that the original Request for Proposal for pro shop services at the VHWC only yielded one bid and it is unlikely the City would receive additional interest if another Request for Proposal was issued.

CONSIDERATIONS:

a) Do Nothing

Council may choose to receive and file this report, effectively deciding to take no action. This option is not recommended.

b) Other Options

Council may provide alternative direction with regard to retail pro shop services at the VHWC and/or utilization of the associated space. These options may include renewing the existing lease agreement or issuing a Request for Proposals to solicit interest from an alternative service provider. These options are not recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

Confidential Appendix "A" – Supplementary Information Regarding Current Lessee
(note: limited distribution to Council under separate cover)

7) RECOMMENDATION

That the City assume the operation of pro shop services at the Vale Health & Wellness Centre; and

That the vacated premises (the area previously occupied by the pro shop) be utilized for City purposes, the use of which shall be determined after the Director of Community and Economic Development has completed a review of operational needs at the Vale Health & Wellness Centre.

8) SIGNATURES

Prepared on April 25, 2018 by:


Ashley Grigg
Director of Community and Economic
Development

Reviewed and respectfully submitted by:


C. Scott Luey
Chief Administrative Officer



**Community and Economic Development Department
Parks and Recreation Division**

Report Number: 2018-63

Date: May 14, 2018

SUBJECT: Eighth Annual Port Colborne Art Crawl

1) PURPOSE

The purpose of this report is to present a request from the Port Colborne Art Crawl Committee to host the Eighth Annual Port Colborne Art Crawl.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The Port Colborne Art Crawl Committee (the "Event Organizer") has submitted a request for the temporary closure of City roads in order to host the eighth Annual Port Colborne Art Crawl (the "Event") to take place on Saturday, June 23, 2018 from 11:00 a.m. to 11:00 p.m.

The downtown businesses and the arts community collaborate to organize the Port Colborne Art Crawl. The Event features local artists, artisans, merchants, singers, and dancers. During the Event, attendees are invited to participate in a number of activities including hands-on art projects, music, dance, and other demonstrations. Many local businesses and restaurants participate by showcasing goods and services through unique storefront and window displays, and offering extended operating hours.

The City's policies and procedures concerning festivals and events outline guidelines for the City to provide assistance to local associations and organizations to host special events in municipally owned facilities and/or property. To manage municipal resources for these events and ensure public safety (as per the City's User Pay Policy), event organizers may request to borrow certain City-owned equipment and materials. Equipment such as picnic tables, waste receptacles, snow fencing, barricades, and traffic barriers/pylons may be loaned by the City, providing the event organizer reimburses the City for any additional costs that may be incurred (i.e. through the transportation and delivery of materials, staff overtime, and equipment, etc.). Event organizers are also responsible for any loss and/or damage to municipal facilities/property, including equipment/materials on loan, that are subject to full recovery charges for the actual replacement/repair costs incurred by the City.

In addition to other conditions of approval that the City may impose, the City's festivals and events insurance policy requires event organizers to carry a minimum of \$2 million in general liability insurance (or \$5 million for an event involving alcohol). The organizer is required to file a Certificate of Insurance, naming the City as an additional insured, to the City prior to the event. Further, event organizers are required to submit an application for a Noise By-law exemption to the By-law Enforcement Division, if they are intending to provide amplified music during the event.

3) STAFF COMMENTS AND DISCUSSIONS

The Event has experienced continued growth and success, including increasing attendance and strong support from the art and business communities. In order to host the Event this year, Event Organizers have requested the temporary closure of City roads, as follows:

- West Street, from the southern limit of Clarence Street to the northern limit of Kent Street;
- Clarence Street, from the eastern limit of King Street to the western limit of West Street;
- Charlotte Street, from the eastern limit of King Street (with signage indicating “local traffic only”) to the western limit of West Street.

The proposed road closure map, as submitted by the Event Organizer, is attached as Appendix “A”. The above noted temporary road closures will create a safe pedestrian zone and provide an adequate area in which to stage the Event. Emergency vehicles, including ambulance, police and fire, as well as public works and public utility vehicles, and qualified participant vehicles with an authorized permit, will be exempt from the closures. Traffic accommodations through the event area will be made as follows:

- Traffic travelling eastbound on Clarence Street to the Clarence Street Bridge will be able to turn left onto King Street, then right on to Princess Street to West Street, and from there, turn left onto the Bridge;
- Traffic travelling westbound from the Clarence Street Bridge to Clarence Street will be able to turn right on to Princess Street to access King Street;
- West Street, south of Princess Street, is designated as a “No Truck Route”. Temporary road closure signage will be installed well in advance of the Clarence Street closure in order to alert commercial truck traffic to the closure and divert same to an alternate route.

In addition to the above, the Event Organizer has requested City support, as follows:

- Twelve picnic tables (to be located close to Clarence Street/West Street), and waiving the associated fee;
- Waiving the fee associated with the application for a Noise By-law Exemption;
- Supply and installation of City road closure barricades, and waiving of the associated fee;
- Waving fees for any additional permits required;
- Use of the electrical outlet at the Harbourmaster Building;
- Use of public washroom facilities at the Harbourmaster Building until 11:00 p.m.;
- \$2,000 in financial support from the City.

As noted above, the Event Organizer has requested financial support from the City in the amount of \$2000. Staff have been informed that these funds would be used to offset costs incurred by the Event Organizer for indoor rentals, supplies, advertising, and to compensate those involved in organizing and hosting the Event. The City has not

provided financial support for this Event in the past. Approval of this request is at the discretion of Council.

The Event Organizer does not yet know the total number of participating vendors; therefore, a site plan is not yet available. However, the Event Organizer will submit a site plan to the City prior to the event, which will be circulated to emergency services and appropriate departments. Food vendors will not be participating in the Event, as local restaurants will remain open. Participating vendors will be staged in parking areas on the street and along sidewalks, thereby ensuring emergency vehicle access.

City staff will supply and install road closure barricades at predetermined intersections by 10:30 a.m. on June 23, 2018. The Event Organizer will install City approved signage at predetermined locations stating "Art Crawl Clarence Street Temporarily Closed – 10:30 a.m. to 11:00 p.m." The Event Organizer will ensure road closure barricades are promptly removed and returned to retrieval locations. The Event Organizer and participating businesses will carry out the majority of the work, with minimal support required by City staff.

Staff/Stakeholder Comments:

This report was circulated for comment to the By-law Enforcement Division, Engineering and Operations Department, and Parks Division for comment, with input provided as follows:

Engineering and Operations Department:

No comments received.

By-law Enforcement Division:

By-law services are not required for the proposed event. Review and processing will take place upon receipt of the Noise Variance application. Based on the above, the By-law Enforcement Division has no objections regarding this request.

Parks Division:

The Parks Division will be responsible for delivery and pick-up of picnic tables. An automatic timer controls access to the restroom facilities at the Harbormaster Building. Staff will extend the hours on the timer to accommodate later access for the day of the Event. The Engineering and Operations Department is responsible for road closures. The Parks Division has no objection to this Event.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

Council may choose to receive and file this report, effectively denying the request. This option is not recommended.

b) Other Options

Council may provide alternative direction regarding the Event and/or road closures. This option is not recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Council is in the process of developing a new strategic plan. Council's initial deliberations have indicated a strong emphasis on tourism and economic development. The Community and Economic Development Department is currently exploring methods in which to collect and analyze data to assist in measuring the impact that events, sports and recreation activities have on the City's economy and tourism. Once this information is available, it will be included in future reports presented to Council. Although this data and analysis is not yet available, it is reasonable to expect this event will have some positive impact on the participating businesses and surrounding area.

6) ATTACHMENTS

Appendix "A" – Map of Proposed Road Closures

7) RECOMMENDATION

That the request to host the eighth annual Port Colborne Art Crawl on Saturday June 23, 2018 from 11:00 a.m. to 11:00 p.m., as submitted by the Port Colborne Art Crawl Committee, and outlined in Community and Economic Development, Parks and Recreation Division Report No. 2018-63, be approved;

That the following roads be closed to general vehicular traffic and parking on Saturday, June 23, 2018 from 10:30 a.m. to 11:00 p.m.:

- West Street, from the southern limit of Clarence Street to the northern limit of Kent Street;
- Clarence Street, from the eastern limit of King Street to the western limit of West Street;
- Charlotte Street, from the eastern limit of King Street (with signage indicating "local traffic only") to the western limit of West Street;

That emergency services, including ambulance, police and fire, and public works and public utility vehicles, be exempt from the above noted closures;

That qualified participants of the Event be exempt from the above noted closures through the issuance of an authorized permits;

That the Engineering and Operations Department install and retrieve road closure barricades at the predetermined locations requiring same;

That the Community and Economic Development Department install and retrieve picnic tables at the predetermined locations requiring same;

That the Event Organizer be responsible for installing appropriate signage at the predetermined locations stating "Art Crawl Clarence Street Temporarily Closed – 10:30 a.m. to 11:00 p.m.;"

That the Event Organizer be responsible for ensuring road closure barricades are promptly removed and returned to the retrieval points at the conclusion of the event;

That the restrooms at the Harbourmaster Building remain open until 11:00 p.m. for the Event;

That a site plan be prepared and submitted to the Community and Economic Development Department for distribution to emergency services and appropriate City departments;

That the Event Organizer file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, in advance of the Event.

That the fee for a Noise By-law Exemption application, to be submitted to the By-law Enforcement Division, be waived.

That the appropriate by-law be presented for approval.

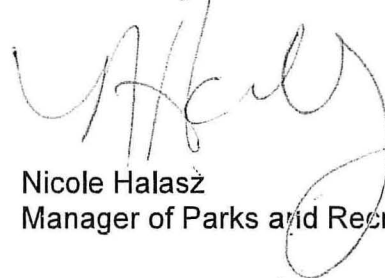
8) SIGNATURES

Prepared on April 4, 2018 by:



Gina Tartaglia
Event Coordinator

Reviewed by:



Nicole Halasz
Manager of Parks and Recreation

Reviewed by:



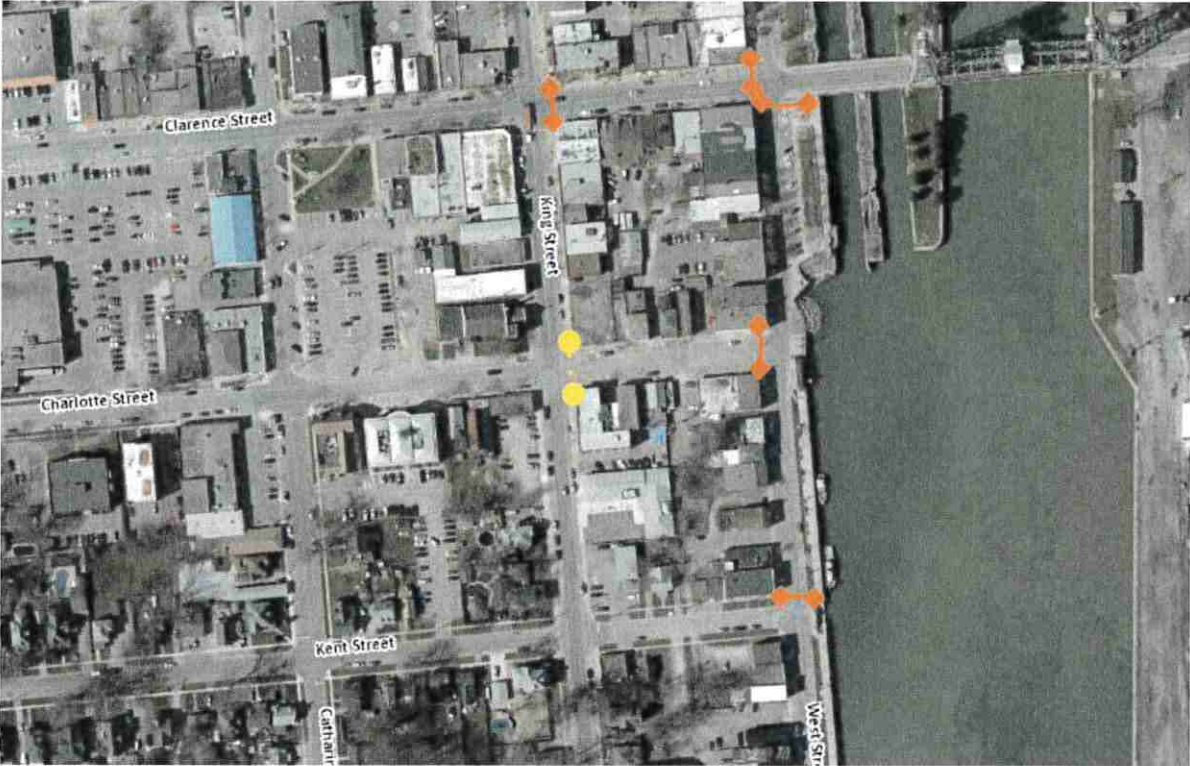
Ashley Grigg
Director of Community and Economic
Development

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

Appendix A – Road Closure Map



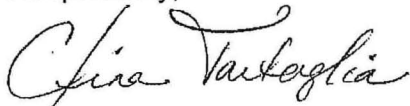
TO: Mayor Maloney and Members of City Council
FROM: Gina Tartaglia, Event Coordinator
DATE: May 8, 2018
RE: Canal Days 2018

According to Regulation 389/91 under the Liquor License Act, a Special Occasion Permit (SOP) is required for occasional special events where liquor is offered for sale anywhere other than a licensed establishment or private property. In order to obtain a SOP for an event such as Canal Days, the municipality must provide a letter to the Alcohol and Gaming Commission of Ontario (AGCO) that the event is of municipal significance. As such, it is requested that Council approve the following resolution at its meeting of May 14, 2018.

That the Council of The Corporation of the City of Port Colborne hereby deems the annual Canal Days Marine Heritage Festival as a municipally significant event and supports the application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.

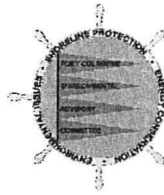
Thank you for your consideration.

Respectfully,



Gina Tartaglia,
Event Coordinator

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CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca

PORT COLBORNE

Environmental Advisory Committee

Date: April 17, 2018

To: Mayor Maloney and City Council

Subject: **Letter of Support, Niagara Coastal Community Collaborative**

Dear Mayor Maloney and City Council,

At the meeting of March 21, 2018, the City of Port Colborne's Environmental Advisory Committee (EAC) unanimously agreed to ask for the consideration of Council to endorse and forward a letter of support to Environment Canada's Niagara Coastal Community Collaborative (NCCC).

The letter, created by members of the EAC, is attached for Council's consideration. It can be sent to Jody McKenna, Environment and Climate Change Canada at Jodymckenna@canada.ca.

Sincerely,

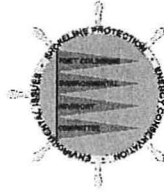
Janice Peyton
Recording Secretary
Environmental Advisory Committee

att.

The Environmental Advisory Committee (EAC) is an Ad-Hoc Committee of Council whose purpose is to advise Council on environmental, energy conservation and shoreline protection issues that affect the City of Port Colborne and those matters referred to the committee by Council.



PORT COLBORNE



CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca

Environmental Advisory Committee

City of Port Colborne
RECEIVED

APR 17 2018

CORPORATE SERVICES
DEPARTMENT

April 17, 2018

Jody McKenna,
Environmental and Climate Change Canada
Jodymckenna@canada.ca

Re: Niagara Coastal Community Collaborative

Dear Ms. McKenna,

This letter is to serve as endorsement by the Environmental Advisory Committee of the City of Port Colborne for the goals and actions being undertaken by the newly formed Niagara Coastal Community Collaborative (NCCC), in an effort to improve the near shore water quality along the northern shore of Lake Erie. The goals of the NCCC fall in line with the goals of the Port Colborne EAC, whose purpose is to advise Council on environmental, energy conservation, and shoreline protection issues that affect the City of Port Colborne and those matters referred to the Committee, by Council.

The EAC is willing to provide its support as needed and as we are able in order to accomplish the goals set out by the NCCC.

The Niagara Coastal Community Collaborative is part of an initiative established by Environment Canada (EC) to examine issues impacting the near shore water quality of Lake Erie. At present, the NCCC has concentrated its efforts primarily on the shoreline spanning from Port Colborne to the Niagara River with future expansion westward to include the Township of Wainfleet. There are similar efforts being conducted by partners within the U.S. on their shorelines with a common goal of improving the overall water quality within Lake Erie.

Numerous factors contributing to the degradation of near shore water quality have been identified. The flows from overland watercourses and municipal drains to Lake Erie have been identified as potential sources of water pollution. These non-point sources contribute to higher e. coli counts, and increased nutrients such as phosphorus and nitrogen. Excess nutrients contribute to poor water quality and to the growth of algae, specifically Cladophora. These algae accumulate on local beaches where it reduces

The Environmental Advisory Committee (EAC) is an Ad-Hoc Committee of Council whose purpose is to advise Council on environmental, energy conservation and shoreline protection issues that affect the City of Port Colborne and those matters referred to the committee by Council.

water quality, provides habitat for bacterial growth and reduces the use and enjoyment of beaches by the public as well as local flora and fauna. Through the improvement of Lake Erie's near shore water quality, the NCCC aims to create healthier beaches, resilient ecosystems and greater economic and recreational opportunities for local communities.

To date, the EC has hosted numerous meetings in the area and has invited representatives from Fort Erie EAC, Port Colborne EAC, NPCA, Bert Miller Nature Conservancy, Bruce Trail, Friends of the Fort Erie's Creeks, and other environmental organisations and advocates. To date, all meetings have been attended by at least one member from the Port Colborne EAC.

The Port Colborne EAC looks forward to and supports the development of the NCCC and its efforts to improve the Lake Erie shoreline and its waters.

Sincerely,

Beth Palma, Chair
Environmental Advisory Committee

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MAY 03 2018

CORPORATE SERVICES
DEPARTMENT



PORT COLBORNE

ENGINEERING & OPERATIONAL SERVICES

MEMORANDUM

EXT. 219

DATE: May 3, 2018
TO: Amber LaPointe, City Clerk
FROM: Janice Peyton, Executive Assistant, DEO
RE: Transit Advisory Committee
Support of Increase in Port Colborne Community Bus Fares

Please be advised that, at the meeting of March 28, 2018, the Transit Advisory Committee discussed an increase in the Community Bus fares. The committee resolved as follows:

Moved by Denise Archer
Seconded by Councillor Bea Kenny

That the Council of the City of Port Colborne be notified that the Port Colborne Transit Advisory Committee is in agreement with increasing the Port Colborne Community Bus fares to coincide with Welland Transit fares, effective July 1, 2018.

Please place this item on the next Council agenda for consideration.

Thank you.

Signed:  _____
Janice Peyton
Executive Assistant, DEO
Recording Secretary, Transit Advisory Committee

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City of Port Colborne
RECEIVED

APR 16 2018

CORPORATE SERVICES
DEPARTMENT

519-271-0250 Ext. 222
Fax: 519-271-1427
TTY: 519-271-5241
www.stratfordcanada.ca

March 12, 2018

Via Email

Dear Mayor and Council:

**Re: 2018 National Public Works Week
May 20 – 26, 2018
"The Power of Public Works"**

Since 1960, public works officials in Canada and the United States have celebrated National Public Works Week. This annual observance, which takes place during the third full week in May, is designed to educate the public regarding the importance of our nation's public infrastructure and services. It serves, moreover, as a time to recognize the contributions of public works professionals who work in the public interest to build, manage and operate the essential infrastructure and services of our communities. The week is organized by the Canadian Public Works Association (CPWA) and the American Public Works Association (APWA) and is being celebrated for its 58th year in 2018.

The theme for the 2018 National Public Works Week is **"The Power of Public Works."** This theme gives voice to the impact the many facets of public works have on modern civilization. From providing clean water to disposing of solid waste, to building roads and bridges or planning for and implementing mass transit, to removing snow on roadways or devising emergency management strategies to meet natural or manmade disasters, public works services determine a society's quality of life.

As a steward of your municipality's public interest, we appeal to you to lend your support to our efforts by issuing a proclamation officially recognizing May 20–26, 2018 as National Public Works Week. Enclosed for your consideration is a draft proclamation. We hope to have all proclamations in our possession by April 13, 2018.

Together, the more than 30,000 members of CPWA and APWA in North America design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to our economy and way of life. Their dedication and expertise at all levels of government are a capital investment in the growth, development, economic health—and ultimate

stability—of the nation. Therefore, we believe it is in the national interest to honour those who devote their lives to its service.

An effective public works program requires the confidence and informed support of all our citizens. To help public works professionals win that confidence and support, it is the mission of CPWA and APWA to promote professional excellence and public awareness through education, advocacy and the exchange of knowledge.

Through a variety of public education activities conducted by CPWA, its chapters and individual public works agencies—particularly during National Public Works Week—tens of thousands of adults and children have been shown the importance of the role of public works in society. The program also seeks to enhance the prestige of the professionals, operators and administrators serving in public works positions and to arouse the interest of young people to pursue careers in the field.

We respectfully request that you join other Canadian and U.S. Municipalities in proclaiming the importance of public works to the quality of life in our nations and affirm the contributions of public works professionals.

Should you have questions, please contact me at:

Ed Dujlovic
President, Ontario Chapter
Canadian Public Works Association
Director of Infrastructure and Development Services
City of Stratford
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4
edujlovic@stratford.ca
519-271-0250 ext. 224

Sincerely,

A handwritten signature in black ink, appearing to read 'Ed Dujlovic', written in a cursive style.

Ed Dujlovic
President
Ontario Chapter, Canadian Public Works Association

National Public Works Week
May 20–26, 2018
"The Power of Public Works"

Municipal Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from provincial and municipal governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Canada to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities,

WHEREAS, the year 2018 marks the 58th annual National Public Works Week sponsored by the American Public Works Association and Canadian Public Works Association be it now,

RESOLVED, We, the Mayor and Council of *MUNICIPALITY* do hereby designate the week May 20–26, 2018 as National Public Works Week; I urge all our people to join with representatives of the Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Municipality to be affixed,

DONE at the _____, Ontario this _____ the day of _____ 2018.

Mayor

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APR 25 2018

CORPORATE SERVICES
DEPARTMENT

From: Steve Bowering <sbowering@snapd.com>
To: dced@portcolborne.ca
Date: 04/25/18 02:40 PM
Subject: Confirming your interest in Seniors Month

Hi Ashley -

June is Seniors Month! I'm following up my previous email to ensure you are aware of how snapd will celebrate - and to invite your participation.

In Ontario:

- Seniors (65 years and older) are the fastest growing age group;
- Seniors comprise 16.4% of the population (3 million people);

Seniors vote, spend, volunteer and otherwise contribute to business and community life in many substantial ways.

In our June edition, snapd will celebrate seniors with an expanded Young at Heart feature called, **Living Your Best Life**.

I encourage you to participate and connect with Seniors in any or all of these ways:

1. Add events to our calendar for coverage and publication (free)
2. Run standard size ads (rate card attached)*
3. Send a special greeting: \$250
4. Profile a person or organization: \$450

* Also, take advantage of these special offers:

- Get standard ads at our 12-month best print rate*
- Add a virtual tour with SEO & website integration: From \$275

For easy reference, I'm attaching a brief reference sheet and rate card.

Please have a look and let me know of your interest!

Thanks for working with snapd - your locally owned and operate social media!

Best Regards,

Steve

<http://snapd.com/>

Steve Bowering
VP Sales
snapd
[t] 416-712-2405
sbowering@snapd.com
<http://burlington.snapd.com>
<http://hamilton.snapd.com>
<http://niagarafalls.snapd.com>
<http://stcatharines.snapd.com>

<mailto:dmacpherson@snapd.com>



PORT COLBORNE

May 14, 2018

Moved by Councillor
Seconded by Councillor

WHEREAS Seniors' Month is an annual province-wide celebration;

AND WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

AND WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

AND WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

AND WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

AND WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

NOW THEREFORE, I, Mayor, John Maloney, proclaim June 1 - 30, 2018 as "Seniors' Month" in the City of Port Colborne and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

John Maloney
Mayor

APR 30 2018

CORPORATE SERVICES
DEPARTMENT

From: Office of Senator Nancy Greene Raine <justin.bergamini@sen.parl.gc.ca>
To: <cao@portcolborne.ca>
Date: 04/30/18 12:22 PM
Subject: National Health and Fitness Day - 2018
Sent by: "Office of Senator Nancy Greene Raine"
<justin.bergamini=sen.parl.gc.ca@mail184.atl61.mcsv.net>



June 2nd
is
**National
Health
&
Fitness
Day**



Re: National Health & Fitness Day

Hello,

I am contacting you today in the hopes that your community will join the 298 communities across Canada which have proclaimed the first Saturday in June, National Health and Fitness Day (NHFD).

The goal of NHFD is to make Canada the Fittest Nation on Earth! We understand that to accomplish this goal we need the grassroots support of municipalities such as your own.

National Health and Fitness Day was formalized into law after the passing of Bill S-211 in 2014.

To keep the initiative as locally-driven as possible, we encourage communities to pass a proclamation recognizing the first Saturday in June, National Health and Fitness Day, and to offer health and fitness programming on the day. Some communities mark the day by opening their recreational facilities for free to the public, whereas others mark the day by organizing 'fun-runs' or similar low-cost activities.

Given the rising crisis of inactivity Canada, we believe that initiatives such as this are a key step in helping to build healthier and more active communities.

A draft proclamation for your Council can be found below this letter. For more information feel free to contact me, or visit our website: www.NHFDcan.ca

If there's a more appropriate member of your community for this letter to be addressed to, it would be greatly appreciated if you could forward the letter to them.

I would like to thank you for your time, and I look forward to hearing back from you.
Sincerely,

Justin Bergamini
Administrative Support Assistant
Office of Senator Nancy Greene Raine
justin.bergamini@sen.parl.gc.ca
613-995-0307

Draft resolution to proclaim:

NATIONAL HEALTH AND FITNESS DAY
WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

THEREFORE:

We proclaim National Health & Fitness Day in our municipality/district /regional district as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports, and fitness facilities on National Health and Fitness Day.

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APR 25 2018

CORPORATE SERVICES
DEPARTMENT

From: Frank Danch/Port_Notes
To: Ashley Grigg/Port_Notes@port_notes
Cc: Scott Luey/Port_Notes@port_notes
Date: 04/25/18 12:10 PM
Subject: Picnic tables

Afternoon

I have been approached by Dewitt carter school again this year for the use of 12 tables for a school function.

As in previous years I pick them up with my own truck and return next day.

This has been provided on a no charge basis.

I will confirm date in June that I need them

Do I have to go to council with this request or are we ok with a proper request from myself.

Let me know

Thanks Frank

Frank Danch
Ward 3 Councillor
Sent from my iPad

Note: The requested date is for June 7, 2018 as per Councillor Danch.

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April 19, 2018

CL 5-2018, April 12, 2018
PEDC 5-2018, April 4, 2018
Report PDS 14-2018

LOCAL AREA MUNICIPALITIES

NIAGARA PENINSULA CONSERVATION AUTHORITY

SENT ELECTRONICALLY

Review and Comments on "Watershed Planning in Ontario – Guidance for Land-Use Planning Authorities"

PDS 14-2018

Regional Council, at its meeting of April 12, 2018, approved the following recommendation of its Planning and Economic Development Committee:

That Report PDS 14-2018, dated April 4, 2018, respecting Review and Comments on "Watershed Planning in Ontario – Guidance for Land-Use Planning Authorities", **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the staff comments within Report PDS 14-2018 and appendices respecting the Provincial draft "Watershed Planning in Ontario - Guidance for land-use planning authorities" guidance document **BE ENDORSED**;
2. That staff **BE DIRECTED** to submit comments to the Environmental Registry prior to the April 7th deadline in advance of the April 12th Regional Council meeting; and,
3. That a copy of this report **BE FORWARDED** to the Local Area Municipalities and NPCA for information.

A copy of Report PDS 14-2018 is attached for your information.

Yours truly,



Ann-Marie Norio
Acting Regional Clerk
:cjp

CLK-C 2018-59

cc: S. Norman, Senior Planner, Planning and Development Services
N. Oakes, Executive Assistant to the Commissioner, Planning and Development Services
R. Mostacci, Commissioner, Planning and Development Services

Subject: Review and Comments on “Watershed Planning in Ontario – Guidance for Land-Use Planning Authorities”

Report to: Planning and Economic Development Committee

Report date: Wednesday, April 4, 2018

Recommendations

1. That the staff comments within this report and appendices respecting the Provincial draft “*Watershed Planning in Ontario - Guidance for land-use planning authorities*” guidance document **BE ENDORSED**;
2. That staff **BE DIRECTED** to submit comments to the Environmental Registry prior to the April 7th deadline in advance of the April 12th Regional Council meeting; and,
3. That a copy of this report **BE FORWARDED** to the Local Area Municipalities and NPCA for information.

Key Facts

- The purpose of this report is to seek endorsement for staff comments on the draft “*Watershed Planning in Ontario - Guidance for land-use planning authorities*” guidance document.
- The guidance document was prepared by the Province and is intended to support municipalities and land-use planning authorities in fulfilling provincial land-use planning requirements within the Provincial Policy Statement (PPS, 2014) and four Provincial Plans related to watershed and subwatershed planning.
- There is an important link between watershed planning and the new Regional Official Plan. Many aspects of the new Official Plan must be “informed by” watershed planning.
- Regional staff worked in consultation with interested planning staff from the local municipalities to prepare the attached comments.
- Comments on the document focus on clarifying the purpose of the document; identifying roles and responsibilities; eliminating duplication; and stronger provisions for equivalent documents and transition.
- Comments must be submitted through the Environmental Registry (EBR) by April 7, 2018

Financial Considerations

There are no direct financial considerations associated with commenting on the draft guidance document.

Analysis

With the completion of the coordinated plan review in mid-2017 there is now a strong policy framework for the integration of watershed planning and land-use planning. There is a requirement for a range of planning activities to be informed by watershed and/or subwatershed planning. At the time the updated Provincial Plans were released, the Province indicated that guidelines for watershed planning would follow.

The MOECC jointly with the MNR has now released the draft guidance document entitled "*Watershed Planning in Ontario -Guidance for land-use planning authorities*". The guidelines were released on February 6th, 2018, for a 60 day review and commenting period.

The document is divided into 4 sections, aimed at guiding the user through the process of watershed planning and integration with land-use planning.

Regional staff participated in a provincial webinar and a workshop for watershed planning practitioners, both held to provide direction into the intended purpose and use of the document. Subsequently, Regional staff hosted a working session with interested local municipal planners, to coordinate on comments for the Province.

Comments for endorsement and submission to the Province are attached as Appendix 1 to this report. The comments are summarized as follows:

- Clarification on the purpose and intent of the document is required
- There is need to ensure there is a single, comprehensive approach to watershed planning in the province
- Expansion of the provisions for transition and equivalent documents is recommended
- Additional details on roles and responsibilities of municipalities and CA's should be provided
- "Informed by" is a key term in the integration of watershed planning and land-use planning and should be defined in further detail.

After reviewing the guidance document Regional staff has identified the significant role watershed planning will play when addressing policy and considerations of the new Official Plan. Additional information on the relationship between watershed planning and the new Official Plan will be provided in future reports.

Alternatives Reviewed

This report seeks endorsement of comments for submission to the Environmental Registry by the deadline of April 7th, 2018. Council could choose not to endorse these comments and for no submission to be made to the Province, this is not recommended.

Relationship to Council Strategic Priorities

This report provides Niagara Region's comments on the draft guidance "*Watershed Planning in Ontario - Guidance for land-use planning authorities*". Watershed planning is required to fulfill Provincial land-use planning requirements. This report is aligned with the *Fostering Innovation, Investment and Entrepreneurship* priority.

Other Pertinent Reports

PDS 27-2017: The Greenbelt Plan 2017

PDS 28-2017: Understanding the 2017 Provincial Growth Plan

Prepared by:

Sean Norman, PMP, MCIP, RPP
Senior 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 Karen Costantini, Planner and reviewed by Danielle De Fields, MCIP, RPP, Manager Community Planning, and Doug Giles, Director, Community and Long Range Planning.

Appendices

Appendix 1: Niagara Region Comments on Draft "Watershed Planning in Ontario - Guidance for land-use planning authorities"

Niagara Region Comments on “Watershed Planning in Ontario: Guidance for Land-use Planning Authorities”

The following comments are provided on the DRAFT “*Watershed Planning in Ontario: Guidance for Land-use Planning Authorities*” (February 2018)

Draft Document Section	Niagara Region Comments
General	It is understood that the purpose of this document is to provide land-use planning authorities with direction on how to complete watershed plans which are required to inform land use planning as per the Provincial Policy Statement (PPS, 2014) and four Provincial Plans (2017). If this is the only purpose of the document –as opposed to general guidance for watershed planning – it is recommended that this be made clear.
General	It is understood that this document is not necessarily intended to replace other guidelines for watershed and subwatershed planning in Ontario. There is concern that if this is the case, multiple watershed plans may be completed in the same jurisdiction (perhaps by different agencies). This would not be a wise use of resources and may in fact create conflict. It is recommended that the introduction of a new guideline should lead to a system of comprehensive watershed planning in the Province. Further, there should be only one guideline for watershed planning that is considered current and endorsed by the Province.
General	The document generally includes both direction for land-use planning authorities, as well as specific guidance for watershed planning practitioners. It is recommended that the information required for land use planning authorities be separated from the more technical information intended for watershed planning practitioners. This would result in a document that is more easily read and used. If the intended user of the guideline in land-use planning authorities – the technical information for watershed planning practitioners could be included in an Appendix to the Guideline.
General	Guidance and requirements specific to subwatershed plans are located in various places throughout the document. It is recommended that the document clarifies if it should be used as guidance for the development of subwatershed plans in addition to watershed planning. If so, it is recommended that additional technical requirements and information relevant to subwatershed plans are combined or given clear subheadings in the document. If not, and it is the intention of the Province to provide additional subwatershed planning guidance, it is recommended that there is a clear and acknowledged interlink between the documents.
General	It is recommended that the guidelines could include more explicit direction for watershed planning in urbanized areas. It is recommended that consideration be given to include a section with specific direction for watershed planning in urbanized areas.

<p>Section 2.7 Roles and Coordination</p>	<p>Although it is understood that the Province does not want to be overly prescriptive regarding the roles and responsibilities for watershed planning, and that the onus is now on upper-tier municipalities to ensure that watershed planning is being done to satisfy Provincial requirements - Conservation Authorities historically have had a key role in watershed planning in many jurisdictions. It is recommended that this section identify the lead role of municipalities for undertaking watershed planning, and highlight the important role of Conservation Authorities may have for providing technical input and review of watershed plans.</p>
<p>Section 2.8 Equivalency & Transition Provisions</p>	<p>In many jurisdictions across Ontario watershed plans are already in place. The existing plans vary in terms of age and alignment to these new provincial guidelines. It is recommended that the equivalency section be expanded to further clarify what would constitute an equivalent document. It is recommended if watershed characterization is complete, land and water use management objectives and strategies have been considered, and measures for the protection of the quality and quantity of water have been identified, the test of equivalency should be considered met.</p>
<p>Section 2.8 Equivalency & Transition Provisions</p>	<p>Some Municipalities have already initiated their MCR's and Official Plan updates. Having comprehensive watershed plans in alignment with the new provincial guidelines in place to inform this previously initiated work may not be feasible in all cases. It is recommended that this section be expanded to include transition provisions to ensure that the introduction of the guidelines will not have a negative impact on timing and schedules. For example municipalities could be required to include policies in their Official Plans requiring the update of watershed plans within a defined period.</p>
<p>Section 6</p>	<p>The guidance references various Acts, standards, and guidelines which are to be relied on in the watershed planning process. It is recommended that specific requirements, regulations, and standards currently legislated be explicitly included in the guidance to avoid confusion. Conversely, if it is preferable, if it is preferable, to not add additional length to the document, then it is recommended hyperlinks connecting the user to the other regulatory documents could be used.</p>
<p>Section 6.3 Natural Hazards</p>	<p>Conservation Authorities have a primary mandate for Natural Hazard Management. It is recommended that at the onset of this chapter, language surrounding the importance of coordination and connections between the <i>Conservation Authorities Act</i> and municipal land-use policy planning is identified to ensure there is no confusion between the interpretations of each. The link between the regulatory role of Conservation Authorities and watershed planning should be clear, and the guidelines structured to ensure there is no conflict. Natural Hazard management under the framework of watershed planning without the technical input of Conservation Authorities in almost all jurisdictions would be insufficient and incomplete.</p>
<p>Section 7.1 Implementation</p>	<p>In the absence of “equivalent” studies, municipalities will need to undertake watershed planning as a long-term and comprehensive exercise. The guidance advises the watershed planning process align with planning exercises, and a</p>

	<p>finished plan be endorsed/approved for implementation mechanisms to be considered. However, the breadth of requirements outlined in the guidance suggests a significant time commitment and timing with planning exercises may not be feasible. It is recommended a timeline or guidance be included in the document to assist municipalities to sequence requirements and priorities of watershed planning components with ongoing planning exercises.</p>
<p>Section 7.2 Implementation</p>	<p>A range of policy requirements for land-use planning and infrastructure decision making are required to be “informed by” watershed planning. “Informed by” is not a defined term, but is the integral concept to link watershed planning and land use planning. This is primary test that municipalities will need to consider. It is recommended that the concept of “informed by” as it related to watershed planning be expanded beyond the current high level description.</p>



City of Fort Colborne
RECEIVED

APR 25 2018

CORPORATE SERVICES
DEPARTMENT



Vance Badawey

Member of Parliament, Niagara Centre

MEMORANDUM

To: Mayor & Members of Council
Chief Administrative Officer

Date: April 25, 2018

Department: Ministry of Infrastructure & Communities

Subject: Canada's Long-Term Infrastructure Plan

Minister Sohi released “**Canada’s Long-Term Infrastructure Plan**” on Thursday last week.

