



**City of Port Colborne  
Regular Meeting of Council 34-20  
Monday, November 23, 2020 – 6:30 p.m.  
Council Chambers, 3<sup>rd</sup> Floor, 66 Charlotte Street**

## **Agenda**

**Notice:** Council will meet through electronic participation in accordance with Bill 137, the Municipal Emergency Act in order to keep the health and safety of our community as a priority. If you wish to provide public comments regarding an item on the agenda please submit to [deputyclerk@portcolborne.ca](mailto:deputyclerk@portcolborne.ca) by noon on Monday, November 23, 2020.

Watch the Council Meeting streaming live on our [YouTube Channel](#).

1. **Call to Order:** Mayor William C. Steele
2. **Introduction of Addendum Items:**
  - 1.
3. **Confirmation of Agenda:**
4. **Disclosures of Interest:**
5. **Adoption of Minutes:**
  - (a) Special meeting of Council (Public Hearing) 29-20, held on November 2, 2020.
  - (b) Special meeting of Council 30-20, held on November 2, 2020.
  - (c) Special meeting of Council 31-20, held on November 5, 2020.
  - (d) Special meeting of Committee of the Whole (Budget) 07-20, held on November 5, 2020.
  - (e) Regular meeting of Council 32-20, held on November 9, 2020.
  - (f) Special meeting of Council, 33-20, held on November 16, 2020.
6. **Determination of Items Requiring Separate Discussion:**
7. **Approval of Items Not Requiring Separate Discussion:**
8. **Delegations/Presentations:**
9. **Councillors' Items:**
  - (a) Staff Responses to Previous Councillors' Enquiries
  - (b) Councillors' Issues/Enquiries
10. **Consideration of Items Requiring Separate Discussion:**

**11. Proclamations:**

None.

**12. Minutes of Boards, Commissions & Committees:**

- (a) Minutes of the Port Colborne Public Library Board Meeting of September 8, 2020.
- (b) Minutes of the Port Colborne Historical & Museum Board Meeting of September 15, 2020.

**13. Consideration of By-laws:**

**14. 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: November 5 and 16, 2020.
  - (b) Chief Administrative Officer Report No. 2020-181, 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 (surplus city lands).
  - (c) Chief Administrative Officer Report No. 2020-180, 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 (seaway lands).
- (ii) Disclosures of Interest (closed session agenda):
  - (iii) Consideration of Closed Session Items:
  - (iv) Motion to Rise With Report:

**15. Disclosures of Interest Arising From Closed Session:**

**16. Report/Motions Arising From Closed Session:**

**17. Adjournment:**

**Council Items:**

Notes	Item	Description / Recommendation	Page
WCS MB EB RB GB FD AD DK HW	1.	<p><b><u>Corporate Services Department, Financial Services Division, Report No. 2020-152, Subject: 2021 Borrowing By-law</u></b></p> <p>That Council adopt a by-law to authorize temporary borrowing in 2021, as required, up to \$4,000,000 for operating cash flow to meet the day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year.</p>	10
WCS MB EB RB GB FD AD DK HW	2.	<p><b><u>Corporate Services Department, Financial Services Division, Report No. 2020-153, Subject: Penalty and Interest on Outstanding Accounts Receivable</u></b></p> <p>That Council approve a one-time penalty on Property Tax accounts to be charged at 1 ¼ percentage of the amount due and unpaid on the first day of default as well as Interest on Property Tax accounts to begin accruing at 1 ¼ percentage of the amount due and unpaid starting on the first day of default;</p> <p>That Council approve Interest on Water and Wastewater accounts to begin accruing at 1 ¼ percentage of the amount due and unpaid starting on the first day of default. The Director, Corporate Services/Treasurer is approved to move any unpaid water and wastewater balance to the property tax roll of the related property;</p> <p>That Council approve the temporary extension of the COVID-19 Property Tax, Water and Wastewater Penalty and Interest Relief Program to June 30, 2021;</p> <p>That the Director of Corporate Services/Treasurer be directed to use discretion to backdate to the due date any payment on any accounts receivable balance received within five business days of the due date provided a reasonable explanation for the late payment has been provided; and</p> <p>That the Director of Corporate Services/Treasurer be directed to bring forward for approval the necessary by-laws pertaining to the establishment of penalty and interest on amounts due and unpaid to the municipality.</p>	12

WCS RB AD	MB GB DK	EB FD HW	3.	<p><b><u>Corporate Services Department, Financial Services Division, Report No. 2020-177, Subject: 2021 Interim Tax Billing</u></b></p> <p>That a by-law be adopted to authorize the 2021 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established.</p>	16
WCS RB AD	MB GB DK	EB FD HW	4.	<p><b><u>Engineering and Operations Department, Engineering Division, Report No. 2020-169, Subject: Traffic Review – Chippawa Road at Dolphin Street and Berkley Avenue</u></b></p> <p>That Council direct staff to remove the unwarranted stop sign locations on Chippawa Road at Berkley Avenue, by amending Parking and Traffic By-Law 89-2000 Schedule “P”; install speed radar signs facing both directions on Chippawa Road between the Dolphin Street and Berkley Avenue intersections; and include a request in the 2022 budget package to reconstruct the intersection of Chippawa Road, Dolphin Street, and Berkley Avenue, as proposed in Appendix A of this report, for an estimated cost of \$35,000.</p>	18
WCS RB AD	MB GB DK	EB FD HW	5.	<p><b><u>Engineering and Operations Department, Engineering Division, Report No. 2020-171, Subject: By-law Revision – Load Restriction on Brookfield Road</u></b></p> <p>That Council direct staff to amend Traffic and Parking By-Law 89-2000 by removing Brookfield Road from Schedule “Y” (Reduced Load Restrictions, March 1 to April 30 inclusive each and every year) and adding Brookfield Road to Schedule “Z” (Reduced Load Restrictions, January 1 to December 31 inclusive each and every year).</p>	23
WCS RB AD	MB GB DK	EB FD HW	6.	<p><b><u>Planning and Development Department, Planning Division, Report No. 2020-174, Subject: Utility Trailers</u></b></p> <p>That staff be directed to propose an amendment to Section 3.9.1(a) of Zoning By-law 6575/30/18 by deleting reference to a utility trailer.</p>	25

WCS RB AD	MB GB DK	EB FD HW	7.	<p><b><u>Planning and Development Department, By-law Enforcement Division, Report No. 2020-178, Subject: Sign Variance Request 832 King Street</u></b></p> <p>That Council approve the variance for the proposed signs at 832 King Street as outlined in Appendix A to Planning and Development Department, By-law Enforcement Division, Report No. 2020-178, Subject: Sign Variance Request 832 King Street.</p>	28
WCS RB AD	MB GB DK	EB FD HW	8.	<p><b><u>Department of Chief Administrative Officer, Report No. 2020-176, Subject: Cedar Bay Beach Promenade</u></b></p> <p>That Chief Administrative Officer Report No. 2020-176, Subject: Cedar Bay Beach Promenade, be received for information.</p>	40
WCS RB AD	MB GB DK	EB FD HW	9.	<p><b><u>Department of Chief Administrative Officer, Report No. 2020-179, Subject: COVID-19 Update #7</u></b></p> <p>That Chief Administrative Officer Report No. 2020-179, Subject: COVID-19 Update #7, be received for information.</p>	45
WCS RB AD	MB GB DK	EB FD HW	10.	<p><b><u>Community and Economic Development Department, Parks and Recreation Division, Report No. 2020-165, Subject: Federal Economic Development Agency, Canadian Experiences Fund Grant Application – Resolution of Support</u></b></p> <p>That the Federal Economic Development Agency for Southern Ontario, Canadian Experience Fund application and funding as outlined in Community and Economic Development Department, Parks and Recreation Division, Report 2020-165, be accepted and supported;</p> <p>That a by-law to authorize entering into a contribution agreement respecting the above, be approved.</p>	48
WCS RB AD	MB GB DK	EB FD HW	11.	<p><b><u>Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: Revised 2021 Levy Budget</u></b></p> <p>That the Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: Revised 2021 Levy Budget, be received; and</p> <p>That the 2021 Levy Budget as outlined in Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: Revised 2021 Levy Budget, be approved.</p>	50

Miscellaneous Correspondence					
WCS	MB	EB	12.	<p><b><u>Correspondence from Christine Clark Lafleur, Executive Director, Port Cares to Mayor William Steele, Re: Port Cares Funding Request – Council Support</u></b></p> <p>That the correspondence from Christine Clark Lafleur, Executive Director, Port Cares regarding Council support of Port Cares Funding request of \$4,000.00, be received for information.</p>	115
RB	GB	FD			
AD	DK	HW			
WCS	MB	EB	13.	<p><b><u>Niagara Region Re: PHD-C 9-2020, Referral of Motion – Decriminalization of Personal Possession of Illicit Drugs</u></b></p> <p>That the correspondence received from Niagara Region Re: PHD-C 9-2020, Referral of Motion – Decriminalization of Personal Possession of Illicit Drugs, be received for information.</p>	117
RB	GB	FD			
AD	DK	HW			
WCS	MB	EB	14.	<p><b><u>Niagara Peninsula Conservation Authority Re: Changes to Conservation Authorities Act and Conservation Authorities' Role in Land Use Planning</u></b></p> <p>Whereas the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act – Schedule 6 – Conservation Authorities Act;</p> <p>Whereas the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, and engaging in review and appeal of municipal planning applications:</p> <p>Whereas we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the <i>Planning Act</i>;</p> <p>Whereas the changes allow the Minister to make decisions without CA watershed data and expertise;</p> <p>Whereas the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs;</p>	123
RB	GB	FD			
AD	DK	HW			

	<p>Whereas municipalities require a longer transition time to put in place agreements with conservation authorities for non-mandatory programs;</p> <p>Whereas municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected;</p> <p>Whereas the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed;</p> <p>Whereas conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative;</p> <p>Whereas changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process;</p> <p>And Whereas municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;</p> <p>Therefore, Be it Resolved:</p> <ol style="list-style-type: none"> <li>1. That the Province of Ontario work with conservation authorities to address their concerns by repealing and/or amending changes to the <i>Conservation Authorities Act</i> and the <i>Planning Act</i>.</li> <li>2. That the Province of Ontario delay enactment of clauses affecting municipal concerns.</li> <li>3. That the Province of Ontario provide a longer transition period up to December 2022 for non-mandatory programs to enable coordination of CA-municipal budget processes.</li> <li>4. That the Province respect the current conservation authority/municipal relationships.</li> <li>5. And That the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.</li> </ol>	
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<b>Outside Resolutions – Requests for Endorsement</b>						
WCS	MB	EB	15.	<b><u>Town of Grimsby Re: Proposed Regulation under the Ontario Heritage Act (Bill 108)</u></b>	127	
RB	GB	FD				
AD	DK	HW		That the resolution received from the Town of Grimsby Re: Proposed Regulation under the Ontario Heritage Act (Bill 108), be received for information.		
WCS	MB	EB	16.	<b><u>City of Niagara Falls Re: Niagara Region’s New Restrictions on Dining</u></b>	141	
RB	GB	FD				
AD	DK	HW		That the resolution received from the City of Niagara Falls Re: Niagara Region’s New Restrictions on Dining, be received for information.		
WCS	MB	EB	17.	<b><u>Town of Lincoln Re: Public Health Measures Re: Ontario COVID-19 Response Framework</u></b>	143	
RB	GB	FD				
AD	DK	HW		That the resolution received from the Town of Lincoln Re: Public Health Measures Re: Ontario COVID-19 Response Framework, be received for information.		
<b>Responses to City of Port Colborne Resolutions</b>						
<b>None.</b>						

**Consideration of By-laws  
(Council Agenda Item 13)**

<b>By-law No.</b>	<b>Title</b>
6840/90/20	Being a By-law to Authorize the Temporary Borrowing of \$4,000,000.00 for 2021
6841/91/20	A By-Law to Establish Penalty and Interest Charges on Outstanding Accounts Receivable due to the Municipality
6842/92/20	Being a By-law to provide for an Interim Tax Levy for the Year 2021
6843/93/20	Being a By-Law to Amend By-Law No. 89-2000, Being a By-Law Regulating Traffic and Parking on Chippawa Road
6844/94/20	Being a By-Law to Amend By-law No. 89-2000, Being a By-Law Regulating Traffic and Parking on Brookfield Road
6845/95/20	Being a By-law to Authorize the Execution of a Contribution Agreement Between Her Majesty The Queen In Right of Canada (“Her Majesty”) hereby represented by the Minister Responsible for the Federal Economic Development Agency for Southern Ontario, regarding a Grant under the Canadian Experience Fund Visitor Experience Improvements – Resolution of Support
6846/96/20	Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of November 23, 2020



**Corporate Services Department  
Financial Services Division**

**Report Number: 2020-152**

**Date: November 23, 2020**

**SUBJECT: 2021 Borrowing By-law**

**1) PURPOSE:**

The purpose of this report is to authorize temporary borrowing, as required, up to \$4,000,000 for operating cash flow to meet the day-to-day expenditures, pending receipts of tax levies, user fees and revenues anticipated during the year.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

Section 407 of the *Municipal Act, 2001*, as amended, provides authorization to borrow for expenditures. It is common practice among municipalities to establish a set borrowing amount for each year for cash flow purposes as a contingency to meet day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year. The City of Port Colborne (the "City") has historically maintained a line of credit of \$4,000,000. The City utilized this line of credit at a cost of \$9,699.39 in the early part of 2020.

**3) STAFF COMMENTS AND DISCUSSION**

The authorization for temporary borrowing is requested as a contingent planning mechanism.

Staff are not anticipating the need to temporarily borrow in 2021 after reconfiguring the Reserve and Reserve Fund Policy and issuing the \$5,000,000, 30-year debenture at 2.29% on the Nickel Storm Sewer.

Borrowing in this capacity is aligned with the City of Port Colborne's Debt Management Policy.

**4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

As staff are not anticipating the need to use the line of credit, no amount has been budgeted.

Should Council approve the recommendation in this report, staff have pre-negotiated a line of credit at a cost of bank prime rate less 0.50%. At the time of writing this report this equates to an interest rate of 1.95%.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:**

Implementing the recommendation will support the sustainability of the City of Port Colborne.

**6) ATTACHMENTS:**

None.

**7) RECOMMENDATION:**

That Council adopt a by-law to authorize temporary borrowing in 2021, as required, up to \$4,000,000 for operating cash flow to meet the day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year.

**8) SIGNATURES:**

Prepared on November 13, 2020 by:



Bryan Boles, MBA, CA, CPA  
Director of Corporate Services /  
Treasurer

Reviewed and respectfully submitted by:



C. Scott Luey  
Chief Administrative Officer



**Corporate Services Department  
Financial Services Division**

**Report Number: 2020-153**

**Date: November 23, 2020**

**SUBJECT: Penalty and Interest on Outstanding Accounts Receivable**

**1) PURPOSE:**

The purpose of this report is to establish late payment penalty and interest on payments due to the municipality for taxes, water and wastewater and other accounts receivable.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

Council practice has been to annually approve penalty and interest charges which are in arrears of payment to encourage timely payment and not put those that do pay on time at a disadvantage. Further it supports the City's cashflow to carry out the direction of Council.

Penalty and interest on property taxes accounts receivable are governed by section 345 of the *Municipal Act* (the "Act").

The Act identifies the following:

- a) "Penalty – a percentage charge, not to exceed 1 ¼ percent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as the by-law specifies."
- b) "Interest – interest charges, not to exceed 1 ¼ percent each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default."

Penalty and interest on all other forms of accounts receivable are governed by section 347 of the Criminal Code of Canada.

The Act identifies that interest rates cannot exceed 60% per annum.

**3) STAFF COMMENTS AND DISCUSSION**

This report recommends the following penalty and interest practice become effective January 1, 2021 and remain in effect until Council decides to amend the practices recommended here or a new penalty and interest practice is proposed by Corporate Services to Council within the first 12 months of each new Council's term.

Property Taxes – A one-time penalty to be charged at 1 ¼ percentage of the amount due and unpaid on the first day of default. Interest to begin accruing at 1 ¼ percentage of the amount due and unpaid starting on the first day of default. Note that while Storm Sewer is a separate rate charge it is applied on the property tax bill and as such is subject to the same penalty and interest provisions identified for property taxes.

Water and Wastewater – Interest to begin accruing at 1 ¼ percentage of the amount due and unpaid starting on the first day of default. The Director, Corporate Services/Treasurer is approved to move any unpaid water and wastewater balance to the property tax roll of the related property. A general guide for facilitating a transfer to the property account is after a prolonged period of nonpayment on the water and wastewater account identified as three months or longer.

This recommendation is a departure from the historical 2 ½ percent penalty on the first day of default with no additional penalty or interest thereafter and turning off the water prior to applying the balance to property tax roll. The recommended change in the penalty and interest rate applied comes after consultation with the City’s lawyers Sullivan Mahoney. The recommended change in water shut off and applying balances to the property tax roll comes after discussion with other municipalities.

This change may be seen impacting landlords with tenants who by virtue of their rental agreements may be requiring their tenants to pay the water and wastewater bill for the property. Financial Services highlights the property owner is ultimately responsible for the water and wastewater bill regardless of the landlords’ rental agreement with their tenant. This obligation is a result of section 398 of the *Municipal Act*. Financial Services identifies this new practice will engage landlords in a non-payment tenant situation to ensure their potential liability on the property does not grow significantly.

Financial Services highlights per the *Residential Tenancy Act*, section 21, a landlord cannot direct the City to shut off the water occupied by a tenant. The City however does maintain the right to shut off the water to a property per section 80 of the *Municipal Act*. Historically the City has shut off the water at approximately 30 properties per year. Under the direction outlined in this report this number is expected to be significantly fewer.

Other Accounts Receivable – Interest to begin accruing at 1 ¼ percentage of the amount due and unpaid starting on the first day of default.

Any payment on any accounts receivable balance received within five business days of the due date may be backdated to the due date at the discretion of the Director, Corporate Services/Treasurer provided a reasonable explanation for the late payment has been provided. While not expected, there is no time limit to backdate a payment if the late payment is the result of City related processes or error.

This approach is recommended to support our Customer Service focus and provides a consistent approach to all accounts receivable recognizing the *Municipal Act* does not provide the opportunity to cancel penalty or interest on property taxes unless they have been applied in error.

All interest and penalties are not subject to compounding interest and penalties. Administratively all partial payments received with respect to accounts receivable will be applied to interest and penalties first. This approach again provides a consistent approach to all accounts receivable recognizing the *Municipal Act* does not provide the opportunity to apply interest and penalties to interest and penalties on property taxes.

Staff also recommend the temporary extension of the COVID-19 Property Tax, Water and Wastewater Penalty and Interest Relief Program to June 30, 2021. This program was originally proposed and approved by Council through Report 2020-19 on June 22, 2020. The program officially ended October 31, 2020. At the time of writing this report staff identify there are 9 residential properties that were in the program with an estimated total cost of \$650. Staff recommend re-opening the application process in light of the on-going COVID-19 pandemic. Staff will follow-up with current and new applicants on a three-month basis to ensure they continue to qualify. If applicants continue to qualify, they will remain in the program. Applicants in the program prior to October 31, 2020 will be backdated to October 31, 2020. New applications would become effective the day their application is accepted. Staff are not recommending any back-dating eligibility for new applicants. For greater clarity staff are not recommending any granting of relief for previously imposed penalty and interest charges for new applicants.

#### **4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

The 2021 Levy penalty and interest budget is approximately \$450,000. This report is expected to have no impact on that budget.

The Water and Wastewater penalty and interest budget has historically been approximately \$36,000. This is a function of the previous model to only charge a 2.5% penalty one-time. It is anticipated the model recommended in this report will earn double this amount in 2021. In the 2021 Water and Wastewater Budget staff will be recommending the additional revenue be used to offset costs associated with a new proposal for an income-based Water/Wastewater Senior Homeowner Credit Program.

#### **5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:**

The Penalty and Interest on Outstanding Accounts Receivable program has been developed to support a sustainable City of Port Colborne.

**6) ATTACHMENTS:**

None.

**7) RECOMMENDATION:**

That Council approve a one-time penalty on Property Tax accounts to be charged at 1 ¼ percentage of the amount due and unpaid on the first day of default as well as Interest on Property Tax accounts to begin accruing at 1 ¼ percentage of the amount due and unpaid starting on the first day of default;

That Council approve Interest on Water and Wastewater accounts to begin accruing at 1 ¼ percentage of the amount due and unpaid starting on the first day of default. The Director, Corporate Services/Treasurer is approved to move any unpaid water and wastewater balance to the property tax roll of the related property;

That Council approve the temporary extension of the COVID-19 Property Tax, Water and Wastewater Penalty and Interest Relief Program to June 30, 2021;

That the Director of Corporate Services/Treasurer be directed to use discretion to backdate to the due date any payment on any accounts receivable balance received within five business days of the due date provided a reasonable explanation for the late payment has been provided; and

That the Director of Corporate Services/Treasurer be directed to bring forward for approval the necessary by-laws pertaining to the establishment of penalty and interest on amounts due and unpaid to the municipality.

**8) SIGNATURES:**

Prepared on November 13, 2020 by:



Bryan Boles, MBA, CA, CPA  
Director of Corporate  
Services/Treasurer

Reviewed and respectfully submitted by:



C. Scott Luey  
Chief Administrative Officer



**Corporate Services Department  
Financial Services Division**

**Report Number: 2020-177**

**Date: November 23, 2020**

**SUBJECT: 2021 Interim Tax Billing**

**1) PURPOSE:**

The purpose of this report is to recommend that Council adopt an Interim Levy By-law to issue an interim tax bill in accordance with Section 317(1) of the *Municipal Act*, S.O. 2001, as amended, for the purpose of providing cash flow to meet expenditures prior to the adoption of the budget estimates and until final taxes are provided.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

The levy of interim taxes is legislated under the *Municipal Act*, S.O., 2001. Council has passed an Interim Levy By-law every year at 50% of last year's taxes.

**3) STAFF COMMENTS AND DISCUSSION**

When the 2020 Assessment Roll for the 2021 taxation year is received, Corporate Services staff will verify and balance this Roll in preparation of a Collector's Roll for this billing. Each tax account is updated using the new Assessment Roll.

The interim tax bill will be calculated for all property tax classes in accordance with Section 317(3) of the *Municipal Act*, S.O. 2001, as amended. The interim levy calculation cannot exceed 50% of the 2020 final levy, as adjusted.

The interim tax bill for all property tax classes will be mailed by February 4th, 2021 with due dates of February 26th and April 30th, 2021. These due dates are determined based on the last working day of the respective month. The due dates are within the twenty-one (21) days of the mailing date, in accordance with Section 343(1) of the *Municipal Act*.

In 2021, staff are proposing minor changes to the billing due dates for the final tax bill. Tentatively, staff are suggesting Council consider July 16th and September 30th, 2021. Historically, the final tax dates were set as the first working day for the months of July and October. The complexity with the beginning of July being the Canada Day holiday sometimes causes problems for taxpayers and September 30<sup>th</sup> vs. October 1<sup>st</sup> aligns with the City's new trimester reporting model. The final tax due dates will be finalized when the 2021 municipal tax rates are set following the Niagara Region completing their budget process and tax policy work, including finalizing property tax ratios.

**4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

**Option A**

If the by-law is not passed, the municipality will incur increased borrowing costs and will require a larger temporary borrowing limit as property taxpayers would only be issued one final tax bill later in the year.

**Option B**

Council could adopt an Interim Levy By-law to issue an interim tax bill in accordance with Section 317(1) of the *Municipal Act*, S.O. 2001, as amended, for the purpose of providing cash flow to meet expenditures requirements.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:**

Not applicable.

**6) ATTACHMENTS:**

None.

**7) RECOMMENDATION:**

That a by-law be adopted to authorize the 2021 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established.

**8) SIGNATURES:**

Prepared on November 13, 2020 by:



Stephen Corr  
Manager of Revenue and Taxation

Reviewed by:



Bryan Boles, MBA, CA, CPA  
Director of Corporate Services/Treasurer

Reviewed and Respectfully Submitted by:



Scott Luey  
Chief Administrative Officer

Report Number: 2020-169

Date: November 23, 2020

**SUBJECT: Traffic Review - Chippawa Road at Dolphin Street and Berkley Avenue**

**1) PURPOSE:**

This report is prepared in response to members of Council and local residents having raised concern about the operation of the intersections of Chippawa Road, Dolphin Street, and Berkley Avenue.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, AND PRACTICES:**

This section of Chippawa Road is a collector road owned by the City of Port Colborne which runs northeast-southwest from Regional Road 3 to Highway 140. The width of the road allowance varies and is less than the standard 20 m width of a typical road allowance for the majority of its length. A short section of sidewalk along the south side runs from Dolphin Street to approximately 170 m southwest of Dolphin Street. The posted speed limit is 40 km/h for this entire section. It is also posted "No Trucks" at both ends.

Dolphin Street is a local road owned by the City of Port Colborne which runs north-south from Regional Road 3 to Chippawa Road. The road allowance varies in width and is less than the standard 20 m for its entire length. Sidewalks are located along the east side for the entire length. The speed limit is unposted and is therefore 50 km/h.

Berkley Avenue is a local road owned by the City of Port Colborne which runs northwest-southeast from Chippawa Road to a cul-de-sac near the intersection of Regional Road 3 and Highway 140. Its road allowance varies in width and is less than 20 m for its entire length. Sidewalks are located along the southwest side between Dolphin Street and Wellington Street. The speed limit is unposted and is therefore 50 km/h.

In 1996, Director's Report #96-49 was presented to Council and the outcome was to hold a public meeting with local residents to discuss options for calming traffic on Chippawa Road. As a result of that public meeting, Director's Report #96-67 was presented to Council which approved installing all-way stop control at both the Hubbard Drive intersection and the Berkley Avenue intersection and reducing the speed limit from 50 km/h to 40 km/h. The all-way stop at Hubbard Drive has since been removed at the request of a previous Council.

At the public meeting in 1996, a petition with approximately 20 names was brought forward to close the access to Highway 140 on Chippawa Road. A short time after the public meeting, an opposing petition was given to the City with approximately 60 names. In addition, the ambulance service located on Dolphin Street objected to the closing of the Highway 140 access because it is used as their route for support calls located in Welland. The ambulance service was contacted during the preparation of this report and they confirmed that the Chippawa Road access is still used today.

Records provided by Niagara Region's Road Safety Division indicate that there have been no reported collisions within the intersections of Chippawa Road, Dolphin Street, and Berkley Avenue in the last 5 years.

### 3) STAFF COMMENTS AND DISCUSSIONS:

It is immediately apparent that the intersections of Chippawa Road, Dolphin Street, and Berkley Avenue are highly unusual. This is a result of the neighbourhood having been built without the benefit of a subdivision plan. According to Director's Report #96-49, these road locations and characteristics were determined by the owners of the day and were later "given" to the City for public use.

In Director's Report #96-49, it was noted to Council that the proposed stop control on Chippawa Road was unwarranted by provincial standards and would not have the desired effect of reducing the speed of traffic. This fact is still true today and is evidenced by drivers regularly witnessed "rolling-through" or outright ignoring the stop signs on Chippawa Road at the Berkley Avenue intersection. This occurs when drivers feel that a stop sign is unwarranted, which leads to a false sense of security for pedestrians crossing the intersection or other vehicles turning onto the opposing road.

Based on the Ontario Traffic Manual guidelines, the following are relevant reasons for **not** having stop control on Chippawa Road:

- as a speed control device
- as a means of deterring the movement of through traffic in a residential area
- where the protection of pedestrians is a prime concern

Another issue in this area is the awkward joining of the Berkley Avenue offshoot with Dolphin Street right at the intersection with Chippawa Road. It can be confusing for drivers and it's not clear who has the right of way when multiple vehicles are stopped.

As a proposed remedy to this situation, staff have completed a concept design for a reconstruction of that intersection. This would include installing a barrier at the end of the Berkley Avenue offshoot and realigning the stop position on Dolphin Street to make it a more traditional intersection with Chippawa Road. This design can be seen on Appendix A, attached. The estimated cost for this reconstruction is \$35,000.

Additional concerns brought up by local residents include excessive speeding and commercial trucks disobeying the prohibition signs. These are enforcement issues which must be addressed by policing the area. It is staff's understanding that police do patrol the area, but their limited resources prevent them from doing so as often as the residents would like.

The lack of sidewalks along Chippawa Road is also a concern among local residents. Unfortunately, due to the narrow road allowance, open ditches, and hydro poles along both sides of the road, installing a sidewalk in this area would be difficult to design and would likely be much more costly than on a typical roadway. A full topographical survey of the roadway and preliminary engineering design work would be required to determine

an estimated cost for installing a sidewalk along Chippawa Road.

Excessive traffic volume is another concern that has been mentioned. Due to the fact that Chippawa Road is the shortest distance from Highway 140 to Bridge 19/Main Street East, this route is chosen by many drivers as a shortcut rather than continuing on the Highway and turning onto Main Street East. Some suggested solutions provided by local residents include blocking off the section of Chippawa Road between Dolphin Street and Berkley Avenue to eliminate the connection between Highway 140 and Main Street, installing speed humps, and installing speed radar signs that display the speed at which drivers are travelling.

Blocking off Chippawa Road at the proposed location would not be feasible due to the proximity of private driveways and the sharp angle of Chippawa Road relative to Dolphin Street. The radius of the turn from Chippawa Road onto Dolphin Street would be too small for larger vehicles to navigate, such as garbage trucks and fire trucks.

In many cases, speed humps do have a positive impact on slowing the speed of traffic, however, there are negative impacts as well. Speed humps can cause issues with snow plowing and can also become hidden under snow which could present a safety hazard. The proper placement of warning signs can reduce the potential hazard, but not eliminate it. Another negative effect of speed humps is hindering the speed at which emergency vehicles can travel. As noted earlier, Chippawa Road is frequently used by emergency services as an access to Highway 140.

Speed radar signs, also known as driver feedback signs, can be effective at raising driver awareness with regards to the speed at which they're travelling. The Engineering Department was approved to acquire four of these devices for use at various locations around the city (Budget Request ENG 2021-06). Chippawa Road at Dolphin Street and Berkley Avenue could be chosen as one of the first locations to use these once they have been procured.

#### **4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

##### **a) Do nothing.**

Council could decide to leave the intersections in their current states.

##### **b) Amend Parking and Traffic By-Law 89-2000 to remove stop sign locations on Chippawa Road, install speed radar signs on Chippawa Road, and reconstruct the intersections as proposed in Appendix A. (Recommended)**

Council could direct staff to remove the unwarranted stop sign locations on Chippawa Road at Berkley Avenue by amending Parking and Traffic By-Law 89-2000 Schedule "P"; install speed radar signs facing both directions on Chippawa Road between the Dolphin Street and Berkley Avenue intersections; and include a request in the 2022 budget package to reconstruct the intersection of Chippawa Road, Dolphin Street, and Berkley Avenue, as proposed in Appendix A of this report, for an estimated cost of \$35,000.

**c) Hire an external consultant to perform a full traffic study.**

Council could direct staff to hire an external consultant to prepare a full traffic study of Chippawa Road and provide traffic calming solutions at an estimated cost of \$15,000.

**d) Investigate the cost of installing a sidewalk on Chippawa Road.**

Council could direct staff to gather topographical survey of Chippawa Road and prepare a preliminary engineering design to determine an estimated cost for installing approximately 700 m of sidewalk.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:**

This section is not applicable.

**6) ATTACHMENTS:**

Appendix A - Proposed Reconstruction of Chippawa Road/Dolphin Street/Berkley Avenue Intersections

**7) RECOMMENDATION:**

That Council direct staff to remove the unwarranted stop sign locations on Chippawa Road at Berkley Avenue by amending Parking and Traffic By-Law 89-2000 Schedule "P"; install speed radar signs facing both directions on Chippawa Road between the Dolphin Street and Berkley Avenue intersections; and include a request in the 2022 budget package to reconstruct the intersection of Chippawa Road, Dolphin Street, and Berkley Avenue, as proposed in Appendix A of this report, for an estimated cost of \$35,000.

**8) SIGNATURES:**

Prepared on November 13, 2020, by:



Brian Kostuk  
Development & Asset Inventory  
Supervisor

Reviewed by:



Steve Shypowskyj  
Acting Director of Engineering &  
Operations

Reviewed by:



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

Reviewed and Respectfully Submitted by:



Scott Luey  
Chief Administrative Officer



Report Number: 2020-171

Date: November 23, 2020

**SUBJECT: By-Law Revision - Load Restriction on Brookfield Road**

**1) PURPOSE:**

This report is prepared in response to staff being made aware of an issue that has arisen recently as a result of significant trucking operations on Brookfield Road.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, AND PRACTICES:**

Brookfield Road is a rural road owned by the City of Port Colborne that runs north-south from Highway 3 to approximately 300 m south of Netherby Road where it crosses into the City of Welland and becomes South Brookfield Road.

Currently, under the Parking and Traffic By-Law 89-2000 Schedule "Y", there is a load restriction of five (5) tonnes per axle in effect annually from March 1 to April 30 on Brookfield Road.

**3) STAFF COMMENTS AND DISCUSSIONS:**

Earlier this year staff responded to reports of significant deterioration of the pavement on a section of Brookfield Road between Third Concession Road and Forkes Road. Upon investigation it was determined that a large number of heavy trucks have been using the road to bring loads of soil from outside the city. It is apparent that the transporting of heavy loads on Brookfield Road is causing the base pavement to fail due to a lack of base structure along the road edge. This indicates that the pavement structure on Brookfield Road was not built to a level that will support sustained heavy traffic.

As a result, the City repaired a large section of Brookfield Road in July under the 2020 Asphalt Patch Repair budget at a cost of \$34,550.97. Subsequent to that repair, further damage has occurred and additional repairs will be needed at an estimated cost of \$15,000.

The Engineering Department recommends that the City restrict loads on Brookfield Road to five (5) tonnes per axle year-round, rather than only seasonally. There is a high likelihood that continuing to allow heavy trucks to use this road will lead to additional costly repairs in the coming years.

**4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

**a) Do nothing**

Council could decide to leave the existing load restriction status in place. This may result in further requirements for significant maintenance and reinstatement of Brookfield Road in the future.

**b) Revise the load restriction on Brookfield Road from seasonal to year-round. (Recommended)**

Council could direct staff to amend Traffic and Parking By-Law 89-2000 by removing Brookfield Road from Schedule “Y” (Reduced Load Restrictions, March 1 to April 30 inclusive each and every year) and adding Brookfield Road to Schedule “Z” (Reduced Load Restrictions, January 1 to December 31 inclusive each and every year).

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:**

This section is not applicable.

**6) ATTACHMENTS:**

None.

**7) RECOMMENDATION:**

That Council direct staff to amend Traffic and Parking By-Law 89-2000 by removing Brookfield Road from Schedule “Y” (Reduced Load Restrictions, March 1 to April 30 inclusive each and every year) and adding Brookfield Road to Schedule “Z” (Reduced Load Restrictions, January 1 to December 31 inclusive each and every year).

**8) SIGNATURES:**

Prepared on November 13, 2020, by:



Brian Kostuk  
Development & Asset Inventory  
Supervisor

Reviewed by:



Steve Shypowskyj  
Manager of Projects & Design  
Acting Director of Engineering &  
Operations

Reviewed and Respectfully Submitted by:



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

Reviewed and Respectfully Submitted by:



Scott Luey  
Chief Administrative Officer



**Planning and Development Department  
Planning Division**

**Report Number: 2020-174**

**Date: November 23, 2020**

**SUBJECT: Utility Trailers**

**1) PURPOSE:**

The purpose of this report is to provide Council with information regarding the parking of utility trailers on property that permits a single detached dwelling and direction to amend the Zoning By-law.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

At the October 13, 2020, meeting of Council, the following minutes were recorded:

“(d) Exemption of Small Trailers from the October 15 Deadline {Bruno}

In response to Councillor Bruno's inquiry regarding whether small utility trailers could be exempted from the Zoning By-law October 15th deadline to remove trailers from front yards, the Director of Planning and Development informed Council that this would require an amendment to the Zoning By-law and that staff will prepare a report to bring forward at the November 23 Council meeting regarding this matter.”

Staff acknowledge that Councillor Bodner had requested whether the matter of snowmobiles on trailers during the winter months could also be investigated.

On August 24, 2009, Council received Planning & Development Report 2009-55 regarding the review of Section 4.23(l)(iv) of the previous Zoning By-law. This section regulated the parking of a recreational vehicle, mobile home, motor home, trailer or tourist trailer by not allowing them to be parked or stored in any front yard or exterior side yard.

Upon consideration of report 2009-55, Council directed that an amendment be made to Section 4.23(l)(v) to provide the following: “Where no parking space can be provided in the rear or side yard, it be permitted in the front yard with a setback of 1.5 metres from the front lot line from May 1 to October 31 and that no parking is permitted in the daylight triangle for a corner lot.”

On December 3, 2009, Council approved this change to the Zoning By-law and our current 2018 Zoning By-law provides the following provisions:

**3.9.1 Recreation Vehicle, Boat, Recreation Trailer, Utility Trailer**

- a) No recreation vehicle, boat, or utility trailer shall be located in a front and/or corner side yard parking area in any residential zone, except where

no off-street parking space is available or can be provided in the interior side or rear yard, they may be permitted in the front yard and/or corner side yard parking area provided they are set back a minimum of 1.5 metres from the front and/or corner side yard lot line on an in-season basis from May 15 to October 15 of each year.

- b) No recreation vehicle, boat, or utility trailer shall be located in a required sight triangle on a corner lot.

### **3) STAFF COMMENTS AND DISCUSSIONS**

The Zoning By-law provides the following definition;

“Utility Trailer: means a portable structure designed for the hauling of goods, materials, motor vehicles and the like, having a width not exceeding 2.5 metres, a height not exceeding 1.25 metres and a length not exceeding 7.2 metres, and is not used for commercial purposes.”

To address Councillor Bruno and Bodner’s concerns, an amendment would be required to Section 3.9.1(a) by deleting the reference to a utility trailer. Doing such would allow these trailers to be parked in the front or exterior side yard year round with or without snowmobiles.

If staff receives direction from Council to propose an amendment to the Zoning By-law, an amendment will be included in the next housekeeping amendment. Due to the length of time involved before this amendment can be proposed, any existing or new contravention of Section 3.9.1(a) for parking of utility trailers would not be enforced by By-law Enforcement.

### **4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

- a) **Do nothing**

Doing nothing is not an option as previous Council direction was received.

- b) **Other Options**

Council can direct that other changes be considered.

### **5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not applicable.

### **6) ATTACHMENTS**

None.

**7) RECOMMENDATION**

That staff be directed to propose an amendment to Section 3.9.1(a) of Zoning By-law 6575/30/18 by deleting reference to a utility trailer.

**8) SIGNATURES:**

Prepared on November 9, 2020 by:



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

Reviewed & submitted by:



C. Scott Luey  
Chief Administrative Officer

Reviewed by:



Sherry Hanson, C.P.S.O.  
Manager of By-law Services



**Planning & Development Department  
By-law Enforcement Division**

**Report Number: 2020-178**

**Date: November 23, 2020**

**SUBJECT: Sign Variance Request 832 King Street**

**1) PURPOSE:**

The purpose of this report is to present Council with a sign variance request submitted by Niko Kosmas with respect to signs located at 832 King Street.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

The City's current procedure with respect to sign variances is to obtain the \$700 variance fee along with a completed application form. A review from the Building and By-law Enforcement Divisions is required, a report is prepared and then presented to Council for consideration.

The installation and maintenance of signs within the City of Port Colborne is regulated under By-Law No. 4738/120/05 (the "Sign By-law"). The proposed request is not in compliance with the following sections of the Sign By-law.