Please see the following links to the EN/FR full plan documents as well as news release which includes various backgrounders with specific numbers.

Investing in Canada Plan Full Document:

<http://www.infrastructure.gc.ca/site/alt-format/pdf/plan/icp-pic/IC-InvestingInCanadaPlan-ENG.pdf>

<http://www.infrastructure.gc.ca/site/alt-format/pdf/plan/icp-pic/IC-InvestingInCanadaPlan-FRA.pdf>

Links to news release with backgrounders included:

<https://www.canada.ca/en/office-infrastructure/news/2018/04/investing-in-canadian-infrastructure-delivering-results-for-all-canadians-today-and-into-the-future.html>

<https://www.canada.ca/fr/bureau-infrastructure/nouvelles/2018/04/investir-dans-les-infrastructures-du-canada--obtenir-des-resultats-pour-tous-les-canadiens-des-aujourd'hui-et-dans-le-futur.html>

If you have any questions or comments, please do not hesitate to contact me directly.

Community Office:

136 East Main Street, Unit 103
Welland, ON L3B 3W6
Tel: 905.788.2204
Fax: 905.788.0071

Ottawa Office:

Room 1170, Valour Building,
Ottawa, ON K1A 0A6
Tel: 613.995.0988
Fax: 613.995.5245

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APR 30 2018

CORPORATE SERVICES
DEPARTMENT

From: Richard Rybiak <rrybiak@hotmail.com>

Sent: April 30, 2018 12:20 PM

To: ashleygrigg@portcolborne.ca; clerk@welland.ca; wkolasa@wainfleet.ca; Nancy Bozzato

Cc: Darren Ottaway; Dave Augustyn; 'ajeffer@wainfleet.ca'; mayor@portcolborne.ca; cao@portcolborne.ca; Gary Long; 'mayor@welland.ca'

Subject: NCDRA: Position regarding Niagara Region Uptake of Control and Governance of NCDRA and NDA

Clerks of City of Welland, City of Port Colborne, Town of Pelham, and Township of Wainfleet:

As you will recall, Councils of our stakeholder municipalities nominated participants to an ad hoc committee to define a common negotiating position to inform discussion with Niagara Region about the uptake of control and governance of the two publicly owned airports in the region. The ad hoc committee completed its work and is presenting the attached documents for the consideration of the stakeholder municipality Councils. It is our hope that Councils will adopt the resolution herein presented, along with the accompanying Framework for the Memorandum of Understanding, within their May round of Council meetings.

Please redraft the resolution to reflect the specific Council considering it. The words **THEREFORE WE RESOLVE...** may be changed to **THEREFORE THE (MUNICIPALITY) RESOLVES** to accomplish this. I have included both a PDF and Word version of the resolution for your convenience.

Many thanks for your help with this. Please do not hesitate to let me know of any questions or issues with this.

Sincerely,

Richard Rybiak
Chair
Niagara Central Airport Commission.

Proposed Common Position Resolution

Whereas the Regional Municipality of Niagara at its Regional Council meeting on September 22, 2016 approved the following motion and direction to staff;

“Regional Council Motion: September 22, 2016.

That Correspondence Item PWC-C 22-2016, dated September 6, 2016, being a memorandum from R. Walton, Regional Clerk, respecting Recommendations from the Transportation Steering Committee meeting held on July 26, 2016 for Consideration, BE RECEIVED and the following recommendations BE APPROVED:

1. That Niagara Region SUPPORT IN PRINCIPLE adopting sole responsibility for operations and governance of Niagara District Airport (NDA) and Niagara Central Dorothy Rungeling Airport (NCDRA);
2. That, subject to completion of a phase 2 environmental assessment paid for by the current owners/operators, Regional staff BE AUTHORIZED to initiate detailed negotiations with the current funding partners of both the NDA and the NCDRA to transition responsibility to Niagara Region;
3. That a transition plan BE DEVELOPED with the current funding partners, including transitional funding and budget implications for ongoing operations and capital requirements during the transition period for inclusion in the Regional budget deliberations, and a proposal for a new governance structure satisfactory to Regional Council;
4. That a report BE PRESENTED to the Transportation Steering Committee summarizing the outcome of these negotiations and the transition plan prior to final approval by Regional Council; and
5. That notification of the Council-approved motions related to NDA and NCDRA BE PRESENTED to the twelve local municipalities, the Niagara District Airport Commission, the Niagara Central Dorothy Rungeling Airport Commission and Transport Canada.

The Regional Chair declared the vote, Carried”

And whereas The Welland-Port Colborne Airport Act was assented to on May 7, 2006 and this act contains the following applicable section;

Under Schedule B section2 subsection 2 (b)

That the Commission shall not sell or otherwise dispose of the said airport
Provided however, that the Commission may in its sole discretion sell, lease or

otherwise dispose of the buildings on the said airport as the Commission may consider advisable and for sole benefit of the Commission,

And further under Schedule b subsection 2 (c)

That the Commission shall not use or permit to be used the said airport for purposes other than airport purposes and shall maintain and operate said airport as a public airport.

And whereas Schedule A of The Welland-Port Colborne Airport Act provides the following clauses governing the ongoing activities of the Commission as follows:

“And whereas pursuant to the provisions of the Municipal Act R.S.O. 1970 chapter 284, section 352, paragraph 9, bylaws may be passed for the establishment, operation, maintenance of air harbours or landing grounds, together with such other rights and powers as are contained therein;

And whereas section 254 of the Municipal A, R.S.O 1970 chapter 284 provides for the passing of by-laws by a municipality for entering into and performing any agreement with any other Council for fulfilling, executing and completing at their joint expense and for their joint benefit, any undertaking or work within the jurisdiction of the Council,

And whereas the Niagara Region is currently considering the longer-term opportunities to grow the economic impacts of these airports as Regionally managed and operated airports;”

And whereas the Regional Municipality of Niagara (Niagara Region) has two municipally supported and funded airports, the Niagara District Airport and the Niagara Central Dorothy Rungeling Airport;

And whereas the Niagara Central Dorothy Rungeling Airport has completed the terms of section 2, notably, “That, subject to completion of a phase 2 environmental assessment paid for by the current owners/operators, Regional staff BE AUTHORIZED to initiate detailed negotiations with the current funding partners of both the NDA and the NCDRA to transition responsibility to Niagara Region;

And whereas there must be formal discussions between stakeholder municipalities and Niagara Region,

THEREFORE, WE RESOLVE that representatives of the NDA and NCDRA stakeholder municipalities and the Region of Niagara commence formal discussions to finalize the assumption of the management/operational responsibilities of the NDA and NCDRA,

AND, by all stakeholder municipalities of NCDRA adopting this resolution, the stakeholder municipalities of the NCDRA approve the formal discussions with the Region of Niagara and the

NDA to see both airports managed and operated as Regional airport facilities and that the, **“Framework for the Memorandum of Understanding”** attached to this motion be the basis of NCDRA stakeholder municipalities terms of reference for these discussions.

Moved by

Seconded by

Approved

Framework for the Memorandum of Understanding

GUIDING PRINCIPALS OF OPERATING AUTHORITY TRANSFER

1. That the Region of Niagara will assume operating authority of NCDRA in parallel with the assumption of operating authority of the NDA airport.
2. That the Region of Niagara will operate both airports under similar financial and operating processes that will maintain and where feasible, enhance the current levels of service as the base level at both airports.
3. That the Region of Niagara will continue to operate the NCDRA as a public airport/aerodrome consistent with the 1976 Welland-Port Colborne Act and will consult with the four stakeholder municipalities.
4. That the Region of Niagara will assume all costs associated with the required level of maintenance and capital improvements of the NCDRA.
5. That the Region of Niagara will assume financial responsibility of the four stakeholder municipality's loans taken out in 2017, \$250,000 and 2018, \$173,000 for needed capital repairs.
6. That the Region of Niagara will retain all revenues net of operating costs of both the NCDRA and the NDA.
7. That the Region of Niagara will indemnify the parties to the Memorandum of Understanding from any liabilities legal or otherwise while operating the NCDRA and NDA airports.
8. That the Region of Niagara will retain the designation of the name of "Dorothy Rungeling" in any future name changes that are contemplated for the NCDRA.
9. That the Region of Niagara will honour all existing leases, business agreements and contracts as a normal standard expected in these legal arrangements.

10. That the Region of Niagara will continue to honour in perpetuity the arrangement with “The Air Cadet Hangar” which is a \$1.00 per year lease at the airport and as long as this hangar is used for this purpose.

11. That as a part of the closing process for final assumption of operation authority; the Region of Niagara will provide a governance/commission model, which includes representation from the Niagara Central Airport Commission, and that provides for a desirable consultation of all stakeholder municipalities of both airports and an ongoing consultation with appropriate user groups at both airports.



www.notl.org

April 19, 2018

Ministry of Tourism, Culture and Sport
Hearst Block, 9th Floor
900 Bay Street
Toronto, ON M7A 2E1

ATTN: Hon. Daiene Vernile - Minister of Tourism, Culture and Sport

RE: Funding for Local Public Libraries

Please be advised the Council of The Corporation of the Town of Niagara-on-the-Lake, at its regular meeting held on April 16, 2018, adopted the following resolution:

WHEREAS: public libraries act as community hubs providing safe, inclusive spaces where everyone is welcome to learn, work, connect, create and collaborate;

AND WHEREAS the Niagara-on-the-Lake Public Library actively partners with the community to deliver valued services and contributes to a culture of social good by sharing knowledge and resources;

AND WHEREAS the Niagara-on-the-Lake Public Library continues to manage public resources with the utmost care and continually seeks funding opportunities through donations, sponsorships and grants in order to expand and enhance service beyond the level possible with core funding;

AND WHEREAS the Niagara-on-the-Lake Public Library continues to deliver collections, programs and services that support provincial initiatives such as poverty reduction, lifelong learning, skill development, local economic development, health literacy, equitable access to provincial government online services and reconciliation with indigenous peoples.

THEREFORE BE IT RESOLVED that the Council of The Corporation of the Town of Niagara-on-the-Lake (Council) urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20 year budget freeze to local public libraries in an acknowledgement of the services they offer to all residents;

AND FURTHER that the Council urges the Province of Ontario to reinstate adequate and appropriate funding for local public libraries, increasing each year going forward in line with the consumer price index;



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

AND FURTHER that a copy of this resolution be sent to the Minister of Tourism, Culture and Sport, to the Ontario Minister of Municipal Affairs, to local MPPs, to the Association of Municipalities Ontario, to the Ontario Library Association, to the Federation of Ontario Public Libraries, to the Region of Niagara and to local area municipalities.

The Council of the Town of Niagara-on-the-Lake respectfully requests your favourable consideration and support of this matter.

Yours sincerely,

Peter Todd,
Town Clerk

Copy:

The Hon. Wayne Gates MPP
Minister of Municipal Affairs and Housing
AMO
Ontario Library Association
Federation of Ontario Public Libraries
Niagara Region and Local Area Municipalities



City of Port Colborne
RECEIVED
APR 19 2018

CORPORATE SERVICES
DEPARTMENT

Thorold

April 19, 2018

The Honourable Kathleen Wynne
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

premier@ontario.ca

Dear Premier:

Re: City of Thorold Resolution – Request Government of Ontario to Grant Municipalities the Authority regarding Approval of Landfill Projects in or Adjacent to their Municipality

Please be advised Thorold City Council, at its April 17, 2018 meeting, adopted the following resolution:

Whereas municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development; and

Whereas this outdated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignore them; and

Whereas municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities, and further that the province has recognized the value of municipal approval for the siting of power generation facilities; and

Whereas the recent report from Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15%; and

Whereas municipalities across Ontario are quietly being identified and targeted as potential landfill sites; and

...2

City of Thorold

P.O. Box 1044, 3540 Schmon Parkway, Thorold, Ontario L2V 4A7

www.thorold.com

Tel: 905-227-6613

123

Whereas municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs; and

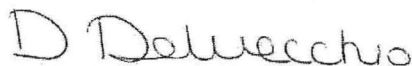
Whereas municipalities should have the right to approve or reject these projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns.

Now therefore be it resolved that the City of Thorold supports *Bill 16, Respecting Municipal Authority Over Landfilling Sites Act* introduced by MPP Ernie Hardeman and calls upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities; and

Further that the City of Thorold send copies of this resolution to MPP Ernie Hardeman, Region of Niagara and area municipalities.

CARRIED

Yours truly,



Donna Delvecchio,
City Clerk

DD:cd

ec: M. Dilwaria, Chief Administrative Officer

Ernie Hardeman, MPP, Oxford
Region of Niagara
Local Area Municipalities



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)

April 19, 2018

Ann-Marie Norio, Deputy Regional Clerk
Office of the Regional Clerk
Niagara Region
1815 Sir Isaac Brock Way
PO Box 1042
Thorold ON L2V 4T7

Sent electronically via email to
ann-marie.norio@niagararegion.ca

For the Attention of the Regional Chair and Members of Regional Council

**Re: Support Resolution - Safe Drinking Water Training, CL 3-2018, March 1, 2018
Our File No. 35.23.28**

Please be advised that the Council of the City of St. Catharines, at its meeting held on March 19, 2018, was provided your resolution of Regional Council regarding the above-noted matter.

The Mayor and Members of Council endorsed your resolution, which reads:

“WHEREAS the Safe Drinking Water Act’s Standard of Care Training was made available to Regional Councillors on November 28, 2017 as part of Ontario’s Safe Drinking Water Act;

WHEREAS the material provided as part of the November 28, 2017 training indicated on page 26 that causes of the Walkerton Outbreak include “no Ministry of Environment Inspections in the 1980s” and the misapplication of chlorine to disinfect the water;

WHEREAS the Walkerton Report highlighted the Ministry of Environment’s failure over many years to ensure water operator training, certification, and provincial inspection requirements were adequate to ensure a safe, high quality drinking water system;

WHEREAS notwithstanding the significant increases in mandatory training, certification and inspection requirements implemented since the Walkerton Report, municipal councillors are not required to undertake the Standard of Care – Safe Drinking Water Act training Course; and

WHEREAS the November 23, 2017 presentation to Public Works Committee by the Walkerton Clean Water Centre outlined that "Municipal Officials and Councillors have a direct responsibility for ensuring safe, high quality drinking water".

NOW THEREFORE BE IT RESOLVED:

That Niagara Regional Council REAFFIRM its commitment to maintaining a safe and high quality drinking water system;

That Niagara Region REQUESTS the Government of Ontario strengthen protections to maintain a safe drinking water system by requiring mandatory water training for elected municipal officials;

That Niagara Region REQUIRES Regional Councillors to undertake mandatory training each term on safe drinking water; and

That this resolution BE CIRCULATED to local area municipalities, local area Members of Provincial Parliament, the Ontario Minister of Environment, and the Premier of Ontario.”

If you have any questions or concerns, please feel free to contact me at ext. 1506.



Bonnie Nistico-Dunk, City Clerk

cc The Honourable Kathleen Wynne, Premier of Ontario – premier@ontario.ca
Chris Ballard, Minister of Environment and Climate Change, minister.moecc@ontario.ca
Local Area Members of Provincial Parliament
Local Area Municipalities

Planning and Growth Management Committee

PG25.8		Amended		Ward:All
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Inclusionary Zoning

City Council Decision

City Council on January 31 and February 1, 2018, adopted the following:

1. City Council adopt the following and forward its decision to the Province as the City's response to the proposed inclusionary zoning regulations:

Recommendation 1: The proposed regulation should be amended to respect the fact that the municipality is in the best position to assess its needs and establish an inclusionary zoning framework that takes into consideration the full range of housing needs, market conditions, and aligned policy and program opportunities.

Recommendation 2: The proposed regulation should be amended to explicitly provide for the opportunity to create new affordable purpose-built rental housing.

Recommendation 3: The Province should work with the municipality to review current and projected rental housing development, including understanding the market profile of new rental housing projects. Further, the Province should consult with municipalities and other stakeholders on the merits of extending the regulation to any or all of the new purpose-built rental housing market.

Recommendation 4: The regulation should provide for municipal flexibility to set reasonable set aside rates based on the local context, planned environment, and relevant program funding and incentives, with the principle that a minimum of 10 percent of the units or gross floor area be established as the unit set aside rate.

Recommendation 5: The regulation should provide for municipal decision making for measures and incentives as municipalities are in the best position to respond to local market conditions.

Recommendation 6: The regulation should allow for inclusionary zoning to be used as part of a Community Planning Permit System area or in areas where the zoning has been updated to reflect minimum and maximum densities in accordance with provincial policy.

Recommendation 7: The regulations should enable municipalities to set an equity sharing model that is fair and equitable.

Recommendation 8: The regulations should enable municipalities to set priorities based on

local housing need and align program administration with administrative models that are already in place.

Recommendation 9: Off-site provisions in the regulation should be amended to allow for municipal flexibility in permitting 100 percent inclusionary zoning buildings.

2. City Council request the Province to amend the proposed inclusionary zoning regulations as set out in Part 1 above.
3. City Council request the Province to further consult municipalities and stakeholders on an appropriate and flexible implementation framework for inclusionary zoning prior to proclaiming the regulation.
4. City Council request all municipalities in Ontario and the Association of Municipalities of Ontario to consider supporting the City of Toronto's recommendations as set out in Part 1 above.

Committee Recommendations

The Planning and Growth Management Committee submits the item to City Council without recommendation.

Committee Decision Advice and Other Information

The Planning and Growth Management Committee:

1. Requested the Chair to call a special meeting of the Planning and Growth Management Committee on this matter prior to the City Council meeting scheduled for January 31, 2018.
2. Requested that, in the event that the Planning and Growth Management Committee is unable to meet prior to January 31, 2018, the Acting Chief Planner and Executive Director, City Planning report directly to City Council with a proposed response from the City of Toronto on the provincial proposal on Inclusionary Zoning legislation.
3. Requested City staff to continue discussions with the Province on changes to the draft regulations to address the City of Toronto's concerns.

Origin

(January 15, 2018) Letter from Councillor Gord Perks, Ward 14, Parkdale-High Park

Summary

The Ontario government has announced details of Inclusionary Zoning legislation that would give municipalities the ability to secure affordable housing in new residential developments through the use of inclusionary zoning. The deadline to submit comments on this proposed legislation is February 1, 2018.

Background Information (Committee)

(January 15, 2018) Letter from Councillor Gord Perks, Ward 14, Parkdale-High Park, on Inclusionary Zoning
(<http://www.toronto.ca/legdocs/mmis/2018/pg/bgrd/backgroundfile-110817.pdf>)

Background Information (City Council)

(January 25, 2018) Transmittal from the Planning and Growth Management Committee (PG25.8a)

(<http://www.toronto.ca/legdocs/mmis/2018/cc/bgrd/backgroundfile-111821.htm>)

Communications (City Council)

(January 28, 2018) Letter from Geoff Kettel and Cathie Macdonald, Co-Chairs, Federation of North Toronto Residents' Associations (CC.Supp.PG25.8.1)

(<http://www.toronto.ca/legdocs/mmis/2018/cc/comm/communicationfile-78405.pdf>)

(January 30, 2018) Letter from Nancy Singer, Executive Director, Kehilla Residential Programme (CC.New.PG25.8.2)

(<http://www.toronto.ca/legdocs/mmis/2018/cc/comm/communicationfile-78411.pdf>)

(February 1, 2018) Submission from Eileen Denny (CC.New.PG25.8.3)

(February 1, 2018) Submission from Eileen Denny (CC.New.PG25.8.4)

Speakers

Joy Connelly, Member, Homecoming Coalition

Sean Meagher, Executive Director, Social Planning Toronto

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City of Port Colborne
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Mailed — 121-MP'S
April 10/18 22 - Senator



CORPORATE SERVICES
DEPARTMENT

The Corporation of the
TOWNSHIP OF BALDWIN

P.O. Box 7095, 11 Spooner Street
MCKERROW, ONTARIO
POP 1M0

TEL: (705) 869-0225 FAX: (705) 869-5049

April 9th 2018

Dear Members of Parliament, House of Commons,

In our absence from being able to speak in person on this matter of Bill C-71, I request that our esteemed colleagues from the Canadian Shooting Sports Association (CSSA) be allowed to speak on our behalf. These folks are well versed in the existing firearms legislation and licensing requirements in Canada and can easily explain to non-firearm's owners current legislation already in place and the rigorous criteria needed to obtain a Firearms License or PAL that is required before any person can purchase any firearm or any ammunition.

We have listened to both sides of the debate concerning bill C-71 and have also done extensive reading on the matter, reviewed the flawed statistics charts that single out the lowest year of crime in 40 years and use it as a base point for increase or decrease. Its unfortunate that the Federal Government and News Media do not realize what's contained in the currant legislation that is already in place and has been since the mid 1990's. Rather than create new legislation, why not spend the time and money in enforcing the laws that are on the books today that never really seems to matter as a deterrent to the criminal and gang element?

The RCMP daily checks all Firearms License holders (Commonly called Firearms License or PAL) in Canada for any wrong doing and that is more than sufficient without putting additional or duplicate checks in place.

Simply enforce the laws that are in place now without putting new ones in place.

We have heard numerous times that a Police Officer needs to know what firearms he may be facing each time he comes to a residence. That statement, if applied, creates a very false sense of security because if the answer came back and said “no firearms” and he/she proceeds with that thought in mind, and it just happens to be a criminal with illegal firearms, then what happens? However, the Police know better than that and always proceed with caution to any domestic dispute but the Media like to glamourize it as a selling point for any proposed new gun legislation.

The Conservation Officers (CO'S) in this province during a single hunting season encounter more law-abiding people with firearms than most police officers would in their entire career. Many of these encounters are often in very remote locations with no cell service. There are no issues with their checks due to the fact that the majority of all firearms owners are very responsible citizens. For those folks that are unsure of a “Conservation Officer's” duty, they are officers that work for the MNRF enforcing all the hunting and fishing laws in all parts of the province.

Much of our country was founded and built with the use of firearms first in the fur trade and then in the rebellions/uprisings in the 1700's and 1800's and then the wars.

Many Canadian families have a long list of service in the military in WW 1 and WW2 and Foreign Wars with many being left overseas at very young ages. These folks fought for some of the rights and the privileges that we have today.

Trapping has been and still is a way of life for generations in many families.

For many Ontarian's firearms are a part of their lifestyle and culture and heritage especially those living in the north and even to some extent those in the GTA.

I'm asking that you make a wise move and cancel Bill C-71 and simply enforce the legislation that is in place.

Thanks very much,

Sincerely,

**Mayor Vern Gorham,
Township of Baldwin.**

THE CORPORATION OF THE TOWNSHIP OF BALDWIN

MOVED BY: *David Fairbairn* DATE: April 9th, 2018
SECONDED BY: *B. McDowell* MOTION NO.: 18-39

NOW THEREFORE BE IT RESOLVED THAT: The Township of Baldwin send the attached explanatory letter to all Municipalities in Ontario for their support via e-mail as well as by Canada Post to all MP'S and Senators that represent our Province of Ontario.
We don't need bill C-71 and it should be quashed without further ado.

Carried ✓ Defeated _____ Mayor *MC*



RECORDED VOTE	FOR	AGAINST
Vern Gorham	✓	
David Fairbairn	✓	
Texas MacDonald	✓	
Ray Maltais	✓	
Bert McDowell	✓	

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MUNICIPALITÉ · EAST FERRIS · MUNICIPALITY



City of Port Colborne
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APR 26 2018

CORPORATE SERVICES
DEPARTMENT

390 HIGHWAY 94, CORBEIL, ONTARIO P0H 1K0
TEL.: (705) 752-2740 FAX.: (705) 752-2452
Email: municipality@eastferris.ca

REGULAR COUNCIL MEETING

HELD
April 24th, 2018

No. 2018-146

Moved by Councillor Rochefort

Seconded by Councillor Kelly

WHEREAS alarming amounts of wolf sightings have been discovered in the Municipality of East Ferris;

AND WHEREAS there has been an abundance of deer killed in the area by predators;

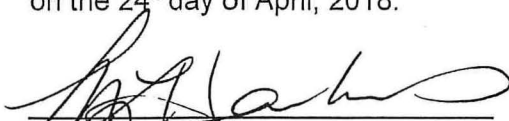
AND WHEREAS the Anglers and Hunters have reported they are seeing a large amount of wolves on the trap lines where they are prohibited to trap;

AND FURTHER that the Anglers and Hunters are advising that the wildlife animals such as the deer, the beavers, the rabbits and the partridges will diminish if the government of the day keep the trappers from this area, and that our wildlife will in the north of Algonquin Park have major impact;

BE IT HEREBY RESOLVED that this resolution be forwarded to Nathalie Des Rosiers, Minister of Natural Resources and Forestry; Nipissing Temiskaming MP, Anthony Rota; MPP, Vic Fedeli; FONOM, AMO, surrounding area municipalities; Nosbonsing Anglers and Hunters and the Ontario Federation of Anglers and Hunters.

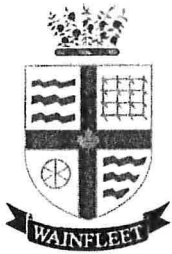
Carried Mayor Vrebosch

CERTIFIED to be a true copy of
Resolution No. 2018- 146 passed by the
Council of the Municipality of East Ferris
on the 24th day of April, 2018.



Monica L. Hawkins, AMCT
Clerk

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Township of Wainfleet

"Wainfleet - find your country side!"

City of Port Colborne
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APR 26 2018
CORPORATE SERVICES
DEPARTMENT

April 26, 2018

Amber LaPointe
City Clerk
City of Port Colborne
66 Charlotte Street
Port Colborne ON L3K 3C8
cityclerk@portcolborne.ca

Ann-Marie Norio
Acting Regional Clerk
1815 Sir Isaac Brock Way
PO Box 1042
Thorold ON L2V 4T7
ann-marie.norio@niagararegion.ca

SENT VIA EMAIL

RE: Resolution - Request the Region of Niagara to Immediately Replace Board Members and Establish Guidelines for the Future Recruitment of Board Members to the Niagara Peninsula Conservation Authority (NPCA)

Dear Ms. LaPointe and Ms. Norio,

Thank you for your recent correspondence, dated April 10, 2018. Please be advised that Council for the Township of Wainfleet, at its regular meeting held on April 17, 2018 passed the following resolution:

Resolution No. C-123-2018

Moved By Richard Dykstra
Seconded By Ted Hessels

WHEREAS Council for the Township of Wainfleet has received Correspondence from the City of Port Colborne regarding the replacement and future recruitment of Board Members for the NPCA;

NOW THEREFORE the Council for the Township of Wainfleet resolves as follows:

"THAT the Township of Wainfleet requests that the Region of Niagara establish guidelines for the recruitment, selection, and appointment of individuals to be in place during the next selection of NPCA board members;

AND THAT the guidelines be developed with criteria that is based on skillset and be carried out by the lower tier municipalities."

Carried

If you have any questions, please do not hesitate to contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read 'W. Kolasa', written in a cursive style.

William J. Kolasa
Chief Administrative Officer/ Clerk

CC: Local Area Municipalities



Thorold

City of Port Colborne
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APR 26 2018

CORPORATE SERVICES
DEPARTMENT

May 3, 2018

Office of the Regional Clerk
Niagara Region
1815 Sir Isaac Brock Way
Thorold, ON L2V 4T7

Anne-Marie.Norio@niagararegion.ca

Attention: Anne-Marie Norio, Acting Regional Clerk

Dear Ms. Norio:

Re: Niagara Peninsula Conservation Authority (NPCA) Appointment Process

Please be advised Thorold City Council, at its May 1, 2018 meeting, adopted the following resolution:

That the correspondence received from the City of Port Colborne from its Council meeting of April 9, 2018 requesting the Region of Niagara to immediately replace board members of the NPCA with members selected by the lower tier municipalities; and to establish guidelines for the recruitment, selection and appointment of individuals to be in place during the next selection of NPCA board members; and the guidelines be developed with criteria based on skillset carried out by the lower tier municipalities, be received and supported.

CARRIED

Yours truly,

Donna Delvecchio,
City Clerk

DD:cd

ec: M. Dilwaria, Chief Administrative Officer

The Honourable Kathryn McGarry, Minister of Natural Resources
Niagara Peninsula Conservation Authority
Cindy Forster, MPP, Niagara Riding
Local Area Municipalities.

City of Thorold

P.O. Box 1044, 3540 Schmon Parkway, Thorold, Ontario L2V 4A7

www.thorold.com

Tel: 905-227-6613

April 18, 2018

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

Dear Ms. LaPointe:

City of Port Colborne Re: NPCA Board Appointments

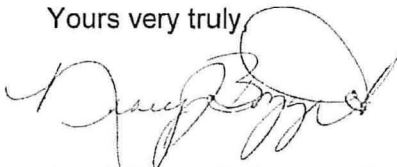
At their regular meeting of April 16, 2018, Council of the Town of Pelham received your correspondence and considered the following resolution:

BE IT RESOLVED THAT Council receive correspondence from the City of Port Colborne dated, April 10, 2018 regarding a request to the Region of Niagara to immediately replace Board Members and establish guidelines for the future recruitment of Board Members to the Niagara Peninsula Conservation Authority (NPCA); and

THAT Council endorse and support the City of Port Colborne's resolution.

On behalf of Council, thank you for your correspondence.

Yours very truly,



(Mrs.) Nancy J. Bozzato, *Dipl.M.M., AMCT*
Town Clerk

/js

Cc: The Honourable Nathalie Des Rosiers, Minister of Natural Resources and Forestry
Niagara Peninsula Conservation Authority
Local Area Members of Provincial Parliament
Niagara Regional Clerk
Local Area Municipalities

From the Clerk's Department



**Administrative
Services**



PORT COLBORNE

CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca

CORPORATE SERVICES DEPARTMENT, CLERK'S DIVISION

Sent via E-mail

Ann-Marie.Norio@niagararegion.ca

April 10, 2018

Ann-Marie Norio, Acting Regional Clerk
Niagara Region
Thorold, Ontario

Dear Ann-Marie Norio:

Re: Resolution – Request the Region of Niagara to Immediately Replace Board Members and Establish Guidelines for the Future Recruitment of Board Members to the Niagara Peninsula Conservation Authority (NPCA)

Please be advised that, at its meeting of April 9, 2018, the Council of The Corporation of the City of Port Colborne resolved as follows:

WHEREAS Port Colborne City Council is aware of concerns in the community that the Niagara Peninsula Conservation Authority (NPCA) has demonstrated an inability to operate as an effective, open and transparent Conservation Authority, that respects its mandate;

AND WHEREAS Port Colborne City Council has lost confidence in the current Board and management of the NPCA;

THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE RESOLVES AS FOLLOWS:

THAT the City of Port Colborne requests that the Region of Niagara immediately replace board members of the NPCA with members selected by the lower tier municipalities; and

THAT the City of Port Colborne requests that the Region of Niagara establish guidelines for the recruitment, selection, and appointment of individuals to be in place during the next selection of NPCA board members; and

THAT the guidelines be developed with criteria that is based on skillset and be carried out by the lower tier municipalities.

Your favourable consideration of this request is respectfully requested.

Sincerely,

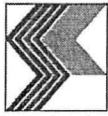


Amber LaPointe
City Clerk

cc: The Honourable Kathryn McGarry, Minister of Natural Resources and Forestry
Niagara Peninsula Conservation Authority
Local Area Members of Provincial Parliament
Niagara Region and Local Area Municipalities

APR 18 2018

CORPORATE SERVICES
DEPARTMENT



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)

April 17, 2018

Carrie McIntosh, Deputy Clerk
City of Port Colborne
Municipal Offices
66 Charlotte Street
Port Colborne ON L3K 3C8

Sent electronically via email to
cityclerk@portcolborne.ca

For the Attention of the Mayor and Members of Council

Re: Support for Resolution – Request Ontario Municipalities to Adopt Resolution Calling on Minister of Environment and Climate Change to Accelerate the Application for Review of Municipal Class Environmental Assessment Process Our File No. 35.11.2

Please be advised that the Council of the City of St. Catharines, at its meeting held on March 19, 2018, endorsed the following resolution passed by your Council on February 12, 2018:

“That the correspondence received from Scott Butler, OGRA, Policy and Research, Ontario Good Roads Association Re: Requesting Ontario Municipalities to Adopt a Resolution that Calls on the Minister of Environment and Climate Change to Accelerate the Application for Review of the MCEA Process, be received; and

That the following motion be approved:

WHEREAS a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the Environmental Bill of Rights Act, 1993 (EBR Act);

AND WHEREAS impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

AND WHEREAS the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions; WHEREAS a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the Environmental Bill of Rights Act, 1993 (EBR Act);

AND WHEREAS impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

AND WHEREAS the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

AND WHEREAS analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

AND WHEREAS the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

AND WHEREAS in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

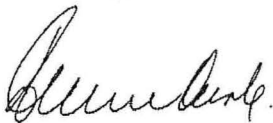
AND WHEREAS local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

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

That The City of Port Colborne requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

And Further that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the Planning Act;

And Further that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.”



Bonnie Nistico-Dunk, City Clerk

cc The Honourable Catherine McKenna, Catherine.mckenna@parl.gc.ca
OGRA (Scott R. Butler), scott@ogra.org
Auditor General of Ontario, bonnie.lysyk@auditor.on.ca
Local Area Members of Provincial Parliament
Region of Niagara
Local Area Municipalities

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APR 20 2018

CORPORATE SERVICE

DEPARTMENT

The Premier of Ontario

Legislative Building, Queen's Park
Toronto, Ontario M7A 1A1

La première ministre de l'Ontario

Édifice de l'Assemblée législative, Queen's Park
Toronto (Ontario) M7A 1A1

April 17, 2018

Ms. Amber LaPointe
City Clerk
City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8

Dear Ms. LaPointe:

Thank you for your letter providing me with a copy of council's resolution regarding landfill projects. I appreciate your keeping me informed of council's activities.

As this issue would also interest my colleague the Honourable Chris Ballard, Minister of the Environment and Climate Change, I have sent him a copy of council's resolution. I trust that the minister will also take council's views into consideration.

Once again, thank you for the information. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Wynne".

Kathleen Wynne
Premier

c: The Honourable Chris Ballard

**City of Port Colborne
Special Committee of the Whole Meeting 07-18
Minutes**

Date: March 14, 2018
Time: 5:35 p.m.
Place: Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne

Members Present: R. Bodner, Councillor
B. Butters, Councillor
F. Danch, Councillor (6:15pm arrival)
A. Desmarais, Councillor
Y. Doucet, Councillor
B. Kenny, Councillor (6pm arrival)
J. Maloney, Mayor (presiding officer)
J. Mayne, Councillor

Absent: D. Elliott, Councillor (due to a prior commitment)

Staff Present: D. Aquilina, Director of Planning & Development
T. Cartwright, Fire Chief
M. Graybiel, Parks Foreman
A. Grigg, Director of Community & Economic Development
S. Hanson, Supervisor, By-law Enforcement Division
C. Larocque, Marina Coordinator
C. Lee, Director of Engineering & Operations
S. Luey, Chief Administrative Officer
L. Nelson, Administrative Assistant to DCS (minutes)
P. Peyton, Superintendent
S. Powell Baswick, Director/Curator, Port Colborne Historical & Marine Museum
P. Senese, Director of Corporate Services (DCS)
S. Shypowskyj, Manager of Projects & Design
S. Therrien, Director of Library Services

Also in attendance were interested citizens and WeeStream.

1. Call to Order:

Mayor Maloney called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

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

That the agenda dated March 14, 2018 be confirmed, as circulated.
CARRIED.

4. Disclosures of Interest:

Nil.

5. Presentation:**(a) Continuation of 2018 Draft Budget Deliberations
Peter Senese, Director of Corporate Services****Staff Response to Councillor Enquiry:**

The Supervisor, By-law Enforcement Division provided updated information to Council about how other municipalities utilize their by-law officers and how other external resources such as security guards, cannot issue offence notices on municipal property.

Staff Response to Councillor Enquiry:

The Supervisor, By-law Enforcement Division provided additional information about Building Division software which will allow for improved record keeping. The Supervisor noted that 25 municipalities in Ontario are looking into utilizing this software and that there is a \$10,300 annual cost in which funding revenue is received through building department fees.