**General Prohibitions**

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

**Fascia Sign**

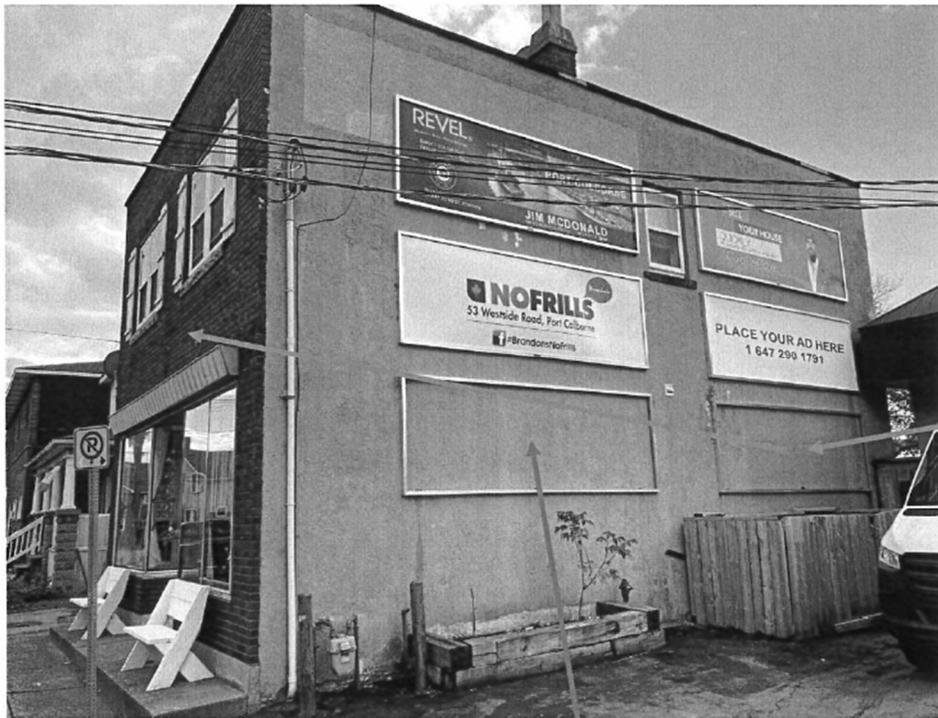
- Section 3.2.5 (c) "The total area of all Fascia Signs shall not exceed twenty-five percent (25%) of the area of wall on which it is installed or fifteen (15) square metres in area, whichever is the lesser."

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

The Chief Building Official noted that a sign variance is required for compliance as the number of current fascia signs exceed the wall area space allowed. The signs may have been installed prior to the new owner obtaining the property in June of 2018. The owner wishes to comply and therefore a request for a variance was submitted to By-law Enforcement.



This is a view of the property from 2018.



This is present day.

### 3) STAFF COMMENTS AND DISCUSSIONS

#### Planning Comments:

The property is not located in the Old Humberstone CIP project area. Planning staff has no objections to the location of the proposed sign.

#### Building Comments:

I have reviewed the variance application and have the following comments:

1. A permit application has been made for the signs on this building. Application was made October 7/20. Issuance is being held awaiting outcome of this variance application.
2. The calculations provided by Mr. Kosmas on his application drawings are accurate, and summarized as follows:
  - a. Maximum permitted area for fascia signs, per the By-law, are the lesser of 15 sq.m. or 25% of wall area (Sentence 3.2.5.(c));
  - b. The application is made for six (6) individual signs, each of which are 4.5 sq.m. (48 sq.ft.), for a total sign area of 26.8 sq.m. (288 sq.ft.).
  - c. The area of the wall upon which the signs are proposed to be mounted is 80.3 sq.m. (864 sq.ft.).
  - d. Proposed total area for the collective group of signs is 26.8 sq.m. (max. 15 sq.m. permitted) and 33.3% (max. 25% permitted), which exceeds both limits.

The Building Division has no objections to this proposal.

#### Summary of Comments

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

#### **4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

##### **a) Do nothing**

This section is not applicable.

##### **b) Other Options**

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

#### **5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

This section is not applicable.

#### **6) ATTACHMENTS**

Appendix A –Variance request from 832 King Street

#### **7) RECOMMENDATION**

That Council approve the variance for the proposed signs at 832 King Street as outlined in Appendix A to Planning and Development Department, By-law Enforcement Division, Report No. 2020-178, Subject: Sign Variance Request 832 King Street.

**8) SIGNATURES**

Prepared on November 5, 2020 by:



Sherry Hanson, C.P.S.O.  
Manager of By-law Services

Reviewed by:



Todd Rogers, MAATO, CBCO  
Chief Building Official

Reviewed by:



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

Reviewed and Respectfully Submitted by:



C. Scott Luey  
Chief Administrative Officer



**Request for Relief from Sign By-law**  
**Application Form**

**Applicant:**

1) Name: NIKOLAS KOSMAS  
 2) Address: [REDACTED]  
 3) Phone #: [REDACTED]  
 4) Email: [REDACTED]

**Proposed Sign Location:** NORTH WALL (SEE DRAWINGS) **Regional Road**

**Building Owner:** NIKOLAS KOSMAS

**Address:** 832 KING STREET, PORT COLBORNE ON L3K 4J5

**Type of Sign:** (check all that apply)

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

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

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

**Reason for Application:**

REQUESTING ALLOWANCE FOR 6 SIGNS. KINDLY REVIEW THE DRAWAINGS ATTACHED.

**Applicant Signature:** NIKOLAS KOSMAS **Date:** OCTOBER 24, 2020

*Office Use Only:*

Fee: \$700.00	Zoning:
Paid by:	Date:

## 832 KING STREET SIGNAGE DRAWINGS AND DIMENSIONS

SUBMITTED BY: NIKOLAS KOSMAS - PROPERTY OWNER

ATTENTION: TODD ROGERS - CHIEF BUILDING INSPECTOR

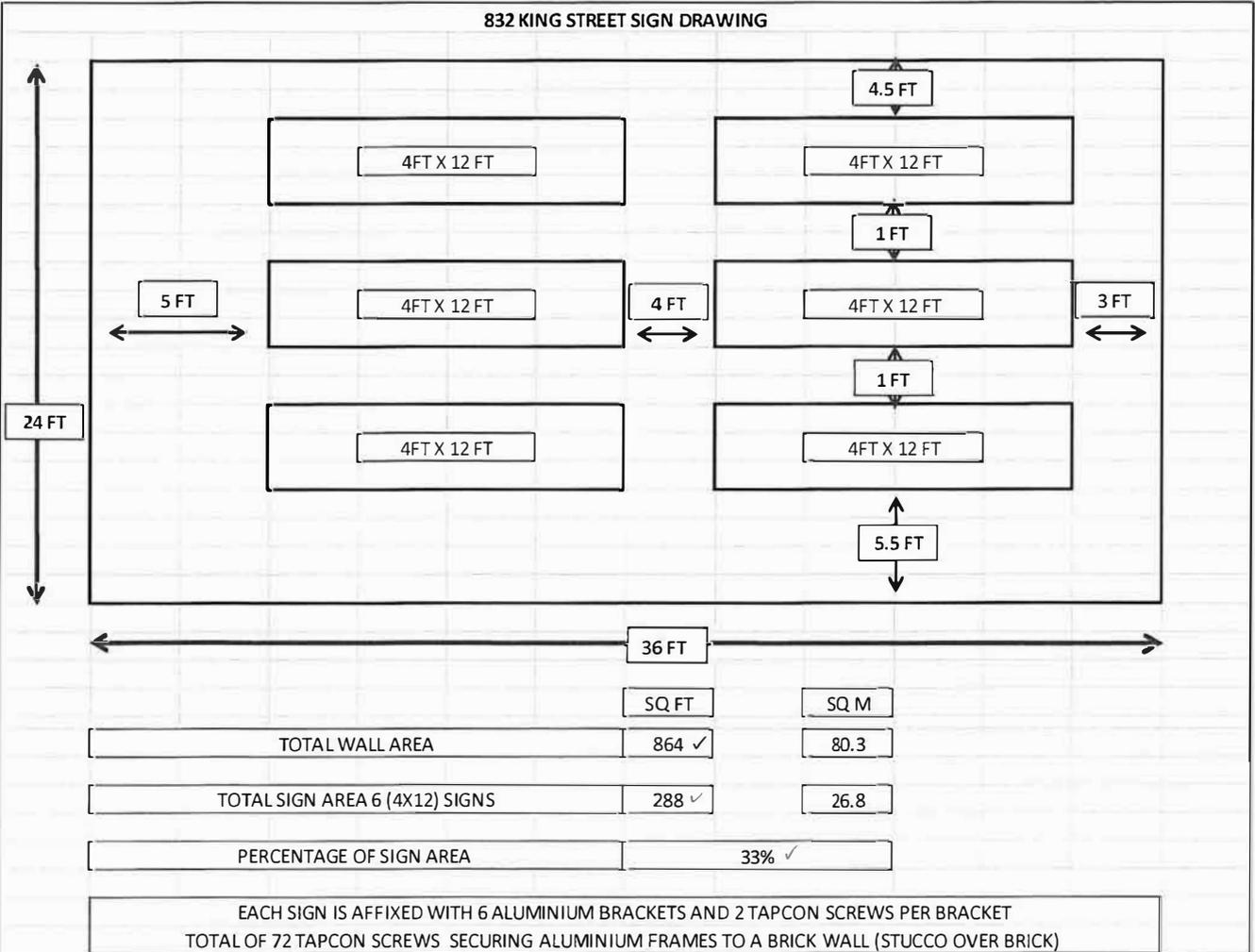
### DRAWINGS CONTAIN:

- SIMPLE SITE PLAN, SHOWING PROPERTY LINES AND BUILDING
- ELEVATION OF THE APPLICABLE WALL WITH DIMENSIONS, SHOW SIGN PANELS ALSO DIMENSIONED (MAX. TOTAL IS LESSER OF 25% OR 15 SQ.M.)
- INDICATE HOW SIGN PANELS ARE ATTACHED TO SUBSTRATE
- SUPPORTING PICTURES

- 
- CURRENTLY THERE IS ONLY 4 SIGNS INSTALLED WHICH COVER A TOTAL AREA OF 22% - (EACH SIGN IS 48 SQ FT X 4 = 192 SQ FT / 864 SQ FT)
  - I WILL LEAVE THE OTHER TWO SIGNS VACANT OR REINSTALL ONE (BOTTOM RIGHT) TO THE FRONT OF THE BUILDING - IF I DO I WILL SUBMIT DRAWINGS AND A NEW APPLICATION
  - AT A TIME IN THE FUTURE WHEN THE BY-LAWS ARE CHANGED TO ALLOW A GREATER PERCENTAGE AREA I WILL THEN RENT THE BOTTOM LEFT AS WELL - 5 SIGNS WOULD COVER A TOTAL AREA OF 28% - (EACH SIGN IS 48 SQ FT X 5 = 240 SQ FT / 864 SQ FT = 0.27.7)

NIKO KOSMAS  
[REDACTED]  
[REDACTED]

832 KING STREET SIGN DRAWING

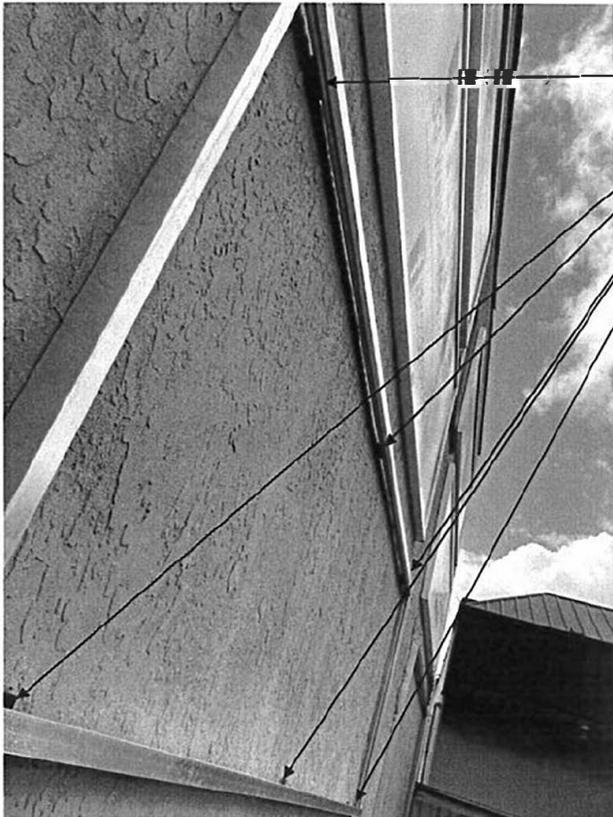






2 TAPCON SCREWS





6 BRACKETS AND 2 TAPCONS PER BRACKET  
SECURING EACH SIGN TO THE STUCCO OVER  
BRICK WALL



SIGN WIDTH IS LESS THAN OR EQUAL TO THE ROOF OVERHANG AND THE ELECTRICAL MAST PIPE



WILL LEAVE THIS SIGN SPACE UNOCCUPIED AND IN FUTURE WILL MOVE TO THE FRONT FACADE OF BUILDING

WILL LEAVE THIS SIGN SPACE UNOCCUPIED AND WAIT FOR BY-LAWS TO BE UPDATED TO ALLOW AN INCREASE IN PERCENTAGE OF COVERAGE



Report Number: 2020-176

Date: November 23, 2020

Subject: Cedar Bay Beach Promenade

**1) PURPOSE:**

This CAO generated report has been prepared following Council's direction to staff to determine the ownership and City responsibility of the area known as the Beach Promenade on the Cedar Bay survey document as created in 1921.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

In the summer of 2020, staff and Council became aware of a Plan of Subdivision in an area bounded by Cedar Bay Road to the east and Centennial Park to the west (Appendix A – PL795). This area includes private properties on the north and south side of Vimy Ridge Road. A large parcel on this plan refers to a "Beach Promenade". The attached Plan of Subdivision was created in 1921 and is difficult to read due to the font and quality of the copy, therefore staff have also provided a copy of a more modern rendering of the area (Appendix B – Property Index Map).

Upon Council becoming aware of the promenade issue, staff was directed to ascertain the answers to certain questions from the City solicitor to clarify:

- ownership of the Beach Promenade
- identification of any parties permitted legal access to the Beach Promenade
- the liability of the City as it pertains to users of the Beach Promenade
- responsibility for maintenance of the Beach Promenade by the City

Staff have engaged the City's solicitor to provide information and that information was presented to Council during a closed meeting. Upon receiving legal advice in closed session, Council directed staff to communicate the information received to the affected property owners by registered mail (notices were sent in October 2020) and to present a report at an open meeting of City Council.

**3) STAFF COMMENTS AND DISCUSSIONS**

The City's Solicitor has reviewed the Plan of Subdivision and provided the following legal advice. The advice is summarized in staff's own words, the original legal advice is considered privileged and has been presented to Council in closed session.

## Ownership of the Beach Promenade

The Beach Promenade remains under the ownership of the owner identified in the Plan of Subdivision, Catherine Souder. The City is certainly not the owner of the Beach Promenade area. It can be assumed, due to the age of the plan, that Ms. Souder is deceased. That fact does not mean that ownership would revert to the City.

## Legal Users of the Beach Promenade

The plan purports to grant an easement to the “public who use the Park” and “owners and occupants of Lots” on the plan for a “right-of-way and recreation ground”. This means that there is a right extended to Centennial Park users and all owners identified on the plan including those of properties on the north side of Vimy Ridge Road. The City itself has no right of access under this easement. Furthermore, the right is more than a right of passage and includes “the ability to use the area recreationally”.

## City Liability Pertaining to the Beach Promenade

A common complaint from residents of the area is that trespassing, littering, and other unwanted activities are being conducted by users of the Beach Promenade. Legal advice has identified that the City cannot be held liable for these unwanted behaviours. However, legal advice goes on to say that there is some exposure to liability for the City. That is, the City could be held liable for users’ injuries on the promenade under provincial legislation. This is not different than the liability that is accrued in other City facilities and parks. This issue should be mitigated by a risk management strategy by the City.

## Maintenance of the Beach Promenade

The City does not have any direct responsibility to maintain lands it does not own, therefore, the City cannot be compelled to maintain the Beach Promenade. However, the City could voluntarily undertake general maintenance of the subject lands. The City’s solicitor advises that any permanent installations, such as trash receptacles, should be placed on City-owned property rather than the Beach Promenade.

In the course of researching this issue, the City’s solicitor identified two additional issues – the Johnston Road road allowance and the City or a private resident’s ability to extinguish the easement or attempt to gain ownership of the lands.

## Johnston Road

The parcel between Centennial Park and the first private property east of the park identified on the plan is a road allowance referred to as Johnston Road. This road allowance, although unimproved, is a public thoroughfare and any member of the public is free to pass between the promenade and Vimy Ridge Road. This is City property. In theory, the easement that allows access to the Beach Promenade limits the access to individuals entering from the park rather than from a road allowance such as Cedar Bay

Road or Johnston Road, however, ascertaining the point of entry of users on the Beach Promenade could prove to be difficult.

#### Extinguishing the Easement

The City Solicitor has identified that there could be a question as to the validity of the right of way. Legal processes are available to extinguish the right of way and/or attempt to acquire ownership. These processes are available to the City as well as to private citizens. Legal advice indicates that there would be a low probability of success of the City acquiring the promenade parcel through legal means. Staff do not support the City pursuing these avenues.

#### **4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

This report is provided as a result of direction from Council during an in-camera meeting. No further action is required.

#### **5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not Applicable.

#### **6) ATTACHMENTS**

Appendix A – PL795

Appendix B – Property Index Map

#### **7) RECOMMENDATION**

That Chief Administrative Officer Report No. 2020-176, Subject: Cedar Bay Beach Promenade be received for information.

#### **8) SIGNATURES**

Prepared on November 23, 2020 and respectfully submitted by:



C. Scott Luey  
Chief Administrative Officer

No. 36

PLAN OF  
SUBDIVISION OF PART OF  
LOT NO. 13, CON. 1,  
IN THE  
TP. OF HUMBERSTONE  
TO BE KNOWN AS  
**CEDAR BAY PARK**  
Scale, 100ft. = 1 in.

Note:  
Iron Bars No. 1 1/2 x 5/8 have been planted as shown thus - - -  
Wooden Posts planted shown thus □  
Bearings were calculated from the bearing of the line forming the southern boundary of Lots 24 to 26 the bearing of which has been determined by Astronomical Observation.

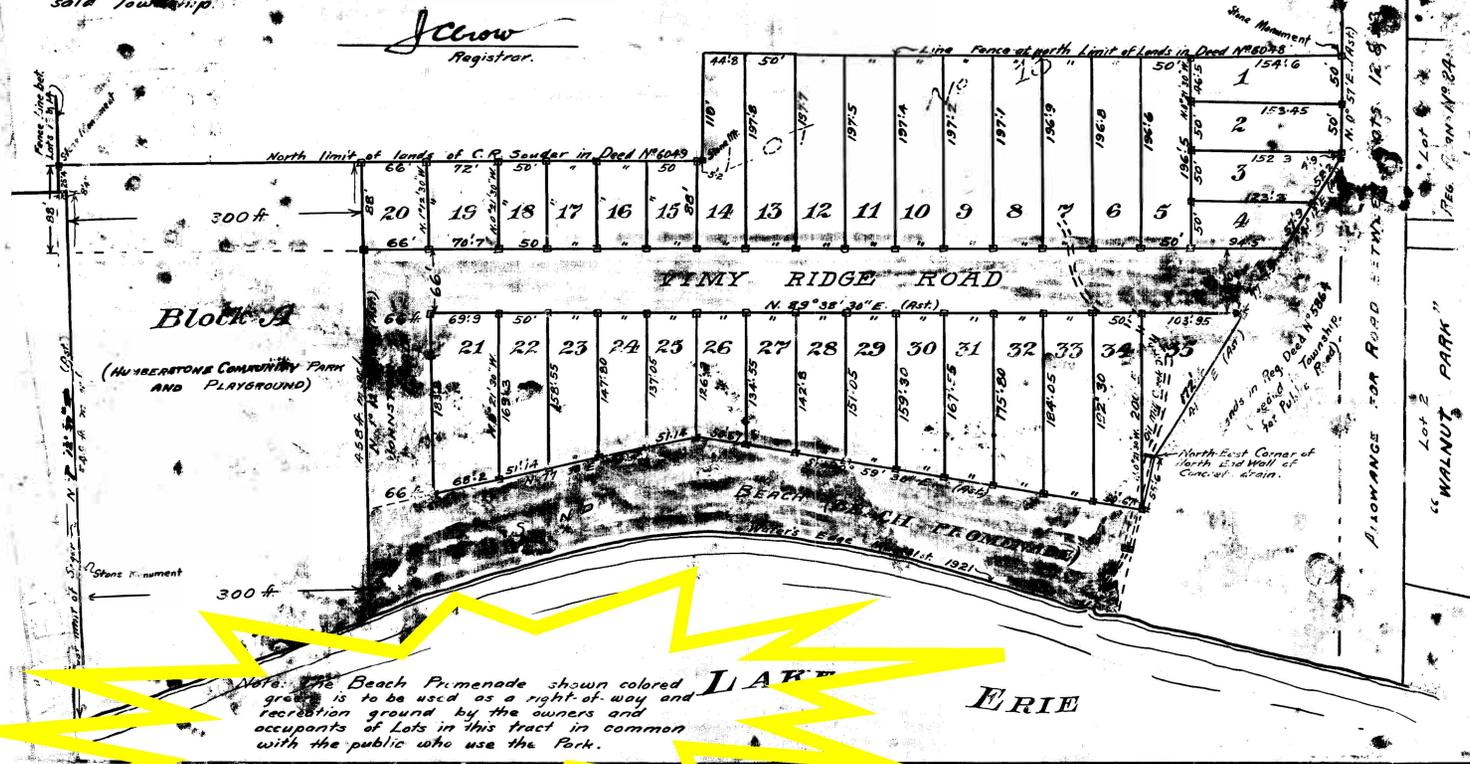
REGISTRAR'S CERTIFICATE

The original of this plan signed by Catherine R. Scrow as Registrar and bearing the approval of the Municipal Councils of the Town of Kirt Colborne and of the Township of Humberstone was duly entered and registered in the Registry Office for the Registry Division of the County of Welland in Plan Index Book No. 1 for said County at 3 o'clock P.M. on the 24 day of June A.D. 1921 as Plan No. 36 for said Township.

We hereby certify that this is a true copy of a Plan Registered as No. 36 for the Township of Humberstone.

Welland, June 24 1921.  
D. Ross and S. Scott  
Ont. Land Surveyors

Scrow  
Registrar.



90-2





Report Number: 2020-179

Date: November 23, 2020

Subject: COVID-19 Update #7

**1) PURPOSE:**

This CAO generated report is provided as a follow up to the COVID-19 pandemic update that was provided to City Council on September 28, 2020.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

The City's Emergency Operations Centre (EOC) was activated in response to the COVID-19 pandemic on March 13, 2020 by bringing together the City's Emergency Control Group (ECG). The COVID-19 pandemic continues to affect the nation and the City continues to prepare, respond, and plan recovery from the impacts of the pandemic to the municipality. As described in a previous staff report, the City's response is based on four principles:

- Maintaining essential City services to the community throughout the emergency;
- Continuing to ensure the safety and security of the public and City staff;
- Ensuring the organization remains financially stable throughout COVID-19; and
- Continuing to remain consistent in the City's actions with the actions of other agencies.

In order to respond appropriately to the impacts of the pandemic and adhere to these principles, the City's response has been divided into three phases:

- First phase – initial response and precautions for users and staff
- Second phase – maintaining essential services
- Third phase – recovery and reopening

Currently, the City is in the third phase, recovery and reopening, as staff continue to execute plans that were developed for reopening the City's programs, services, and facilities.

**3) STAFF COMMENTS AND DISCUSSIONS**

The City continues to maintain essential services during the COVID-19 pandemic. In recent months more services, programs, and facilities have reopened; the City has moved beyond maintaining essential services and now offers almost all municipal services that were available prior to the pandemic, albeit often with precautions in place. The precautions in place to protect the community and staff have been described in past reports. These precautions remain in place and are actively being monitored, evaluated,

and adjusted as needed. City management is content with the precautions in place and, based on feedback from staff and union officials, City Staff are also content with the current working conditions.

Recently the Province of Ontario released a new COVID Response Framework that includes a colour coded approach to the public health measures that are in place in different jurisdictions in Ontario. Niagara was initially in the yellow category known as “Protect” but has since moved into the orange or “Restrict” category based on case numbers in the Region.

This category has several impacts on local businesses, especially restaurants, including the number of people that can gather, sit at a table and hours of operations. The change to the orange category also has implications for the City as a workplace and as a provider of services. In the workplace, the City is still restricting access to most of our public facilities by offering services on an appointment basis. The Library is returning to curbside services and restricting access to the inside of the facility.

In addition to these precautions, the City is planning on allowing spectators into the two arenas at the Vale Health & Wellness Centre. One spectator per participant will be permitted under the orange and yellow categories unless a reduction is ordered by public health officials. Staff will revisit this number if the Region reaches the Green or “Prevent” category of recovery.

Throughout the duration of the pandemic, Port Colborne By-law Enforcement has noted high levels of compliance with the Provincial and Regional Public Health precautions that have been put in place. In cases where reports or complaints under the Orders were received, By-law officers attended and provided information and education to obtain voluntary compliance. Now that the Region has been classified as “Orange” on the Provincial COVID Response Framework, there is a desire among municipalities in Niagara to move to more active enforcement from the previous education and information model. The City’s Emergency Control Group has discussed this in the Emergency Operations Centre and there is agreement that the City’s By-law Enforcement staff will be more rigorous in enforcement of Provincial and Regional orders in the future when warranted.

Staff will continue to monitor the Province’s COVID Recovery Framework and will report the City’s response and precautionary actions taken to Council.

#### **4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

As previously communicated the City received \$622,700 in COVID-19 relief funding from the Province of Ontario as part of their Phase 1 funding program. As a result of financial stewardship decisions made at the outset of the pandemic the City has determined it does not qualify for phase 2 funding. The Financial Services Division continues to forecast a balanced budget for 2020.

a) **Do nothing.**

Not applicable.

b) **Other Options**

Not applicable.

5) **COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not applicable.

6) **ATTACHMENTS**

None.

7) **RECOMMENDATION**

That Chief Administrative Officer Report No. 2020-179, Subject: COVID-19 Update #7, be received for information.

8) **SIGNATURES**

Prepared on November 17, 2020 and respectfully submitted by:

A handwritten signature in black ink, appearing to read "C. Luey", followed by a period.

C. Scott Luey  
Chief Administrative Officer



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

**Report Number: 2020-165**

**Date: November 23, 2020**

**SUBJECT: Federal Economic Development Agency, Canadian Experiences Fund  
Grant Application – Resolution of Support**

**1) PURPOSE:**

The purpose of this report is to inform Council that the City of Port Colborne was approved for grant funding support under the Federal Economic Development Agency, Canadian Experiences Fund, to undertake various improvements to enhance visitor experience. A resolution of Council is required to satisfy financial reporting requirements for the grant.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

The City has been successful in securing grant funding under the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), Canadian Experiences Fund, in order to undertake various improvements across the City to enhance visitor experience for a total allocation of up to \$200,000 - representing 100% of total eligible project costs.

The Canadian Experiences Fund, delivered by regional development agencies across the country, is a \$58.5-million national program to support communities across Canada to create, improve or enhance tourism products, facilities and experiences. FedDev Ontario was allocated approximately \$11 million to deliver this Fund in southern Ontario in order to support communities as they create, improve or enhance tourism products, facilities and experiences.

**3) STAFF COMMENTS AND DISCUSSIONS**

Financial support through the Canadian Experiences Fund has been approved to support the completion of a number of improvements across the City to enhance visitor experience at various amenities across the City.

Notice of grant funding approval was received in 2019, which earmarked funds towards various improvements at H.H. Knoll Lakeview Park. Enhancements were slated to position the site as a “celebration park”, better equipped to host special events, such as the Canal Days Marine Heritage Festival concert series. However, due to COVID-19, completion of the project was delayed. As a result, adjustments to the project scope were required in order to complete the project within the timeline allotted for project completion under the grant funding requirements. As a result, in consultation with FedDev Ontario, staff have adjusted the project scope to include the following: portable infrastructure for beaches and parks (including portable washrooms and signage), Wi-Fi improvements at H.H. Knoll Lakeview Park and Sugarloaf Marina, and lighting and hydro enhancements at H.H. Knoll Lakeview Park.

**4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

**a) Do nothing**

Grant funding under the Canadian Experiences Fund has been approved. As a result, this option is not recommended.

**b) Other Options**

None.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not applicable.

**6) ATTACHMENTS**

None.

**7) RECOMMENDATION**

That the Federal Economic Development Agency for Southern Ontario, Canadian Experiences Fund application and funding as outlined in Community and Economic Development Department, Parks and Recreation Division, Report 2020-165, be accepted and supported;

That a by-law to authorize entering into a contribution agreement respecting the above application, be approved.

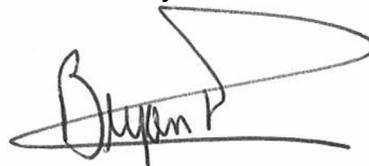
**8) SIGNATURES**

Prepared on November 9, 2020 by:



Ashley Grigg  
Director of Community and  
Economic Development

Reviewed by:



Bryan Boles  
Director of Corporate Services/Treasurer

Reviewed by:



Steve Shypowskyj  
Acting Director of  
Engineering and Operations

Reviewed and respectfully submitted by:



C. Scott Luey  
Chief Administrative Officer



**Corporate Service Department  
Financial Services Division**

**Report Number: 2020-168**

**Date: Budget Committee November 5,  
2020 (Council November 23, 2020)**

**SUBJECT: REVISED 2021 Levy Budget**

**1) PURPOSE**

The purpose of this report is to present the proposed 2021 Levy Budget to City Council.

**2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

The 2021 Levy budget is presented in accordance with the following timeline:

Levy Budget – Proposed Levy Budget Posted on the City’s Website	October 29, 2020
Levy Budget	November 5, 2020
Levy Budget	November 12, 2020
Levy Budget – Approval	Council – November 23, 2020

The timeline was originally approved by Council in Report 2020-97.

Should the 2021 Levy budget be approved by the Budget Committee of the Whole on November 12, 2020 it will move to be ratified at the November 23, 2020 Council meeting.

Approving the 2021 Levy budget at this time will provide greater clarity to staff with respect to direction and expectations going into 2021.

The 2021 Levy budget was developed through a process that obtained both Council and staff input. Staff based their recommendations after considering:

- Organization capacity to fulfill the direction this budget provides:
  - Staff recognizing the COVID-19 pandemic is on-going
  - Staff changes in the Public Works division
- Organization financial flexibility:
  - Taxpayer affordability
  - Establishing a pathway for Self-Sustaining Entities to be self-sustaining
- A desire to continuously improve:
  - Introduce a new account structure (blue print) to track future success
  - Establishing a pathway to examine service levels, processes and even organization structure

The budget document should be read in conjunction with the 2021 Capital and Related Budget (Report 2020-125) approved by Council at the September 28, 2020 Council meeting and the budget presentations presented to the Committee of the Whole on September 17, 2020.

Financial Services acknowledges that the format of the 2021 Levy budget is very different than previous years. Staff took a bottom up approach, including adjusting the account structure to facilitate future triennial financial reporting. Staff did not use the prior year budget plus inflation approach. The hope is Council will find the new format as a continued movement towards increasing accountability and transparency.

Financial Services would like to thank all Directors and Managers across the departments that supported the development of this budget. Moving the budget timetable from March to October/November was a significant accomplishment.

### **3) STAFF COMMENTS AND DISCUSSIONS**

Financial Services highlights the budget is a plan to allocate resources in advance for the maximum benefit of City residents and stakeholders. It is a method to authorize revenue and expense authority. In preparing the 2021 Budget, certain assumptions and estimates are necessary. They are based on information available to staff at the time. Actual results will vary although as regulated through the *Municipal Act*, a balanced budget is required.

#### ***Property Tax Impact***

If approved as presented, the 2021 operating budget would result in an estimated 2.44% or \$82 increase to the average detached family house (not on water) valued at \$196,036. Council approved the 2021 capital and related project budget on September 28, 2020 with an estimated impact of 1% or \$34 to the same average detached family house.

The estimated impact provided within plans for assessment growth of approximately 1%. This estimate has been made after discussions with staff at the Municipal Property Assessment Corporation (MPAC). Should growth be higher or lower the estimated impact to the same average detached family house noted above would increase or decrease. Provided MPAC is able to process the properties it has identified by year end staff identify growth would be higher and the tax impact to the same detached family house noted above would be lower than estimated in this report. At the time of writing this report, staff cannot define that impact as MPAC is still processing and assessing the identified properties.

#### ***Budget Summary***

This budget was developed recognizing City services continue to remain open and active during the pandemic on either an appointment or in-person basis. Recognizing the ongoing COVID-19 pandemic, departments have developed budgets that maintain current service levels while continuing to strengthen the City.

The number of initiatives and actions that are funded within this budget is significant. Staff from each department will be available at the upcoming budget meetings to respond to specific questions about new and existing programs and services within each City department.

Some of the salient highlights and changes in the 2021 Levy budget are as follows:

- Continued financial support for the Pathstone Mental Health Walk-in Clinic in Port Colborne funded at \$40,000 (\$20,000 in 2020 and \$20,000 in 2021) per the presentation on September 14, 2020
- Hospice Residential and Community Services (palliative care) funding at \$30,000 per the presentation October 26, 2020
- Community grants have been increased by \$6,000 to 20% recognizing many community organizations are struggling as a result of the COVID-19 Pandemic.
- Reopening and then maintaining the COVID-19 penalty and interest relief program until June 2021. See comments in this report under “*Budgeting the COVID-19 Pandemic*”.
- Supporting and investing in human capital at the City – recognizing that our people are our most important asset, as was mentioned in the Strategic Plan presentation on October 26, 2020. A formal training budget has been implemented across departments amounting to approximately 2.5% of personnel costs.
- The commitment to continuous learning extends to the youth of the City. This budget includes 48 student positions (up from 39 in the previous year) that help the City meet seasonal demands while providing students with work experience to support them in their future development.
- All self-sustaining entities (SSEs) have a plan to be self-sustaining in 2021. The budget of the City’s marina will need to adjust if the border to the United States does not open this spring. The budget of the building department will need further review in 2021 to ensure on-going sustainability in 2022 and thereafter.
- A second marketing and communication person and a proposal to make the Manager of Strategic Initiatives permanent, full-time at an estimated combined cost of \$214,000. These positions are proposed to handle the ever-increasing need for communication and growing strategic projects in the City, including those around the Canal as an economic development, industrial, and tourism asset.
- Funding for future liabilities in the amount of \$208,000 which is a move towards providing services and costing those services on a generational equity basis.
- Increase in the allowance for property tax re-assessments and/or uncollectable and other receivable related expenses by \$153,000. The primary goal is to prepare the City for the upcoming MPAC reassessment that will take place in 2021. Often, before and after these reassessments, there is a flurry of activity to wrap up appeals and start new appeals.
- Established equipment and repair and maintenance budgets in Parks and Recreation to improve agility and the ability to meet changing needs of users. Specifically, in 2021 this will enable new soccer nets to be purchased in support of changing soccer programs in the City.

- Presently user fees and charges remain unchanged unless previously directed by Council. The goal is to support user groups as they work through the COVID-19 pandemic. At the time of writing this report the exception will be with respect to self-sustaining entities - the most significant being the marina. Recognizing the marina review is on-going, staff will present Council with any recommended changes to user fees and charges in January. In future years where the potential for broader adjustments may be required, user fees and charges will accompany the Levy Budget process for approval.
- This budget proposes to build structural support for the tourism sector with an emphasis on the City's digital tourism footprint. Specifically, this budget proposes moving the Visitor Centre activities to City Hall to be shared with a new Tourism Coordinator and the Customer Service team. Staff anticipate this change will be cost neutral, free up the Visitor Centre and provide the City with year around tourism support. This Tourism Coordinator would be in lieu of seasonal Visitor Centre staffing. The successful candidate will be a leader to move the Niagara South Coast Tourism Association forward and expand the City's social media footprint with respect to tourism. As work continues with the Niagara South Coast Tourism Association and the partnering municipalities there is the potential to achieve some cost recovery thereby reducing the total cost in the area of tourism. As no decision on a future use for the Visitor Centre building has been contemplated at this time the costs to maintain the building remain in the operating budget.
- At the direction of Council an Information Technology Analyst and Environmental Compliance Coordinator were added at a combined cost of \$185,000. The Information Technology Analyst will be pivotal in improving the City's ability to build an online presence and improve data management. The Environmental Compliance Coordinator will support climate change initiatives and related regulatory compliance.

Readers of this report will identify the absence of 2020 comparative figures. Staff are working to prepare a consolidated year over year comparison to be released by November 9, 2020. The delay is a result of the account structure changes. Staff apologize for the inconvenience and thank Council members for their patience.

The following table summarized the 2021 levy budget (combined operating and capital):

	<b>2021</b>	
Revenue	30,558,015	<sup>1</sup>
Personnel	15,130,900	<sup>1</sup>
Operating Expense	12,611,291	<sup>1</sup>
	27,742,191	
	2,815,824	
Transfer to Capital Accounts	- 5,859,738	<sup>2</sup>
Transfer (to)/from Reserves	58,010	<sup>3</sup>
Transfer from Capital Accounts	867,360	<sup>4</sup>
	- 4,934,368	
Capital Funded from Rate	1,523,844	<sup>5</sup>
Levy Reimbursed from Rate	594,700	<sup>6</sup>
	2,118,544	
Surplus/(Deficit)	-	

Notes and references for the above table:

Note 1 – This represents consolidated revenue and expenses for the organization (excluding Rate budgets). Object of expenditure detail can be found in the Appendices A through K.

Note 2 – This represents the aggregate 2021 Capital and Related Project budget approved by way of Report 2020-125 on September 23, 2020. This amount can be found in Appendix A of the separate 2021 Capital and Related Project report.

Notes 3 and 4 – These amounts represent the net transfers to / from reserves or capital accounts. See Appendix L.

Note 5 – This represents the aggregate portion of the 2021 Capital and Related Project budget funded by rates. This can be seen in Report 2020-125 by totaling the water, waste water and storm pay-as-you-go and borrowing costs in Appendix C of Report 2020-125.

Note 6 – This represents the estimated reimbursement for water, wastewater and storm related activities charged to the levy as a result of shared services. A full review of the allocation process will occur in 2021.

The City's employee group works every day to support the residents and stakeholders of the City. The full-time equivalent (FTE) and head count numbers are as follows:

	<b>FTE</b>	<b>Head Count</b>	
CAO	3.0	3.0	
Marketing and Communication	2.3	3.0	
Economic Development	2.3	3.0	
Corporate Services	25.0	29.0	
Planning and Development	12.7	14.0	
Fire	15.6	17.0	
Parks and Recreation	51.3	94.0	
Public Works	43.0	48.0	
Board and Committees			
Library	8.14	10.00	
Museum	4.29	7.00	
Levy FTEs	167.7	228.0	
Rate FTEs	11.31	14.00	
	179.03	242.00	*
* Included in these numbers are 48 student positions			

The City is currently negotiating or about to negotiate certain union agreements. At the time of writing this report staff are planning to add a Human Resources and Labour Relations update to the currently scheduled November 16, 2020 closed session meeting.