Staff Response to Councillor Enquiry:

The Director of Engineering & Operations provided information about additional stone repairs on roads and shoulders noting that this includes firelanes and top ups of stone roads in rural areas.

Staff Response to Councillor Enquiry:

The Director of Engineering & Operations provided information about potential revenue from tree trimming/removal and noted that options and any liability issues will be investigated further. The Director requested one year to develop a plan.

Staff Response to Councillor Enquiry:

The Director of Engineering & Operations provided additional information about staff training costs and noted that there are specific requirements for forklift training and confined space training for new staff.

Staff Response to Councillor Enquiry:

The Director of Community & Economic Development will have staff look into funding options for trails and will report back.

The Director also noted that more detailed information will be provided regarding the Marina store and provided to Council at a later date.

The Director of Corporate Services informed Council that Rogers has completed the tower at Goderich Elevator which produces \$10,000 in revenue for the City. The Director suggested this revenue be directed back into the Goderich reserve fund to replenish the reserve.

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

That the annual revenue of \$10,000 from the Rogers tower be allocated to the Goderich reserve fund to replenish the reserve.
CARRIED.

Operations - Request for an additional \$2,404 for Building/Yard Materials

The Director of Engineering & Operations advised Council that this request will be withdrawn. Remove from levy funding.

The Director of Corporate Services provided a summary of the meeting of March 6, 2018 with a review of the updated items on the 2018 Budget Worksheet Summary. The updated tax levy increase was estimated at 6.69% with an overall tax increase of 2.44% or \$74.00 to the average home owner.

Fire Department – Summer Student

Moved by Councillor B. Butters
Seconded by Councillor A. Desmarais

That the request from the Fire Department for a Summer student 16 weeks, for \$9,400 be approved on the levy.
CARRIED.

Review of 2018 Groups, Programs and Services:

Members of Council reviewed the 2018 Groups, Programs and Services (page 34, of the draft budget package). The following direction was provided:

Feral Cat Program

Moved by Councillor A. Desmarais
Seconded by Councillor B. Kenny

That the Feral Cat Program \$5,000 remain on the levy.
CARRIED.

Council Meetings Live Streaming

Moved by Councillor A. Desmarais
Seconded by Councillor Y. Doucet

That the request of an additional \$7,800 for live streaming be approved and on the levy.
CARRIED.

2018 Operating Budget

Moved by Councillor R. Bodner
Seconded by Councillor A. Desmarais

That the 2018 Operating budget be approved.
CARRIED.

Review of Capital Projects and Related Funding:

Members of Council reviewed capital projects and related funding (pages 35 to 40 of the draft budget package).

2018 Capital Budget

Moved by Councillor A. Desmarais
Seconded by Councillor B. Kenny

That the 2018 Capital budget be approved.
CARRIED.

Review of Debt Reserves Consolidation:

Members of Council reviewed debt reserves consolidation (pages 44 to 46 of the draft budget package).

2018 Debt Reserves Consolidation

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

That the debt reserves be approved for consolidation.
CARRIED.

Review of Downtown CIP:

The Director of Corporate Services reported about the Downtown CIP and requested Council confirmation to proceed with application for grant funding.

Moved by Councillor A. Desmarais
Seconded by Councillor Y. Doucet

That the Downtown CIP go forward as designed and that grant funding be applied for.
CARRIED.

Review of Fire Capital Requirements:

Moved by Councillor B. Butters
Seconded by Councillor A. Desmarais

That staff prepare a funding plan and report back to Council on Fire Capital requirements.
CARRIED.

The Director updated the 2018 budget tax levy to a 6.72% increase with an overall tax increase of 2.46% or \$74.12 to the average homeowner.

6. **Adjournment:**

Moved by Councillor F. Danch
Seconded by Councillor Y. Doucet

That the Council meeting be adjourned at approximately 8:15 p.m.
CARRIED.

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**City of Port Colborne
Special Committee of the Whole Meeting 10-18
Minutes**

Date: April 20 and April 21, 2018

Time: 5:30 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 (absent on April 20 due to work)
B. Kenny, Councillor
J. Maloney, Mayor (presiding officer)
J. Mayne, Councillor

Absent: F. Danch, Councillor (due to vacation)

Staff Present: D. Aquilina, Director of Planning & Development
T. Cartwright, Fire Chief
J. Douglas, Economic Development Officer
N. Giles, Executive Assistant to the Mayor and CAO
A. Grigg, Director of Community & Economic Development
N. Halasz, Manager of Parks and Recreation
A. LaPointe, Manager of Legislative Services/City Clerk (minutes)
C. Lee, Director of Engineering & Operations
S. Luey, Chief Administrative Officer
M. Minor, Marina Supervisor
P. Senese, Director of Corporate Services
K. Walsh, Executive Assistant to the Director of Community and Economic Development

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

Note:

The meeting was recessed at 9 p.m. and reconvened Saturday, April 21 at 8:35 a.m.

1. Call to Order:

Mayor Maloney called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

Moved by Councillor Y. Doucet
Seconded by Councillor J. Mayne

That the agenda dated April 20 and April 21, 2018 be confirmed, as circulated or as amended.
CARRIED.

4. Disclosures of Interest:

Nil.

5. Review of Process by Facilitator:

Cecil E. Vincent, Manager of Special Projects & Corporate Strategic Initiatives provided an outline for the strategic plan meeting.

6. Public Delegations:

(a) Betty Koch regarding Report No. 2018-59, Subject: Strategic Planning meetings April 20 and 21, 2018

Betty Koch appeared before committee to provide suggestions for the future planning of the City. Ms. Koch requested that the City develop a plan to aid retailers during the construction phase of the downtown CIP. A copy of the Ms. Koch's speaking notes is attached.

7. Community Groups Presentations:

Nil.

8. Item(s) for Consideration:

1. Chief Administrative Officer, Special Projects and Corporate Strategic Initiatives Division, Report No. 2018-59, Subject: Strategic Planning meetings April 20 and 21, 2018

The Manager of Special Projects & Corporate Strategic Initiatives and the Economic Development Officer provided presentations with respect to this item.

Council and staff received comments from members of the public in the audience, which were then added to the Strategic Plan discussions.

City Council and staff reviewed the summary presentation prepared by Manager of Strategic Projects, which included feedback from City Council and staff on issues identified by Council to be included in the strategic planning session.

A wide ranging discussion was engaged in by all present and the results will be recapped by Mr. Vincent and sent to council in an upcoming report.

Moved by Councillor Y. Doucet
Seconded by Councillor A. Desmarais

That Chief Administrative Officer, Special Projects and Corporate Strategic Initiatives Division Report 2018-59 be received for information.
CARRIED.

9. **Adjournment:**

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

That the Special Committee of the Whole meeting be adjourned at approximately 2:40 p.m. on April 21.
CARRIED.

AL/

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Betty Kenc
831 HWY #3 E
P.C.

- Is this process going to involve some of our city stakeholders like, both BIAs, Port Cars, Roselawn, the arts group.
- The downtown CIP > planning should be started now or how to help the downtown retailers & the residents to navigate the downtown during the construction phase. The goal will need to be to retain as many retailers as we can once construction starts and how to keep residents safely moving from one side of the street to the other.
- The downtown BIA has had success in bringing buses to town, which is expected to increase with each coming year. We have a tour operator who is interested in bringing buses for a black day with part of the day spent at one of our beaches & the other part stopping in our downtown. The entrance to Nickel Beach is in need of some TLC to make it as attractive as it can be. Perhaps bike lanes could be added as well as a well thought out flower bed and a better sign at the entrance.

- General overall way finding signs need to be added to what we have so folks can more easily find their way from Main Street to places like Nickel Beach, the marina, the museum, the Vole center.
- Better signage announcing Welcome to Port Colborne would also be great to see on the 3 entry points to the city.



City of Port Colborne

Strategic Planning Session

Economic Development Input

JULIAN KAMEKA | COMMUNITY AND ECONOMIC DEVELOPMENT

APRIL 20, 2018

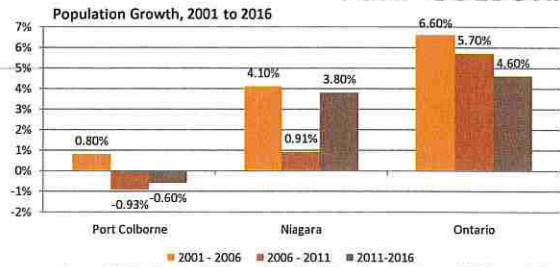
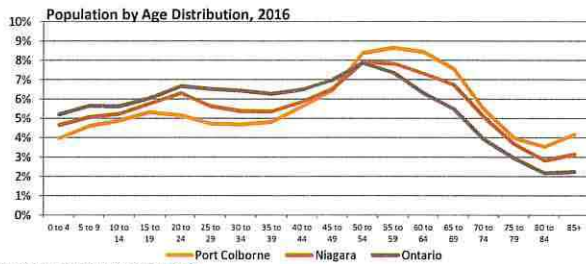
Objectives



PORT COLBORNE

To provide a summary of the economic development priorities and short-term work plan, and identify key areas necessary for the economic development of the community, to be considered by Council in its strategic planning session.

What Do We Know?



Source: Statistics Canada, 2016 Census Profile

Source: Statistics Canada, 2016 Census Profile, 2011 National Household Survey, 2006 Census Profile

Port Colborne's population declined from 2011 to 2016. This compares to Niagara where population increased by 4%.

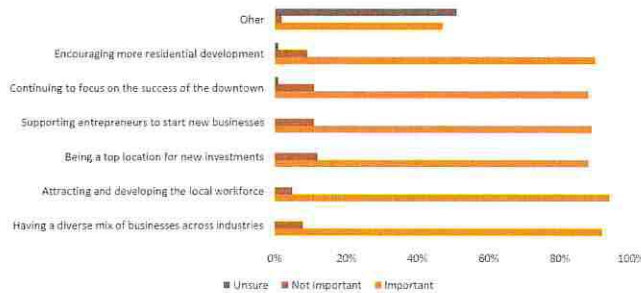


Port Colborne is experiencing an aging population. The median age in Port Colborne is 4 years older than the median age in Niagara and 9 years older than Ontario.

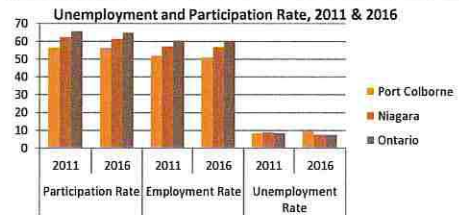
What Have We Learnt?



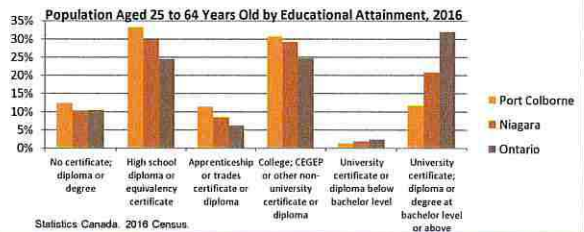
What elements are most important to you when you think about what a successful economy in Port Colborne looks like over the next 20 years?



Port Colborne 2018-2018 Economic Development Strategic Plan



Source: Statistics Canada, 2011 National Household Survey & 2016 Census Profile



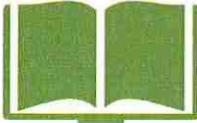
Statistics Canada, 2016 Census



PORT COLBORNE

Opportunities

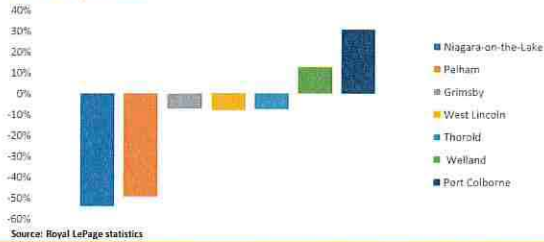
Workforce Development



Port Colborne has the highest percentage of individuals with an apprenticeship or college degree compared to both Ontario and Niagara.

Residential Development

Number of Home Sales, 1st Quarter of 2018



Industrial Base

Industries with the highest LQ (compared against Ontario) in 2016 based on total businesses are as follows:

- Utilities, 2.86
- Mining and oil and gas extraction, 1.73
- Manufacturing, 1.59

Greatest increase in LQ from 2014 to 2016 of total businesses:

- Administrative and support, waste management and remediation services, 0.17
- Manufacturing, 0.12
- Other services (except public administration), 0.09

Economic Development Vision Statement



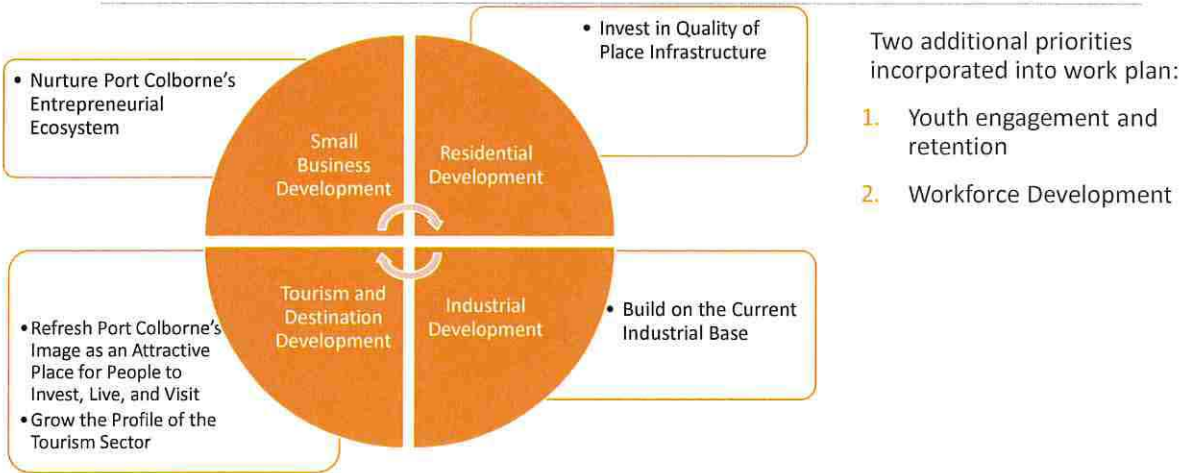
PORT COLBORNE

Port Colborne is a place to live well and enjoy life in a safe, healthy, prosperous, well-run, inclusive and respectful community

Economic Development Priorities and Goals



PORT COLBORNE



Short Term Action Plan and Priorities



PORT COLBORNE



Refresh Port Colborne's Image



Quality of Place



Workforce Development



Entrepreneurship and Small Business Development



Investment Readiness



Youth Engagement and Retention

Summary Action Plan

Entrepreneurship and Small Business Development



PORT COLBORNE

- Develop Corporate calling/visitation program
- Develop Port Colborne Business Enterprise Center
- Develop stakeholder databases and enhance communication
- Explore the feasibility of creating a start-up/incubator space
- Promote small business and entrepreneurship programs in schools
- Promote and Host Port Colborne Ideas and Innovation Fair.
- Develop an inventory/database of experts willing to mentor or provide free advise to support small business development

Summary Action Plan

Image and Quality of Place



PORT COLBORNE

- Develop and implement a comprehensive integrated marketing and branding strategy to strengthen Port Colborne's image and brand identity.
- Develop clean and green initiatives to showcase Port Colborne as a beautify and environmentally sustainable Community.
- Promote/support initiatives which position Port Colborne as a thriving, vibrant place for Heritage, Arts and Culture.
- Host annual Port Colborne Heritage, Arts and Culture Summit
- Develop a Public Art Policy and Strategy
- Establish Arts and Culture Grant and engage the community to solicit new events
- Facilitate and promote free public concerts and rotating arts exhibits.
- Establish transit subsidy or a bus pass grant program for target groups (seniors, low income etc)
- Establish a joint venture partnership for the creation of affordable housing



PORT COLBORNE

Summary Action Plan

Investment Readiness

- Lobby for resources to service additional lands
- Identify additional funds for the development of Business Plans for the optimal utilization of Municipal assets
- Review by-laws regarding homebased businesses and develop process flow and guidelines for various sectors
- Establish residential incentive programs
- Resource and implement recommendations of the Downtown Central Business District and East Waterfront CIP
- Collaborate with regional partners through South Coast Tourism to capitalize on programs and incentives to grow our local tourism product.



PORT COLBORNE

Summary Action Plan

Workforce Development and Youth Engagement

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ▪ Develop youth retention and engagement strategies ▪ Develop and promote a Mayor's Youth Art Exhibit ▪ Strengthen the Youth Advisory Committee to engage the youth community in a new youth strategy and initiatives. ▪ Increase promotion of the provincial Starter and Summer Company programs within schools. | <ul style="list-style-type: none"> ▪ Develop Workforce Development Strategies ▪ Develop a Workforce Development Taskforce involving representatives from the school boards, career services, Industry representatives, municipal and regional representatives. ▪ Engage organizations external to the City to address workforce challenges |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Economic Development Recommendations for Council



PORT COLBORNE

- Commit resources to service additional lands
- Commit funds and instruct staff to identify additional funds for the development of Business Plans for the optimal utilization of Municipal assets.
- Make a commitment to the expansion of fibre optic network and the creation of a master plan with a defined implementation schedule
- Approve resources for a workforce development Strategy developed around youth retention, resident attraction, education and training

Economic Development Recommendations for Council



PORT COLBORNE

- Approve an economic development grant program geared towards community based economic development and heritage, arts and culture initiatives and overseen by a grant review committee.
- Instruct a joint departmental team to conduct benchmark research and review local homebased business policies as a means to create the most attractive environment for this target group and create a competitive advantage.
- Make budgetary provision for local business enterprise activities, the hosting of an Ideas and Innovation Fair and a feasibility study for the creation of a general business development incubator/share-use space.

Economic Development Recommendations for Council



- Commit resources and access incentives under the Regional Lakefront Enhancement Strategy
- Approve residential attraction incentives and the expansion of façade improvement CIP (City wide) to enhance curb appeal and the character of the community.
- Consider the creation of a transit subsidy (Seniors and low income groups)
- Support the hosting of Port Colborne Heritage, Arts and Culture Summit.

Next Steps



The next steps in bringing the strategy to life and driving forward its implementation are as follows:

1. Build commitment and buy-in among the key partners
2. Develop a more detailed action plan with identified roles and responsibilities and clear indication of resource requirements; and
3. Develop a more detailed monitoring and evaluation framework based on the activities identified in the detailed action plan and the measures highlighted above, together with agreed responsibilities for the collection and collation of relevant data.

THANK YOU



Julian Douglas Kameka
Economic Development Officer
Community and Economic Development
edo@portcolborne.ca
(905)835-2901, Ext. 502
Fax: (905)835-2969

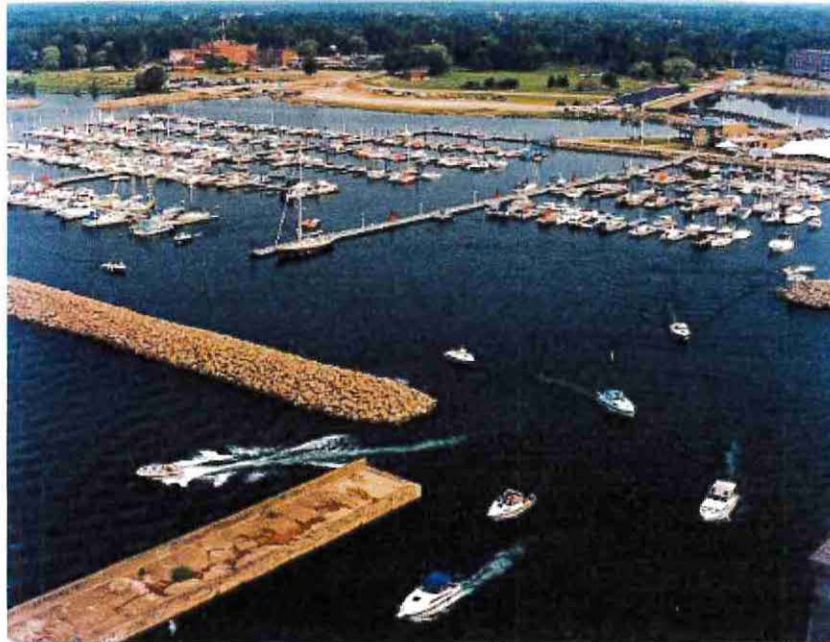
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**CITY OF PORT COLBORNE
STRATEGIC PLANNING EXERCISE
APRIL 20 and 21, 2018**

Facilitated by: Cecil Vincent

SUGARLOAF MARINA



Councillor Input:

Dredging of Marina a priority, when will this be undertaken?

Staff Response:

At its meeting of February 26, 2018, Council approved the recommendation of Community & Economic Development Report No: 2018-29, Subject: Sugarloaf Marina Dredging Project – Status Update. As a result, staff has been authorized to issue a Request for Proposal (RFP) for professional engineering services to manage the Marina dredging project. In addition, \$100,000 has been allocated to the completion of the project, in addition to the \$200,000 that was previously allocated to the project. Staff are currently in the process of preparing the RFP, and is expected to be issued in late April or early May of 2018.

Councillor Input:

Weed growth in mid-season a restriction on ease of use of Marina, solutions?

Staff Response:

During 2018 Budget Deliberations, Council approved increasing the hours of work for one of the Marina's Maintenance staff person from 24 hours to 40 hours. This will increase the number of times weed harvesting can take place per week (from three times per week, to potentially five times per week, depending on weather). Weather also plays a significant role in when, and how rapidly, weeds grow. Weed growth and management has been a considerable challenge for many years. Staff are persistent in their weed harvesting efforts and continually review other viable options. Staff are currently exploring the application of an herbicide, known as "Reward" to combat weed growth. Herbicide application was explored approximately five years ago; however, the quoted price was cost prohibitive at the time. However, staff's most recent review has indicated the City may be able to proceed with its application for a more reasonable cost. The herbicide has received favourable reviews from other Marinas.

Councillor Input:

Parking – need expansion

Staff Response:

Available parking, as well as the size of the parking stalls, has been a consistent challenge at the Marina, particularly on busy weekends. In the past, the size of the parking spaces was at the minimum permitted width, which is not ideal for large trucks (commonly required by boat owners for towing purposes). As a result, large trucks would often encroach into another parking space when parked, causing other vehicles to park outside of the parking stall boundaries as well. This decreased the number of stalls available and increased congestion. Recognizing this issue, the width of many of these parking spots has been increased in order to properly accommodate truck parking. This change has resulted in an improvement; however, parking remains a challenge during events and on busy days.

Councillor Input:

Winter storage - need expansion.

Staff Response:

The Marina has reached its maximum capacity for boat storage, as expanding the boat storage area into further into the parking areas in front of the Marina office and restaurant is not recommended. The removal of derelict boats (as discussed further below) will provide additional space to accommodate more paying storage customers. Staff have explored expanding the storage area east towards King Street, however were informed that the railway tracks located at the rear of the storage area inhibit any expansion to the east of the existing yard because the marine mobile lift and hydraulic lift cannot cross the tracks. As a result, options for storage area expansion are limited, other than arranging offsite storage.

Councillor Input:

Is Marina being properly maintained? Where is study of needed investments to maintain the Marina properly?

Maintenance of Marina needs more/quicker attention.

Staff Response:

A Level One Inspection of Sugarloaf Marina Docks was completed by a third party at the end of 2017. Several maintenance requirements outlined in the inspection report are currently being addressed through the Marina maintenance budget. Staff will present a report regarding the inspection and associated budget implications for Council's consideration is forthcoming.

Staff is working to take a more proactive approach to maintenance. Council's approval of seasonal full-time hours for maintenance staff will assist in ensuring a timely response to maintenance matters.

Councillor Input:

A number of boats have been in storage for an extended period of time without using the Marina, what is status of these, are they abandoned? Can the City dispose of same and/or collect fees and free up storage area.

Staff Response:

Staff is currently working with the City's Solicitor regarding the legalities of taking ownership of boats left abandoned at the Marina. Staff are currently in receipt of a form letter drafted by legal counsel that, once finalized, will be sent to the owners of abandoned boats, with the final intention being for the City to assume ownership of such boats. After such time, the City can proceed with selling or auctioning off the boats that are in good condition, and disposing of those that are of no value. Many of the abandoned boats were inherited by the City from the Marlon Marine and Port Colborne Marine leases.

Councillor Input:

Marina maintenance an issue need more dedicated evaluation and promotion of use of facilities for non-boating uses by general public, family barbecues etc. Promote as a community asset.

Staff Response:

Facilities for Non-Boaters:

Marina staff actively promote a variety of events that attract non-boating patrons to the Marina (such as those that take place at the pavilion). In addition, Don Cherry's has obtained a liquor license for the pavilion area, which has expanded the event types (such as concerts) that can take place in that location, and will likely attract an increased number of non-boating patrons to the Marina. Staff has also observed an increase in third party and/or private events at the pavilion, including weddings, family reunions, birthday celebrations, fundraisers, church services, etc. The introduction of Zumba and yoga at the pavilion has also increased the number of non-boating patrons. Staff have also witnessed an increase in cyclists making use of the Marina and Don Cherry's.

Councillor Input:

Want a fully transparent accounting of costs for the Marina, a business based Profit & Loss based statement. What do we do in off-season, re: maintenance and permanent staff assignments?

Staff Response:

Accounting of Costs:

The request for an overview of costs and revenues should be responded to by the Corporate Services (Finance) Department.

Offseason Duties of Staff:

An overview of monthly offseason activities provided below.

Fall (September to November):

Summer student employment at the Marina (dock attendants and front desk staff) ends after Labour Day. The marina is open seven days a week until Thanksgiving (staff work eight-hour shifts as opposed to the thirteen-hour shifts during the summer season). Generally, the volume of boats in the Marina during the peak season is maintained during this time. Therefore, the majority of summer duties are continued during the Fall (garbage collection, washroom and office housekeeping, fuelling and pump-outs). During the Fall, this work is carried out by four staff members (during budget deliberations, Council approved the addition of a Customer Service Representative).

One staff member is a 24-hour part-time employee, and the other employees take two days off each week. Haul-outs also begin during the Fall season (requiring a minimum two staff, but ideally three to four in order to achieve optimal efficiency). A summary of staff duties during this period, includes, but is not limited to the following:

- Regular duties – garbage, cleaning docks, dock maintenance, washrooms, fuelling boats, pump-outs, front desk duties (answering phone, processing payments, and reservations);
- Budget preparation for the following year;
- Processing account receivables and collections;
- Year-end reporting;
- Haul-outs;
- Boat storage;
- Removing everything from the docks and grounds, including storing picnic dock canopies, garbage cans, recycling bins, fire extinguishers, electric barbecues, life rings, dock boxes, pavilion weather screens, etc.;
- Locking and winterizing dock hydro pedestals;
- Removing docks for the winter (ramp docks, harbour master docks, fuel docks, World Fishing Network fishing dock);
- Removal of No Wake Buoys;
- Winterizing equipment (pump-out machine).
- Staff avoid taking vacation/lieu time during this period.

Winter (December to April):

In December, Marina staff finalize the winterization and closing processes. This includes follow up on outstanding accounts receivable, budget preparation and submission, and obtaining quotes, for the following year. The remainder of the winter is used to plan and prepare for the upcoming season including, but not limited to the following:

- Marketing and advertising;
- Event planning;
- Report preparation;
- Summer student recruitment;
- Processing seasonal dock payments and transient boater reservations;
- Consultation with industry peers and professionals (municipal counterparts and private sector service providers) regarding best practices, service expansion options and industry trends;
- Project research and implementation (i.e. dredging, weed harvesting obtaining quotes, issuing tenders , Pay & Display parking machines at the ramp, policy review, etc.);
- Staff training (i.e. Safe Lifting for Marina Operations, Fuel Site Operations for Municipal Workers, Propane handling training, Due Diligence Awareness Training, Health & Safety Awareness Training, etc.);
- Building maintenance;
- Preparation of spring launch schedules;
- Research and preparation of grant funding opportunities;
- Customer communication-social media (i.e. e-mail updates, newsletters, Dock Talk filming, etc.);
- Updating data systems (i.e. Harbour Management System);
- Monitoring and ensuring security of boats in storage;
- During the above period, staff take vacation/lieu time during this time (which build-up during the spring, summer and fall seasons).

Councillor Input:

Stay in City hands, but consider setting up as an independent City-owned corporation.

Staff Response:

Numerous changes have taken place at the Marina over time. In 2013, a lease agreement to manage the travel lift, boat handling and storage operations with a third party operator matured. Shortly after that time, following an unsuccessful Request for Proposal to solicit a P3 model to work with the municipality, staff undertook a re-evaluation of the Marina business model. The approved business model provided direction to staff to implement total ownership of the Marina service operations and capture 100% of the revenue stream. At that time, existing staffing levels were maintained and existing staff were trained in the operation of the travel lift and all manner of boat handling services, including (launch and haul out services), movement and storage service.

Councillor Input:

Develop a business plan for next five plus years, capital needs and involve users in future of Marina.

Must remain in City hands but a long-term growth strategy is needed. Also, need to ensure accountability measures are followed when evaluating progress.

Staff Response:

Several years ago, a strategic plan was developed for the Marina; however, the plan has not been updated. To date, a business plan for the Marina has not been developed. During 2018 Budget Deliberations staff was directed to prepare a report regarding the retail Marina store and business plan. This report is forthcoming. Since that time, the Marina has grown from a 500-slip marina to a 700 plus-slip marina, and now includes a fuel dock and an array of City-owned equipment, including a marine mobile lift, tele-handler, and hydraulic trailer - used for the purpose of hauling out and launching boats. Also since that time, Marina revenue has increased as a result of various services such as an increased number of docks available for rent, fuel sales. In addition, boat storage, launch and haul-out services are also provided, which at one point, were provided by the third party operator. Staff work diligently each year to continue with trend in growth as well as to expand services and operations. Council may wish to consider a Marina Master Plan to identify growth potential and capital investment. Input from Marina stakeholders would benefit the creation of such a Plan. Currently, staff works to involve and seek input from patrons as much as possible when undertaking significant decisions and/or projects.

Staff continually receive input from patrons in-person interactions as well as through surveys, and Dock Talk video newsletter, and customer comment box, which is always available for questions, concerns, ideas, feedback, etc. Staff recommends the approval of resources toward the engagement of an expert to prepare a business and marketing plan and that staff be instructed to review and identify additional funding opportunities to support this process.

Councillor Input:

Not for sale. Needs improvements in weed harvesting, and should possibly revisit users committee.

Staff Response:

Please refer to comments above regarding dredging and weed harvesting.

User Committee:

A Marina Advisory Committee was established several years ago. Council dissolved the Committee in 2010. Since that time, staff have not received any input from patrons seeking the reestablishment of the Committee.

Councillor Input:

Create a pedestrian bridge/walkway from western entrance to Marina to berm/break wall and a walkway along top of break wall surrounding the small boat loading area.

Staff Response:

Marina staff continually review options to improve and expand Marina services and amenities. A pedestrian walkway would support this end, and would be an attractive amenity for non-boaters. A review of construction feasibility and cost would be required. Should Council direct, Marina staff could investigate and prepare a report for Council's consideration. This process would likely involve the Engineering & Operations and Corporate Services (Finance) Departments. Construction would have a budget impact; however, costs are unknown at this time. Council may wish to undertake the development of a master plan to guide future development and capital investment in the Marina.

Councillor Input:

Need to attract non-boating public to use the area fishing off walkway example of this potential.

Staff Response:

Marina staff continually review options to improve and expand Marina services and amenities, including options to increase the Marina's appeal to non-boaters. Installation of the fishing dock, located in the lagoon, is an example of staff's efforts to attract non-boating anglers to the Marina. Financial support for the installation was provided by a partial allocation of the funds received after Port Colborne was named the 2013 World Fishing Network Ultimate Fishing Town. Expansion of the dock is projected to take place in 2019 as a result of financial support from the Port Colborne and District Conservation Club from funds generated through the 444 Walleye Tournament that took place in 2017. The donation will be in the amount of \$10,000, and staff will submit a request during the 2019 budget deliberations for the City to allocate matching funds. This will expand the current dock further into the lagoon in order to accommodate an increased number of fishing patrons. Staff is also considering the eventual expansion of the dock from one side of the lagoon to the other (similar to a boardwalk). Ensuring ease of access for persons with disabilities, patrons with baby strollers, etc. is a challenge due to the existence of a step and a steep gangway.

Councillor Input:

Need a fishing Pier to expand citizen/non-boater access to our marina asset.

Staff Response:

Please refer to the above comments regarding the expansion of the current lagoon fishing dock. The installation of a fishing pier (perhaps along the rock wall) would serve to attract greater numbers of non-boating patrons. Financial impact of such a project is unknown at this time, however, are expected to be significant. Council may direct staff to explore this option and prepare a report regarding feasibility and next steps.

Councillor Input:

Need new fishing tournament to add to promotion of Marina and public access to Lake Erie.

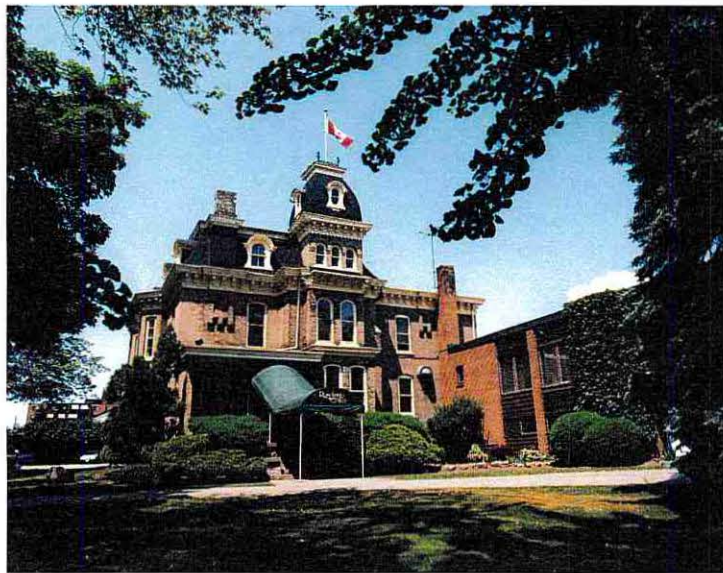
Staff Response:

Several very successful fishing tournaments have been hosted at the Marina in the recent past. Marina and Event staff continue to pursue opportunities to increase the number of fishing tournaments and recreational sporting leagues at the Marina each year. For example, the new Sugarloaf Walleye League, which will occur every Thursday evening for an eight-week period during the summer season. The Sugarloaf Sailing Club hosts races on Wednesday evenings during the summer.

Councillor Input:
Need access by foot to break wall.

Staff Response:
Mentioned above.

ROSELAWN CENTRE FOR THE ARTS



Councillor Input:

Tremendous Asset that needs a committed Council initiative to fund and complete structural changes and repairs.

Staff Response:

This initiative is currently underway. Grants and Council funding are currently being utilized for repairs. See further details regarding interior and exterior renovations below.

Council has been putting \$100,000 a year for the last few years including 2018. Current renovations almost complete which took advantage of the Canada 150 grant of \$140,000 plus funds from Friends of Roselawn and City funding. In addition, new fencing is budgeted for the south side of the grounds and updating the fire systems. Once the renovations are completed, a new capital improvement plan is required for the interior of the building, which I believe, needs to include the electrical systems. (Jim Huppunen from the City's Engineering Department is now responsible for facility maintenance and has mentioned this)

Councillor Input:

Need to bring more private sector use into the Centre.

Need a master Plan for its development and engagement of private sector partners.

Consult with user groups for their input and ideas on expanding opportunities to expand use especially those that promote tourism and Citizen use of facility.

Strongly supportive of City ownership. City needs to get more aggressive in its efforts to grow the Centre and its use by all citizens.

Explore possible lease options as a way to grow the center.

Council needs to move faster and address issues with physical facility and promotion of a wider use of the facility for all the Community.

We need a long-term growth vision strategy, Strategic plan session.

Keep in City Hands. Continue to expand and develop it use.

Need a master Plan for its development and engagement of private sector partners.

Need a business model to identify more revenue generating options.

Staff Response:

Staff recommends that Council allocate financial resources towards the engagement of an expert to prepare a business and marketing plan and that staff be instructed to research and identify funding opportunities.

Need a business strategy and may come from the economic strategic plan being completed.

Marketing of the facility could be much better, interior improvements could increase the desirability.

One option would be to enter into a lease with a third party to operate the kitchen in order to assume management and operation of the current cooking/catering services for City events at Roselawn and promote the facility for their own functions. Securing chefs and server staff can be challenging due to the irregular schedule of programs and events.

We now have Showboat, Chamber of Commerce and Friends of Roselawn as tenants. This should be part of the business plan as to the type of tenants we want, where will they be housed and a proper market value assessment of rents to be charged that Council will enforce. Other issue to be addressed firstly is the condition of the inside of the building in both the new section and the heritage building for access and proper HVAC. Currently the area where staff are now has problems with hot and cold circulations.