## **Budgeting the COVID-19 Pandemic**

As a result of the COVID-19 pandemic staff have taken a cautious approach to preparing this budget. Staff have prepared their budgets to continue to operate either by way of appointment or by way of open access which has been how the City has operated since the beginning of the COVID-19 pandemic. Should anything change in the environment these assumptions will need to change. As a point of risk mitigation, should it be determined that revenue targets will not be met, staff will look to reduce operating costs in the impacted areas to correspond with reduced activity. While staff are planning to remain agile in the current environment the following COVID-19 budget is proposed to be funded from the general stabilization reserve:

Lost revenue	58,900
Additional cleaning cost	49,500
Interest and penalty relief	20,000
3 By-law enforcement students, including additional transportation costs (May - September)	40,000
Sanitization Supplies	20,000
Personal Protective Equipment	45,000
Communication & Public Relations	20,000
	<u>253,400</u>

At the time of writing this report the General Stabilization Reserve is \$2,848,200. If this 2021 Levy budget was approved, the target per the Reserve Policy would be approximately \$2,039,300 suggesting the reserve is appropriately funded to support the City at this time.

### **New Budget Document**

Corporate Services hopes that Council finds the new budget document helpful in seeing the interconnectedness of activities across the organization. Corporate Services sees this as an initial step in a continuous improvement process.

Financial Services acknowledges that in changing the account structure and moving away from a “cost plus new projects and inflation” approach to budgeting provides more for the reader to digest. This change is evolving which has posed some challenges with comparative figures and also provides some new opportunities for improved oversight and reporting.

Perhaps the most significant changes to the account structure include the following:

- Eliminating the concept of “distributed wages”. Historically the budget would plan for salary costs but allow actual cost to be recorded to other accounts within certain parameters. This makes budget to actual reporting very complicated. Department Directors and Managers might even say impossible. This budget and the corresponding account coding require personnel costs to be recorded where budgeted.

- To satisfy a desire to better reflect the actual costs of certain activities the concept of “allocations” has been introduced. Allocations for Facilities and Fleet are still in development except for Parks and Recreation Self-Containing Units where Facilities costs, when known, have been allocated. The full allocation methodology will be implemented for the first triennial financial report scheduled for the January 1, 2021 to April 30, 2021 time period.
- Facilities and Fleet have also been consolidated under the category of General Government. This was done for the following reasons: increase awareness and transparency over these combined budgets that total over \$3,000,000 representing approximately 15% of the total levy, many of these costs are shared between departments and the current allocation method did not necessarily reflect usage by each department, staff desire to move away from silos and better shared resources (to this point as the Fleet is rebranded over time the expectation is for the Fleet to be branded as the City of Port Colborne and not by department or division).
- Allocations, transfers (to)/from reserves and capital accounts and rate budgets have been removed from the day to day budgets. These transfers will all appear below the Statement of Operations line titled “Revenue less Expenses – Directly Attributable”. Separating these transactions provides a clearer picture of the regular daily operating activities of Directors and Managers and the types of revenue and expenses they have greater “control” over.
- Corporate Services, working with the department Directors and Managers, have also consolidated computer software, credit card fees, insurance, legal fees, landline telephone and internet with some exceptions for Boards and Self-Sustaining Entities. At the present time a 5% allocation has been assigned to Boards and Self-Sustaining entities to approximate the cost of credit card fees and insurance. Similar to Facilities and Fleet noted above a complete allocation model will be developed for the first triennial financial report scheduled for the January 1, 2021 to April 30, 2021 time period.
- As previously communicated, the Budget has been split into the categories of General Government, Boards and Committees, Program Grants and Activities and Departments.
- The Storm Sewer budget is being treated as a separate rate budget and will come forward with the Water and Wastewater rate budgets.

### ***Items Not Included in the Budget***

The following staff positions were proposed by departments but not included in the budget at this time. Senior staff will coordinate a further review of these asks as part of the work outlined in the “Looking Forward” section of this report below. The positions included:

- Information Technology Analyst
- Purchasing Coordinator
- By-law Officer (although as noted in the COVID-19 budget additional seasonal support has been recommended in this budget)
- Mechanic
- Environmental Climate Coordinator

## ***Looking Forward***

As many wise Councillors have said several times before, “everyday is budget day”. Financial Services anticipates this new budget layout may provide the opportunity for new questions and direction from Council. Financial Services will identify that continuous improvement is a process. Looking forward to 2021, staff identify the following projects that will help determine the financial outcomes of the City going into the 2022 budget process:

- Complete the City’s strategic plan and develop tactical plans for each department
- Reviewing the organization structure
- Establish a cost allocation model consistent with the Provincial Financial Information Return (FIR) guidelines to approximate full cost accounting for programs (This budget only allocates these costs to Boards and Committees and Self-Sustaining Entities when there is a visible line of sight to these costs)
- Review cost allocations between the Levy and Rate budgets
- Address the recommendations from the Service Delivery Review
- Establishing Key Performance Indicators (KPIs) and related benchmarks, where applicable, for departments and related costs driven by shared service levels
- Complete the Infrastructure Needs Assessment to support future capital and related project budgets and rate budgets
- Enhancing drainage, ditching and storm sewer financial planning
- Develop a multi-year fleet plan
- Review the success/impact of contract vs in-house service provider changes made and/or proposed in recent years
- Review the purchasing by-law, including delegated processes within the City
- Complete the Marina study
- Complete the beach and road end studies

**4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

Financial Services identifies the proposed 2021 Levy budget is a staff recommendation which Council can adjust, if required.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

The 2021 Levy budget has been developed to support a sustainable City of Port Colborne.

**6) ATTACHMENTS**

- Appendix A – Consolidated Statement (8 pages)
- Appendix B – General Government (4 pages)
- Appendix C – Additional Facility Details (1 page)
- Appendix D – Boards and Committees (4 pages)
- Appendix E – Programs, Grants & Activities (8 pages)
- Appendix F – Council, CAO, Marketing and Communications (MARCOM), Economic Development (4 pages)
- Appendix G – Corporate Services (4 pages)
- Appendix H – Planning and Development and Fire (4 pages)
- Appendix I – Parks & Recreation (8 pages)
- Appendix J – Public Works (8 pages)
- Appendix K – Additional Transportation Details (1 page)
- Appendix L – Reserve Transfers (1 page)

**7) RECOMMENDATION**

That the Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: Revised 2021 Levy Budget, be received; and

That the 2021 Levy Budget as outlined in Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: Revised 2021 Levy Budget, be approved.

**8) SIGNATURES**

Prepared on October 28, 2020 for Budget Committee (revised for Council November 13, 2020) by: Reviewed and respectfully submitted by:



Bryan Boles, MBA, CA, CPA  
Director of Corporate Services/Treasurer



C. Scott Luey  
Chief Administrative Officer

## 2021 Consolidated Levy Budget

	City (Consolidated)	%	General Government	Boards and Committee	Programs, Grants & Activities	Council	CAO	MARCOM
			<i>Subtotal</i>	<i>Subtotal</i>	<i>Subtotal</i>			
<b>Revenue</b>								
Advertising and Sponsorship	88,500	0.3%	-	-	53,000	-	-	-
Donations	137,900	0.5%	125,000	12,900	-	-	-	-
Fees	582,600	1.9%	-	16,500	48,900	-	-	-
Fines	11,000	0.0%	-	-	-	-	-	-
Fundraising	-	0.0%	-	-	-	-	-	-
Grants	5,646,515	18.5%	5,333,215	76,400	179,200	-	-	-
Investment Income	109,000	0.4%	105,000	-	-	-	-	-
Lease Income	337,600	1.1%	40,200	-	151,000	-	-	-
Licences and Permits	389,700	1.3%	-	-	-	-	-	-
Other Revenue	142,500	0.5%	-	-	-	-	-	-
Rentals	530,500	1.7%	18,000	11,300	(2,300)	-	-	-
Sales	1,020,100	3.3%	-	12,500	25,000	-	-	-
Penalties and Interest	450,500	1.5%	470,500	-	(20,000)	-	-	-
Property Taxes	21,111,600	69.1%	21,111,600	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>27,203,515</b>	<b>129,600</b>	<b>434,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>89.0%</b>	<b>0.4%</b>	<b>1.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	General Government	Boards and Committee	Programs, Grants & Activities	Council	CAO	MARCOM
			<i>Subtotal</i>	<i>Subtotal</i>	<i>Subtotal</i>			
<b>Expense</b>								
<b>Personnel Cost</b>								
Salaries and Wages - Full Time	9,349,600	61.8%	(272,000)	559,600	-	-	349,000	156,200
Salaries and Wages - Part Time	1,438,100	9.5%	-	118,500	-	141,400	-	-
Salaries and Wages - Students	537,900	3.6%	-	-	40,000	-	-	9,000
Overtime Pay	302,500	2.0%	-	-	-	-	-	-
Honorariums	25,000	0.2%	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	(68,000)	212,900	-	93,700	94,300	44,500
	<b>15,130,900</b>		<b>- 340,000</b>	<b>891,000</b>	<b>40,000</b>	<b>235,100</b>	<b>443,300</b>	<b>209,700</b>
			<b>-2.2%</b>	<b>5.9%</b>	<b>0.3%</b>	<b>1.6%</b>	<b>2.9%</b>	<b>1.4%</b>
<b>Operating Cost</b>								
Association/Membership Fees	86,300	0.7%	7,000	1,800	200	-	2,900	1,400
Auto - Fuel	208,500	1.7%	208,500	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	20,700	-	-	-
Library Collection	72,800	0.6%	-	72,800	-	-	-	-
Communications & Public Relations	133,800	1.1%	-	6,600	42,000	-	-	47,900
Computer Software	275,000	2.2%	274,000	1,000	-	-	-	-
Contract Services	2,848,100	22.6%	641,100	47,800	651,500	24,100	-	10,000
Cost of Borrowing	2,406,895	19.1%	2,406,895	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	5,000	15,000	-	-	-
Credit Card Fees	84,500	0.7%	84,500	-	-	-	-	-
Equipment	758,400	6.0%	427,600	27,300	115,000	-	-	-
Financial Expenses	7,000	0.1%	7,000	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	373,500	-	-	-
Hospitality Expense	26,800	0.2%	-	1,900	-	7,300	300	200

**2021 Consolidated Levy Budget**

	<b>City (Consolidated)</b>	<b>%</b>	<b>General Government</b>	<b>Boards and Committee</b>	<b>Programs, Grants &amp; Activities</b>	<b>Council</b>	<b>CAO</b>	<b>MARCOM</b>
			<b><i>Subtotal</i></b>	<b><i>Subtotal</i></b>	<b><i>Subtotal</i></b>			
Insurance	667,500	<b>5.3%</b>	667,500	-	-	-	-	-
Office Supplies	76,300	<b>0.6%</b>	-	6,500	-	3,600	1,200	800
Postage & Courier	56,100	<b>0.4%</b>	-	2,400	-	100	100	100
Program Supplies	210,900	<b>1.7%</b>	-	18,300	106,700	-	-	-
Property Tax Expenses	394,996	<b>3.1%</b>	394,996	-	-	-	-	-
Protective & Uniform Clothing	127,700	<b>1.0%</b>	-	1,900	45,000	-	-	-
Repairs and Maintenance	1,024,600	<b>8.1%</b>	287,800	-	87,500	-	-	-
Staff Training & Development	399,300	<b>3.2%</b>	82,000	11,500	-	31,800	8,700	3,900
Subject Matter Experts	421,500	<b>3.3%</b>	120,000	6,500	40,000	-	30,000	10,000
Subscriptions and Publications	10,400	<b>0.1%</b>	-	-	-	-	-	1,200
Telephone/Internet	222,900	<b>1.8%</b>	104,500	10,500	2,100	7,100	2,400	1,600
Travel	78,700	<b>0.6%</b>	16,400	1,400	-	6,400	1,700	800
Utilities	1,418,600	<b>11.2%</b>	1,418,600	-	-	-	-	-
	<b>12,611,291</b>		<b>7,148,391</b>	<b>223,200</b>	<b>1,499,200</b>	<b>80,400</b>	<b>47,300</b>	<b>77,900</b>
			<b>56.7%</b>	<b>1.8%</b>	<b>11.9%</b>	<b>0.6%</b>	<b>0.4%</b>	<b>0.6%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>6,808,391</b>	<b>1,114,200</b>	<b>1,539,200</b>	<b>315,500</b>	<b>490,600</b>	<b>287,600</b>
			<b>24.5%</b>	<b>4.0%</b>	<b>5.5%</b>	<b>1.1%</b>	<b>1.8%</b>	<b>1.0%</b>
<b>Allocations: Within Departments</b>			-	-	-	-	-	-
<b>Total Expenses</b>	<b>27,742,191</b>		<b>6,808,391</b>	<b>1,114,200</b>	<b>1,539,200</b>	<b>315,500</b>	<b>490,600</b>	<b>287,600</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>20,395,124</b>	<b>(984,600)</b>	<b>(1,104,400)</b>	<b>(315,500)</b>	<b>(490,600)</b>	<b>(287,600)</b>

2021 Consolidated Levy Budget

Appendix A - 2021 Consolidated Levy Budget

	City (Consolidated)	%	General Government	Boards and Committee	Programs, Grants & Activities	Council	CAO	MARCOM
			<i>Subtotal</i>	<i>Subtotal</i>	<i>Subtotal</i>			
Allocation: Between Departments	-		821,400	-	256,300	-	-	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		(135,100)	53,500	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		(7,794)	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		(76,883)	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		(55,000)	-	-	-	-	-
SSE/BC: Facility Costs	-		(348,900)	106,200	81,400	-	-	-
<b>Allocations: Across the City</b>	-		<b>197,723</b>	<b>159,700</b>	<b>337,700</b>	-	-	-
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>20,197,401</b>	<b>(1,144,300)</b>	<b>(1,442,100)</b>	<b>(315,500)</b>	<b>(490,600)</b>	<b>(287,600)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		(5,670,445)	(50,000)	208,400	-	-	-
Paid by Rate Budget	2,118,544		2,118,544	-	-	-	-	-
<b>Net Funding Position</b>	-		<b>16,645,500</b>	<b>(1,194,300)</b>	<b>(1,233,700)</b>	<b>(315,500)</b>	<b>(490,600)</b>	<b>(287,600)</b>

**2021 Consolidated Levy Budget**

Appendix A - 2021 Consolidated Levy Budget

	City (Consolidated)	%	Economic Development	Corporate Services	Planning and Development	Fire	Parks & Recreation	Public Works
				<i>Subtotal</i>	<i>Subtotal</i>		<i>Subtotal</i>	<i>Subtotal</i>
<b>Revenue</b>								
Advertising and Sponsorship	88,500	0.3%	-	-	-	-	35,500	-
Donations	137,900	0.5%	-	-	-	-	-	-
Fees	582,600	1.9%	-	13,900	182,900	20,600	274,800	25,000
Fines	11,000	0.0%	-	-	11,000	-	-	-
Fundraising	-	0.0%	-	-	-	-	-	-
Grants	5,646,515	18.5%	3,700	-	-	-	5,000	49,000
Investment Income	109,000	0.4%	-	-	-	-	4,000	-
Lease Income	337,600	1.1%	-	-	-	-	146,400	-
Licences and Permits	389,700	1.3%	-	37,500	352,200	-	-	-
Other Revenue	142,500	0.5%	-	-	-	-	-	142,500
Rentals	530,500	1.7%	-	-	-	-	503,500	-
Sales	1,020,100	3.3%	-	-	-	-	982,600	-
Penalties and Interest	450,500	1.5%	-	-	-	-	-	-
Property Taxes	21,111,600	69.1%	-	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>3,700</b>	<b>51,400</b>	<b>546,100</b>	<b>20,600</b>	<b>1,951,800</b>	<b>216,500</b>
			<b>0.0%</b>	<b>0.2%</b>	<b>1.8%</b>	<b>0.1%</b>	<b>6.4%</b>	<b>0.7%</b>

2021 Consolidated Levy Budget

Appendix A - 2021 Consolidated Levy Budget

	City (Consolidated)	%	Economic Development	Corporate Services	Planning and Development	Fire	Parks & Recreation	Public Works
				<i>Subtotal</i>	<i>Subtotal</i>		<i>Subtotal</i>	<i>Subtotal</i>
<b>Expense</b>								
<b><i>Personnel Cost</i></b>								
Salaries and Wages - Full Time	9,349,600	61.8%	146,500	1,688,400	773,700	1,656,800	1,554,000	2,737,400
Salaries and Wages - Part Time	1,438,100	9.5%	-	66,400	-	438,600	561,400	111,800
Salaries and Wages - Students	537,900	3.6%	9,000	45,000	28,300	9,000	350,200	47,400
Overtime Pay	302,500	2.0%	-	10,000	16,000	58,800	78,300	139,400
Honorariums	25,000	0.2%	-	-	-	25,000	-	-
Employee Benefits	3,477,800	23.0%	49,100	535,800	247,200	725,500	646,600	896,200
	<b>15,130,900</b>		<b>204,600</b>	<b>2,345,600</b>	<b>1,065,200</b>	<b>2,913,700</b>	<b>3,190,500</b>	<b>3,932,200</b>
			<b>1.4%</b>	<b>15.5%</b>	<b>7.0%</b>	<b>19.3%</b>	<b>21.1%</b>	<b>26.0%</b>
<b><i>Operating Cost</i></b>								
Association/Membership Fees	86,300	0.7%	19,500	16,800	4,700	2,000	17,000	13,000
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	-	3,000	36,000	-
Library Collection	72,800	0.6%	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	-	-	6,500	15,800	12,000	3,000
Computer Software	275,000	2.2%	-	-	-	-	-	-
Contract Services	2,848,100	22.6%	-	11,000	18,000	90,300	524,400	829,900
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	-	-	140,500	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-
Equipment	758,400	6.0%	-	-	-	26,200	155,800	6,500
Financial Expenses	7,000	0.1%	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-	-	-	-
Hospitality Expense	26,800	0.2%	200	2,300	1,200	6,000	3,500	3,900

2021 Consolidated Levy Budget

	City (Consolidated)	%	Economic Development	Corporate Services	Planning and Development	Fire	Parks & Recreation	Public Works
				<i>Subtotal</i>	<i>Subtotal</i>		<i>Subtotal</i>	<i>Subtotal</i>
Insurance	667,500	5.3%	-	-	-	-	-	-
Office Supplies	76,300	0.6%	800	26,100	4,800	6,400	10,500	15,600
Postage & Courier	56,100	0.4%	100	49,500	2,500	600	200	500
Program Supplies	210,900	1.7%	-	-	-	44,000	16,900	25,000
Property Tax Expenses	394,996	3.1%	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	1.0%	-	-	1,800	24,000	9,000	46,000
Repairs and Maintenance	1,024,600	8.1%	-	-	-	-	350,800	298,500
Staff Training & Development	399,300	3.2%	3,700	46,600	25,600	53,900	56,900	74,700
Subject Matter Experts	421,500	3.3%	20,000	85,000	30,000	-	20,000	60,000
Subscriptions and Publications	10,400	0.1%	-	3,500	700	1,500	-	3,500
Telephone/Internet	222,900	1.8%	1,600	12,000	7,200	5,500	40,600	27,800
Travel	78,700	0.6%	700	9,300	5,100	10,800	11,000	15,100
Utilities	1,418,600	11.2%	-	-	-	-	-	-
	<b>12,611,291</b>		<b>46,600</b>	<b>262,100</b>	<b>108,100</b>	<b>290,000</b>	<b>1,405,100</b>	<b>1,423,000</b>
			<b>0.4%</b>	<b>2.1%</b>	<b>0.9%</b>	<b>2.3%</b>	<b>11.1%</b>	<b>11.3%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>251,200</b>	<b>2,607,700</b>	<b>1,173,300</b>	<b>3,203,700</b>	<b>4,595,600</b>	<b>5,355,200</b>
			<b>0.9%</b>	<b>9.4%</b>	<b>4.2%</b>	<b>11.5%</b>	<b>16.6%</b>	<b>19.3%</b>
<b>Allocations: Within Departments</b>			-	-	-	-	-	-
<b>Total Expenses</b>	<b>27,742,191</b>		<b>251,200</b>	<b>2,607,700</b>	<b>1,173,300</b>	<b>3,203,700</b>	<b>4,595,600</b>	<b>5,355,200</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(247,500)</b>	<b>(2,556,300)</b>	<b>(627,200)</b>	<b>(3,183,100)</b>	<b>(2,643,800)</b>	<b>(5,138,700)</b>