Councillor Input:

Needs fixing up and structural study findings need to be addressed starting now.

Engage private sector partners, rehab building and grounds. More attention needed to ensure sidewalks; roads and property's surrounding facility are kept up to standards.

Staff Response:

Exterior renovations are currently underway (supported by Canada 150 grant funding). An updated interior condition assessment (more detailed than the assessment conducted in 2009) was recently completed. Fire System upgrades were recently completed. The Engineering & Operations Department is implementing the above projects. Once completed, an inspection and preventative maintenance plan will be implemented to ensure facility condition is maintained (and properly budgeted for) and any necessary repairs are completed in a timely manner.

While staff has worked hard to ensure the exterior and interior renovations have minimal impact on facility bookings, there has been some impact since, on occasion, access to certain rooms of the facility has been limited due to the renovation process. Staff eagerly await completion of these programs in order to confirm facility bookings for the season.

Please refer to response above regarding structural improvements. Maintenance and standards of surrounding areas fall under the responsibility of the Engineering & Operations Department and the Planning & Development Department.

Councillor Input:
Possible use for some residential uses?

Staff Response:
Please refer to response above regarding the development of a Master Plan. The property may need zoning approval for residential use. The age/quality of construction of the upper floors and lack of accessibility would probably preclude residential use.

NICKEL BEACH



Councillor Input:

Needs additional parking outside beach area.

Staff Response:

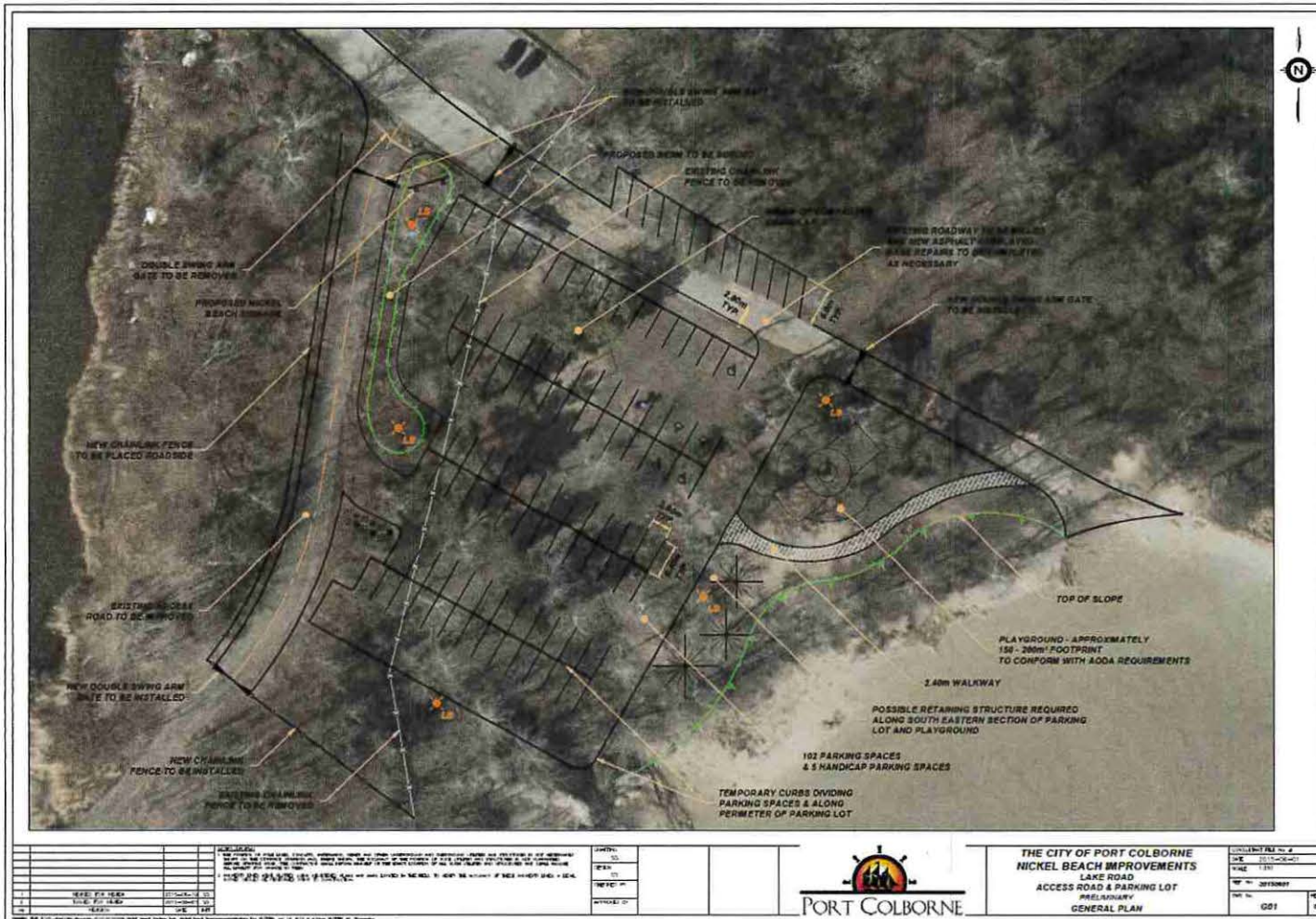
Staff are currently working with representatives of Vale to review and update the terms of the existing agreement. Staff have proposed adding language in the agreement that will allow the City to pursue expanding services at the beach, and Vale has indicated a willingness to consider same (this includes food services, non-motorized water sports, expanded beach access, increased parking accommodations, and more). At this point, staff's proposal is simply to include language in the agreement that would allow the City to explore these options in order maximize the development and use of the beach. Vale representatives are in the process of preparing their recommended updates. After that time, staff will review their additions and make further proposals regarding term updates (as outlined above).

Consultation regarding additional parking would also need to be undertaken with various other City departments. Some initial consideration has been given by staff regarding the removal of the gate at the beach entrance to develop the current greenspace (which includes the small playground) into a large parking area. A new access gate would then have to be reinstalled directly at the lip of the beachfront for vehicle access. Please refer to Nickel Beach – Appendix A for visual reference.





 PARK COLBORNE	THE CITY OF PORT COLBORNE NICKEL BEACH IMPROVEMENTS PRELIMINARY GENERAL PLAN		SHEET NO. 001
	DATE:	SCALE:	DRAWN BY:
	PROJECT NO.:	REVISIONS:	CHECKED BY:



NO.	REVISION	DATE
1	ISSUE FOR PERMITS	07/20/2011
2	ISSUE FOR CONSTRUCTION	07/20/2011
3	ISSUE FOR AS-BUILT	07/20/2011

NOTES:
 1. THE CLIENT HAS REVIEWED AND APPROVED THIS PLAN AND UNDERSTANDS AND ACCEPTS THE RISK OF CONSTRUCTION AND THE RISK OF THE CITY OF PORT COLBORNE NOT BEING ABLE TO OBTAIN NECESSARY PERMITS FROM THE PROVINCE OF ONTARIO AND THE CITY OF PORT COLBORNE.
 2. THE CLIENT HAS REVIEWED AND APPROVED THIS PLAN AND UNDERSTANDS AND ACCEPTS THE RISK OF CONSTRUCTION AND THE RISK OF THE CITY OF PORT COLBORNE NOT BEING ABLE TO OBTAIN NECESSARY PERMITS FROM THE PROVINCE OF ONTARIO AND THE CITY OF PORT COLBORNE.
 3. THE CLIENT HAS REVIEWED AND APPROVED THIS PLAN AND UNDERSTANDS AND ACCEPTS THE RISK OF CONSTRUCTION AND THE RISK OF THE CITY OF PORT COLBORNE NOT BEING ABLE TO OBTAIN NECESSARY PERMITS FROM THE PROVINCE OF ONTARIO AND THE CITY OF PORT COLBORNE.

DESIGNER:	SS
DATE:	07/20/2011
PROJECT NO.:	001-2011-001
PROJECT NAME:	NICKEL BEACH IMPROVEMENTS



THE CITY OF PORT COLBORNE
NICKEL BEACH IMPROVEMENTS
 LAKE ROAD
 ACCESS ROAD & PARKING LOT
 PRELIMINARY
 GENERAL PLAN

CONSULTANT No. 4	DATE	07/20/2011
TIME	1:00	
DATE	07/20/2011	
TIME	1:00	
DATE	07/20/2011	
TIME	1:00	

Cost Estimates Prepared in July 2015 for Nickel Beach Parking Lot Construction

Asphalt Parking Lot

This estimate includes the following:

Removal of existing security fence crossing the proposed parking lot

Asphalt milling of the existing Lake Road entrance way into Nickel Beach along with reinstatement

Asphalt parking lot with full curb and gutter, and line painting

Asphalt to existing access road, which is proposed to be the new entrance to the parking lot

Concrete walkway from parking lot to beach

Supply and installation of 4 double swing gates

Installation of proposed security gate along West side of access road and South limit of parking lot

Grading of 320m long lakeside berm to be hydro seeded with a wild flower/fescue mix (All earth used to construct berm is to be taken from existing site)

Estimated costs in 2015 - \$70,970 – detailed breakdown below

Nickel Beach Parking Lot (Asphalt Parking Lot)

Preliminary Cost Estimate

July 2015

SCHEDULE OF QUANTITIES

SECTION 1: GENERAL

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
1.1		Geotechnical Investigation	LS	1	\$10,000.00	\$10,000.00
1.2		Bonding	LS	1	\$1,000.00	\$1,000.00
1.3		Construction Layout	LS	1	\$1,000.00	\$1,000.00
1.4		Traffic Control	LS	1	\$500.00	\$500.00
1.5		Install, Maintain & Remove Silt Control Devices	m	250	\$5.00	\$1,250.00
1.6		Payment for Testing				
		a) Compaction Testing for Granular	Ea	10	\$75.00	\$750.00
		b) Field Sample for Asphalt	Ea	10	\$160.00	\$1,600.00
1.7		Construction Schedule	LS	1	\$500.00	\$500.00
TOTAL SECTION 1: GENERAL						\$16,600.00

SECTION 2: REMOVALS

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
2.1		Removals - a) asphalt & concrete road deck b) Security Fence & Gate	m ² m	20 110	\$10.00 \$18.18	\$200.00 \$2,000.00
2.2		Earthworks	m ³	2390	\$5.00	\$11,950.00
2.3		Clearing & Grubbing/Vegetation Removal	m ²	5000	\$5.00	\$25,000.00
2.4		Asphalt Milling - Existing Roadway Only	m ²	920	\$4.00	\$3,680.00
2.5		Base Repairs - Asphalt Roadway	m ²	30	\$43.00	\$1,290.00
2.6		Rock excavation by hoerammig	m ³	5	\$50.00	\$250.00
TOTAL SECTION 2: REMOVALS						\$44,370.00

SECTION 3: SEWERS

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
3.1		Hand Laid Rip Rap with Filter Cloth	m ²	165	\$50.00	\$8,250.00
3.2		Subdrain	m	250	\$7.00	\$1,750.00
TOTAL SECTION 3: SEWERS						\$10,000.00

Surface Treated Parking Lot

This estimate includes the following:

Removal of existing security fence crossing the proposed parking lot

Surface Treated parking lot with full curb and gutter, and line painting

Surface Treatment to existing access road which is proposed to be the new parking lot entrance

Concrete walkway from parking lot to beach

Supply and installation of 4 double swing gates

Installation of proposed security gate along West side of access road and South limit of parking lot

Grading of 320m long lakeside berm to be hydro seeded with a wild flower/fescue mix (All earth used to construct berm is be taken from existing site)

Estimated costs in 2015 - \$66,000 – detailed breakdown below

Nickel Beach Parking Lot (Surface Treatment)

Preliminary Cost Estimate

July 2015

SCHEDULE OF QUANTITIES

SECTION 1: GENERAL

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
1.1		Geotechnical Investigation	LS	1	\$10,000.00	\$10,000.00
1.2		Bonding	LS	1	\$1,000.00	\$1,000.00
1.3		Construction Layout	LS	1	\$1,000.00	\$1,000.00
1.4		Traffic Control	LS	1	\$500.00	\$500.00
1.5		Install, Maintain & Remove Silt Control Devices	m	250	\$5.00	\$1,250.00
1.6		Payment for Testing				
		a) Compaction Testing for Granular	Ea	10	\$75.00	\$750.00
		b) Field Sample for Asphalt	Ea	10	\$160.00	\$1,600.00
1.7		Construction Schedule	LS	1	\$500.00	\$500.00
TOTAL SECTION 1: GENERAL					\$16,600.00	

SECTION 2: REMOVALS

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
2.1		Removals - a) asphalt & concrete road deck b) <u>Securtiv</u> Fence & Gate	m ² m	20 110	\$10.00 \$18.18	\$200.00 \$2,000.00
2.2		Earthworks	m ³	2390	\$5.00	\$11,950.00
2.3		Clearing & Grubbing/Vegetation Removal	m ²	5000	\$5.00	\$25,000.00
2.4		Rock excavation by <u>hoerammig</u>	m ³	5	\$50.00	\$250.00
TOTAL SECTION 2: REMOVALS						\$39,400.00

SECTION 3: SEWERS

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
3.1		Hand Laid Rip Rap with Filter Cloth	m ²	165	\$50.00	\$8,250.00
3.2		<u>Subdrain</u>	m	250	\$7.00	\$1,750.00
TOTAL SECTION 3: SEWERS						\$10,000.00

Granular Parking Lot

This estimate includes the following:

Removal of existing security fence crossing the proposed parking lot

Granular parking lot with full curb and gutter perimeter, and 8 foot precast curbs depicting parking areas

Existing access road to new parking lot be topped up with

Concrete walkway from parking lot to beach

Supply and installation of 4 double swing gates

Installation of proposed security gate along West side of access road and South limit of parking lot

Grading of 320m long lakeside berm to be hydro seeded with a wild flower/fescue mix (All earth used to construct berm is be taken from existing site)

Estimated costs in 2015 - \$65,800 – detailed breakdown below

Nickel Beach Parking Lot (Granular Parking Lot)

Preliminary Cost Estimate

July 2015

SCHEDULE OF QUANTITIES
SECTION 1: GENERAL

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
1.1		Geotechnical Investigation	LS	1	\$10,000.00	\$10,000.00
1.2		Bonding	LS	1	\$1,000.00	\$1,000.00
1.3		Construction Layout	LS	1	\$1,000.00	\$1,000.00
1.4		Traffic Control	LS	1	\$500.00	\$500.00
1.5		Install, Maintain & Remove Silt Control Devices	m	250	\$5.00	\$1,250.00
1.6		Payment for Testing				
		a) Compaction Testing for Granular	Ea	10	\$75.00	\$750.00
		b) Field Sample for Asphalt	Ea	10	\$160.00	\$1,600.00
1.7		Construction Schedule	LS	1	\$500.00	\$500.00
TOTAL SECTION 1: GENERAL					\$16,600.00	

SECTION 2: REMOVALS

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
2.1		Removals - a) Security Fence & Gate	m	110	\$18.18	\$2,000.00
2.2		Earthworks	m ³	2390	\$5.00	\$11,950.00
2.3		Clearing & Grubbing/Vegetation Removal	m ²	5000	\$5.00	\$25,000.00
2.4		Rock excavation by hoer ramming	m ³	5	\$50.00	\$250.00
TOTAL SECTION 2: REMOVALS						\$39,200.00

SECTION 3: SEWERS

Item	Spec. No.	Description	Unit	Est. Quantity	Unit Price	Amount
3.1		Hand Laid Rip Rap with Filter Cloth	m ²	165	\$50.00	\$8,250.00
3.2		Subdrain	m	250	\$7.00	\$1,750.00
TOTAL SECTION 3: SEWERS						\$10,000.00

Additional Work at Nickel Beach

Playground - The supply and installation of an approved playground will cost up to **\$50,000**.

Lighting - The addition of lighting throughout the parking lot is possible by tying into the existing lighting system currently on Lake Road. The cost for this system would be approximately **\$15,000**.

Water Service - A water service would be available via the 200mmØ watermain that is located at the corner of Lake Road and Fares Street. A 2" service could be installed by directional drilling (approximately 600m) from the existing main to the parking lot with 4 to 5 bore pits located at strategic points, which in turn would produce minimal restoration work. A sampling station would also be required at the end of this run. The initial cost for this item can range from **\$100,000 to \$200,000**; City staff would also have to add this location to their weekly water sampling schedule along with routine maintenance.

Sanitary Service - Along with watermain, a sanitary service may be required by the building department, which can vary in price from **\$25,000 to \$200,000** depending upon the type of system used. An on-site storage tank, which would require pumping when full, would be at the lower end of this pricing, while a forcemain system to return collected sewage to the City's gravity sewer main would be at the top end.

Storage Building/Compound - A fenced in area (approximately 5m x 6m) would run approximately **\$1,500**. To relocate an existing precast storage building an outsourced inspection would be required to determine if the unit can be transported as a whole without causing damage. A new precast storage building can run up to **\$50,000** (this would include permits and engineered drawings to suit) to accommodate the same footprint.

Councillor Input:

Follow up on fence repairs along north side of sand dunes. (Vale?)

Staff Response:

Staff is currently in discussion with Vale representatives regarding these repairs.

Staff are working with Vale on this as part of the negotiation of a new lease

Councillor Input:

Need for better and more signage to direct people to the Beach.

Staff Response:

In 2017, summer staff used a temporary sign (“Nickel Beach Open →”) that was located in the median dividing Clarence and Welland Streets. Installation of a permanent sign (with direction) is recommended for this location. Staff will work with the appropriate departments to regarding the design and installation. An overall review of wayfinding signage within the City will also be incorporated into Active Transportation initiatives.

The City have funds for signage but may need permission depending on where the city wants to place them i.e. regional or provincial roads, private property.

Staff are of the opinion that wayfinding signs need to be improved throughout the City, but are trying to be cognizant of ‘sign pollution’ where there are simply too many signs creating confusion for the public. A more concerted effort at wayfinding signs is planned.

Councillor Input:

Need to work on improving streetscape, property standards enforcement on road to Nickel Beach.

Staff Response:

The Department of Community & Economic Development is in support of this initiative in order to improve and beautify the route to Nickel Beach. By-law Enforcement can respond regarding property standards and enforcement. Should Council direct, staff can work with the Engineering & Operations Department regarding streetscape improvements.

Councillor Input:

Beach is not promoted properly, it is a great asset.

Staff Response:

The beach promoted through the City's social media platforms and website during the season. In addition, promotional material and information is published in the Leisure Guide and Visitor Guide. The creation of the new Corporate Communications Officer position will allow staff to strengthen promotional initiatives for the beach (and for all departmental initiatives). Staff are in the process of working with the Corporate Communications Officer to outline promotional needs and future activities.

The Chief Administrative Officer and Corporate Communications Officer are championing a promotional initiative around City-owned beaches (Nickel and Centennial) to help direct the public away from private beaches that do not have parking and restroom facilities toward public beaches that do.

Councillor Input:

Need services at beach, private sector, not City financed.

Staff Response:

Food:

Vendor requests submitted each season with no applications received for the past number of years. Resolutions may include building permanent infrastructure (such as the canteen that existed in years prior) to attract a vendor in facilitating seasonal food operations, or simply offering more services at the beach location in general in order to make location more attractive for a food vending business.

Other services:

Lack of shoreline and beachfront maintenance over a number of years (approx. 2012-2016) has resulted in a loss of 20-30 feet of width in usable beach space. Staff had site meetings with the Ministry of Natural Resources and Forestry in March 2018 in seeking approval for maintenance that will bring back more usable space, which will provide more opportunities for increased services. A current proposal of interest has been submitted to the City by the owner of Ausmosis (private sector), based out of St. Catharines, to provide recreational beach rentals and services which include paddle boards, kayaks, beach umbrellas, children's toys, lessons etc. Ausmosis is currently in partnership with the City of St. Catharines at the Port Dalhousie beach location and has a large following for their recreational water services in the Niagara Region. Additional services include recreation and league opportunities such as beach volleyball, Ultimate Frisbee, or soccer.

Staff have put out RFP's in the last 2 years for food services and no one submitted bids. The City intends to put out another RFP this year. We have had inquiries to set up and rent out paddleboats, standup paddling, kayaks etc. but there were liability issues that could not be resolved.

This is part of the lease with Vale, commercial activities are regulated by the lease and it has a direct bearing on what can take place on the beach.

Councillor Input:

Tie in to Bike tourism and market beach as a part of overall tourism attractions.

Staff Response:

Addition of bike racks on site would be key for cyclists. Marketing opportunities for attraction of bike tourism can be explored further with the Corporate Communications Officer.

The Active Transportation Advisory Committee has discussed establishing a trail off the Friendship Trail to loop through Nickel Beach and then return to the trail. Active transportation discussions have also included the need to install rubber matting on the beach for to accommodate cyclists and persons with disabilities (assistive mobility devices).

Councillor Input:

Need to improve washrooms and parking. Try to collaborate with Vale Inco on renewed vision use of Beach

Staff Response:

Parking:

Please refer to response above regarding parking.

Washrooms:

The washroom facilities at the beach have not had any significant upgrades in many years. Currently, the only water supply on the property is supplied to the washrooms by Vale via hose stretched from Vale building, over the dunes, to the washrooms each season.

Upgrading the water supply system is an item under discussion with representatives of Vale (as referenced above). Future enhancements of the beach could include the addition of a municipal water supply to the beachfront. A municipal water supply would facilitate various improvements including washroom upgrade and modernization (potentially including private change rooms, and rinse/shower stations, as well as the potential installation of drinking water stations at various locations. Further, a municipal water supply would assist with equipment and facility maintenance. A municipal water supply would also be of benefit to food vendors.

Councillor Input:

Need to get final legal control over beach and to get serious about improvements needed to change the beach from a sandy area to an attraction for not only Port residents but also all Niagara!

Staff Response:

Pursuing legal ownership of the beach from Vale is not an option that staff have explored to date. As outlined above, staff are currently working with Vale to update and revise the terms of the existing lease agreement.

The adoption of a plan to guide the growth, development and continued investment in the beach is recommended. Such a plan (including infrastructure and recreation activities) would be outlined in the Recreation Master Plan (discussed above).

Current position of Vale is that Vale does not want to give up ownership.

Councillor Input:

Currently Nickel Beach lacks a Vision; need update on status of lease agreement between City and Vale. No parking on Beach should be permitted, a new parking area adjacent to beach entrance needs to be built.

Staff Response:

Vision:

Please refer to above response regarding the Recreation Master Plan.

No Parking on Beach:

In 2016, staff conducted a public engagement survey regarding Nickel Beach. 337 responses were collected from individuals aged 18-80, that travelled from all over Niagara, the GTA, and the United States seasonally to access the beach. 85% of respondents indicated that they use the beach for parking purposes. 75% of respondents indicated they would not return to Nickel Beach if drive-on access to the beach was eliminated. Nickel Beach is one of a few beaches in Ontario that has retained drive-on access drive-on day passes/seasonal passes are currently the only revenue generating opportunity that Nickel Beach offers. A defined vision of Nickel Beach moving forward should continue to include parking directly on the beach in balance with offering other services such as recreation, events, accessibility and food for beach goers, as indicated by survey respondents.

Vision should come from a recreation master plan, the lease is currently being renegotiated, vehicles on the beach etc. should be decided by all of Council and the community as a whole – the rec master plan has been funded but never undertaken.

CANAL DAYS



Councillor Input:

Can we get more tall ships as part of Canal Days, need to re-enforce our marine heritage as focus of Canal Days.

Staff Response:

Tall Ship procurement is at a minimum of \$35,000 each. Accommodating an increased number of Tall Ships could be a challenge to due limited space on West Street.

Additional vessels could potentially be accommodated at a different location.

The timing of the City's budget process has an impact on the timeframe in which staff has to work to secure vessels. Vessels typically plan navigation schedules two to three years in advance. Most vessels are paid in American funds.

Very costly especially if we cannot sell cruises to recoup costs.

Ships are a budget issue, if Council and the community would like to see more ships it will have to be funded from the budget or grant money. This year we are planning to add a ship with grant money from the province but we won't always be successful in receiving that grant.

Councillor Input:

Needs a reboot, consider less days, possibly a two day festival. Possible additional private sector driven changes?

Staff Response:

Discussion has taken place regarding a reduction in the number of festival days from four to three. Staff reviewed this option for 2017, however some contracts were already in place and secured. If the number of days are reduced, staff recommend concluding the event after the fireworks display on Sunday evening.

Councillor Input:

Seems to be some disagreement within current users/participants on how Canal Days should evolve.

Staff Response:

A strategic planning exercise was undertaken with the Canal Days Advisory Committee several years ago. Difficulty in gaining consensus from the Committee was encountered due to different interests of the various “sanctioned events” that sat as voting members of the Committee at the time. As a result, the strategic planning process was not completed.

The Committee’s terms of reference were updated to increase the number of citizen members. Other festival stakeholders are invited to attend, but now do not exercise a vote. Staff and the Committee continually review the festival each year, and look for new and innovative opportunities for improvement.

Councillor Input:

How do we grow and expand its positive impacts on the City as a whole.

Staff Response:

The creation of the new Corporate Communications Officer position will allow staff to strengthen promotional initiatives for the festival (as well as for all departmental initiatives). Staff are in the process of working with the Corporate Communications Officer to outline promotional needs and future activities.

Staff is actively working on improving the festival but not every idea is unanimously agreed upon by Council and the public.

Councillor Input:

Need a specific strategic planning session on this event to gather all possible ideas.

Staff Response:

Staff and the Committee continually review opportunities for festival improvements (including debrief meetings at the conclusion of the event each year. Since 2006, Festivals and Events Ontario has recognized Canal Days as one of the top 50 and/or top 100 festivals in Ontario.

Councillor Input:

Sponsorship needs renewed efforts. Promote its uniqueness. Working pretty well but sponsorship has weakened. Need focus staff to re-energize this effort.

Staff Response:

This year, City staff engaged the services of a third party firm to manage and strengthen the City's sponsorship program as it relates to securing support for the Canal Days festival. The firm has considerable experience with grant writing and securing sponsorship. The framework includes regular reports to staff regarding sponsorship activities and current status and ongoing communication. Staff provide additional support to support to augment these efforts, when requested by the firm. The management firm has made a number of positive recommendations on how to bolster the City's sponsorship efforts this year and into the future, for Canal Days and other sponsorship activities. A more formalized plan, structure, and process for soliciting, communicating, and recognizing sponsors has been implemented.

Sponsorship has been a problem in that it is the same sponsors each year and no new blood. Mostly local sponsors and we need bigger names to come to the table with more dollars. This is a struggle for all.

Sponsorship is problematic. Staff think contracting out sponsorship on a commission basis is the way to go, however this was tried unsuccessfully last year and the year before. Staff believe the problem was the provider and it should be tried again with a different provider.

Councillor Input:

Try to identify additional Crowd-pleasing events and efforts to ensure access to events at many locations as possible.

Staff Response:

Please refer to the above comments regarding the current process of reviewing festival improvements.

Staff are always looking to improve the CD experience and include other areas of the city. This is one of the reasons behind relocating the concerts.

Councillor Input:

Need to get better control over our budgeting efforts, overspending and overestimating revenues seems to be a consistent problem. Should it be reporting to a Council committee?

Staff Response:

Please refer to the comments below regarding budget and economic impact.

There is a Canal Days Committee. The event has not overspent or overestimated revenues. The event is very dependent of weather especially and has a direct impact on the city revenues. The only revenue realized by the City is the bar sales at concerts and on Patio on West, cruise ship sales, donations at events and sponsorships and vendor revenue. Most revenue, other than vendors, is generated during the event weekend after all expenditures have been committed to hold the event. Another problem is that the City has not been allocating budgeted funds to the event. Only \$25,000 has been budgeted each year for many years with no increases, as councils in the past believed the event should fund itself. Council needs to put more funding to the event if they want to continue this event as a signature event and an economic and tourism boost for Port Colborne. In 2018 Council approved an additional \$15,000 due to relocation of the concerts.

Councillor Input:

What is true cost of it and can economic impacts of events be spread to other commercial sectors of community.

Possibly smaller events with a one day focus.

Staff Response:

Cost and Economic Impact:

Community & Economic Development staff work with the Corporate Services (Finance) Department to provide a financial overview and accounting of costs to Council following the event each year (presented in a report to Council).

In addition, this year, and as per previous practice, an Economic Impact Study will be conducted for the event. The Economic Development Officer will be engaged during this process and staff will review further opportunities to maximize the economic impact for the City and business community.

Each year, staff diligently work to ensure competitive pricing is secured and services/value is optimized. Recognizing an industry trend toward annual increases, staff work throughout the year to foster positive relationships and negotiate with industry service providers to ensure competitive pricing is secured and maintained. This process includes obtaining quotes from a number of service providers.

Staff are committed to providing the highest level of service for the most competitive price possible.

Comparatively, numerous events throughout Ontario (smaller in size and significance) operate with larger budgets. Staff are cognizant of the need to minimize costs while also delivering the highest quality event possible.

Small Scale Events:

The City hosts and supports a number of one-day events throughout the year. Staff are continually evaluating new event ideas and proposals. For example, this year staff is working with a business representative from the private sector to introduce a reinvigorated Oktoberfest event (proposed to take place on one day). In addition, staff (with approval of Council) provide support to a number of third party organized events throughout each year. Although one-day events are shorter in duration, setup, logistics, staffing, and other requirements, are often similar to large-scale events.

VALE HEALTH & WELLNESS CENTRE



Councillor Input:

More disabled parking needed on south side nearer soccer fields.

Staff Response:

Staff can work with the By-law Enforcement Division to implement additional accessible parking for persons with disabilities. Council may wish to establish additional accessible parking near to the Soccer canteen.

The current disabled parking meets or exceeds all of the code requirements but Council can decide to have more designated areas.

Councillor Input:

Roof leaking needs a final fix.

Staff Response:

This project now falls under the responsibility of the Engineering & Operations Department (as facility management responsibilities have been transferred to that Department).

That being said, several repairs were undertaken with the original contractor (prior to the implementation of the City's organizational review), which were expected to repair the leak.

In addition, the Manager of Parks and Recreation has experience with resolving a leak in a similar facility in the past, and will provide, input regarding the successful method of repair to the Engineering & Operations Department.

Councillor Input:

Community room noise issues need to be addressed.

Staff Response:

This project now falls under the responsibility of the Engineering & Operations Department (as facility management responsibilities have been transferred to that Department). That being said, prior to implementation of the organizational review, a barrier wall and blinds were installed with the intention of mitigating the challenges of amplified sound in the Golden Puck Community Room. However, it has come to staff's attention that sound resonance continues to be a challenge. The installation of acoustic baffles could be a viable option.

Commented [SL1]: Same comment, suggest deletion.

ECONOMIC DEVELOPMENT AND TOURISM



Councillor Input:

Industrial land servicing on East side planned but unlikely until 2019. Need to work aggressively with Region to make this a priority. Residential land development needs to become a primary focus for growth of City.

Staff Response:

Staff supports the commitment of resources by Council to develop an adequate inventory of employment lands - a vital element in site selection exercises and industrial and residential investment attraction.

Councillor Input:

City openness and promotion of “Tiny Houses” as a possible empowerment for addressing some of our poverty based issues. Possible partnership with organizations or private sector to promote it. City could be the driver of “Tiny” house development by providing lands, waiving fees, providing staff supports and entering into partnerships with the private sector and colleges, universities and other public sector members.

Staff Response:

Be based on intensification to avoid suburban sprawl. Consultation with the Planning & Development Department would be required (policy changes to support and encourage such development).

There may also be an opportunity to collaborate with Habitat for Humanity to promote this initiative. In the past, the City has sold vacant lands to this organization for minimal cost and has waived associated fees to support their initiatives. The New Economic Development Strategic Plan identifies residential development as one of the key economic development priorities for the City.

Would need a zoning change to reduce the minimum floor area of a dwelling under the current zoning by-law. The proposed new zoning by-law no longer sets a minimum floor area of a dwelling. The City’s proposed zoning by-law addresses increased affordability options (ability for second dwellings/accessory apartments). Agreed, so long as our planning rules and building code allows them, it is up to the private sector to pursue it – the City is not in the development business but can put policies in place to encourage private development.

Councillor Input:

Need a stronger effort to create poverty reduction strategies.

Staff Response:

Not sure we have the staff internally to work on this, we can collaborate with other agencies but simply don't have in house expertise. The City does work closely with community agencies through the Social Determinants of Health Committee.

Councillor Input:

NSCTA need renewed membership commitment, City needs a tourism focus; expand our waterfront access, possible fishing charters development.

Staff Response:

The City engaged the services of a consultant to undertake the process of developing an Economic Development Strategic Plan, which will guide the City's economic development efforts now and into the future. The consultant's initial presentation of the Strategy took place at the April 9, 2018 Council meeting. A report will recommending Council's approval of the Plan will be submitted for Council's consideration at the subsequent Council meeting.

In addition, the Strategy identifies the need to focus its tourism efforts. The staff are exploring opportunities to apply an economic development lens to various City services including community events, recreational programming, trails, and the like. Niagara South Coast Tourism Association is currently undergoing a process to reformat and establish common interests among member municipalities. City staff are committed to working with partners to leverage any, and all, opportunities that can be attracted to the community through its association with NSCTA.

CAO is actively working with Welland and Fort Erie, as well as the Chamber of Commerce, to resuscitate the NSCTA.

Councillor Input:

We need a stronger focus on Tourism as a tool for economic development and expanding residential development.

Staff Response:

A strategic goal identified in the 2018-2028 Economic Development Strategic Plan is “to grow the profile of the tourism sector”. Staff will seek to identify funds from the different levels of government to undertake a rebranding and marketing exercise.

In addition, to the City’s events, trails, sport tourism has been growing, particularly since the construction of the Vale Health & Wellness Centre (see attached tournament listing). Such tournaments/events, in addition to City, and third party events, are amongst the initiatives the Community & Economic Development Department undertakes and promotes that have an economic and tourism impact.

Several years have passed since the last hotel viability study was completed by the City. In light of the City’s growing offerings in the areas of events, parks, and recreation, it may be an appropriate time to revisit this study in order to re-examine the opportunity to attract a hotel to accommodate the City’s considerable, and growing, number of visitors each year. Such an accommodation would be well suited to the area surrounding the Vale Health & Wellness Centre (understanding the challenges with available land).

Currently, those visitors attending events and/or participating recreational programming and sport tourism events, are often required to secure accommodations in neighbouring communities. A hotel would provide positive economic impact, employment opportunities, and would support additional development of the City's events and programs.

New EDO is in agreement and actively working on this.

Councillor Input:

Highlight lighthouse for promotion of City marine heritage. Solar based lighting of lighthouse exterior.

Staff Response:

Staff are currently reviewing this initiative, as outlined in the Economic Development Strategic Plan. A rebranding and marketing exercise will provide the framework for marketing of the community assets, and is therefore, recommended.

Mayor and CAO actively working with Seaway on this issue.

OTHER BEACHES, PARKS, TRAILS AND COMMUNITY CENTRES



Councillor Input:

Pleasant Beach access and parking needs addressing and solving. Create a parking lot for beach.

Staff Response:

Staff recommended removal of parking. Send all beach goers to City beaches and promote same.

Make road allowances available only to local residents/pedestrians.

Current Council position, while not based upon on a formal decision seems to support trying to steer people away from PB and toward NB or Centennial. Staff are aware of at least one member of Council in favour of building a parking lot at Pleasant Beach to accommodate the public. Possibly an issue for Recreation Master Plan.

Councillor Input:

Garbage pickup at Pleasant Beach need to be finalized and enforced.

Staff Response:

Completed.

Compound has been built and is ready for use in 2018.

Councillor Input:

Parks and Recreation Master Plan is needed.

Staff Response:

The funding for this project was approved in a previous budget year, and this project will undertaken this year.

Councillor Input:

Humberstone Centennial Park needs a visioning document to guide future uses and growth of this facility.

Staff Response:

This will be included in the Recreation Master Plan.

Develop and promote Humberstone Centennial Park/Beach and develop fee structure.

Councillor Input:

Welland Canal Trail and Friendship Trail would benefit from a Visioning exercise.

Staff Response:

This will be included in the Recreation Master Plan.

What would the expected outcome of visioning exercise? The trails are already built and are being used. More trails?

Councillor Input:

A Recreational waterway in Port Colborne should be put to a visioning exercise to identify potential for it. Possible from Forks Road to West side?

Staff Response:

This may be redundant so close to the recreational waterway in Welland. However, if Council was particularly interested in the Seaway Weir property near Mud Lake that is part of the divestiture it could be pursued. If it is Council's desire the City could acquire this as part of the Seaway Lands divestiture that is currently underway.

Councillor Input:

Bike paths - need to identify and signage for bike paths within City/downtown, etc.

Staff Response:

The Active Transportation Advisory Committee has identified this as one of its top priorities. Implementation of new wayfinding signage will follow the standardized format under the Niagara Region Route Identification and Destination Wayfinding Signage for Cyclists.