2021 Consolidated Levy Budget

Appendix A - 2021 Consolidated Levy Budget

	City (Consolidated)	%	Economic Development	Corporate Services	Planning and Development	Fire	Parks & Recreation	Public Works
				<i>Subtotal</i>	<i>Subtotal</i>		<i>Subtotal</i>	<i>Subtotal</i>
Allocation: Between Departments	-		-	-	-	-	(256,300)	(821,400)
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		-	-	16,000	-	65,600	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-	7,794	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-	76,883	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-	55,000	-
SSE/BC: Facility Costs	-		-	-	-	-	161,300	-
<b>Allocations: Across the City</b>	-		-	-	<b>16,000</b>	-	<b>110,277</b>	<b>(821,400)</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(247,500)</b>	<b>(2,556,300)</b>	<b>(643,200)</b>	<b>(3,183,100)</b>	<b>(2,754,077)</b>	<b>(4,317,300)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		-	-	83,200	-	49,477	445,000
Paid by Rate Budget	2,118,544		-	-	-	-	-	-
<b>Net Funding Position</b>	-		<b>(247,500)</b>	<b>(2,556,300)</b>	<b>(560,000)</b>	<b>(3,183,100)</b>	<b>(2,704,600)</b>	<b>(3,872,300)</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	General Government	Global Revenue	Capital - "Pay-as-you- go"	Capital - Borrowing Costs	Global Facilities	Global Fleet	Global Operations
			<i>Subtotal</i>						
<b>Revenue</b>									
Advertising and Sponsorship	88,500	0.3%	-	-	-	-	-	-	-
Donations	137,900	0.5%	125,000	-	-	125,000	-	-	-
Fees	582,600	1.9%	-	-	-	-	-	-	-
Fines	11,000	0.0%	-	-	-	-	-	-	-
Fundraising	-	0.0%	-	-	-	-	-	-	-
Grants	5,646,515	18.5%	5,333,215	2,691,100	2,642,115	-	-	-	-
Investment Income	109,000	0.4%	105,000	105,000	-	-	-	-	-
Lease Income	337,600	1.1%	40,200	40,200	-	-	-	-	-
Licences and Permits	389,700	1.3%	-	-	-	-	-	-	-
Other Revenue	142,500	0.5%	-	-	-	-	-	-	-
Rentals	530,500	1.7%	18,000	18,000	-	-	-	-	-
Sales	1,020,100	3.3%	-	-	-	-	-	-	-
Penalties and Interest	450,500	1.5%	470,500	470,500	-	-	-	-	-
Property Taxes	21,111,600	69.1%	21,111,600	21,111,600	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>27,203,515</b>	<b>24,436,400</b>	<b>2,642,115</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>89.0%</b>	<b>80.0%</b>	<b>8.6%</b>	<b>0.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

OMPF

Last year of Vale donation

Report 2020-125 - Approved 2021 Capital Budget Report (Federal Gas Tax, Ontario Community Infrastructure Fund, Prior Year Grants)

Funding clawed back in 2020 as a result of COVID-19. Planning conservatively for 2021. Previous budget was 23,000.

2021 Consolidated Levy Budget

	City (Consolidated)	%	General Government	Global Revenue	Capital - "Pay-as-you- go"	Capital - Borrowing Costs	Global Facilities	Global Fleet	Global Operations
			<b>Subtotal</b>						
<b>Expense</b>									
<b>Personnel Cost</b>									
Salaries and Wages - Full Time	9,349,600	61.8%	(272,000)	(272,000)	-	-	-	-	-
Salaries and Wages - Part Time	1,438,100	9.5%	-	-	-	-	-	-	-
Salaries and Wages - Students	537,900	3.6%	-	-	-	-	-	-	-
Overtime Pay	302,500	2.0%	-	-	-	-	-	-	-
Honorariums	25,000	0.2%	-	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	(68,000)	(68,000)	-	-	-	-	-
	<b>15,130,900</b>		<b>(340,000)</b>	<b>(340,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>-2.2%</b>	<b>-2.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Operating Cost</b>									
Association/Membership Fees	86,300	0.7%	7,000	-	-	-	-	-	7,000
Auto - Fuel	208,500	1.7%	208,500	-	-	-	-	208,500	-
Cleaning Supplies	59,700	0.5%	-	-	-	-	-	-	-
Library Collection	72,800	0.6%	-	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	-	-	-	-	-	-	-
Computer Software	275,000	2.2%	274,000	-	-	-	-	-	274,000
Contract Services	2,848,100	22.6%	641,100	-	-	-	457,600	106,000	77,500
Cost of Borrowing	2,406,895	19.1%	2,406,895	-	-	2,406,895	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	-	-	-	-	-
Credit Card Fees	84,500	0.7%	84,500	-	-	-	-	-	84,500
Equipment	758,400	6.0%	427,600	-	-	-	9,400	418,200	-
Financial Expenses	7,000	0.1%	7,000	-	-	-	-	-	7,000
Grants and Sponsorship Expense	373,500	3.0%	-	-	-	-	-	-	-
Hospitality Expense	26,800	0.2%	-	-	-	-	-	-	-

Gaping dollars - Staff reviewing structural options to remove

Appendix C - Additional Facilities Detail

Report 2020-125 - Approved 2021 Capital Budget report

Previously approved rental contracts for fleet. Staff are reviewing in discussions with multi-year fleet plan

2021 Consolidated Levy Budget

Appendix B - General Government

	City (Consolidated)	%	General Government	Global Revenue	Capital - "Pay-as-you- go"	Capital - Borrowing Costs	Global Facilities	Global Fleet	Global Operations
			<b>Subtotal</b>						
Insurance	667,500	5.3%	667,500	-	Reassessment and/or uncollected 323,996; Rebates 37,000; Tax Incentive Grants 34,000	-	-	-	667,500
Office Supplies	76,300	0.6%	-	-	-	-	-	-	-
Postage & Courier	56,100	0.4%	-	-	-	-	-	-	-
Program Supplies	210,900	1.7%	-	-	-	-	-	-	-
Property Tax Expenses	394,996	3.1%	394,996	394,996	-	-	-	-	-
Protective & Uniform Clothing	127,700	1.0%	-	-	-	-	-	-	-
Repairs and Maintenance	1,024,600	8.1%	287,800	-	-	-	136,000	151,800	-
Staff Training & Development	399,300	3.2%	82,000	6,800	-	-	-	-	88,800
Subject Matter Experts	421,500	3.3%	120,000	-	-	-	-	-	120,000
Subscriptions and Publications	10,400	0.1%	-	-	-	-	-	-	-
Telephone/Internet	222,900	1.8%	104,500	-	-	-	-	25,000	79,500
Travel	78,700	0.6%	16,400	1,400	-	-	-	-	17,800
Utilities	1,418,600	11.2%	1,418,600	-	-	-	1,418,600	-	-
	<b>12,611,291</b>		<b>7,148,391</b>	<b>386,796</b>	<b>-</b>	<b>2,406,895</b>	<b>2,021,600</b>	<b>909,500</b>	<b>1,423,600</b>
			<b>56.7%</b>	<b>3.1%</b>	<b>0.0%</b>	<b>19.1%</b>	<b>16.0%</b>	<b>7.2%</b>	<b>11.3%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>6,808,391</b>	<b>46,796</b>	<b>-</b>	<b>2,406,895</b>	<b>2,021,600</b>	<b>909,500</b>	<b>1,423,600</b>
			<b>24.5%</b>	<b>0.2%</b>	<b>0.0%</b>	<b>8.7%</b>	<b>7.3%</b>	<b>3.3%</b>	<b>5.1%</b>
<b>Allocations: Within Departments</b>			-						
<b>Total Expenses</b>	<b>27,742,191</b>		<b>6,808,391</b>	<b>46,796</b>	<b>-</b>	<b>2,406,895</b>	<b>2,021,600</b>	<b>909,500</b>	<b>1,423,600</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>20,395,124</b>	<b>24,389,604</b>	<b>2,642,115</b>	<b>(2,281,895)</b>	<b>(2,021,600)</b>	<b>(909,500)</b>	<b>(1,423,600)</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	General Government	Global Revenue	Capital - "Pay-as-you- go"	Capital - Borrowing Costs	Global Facilities	Global Fleet	Global Operations
<b>Subtotal</b>									
Allocation: Between Departments	-		821,400	-	-	-	430,100	391,300	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		(135,100)	-	-	-	-	-	(135,100)
SSE/BC: Cost of Borrowing - Internal - Interest	-		(7,794)	(7,794)	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		(76,883)	(76,883)	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		(55,000)	-	(55,000)	-	-	-	-
SSE/BC: Facility Costs	-		(348,900)	-	-	-	(348,900)	-	-
<b>Allocations: Across the City</b>	-		<b>197,723</b>	<b>(84,677)</b>	<b>(55,000)</b>	-	<b>81,200</b>	<b>391,300</b>	<b>(135,100)</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>20,197,401</b>	<b>24,474,281</b>	<b>2,697,115</b>	<b>(2,281,895)</b>	<b>(2,102,800)</b>	<b>(1,300,800)</b>	<b>(1,288,500)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		(5,670,445)	(103,767)	(5,527,378)	-	-	-	(39,300)
Paid by Rate Budget	2,118,544		2,118,544	-	623,724	900,120	-	-	594,700
<b>Net Funding Position</b>	-		<b>16,645,500</b>	<b>24,370,514</b>	<b>(2,206,539)</b>	<b>(1,381,775)</b>	<b>(2,102,800)</b>	<b>(1,300,800)</b>	<b>(733,100)</b>

Labour costs in PW associated with  
Facilities and Fleet

Appendix L

Appendix C - Additional Facilities Details

	Gas	Hydro	Water	Cleaning	Repair and Maintenance - Parts and Consumables	Contracted Services	Equipment Rental	Inspections & Preventative Maintenance	Total
City Hall	7,400	73,000	3,500	42,800	10,500	15,800	1,000	9,500	163,500
Fire Station 1	11,800	23,000	3,700		15,200	13,000	1,500	7,500	75,700
Fire Station 2 (Fares Street)	-	-	-		-	-	-	-	-
Humberstone Community Hall	1,900	1,600	1,000		1,100	1,200	-	600	7,400
Operations Centre - New	23,600	54,700	18,400	56,200	5,500	34,500	2,700	21,000	216,600
Operations Centre - Old	-	2,400	600		-	-	-	-	3,000
Parks	2,100	900	44,000		5,800	9,100	-	5,200	67,100
Roselawn	8,100	13,300	4,200		10,900	15,000	-	9,900	61,400
Soccor Complex	-	3,600	4,300		1,700	12,500	-	300	22,400
Traffic and Street Lights	-	194,000	-		-	-	-	10,000	204,000
VHWC	87,800	617,000	84,500		37,300	57,600	2,700	19,500	906,400
West Street Harbourview Docks	-	1,700	1,200		1,700	1,200	-	800	6,600
	142,700	985,200	165,400	99,000	89,700	159,900	7,900	84,300	1,734,100
Library Facility	7,700	18,900	1,900	25,900	4,500	9,000	-	4,800	72,700
Historical Marine Museum	6,100	6,600	3,000	4,300	4,000	1,300	-	1,400	26,700
Heritage Reseach Arvices	2,100	2,600	1,100		1,000	-	-	-	6,800
	15,900	28,100	6,000	30,200	9,500	10,300	-	6,200	106,200
Bethel Community Centre	-	-	-		4,500	4,900	-	1,000	10,400
Sherkston Community Centre	-	-	-		2,000	1,700	-	600	4,300
Animal Shelter	-	-	-		1,600	1,300	-	800	3,700
Market Square	-	1,100	-		300	100		100	1,600
	-	1,100	-	-	8,400	8,000	-	2,500	20,000
Overholt Cemetery	-	-	-		-	-	-	-	-
Nickel Beach	-	400	-		1,000	4,500	-	600	6,500
Sugarloaf Marina	11,800	39,000	23,000	8,600	27,400	30,000	1,500	13,500	154,800
	11,800	39,400	23,000	8,600	28,400	34,500	1,500	14,100	161,300
<b>Total</b>	170,400	1,053,800	194,400	137,800✓	136,000	212,700✓	9,400	107,100✓	2,021,600

2021 Consolidated Levy Budget

	City (Consolidated)	%	Boards and Committee	Library	Museum	Heritage Archives	Niagara South Coast Tourism Association	Committees
			<i>Subtotal</i>					
<b>Revenue</b>								
Advertising and Sponsorship	88,500	0.3%	-	-	-	-	-	-
Donations	137,900	0.5%	12,900	400	12,000	500	-	-
Fees	582,600	1.9%	16,500	1,400	13,000	2,100	-	-
Fines	11,000	0.0%	-	500	-	-	-	-
Fundraising	-	0.0%	-	1,800	-	-	-	-
Grants	5,646,515	18.5%	76,400	38,300	33,100	5,000	-	-
Investment Income	109,000	0.4%	-	-	-	-	-	-
Lease Income	337,600	1.1%	-	-	-	-	-	-
Licences and Permits	389,700	1.3%	-	-	-	-	-	-
Other Revenue	142,500	0.5%	-	-	-	-	-	-
Rentals	530,500	1.7%	11,300	300	7,000	4,000	-	-
Sales	1,020,100	3.3%	12,500	-	12,200	300	-	-
Penalties and Interest	450,500	1.5%	-	-	-	-	-	-
Property Taxes	21,111,600	69.1%	-	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>129,600</b>	<b>40,900</b>	<b>77,300</b>	<b>11,900</b>	<b>-</b>	<b>-</b>
			<b>0.4%</b>	<b>0.1%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

2021 Consolidated Levy Budget

Appendix D - Boards and Committees

	City (Consolidated)	%	Boards and Committee	Library	Museum	Heritage Archives	Niagara South Coast Tourism Association	Committees
			<i>Subtotal</i>					
<b>Expense</b>								
<b>Personnel Cost</b>								
Salaries and Wages - Full Time	9,349,600	61.8%	559,600	407,000	152,600	-	-	-
Salaries and Wages - Part Time	1,438,100	9.5%	118,500	42,000	21,800	54,700	-	-
Salaries and Wages - Students	537,900	3.6%	-	-	-	-	-	-
Overtime Pay	302,500	2.0%	-	-	-	-	-	-
Honorariums	25,000	0.2%	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	212,900	150,100	53,100	9,700	-	-
	<b>15,130,900</b>		<b>891,000</b>	<b>599,100</b>	<b>227,500</b>	<b>64,400</b>	-	-
			<b>5.9%</b>	<b>4.0%</b>	<b>1.5%</b>	<b>0.4%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Operating Cost</b>								
Association/Membership Fees	86,300	0.7%	1,800	800	800	200	-	-
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	-	-	-	-
Library Collection	72,800	0.6%	72,800	72,800	-	-	-	-
Communications & Public Relations	133,800	1.1%	6,600	1,000	5,500	100	-	-
Computer Software	275,000	2.2%	1,000	1,000	-	-	-	-
Contract Services	2,848,100	22.6%	47,800	3,200	-	-	30,000	14,600
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	5,000	-	5,000	-	-	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-
Equipment	758,400	6.0%	27,300	7,300	18,500	1,500	-	-
Financial Expenses	7,000	0.1%	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-	-	-	-
Hospitality Expense	26,800	0.2%	1,900	1,100	500	300	-	-

Committee of Adjustment and Property Standards and Appeals (7,600); MYAC, Accessibility, Senior Advisory, Active Transportation, Volunteer, LACAC, Community Safety (1,000 each - 7,000 in total)

2021 Consolidated Levy Budget

Appendix D - Boards and Committees

	City (Consolidated)	%	Boards and Committee	Library	Museum	Heritage Archives	Niagara South Coast Tourism Association	Committees
			<b>Subtotal</b>					
Insurance	667,500	5.3%	-	-	-	-	-	-
Office Supplies	76,300	0.6%	6,500	3,500	3,000	-	-	-
Postage & Courier	56,100	0.4%	2,400	400	2,000	-	-	-
Program Supplies	210,900	1.7%	18,300	3,000	14,500	800	-	-
Property Tax Expenses	394,996	3.1%	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	1.0%	1,900	1,200	700	-	-	-
Repairs and Maintenance	1,024,600	8.1%	-	-	-	-	-	-
Staff Training & Development	399,300	3.2%	11,500	7,100	4,100	300	-	-
Subject Matter Experts	421,500	3.3%	6,500	6,500	-	-	-	-
Subscriptions and Publications	10,400	0.1%	-	-	-	-	-	-
Telephone/Internet	222,900	1.8%	10,500	7,500	3,000	-	-	-
Travel	78,700	0.6%	1,400	500	700	200	-	-
Utilities	1,418,600	11.2%	-	-	-	-	-	-
	<b>12,611,291</b>		<b>223,200</b>	<b>116,900</b>	<b>58,300</b>	<b>3,400</b>	<b>30,000</b>	<b>14,600</b>
			<b>1.8%</b>	<b>0.9%</b>	<b>0.5%</b>	<b>0.0%</b>	<b>0.2%</b>	<b>0.1%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>1,114,200</b>	<b>716,000</b>	<b>285,800</b>	<b>67,800</b>	<b>30,000</b>	<b>14,600</b>
			<b>4.0%</b>	<b>2.6%</b>	<b>1.0%</b>	<b>0.2%</b>	<b>0.1%</b>	<b>0.1%</b>
<b>Allocations: Within Departments</b>			-	-	(28,600)	28,600	-	-
<b>Total Expenses</b>	<b>27,742,191</b>		<b>1,114,200</b>	<b>716,000</b>	<b>257,200</b>	<b>96,400</b>	<b>30,000</b>	<b>14,600</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(984,600)</b>	<b>(675,100)</b>	<b>(179,900)</b>	<b>(84,500)</b>	<b>(30,000)</b>	<b>(14,600)</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	Boards and Committee	Library	Museum	Heritage Archives	Niagara South Coast Tourism Association	Committees
			<i>Subtotal</i>					
Allocation: Between Departments	-		-	-	-	-	-	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		53,500	35,800	12,900	4,800	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-	-	-
SSE/BC: Facility Costs	-		106,200	72,700	26,700	6,800	-	-
<b>Allocations: Across the City</b>	<b>-</b>		<b>159,700</b>	<b>108,500</b>	<b>39,600</b>	<b>11,600</b>	<b>-</b>	<b>-</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(1,144,300)</b>	<b>(783,600)</b>	<b>(219,500)</b>	<b>(96,100)</b>	<b>(30,000)</b>	<b>(14,600)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		(50,000)	(45,000)	(5,000)	-	-	-
Paid by Rate Budget	2,118,544		-	-	-	-	-	-
<b>Net Funding Position</b>	<b>-</b>		<b>(1,194,300)</b>	<b>(828,600)</b>	<b>(224,500)</b>	<b>(96,100)</b>	<b>(30,000)</b>	<b>(14,600)</b>

Appendix L

2021 Consolidated Levy Budget

	City (Consolidated)	%	Programs, Grants & Activities  Subtotal	Canal Days	Transit	COVID-19	Municipal Election	Goderich Elevator	Airport	CIP Incentives	Animal Control
<b>Revenue</b>											
Advertising and Sponsorship	88,500	0.3%	53,000	52,500	-	-	-	-	-	-	-
Donations	137,900	0.5%	-	-	-	-	-	-	-	-	-
Fees	582,600	1.9%	48,900	38,000	-	-	-	-	-	-	-
Fines	11,000	0.0%	-	-	-	-	-	-	-	-	-
Fundraising	-	0.0%	-	-	-	-	-	-	-	-	-
Grants	5,646,515	18.5%	179,200	-	138,000	-	-	-	-	-	-
Investment Income	109,000	0.4%	-	-	-	-	-	-	-	-	-
Lease Income	337,600	1.1%	151,000	-	-	-	-	150,000	-	-	-
Licences and Permits	389,700	1.3%	-	-	-	-	-	-	-	-	-
Other Revenue	142,500	0.5%	-	-	-	-	-	-	-	-	-
Rentals	530,500	1.7%	(2,300)	45,000	-	(58,900)	-	-	-	-	-
Sales	1,020,100	3.3%	25,000	25,000	-	-	-	-	-	-	-
Penalties and Interest	450,500	1.5%	(20,000)	-	-	(20,000)	-	-	-	-	-
Property Taxes	21,111,600	69.1%	-	-	-	-	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>434,800</b>	<b>160,500</b>	<b>138,000</b>	<b>- 78,900</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>1.4%</b>	<b>0.5%</b>	<b>0.5%</b>	<b>-0.3%</b>	<b>0.0%</b>	<b>0.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>

The budget represents a smaller but agile Canal Days. If conditions change Staff will prepare to ramp up or down provided the net budget of \$125,000 before Staffing costs is not exceeded.