In addition, City staff and the Active Transportation Advisory Committee are currently exploring available funding sources to support the development of an Active Transportation Master Plan to guide the City's development as it relates to cycling and active transportation initiatives and investments into the future.

Councillor Input:

Centennial Park needs a refresh.

Staff Response:

This initiative is currently underway (in consultation with Ward 4 Councillors). Staff expect a greater number of visitors to Centennial Park as a result of the changes implemented at Pleasant Beach. A number of improvements are being implemented this year at Centennial Park, including parking lot repairs and the potential installation of cedars as a buffer between the park and the residential area.

Should be included in Recreation Master Plan.

Councillor Input:

Community Centers need a refresh.

Staff Response:

Roofing is expected to be tendered by the Engineering & Operations Department this year. In addition, landscaping improvements will be completed at the Community Centres this year.

Should be included in Recreation Master Plan.

HEALTH SERVICES



Councillor Input:

Physician Recruitment, need to review and update funding commitments, staffing and possible committee expansion.

Staff Response:

Staff, in consultation with the Physician Recruitment, Retention, and Health Services Committee, is able to review the City's current physician incentive program, and other structures under the existing model. The following outlines some additional items that could be considered under such a review:

Smaller Incentives:

Ability to take on new patients, patient satisfaction (encourage doctors to do a survey), house calls, mentorship & education (residents), health services committee involvement

Larger Incentives:

Partnerships (forming health organization), technology, equipment (that stays within community), assistance (i.e. Nurse Practitioner, Physician Assistants, new project formation - similar to the memory clinic).

Committee Expansion:

Due to the high need for physicians, the Committee's current meeting schedule could be intensified to accommodate monthly meetings with a clearly defined plan of annual activities.

The Council and the Committee could also consider hosting a strategic planning session with doctors and community partners to solicit input regarding health care in the community and ways to attract new physicians. Such an activity could take place on an annual basis, and would serve to bolster staff and Committee efforts to support health care services in the community.

Council committed to an annual amount to reserves of \$10,000. The reserve was depleted with the last physician commitment of \$90,000 over 3 years. Council did budget an additional \$35,000 for 2018 for any new physician in 2018.

Council should review what exactly the City's role is and what business we want to be in when it comes to Health Care.

Councillor Input:

Urgent Care Centre in Port Colborne must remain a 24-hour operation. What do we have in commitments on this? We need to become a strong advocate for our urgent care centre, and that its role be expanded.

Staff Response:

Avenues in which to support same. The ongoing review of funding options and statistical data to support the City's case, will continue, in consultation with the Committee. Political support (Mayor, local MP and MPP) will continue to be integral components of this process.

This is an area of Provincial responsibility, the City can continue to advocate but can't do much more.

Councillor Input:

Continuing growing need for new doctors with more doctor retirees imminent.

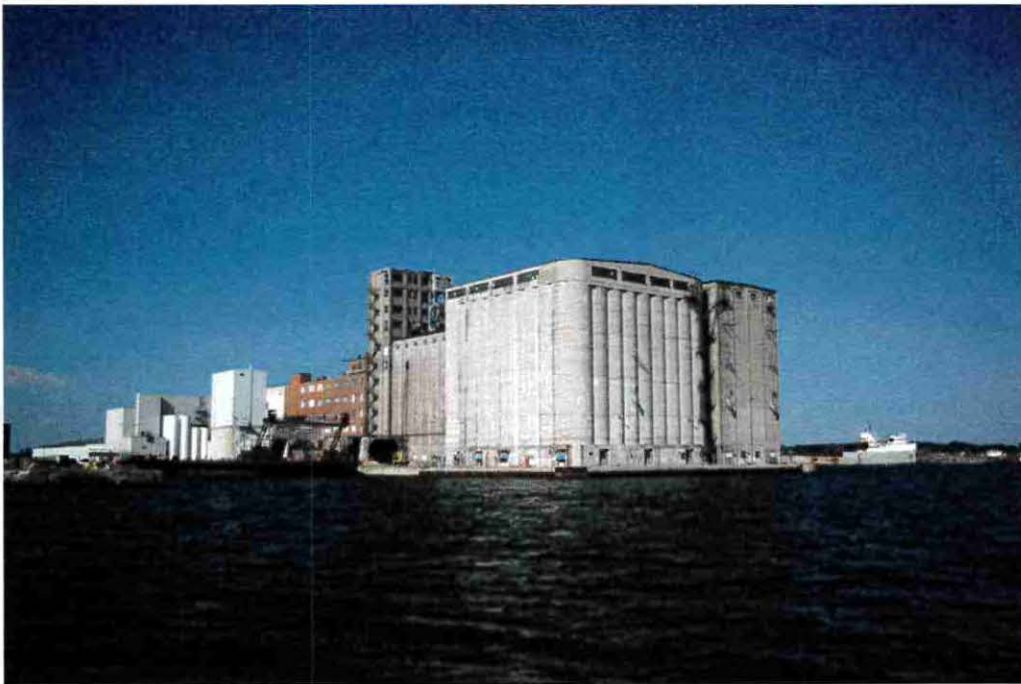
Staff Response:

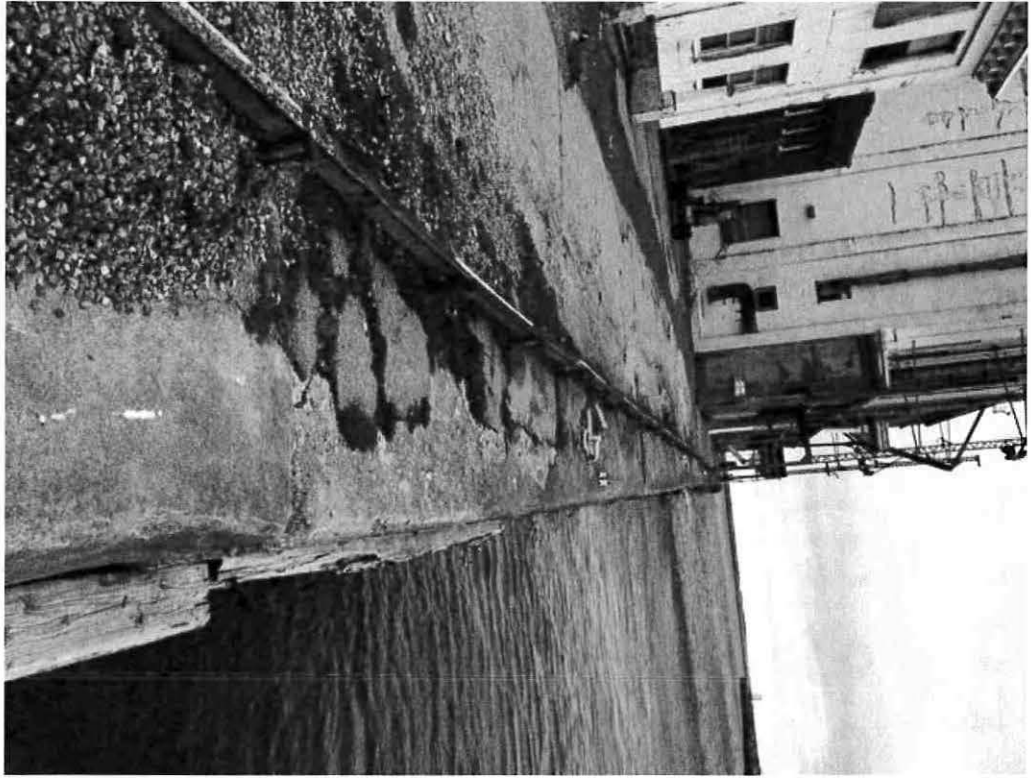
Staff recommend consultation with current local physicians to discuss the creation of a five-year plan to create a strategy for the upcoming five years (i.e. upcoming retirements, succession planning, necessary supports, etc.) It will be important to determine what current and evolving role such physicians can take in future recruitment efforts. These efforts will be supported by continuing to foster new and established partnerships with the local healthcare community (i.e. innovative partnerships (perhaps such as Boggio's – current expansion) Also, staff and the Committee will continue to review its methods to encourage an increased number of specialists to provide service in Port Colborne (for example: one day per month). Staff can also explore whether the NHS has hospital space available that can be utilized by physicians at reduced rent.

Community Outreach:

Partnerships with community agencies can be enhanced (i.e. Port Cares, Meals on Wheels, etc.). Further community outreach could include hosting a health and wellness forum at the Vale Health & Wellness Centre. In addition, the City's age-friendly designation and documentation will be reviewed by staff in order for priorities to be included in the Committee's action plan as it relates to seniors.

CITY GRAIN ELEVATOR (Leased to P & H)

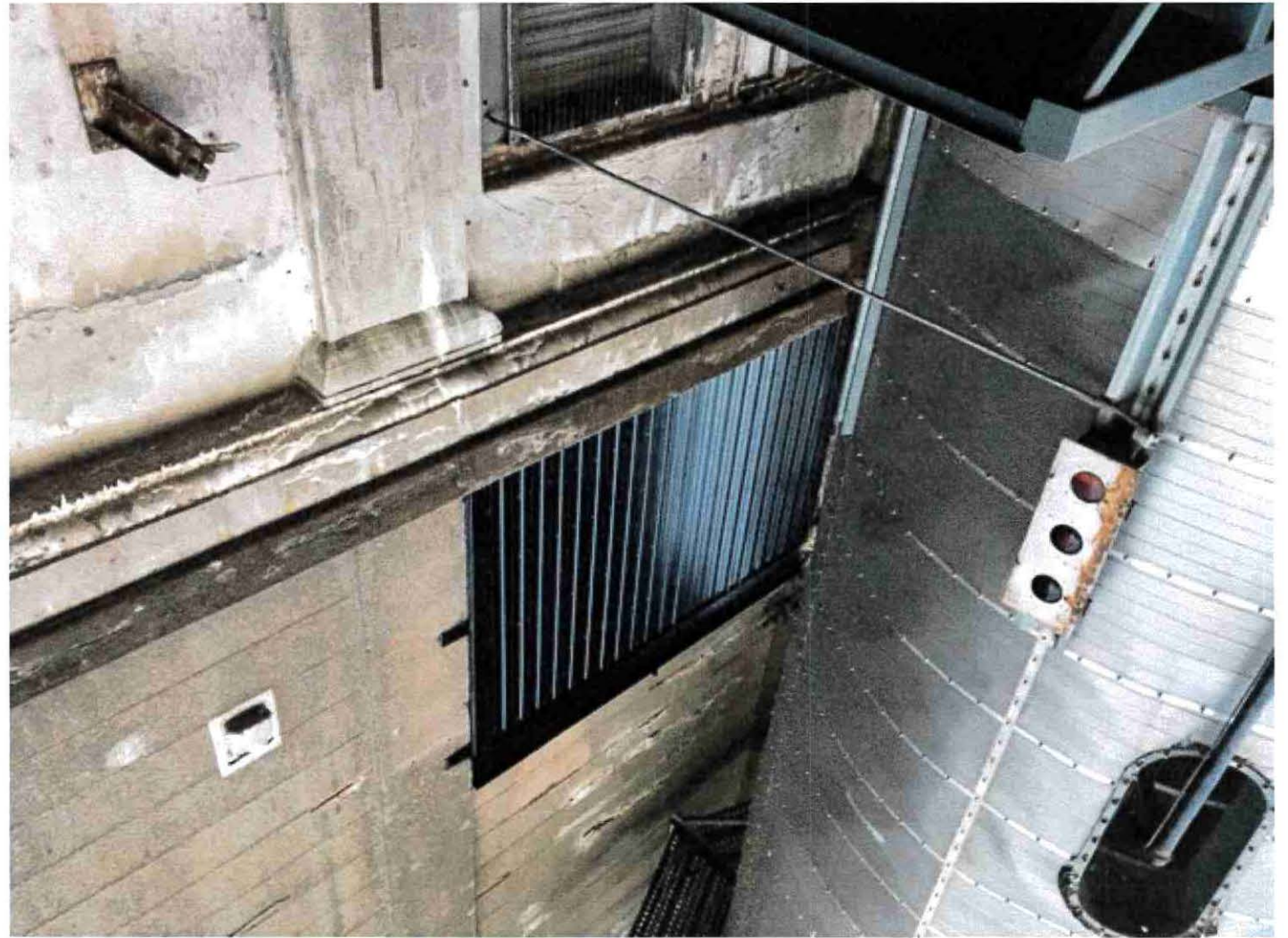




Blow out at grain elevator July 2017 – cost of repairs \$60,000+







Councillor Input:

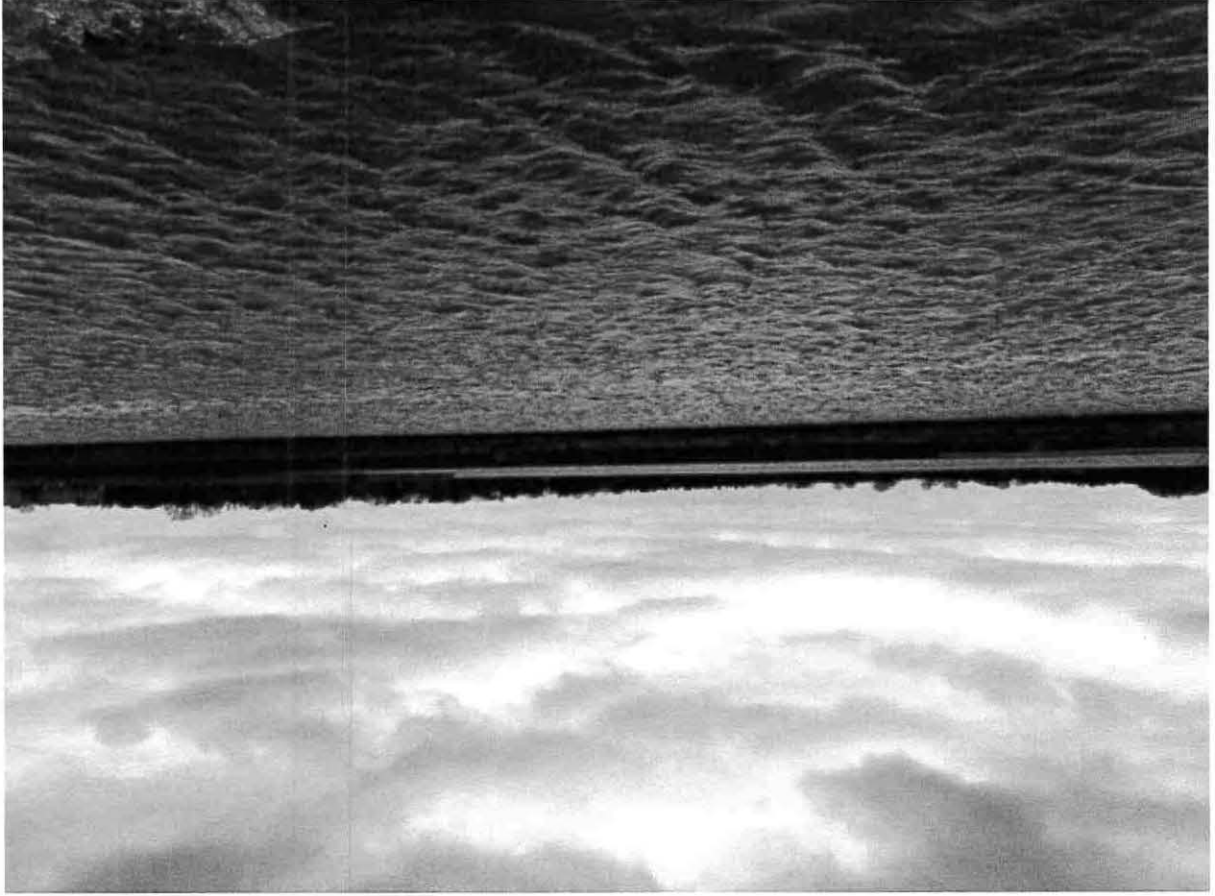
Quarantine wall appears to be failing, what are options for repair / maintenance.

Staff Response:

The wall has already been repaired once; continued monitoring will determine any pending failures.

North end of Quarantine Wall





Middle of Quarantine Wall

South end of Quarantine Wall



Councillor Input:
Investigate in the longer term what are the possibilities of conversion post commercial operations for a residential location.

Staff Response:
Agreed that this should be pursued

Councillor Input:

Need to review future-status under this Strategic planning session. Future of site, other uses etc.

Staff Response:

See above.

Councillor Input:
Site for a light show on side to attract visitors to HH Knoll Park / Marina area.

Staff Response:
Would have to investigated as to cost, impact on P&H operations etc.

CITY-OWNED RAIL LINES



Councillor Input:

Road crossing maintenance still an issue that needs to be addressed on an expedited basis.

Improve crossings.

Staff Response:

Rail line study has been completed. Final report is due in early 2018. Recommendations are contained regarding maintenance on all elements of rail lines, including crossings.

Councillor Input:

Update for Council on any issues related to City ownership of east side and west side rail lines.

Staff Response:

No issues currently identified.

OTHER



Councillor Input:

Residential land development needs to become a primary focus for growth of City.

Staff Response:

Certain areas may require the need of a secondary plan to address servicing, phasing, uses, etc.

Agreed but this is a private sector initiative. We have already eliminated development charges to stimulate growth but the market and developers need to act.

Councillor Input:

Crosswalk at Catherine and Clarence

Staff Response:

Crosswalk on Clarence is approved. Construction is planned for 2018, prior to Canal Days.

Councillor Input:

Consider getting rid of ward system so that a more Citywide approach to government is the result.

Staff Response:

A report was provided to Council in 2018 to establish a committee in the next Council term to discuss wards and council size. There are advantages and disadvantages of at-large vs ward systems.

Councillor Input:

Move on CIP downtown

Staff Response:

Discussed at budget and confirmed this is number one priority for council and staff will hire a grant-writing consultant to apply for the grant under the new Federal/Provincial Funding Agreement.

Councillor Input:

Perception that Property standards are not being enforced consistently and that some of our bylaws are now antiquated. How do we address both issues? More staff, new by-laws etc.

Staff Response:

Staff are continually monitoring by-laws and amending to address quicker enforcement. Many complaint files are closed satisfactorily and without delay, however some are more complicated and elevate to Council and Social Media levels. A report will be presented on April 23 suggesting a few ways to strengthen the Lot Maintenance By-law.

Councillor Input:

Canal Lands clean up. Need to force clean up as the Canal Lands are an attraction for City to market.

Staff Response:

Staff are uncertain what lands are being referred to. Is it the Transport Canada Lands at the mouth of the East Side of the Canal?

Staff do not think there is much the City can do to remediate these lands since we do not own them.

Councillor Input:

Storm Sewer funding. Can we use similar approach as in rural areas with a special assessment to benefiting properties?

When is the Wellington watershed issue going to be addressed?

Storm water management in general, where are we as a City in dealing with this in the long term.

Staff Response:

A storm sewer study and financing strategy was presented to Council a year ago.

It is staffs intention to bring back a report in 2018 to provide options for a fees schedule and public input for a 2019 implementation.

These fees would fund the current storm sewer debenture for the Nickel Area project just being completed and will fund future storm sewer projects.

The City could implement a storm sewer levy on every water bill as has been done successfully in other jurisdictions.

Councillor Input:

We need a plan for our budget that limits the budget increases to COLA as a way to limited negative impacts on those whose incomes are so controlled.

Staff Response:

The City's budgets have been prepared with a base budget increase of cost of living for current levels of services but is increased by any new debt incurred and the annual capital levy increase. The costs are also dependent on areas which are influenced by outside agencies such as utilities (hydro costs) and staff increases due to collective agreements. The City has taken advantage of tax room created from reductions to Education and Regional tax rates due to increased assessment throughout the Region and Province. There has been very little assessment growth in Port Colborne in recent years. Overall tax increases including the City, Education and the Region have been held to 2 to 3 percent.

Councillor Input:

More attention to safe road crossings (for pedestrian traffic), seniors.

Staff Response:

Safe road crossings are addressed in the downtown CIP by design entailing bump-outs. Continue to implement these design features in all future redevelopment areas.

Councillor Input:

A tiered City fee structure to assist those on low and fixed incomes to stay in tier homes.

Staff Response:

Administrative nightmare to determine who may be eligible for fee reductions but will be a decision of Council to implement such a fee structure. Reduced fees for some users will result in other users paying increased fees to subsidize.

Councillor Input:

More responsive snow removal in downtown core.

Staff Response:

Downtown core, winter control/funding requires an established level of service criteria and fund same.

Staff believe we are very responsive. Staff understand some people want the snow on downtown sidewalks trucked out of the downtown core but this isn't a realistic expectation with current staffing levels.

Councillor Input:

Biggest issue is greenhouse and grow-ops, private license, time for a comprehensive review of local ability to license and provide direct inspection an oversight. Inspection by City staff and non-compliance with approved number of plants would result in license cancellation

Staff Response:

City doesn't have this authority.

Councillor Input:

“Paraphernalia” stores must be located in a zone other than residential or perhaps in industrial zones in rural wards.

Staff Response:

Retail stores are permitted to sell retail products. It would be difficult to regulate.

Councillor Input:

What is status of zoning and compliance of quarry operations in City, particularly in rural ward?

Staff Response:

Applications by Port Colborne Quarries for Official Plan and Zoning Amendments made in 2017 have not been brought to Council for consideration and won't be unless matters raised have been addressed.

Matters resulting in zoning non-compliance has been resolved.

Issues pertaining to the 1982 Site Plan Agreement between the City and Port Colborne Quarries have been to Council in closed session and will return in the near future.

Councillor Input:

Are there any issues, services that the City should review for its current level of involvement in or that we should possibly consider engaging more directly in?

Staff Response:

There are some things that the City has no control over such as the urgent care, other than supporting but not financially, and council needs to concentrate on the core services of a municipality financially. What business are we really in?

Councillor Input:

Proposed changes in training requirement for the Fire Service in Ontario.

Staff Response:

If implemented as proposed between now and 2022 the certification process will add additional training resulting in a larger commitment by all Volunteers and full time staff as well the resulting financial impact.

Additionally the recruitment of Volunteers will be far more difficult, time consuming and expensive.

The proposed Certification process will be lengthy and costly to continue to offer current service levels as identified within our Core Services.

**City of Port Colborne
Regular Committee of the Whole Meeting 11-18
Minutes**

- Date:** April 23, 2018
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** R. Bodner, Councillor
B. Butters, Councillor
F. Danch, Councillor
A. Desmarais, Councillor
Y. Doucet, Councillor
D. Elliott, Councillor
B. Kenny, Councillor
J. Mayne, Councillor
J. Maloney, Mayor (presiding officer)
- Staff Present:** D. Aquilina, Director of Planning and Development
T. Cartwright, Fire Chief
J. Douglas, Economic Development Officer
A. Grigg, Director of Community and Economic Development
S. Hanson, Supervisor, By-law Enforcement Division
A. LaPointe, Manager of Legislative Services/City Clerk
C. Lee, Director of Engineering and Operations
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
P. Senese, Director of Corporate Services

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

1. Call to Order:

Mayor Maloney called the meeting to order.

2. National Anthem:

Joel Longfellow sang O Canada.

3. Introduction of Addendum Items:

Nil.

4. **Confirmation of Agenda:**

Moved by Councillor A. Desmarais
Seconded by Councillor B. Kenny

That the agenda dated April 23, 2018 be confirmed, as circulated or as amended.

CARRIED.

5. **Disclosures of Interest:**

Nil.

6. **Adoption of Minutes:**

(a) **Regular meeting of the Committee of the Whole 09-18, held on April 9, 2018**

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

(a) That the minutes of the regular meeting of the Committee of the Whole 09-18, held on April 9, 2018, be approved as presented.

CARRIED.

7. **Determination of Items Requiring Separate Discussion:**

The following items were identified for separate discussion:

Items 1, 3, 4, 11, 12.

8. **Approval of Items Not Requiring Separate Discussion:**

Moved by Councillor Y. Doucet
Seconded by Councillor A. Desmarais

That Items 1 to 20 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:

5. **Corporate Services, Clerk's Division, Report No. 2018-58, Subject: Use of Corporate Resources for Election Purposes**

Committee of the Whole recommends:

That the Use of Corporate Resources for Election Purposes policy, attached as Appendix A to report Corporate Services Department, Clerk's Division Report 2018-58, be approved.

6. Corporate Services, Finance Division, Report No. 2018-41, Subject: Cancellation, Reduction or Refund of Realty Tax

Committee of the Whole recommends:

That the applications pursuant to Section 357/358 of the *Municipal Act, 2001*, as amended, numbered 2015-39, 2017-50, 2017-51, 2017-49 and 2016-49 be approved to cancel or reduce taxes in the total amount of \$8,230.59, in which \$3,957.20 is the municipal portion.

7. Corporate Services, Finance Division, Report No. 2018-53, Subject: Ontario's Main Street Revitalization Initiative Municipal Funding Agreement

Committee of the Whole recommends:

That the Mayor, City Clerk and City Treasurer be authorized to execute the Funding Agreement with the Association of Municipalities of Ontario for the use of Ontario's Main Street Revitalization Initiative funds from the Province of Ontario; and

That the appropriate by-law be executed by the Mayor and City Clerk.

8. Community and Economic Development, Parks and Recreation Division, Report No. 2018-51, Subject: Port Colborne Cruiser's Association – 2018 Cruise Nights

Committee of the Whole recommends:

That the road closures necessary for the 2018 Downtown Cruise Night event on recurring Thursday evenings, from May 17, 2018 to September 27, 2018, as requested by the Port Colborne Downtown Cruiser's Association, (PCDCA) and outlined in Community and Economic Development, Parks and Recreation Division Report No; 2018-51, be approved;

That the following roads be closed to general vehicular traffic and parking from 5:00 p.m. to 9:00 p.m., each Thursday from May 17, 2018 to September 27, 2018:

- Market Square;
- Clarence Street, from eastern limit of the western driveway of the Food Basics parking lot, to the western limit of Catharine Street;
- Clarence Street, from the eastern limit of Catharine Street to the western limit of King Street;

- Clarence Street, from the eastern limit of King Street to the western limit of West Street;

That Market Square be closed to vehicular traffic on May 17, June 8, June 15, July 13, and September 21, 2018 from 1:00 p.m. to 5:00 p.m., with the exception of the western access laneway, to be used as an ingress and egress to the CIBC Bank;

That emergency service vehicles, including ambulance, police and fire, as well as public works and public utility vehicles, be exempt from the above noted closures;

That members, qualified participants, and participants of the PCDCA, be exempt from the above noted closures, through the issuance of an authorized permit;

That traffic barricades be supplied by Public Works staff every Thursday, from May 17, 2018 to September 27, 2018, and delivered before the end of the regular work day at the predetermined locations requiring barricades;

That PCDCA volunteers be responsible for installing appropriate signage at each intersection, stating "Cruise Night Clarence Street Temporarily Closed – 5:00 to 9:00 p.m.", including Market Square, for the duration of the event;

That PCDCA volunteers be responsible for ensuring road closure barricades are promptly removed and returned to the pick-up points at the end of the event each week;

That the PCDCA be required to file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, prior to the event;

That the fee for a Noise By-law Exemption application, to be submitted to the By-law Enforcement Division, be waived; and

That the appropriate by-law be presented for approval.

**9. Community and Economic Development, Parks and Recreation Division,
Report No. 2018-54, Subject: 2018 Moonlight Flicks at H.H. Knoll
Lakeview Park**

Committee of the Whole recommends:

That the Moonlight Flicks event, to be held on Wednesday July 4, 11, 18, 25 and August 22 and 29, 2018, be supported;

That fees for the application for a Noise By-law Exemption, to be filed with the By-law Enforcement Division, be waived;

That an exemption from Section 4 (Prohibited Hours of Entrance) to By-law 5503/100/10, Being a By-law to Manage and Regulate Municipal Parks, be approved;

That use of the restrooms until 12:00 a.m. at the H.H. Knoll Lakeview Park Bandshell, be approved;

That Moonlight Flicks be required to file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, prior to the event;

That the City's park permit, hydro, and waste receptacle fees, be waived.

10. Community and Economic Development, Parks and Recreation Division, Report No. 2018-56, Subject: 2018 Heart & Stroke Big Bike Campaign

Committee of the Whole recommends:

That the 2018 Heart & Stroke Big Bike Event, to be held on May 16, 2018, be approved;

That the Niagara Region Heart & Stroke Foundation be responsible for coordinating emergency services support; and

That the Niagara Region Heart & Stroke Foundation be required to file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, prior to the event.

13. Niagara Regional Labour Council Re: Request for Proclamation of National Day of Mourning, April 28, 2018

Committee of the Whole recommends:

That April 28, 2018 be proclaimed as "National Day of Mourning" in the City of Port Colborne in accordance with the request received from Lou Ann Binning, President, Niagara Regional Labour Council; and

That the request for all flags to be flown at Half-Mast at City Hall on April 28th, 2018 be referred to the Mayor's Office.

14. The New Humberstone Speedway, 1716 Highway 3 East, Port Colborne Re: Request Permission to Hold Fireworks Display Events for 2018

Committee of the Whole recommends:

That pursuant to Section 6.1.1 of By-law 4989/45/07, the Council of The Corporation of the City of Port Colborne authorizes the New Humberstone Speedway to hold Display Fireworks Events between the hours of 9:30 p.m. and 10:30 p.m. on the following dates:

- May 20th, 2018
- July 1st, 2018
- August 5th, 2018
- August 26th, 2018
- September 2nd, 2018
- September 9th, 2018

That such approval be conditional on the issuance of a permit by the Fire Chief, in compliance with By-law 4989/45/07 and payment of the applicable fees;

That the following information be submitted to the Port Colborne Fire & Emergency Services a minimum of two weeks prior to the holding of the first event;

- A fireworks site plan including but not limited to, separation distances to the public and vulnerable areas, location from where the fireworks are being fired, fallout zone, and direction of firing;
- Event description information is required including description of fireworks, type, size and quantity;
 - firing procedures, manual or electric
 - emergency procedures
 - traffic control plans
 - Require a copy of the Fireworks Operator Certificate with Endorsements;

That the New Humberstone Speedway be advised that, as the Authority Having Jurisdiction, Port Colborne Fire & Emergency Services will conduct spot site inspections and may revoke approval for any violation of the *Ontario Fire Code* or *the Explosives Act* prior to or during any one of the scheduled events.

15. Memorandum from Janice Peyton, Executive Assistant, DEO Re: Environmental Advisory Committee – Motion Regarding Delayed Roadside Mowing

Committee of the Whole recommends:

That the memorandum from Janice Peyton, Executive Assistant to the Director of Engineering and Operations, on behalf of the Environmental Advisory Committee Re: Environmental Advisory Committee – Motion Regarding Delayed Roadside Mowing, be received for information.

16. Richard Rybiak, Chair, Niagara Central Airport Commission Re: First Quarter Report 2018 for the Niagara Central Dorothy Rungeling Airport

Committee of the Whole recommends:

That the correspondence received from Richard Rybiak, Chair, Niagara Central Airport Commission Re: First Quarter Report 2018 for the Niagara Central Dorothy Rungeling Airport, be received for information.

17. Region of Niagara Re: 2018 Property Tax Policy, Ratios and Rates (Report CSD 18-2018)

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: 2018 Property Tax Policy, Ratios and Rates, be received for information.

18. Town of Pelham Re: Appointment Process for Niagara Peninsula Conservation Authority

Committee of the Whole recommends:

That the resolution received from the Town of Pelham Re: Appointment Process for Niagara Peninsula Conservation Authority, be received for information.

19. City of Welland Re: Remediation of Abandoned Contaminated Properties

Committee of the Whole recommends:

That the resolution received from the City of Welland Re: Remediation of Abandoned Contaminated Properties, be received for information.

20. Region of Halton Re: Seeking Support on the Court Application Involving the CN Truck-Rail Development in the Town of Milton

Committee of the Whole recommends:

That the resolution received from the Region of Halton Re: Seeking Support on the Court Application Involving the CN Truck-Rail Development in the Town of Milton, be received for information.

CARRIED.

9. Presentations:

- (a) **The Friends of Roselawn Centre Cheque Presentation for Roselawn Centre Capital Campaign 2017-2018**

The Friends of Roselawn Centre members Pat Bowman, Arlene Lessard and Glenda Buck presented a \$12,590 cheque to the City raised from events and donations. On behalf of the Friends of Roselawn, Ms. Buck thanked the community, donors and volunteers for their support. Councillor Bodner accepted the cheque and thanked the Friends of Roselawn for their contribution of \$50,000 to support capital repairs at the showpiece facility.

10. Delegations:

(a) Patty Moss regarding the trial roadside mowing delay, which delayed rural roadside cutting on municipal roads for pollinating

Patty Moss presented with respect to the results of the study she conducted related to the roadside mowing delay and its effect on various plant species and the population of pollinators. A copy of Ms. Moss' speaking notes is attached.

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

That the continued use of the pollinator study area, including the roadsides of Cedar Bay Road, Pinecrest Road and Weaver Road south of Killaly Street East and Highway #3, be approved;

That the roadside mowing delay be expanded to include the sections of the north side of Second Concession from Wilhelm Road to Babion Road and the south side of Killaly Street East from Pinecrest Road to Lorraine Road;

That staff be directed to further delay the roadside mowing in the study area until the first week of June; and

That staff be directed to post the appropriate signage within the expanded pollinator area.

CARRIED.

11. Mayor's Report:

A copy of the Mayor's Report is attached.

12. Regional Councillor's Report:

Nil.

13. Councillors' Items:

(a) Minor variance application fee (Kenny)

Councillor Kenny inquired with respect to the Committee of Adjustment's approval of an application for a minor variance for footprint and setback for an

accessory building. Councillor Kenny advised that a height variance should have been included in the original application and requested that the second minor variance application fee be waived.

Moved by Councillor B. Kenny
Seconded by Councillor A. Desmarais

That the provisions of By-law 6473/40/17 Being a By-law to Establish Fees for Various Planning and Development Services/Applications be waived for the minor variance application to the Committee of Adjustment for the accessory building height at 47 Chippawa Road.
CARRIED.

(b) Garbage along the weir (Bodner)

In response to a request from Councillor Bodner, the Chief Administrative Officer advised that the St. Lawrence Seaway Management Corporation was contacted with respect to cleaning the garbage from their property along the weir and that staff strives for voluntary compliance from property owners including the federal government. The Chief Administrative Officer further advised that he would discuss a solution to the ongoing issue with senior staff.

(c) Frozen service remediation project (Mayne)

Councillor Mayne inquired why frozen service remediation was not yet complete for 59 Michael Drive North, 109 Steele Street and 106 Knoll Street. The Director of Engineering and Operations responded that he would inquire about completion of the reinstatements.

(d) Westwood Estates Phase II sidewalk (Mayne)

In response to an inquiry from Councillor Mayne, the Director of Planning and Development advised that sidewalk installation on Renfield Street by the developer is a condition of the subdivision agreement. The Director of Planning and Development further advised that sidewalks were not installed on other streets in the Westwood Estates subdivision as a result of a petition submitted by residents.

Moved by Councillor J. Mayne
Seconded by Councillor D. Elliott

That the Director of Planning and Development be directed to contact the developer to request the delay of the sidewalk installation on Renfield Street in order that the homeowners and lot owners can be consulted.
CARRIED.

(e) Bell Internet speed (Mayne)

In response to an inquiry from Councillor Mayne, the Director of Engineering and Operations advised that staff would contact Bell to clarify the message to its staff that the City is not preventing the company from installing further infrastructure. The Director of Engineering and Operations explained that a past experience of the City denying Bell infrastructure that the public may be referring to was located at the intersection of Killaly Street West and Elm Street due to a moratorium the City placed on the newly installed asphalt roadway and concrete sidewalk which Bell was clearly notified well before so they could place any infrastructure needed.

(f) Traffic from Clarence Street to Cement Plant Road (Elliott)

In response to an inquiry from Councillor Elliott, the Director of Engineering and Operations advised that a traffic study to determine if there has been an increase in traffic cutting through from Clarence Street to Cement Plant Road would be more appropriate to conduct once the neighbourhood is complete. The Director further advised that enforcement of the speed limit is advisable at this point.

Staff Responses to Previous Councillor Inquiries:**(a) Fire Safety (Cartwright)**

The Fire Chief advised that residents in the area of Clarence and Steele Streets have been sent letters requesting that they contact the Fire Department to set up an appointment for a house inspection.

(b) Annual Safety Awareness Day and Bicycle Rodeo (Cartwright)

The Fire Chief advised that the Annual Safety Awareness Day and Bicycle Rodeo will be held on Saturday, May 26 from 11 a.m. until 2 p.m. at the Fire Hall.

(g) Open Burning By-law No. 6280/106/15 (Cartwright)

The Fire Chief reminded residents that open burning is not permitted as per the Open Burning By-law No. 6280/106/15.

Moved by Councillor F. Danch
Seconded by Councillor R. Bodner

That the Fire Department be directed to provide a report with respect to establishing a permit system at a reasonable annual fee for open burning in order that Council may reconsider the matter.

CARRIED.

14. Consideration of Items Requiring Separate Discussion:

1. Motion (Councillor B. Kenny) Re: Provision of Grants to Community Groups

Moved by Councillor B. Kenny
Seconded by Councillor A. Desmarais

That the motion approved at the Council meeting of November 23, 2015 in respect of Community and Corporate Services, Report No. 2015-212 regarding the provision of grants to community groups be reconsidered.
CARRIED.

Moved by Councillor B. Kenny
Seconded by Councillor A. Desmarais

That an amount equal to the initial amount invested in Niagara Regional Broadband Network (NRBN), namely \$775,000, from the proceeds of the disposition of the NRBN shares be placed in an interest bearing account and the interest earned each year be used to provide grants to community groups in 2017 and each subsequent year to a maximum of \$30,000.

That when the annual interest does not amount to \$30,000 that the shortfall is topped up from the principal amount invested; and

That the Director of Corporate Services be directed to borrow the difference from the general account until 2022 when the principal amount matures.

CARRIED.

2. Community and Economic Development, Economic Development Division, Report No. 2018-57, Subject: Economic Development Strategic Plan: 2018-2028

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

That, in accordance with the recommendation of the Economic Development Advisory Committee, the Port Colborne Economic Development Strategic Plan 2018-2028, prepared by MDB Insight, be approved; and

That the goals and initiatives identified in the Economic Development Strategic Plan 2018-2028, be included in Council's future strategic planning processes and budget deliberations.

CARRIED.

3. **Planning and Development, Planning Division, Report No. 2018-50, Subject: Supplemental Recommendation Report – Proposed New Comprehensive Zoning By-law**

Jack Hellinga attended as a delegation to Item 3 and requested that the notice to neighbouring properties related to the future public meeting to address the Mineral Aggregate Operations zone be expanded from those prescribed by the *Planning Act*. The Director of Planning and Development was directed to meet with Councillors Bodner and Butters about the notification area for inclusion in the mailout as well as possible additional ways to provide notice about the public meeting.

Moved by Councillor B. Butters
Seconded by Councillor D. Elliott

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

That the draft by-law approving the draft Comprehensive Zoning By-law attached to Planning and Development Department, Planning Division Report 2018-50 as Appendix A, be approved;

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.

That an interim Control By-law, attached to Planning and Development Department, Planning Division Report 2018-50 as Appendix C, be approved pursuant to Section 38 of the *Planning Act*, for a period of up to one year for those lands proposed to be zoned Mineral Aggregate Operation to control the use of lands until proper study and policy review has been completed.

CARRIED.

4. **Fire and Emergency Services Department, Report No. 2018-48, Subject: Fire Marque Indemnification Technology®**

Moved by Councillor J. Mayne
Seconded by Councillor A. Desmarais

That leave be granted to allow for Mr. Carrier, representing Fire Marque Indemnification Technology to provide clarification of Councillors' inquiries with respect to the recommendation for Item 4.

CARRIED.

Moved by Councillor J. Mayne
Seconded by Councillor A. Desmarais

That entering into an agreement with Fire Marque be approved; and

That the Mayor and City Clerk be authorized to execute the agreement with Fire Marque; and

That the City's fee schedule be amended incorporating the appropriate fees as per the agreement with Fire Marque.

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

That Fire and Emergency Services Department, Report No. 2018-48, Subject: Fire Marque Indemnification Technology® be deferred until the May 14, 2018 meeting of the Committee of the Whole.

CARRIED.

11. Community and Economic Development, Parks and Recreation Division, Report No. 2018-55, Subject: City Wide Parks Grass-Cutting Tender 2018-04

Moved by Councillor R. Bodner
Seconded by Councillor F. Danch

That contract 2015-09, for the supply of parks grass-cutting services, with Snips Landscaping and Nursery, be extended for one year (2018), in accordance with the terms of the existing contract; and

That the appropriate by-law be presented for approval.

CARRIED.

12. Planning and Development, By-law Enforcement Division, Report No. 2018-46 Proposed Lot Maintenance By-law 2018

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

That the proposed Lot Maintenance By-law, attached to Planning and Development Department, Planning Division Report No. 2018-46, be approved as presented.

CARRIED.

15. Notice of Motion:

Councillor Kenny provided notice of her intention to introduce a motion at a future meeting of Committee of the Whole/Council to request that Engineering and Operations staff issue a Request for Proposal regarding limiting the City's water loss.

16. Adjournment:

Moved by Councillor F. Danch
Seconded by Councillor R. Bodner

That the Committee of the Whole meeting be adjourned at approximately
9:10 p.m.
CARRIED.

AL/cm

Patty Moss presentation to Council, April 23, 2018

Last year's study findings:

Monarch Density was at its peak just prior to the scheduled summer mowing cut was to be performed. I collected over 500 eggs and young caterpillars of the Monarch Butterfly along parts of 2nd Concession and Killaly St., and observed similar numbers along the roads in trial area as well.

Seed dispersal of the vegetation along the roadsides was observed as well throughout the season, and again the plants of concern are still the thistle family particularly Sow Thistle and Canada thistle. A plant I was carefully monitoring as well was Canadian Fleabane, which sets seed in mid September. This plant is particular a concern for farmers since it has developed a resistance to traditional herbicides.

I did try Acidic Acid at a concentrate of 6% (highest concentration available without having a herbicide license), at two different timing applications along Weaver road on Sow Thistle with not much success.

The height of vegetation growing along the roadsides was not a safety or visibility concern for vehicle traffic.

In August I went to the market again to release "roadside Monarchs" that were rescued from the mowers in July. I had received lots of great feedback and support of the city's initiative, and released over 40 butterflies. I would to see if this year I could get help with getting the local media involved.

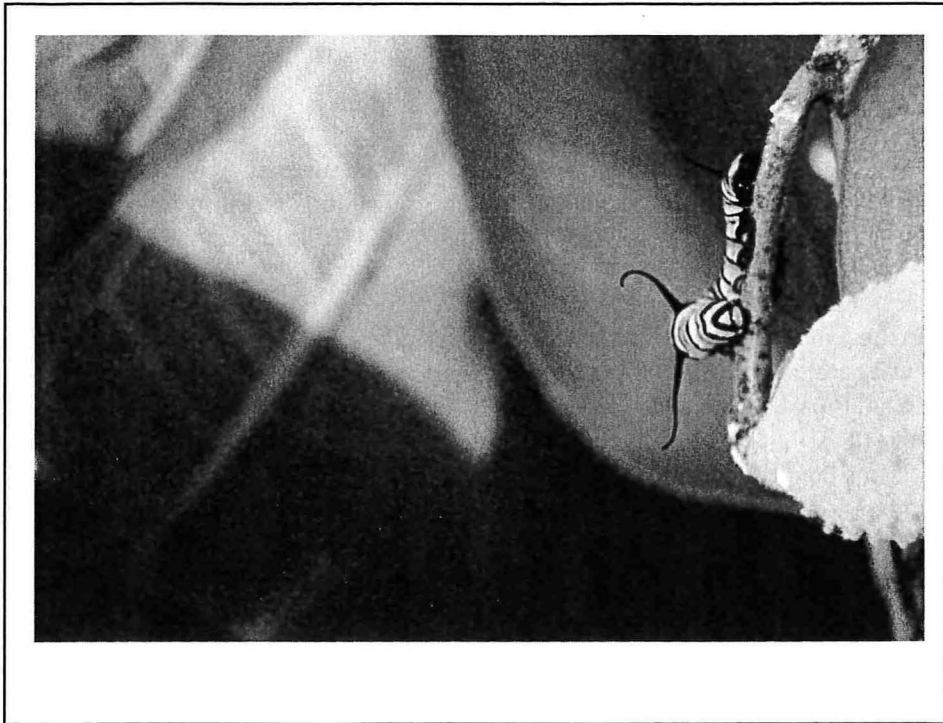
Future Plans now the trial period has ended.

I'm planning on again going to council in April, to review the observations of last year, and to request ongoing study of the trial area. As well as extend the study area and delay of summer cut to include 2nd Concession and Killaly Street. Or....to have at least certain sections of those roads omitted from the summer cut due to the high number of Monarch larva found along the road.

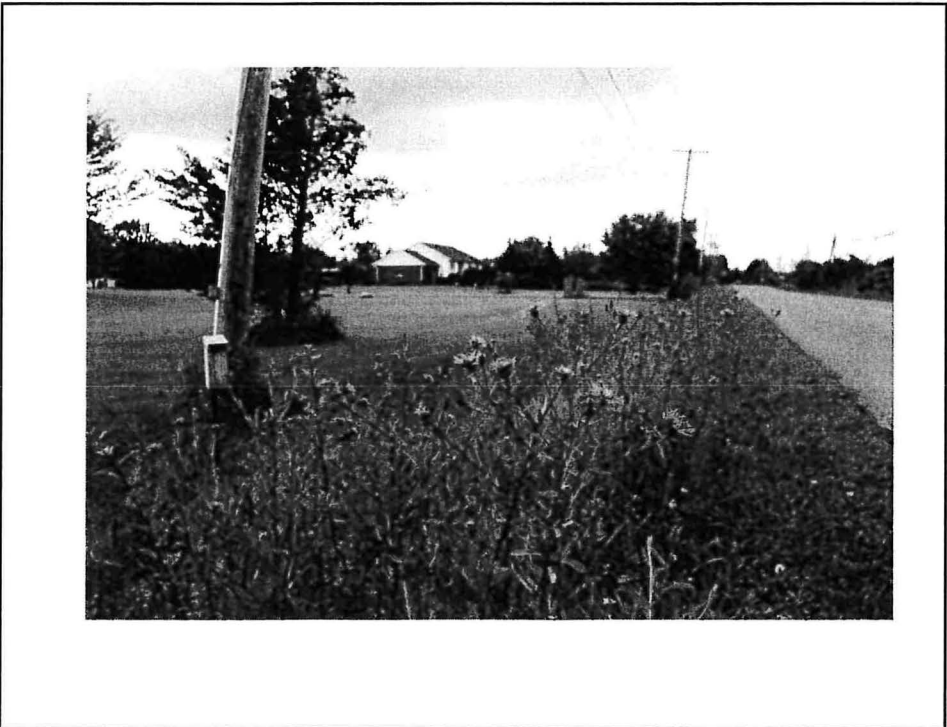
I am also going to request that the first mowing to be delayed to start on June 4th this year. The main reason is to see if it will offset the seed development of Canadian Fleabane flower, and other late season flowers from seed dispersal.

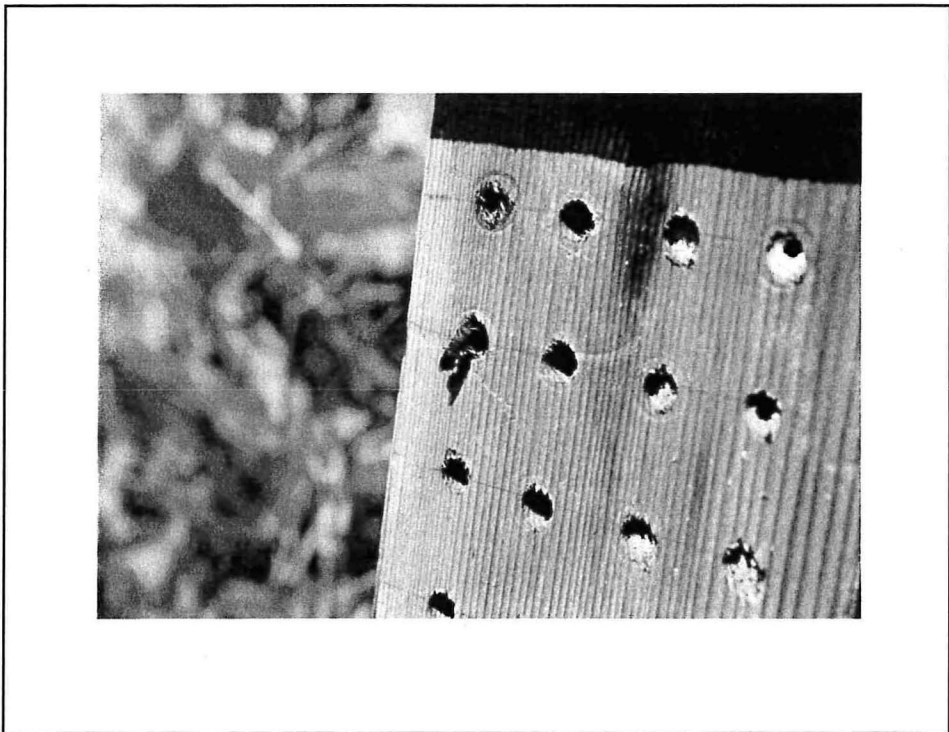
My plans for the roadside trial area is to now focus on any concerns with the seed dispersal and the impacts on farm lands, as well as any impacts or benefits regarding drainage systems. I also will be continuing the 'push' for residential ditch strips that residents have left for me to try to establish planting of various native flowers by using either plugs or seeds.

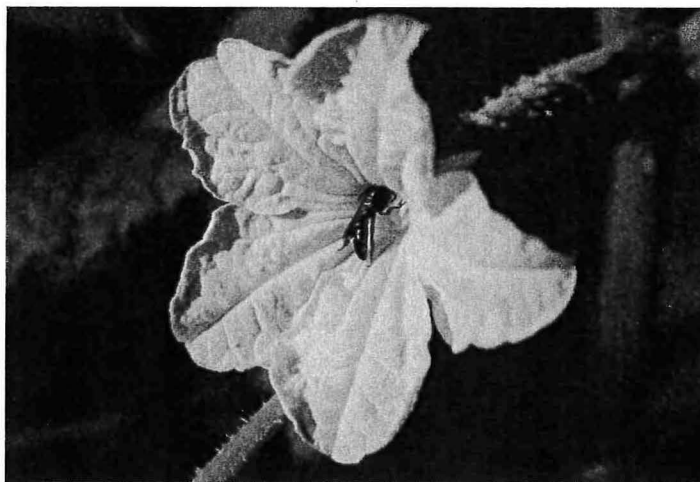
I will continue studying the native bee houses, and try to determine what style or location of bee houses will work best. Also I will be working with the city in deciding ways we can remove the thistles along the roads on Weaver Road. And finding ways to remove phragmites from Weaver road as well.



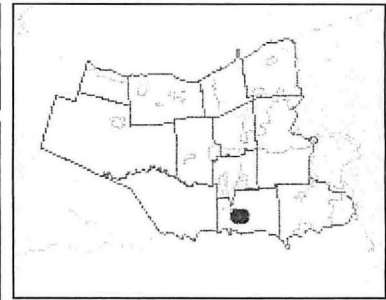












Legend

0.5 0 0.25 0.5 Kilometers

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Notes



**Mayor's Report to the
April 23, 2018 Council Meeting**

Earth Day 2018

Saturday was Earth Day and it was great to read the reports of groups and organizations doing their part to help keep our planet clean. Special thanks to George McGibbons of our Environmental Advisory Committee for representing me at the Earth Day celebrations at Evergreen Academy. I also attended Earth Day celebrations at St. Patrick's School this morning. Teaching our children young about the importance of protecting the earth is vital.

Strategic Planning Session

Friday evening and Saturday were City Council's Strategic Planning Session. I would like to thank members of council, staff and the public for giving up a portion of their weekend to work together plan for the future of the city. Recommendations from the meeting will be forthcoming at a future council meeting.

40 under Forty

I would like to extend my congratulations to two of our staff, Michelle Cuthbert and Mark Minor for being selected as winners in the 40 Under Forty, Business Achievement Awards by Business Link Magazine. We are fortunate to have such business minded employees working for our organization.

Economic Development Advisory Committee

Later on in the agenda, we will be discussing the recent Economic Development Strategic Plan and I see many members of the Economic Development Advisory Committee are in the council chambers tonight. I would like to thank you for the work you are doing on the committee.

Regional Heritage Fair

I attended and gave closing remarks at the Regional Heritage Fair held at Brock Universtiy. The entries were excellent.

Volunteer Week

I attended an appreciation of volunteers event at Meals on Wheels and Niagara Region Community Services, and Port Colborne volunteers were in strong attendance.

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**City of Port Colborne
Regular Meeting of Council 11-18
Monday, May 14, 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) Special meeting of Council 09-18, April 16, 2018
 - (b) Regular meeting of Council 10-18, April 23, 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:**
 - (a) National Public Works Week, May 20 – 26, 2018
 - (b) Seniors Month, June 1 – 30 , 2018
 - (c) National Health and Fitness Day
- 10. Minutes of Boards, Commissions & Committees:**
 - (a) Minutes of the Canal Days Advisory Committee Meeting of March 27, 2018
- 11. Consideration of By-laws:**
- 12. Council in Closed Session:**
 - (i) Motion to go into Closed Session

That Council do now proceed into closed session in order to address the following matter(s):
 - (a) Minutes of the closed session portion of the following Council meetings:
April 9, 2018

- (b) Planning and Development Department, Planning Division Report. No. 2018-61, concerning the potential disposition of City owned land, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

(ii) Disclosures of Interest (closed session agenda):

(iii) Consideration of Closed Session Items:

(iv) Motion to Rise With Report:

13. Disclosures of Interest Arising From Closed Session:

14. Report/Motions Arising From Closed Session:

15. Adjournment:

Council Items:

Notes	Item	Description / Recommendation
JDM BB RB AD FD YD DE BK JM	1.	<p><u>Fire and Emergency Services, Report No. 2018-48, Subject: Fire Marque Indemnification Technology®</u></p> <p>That entering into an agreement with Fire Marque be approved; and</p> <p>That the Mayor and City Clerk be authorized to execute the agreement with Fire Marque; and</p> <p>That the City's fee schedule be amended incorporating the appropriate fees as per the agreement with Fire Marque.</p> <p>Note: At its meeting of April 23, 2018 Council deferred the above report to the meeting of May 14, 2018.</p>
JDM BB RB AD FD YD DE BK JM	2.	<p><u>Corporate Services, Finance Division, Report No. 2018-68, Subject: Port Colborne Community Bus Rate Increase</u></p> <p>That the Port Colborne Transit Fare Structure attached to Corporate Services Department, Finance Division Report No. 2018-68, be approved, effective July 1, 2018.</p>
JDM BB RB AD FD YD DE BK JM	3.	<p><u>Corporate Services, Finance Division, Report No. 2018-60, Subject: 2018 Final Tax Rates</u></p> <p>That the rates of taxation for the year 2018 be approved and the tax rate by-law be executed by the Mayor and City Clerk.</p> <p>That the 2018 final billing for the residential, multi-residential, commercial, industrial, pipeline, farmland, managed forest and farmland awaiting development tax classes have a demand (mailing) date of June 12, 2018 with due dates of July 3 and October 1, 2018.</p>
JDM BB RB AD FD YD DE BK JM	4.	<p><u>Fire and Emergency Services, Report No. 2018-64, Subject: Emergency Call Summary 2017</u></p> <p>That Fire and Emergency Services Department Report No. 2018-64 with respect to the 2017 emergency call summary be received for information purposes.</p>

JDM AD DE	BB FD BK	RB YD JM	5.	<p><u>Planning and Development, Planning Division, Report No. 2018-67, Subject: Site Plan Control Handbook</u></p> <p>That the Site Plan Control Handbook attached to Planning and Development Department, Planning Division Report No. 2018-67 be approved.</p>
JDM AD DE	BB FD BK	RB YD JM	6.	<p><u>Community and Economic Development, Parks and Recreation Division, Report No. 2018-66, Subject: Summary of Comments and Changes – Updated Municipal Alcohol Management Policy</u></p> <p>That the revised Municipal Alcohol Management Policy, attached as Appendix “A” to Community and Economic Development Department, Parks and Recreation Division Report No. 2018-66, Subject: Summary of Comments and Changes - Updated Municipal Alcohol Management Policy, be approved; and</p> <p>That the appropriate by-law be presented for approval.</p>
JDM AD DE	BB FD BK	RB YD JM	7.	<p><u>Community and Economic Development, Parks and Recreation Division, Report No. 2018-65, Subject: Review of Retail Pro Shop Services at the Vale Health & Wellness Centre</u></p> <p>That the City assume the operation of pro shop services at the Vale Health & Wellness Centre; and</p> <p>That the vacated premises (the area previously occupied by the pro shop) be utilized for City purposes, the use of which shall be determined after the Director of Community and Economic Development has completed a review of operational needs at the Vale Health & Wellness Centre.</p>
JDM AD DE	BB FD BK	RB YD JM	8.	<p><u>Community and Economic Development, Parks and Recreation Division, Report No. 2018-63, Eighth Annual Port Colborne Art Crawl</u></p> <p>That the request to host the eighth annual Port Colborne Art Crawl on Saturday June 23, 2018 from 11:00 a.m. to 11:00 p.m., as submitted by the Port Colborne Art Crawl Committee, and outlined in Community and Economic Development, Parks and Recreation Division Report No. 2018-63, be approved;</p> <p>That the following roads be closed to general vehicular traffic and parking on Saturday, June 23, 2018 from 10:30 a.m. to 11:00 p.m.:</p>

	<ul style="list-style-type: none"> • West Street, from the southern limit of Clarence Street to the northern limit of Kent Street; • Clarence Street, from the eastern limit of King Street to the western limit of West Street; • Charlotte Street, from the eastern limit of King Street (with signage indicating “local traffic only”) to the western limit of West Street; <p>That emergency services, including ambulance, police and fire, and public works and public utility vehicles, be exempt from the above noted closures;</p> <p>That qualified participants of the Event be exempt from the above noted closures through the issuance of an authorized permits;</p> <p>That the Engineering and Operations Department install and retrieve road closure barricades at the predetermined locations requiring same;</p> <p>That the Community and Economic Development Department install and retrieve picnic tables at the predetermined locations requiring same;</p> <p>That the Event Organizer be responsible for installing appropriate signage at the predetermined locations stating “Art Crawl Clarence Street Temporarily Closed – 10:30 a.m. to 11:00 p.m.,”</p> <p>That the Event Organizer be responsible for ensuring road closure barricades are promptly removed and returned to the retrieval points at the conclusion of the event;</p> <p>That the restrooms at the Harbourmaster Building remain open until 11:00 p.m. for the Event;</p> <p>That a site plan be prepared and submitted to the Community and Economic Development Department for distribution to emergency services and appropriate City departments;</p> <p>That the Event Organizer file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, in advance of the Event.</p> <p>That the fee for a Noise By-law Exemption application, to be submitted to the By-law Enforcement Division, be waived.</p> <p>That the appropriate by-law be presented for approval.</p>
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Miscellaneous Correspondence				
JDM AD DE	BB FD BK	RB YD JM	9.	<p><u>Memorandum from Gina Tartaglia, Event Coordinator Re: Canal Days 2018 (Designation of Canal Days Marine Heritage Festival as a Municipally Significant Event)</u></p> <p>That the Council of The Corporation of the City of Port Colborne hereby deems the annual Canal Days Marine Heritage Festival as a municipally significant event and supports the application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.</p>
JDM AD DE	BB FD BK	RB YD JM	10.	<p><u>Memorandum from Janice Peyton, Recording Secretary, Environmental Advisory Committee Re: Letter of Support – Niagara Coastal Community Collaborative</u></p> <p>That the Council of The Corporation of the City of Port Colborne endorses the letter written by the Environmental Advisory Committee setting out the goals and actions being undertaken by the newly formed Niagara Coastal Community Collaborative (NCCC), in an effort to improve the near shore water quality along the northern shore of Lake Erie.</p>
JDM AD DE	BB FD BK	RB YD JM	11.	<p><u>Memorandum from Janice Peyton, Executive Assistance, DEO Re: Transit Advisory Committee – Support of Increase in Port Colborne Community Bus Fares</u></p> <p>That the Memorandum received from Janice Peyton, Executive Assistance, DEO on behalf of the Transit Advisory Committee Re: Transit Advisory Committee – Support of Increase in Port Colborne Community Bus Fares, be received for information.</p>
JDM AD DE	BB FD BK	RB YD JM	12.	<p><u>Ed Dujlovic, President, Ontario Chapter, Canadian Public Works Association, Director of Infrastructure and Development Services, City of Stratford Re: Request for Proclamation of National Public Works Week, May 20 - 26, 2018</u></p> <p>That the week of May 20 – 26, 2018 be proclaimed as “National Public Works Week” in the City of Port Colborne in accordance with the request received from Ed Dujlovic, President, Ontario Chapter, Canadian Public Works Association, Director of Infrastructure and Development, City of Stratford.</p>

JDM AD DE	BB FD BK	RB YD JM	13.	<p><u>Steve Bowering, VP Sales, snapd Re: Request for Proclamation of June is Seniors Month</u></p> <p>That June 1 – 30, 2018 be proclaimed as “Seniors Month” in the City of Port Colborne in accordance with the request received from Steve Bowering, VP Sales, snapd.</p>
JDM AD DE	BB FD BK	RB YD JM	14.	<p><u>Justin Bergamini, Administrative Support Assistance, Office of the Senator, Nancy Greene Raine Re: Request for Proclamation of National Health and Fitness Day 2018</u></p> <p>That the first Saturday in June be proclaimed as “National Health and Fitness Day” in the City of Port Colborne in accordance with the request received from Justin Bergamini, Administrative Support Assistance, Office of the Senator, Nancy Greene Raine.</p>
JDM AD DE	BB FD BK	RB YD JM	15.	<p><u>Dewitt Carter Public School Re: Request for Use of Picnic Tables for a School Event to be Held on June 7, 2018</u></p> <p>That the correspondence from Dewitt Carter Public School requesting the use of City picnic tables for a School Event to be held on June 7, 2018 be received, and;</p> <p>That the picnic tables be made available for their use, with arrangements for pick-up and return to be the responsibility of Dewitt Carter Public School.</p>
JDM AD DE	BB FD BK	RB YD JM	16.	<p><u>Region of Niagara Re: Review and Comments on Watershed Planning in Ontario – Guidance for Land-Use Planning Authorities (PDS Report 14-2018)</u></p> <p>That the correspondence received from the Region of Niagara Re: Review and Comments on Watershed Planning in Ontario – Guidance for Land-Use Planning Authorities, be received for information.</p>
JDM AD DE	BB FD BK	RB YD JM	17.	<p><u>Memorandum from Vance Badawey, Member of Parliament, Niagara Centre Re: Canada’s Long-Term Infrastructure Plan</u></p> <p>That the Memorandum received from Vance Badawey, Member of Parliament, Niagara Centre Re: Canada’s Long-Term Infrastructure Plan, be received for information.</p>

Outside Resolutions – Requests for Endorsement			
JDM	BB	RB	18.
AD	FD	YD	
DE	BK	JM	

Richard Rybiak, Chair Niagara Central Airport Commission Re: Niagara Central Dorothy Rungeling Airport (NCDRA): Position regarding Niagara Region Uptake of Control and Governance of NCDRA and NDA

That the following Motion be adopted by City Council:

WHEREAS the Regional Municipality of Niagara at its Regional Council meeting on September 22, 2016 approved a motion and direction to staff from the Transportation Steering Committee;

AND WHEREAS The Welland-Port Colborne Airport Act was assented to on May 7, 2006 and this act contains the following applicable section;

Under Schedule B section2 subsection 2 (b)

That the Commission shall not sell or otherwise dispose of the said airport Provided however, that the Commission may in its sole discretion sell, lease or otherwise dispose of the buildings on the said airport as the Commission may consider advisable and for sole benefit of the Commission;

And further under Schedule b subsection 2 (c)

That the Commission shall not use or permit to be used the said airport for purposes other than airport purposes and shall maintain and operate said airport as a public airport.

AND WHEREAS Schedule A of The Welland-Port Colborne Airport Act provides the following clauses governing the ongoing activities of the Commission as follows:

“And whereas pursuant to the provisions of the Municipal Act R.S.O. 1970 chapter 284, section 352, paragraph 9, bylaws may be passed for the establishment, operation, maintenance of air harbours or landing grounds, together with such other rights and powers as are contained therein;

AND WHEREAS section 254 of the Municipal A, R.S.O 1970 chapter 284 provides for the passing of by-laws by a municipality for entering into and performing any agreement with any other Council for fulfilling, executing and completing at their joint expense and for their joint benefit, any undertaking or work within the jurisdiction of the Council;

	<p>AND WHEREAS the Niagara Region is currently considering the longer-term opportunities to grow the economic impacts of these airports as Regionally managed and operated airports;”</p> <p>AND WHEREAS the Regional Municipality of Niagara (Niagara Region) has two municipally supported and funded airports, the Niagara District Airport and the Niagara Central Dorothy Rungeling Airport;</p> <p>AND WHEREAS the Niagara Central Dorothy Rungeling Airport has completed the terms of section 2, notably, “That, subject to completion of a phase 2 environmental assessment paid for by the current owners/operators, Regional staff BE AUTHORIZED to initiate detailed negotiations with the current funding partners of both the NDA and the NCDRA to transition responsibility to Niagara Region;</p> <p>AND WHEREAS there must be formal discussions between stakeholder municipalities and Niagara Region;</p> <p>NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE RESOLVES AS FOLLOWS:</p> <p>That representatives of the Niagara District Airport (NDA) and Niagara Central Dorothy Rungeling Airport (NCDA), stakeholder municipalities and the Region of Niagara commence formal discussions to finalize the assumption of the management/operational responsibilities of the NDA and NCDRA; and,</p> <p>That by all stakeholder municipalities of NCDRA adopting this resolution, the stakeholder municipalities of the NCDRA approve the formal discussions with the Region of Niagara and the NDA to see both airports managed and operated as Regional airport facilities and that the, “Framework for the Memorandum of Understanding” attached to this motion be the basis of NCDRA stakeholder municipalities terms of reference for these discussions.</p>
<p>JDM BB RB AD FD YD DE BK JM</p>	<p>19. <u>Town of Niagara-on-the-Lake Re: Funding for Local Public Libraries</u></p> <hr/> <p>That the resolution received from the Town of Niagara-on-the-Lake Re: Funding for Local Public Libraries, be supported.</p>

JDM AD DE	BB FD BK	RB YD JM	20.	<p><u>City of Thorold Re: Regarding Municipal Authority over Land Fill Projects in or Adjacent to their Municipality</u></p> <p>That the resolution received from the City of Thorold in support of Municipal Authority over Land Fill Projects in or Adjacent to their Municipality, be received for information.</p> <p>Note: At its meeting of April 9, 2018 Council supported the resolution of the Township of South Stormont Re: Request Government of Ontario to grant Municipalities the Authority regarding Approval of Landfill Projects in or adjacent to their Municipality.</p>
JDM AD DE	BB FD BK	RB YD JM	21.	<p><u>City of St. Catharines Re: Safe Drinking Water Training – Elected Municipal Officials (Resolution from Niagara Regional Council)</u></p> <p>That the resolution received from the City of St. Catharines in support of a resolution passed by Niagara Regional Council regarding Safe Drinking Water Training – Elected Municipal Officials, be supported.</p>
JDM AD DE	BB FD BK	RB YD JM	22.	<p><u>City of Toronto Re: Province of Ontario’s proposed Inclusionary Zoning Regulation - Request for Support</u></p> <p>That the resolution received from the City of Toronto Re: Province of Ontario’s proposed Inclusionary Zoning Regulation, be supported.</p>
JDM AD DE	BB FD BK	RB YD JM	23.	<p><u>Township of Baldwin Re: Enforcement of Existing Firearms Legislation and Licencing Requirements in Canada (Cancel Bill C-71)</u></p> <p>That the resolution received from the Township of Baldwin Re: Enforcement of Existing Firearms Legislation and Licencing Requirements in Canada requesting the Government to Cancel Bill C-71, be received for information.</p>
JDM AD DE	BB FD BK	RB YD JM	24.	<p><u>Municipality of East Ferris Re: Prohibited Trapping Areas</u></p> <p>That the resolution received from the Municipality of East Ferris Re: Prohibited Trapping Areas, be received for information.</p>

Responses to City of Port Colborne Resolutions			
JDM AD DE	BB FD BK	RB YD JM	<p>25. <u>Township of Wainfleet, City of Thorold, Town of Pelham Re: City of Port Colborne's Resolution regarding the Niagara Peninsula Conservation Authority Appointment Process</u></p> <p>That the resolutions received from the Township of Wainfleet, City of Thorold and the Town of Pelham in support of the City of Port Colborne's resolution regarding the request to the Region of Niagara to Immediately Replace Board Members and Establish Guidelines for the Future Recruitment of Board Members to the NPCA, be received for information.</p>
JDM AD DE	BB FD BK	RB YD JM	<p>26. <u>City of St. Catharines Re: City of Port Colborne's Resolution regarding Calling on Minister of Environment and Climate Change to Accelerate the Application for Review of Municipal Class Environmental Assessment Process</u></p> <p>That the resolution received from the City of St. Catharines in support of the City of Port Colborne's resolution regarding Calling on the Minister of Environment and Climate Change to Accelerate the Application for Review of Municipal Class Environmental Assessment Process, be received for information.</p>
JDM AD DE	BB FD BK	RB YD JM	<p>27. <u>Kathleen Wynne, Premier of Ontario Re: Correspondence regarding the City of Port Colborne's resolution concerning Landfill Projects</u></p> <p>That the correspondence received from Kathleen Wynne, Premier of Ontario regarding the City of Port Colborne's resolution concerning Landfill projects, be received for information.</p> <p>Note: At its meeting of April 9, 2018 Council supported the resolution of the Township of South Stormont Re: Request Government of Ontario to grant Municipalities the Authority regarding Approval of Landfill Projects in or adjacent to their Municipality.</p>

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

By-law No.	Title
6578/33/18	Being a By-law to Set and Levy the Rates of Taxation for City Purposes for the Year 2018
6579/34/18	Being a By-law to Adopt a Municipal Alcohol Management Policy and to Repeal Various By-laws
6580/35/18	Being a By-law to Temporarily Close Sections of Various Streets to Vehicular Traffic for the Purpose of the Eighth Annual Port Colborne Art Crawl
6581/36/18	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 May 14, 2018

The Corporation of the City Of Port Colborne

By-Law No. 6578/33/18

Being a By-Law to set and levy
the rates of taxation for City purposes
for the year 2018

Whereas the Council of The Corporation of the City of Port Colborne (hereinafter referred to as "the City") shall in each year prepare and adopt a budget including estimates of all sums it requires during the year for the purposes of the City pursuant to Section 290(1) of the *Municipal Act, 2001, S.O. 2001, C. 25* as amended, (hereinafter referred to as the "Municipal Act").

Whereas the City passed By-Law No. 6566/21/18 on the 9th day of April, 2018 which approved the 2018 Budget and amounts to be raised by tax levy.

Whereas the City shall in each year levy a separate tax rate on the assessment in each property class pursuant to Section 312 of the Municipal Act.

Whereas the Regional Municipality of Niagara by by-law, sets the tax rates, tax ratios and the tax rate reductions for prescribed property classes for the 2018 taxation year for the Regional Municipality of Niagara and Waste Management and the Province of Ontario sets the tax rates for Education purposes.

Whereas the City shall annually raise the amount required for the purposes of a Board of Management (Business Improvement Areas) pursuant to subsection 208(1) of the Municipal Act.

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

1. That the rates of taxation be based on the levy amounts set out in By-Law No. 6566/21/18 of the City of Port Colborne.
2. That in accordance with Section 312 and subsection 208(1) of the Municipal Act, the City shall levy upon the property tax classes set out below, the property tax rates applicable thereto.

PROPERTY TAX CLASSES	GENERAL RATE	DOWNTOWN DEVELOPMENT BOARD (BIA)
Residential	0.00843103	n/a
Multi-Residential	0.01660912	n/a
New Multi-Residential	0.00843103	n/a
Commercial -Occupied	0.01462699	0.00110631
-Vacant/Excess	0.01023889	0.00077442
Industrial -Occupied	0.02217360	0.00167710
- Vacant/Excess	0.01552152	0.00117397
Pipelines	0.01435045	n/a
Farmlands	0.00210776	n/a
Managed Forests	0.00210776	n/a
Farmland Awaiting Development I	0.00632327	n/a
Farmland Awaiting Development II	0.00843103	n/a

3. That the City will levy on behalf of the Port Colborne Gateway Business Improvement Area an amount of \$10,000 in accordance with By-law No. 6566/21/18. The Commercial occupied rate will be 0.00105366, with no property having an assessment of more than \$5,000 being billed less than \$125.00 or more than \$250.00.