Provincial Gas Tax

## 2021 Consolidated Levy Budget

	City (Consolidated)	%	Programs, Grants & Activities	Canal Days	Transit	COVID-19	Municipal Election	Goderich Elevator	Airport	CIP Incentives	Animal Control
<b>Expense</b>			<b>Subtotal</b>								
<b>Personnel Cost</b>											
Salaries and Wages - Full Time	9,349,600	61.8%	-	-	-	-	-	-	-	-	-
Salaries and Wages - Part Time	1,438,100	9.5%	-	-	-	-	-	-	-	-	-
Salaries and Wages - Students	537,900	3.6%	40,000	-	-	40,000	-	-	-	-	-
Overtime Pay	302,500	2.0%	-	-	-	-	-	-	-	-	-
Honorariums	25,000	0.2%	-	-	-	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	-	-	-	-	-	-	-	-	-
	<b>15,130,900</b>		<b>40,000</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>0.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Operating Cost</b>											
Association/Membership Fees	86,300	0.7%	200	-	-	-	-	-	-	-	-
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	20,700	-	-	20,000	-	-	-	-	-
Library Collection	72,800	0.6%	-	-	-	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	42,000	20,000	-	20,000	-	-	-	-	-
Computer Software	275,000	2.2%	-	-	-	-	-	-	-	-	-
Contract Services	2,848,100	22.6%	651,500	75,000	303,700	49,500	-	-	30,000	-	189,800
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	15,000	15,000	-	-	-	-	-	-	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-	-	-	-
Equipment	758,400	6.0%	115,000	115,000	-	-	-	-	-	-	-
Financial Expenses	7,000	0.1%	-	-	-	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	373,500	4,500	-	-	-	-	-	68,000	-
Hospitality Expense	26,800	0.2%	-	-	-	-	-	-	-	-	-

**2021 Consolidated Levy Budget**

Appendix E - Programs, Grants & Activities

	<b>City (Consolidated)</b>	<b>%</b>	<b>Programs, Grants &amp; Activities</b>	<i>Canal Days</i>	<i>Transit</i>	<i>COVID-19</i>	<i>Municipal Election</i>	<i>Goderich Elevator</i>	<i>Airport</i>	<i>CIP Incentives</i>	<i>Animal Control</i>
			<b>Subtotal</b>								
Insurance	667,500	<b>5.3%</b>	-	-	-	-	-	-	-	-	-
Office Supplies	76,300	<b>0.6%</b>	-	-	-	-	-	-	-	-	-
Postage & Courier	56,100	<b>0.4%</b>	-	-	-	-	-	-	-	-	-
Program Supplies	210,900	<b>1.7%</b>	106,700	56,000	-	-	-	-	-	-	-
Property Tax Expenses	394,996	<b>3.1%</b>	-	-	-	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	<b>1.0%</b>	45,000	-	-	45,000	-	-	-	-	-
Repairs and Maintenance	1,024,600	<b>8.1%</b>	87,500	-	-	-	-	85,000	-	-	-
Staff Training & Development	399,300	<b>3.2%</b>	-	-	-	-	-	-	-	-	-
Subject Matter Experts	421,500	<b>3.3%</b>	40,000	-	-	-	-	-	-	-	-
Subscriptions and Publications	10,400	<b>0.1%</b>	-	-	-	-	-	-	-	-	-
Telephone/Internet	222,900	<b>1.8%</b>	2,100	-	-	-	-	-	-	-	-
Travel	78,700	<b>0.6%</b>	-	-	-	-	-	-	-	-	-
Utilities	1,418,600	<b>11.2%</b>	-	-	-	-	-	-	-	-	-
	<b>12,611,291</b>		<b>1,499,200</b>	<b>285,500</b>	<b>303,700</b>	<b>134,500</b>	<b>-</b>	<b>85,000</b>	<b>30,000</b>	<b>68,000</b>	<b>189,800</b>
			<b>11.9%</b>	<b>2.3%</b>	<b>2.4%</b>	<b>1.1%</b>	<b>0.0%</b>	<b>0.7%</b>	<b>0.2%</b>	<b>0.5%</b>	<b>1.5%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>1,539,200</b>	<b>285,500</b>	<b>303,700</b>	<b>174,500</b>	<b>-</b>	<b>85,000</b>	<b>30,000</b>	<b>68,000</b>	<b>189,800</b>
			<b>5.5%</b>	<b>1.0%</b>	<b>1.1%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.7%</b>
<b>Allocations: Within Departments</b>			<b>-</b>								
<b>Total Expenses</b>	<b>27,742,191</b>		<b>1,539,200</b>	<b>285,500</b>	<b>303,700</b>	<b>174,500</b>	<b>-</b>	<b>85,000</b>	<b>30,000</b>	<b>68,000</b>	<b>189,800</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(1,104,400)</b>	<b>(125,000)</b>	<b>(165,700)</b>	<b>(253,400)</b>	<b>-</b>	<b>65,000</b>	<b>(30,000)</b>	<b>(68,000)</b>	<b>(189,800)</b>

2021 Consolidated Levy Budget

Appendix E - Programs, Grants & Activities

	City (Consolidated)	%	Programs, Grants & Activities  Subtotal	Canal Days	Transit	COVID-19	Municipal Election	Goderich Elevator	Airport	CIP Incentives	Animal Control
Allocation: Between Departments	-		256,300	128,300	-	-	-	-	-	-	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		-	-	-	-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-	-	-	-	-	-
SSE/BC: Facility Costs	-		81,400	-	-	-	-	-	-	-	3,700
<b>Allocations: Across the City</b>	-		<b>337,700</b>	<b>128,300</b>	-	-	-	-	-	-	<b>3,700</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(1,442,100)</b>	<b>(253,300)</b>	<b>(165,700)</b>	<b>(253,400)</b>	-	<b>65,000</b>	<b>(30,000)</b>	<b>(68,000)</b>	<b>(193,500)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		208,400	-	-	253,400	(30,000)	-	-	-	-
Paid by Rate Budget	2,118,544		-	-	-	-	-	-	-	-	-
<b>Net Funding Position</b>	-		<b>(1,233,700)</b>	<b>(253,300)</b>	<b>(165,700)</b>	-	<b>(30,000)</b>	<b>65,000</b>	<b>(30,000)</b>	<b>(68,000)</b>	<b>(193,500)</b>

Appendix L

**2021 Consolidated Levy Budget**

Appendix E - Programs, Grants & Activities

	<b>City (Consolidated)</b>	<b>%</b>	<i>Community Grants</i>	<i>Physician Recruitment</i>	<i>Economic Development and Tourism Grants</i>	<i>Show Boat</i>	<i>Roselawn</i>	<i>Farmer's Market</i>	<i>SportsFest</i>	<i>NYE/Santa Parade/Other</i>
<b>Revenue</b>										
Advertising and Sponsorship	88,500	<b>0.3%</b>	-	-	-	-	-	-	500	-
Donations	137,900	<b>0.5%</b>	-	-	-	-	-	-	-	-
Fees	582,600	<b>1.9%</b>	-	-	-	-	-	-	8,500	2,400
Fines	11,000	<b>0.0%</b>	-	-	-	-	-	-	-	-
Fundraising	-	<b>0.0%</b>	-	-	-	-	-	-	-	-
Grants	5,646,515	<b>18.5%</b>	-	-	-	-	15,000	-	-	26,200
Investment Income	109,000	<b>0.4%</b>	-	-	-	-	-	-	-	-
Lease Income	337,600	<b>1.1%</b>	-	1,000	-	-	-	-	-	-
Licences and Permits	389,700	<b>1.3%</b>	-	-	-	-	-	-	-	-
Other Revenue	142,500	<b>0.5%</b>	-	-	-	-	-	-	-	-
Rentals	530,500	<b>1.7%</b>	-	-	-	-	-	11,600	-	-
Sales	1,020,100	<b>3.3%</b>	-	-	-	-	-	-	-	-
Penalties and Interest	450,500	<b>1.5%</b>	-	-	-	-	-	-	-	-
Property Taxes	21,111,600	<b>69.1%</b>	-	-	-	-	-	-	-	-
Provincial Offences Act	-	<b>0.0%</b>	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>-</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>11,600</b>	<b>9,000</b>	<b>28,600</b>
			<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.1%</b>

2021 Consolidated Levy Budget

Appendix E - Programs, Grants & Activities

	City (Consolidated)	%	Community Grants	Physician Recruitment	Economic Development and Tourism Grants	Show Boat	Roselawn	Farmer's Market	SportsFest	NYE/Santa Parade/Other
<b>Expense</b>										
<b>Personnel Cost</b>										
Salaries and Wages - Full Time	9,349,600	61.8%	-	-	-	-	-	-	-	-
Salaries and Wages - Part Time	1,438,100	9.5%	-	-	-	-	-	-	-	-
Salaries and Wages - Students	537,900	3.6%	-	-	-	-	-	-	-	-
Overtime Pay	302,500	2.0%	-	-	-	-	-	-	-	-
Honorariums	25,000	0.2%	-	-	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	-	-	-	-	-	-	-	-
	<b>15,130,900</b>		<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Operating Cost</b>										
Association/Membership Fees	86,300	0.7%	-	200	-	-	-	-	-	-
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	-	-	700	-	-	-
Library Collection	72,800	0.6%	-	-	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	-	-	-	-	-	2,000	-	-
Computer Software	275,000	2.2%	-	-	-	-	-	-	-	-
Contract Services	2,848,100	22.6%	-	-	-	-	3,200	300	-	-
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	-	-	-	-	-	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-	-	-
Equipment	758,400	6.0%	-	-	-	-	-	-	-	-
Financial Expenses	7,000	0.1%	-	-	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	144,200	106,800	25,000	25,000	-	-	-	-
Hospitality Expense	26,800	0.2%	-	-	-	-	-	-	-	-

- Grant - Recreational Committee - Bethel - \$ 8300  
 - Grant - Recreational Committee - Sherkston - \$ 8300  
 - Grant - French Golden Age Centre - \$10,000  
 - Grant - Niagara South Plowmens Association - \$50  
 - Grant - Port Colborne Social & Recreation Center - \$10,000  
 - Grant - Port Colborne Horticultural Society - \$500  
 - Grant - Other Groups - \$1,050  
 - Grant Committee - \$36,000  
 - Grant - Hospice - \$30,000  
 - Grant - Pathstone - \$40,000 (2 years)

Fishing  
Tournament

**2021 Consolidated Levy Budget**

Appendix E - Programs, Grants & Activities

	<b>City (Consolidated)</b>	<b>%</b>	<i>Community Grants</i>	<i>Physician Recruitment</i>	<i>Economic Development and Tourism Grants</i>	<i>Show Boat</i>	<i>Roselawn</i>	<i>Farmer's Market</i>	<i>SportsFest</i>	<i>NYE/Santa Parade/Other</i>
Insurance	667,500	<b>5.3%</b>	-	-	-	-	-	-	-	-
Office Supplies	76,300	<b>0.6%</b>	-	-	-	-	-	-	-	-
Postage & Courier	56,100	<b>0.4%</b>	-	-	-	-	-	-	-	-
Program Supplies	210,900	<b>1.7%</b>	-	-	-	-	-	5,000	3,000	42,700
Property Tax Expenses	394,996	<b>3.1%</b>	-	-	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	<b>1.0%</b>	-	-	-	-	-	-	-	-
Repairs and Maintenance	1,024,600	<b>8.1%</b>	-	-	-	-	-	-	-	2,500
Staff Training & Development	399,300	<b>3.2%</b>	-	-	-	-	-	-	-	-
Subject Matter Experts	421,500	<b>3.3%</b>	-	40,000	-	-	-	-	-	-
Subscriptions and Publications	10,400	<b>0.1%</b>	-	-	-	-	-	-	-	-
Telephone/Internet	222,900	<b>1.8%</b>	-	1,000	-	-	1,100	-	-	-
Travel	78,700	<b>0.6%</b>	-	-	-	-	-	-	-	-
Utilities	1,418,600	<b>11.2%</b>	-	-	-	-	-	-	-	-
	<b>12,611,291</b>		<b>144,200</b>	<b>148,000</b>	<b>25,000</b>	<b>25,000</b>	<b>4,300</b>	<b>6,000</b>	<b>5,000</b>	<b>45,200</b>
			<b>1.1%</b>	<b>1.2%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.4%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>144,200</b>	<b>148,000</b>	<b>25,000</b>	<b>25,000</b>	<b>4,300</b>	<b>6,000</b>	<b>5,000</b>	<b>45,200</b>
			<b>0.5%</b>	<b>0.5%</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.2%</b>
<b>Allocations: Within Departments</b>										
<b>Total Expenses</b>	<b>27,742,191</b>		<b>144,200</b>	<b>148,000</b>	<b>25,000</b>	<b>25,000</b>	<b>4,300</b>	<b>6,000</b>	<b>5,000</b>	<b>45,200</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(144,200)</b>	<b>(147,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>10,700</b>	<b>5,600</b>	<b>4,000</b>	<b>(16,600)</b>

2021 Consolidated Levy Budget

Appendix E - Programs, Grants & Activities

	City (Consolidated)	%	Community Grants	Physician Recruitment	Economic Development and Tourism Grants	Show Boat	Roselawn	Farmer's Market	SportsFest	NYE/Santa Parade/Other
Allocation: Between Departments	-		-	-	5,100	-	12,800	38,400	12,800	58,900
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		-	-	-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-	-	-	-	-
SSE/BC: Facility Costs	-		14,700	-	-	-	61,400	1,600	-	-
<b>Allocations: Across the City</b>	<b>-</b>		<b>14,700</b>	<b>-</b>	<b>5,100</b>	<b>-</b>	<b>74,200</b>	<b>40,000</b>	<b>12,800</b>	<b>58,900</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(158,900)</b>	<b>(147,000)</b>	<b>(30,100)</b>	<b>(25,000)</b>	<b>(63,500)</b>	<b>(34,400)</b>	<b>(8,800)</b>	<b>(75,500)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		(15,000)	-	-	-	-	-	-	-
Paid by Rate Budget	2,118,544		-	-	-	-	-	-	-	-
<b>Net Funding Position</b>	<b>-</b>		<b>(173,900)</b>	<b>(147,000)</b>	<b>(30,100)</b>	<b>(25,000)</b>	<b>(63,500)</b>	<b>(34,400)</b>	<b>(8,800)</b>	<b>(75,500)</b>

Appendix L

**2021 Consolidated Levy Budget**

	<b>City (Consolidated)</b>	<b>%</b>	<b>Council</b>	<b>CAO</b>	<b>MARCOM</b>	<b>Economic Development</b>
<b>Revenue</b>						
Advertising and Sponsorship	88,500	<b>0.3%</b>	-	-	-	-
Donations	137,900	<b>0.5%</b>	-	-	-	-
Fees	582,600	<b>1.9%</b>	-	-	-	-
Fines	11,000	<b>0.0%</b>	-	-	-	-
Fundraising	-	<b>0.0%</b>	-	-	-	-
Grants	5,646,515	<b>18.5%</b>	-	-	-	3,700
Investment Income	109,000	<b>0.4%</b>	-	-	-	-
Lease Income	337,600	<b>1.1%</b>	-	-	-	-
Licences and Permits	389,700	<b>1.3%</b>	-	-	-	-
Other Revenue	142,500	<b>0.5%</b>	-	-	-	-
Rentals	530,500	<b>1.7%</b>	-	-	-	-
Sales	1,020,100	<b>3.3%</b>	-	-	-	-
Penalties and Interest	450,500	<b>1.5%</b>	-	-	-	-
Property Taxes	21,111,600	<b>69.1%</b>	-	-	-	-
Provincial Offences Act	-	<b>0.0%</b>	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3,700</b>

**2021 Consolidated Levy Budget**

Appendix F - Council, CAO, MARCOM, Economic Development

	<b>City (Consolidated)</b>	<b>%</b>	<b>Council</b>	<b>CAO</b>	<b>MARCOM</b>	<b>Economic Development</b>
<b>Expense</b>						
<b><i>Personnel Cost</i></b>						
Salaries and Wages - Full Time	9,349,600	<b>61.8%</b>	-	349,000	156,200	146,500
Salaries and Wages - Part Time	1,438,100	<b>9.5%</b>	141,400	-	-	-
Salaries and Wages - Students	537,900	<b>3.6%</b>	-	-	9,000	9,000
Overtime Pay	302,500	<b>2.0%</b>	-	-	-	-
Honorariums	25,000	<b>0.2%</b>	-	-	-	-
Employee Benefits	3,477,800	<b>23.0%</b>	93,700	94,300	44,500	49,100
	<b>15,130,900</b>		<b>235,100</b>	<b>443,300</b>	<b>209,700</b>	<b>204,600</b>
			<b>1.6%</b>	<b>2.9%</b>	<b>1.4%</b>	<b>1.4%</b>
<b><i>Operating Cost</i></b>						
Association/Membership Fees	86,300	<b>0.7%</b>	-	2,900	1,400	19,500
Auto - Fuel	208,500	<b>1.7%</b>	-	-	-	-
Cleaning Supplies	59,700	<b>0.5%</b>	-	-	-	-
Library Collection	72,800	<b>0.6%</b>	-	-	-	-
Communications & Public Relations	133,800	<b>1.1%</b>	-	-	47,900	-
Computer Software	275,000	<b>2.2%</b>	-	-	-	-
Contract Services	2,848,100	<b>22.6%</b>	24,100	-	10,000	-
Cost of Borrowing	2,406,895	<b>19.1%</b>	-	-	-	-
Cost of of Goods Sold	160,500	<b>1.3%</b>	-	-	-	-
Credit Card Fees	84,500	<b>0.7%</b>	-	-	-	-
Equipment	758,400	<b>6.0%</b>	-	-	-	-
Financial Expenses	7,000	<b>0.1%</b>	-	-	-	-
Grants and Sponsorship Expense	373,500	<b>3.0%</b>	-	-	-	-
Hospitality Expense	26,800	<b>0.2%</b>	7,300	300	200	200

**2021 Consolidated Levy Budget**

	<b>City (Consolidated)</b>	<b>%</b>	<b>Council</b>	<b>CAO</b>	<b>MARCOM</b>	<b>Economic Development</b>
Insurance	667,500	<b>5.3%</b>	-	-	-	-
Office Supplies	76,300	<b>0.6%</b>	3,600	1,200	800	800
Postage & Courier	56,100	<b>0.4%</b>	100	100	100	100
Program Supplies	210,900	<b>1.7%</b>	-	-	-	-
Property Tax Expenses	394,996	<b>3.1%</b>	-	-	-	-
Protective & Uniform Clothing	127,700	<b>1.0%</b>	-	-	-	-
Repairs and Maintenance	1,024,600	<b>8.1%</b>	-	-	-	-
Staff Training & Development	399,300	<b>3.2%</b>	31,800	8,700	3,900	3,700
Subject Matter Experts	421,500	<b>3.3%</b>	-	30,000	10,000	20,000
Subscriptions and Publications	10,400	<b>0.1%</b>	-	-	1,200	-
Telephone/Internet	222,900	<b>1.8%</b>	7,100	2,400	1,600	1,600
Travel	78,700	<b>0.6%</b>	6,400	1,700	800	700
Utilities	1,418,600	<b>11.2%</b>	-	-	-	-
	<b>12,611,291</b>		<b>80,400</b>	<b>47,300</b>	<b>77,900</b>	<b>46,600</b>
			<b>0.6%</b>	<b>0.4%</b>	<b>0.6%</b>	<b>0.4%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>315,500</b>	<b>490,600</b>	<b>287,600</b>	<b>251,200</b>
			<b>1.1%</b>	<b>1.8%</b>	<b>1.0%</b>	<b>0.9%</b>
<b>Allocations: Within Departments</b>			-	-	-	-
<b>Total Expenses</b>	<b>27,742,191</b>		<b>315,500</b>	<b>490,600</b>	<b>287,600</b>	<b>251,200</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(315,500)</b>	<b>(490,600)</b>	<b>(287,600)</b>	<b>(247,500)</b>