4. That the City of Port Colborne will levy on behalf of the Region of Niagara, Waste Management and the School Boards, the rates set out in Schedule "A" attached hereto and made part of this by-law.
5. That for the year 2018, the City of Port Colborne shall levy upon the assessment of such property classes set out in Schedule "A" attached hereto, the rate of taxation pursuant to current value assessment as returned on the assessment roll from the Municipal Property Assessment Corporation.
6. That the levy provided for in Schedule "A" attached hereto shall be reduced by the amount of the interim levy for 2018.
7. That payments in lieu of taxes due to the City, the actual amount due to the City shall be based upon the assessment roll and the tax rates for the year 2018.
8. That railway rights-of-way taxes due to the City in accordance with the regulations as established by the Minister of Finance, pursuant to the Municipal Act, the actual amount due to the City shall be based on the assessment roll and the tax rates for the year 2018.
9. That in accordance with Section 343 of the Municipal Act, the demand date shall be June 12th, 2018, effective for the Residential, Commercial, Industrial, Multi-Residential, Pipelines, Farmlands, Managed Forests and Farmland Awaiting Development property classes.
10. That in accordance with Section 343 of the Municipal Act, the Treasurer shall send a bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the Treasurer, in writing, to send the bill to another address.
11. That in accordance with Section 342 and 346 of the Municipal Act:
 - (a) The payment of taxes, including local improvement assessments and other rates as taxes, to be made to the office of the Treasurer in one amount or by installments on the dates of July 3rd, 2018 and October 1st, 2018, on which the taxes or installments are due, and provide for the immediate payment of any installments if earlier installments are not paid on time. The due dates for installments, as mentioned, are effective for the Residential, Commercial, Industrial, Multi-Residential, Pipelines, Farmlands, Managed Forests and Farmland Awaiting Development property classes.
 - (b) The payment of taxes to the Municipality may also be paid by any person to any financial institution within the City of Port Colborne.
 - (c) The payment of taxes be made according to the established preauthorized payment plan on either a due date or monthly plan in the year for which the taxes are imposed to allow taxpayers to spread the payment of taxes more evenly over the year and that monthly payments be made on the 1st of the month from January to December, inclusive.
12. That in accordance with Section 347 of the Municipal Act, the Treasurer may accept part payment on account and allocate such payments in accordance with this Section.
13. That in accordance with By-Law No. 6540/107/17, a late payment charge for non-payment of taxes shall be imposed.

14. That in accordance with Section 355 of the Municipal Act, where the sum of such taxes would be less than \$5.00, the amount of actual taxes payable shall be zero.
15. Where the sum of taxes would be \$150.00 or less, the amount shall be due and payable in one installment on the same date as the first installment.
16. All monies raised, levied or collected under authority of this by-law shall be paid into the hands of the City Treasurer, to be applied and paid to such persons and corporations and in such manner as the laws of Ontario and the by-laws or resolutions of the Council direct.

Enacted and passed this 14th day of May, 2018.

John Maloney
MAYOR

Amber LaPointe
CITY CLERK

City of Port Colborne
General 2018 Tax Rates

Property Class	RTC Code	Tax Ratio	2018 Current Value Assessment	City Tax Rates	Region Tax Rates	Region Waste Mgm ^l Tax Rates	Education Tax Rates	TOTAL
Residential	RT	1.0000	\$1,512,797,576	0.00843103	0.00567079	0.00086119	0.00170000	0.01666301
Multi-Residential	MT	1.9700	\$38,593,250	0.01660912	0.01117146	0.00169654	0.00170000	0.03117712
New Multi-Res	NT	1.0000	\$600,000	0.00843103	0.00567079	0.00086119	0.00170000	0.01666301
Commercial	CT	1.7349	\$99,360,556	0.01462699	0.00983825	0.00149408	0.01090000	0.03685932
Excess Land	CU	1.7349	\$227,750	0.01023889	0.00688678	0.00104586	0.00763000	0.02580153
Vacant Land	CX	1.7349	\$2,373,978	0.01023889	0.00688678	0.00104586	0.00763000	0.02580153
Commercial Other	ST, GT	1.7349	\$14,635,800	0.01462699	0.00983825	0.00149408	0.01090000	0.03685932
Commercial New Const	XT	1.7349	\$6,911,800	0.01462699	0.00983825	0.00149408	0.01090000	0.03685932
Comm new const excess	XU	1.7349	\$1,100	0.01023889	0.00688678	0.00104586	0.00763000	0.02580153
Industrial - New Const.	JT	2.6300	\$11,059,150	0.02217360	0.01491418	0.00226493	0.01090000	0.05025271
Ind - new const excess	JU	2.6300	\$66,850	0.01552152	0.01043992	0.00158545	0.00763000	0.03517689
Industrial	IT	2.6300	\$21,336,885	0.02217360	0.01491418	0.00226493	0.01340000	0.05275271
Excess Land	IU	2.6300	\$393,650	0.01552152	0.01043992	0.00158545	0.00938000	0.03692689
Vacant Land	IX	2.6300	\$8,595,049	0.01552152	0.01043992	0.00158545	0.00938000	0.03692689
Large Industrial	LT	2.6300	\$35,056,300	0.02217360	0.01491418	0.00226493	0.01340000	0.05275271
Excess Land	LU	2.6300	\$1,523,000	0.01552152	0.01043992	0.00158545	0.00938000	0.03692689
Pipelines	PT	1.7021	\$9,991,268	0.01435045	0.00965225	0.00146583	0.01090000	0.03636853
Farmlands	FT	0.2500	\$50,878,746	0.00210776	0.00141770	0.00021530	0.00042500	0.00416575
FAD I	R1	0.7500	\$1,343,950	0.00632327	0.00425309	0.00064589	0.00127500	0.01249725
FAD II		1.0000	\$0	0.00843103	0.00567079	0.00086119	0.00170000	0.01666301
Managed Forests	TT	0.2500	\$832,709	0.00210776	0.00141770	0.00021530	0.00042500	0.00416575
			<u>\$1,816,579,367</u>					
Rounding								

Exempt Properties \$137,250,173

Property Class	RTC Code	Tax Ratio	Current Value Assessment	City Tax Rates	Region Tax Rates	Region Waste Mgm ^l Tax Rates	Education Tax Rates	TOTAL
Residential-FULL	RF	1	\$759,500	0.00843103	0.00567079	0.00086119	0.00170000	0.01666301
Residential-GEN	RG	1	\$342,800	0.00843103	0.00567079	0	0.00000000	0.01410182
Commercial-FULL	CF	1.7349	\$9,372,500	0.01462699	0.00983825	0.00149408	0.01090000	0.03685932
Commercial-GEN	CG	1.7349	\$500,000	0.01462699	0.00983825	0	0.00000000	0.02446524
Industrial-HYDRO	IH	2.63	\$75,650	0.02217360	0.01491418	0.00226493	0.01340000	0.05275271
			<u>\$11,050,450</u>					

Schedule A to By-Law 6578/33/18

City Levy	Region Levy	Waste Mgmt Levy	Education Levy	TOTAL LEVY
\$12,754,436	\$8,578,757	\$1,302,806	\$2,571,756	\$25,207,755
\$641,000	\$431,143	\$65,475	\$65,609	\$1,203,226
\$5,059	\$3,402	\$517	\$1,020	\$9,998
\$1,453,346	\$977,534	\$148,453	\$1,083,030	\$3,662,362
\$2,332	\$1,568	\$238	\$1,738	\$5,876
\$24,307	\$16,349	\$2,483	\$18,113	\$61,252
\$214,078	\$143,991	\$21,867	\$159,530	\$539,466
\$101,099	\$68,000	\$10,327	\$75,339	\$254,764
\$11	\$8	\$1	\$8	\$28
\$245,221	\$164,938	\$25,048	\$120,545	\$555,752
\$1,038	\$698	\$106	\$510	\$2,352
\$473,116	\$318,222	\$48,327	\$285,914	\$1,125,578
\$6,110	\$4,110	\$624	\$3,692	\$14,536
\$133,408	\$89,732	\$13,627	\$80,622	\$317,388
\$777,324	\$522,836	\$79,400	\$469,754	\$1,849,315
\$23,639	\$15,900	\$2,415	\$14,286	\$56,240
\$143,379	\$96,438	\$14,646	\$108,905	\$363,368
\$107,240	\$72,131	\$10,954	\$21,623	\$211,948
\$8,498	\$5,716	\$868	\$1,714	\$16,796
\$0	\$0	\$0	\$0	\$0
\$1,755	\$1,181	\$179	\$354	\$3,469
\$17,116,395	\$11,512,654	\$1,748,360	\$5,084,062	\$35,461,470
\$0	\$0	\$0	\$0	\$0
<u>\$17,116,395</u>	<u>\$11,512,654</u>	<u>\$1,748,360</u>	<u>\$5,084,062</u>	<u>\$35,461,470</u>

City Levy	Region Levy	Waste Mgmt Levy	Education Levy	TOTAL LEVY
\$6,403	\$4,307	\$654	\$1,291	\$12,656
\$2,890	\$1,944	\$0	\$0	\$4,834
\$137,091	\$92,209	\$14,003	\$102,160	\$345,464
\$7,313	\$4,919	\$0	\$0	\$12,233
\$1,677	\$1,128	\$171	\$1,014	\$3,991
<u>\$155,376</u>	<u>\$104,507</u>	<u>\$14,829</u>	<u>\$104,465</u>	<u>\$379,177</u>

The Corporation of the City Of Port Colborne

By-Law No. 6579/34/18

Being a By-Law to adopt a Municipal Alcohol Management Policy and to repeal various by-Laws

Whereas at its meeting of May 10, 1993, the Council of The Corporation of the City of Port Colborne ("Council") enacted By-law 2871/150/93, Being a By-law to Adopt a Policy Respecting a Municipal Alcohol Management Policy; and

Whereas By-law 2871/50/93 has been amended from time to time; and

Whereas at its meeting of May 14, 2018, Council approved the recommendation of Community and Economic Development, Parks and Recreation Division, Report 2018-66, Subject: Updated Municipal Alcohol Management Policy; and

Whereas Council is desirous of adopting an updated and consolidated policy governing the consumption of alcohol at municipally owned facilities; and

Whereas Council is desirous of repealing By-law 2871/150/93, and all amendments thereto;

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

1. That the Municipal Alcohol Management Policy attached hereto as Schedule "A" is hereby approved and adopted.
2. That By-law 2871/50/93, and all amendments thereto, are hereby repealed.
3. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 14th day of May, 2018.

John Maloney
Mayor

Amber LaPointe
City Clerk

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Schedule "A" to By-law 6579/34/18

THE CORPORATION OF
THE CITY OF PORT COLBORNE

ALCOHOL MANAGEMENT POLICY

History:

First enacted by **BY-LAW 2871/50/93**
May 10th, 1993
Amended by- **BY-LAW 2991/25/94**
February 14th, 1994
Amended by- **BY-LAW 3148/19/95**
February 27th, 1995
Amended by- **BY-LAW 3598/24/98**
March 9th, 1998
Amended by- **BY-LAW 3916/61/00**
May 23rd, 2000
Amended by- **BY-LAW 4090/85/01**
June 25th, 2001
Amended by- **BY-LAW 4458/131/03**
November 24th, 2003
Amended by- **BY-LAW 4607/138/04**
November 22nd, 2004
Amended by- **BY-LAW 4819/44/06**
March 27th, 2006
Amended by- **BY-LAW 5050/105/07**
September 10th, 2007
Amended by- **BY-LAW 5220/126/08**
November 24th, 2008
Amended by- **BY-LAW 6004/110/13**
October 15th, 2013

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1. PREAMBLE:

1.1 The Corporation of the City of Port Colborne (“the City”) owns and manages properties and/or facilities that, for the purpose of this policy, are categorized into the following areas:

- (a) Those where alcohol consumption is not permitted; and
- (b) Those where alcohol consumption is permitted under the authority of a Special Occasion Permit.

1.2 This policy has been adopted in order to prevent potential harms that may arise from alcohol consumption at these locations and to promote a safe and enjoyable environment for facility users.

2. POTENTIAL HARMS:

2.1 A range of potential harms can arise as a result of alcohol consumption. These harms can affect not only those consuming alcohol, but also other facility users.

2.2 Such harms include, but are not limited to the following:

- (a) injury to the person consuming alcohol or others;
- (b) police response required at a municipal property/facility;
- (c) liability arising from alcohol related injury or death;
- (d) increased insurance premiums as a result of alcohol related incidents;
- (e) loss of insurability should the insurer’s risk assessment escalate;
- (f) charges against the City or the Special Occasion Permit holder(s), under the *Liquor Licence Act*;
- (g) suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario;
- (h) vandalism and/or destruction of City property/facilities;
- (i) loss of enjoyment for those who do not consume and/or moderately consume alcohol;
- (j) complaints and/or action lodged by offended parties;
- (k) withdraw from use of City facilities by persons or groups concerned about alcohol consumption;
- (l) loss of City revenue due to reduced participation; and
- (m) increased public concern about alcohol consumption.

2.3 Such harms are generally not attributable to those who responsibly consume alcohol and to those who observe the rules regarding alcohol consumption. Generally, the majority of such harms arise when persons engage in four unsafe alcohol consumption practices:

- (a) Drinking to the point of intoxication;
- (b) Drinking and driving;

- (c) Underage drinking; and
- (d) Drinking in prohibited areas.

2.4 Preventing engagement in such practices will correspondingly diminish the occurrence of alcohol related harms. This policy will be minimally intrusive to those that do not engage in the unsafe consumption of alcohol. This policy does not inhibit the legal and responsible consumption of alcohol.

3. **PURPOSE:**

3.1 As the owner and operator of the properties and facilities outlined herein, the City has a responsibility to promote the responsible use of alcohol at special events. The City must also take appropriate initiatives to protect itself from liability associated with the consumption of alcohol on City properties and/or facilities.

3.2 This policy has been adopted in order to prevent the occurrence of alcohol related harms and to preserve and protect the public's enjoyment of City properties and facilities. By reducing the potential for alcohol related harms, the City concurrently reduces a user's loss of enjoyment of City facilities, and minimizes the risk of injury and death, and the risk of liability.

3.3 To this end, this policy establishes methods intended to reduce engagement in the unsafe consumption of alcohol, as outlined above.

4. **LICENSED FACILITIES:**

4.1 The following City facilities are designed as being eligible for hosting a Special Occasion Permit ("SOP") function:

- (a) Vale Health & Wellness Centre, 550 Elizabeth Street;
- (b) Sugarloaf Harbour Marina, 3 Marina Road;
- (c) Port Colborne Historical and Marine Museum, 280 King Street;
- (d) Roselawn Centre for the Arts, 296 Fielden Avenue, (Licence No. 40291);
- (e) Port Colborne Municipal Offices, 66 Charlotte Street;
- (f) Port Colborne Engineering & Operations Centre, 1 Killaly Street West;
- (g) Port Colborne Fire Hall, 3 Killaly Street West;
- (h) Fire Station No. 2, 126 Bell Street;
- (i) Port Colborne Bocce Club, 550 Elizabeth Street.
- (j) Port Colborne Visitor Information Centre, 6 Main Street West;
- (k) Bethel Community Centre, 2703 Chippawa Road;
- (l) Sherkston Community Centre, 4893 Sherkston Road;
- (m) Port Colborne Tennis Club Building, 41 Helen Street;
- (n) Port Colborne Lion's Field Park, 148 Killaly Street West;
- (o) Municipal Street Events (various locations, as approved by Council); and
- (p) Parks and Pavilions (various locations, as approved by Council).

4.2 The following City owned properties and/or facilities shall not be used to host SOP events:

- (a) Nickel Beach, as it is owned by Vale Canada Ltd., and it is against the company's corporate policy.
- (b) Westside Arena Baseball Fields, as it is a youth user oriented facility.

4.3 Eligible facilities known as the Bethel Community Centre, Sherkston Community Centre, and Port Colborne Visitor Information Centre are permitted to host SOP functions, as the management organization/group/City of Port Colborne, Council deems acceptable.

5. **CONTROLS:**

5.1 In order to be eligible to utilize a City owned property and/or facility for a SOP function, the SOP Permit Holder must demonstrate to the satisfaction of the Department Director, or designate, that there are sufficient controls in place to prevent intoxicated or rowdy patrons from entering the event.

5.2 Further, the SOP Permit Holder must ensure that any intoxicated and/or rowdy patrons shall be refused service and shall be removed safely from the event, forthwith.

5.3 For the purpose of establishing and maintaining control, as outlined above, the Permit Holder shall be responsible for implementing and ensuring compliance with the following controls :

- (a) The person(s) whose name(s) appear on the SOP (the "Permit Holder") (being the person(s) responsible for the event) may identify a designate(s), however in doing so, the names of such designate(s) shall appear on the SOP, and such person(s) shall be made known to the City.
Individuals/groups named on Special Occasion Permits and facility owners are responsible for the safety and sobriety of the people attending the event.
- (b) The Permit Holder and/or designate(s) shall possess a valid Smart Serve Certification.
- (c) The Permit Holder and/or designate(s) shall be present throughout the SOP event.
- (d) The Permit Holder and/or designate(s) shall familiarize themselves and comply with all requirements specified in the Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario ("AGCO").

- (e) The SOP shall be posted in a conspicuous location at all times during the event, shall be readily available for presentation upon request by AGCO inspectors or police officers.
- (f) The only identification accepted for the purpose of establishing a patron's age shall be: valid provincial Driver's Licence, or out-of-province photo driver's licence, valid Passport, Government Issued Military Card, Canadian Citizenship Card (including Native Status Card), and/or photo identification issued by the AGCO.
- (g) The sale of alcoholic beverages shall be by ticket and the number of alcoholic beverages permitted to be purchased by one (1) person at any one time shall be limited to two (2), unless other restrictions specific to the event are established by the AGCO, in which case adherence shall be to that limit. Glass containers shall not be used for serving beverages at an SOP function.
- (h) At the time of purchase, servers shall open all alcoholic beverages prior to proffering same to the patron.
- (i) At least two (2) persons shall supervise all entrances, and at least one (1) person shall supervise exits. Those supervising the entrances and exits shall be the age of majority. Monitors shall not consume alcohol prior to or while undertaking their duties at the event.
- (j) For licensed venues with a capacity over 2,000 people, floor monitors shall be provided, including an appropriate number of licensed security guards and Special Duty Police Officers, with a minimum ratio of one (1) per two hundred participants.
- (k) All monitors shall be nineteen (19) years of age or older and shall hold a valid Smart Serve Certification.
- (l) Prepare and maintain a list that includes the names and Smart Serve Identification numbers, of all monitors and servers. This list shall be submitted to the Department Director, or designate, at the time the application for the special event is submitted to the City. This list shall be posted during the event in the same location as the SOP.
- (m) In accordance with the rules and regulations of the AGCO, in the case where the designated area must be enclosed by fencing, a minimum of one (1) monitor shall be utilized to "patrol" the area outside of the fenced area.
- (n) Staff and/or volunteers responsible for selling tickets to patrons for the purchase of alcohol must possess a valid Smart Serve Certification.

- (o) Those identified by this policy as requiring Smart Serve Certification shall carry their Smart Serve Identification Card on their person, at all times during the event.
- (p) “Last call” announcements are not permitted and shall not be made.
- (q) Any incident and/or occurrence that could reasonably be expected to endanger the health and safety of a patron or other participant, whether it be on or off the event premises, shall be the responsibility of the Permit Holder.
- (r) In the case where the AGCO provides approval under the SOP Permit for persons under the age of majority (“minors”) to be present within the designated area identified under the Permit, single fencing with a minimum height of four (4) feet shall be securely erected
- (s) In the case where the AGCO, under the SOP Permit, indicates that minors are not allowed to be present within the designated area identified under the Permit, double fencing with a minimum height of four (4) feet, shall be securely erected.
- (t) Food shall be available for patrons at all times when alcohol is being served and at no greater price than the cost to purchase alcoholic beverages. Further, non-alcoholic beverages shall be available at all times and at no greater price than the cost to purchase alcoholic beverages.
- (u) Thirty (30) percent of the total amount of beer and draft beer available for sale shall be classified as “light” beer, and notice of same shall be posted.
- (v) Ensure adequate lighting is provided for the event, signs are visible, and stairs are clear. Adequate and accessible washroom facilities shall be available on site. As the occupier of the premises, the Permit Holder is required to ensure the physical setting is safe for persons who are and are not consuming alcohol. The Permit Holder may be held liable if an accident occurs due to the physical set-up of the event.
- (w) The Permit Holder shall ensure signs are displayed, near the serving area, indicating the following:
- It is a Provincial Offense to serve an intoxicated person, or serve anyone to the point of intoxication.
 - Provisions of the *Liquor Licence Act* authorize servers to cut off over indulgent consumers.
 - The Permit Holder has the right to refuse admittance to persons who are under the age of majority.

- (x) In the event a patron is intoxicated and/or sales have stopped to the patron, the patron shall be escorted out of the designated area and event. The patron shall then be left in the responsibility of someone who has not consumed alcohol. The Permit Holder and/or designate shall record such an occurrence in a logbook. Police may be called to assist in managing intoxicated or rowdy patrons.
- (y) The Permit Holder is responsible for ensuring at all times that no violation of the Criminal Code occurs within the licensed area. This includes, but is not limited to: drunkenness, violence, use of narcotics, mischief, nudity, lewd or lascivious action, defecation outside designated washroom areas, throwing objects, spitting at or on others, pick pocketing or theft, possession of concealed weapons, uttering threats, or trespass in restricted areas.

6. **RATIONALE:**

- 6.1 In accordance with the *Occupiers Liability Act*, special event participants must be protected from foreseeable harm.
- 6.2 Relevant case law: *Jacsonson v. Kinsmen Club of Nanaimo (1976) - Kinsmen Club of Nanaimo* sponsored a beer party in a large arena. During the party, patrons climbed one of the support beams. One patron lost his grip on the beam and fell onto the plaintiff, knocking him unconscious. Although thirty volunteers were supervising the event, the only step taken to discourage the climbers were shouts from certain volunteers. The court found that the Club breached its statutory obligation as an occupier by failing to prevent the patrons from climbing.

7. **STATEMENT OF INTOXICATION:**

- 7.1 The use of City owned property and/or facilities is primarily for the purpose of public enjoyment, recreation and social gatherings. An SOP event shall not pose an unreasonable risk to public safety, the public interest and the public, nor any unreasonable risk of non-compliance with the *Liquor Licence Act* or this policy.
- 7.2 It is against the *Liquor Licence Act* for licensed establishments to serve customers to the point of intoxication.
- 7.3 Servers in City facilities are required to obey the law and not serve anyone to the point of intoxication.
- 7.4 Should a patron wish to purchase a non-alcoholic beverage, they may request a soft drink, coffee or other alternative. Should a patron wish to purchase a smaller portion of alcohol, they may request a beer, cooler or other beverage with a lower alcohol content.

7.5 Should a breach of the *Liquor Licence Act* or the provisions of this policy be observed, or if there is an immediate threat to public safety, the Department Director, an AGCO inspector, or a police officer may revoke an SOP while the event is underway.

8. PENALTY:

8.1 An individual or group bringing alcohol onto designated municipal properties must have a SOP.

8.2 Permit Holders violating City policy and procedures and/or the *Liquor Licence Act* may be refused future rental privileges.

8.3 Future rentals to such individuals or groups will depend on them demonstrating to the Department Director or designate and/or City Council that all the rules will be followed at all future functions.

8.4 Policy violators will be penalized so as not to jeopardise the use of the facility by other responsible organizations or individuals. The AGCO has the authority to refuse to issue an SOP for a particular premise if there has been evidence that the laws have been violated during the event.

9. ACCOUNTABILITY:

9.1 Signs must be posted at all SOP events informing the public where they can direct their concerns. The sign will name the sponsor of the event, the name of the Permit Holder and the addresses and telephone number of the City's Community & Economic Development Department, the Niagara Regional Police, and the AGCO.

9.2 There shall be the uniformity in the signs outlining:

(a) Event Sponsor

(b) Name of Special Occasion Permit Holder

(c) Community & Economic Development Department, City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario L3K 3C8
(905) 835-2900

(d) Niagara Regional Police Service
501 Fielden Avenue
Port Colborne, Ontario
(905) 735-7811 ext. 3270

- (e) Alcohol And Gaming Commissions Of Ontario
55 Lakeshore Boulevard East
Toronto, Ontario
(416) 326-0431

9.3 It is not always possible for the police and Liquor Licence Inspectors to check on Special Occasion Permit functions. Therefore, the sign serves notice to the Permit Holder that while enforcement personnel may not attend the event, concerned participants will know where to lodge a complaint.

10. **APPLICATIONS – CONDITIONS OF APPROVAL:**

- 10.1 When considering endorsement of a Liquor Licence Application submitted to the AGCO, recommended approval by the City shall be contingent on the event sponsor agreeing, in writing, to conditions including, but not limited, to the following:
- (a) Adherence to the City's Alcohol Management Policy.
 - (b) Certificate of Liability Insurance, naming the City as an additional insured (and any other applicable parties), in the amount of five million dollars.
 - (c) Site plan drawing of the footprint of the facility or venue where alcohol will be served (including a depiction of fencing, security/police locations, entrances and exits).
 - (d) Adherence to the *Liquor Licence Act* and the Rules and Regulations of the AGCO.

11. **PROMOTION:**

- 11.1 Once endorsed by the City, a presentation to the community will be set up. All previous event sponsors will be sent a letter recommending attendance, as it may affect future events sponsored by them.
- 11.2 The general public will be invited to attend through media advertisement.
- 11.3 All of the reviewing members of this policy will be present.

12. **SIGNS:**

- 12.1 Signage shall be posted at each venue where alcohol is being served.
- 12.2 Signage that is required by the AGCO and the *Liquor Licence Act* must be adhered to and posted at:
- (a) All entrances
 - (b) All serving locations
 - (c) All ticket sales locations, if applicable
 - (d) All exits

12.3 Depending on the final designation sign size (minimum of 24 inches wide by 14 inches high).

12.4 Examples of signage is as follows:

Example 1:

NO ALCOHOLIC BEVERAGES PERMITTED
-Minimum 3 inches height-

VIOLATORS IMMEDIATLEY FORFEIT ALL RIGHTS
TO USE FACILITY
Minimum 2 inches height-

Example 2:

ALCOHOLIC BEVERAGES BY PERMIT ONLY
-Minimum 3 inches height-

VIOLATORS IMMEDIATLEY FORFEIT ALL RIGHTS
TO USE FACILITY
-Minimum 2 inches height-

13. **SAFE TRANSPORTATION:**

13.1 Only individuals, groups or organizations implementing a safe transportation strategy involving a designated driver program, combined with an additional alternate home transportation option (to prevent intoxicated participants from driving) shall be permitted rental/use privileges of facilities for SOP functions.

13.2 The City assumes no liability with any third party safe transportation means or services.

Examples:

- ✓ Designated Drivers Program to be advertised at the event
- ✓ Designated Drivers to be identified to servers and monitors
- ✓ Designated Drivers to receive free or low cost non-alcoholic drinks (i.e. coffee, pop, water)
- ✓ Intoxicated person(s) to be driven home by a sober friend whom will assume the responsibility of the intoxicated person(s) and shall be documented by the Permit Holder and/or designate, as outlined above.

14. TRAINING:

14.1 To be eligible for a facility rental for a SOP function, the sponsor must demonstrate to the satisfaction of the Department Director or designate, that the person signing the SOP, and all servers, floor and door monitors, ticket sellers and takers have completed the Smart Serve Ontario Certification training through the Hospitality Industry Training Organization of Ontario, or an equivalent course as endorsed by the AGCO (note: a serving Police Officer is considered to have the equivalent of a Smart Serve).

15. INSURANCE:

15.1 Individuals or group sponsoring a SOP function at a City owned property and/or facility, as previously listed, must provide the Department Director or designate, at least two (2) weeks prior to the event, a copy of the Certificate of Liability Insurance, naming the City (and any other applicable parties) as an additional insured, in the amount five million dollars.

16. NOISE:

16.1 The playing of music either by band, DJ, radio, or other form at events held outdoors, sanctioned by a SOP on City owned property MUST apply for and receive a Noise Variance, by application to the By-law Enforcement Division.

17. MUNICIPAL ALCOHOL POLICY REVIEWING MEMBERS:

Reviewing Member:

Chief Administrative Officer
City Clerk
Event Coordinator
Fire Prevention Officer
Staff Sergeant
Inspector

Organization:

City of Port Colborne
City of Port Colborne, Corporate Services
City of Port Colborne, Community & Economic Development
City of Port Colborne, Fire Department
Niagara Regional Police Services, District 6
Alcohol and Gaming Commission of Ontario

**CITY OF PORT COLBORNE
SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

Name of Team/Group/Organization/Individual/Event: _____

Name of Contact Person: _____

Phone: _____ Email: _____

CERTIFICATION:

1. The Permit Holder has received and reviewed a copy of the Municipal Alcohol Management Policy.
2. The Permit Holder agrees to adhere to the conditions of this policy and the *Liquor Licence Act*.
3. The Permit Holder understands that is an infraction of the policy occurs, the City of Port Colborne may refuse future rentals. The length of the suspension will be determined by the municipality.
4. The Permit Holder understands they can be held liable for injuries and damage arising from failing to adhere to the *Liquor Licence Act*, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit Holder understands that the Police and/or a Liquor Licence Inspector can lay charges for infractions of the *Liquor Licence Act* or other relevant legislation.

Signature

Date

OFFICE USE ONLY

S.O.P. Permit No.

MUNICIPAL APPROVAL DATE (by resolution)

Agreement received by: _____
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

Date: _____

RESPONSIBILITIES OF SPECIAL OCCASIONS PERMIT HOLDER:

As the contact person of a Special Occasion Permit, your group can be held liable, among other things, for injuries and damages arising from failing to adhere to the *Liquor Licence Act*. These conditions include serving someone to intoxication, serving someone who is already intoxicated, serving a minor and failing to prevent impaired individuals from driving.

The City suggest that organizations pass by-laws specifically indemnifying directors for the costs arising from any law suits that might arise out of their work as a Director.

A typical by-law might read as follows:

The Board of Directors shall indemnify all Directors or Officers for any expenses they might incur in the course of the defending themselves from, or from any damages arising from any legal actions taken against the Directors or Officers from any acts or omissions undertaken on behalf of the Board of Directors.

While such a by-law might make a director feel more comfortable, it must be kept in mind that indemnification may serve little purpose if the organization does not have the funds necessary to indemnify. While indemnification provisions may protect directors in areas where directors liability will not (see Director's Liability, below), the Board does not likely have the power to indemnify a director against any and all acts that they might to in their capacity as director.

While indemnification by-laws are not pointless, directors are better served by making sure the organization has adequate insurance coverage.

RATIONALE

It is illegal for a non-profit organization to reimburse its members for expenses incurred through lawsuits unless so permitted by the organizations By-Law. The use of Off Duty Police Officers shall be recommended at events that are warranted.

CITY OF PORT COLBORNE AND
SPECIAL OCCASION PERMIT HOLDER

EVENT EVALUATION FORM

(To be completed by the Event Holder and the Municipal Staff Designate)

- 1) Name of Event: _____
- 2) Location of Event: _____
- 3) Date(s) of Event: _____
- 4) Time(s) for Alcohol Service: _____

5) Inventory Control:

Product	Quantity	Size/Kind (bottle/can/tallboy/draft)	Purchased	Sold
Beer				
Light Beer				
Liquor				
Wine Red				
Wine White				
Coolers				
Kegs				
Other				

6) Types of Non-Alcoholic Beverages being served: (check all that apply)

- Water Pop Juice Coffee/Tea Other

7) Estimate number of paid participants attending and/or participating: _____

8) Estimate number of minor attending and/or participating: _____

9) Were there any areas of the facility that were difficult to monitor? If yes, explain briefly.

Exits: No

Yes _____

Entries: No
 Yes _____

Washrooms: No
 Yes _____

Parking Lot(s): No
 Yes _____

10) Do you feel there were sufficient monitors in place?

No Yes

11) If you did not employ off-duty police officers, do you now feel that they would have been of benefit?

No Yes

Name of Event Person Completing This Evaluation:

Name of Person

Signature of Person

**Your evaluation form must be returned to the City of Port Colborne,
Community & Economic Development Department no later than 48 Hours after the
completion of your event.**

The Corporation of the City of Port Colborne

By-law No. 6580/35/18

Being a By-law to temporarily close sections of various streets
to vehicular traffic for the purpose of the eighth annual
Port Colborne Art Crawl

Whereas at its meeting of May 14, 2018, the Council of The Corporation of the City of Port Colborne ("Council") approved the recommendation of Community and Economic Development, Parks and Recreation Division, Report No. 2018-63, Subject: Eighth Annual Port Colborne Art Crawl; and

Whereas the municipality has jurisdiction, as defined in Section 28 of the *Municipal Act, 2001, S.O. 2001, c.25*, over the highways known as West Street, Clarence Street, King Street, and Charlotte Street; and

Whereas the municipality is granted the power under Sections 11(3) and 27(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to pass by-laws with respect to highways within its jurisdiction and to close a highway temporarily for any purpose specified in the by-law; and

Whereas Council is desirous of closing temporarily sections of specified streets to vehicular traffic for purpose of the eighth annual Port Colborne Art Crawl;

Now therefore the Council of the Corporation of the City of Port Colborne Enacts as Follows:

1. That in this By-law "Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine and any vehicle drawn, propelled or driven by any kind of power including muscular power.
2. No person shall park a vehicle to situate on the highways or portions thereof as set out in Schedule "A" attached hereto and made part of this By-law at any time during the hours of 10:30 a.m. to 11:00 p.m. on June 23, 2018.
3. The highways or portions thereof as set out on Schedule "A" attached hereto and made part of this by-law shall be closed to vehicular traffic during the hours of 10:30 a.m. to 11:00 p.m. on June 23, 2018.
4. No person shall permit or cause to permit any vehicle to be driven on the streets or portions of streets as set out in Schedule "A" attached hereto and made part of this by-law during the hours of 10:30 a.m. to 11:00 p.m. on June 23, 2018.
5. The provisions of this by-law shall not apply to ambulances, police or fire service vehicles or public utility emergency vehicles, authorized event vehicles, authorized permit vehicles, or any other vehicles required in the case of emergency.
6. Any person violating the provisions this by-law shall be guilty of an offence and subject to the penalty of not more than \$5,000.00 exclusive of costs to be collected pursuant to the provisions of the *Provincial Offences Act*.
7. This By-law shall take effect on the date and times prescribed and on the placing of proper barricades and signs.

Enacted and passed this 14th day of May, 2018.

John Maloney
Mayor

Amber LaPointe
City Clerk

Schedule "A" to By-law No. 6580/35/18

<u>Highway</u>	<u>From</u>	<u>To</u>
West Street	Southern limit of Clarence Street	Northern limit of Kent Street
Clarence Street	Eastern limit of King Street	Western limit of West Street
Charlotte Street	Eastern limit of King Street	Western limit of West Street

The Corporation of the City of Port Colborne

By-Law No. 6581/36/18

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 May 14, 2018.

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council;

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 May 14, 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 14th day of May, 2018.

John Maloney
Mayor

Amber LaPointe
City Clerk

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City of Port Colborne

DATE: May 14, 2018

MOVED BY COUNCILLOR

SECONDED BY COUNCILLOR

WHEREAS public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario;

AND WHEREAS these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from provincial and municipal governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens;

AND WHEREAS it is in the public interest for the citizens, civic leaders and children in Canada to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities;

AND WHEREAS the year 2018 marks the 58th annual National Public Works Week sponsored by the American Public Works Association and Canadian Public Works Association be it now;

NOW THEREFORE, I, Mayor, John Maloney, proclaim the week May 20 -26, 2018 as "**National Public Works Week**" in the City of Port Colborne.

I urge all our people to join with representatives of the Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

John Maloney
MAYOR

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City of Port Colborne

DATE: May 14, 2018

MOVED BY COUNCILLOR

SECONDED BY COUNCILLOR

WHEREAS the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;

AND WHEREAS it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;

AND WHEREAS many local governments in Canada have public facilities to promote the health and fitness of their citizens;

AND WHEREAS the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;

AND WHEREAS the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;

AND WHEREAS Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;

AND WHEREAS Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;

AND WHEREAS declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

NOW THEREFORE, I, Mayor, John Maloney, proclaim the first Saturday in June as "**National Health and Fitness Day**" in the City of Port Colborne.

John Maloney
MAYOR

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City of Port Colborne

DATE: May 14, 2018

MOVED BY COUNCILLOR

SECONDED BY COUNCILLOR

WHEREAS Seniors' Month is an annual province-wide celebration;

AND WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

AND WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

AND WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

AND WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

AND WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

NOW THEREFORE, I, Mayor, John Maloney, proclaim June 1 – 30, 2018 as “**Seniors' Month**” in the City of Port Colborne and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

John Maloney
Mayor

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**City of Port Colborne
Special Council Meeting 09-18
Minutes**

Date: April 16, 2018

Time: 6:30 p.m.

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

Members Present: B. Butters, Councillor
A. Desmarais, Councillor
Y. Doucet, Councillor
D. Elliott, Councillor
B. Kenny, Councillor
J. Maloney, Mayor (presiding officer)
J. Mayne, Councillor

Absent: R. Bodner, Councillor (due to vacation)
F. Danch, Councillor (due to vacation)

Staff Present: A. LaPointe, Manager of Legislative Services/City Clerk
C. Lee, Director of Engineering & Operations
S. Luey, Chief Administrative Officer
P. Senese, Director of Corporate Services
D. Suddard, Environmental Compliance Supervisor

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

1. Call to Order:

Mayor Maloney called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

No. 54 Moved by Councillor J. Mayne
Seconded by Councillor A. Desmarais

That the agenda dated April 16, 2018 be confirmed, as
circulated or as amended.
CARRIED.

4. **Disclosures of Interest:**

Nil.

5. **Delegations:**

Nil.

6. **Items for Consideration:**

1. **Corporate Services, Finance Division, Report No. 2018-52, Subject: Proposed 2018 Water and Wastewater Rates**

The Director of Corporate Services provided a presentation regarding the proposed water and wastewater rates, as outlined in Corporate Services Department Report No. 2018-52, Subject: Proposed 2018 Water and Wastewater Rates. A copy of the presentation is attached.

No. 55 Moved by Councillor A. Desmarais
Seconded by Councillor B. Butters

That the 2018 Water and Wastewater Rates be approved as follows:

Water Usage Rate	\$ 1.274	per m ³
Water Service Fixed Charge	\$ 369.33	annual fixed rate
Wastewater Usage Rate	\$ 1.295	per m ³
Wastewater Service Fixed Charge	\$ 471.98	annual fixed rate; and

That the 2018 Water and Wastewater budgets as presented in Corporate Services Department, Finance Division Report 2018-52, be approved; and

That the Water and Wastewater Rates by-laws be approved.

CARRIED.

7. **Consideration of By-laws:**

No. 56 Moved by Councillor J. Mayne
Seconded by Councillor A. Desmarais

That the following by-laws be enacted and passed:

- 6568/23/18 Being a By-Law to Amend By-Law No. 3151/22/95, as Amended, Being a By-Law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates
- 6569/24/18 Being a By-Law to Amend By-Law No. 3424/6/97, as Amended, Being a By-Law for the Imposition and Collection of Sewage Service Rates and Sewer Rates
- 6570/25/18 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 Special Meeting of April 16, 2018

CARRIED.

8. Adjournment:

No. 57 Moved by Councillor A. Desmarais
Seconded by Councillor Y. Doucet

That the Council meeting be adjourned at approximately
8:24 p.m.

CARRIED.

John Maloney
Mayor

Amber LaPointe
City Clerk

AL/

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4/10/2018
RE: Water Budget

Dear Councilors Desmarais / Doucet

In light of the upcoming Water Budget I would like you to consider a few points.

As we all know Port Colborne has the highest fixed Water-Wastewater costs in the Niagara region.

Factoring in the fixed costs for water and waste water, low water users in Port Colborne are paying a considerable higher amount for Water and Wastewater per m³ compared to high water users .

For example a household that uses 50 m³ per 3month pays effectively \$ 2.92 per m³ of Water and \$ 3.30 per m³ for Wastewater.

A household that uses 20 m³ (more than likely seniors and single parents) in the same time frame pays \$ 5.56 per m³ for Water and \$ 6.38 per m³ for Wastewater.

As to not skew the cost in disfavor of the low user even more, all the required increases in the new budget should be applied to the Water and Wastewater Consumption Rates

Best regards,
Horst Jakob

18 Athoe St.
Tel 2898369447
hjakob_@execulink.com

The City of Port Colborne

2018

PROPOSED WATER AND WASTEWATER
BUDGET AND RATES

4/16/2018

1

Issues Affecting 2018 Budget

- 2017 water deficit funded – budgeted capital not allocated to capital reserves
- 2017 wastewater deficit funded – budgeted capital not allocated to capital reserves
- Increasing annual capital allocation of funds by 2% to 5% - no increase in 2018
- Increased costs and decreasing revenues which are not meeting budgeted revenue
- Actual annual water sales not meeting projected annual revenue - \$500,000 - usage rates too low

2

Issues Affecting 2018 Budget

- Potentially higher unaccounted for water than expected and budgeted
- Wastewater flows are very unpredictable – extraneous flows are high mainly due to weather
- Wastewater revenues currently not enough to cover all expenses – rates are too low
- More extensive Storm Sewer Systems may reduce sources of extraneous flows

3

Issues Affecting 2018 Budget

- Industrial facilities reducing/eliminating wastewater flows – from 50% to 6%
- Impacts rates to generate revenues required for the cost of unaccounted for wastewater
- Major industrial customer came off the wastewater system in 2017 - \$600,000 – 2018 effect is \$900,000
- Actual annual wastewater sales not meeting projected annual revenues - \$1,000,000 - usage rates too low
- New 10 year Water Financial Plan required in 2019

4

Mitigation of Changes

- Phasing in actual unaccounted for water and wastewater
- Phasing in known sales revenue shortfalls
- Reducing operating expenses for water (\$45,000) and wastewater budgets (\$34,500)
- No increase to capital contributions
- Phasing in the addition of one Certified Water/Wastewater Operator to operating budget – last quarter of the year (3 months)
- Applying Wastewater rate stabilization reserve to capital for \$300,000

5

Base Operating Budget Water and Wastewater

- ❖ Total annual increase to an average residential user is \$33.80 or \$2.82 a month – 2.37%
- Water fixed and usage increase – 3.00%
Annual increase is \$20.19 or \$1.68 a month
- Wastewater fixed and usage increase – 1.81%
Annual increase is \$13.61 or \$1.14 a month

4/16/2018

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Operating Budget Water and Wastewater (with all proposed changes)

- ❖ Total annual increase to an average residential user
is \$119.12 or \$9.93 a month – 8.36%
- Water fixed and usage increase – 6.80%
Annual increase is \$45.72 or \$3.81 a month
- Wastewater fixed and usage increase – 9.75%
Annual increase is \$73.40 or \$6.12 a month

4/16/2018

7

Operating Budget Comparison Water and Wastewater

	Annual Budget Increase with Changes	Annual Base Budget Increase	Annual Increase to Base Budget	Increase per Month
Water	\$45.72	\$20.19	\$25.53	
Wastewater	\$73.40	\$13.61	\$59.79	
Total	\$119.12	\$33.80	\$85.32	\$7.11

8

Water Operations

Usage Rates

- Usage rate increase \$1.173 to \$1.274 – 8.57%
- Water Financial Plan rate for 2018 – \$1.340
- Ave annual increase - \$27.51 or \$2.29 a month

Fixed Service Charge

- Capital rate increase \$351.12 to \$369.33 – 5.18%
- Ave annual increase - \$18.21 or \$1.52 a month

Blended Change

- Water fixed and usage increase – 6.80%
- Annual increase is \$45.72 or \$3.81 a month

4/16/2018

9

Water Operations

- Regional water purchase increase - \$51,405 to \$2,316,757 (47.46% of budget)
- City operating decrease - \$21,662 at \$1,347,026 (27.59% of budget)
- City capital increase - \$22,161 (new debenture) to \$1,217,730 (24.95% of budget)
- Non billable water loss between 27% & 40% - budgeted 36% from 30% in 2017
- 3 year average increased 17,120m³ to 3,085,923m³
- Budgeted fixed costs at 48.5%
- Budgeted Regional costs fixed at 51.7%

4/16/2018

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Water Rates Comparison for 2018

	Water Financial Plan	Proposed Rates
Usage Cost per m3	1.340	1.274
Annual Usage Cost - 0.75 m3 per day	366.83	348.76
Annual Fixed Charge	<u>341.43</u>	<u>369.33</u>
Total Annual Cost	708.26	718.09

4/16/2018

11

Water Rate Calculation

	Total Costs	Consumption Costs	Fixed Costs
Amortization/Capital	497,320		497,320
Rate Stabilization/Capital	285,930		285,930
Contract Services	133,600	133,600	
Salaries and benefits	688,565	688,565	
Regional Water Purchases	2,316,757	1,117,845	1,198,912
Interdepartmental			
Administration	257,620	188,407	69,213
Fleet Charges	60,197	60,197	
Long term debt	88,116		88,116
New Long term debt	346,364	120,320	226,044
General Admin	46,030	46,030	
Materials and supplies			
Utilities and telephone	7,910	7,910	
Repairs and Maintenance	120,000	120,000	
Materials, parts and supplies	49,854	49,854	
Other	16,850	16,850	
Small Tools/Equipment	14,000	14,000	
	4,929,113	2,563,578	2,365,535
Other Revenues	- 47,600 -	47,600	-
	<u>4,881,513</u>	<u>2,515,978</u>	<u>2,365,535</u>
Estimated Annual Water Sold - m3		1,974,991	
Total Customers			6,405
Water Usage Rate		1.274	
Annual Water Service Fixed Charge			369.33

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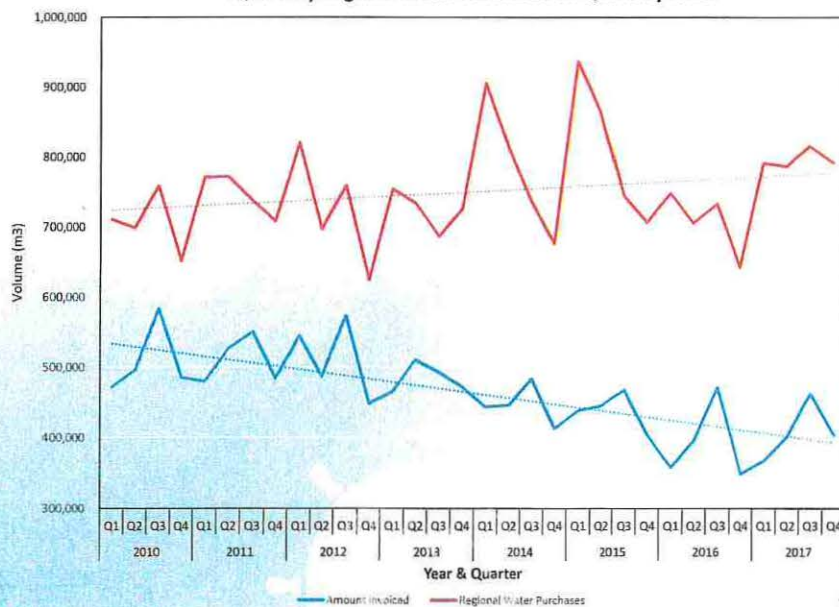
Water Capital Program

- Current contributions - \$1,217,730
- Proposed annual increase of \$ NIL
- Added 2017 debenture payment of \$22,161
- Annual requirement based on replacement cost is \$2.3 million

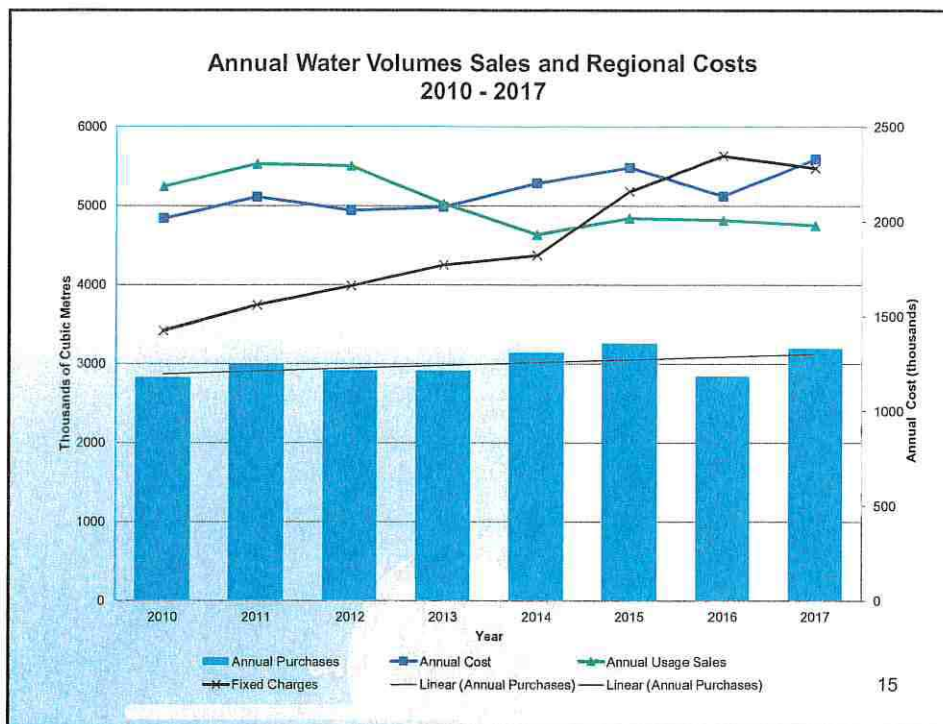
4/16/2018

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Quarterly Regional Water Purchases vs. Quarterly Billed



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Wastewater Operations

Usage Rates

- Usage rate increase \$1.250 to \$1.295 – 3.56%
- Ave annual increase - \$12.18 or \$1.02 a month

Fixed Service Charge

- Capital rate increase \$410.76 to \$471.98
- Ave annual increase - \$61.22 or \$5.10 a month

Blended Change

- Wastewater fixed and usage increase – 9.75%
- Annual increase is \$73.40 or \$6.12 a month

Wastewater Operations

- Regional fixed cost decrease - \$95,586
to \$3,909,663 (71.0% of budget)
- City operating decrease - \$15,025
to \$845,795 (15.3% of budget)
- City capital increase - \$1,017
to \$751,930 (13.7% of budget)
- Regional 3 year rolling average of flows – decreased
266,000 m³ from 4,200,000 m³
- 3 year average at 3,934,000 m³
- Non billable flows estimated between 35% and 50% -
budgeted 56% from 35% in 2017

4/16/2018

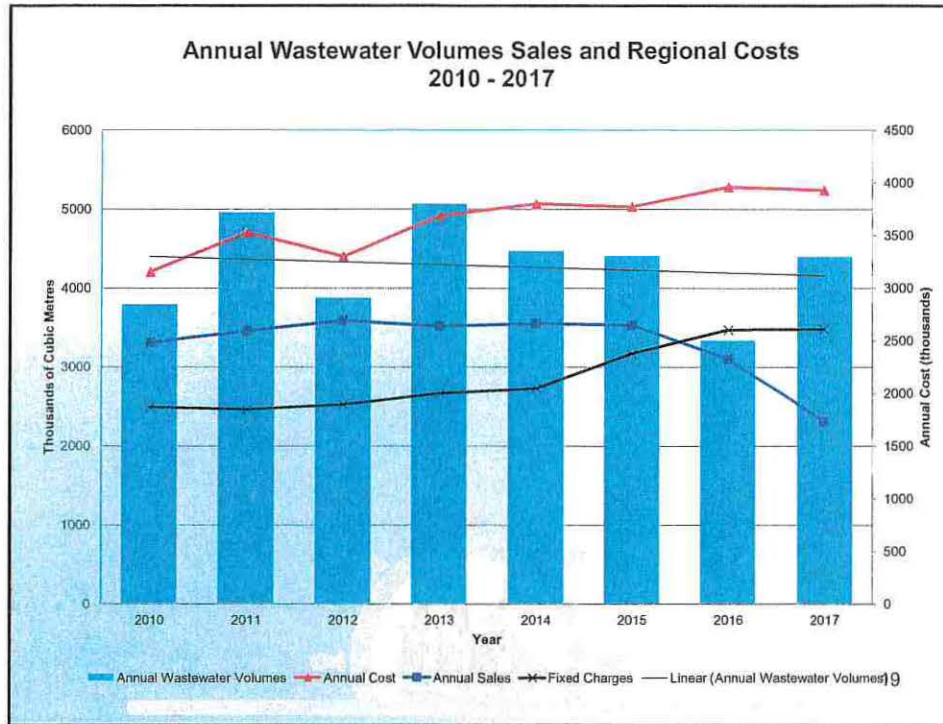
17

Wastewater Capital Program

- Current contributions - \$751,930
- Proposed annual increase of \$ NIL
- Annual requirement based on replacement
cost is \$1.2 million

4/16/2018

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CITY OF PORT COLBORNE RESERVES AND RESERVE FUNDS December 31, 2017

WATER	
Development charges	-
SCADA Water Study	39,935
Water Rate Stabilization	-
Water Equipment Replacement	30,507
Lorraine Bay	30,420
Bulk Water Station Replacement	269,692
Meter Pits	128,484
Water Capital Projects	-
	499,038
WASTEWATER	
Development charges	6,423
Sewer Rate Stabilization	380,802
Sewer Operations-TV Inspections	160,290
Sewer Equipment Replacement	26,420
CSO Sewer Program (earmarked for Elm St Watermain)	1,062,301
Sewer Capital Projects (earmarked for Elm St Watermain)	1,113,000
	2,749,236

Proposed Annual 2018 Rates

2017 annual cost	2017 rate	Item	2018 rate	2018 annual cost	Annual Increase	Increase
\$	\$		\$	\$	\$	%
1425.42				1544.55	119.12	8.36
321.22	1.173/m ³	Water usage rate	1.274/m ³	348.73	27.51	8.57
351.12	351.12	Water fixed charge	369.33	369.33	18.21	5.18
342.32	1.250/m ³	Sewer usage rate	1.295/m ³	354.50	12.18	3.56
410.76	410.76	Sewer fixed charge	471.98	471.98	61.22	14.90

4/16/2018

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Proposed Quarterly 2018 Rates

2017 cost per quarter	2017 rate	Item	2018 rate	2018 cost per quarter	Quarterly Increase	Increase
\$	\$		\$	\$	\$	%
356.35				386.14	29.79	8.36
80.30	1.173/m ³	Water usage rate	1.274/m ³	87.18	6.88	8.57
87.78	351.12	Water fixed charge	369.33	92.33	4.55	5.18
85.58	1.250/m ³	Sewer usage rate	1.295/m ³	88.63	3.05	3.56
102.69	410.76	Sewer fixed charge	471.98	118.00	15.31	14.90

4/16/2018

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**City of Port Colborne
Regular Council Meeting 10-18
Minutes**

Date: April 23, 2018

Time: 9:10 p.m.

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

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

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
C. Lee, Director of Engineering and Operations
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
P. Senese, Director of Corporate Services

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

1. Call to Order:

Mayor John Maloney called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

No. 58 Moved by Councillor B. Kenny
Seconded by Councillor A. Desmarais

That the agenda dated April 23, 2018 be confirmed, as circulated
or as amended.

CARRIED.

4. **Disclosures of Interest:**

Nil.

5. **Adoption of Minutes:**

No. 59 Moved by Councillor R. Bodner
Seconded by Councillor Y. Doucet

- (a) That the minutes of the regular meeting of Council 08-18, held on April 9, 2018, be approved as presented.
CARRIED.

6. **Determination of Items Requiring Separate Discussion:**

Nil.

7. **Approval of Items Not Requiring Separate Discussion:**

No. 60 Moved by Councillor A. Desmarais
Seconded by Councillor B. Butters

That Items 1 to 20 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:

Patty Moss regarding the trial roadside mowing delay, which delayed rural roadside cutting on municipal roads for pollinating

Council resolved:

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;

Minor variance application fee

Council resolved:

That the provisions of By-law 6473/40/17 Being a By-law to Establish Fees for Various Planning and Development Services/Applications be waived for minor variance application to the Committee of Adjustment for the accessory building height at 47 Chippawa Road.

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.

Westwood Estates Phase II Sidewalk

Council resolved:

That the Director of Planning and Development be directed to contact the developer to request the delay of the sidewalk installation on Renfield Street in order that the homeowners and lot owners can be consulted.

Open Burning By-law No. 6280/106/15

Council resolved:

That the Fire Department be directed to provide a report with respect to establishing a permit system at a reasonable annual fee for open burning in order that Council may reconsider the matter.

Items:**1. Motion (Councillor B. Kenny) Re: Provision of Grants to Community Groups**

Council resolved:

That an amount equal to the initial amount invested in Niagara Regional Broadband Network (NRBN), namely \$775,000, from the proceeds of the disposition of the NRBN shares be placed in an interest bearing account and the interest earned each year be used to provide grants to community groups in 2017 and each subsequent year to a maximum of \$30,000.

That when the annual interest does not amount to \$30,000 that the shortfall is topped up from the principal amount invested; and

That the Director of Corporate Services be directed to borrow the difference from the general account until 2022 when the principal amount matures.

2. Community and Economic Development, Economic Development Division, Report No. 2018-57, Subject: Economic Development Strategic Plan: 2018-2028

Council resolved:

That, in accordance with the recommendation of the Economic Development Advisory Committee, the Port Colborne Economic Development Strategic Plan 2018-2028, prepared by MDB Insight, be approved; and

That the goals and initiatives identified in the Economic Development Strategic Plan 2018-2028, be included in Council's future strategic planning processes and budget deliberations.

3. Planning and Development, Planning Division, Report No. 2018-50, Subject: Supplemental Recommendation Report – Proposed New Comprehensive Zoning By-law

Council resolved:

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

That the draft by-law approving the draft Comprehensive Zoning By-law attached to Planning and Development Department, Planning Division Report 2018-50 as Appendix A, be approved;

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.

That an interim Control By-law, attached to Planning and Development Department, Planning Division Report 2018-50 as Appendix C, be approved pursuant to Section 38 of the Planning Act, for a period of up to one year for those lands proposed to be zoned Mineral Aggregate Operation to control the use of lands until proper study and policy review has been completed.

4. Fire and Emergency Services Department, Report No. 2018-48, Subject: Fire Marque Indemnification Technology®

Council resolved:

That Fire and Emergency Services Department, Report No. 2018-48, Subject: Fire Marque Indemnification Technology® be deferred until the May 14, 2018 meeting of the Committee of the Whole.

5. Corporate Services, Clerk's Division, Report No. 2018-58, Subject: Use of Corporate Resources for Election Purposes

Council resolved:

That the Use of Corporate Resources for Election Purposes policy, attached as Appendix A to report Corporate Services Department, Clerk's Division Report 2018-58, be approved.

6. Corporate Services, Finance Division, Report No. 2018-41, Subject: Cancellation, Reduction or Refund of Realty Tax

Council resolved:

That the applications pursuant to Section 357/358 of the *Municipal Act, 2001*, as amended, numbered 2015-39, 2017-50, 2017-51, 2017-49 and 2016-49 be approved to cancel or reduce taxes in the total amount of \$8,230.59, in which \$3,957.20 is the municipal portion.

7. Corporate Services, Finance Division, Report No. 2018-53, Subject: Ontario's Main Street Revitalization Initiative Municipal Funding Agreement

Council resolved:

That the Mayor, City Clerk and City Treasurer be authorized to execute the Funding Agreement with the Association of Municipalities of Ontario for the use of Ontario's Main Street Revitalization Initiative funds from the Province of Ontario; and

That the appropriate by-law be executed by the Mayor and City Clerk.

8. Community and Economic Development, Parks and Recreation Division, Report No. 2018-51, Subject: Port Colborne Cruiser's Association – 2018 Cruise Nights

Council resolved:

That the road closures necessary for the 2018 Downtown Cruise Night event on recurring Thursday evenings, from May 17, 2018 to September 27, 2018, as requested by the Port Colborne Downtown Cruiser's Association, (PCDCA) and outlined in Community and Economic Development, Parks and Recreation Division Report No; 2018-51, be approved;

That the following roads be closed to general vehicular traffic and parking from 5:00 p.m. to 9:00 p.m., each Thursday from May 17, 2018 to September 27, 2018:

- Market Square;
- Clarence Street, from eastern limit of the western driveway of the Food Basics parking lot, to the western limit of Catharine Street;
- Clarence Street, from the eastern limit of Catharine Street to the western limit of King Street;
- Clarence Street, from the eastern limit of King Street to the western limit of West Street;

That Market Square be closed to vehicular traffic on May 17, June 8, June 15, July 13, and September 21, 2018 from 1:00 p.m. to 5:00 p.m., with the exception of the western access laneway, to be used as an ingress and egress to the CIBC Bank;

That emergency service vehicles, including ambulance, police and fire, as well as public works and public utility vehicles, be exempt from the above noted closures;

That members, qualified participants, and participants of the PCDC, be exempt from the above noted closures, through the issuance of an authorized permit;

That traffic barricades be supplied by Public Works staff every Thursday, from May 17, 2018 to September 27, 2018, and delivered before the end of the regular work day at the predetermined locations requiring barricades;

That PCDC volunteers be responsible for installing appropriate signage at each intersection, stating "Cruise Night Clarence Street Temporarily Closed – 5:00 to 9:00 p.m.", including Market Square, for the duration of the event;

That PCDC volunteers be responsible for ensuring road closure barricades are promptly removed and returned to the pick-up points at the end of the event each week;

That the PCDC be required to file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, prior to the event;

That the fee for a Noise By-law Exemption application, to be submitted to the By-law Enforcement Division, be waived; and

That the appropriate by-law be presented for approval.

9. Community and Economic Development, Parks and Recreation Division, Report No. 2018-54, Subject: 2018 Moonlight Flicks at H.H. Knoll Lakeview Park

Council resolved:

That the Moonlight Flicks event, to be held on Wednesday July 4, 11, 18, 25 and August 22 and 29, 2018, be supported;

That fees for the application for a Noise By-law Exemption, to be filed with the By-law Enforcement Division, be waived;

That an exemption from Section 4 (Prohibited Hours of Entrance) to By-law 5503/100/10, Being a By-law to Manage and Regulate Municipal Parks, be approved;

That use of the restrooms until 12:00 a.m. at the H.H. Knoll Lakeview Park Bandshell, be approved;

That Moonlight Flicks be required to file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, prior to the event;

That the City's park permit, hydro, and waste receptacle fees, be waived.

10. Community and Economic Development, Parks and Recreation Division, Report No. 2018-56, Subject: 2018 Heart & Stroke Big Bike Campaign

Council resolved:

That the 2018 Heart & Stroke Big Bike Event, to be held on May 16, 2018, be approved;

That the Niagara Region Heart & Stroke Foundation be responsible for coordinating emergency services support; and

That the Niagara Region Heart & Stroke Foundation be required to file a Certificate of Insurance, naming the City as an additional insured, in the amount of \$2,000,000, prior to the event.

11. Community and Economic Development, Parks and Recreation Division, Report No. 2018-55, Subject: City Wide Parks Grass-Cutting Tender 2018-04

Council resolved:

That contract 2015-09, for the supply of parks grass-cutting services, with Snips Landscaping and Nursery, be extended for one year (2018), in accordance with the terms of the existing contract; and

That the appropriate by-law be presented for approval.

12. Planning and Development, By-law Enforcement Division, Report No. 2018-46 Proposed Lot Maintenance By-law 2018

Council resolved:

That the proposed Lot Maintenance By-law, attached to Planning and Development Department, Planning Division Report No. 2018-46, be approved as presented.

13. Niagara Regional Labour Council Re: Request for Proclamation of National Day of Mourning, April 28, 2018

Council resolved:

That April 28, 2018 be proclaimed as “National Day of Mourning” in the City of Port Colborne in accordance with the request received from Lou Ann Binning, President, Niagara Regional Labour Council; and

That the request for all flags to be flown at Half-Mast at City Hall on April 28th, 2018 be referred to the Mayor’s Office.

14. The New Humberstone Speedway, 1716 Highway 3 East, Port Colborne Re: Request Permission to Hold Fireworks Display Events for 2018

Council resolved:

That pursuant to Section 6.1.1 of By-law 4989/45/07, the Council of The Corporation of the City of Port Colborne authorizes the New Humberstone Speedway to hold Display Fireworks Events between the hours of 9:30 p.m. and 10:30 p.m. on the following dates:

- May 20th, 2018
- July 1st, 2018
- August 5th, 2018
- August 26th, 2018
- September 2nd, 2018
- September 9th, 2018

That such approval be conditional on the issuance of a permit by the Fire Chief, in compliance with By-law 4989/45/07 and payment of the applicable fees;

That the following information be submitted to the Port Colborne Fire & Emergency Services a minimum of two weeks prior to the holding of the first event;

- A fireworks site plan including but not limited to, separation distances to the public and vulnerable areas, location from where the fireworks are being fired, fallout zone, and direction of firing;
- Event description information is required including description of fireworks, type, size and quantity;
 - firing procedures, manual or electric
 - emergency procedures
 - traffic control plans
 - Require a copy of the Fireworks Operator Certificate with Endorsements;

That the New Humberstone Speedway be advised that, as the Authority Having Jurisdiction, Port Colborne Fire & Emergency Services will conduct spot site inspections and may revoke approval for any violation of the *Ontario Fire Code* or the *Explosives Act* prior to or during any one of the scheduled events.

15. Memorandum from Janice Peyton, Executive Assistant, DEO Re: Environmental Advisory Committee – Motion Regarding Delayed Roadside Mowing

Council resolved:

That the memorandum from Janice Peyton, Executive Assistant to the Director of Engineering and Operations, on behalf of the Environmental Advisory Committee Re: Environmental Advisory Committee – Motion Regarding Delayed Roadside Mowing, be received for information.

16. Richard Rybiak, Chair, Niagara Central Airport Commission Re: First Quarter Report 2018 for the Niagara Central Dorothy Rungeling Airport

Council resolved:

That the correspondence received from Richard Rybiak, Chair, Niagara Central Airport Commission Re: First Quarter Report 2018 for the Niagara Central Dorothy Rungeling Airport, be received for information.

17. Region of Niagara Re: 2018 Property Tax Policy, Ratios and Rates (Report CSD 18-2018)

Council resolved:

That the correspondence received from the Region of Niagara Re: 2018 Property Tax Policy, Ratios and Rates, be received for information.

18. Town of Pelham Re: Appointment Process for Niagara Peninsula Conservation Authority

Council resolved:

That the resolution received from the Town of Pelham Re: Appointment Process for Niagara Peninsula Conservation Authority, be received for information.

19. City of Welland Re: Remediation of Abandoned Contaminated Properties

Council resolved:

That the resolution received from the City of Welland Re: Remediation of Abandoned Contaminated Properties, be received for information.

20. Region of Halton Re: Seeking Support on the Court Application Involving the CN Truck-Rail Development in the Town of Milton

Council resolved:

That the resolution received from the Region of Halton Re: Seeking Support on the Court Application Involving the CN Truck-Rail Development in the Town of Milton, be received for information.

CARRIED.

8. Consideration of Items Requiring Separate Discussion:

Nil.

9. Proclamations:

No. 61 Moved by Councillor A. Desmarais
Seconded by Councillor B. Butters

(a) National Day of Mourning, April 28, 2018

Whereas The National Day of Mourning is held every year on April 28th;

Whereas this day is dedicated to remembering those who have suffered and died on the job due to workplace catastrophes, those exposed to toxic substances or who have been injured due to dangerous work conditions;

Whereas the National Day of Mourning is a day to commit to improve health and safety in workplaces and prevent further workplace tragedies;

Now therefore, I, Mayor, John Maloney, proclaim April 28th, 2018 as "National Day of Mourning" in the City of Port Colborne.

CARRIED.

10. Minutes of Boards, Commissions & Committees:

(a) **Minutes of the Port Colborne Transit Advisory Committee Meeting of January 24, 2018**

(b) **Minutes of the Public Library Board Meeting of February 12, 2018**

No. 62 Moved by Councillor Y. Doucet
Seconded by Councillor R. Bodner

(a) That the minutes of the Port Colborne Transit Advisory Committee meeting of January 24, 2018, be received.

(b) That the minutes of the Public Library Board meeting of February 12, 2018, be received.

CARRIED.

11. Consideration of By-laws:

No. 63 Moved by Councillor Y. Doucet
Seconded by Councillor D. Elliott

That the following by-laws be enacted and passed:

- | | |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6571/26/18 | Being a By-law to Authorize the Execution of a Funding Agreement Between the Association of Municipalities of Ontario and The Corporation of the City of Port Colborne Related to Funding Provided by the Province of Ontario to the Municipality under the Ontario's Main Street Revitalization Initiative |
| 6572/27/18 | Being a By-law to Temporarily Close Section to Various Streets to Vehicular Traffic for the Purpose of the Port Colborne Downtown Cruise Nights |
| 6573/28/18 | Being a By-Law to Authorize Entering Into a Contract Agreement Extension with Snips Landscaping and Nursery respecting Contract 2015-09: Supply of Parks Grass-Cutting Services |
| 6574/29/18 | Being a By-law to Provide for the Maintenance of Property and Land (Lot Maintenance By-law) and to Repeal By-law 6329/09/16 |
| 6575/30/18 | Being a By-law to Regulate the Use of Lands and the Character, Location and use of Buildings and Structures within the City of Port Colborne (Zoning By-law Amendment) |
| 6576/31/18 | Being an Interim Control By-law Regarding the Mineral Aggregate Operation Zone |

6577/32/18 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 April 23, 2018

CARRIED.

12. **Adjournment:**

No. 64 Moved by Councillor F. Danch
Seconded by Councillor A. Desmarais

That the Council meeting be adjourned at approximately 9:15 p.m.
CARRIED.

John Maloney
Mayor

Amber LaPointe
City Clerk

AL/cm

MINUTES

Attendance

Present: Claudia Brema, Ed Cleveland,
Councillor: Mayor John Maloney, Councillor Ron Bodner, Councillor Dave Elliott
Staff: Gina Tartaglia, Scott Luey
Regret: Betty Konc, Karen Walsh, Ashley Grigg, Michelle Cuthbert
Absent: Stephanie Baswick, Stephen Corr

1. Call to Order by Claudia Brema:

The meeting was called to order at 5:04 p.m.

Amendments:

No amendments

2. Approval of the Minutes:

From January 2018

Moved by: Councillor Bodner

Seconded by: Ed Cleveland

THAT we accept minutes as presented.

CARRIED

3. Business Arising from Minutes

None

4. Correspondence Received:

None

5. Staff Reports:

a. Communications/Marketing (presented by Scott Luey, CAO)

- There will be a split buy with the radio stations
- Niagara Life Magazine interviewed Stephanie from the Museum on Canal Days and the Mayor and Gina have been asked to provide a quote for the article.
- There will be a live broadcast from 610am on Friday, April 13 at 6:00am with Tim Dennis at Breakwall.
- The Leisure Guide went out with the incorrect dates on the front cover of Canal Days. Scott Luey took ownership for this error. Councillor Elliot inquired if we have to put actual

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dates or can we reference the Civic Long weekend. There was discussion and it will be reviewed further for next year. Scott informed that the online version has had the dates corrected.

- Nancy and Michelle will look into hosting the Media Launch with the potential date of June 12. The committee would like it held at Don Cherry's/marina area, which is close proximately to the new concert location. Also would like a committee member to be par to the panel.
- b. Financial (presented by Scott Luey, CAO)
- Council approved the budget and there was extra funds approved for the additional expenses with the relocation to the park.
 - Canal Days did receive the largest grant funding to date from Celebrate Ontario.
 - Canal Days made the Top 100 again.
- c. Logistics (presented by Gina Tartaglia, Event Coordinator)
- Entertainment – City Council has approved the relocation to the park. Moving forward now with the plans that have been drafted.
 - Friday entertainment has been secured but not shared. It will remain confidential.
 - Market square will be used for parking.

 - Parking issues – Council has asked that signs be posted to let boaters know where they can launch from on Friday and Saturday of Canal Days.

 - Transportation – St. Catharines transit will once again be the service provider.

 - Vessels – U.S. Brig Niagara; Empire Sandy and E.M. Cotter and maybe 1 more if grants come through. Gina will know better by the next meeting. Right now interest is being shown to the Santa Maria and the Denis Sullivan.
- d. Volunteers (presented by Gina Tartaglia, Event Coordinator)
- Applications are available the website.
- f. Museum-nothing presented.
- e. Partners of the Festival (presented by Gina Tartaglia, Event Coordinator)
- *A reminder that these are no longer called sanction events –As well, all interest to participate in any capacity in Canal Days needs to be presented on or before the February meeting of each calendar year. Anything past this date will not be reviewed.
- Boat Parade – expressed interest in returning. Has also requested an increase the allotted \$1000.00. The committee has directed staff to go back to the Boat Parade of Lights Commodore and request a financial statement before a decision is made.
 - Car Show – willing to work with the changes. A new location has been selected. Staff is waiting on the property owner to give permission.
 - Craft Show – expressed interest in returning and has asked to waive the fee for the rental of the rink floor at Vale. Also, needs to have stairs installed.

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- Lighthouse Tours – expressed interest in returning.
- YMCA will be working in the Kids Zone again and assist where needed.
- Lock 8 Down Races – have not come forward to express interest.
- Kite Show – A new location has been selected. Staff is waiting on the property owner to give permission. The Kite show has once again requested financial support from the committee for their event. No objection.
- Lock 8 Downs-submitted a request to once again host their event at Lock 8 Park. No objection.

Motion to accept staff reports as presented.

Moved by: Councillor Elliott
Seconded by: Ed Cleveland

THAT we accept staff report has presented.
CARRIED

6. New Business:
Nothing to report at this time.

7. Other Events:
Nothing to report at this time.

8. New Business:
Nothing to report at this time.

9. Adjournment:

That the Canal Days Advisory Committee Meeting is adjourned at 5:58 pm.

Moved by Councillor Elliott
Seconded by Councillor Bodner
CARRIED

Next meeting will be Tuesday May 1, 2018 at 5:00 pm.

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