**2021 Consolidated Levy Budget**

	City (Consolidated)	%	Council	CAO	MARCOM	Economic Development
Allocation: Between Departments	-		-	-	-	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-
SSE/BC: Facility Costs	-		-	-	-	-
<b>Allocations: Across the City</b>	-		-	-	-	-
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(315,500)</b>	<b>(490,600)</b>	<b>(287,600)</b>	<b>(247,500)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		-	-	-	-
Paid by Rate Budget	2,118,544		-	-	-	-
<b>Net Funding Position</b>	<b>-</b>		<b>(315,500)</b>	<b>(490,600)</b>	<b>(287,600)</b>	<b>(247,500)</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	Corporate Services	Corporate Services - Global	Clerks	Customer Service	Financial Services	Human Resources	Information Technology
			<i>Subtotal</i>						
<b>Revenue</b>									
Advertising and Sponsorship	88,500	0.3%	-	-	-	-	-	-	-
Donations	137,900	0.5%	-	-	-	-	-	-	-
Fees	582,600	1.9%	13,900	-	1,200	-	12,700	-	-
Fines	11,000	0.0%	-	-	-	-	-	-	-
Fundraising	-	0.0%	-	-	-	-	-	-	-
Grants	5,646,515	18.5%	-	-	-	-	-	-	-
Investment Income	109,000	0.4%	-	-	-	-	-	-	-
Lease Income	337,600	1.1%	-	-	-	-	-	-	-
Licences and Permits	389,700	1.3%	37,500	-	21,500	-	16,000	-	-
Other Revenue	142,500	0.5%	-	-	-	-	-	-	-
Rentals	530,500	1.7%	-	-	-	-	-	-	-
Sales	1,020,100	3.3%	-	-	-	-	-	-	-
Penalties and Interest	450,500	1.5%	-	-	-	-	-	-	-
Property Taxes	21,111,600	69.1%	-	-	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>51,400</b>	<b>-</b>	<b>22,700</b>	<b>-</b>	<b>28,700</b>	<b>-</b>	<b>-</b>
			<b>0.2%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.0%</b>

2021 Consolidated Levy Budget

Appendix G - Corporate Services

	City (Consolidated)	%	Corporate Services	Corporate Services - Global	Clerks	Customer Service	Financial Services	Human Resources	Information Technology
			<i>Subtotal</i>						
<b>Expense</b>									
<b>Personnel Cost</b>									
Salaries and Wages - Full Time	9,349,600	61.8%	1,688,400	147,900	288,200	123,100	540,300	330,600	258,300
Salaries and Wages - Part Time	1,438,100	9.5%	66,400	-	-	66,400	-	-	-
Salaries and Wages - Students	537,900	3.6%	45,000	-	9,000	9,000	9,000	9,000	9,000
Overtime Pay	302,500	2.0%	10,000	-	-	4,000	4,000	-	2,000
Honorariums	25,000	0.2%	-	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	535,800	36,600	91,100	54,200	174,000	99,600	80,300
	<b>15,130,900</b>		<b>2,345,600</b>	<b>184,500</b>	<b>388,300</b>	<b>256,700</b>	<b>727,300</b>	<b>439,200</b>	<b>349,600</b>
			<b>15.5%</b>	<b>1.2%</b>	<b>2.6%</b>	<b>1.7%</b>	<b>4.8%</b>	<b>2.9%</b>	<b>2.3%</b>
<b>Operating Cost</b>									
Association/Membership Fees	86,300	0.7%	16,800	2,400	2,400	1,200	4,800	4,800	1,200
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	-	-	-	-	-
Library Collection	72,800	0.6%	-	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	-	-	-	-	-	-	-
Computer Software	275,000	2.2%	-	-	-	-	-	-	-
Contract Services	2,848,100	22.6%	11,000	10,000	-	-	1,000	-	-
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	-	-	-	-	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-	-
Equipment	758,400	6.0%	-	-	-	-	-	-	-
Financial Expenses	7,000	0.1%	-	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-	-	-	-	-
Hospitality Expense	26,800	0.2%	2,300	2,300	-	-	-	-	-

2021 Consolidated Levy Budget

	City (Consolidated)	%	Corporate Services	Corporate Services - Global	Clerks	Customer Service	Financial Services	Human Resources	Information Technology
			<b>Subtotal</b>						
Insurance	667,500	5.3%	-	-	-	-	-	-	-
Office Supplies	76,300	0.6%	26,100	26,100	-	-	-	-	-
Postage & Courier	56,100	0.4%	49,500	700	400	-	48,000	400	-
Program Supplies	210,900	1.7%	-	-	-	-	-	-	-
Property Tax Expenses	394,996	3.1%	-	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	1.0%	-	-	-	-	-	-	-
Repairs and Maintenance	1,024,600	8.1%	-	-	-	-	-	-	-
Staff Training & Development	399,300	3.2%	46,600	3,700	7,200	4,800	13,600	10,800	6,500
Subject Matter Experts	421,500	3.3%	85,000	30,000	-	-	55,000	-	-
Subscriptions and Publications	10,400	0.1%	3,500	-	500	500	500	1,500	500
Telephone/Internet	222,900	1.8%	12,000	800	1,600	800	4,000	2,400	2,400
Travel	78,700	0.6%	9,300	700	1,400	1,000	2,700	2,200	1,300
Utilities	1,418,600	11.2%	-	-	-	-	-	-	-
	<b>12,611,291</b>		<b>262,100</b>	<b>76,700</b>	<b>13,500</b>	<b>8,300</b>	<b>129,600</b>	<b>22,100</b>	<b>11,900</b>
			<b>2.1%</b>	<b>0.6%</b>	<b>0.1%</b>	<b>0.1%</b>	<b>1.0%</b>	<b>0.2%</b>	<b>0.1%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>2,607,700</b>	<b>261,200</b>	<b>401,800</b>	<b>265,000</b>	<b>856,900</b>	<b>461,300</b>	<b>361,500</b>
			<b>9.4%</b>	<b>0.9%</b>	<b>1.4%</b>	<b>1.0%</b>	<b>3.1%</b>	<b>1.7%</b>	<b>1.3%</b>
<b>Allocations: Within Departments</b>			-	(261,200)	44,800	29,500	95,400	51,300	40,200
<b>Total Expenses</b>	<b>27,742,191</b>		<b>2,607,700</b>	<b>-</b>	<b>446,600</b>	<b>294,500</b>	<b>952,300</b>	<b>512,600</b>	<b>401,700</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(2,556,300)</b>	<b>-</b>	<b>(423,900)</b>	<b>(294,500)</b>	<b>(923,600)</b>	<b>(512,600)</b>	<b>(401,700)</b>

Audit and Actuary



2021 Consolidated Levy Budget

	City (Consolidated)	%	Corporate Services	Corporate Services - Global	Clerks	Customer Service	Financial Services	Human Resources	Information Technology
			<i>Subtotal</i>						
Allocation: Between Departments	-		-	-	-	-	-	-	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		-	-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-	-	-	-
SSE/BC: Facility Costs	-		-	-	-	-	-	-	-
<b>Allocations: Across the City</b>	-		-	-	-	-	-	-	-
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(2,556,300)</b>	-	<b>(423,900)</b>	<b>(294,500)</b>	<b>(923,600)</b>	<b>(512,600)</b>	<b>(401,700)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		-	-	-	-	-	-	-
Paid by Rate Budget	2,118,544		-	-	-	-	-	-	-
<b>Net Funding Position</b>	-		<b>(2,556,300)</b>	-	<b>(423,900)</b>	<b>(294,500)</b>	<b>(923,600)</b>	<b>(512,600)</b>	<b>(401,700)</b>

**2021 Consolidated Levy Budget**

Appendix H - Planning and Development and Fire

	City (Consolidated)	%	Planning and Development	Planning and Development - Global	Planning and Development	Building Inspection	Bylaws	Fire
			<i>Subtotal</i>			<i>SSE</i>		
<b>Revenue</b>								
Advertising and Sponsorship	88,500	0.3%	-	-	-	-	-	-
Donations	137,900	0.5%	-	-	-	-	-	-
Fees	582,600	1.9%	182,900	-	182,900	-	-	20,600
Fines	11,000	0.0%	11,000	-	-	-	11,000	-
Fundraising	-	0.0%	-	-	-	-	-	-
Grants	5,646,515	18.5%	-	-	-	-	-	-
Investment Income	109,000	0.4%	-	-	-	-	-	-
Lease Income	337,600	1.1%	-	-	-	-	-	-
Licences and Permits	389,700	1.3%	352,200	-	-	331,700	20,500	-
Other Revenue	142,500	0.5%	-	-	-	-	-	-
Rentals	530,500	1.7%	-	-	-	-	-	-
Sales	1,020,100	3.3%	-	-	-	-	-	-
Penalties and Interest	450,500	1.5%	-	-	-	-	-	-
Property Taxes	21,111,600	69.1%	-	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>546,100</b>	<b>-</b>	<b>182,900</b>	<b>331,700</b>	<b>31,500</b>	<b>20,600</b>
			<b>1.8%</b>	<b>0.0%</b>	<b>0.6%</b>	<b>1.1%</b>	<b>0.1%</b>	<b>0.1%</b>

**2021 Consolidated Levy Budget**

Appendix H - Planning and Development and Fire

	City (Consolidated)	%	Planning and Development  <i>Subtotal</i>	Planning and Development - Global	Planning and Development	Building Inspection  <i>SSE</i>	Bylaws	Fire
<b>Expense</b>								
<b>Personnel Cost</b>								
Salaries and Wages - Full Time	9,349,600	61.8%	773,700	136,900	160,100	231,300	245,400	1,656,800
Salaries and Wages - Part Time	1,438,100	9.5%	-	-	-	-	-	438,600
Salaries and Wages - Students	537,900	3.6%	28,300	-	18,000	-	10,300	9,000
Overtime Pay	302,500	2.0%	16,000	-	-	2,000	14,000	58,800
Honorariums	25,000	0.2%	-	-	-	-	-	25,000
Employee Benefits	3,477,800	23.0%	247,200	34,600	59,000	69,800	83,800	725,500
	<b>15,130,900</b>		<b>1,065,200</b>	<b>171,500</b>	<b>237,100</b>	<b>303,100</b>	<b>353,500</b>	<b>2,913,700</b>
			<b>7.0%</b>	<b>1.1%</b>	<b>1.6%</b>	<b>2.0%</b>	<b>2.3%</b>	<b>19.3%</b>
<b>Operating Cost</b>								
Association/Membership Fees	86,300	0.7%	4,700	1,200	300	2,000	1,200	2,000
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	-	-	-	3,000
Library Collection	72,800	0.6%	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	6,500	-	5,000	1,000	500	15,800
Computer Software	275,000	2.2%	-	-	-	-	-	-
Contract Services	2,848,100	22.6%	18,000	-	-	2,500	15,500	90,300
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	-	-	-	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-
Equipment	758,400	6.0%	-	-	-	-	-	26,200
Financial Expenses	7,000	0.1%	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-	-	-	-
Hospitality Expense	26,800	0.2%	1,200	1,200	-	-	-	6,000

**2021 Consolidated Levy Budget**

Appendix H - Planning and Development and Fire

	City (Consolidated)	%	Planning and Development	Planning and Development - Global	Planning and Development	Building Inspection	Bylaws	Fire
			<i>Subtotal</i>			<i>SSE</i>		
Insurance	667,500	5.3%	-	-	-	-	-	-
Office Supplies	76,300	0.6%	4,800	400	1,600	1,200	1,600	6,400
Postage & Courier	56,100	0.4%	2,500	-	100	400	2,000	600
Program Supplies	210,900	1.7%	-	-	-	-	-	44,000
Property Tax Expenses	394,996	3.1%	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	1.0%	1,800	-	-	800	1,000	24,000
Repairs and Maintenance	1,024,600	8.1%	-	-	-	-	-	-
Staff Training & Development	399,300	3.2%	25,600	3,400	4,000	11,700	6,500	53,900
Subject Matter Experts	421,500	3.3%	30,000	30,000	-	-	-	-
Subscriptions and Publications	10,400	0.1%	700	-	300	400	-	1,500
Telephone/Internet	222,900	1.8%	7,200	800	800	2,400	3,200	5,500
Travel	78,700	0.6%	5,100	700	800	2,300	1,300	10,800
Utilities	1,418,600	11.2%	-	-	-	-	-	-
	<b>12,611,291</b>		<b>108,100</b>	<b>37,700</b>	<b>12,900</b>	<b>24,700</b>	<b>32,800</b>	<b>290,000</b>
			<b>0.9%</b>	<b>0.3%</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.3%</b>	<b>2.3%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>1,173,300</b>	<b>209,200</b>	<b>250,000</b>	<b>327,800</b>	<b>386,300</b>	<b>3,203,700</b>
			<b>4.2%</b>	<b>0.8%</b>	<b>0.9%</b>	<b>1.2%</b>	<b>1.4%</b>	<b>11.5%</b>
<b>Allocations: Within Departments</b>			-	(209,200)	54,200	71,100	83,900	-
<b>Total Expenses</b>	<b>27,742,191</b>		<b>1,173,300</b>	<b>-</b>	<b>304,200</b>	<b>398,900</b>	<b>470,200</b>	<b>3,203,700</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(627,200)</b>	<b>-</b>	<b>(121,300)</b>	<b>(67,200)</b>	<b>(438,700)</b>	<b>(3,183,100)</b>

**2021 Consolidated Levy Budget**

Appendix H - Planning and Development and Fire

	City (Consolidated)	%	Planning and Development	Planning and Development - Global	Planning and Development	Building Inspection	Bylaws	Fire
			<i>Subtotal</i>			<i>SSE</i>		
Allocation: Between Departments	-		-	-	-	-	-	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		16,000	-	-	16,000	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-	-	-
SSE/BC: Facility Costs	-		-	-	-	-	-	-
<b>Allocations: Across the City</b>	-		<b>16,000</b>	-	-	<b>16,000</b>	-	-
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(643,200)</b>	-	<b>(121,300)</b>	<b>(83,200)</b>	<b>(438,700)</b>	<b>(3,183,100)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		83,200	-	-	83,200	-	-
Paid by Rate Budget	2,118,544		-	-	-	-	-	-
<b>Net Funding Position</b>	-		<b>(560,000)</b>	-	<b>(121,300)</b>	-	<b>(438,700)</b>	<b>(3,183,100)</b>

Appendix L

**2021 Consolidated Levy Budget**

Appendix I - Parks & Recreation

	City (Consolidated)	%	Parks & Recreation  <i>Subtotal</i>	Parks & Recreation - Global	Crossing Guards	Events	Self Funded Entities  <i>Subtotal</i>	<i>Sugarloaf Marina</i>  <i>SSE</i>	<i>Cemetery</i>  <i>SSE</i>
<b>Revenue</b>									
Advertising and Sponsorship	88,500	0.3%	35,500	-	-	-	500	500	-
Donations	137,900	0.5%	-	-	-	-	-	-	-
Fees	582,600	1.9%	274,800	-	-	-	201,800	5,600	-
Fines	11,000	0.0%	-	-	-	-	-	-	-
Fundraising	-	0.0%	-	-	-	-	-	-	-
Grants	5,646,515	18.5%	5,000	-	-	-	-	-	-
Investment Income	109,000	0.4%	4,000	-	-	-	4,000	-	4,000
Lease Income	337,600	1.1%	146,400	-	-	-	127,700	127,700	-
Licences and Permits	389,700	1.3%	-	-	-	-	-	-	-
Other Revenue	142,500	0.5%	-	-	-	-	-	-	-
Rentals	530,500	1.7%	503,500	-	-	-	500	500	-
Sales	1,020,100	3.3%	982,600	-	-	-	977,800	934,900	42,900
Penalties and Interest	450,500	1.5%	-	-	-	-	-	-	-
Property Taxes	21,111,600	69.1%	-	-	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>1,951,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,312,300</b>	<b>1,069,200</b>	<b>46,900</b>
			<b>6.4%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>4.3%</b>	<b>3.5%</b>	<b>0.2%</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	Parks & Recreation  <i>Subtotal</i>	Parks & Recreation - Global	Crossing Guards	Events	Self Funded Entities  <i>Subtotal</i>	<i>Sugarloaf Marina</i>  <i>SSE</i>	<i>Cemetery</i>  <i>SSE</i>
<b>Expense</b>									
<b>Personnel Cost</b>									
Salaries and Wages - Full Time	9,349,600	61.8%	1,554,000	353,400	-	126,600	149,000	149,000	-
Salaries and Wages - Part Time	1,438,100	9.5%	561,400	-	273,500	-	58,800	58,800	-
Salaries and Wages - Students	537,900	3.6%	350,200	9,000	-	44,900	173,200	92,300	-
Overtime Pay	302,500	2.0%	78,300	78,300	-	-	-	-	-
Honorariums	25,000	0.2%	-	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	646,600	103,000	73,500	45,900	74,900	66,100	-
	<b>15,130,900</b>		<b>3,190,500</b>	<b>543,700</b>	<b>347,000</b>	<b>217,400</b>	<b>455,900</b>	<b>366,200</b>	-
			<b>21.1%</b>	<b>3.6%</b>	<b>2.3%</b>	<b>1.4%</b>	<b>3.0%</b>	<b>2.4%</b>	<b>0.0%</b>
<b>Operating Cost</b>									
Association/Membership Fees	86,300	0.7%	17,000	5,700	-	-	4,200	3,000	1,200
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	36,000	-	-	-	7,500	5,000	-
Library Collection	72,800	0.6%	-	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	12,000	3,500	-	-	8,500	4,500	-
Computer Software	275,000	2.2%	-	-	-	-	-	-	-
Contract Services	2,848,100	22.6%	524,400	-	-	-	97,800	59,000	2,100
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	140,500	-	-	-	140,000	140,000	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-	-
Equipment	758,400	6.0%	155,800	-	-	-	13,000	5,000	8,000
Financial Expenses	7,000	0.1%	-	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-	-	-	-	-
Hospitality Expense	26,800	0.2%	3,500	3,500	-	-	-	-	-

**2021 Consolidated Levy Budget**

Appendix I - Parks & Recreation

	City (Consolidated)	%	Parks & Recreation	Parks & Recreation - Global	Crossing Guards	Events	Self Funded Entities	<i>Sugarloaf Marina</i>	<i>Cemetery</i>
			<i>Subtotal</i>				<i>Subtotal</i>	<i>SSE</i>	<i>SSE</i>
Insurance	667,500	5.3%	-	-	-	-	-	-	-
Office Supplies	76,300	0.6%	10,500	5,000	500	-	4,400	4,400	-
Postage & Courier	56,100	0.4%	200	200	-	-	-	-	-
Program Supplies	210,900	1.7%	16,900	2,100	1,000	-	1,600	1,500	-
Property Tax Expenses	394,996	3.1%	-	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	1.0%	9,000	-	3,000	-	3,000	2,500	-
Repairs and Maintenance	1,024,600	8.1%	350,800	-	-	-	74,000	60,000	8,900
Staff Training & Development	399,300	3.2%	56,900	10,800	6,800	3,200	7,200	5,200	-
Subject Matter Experts	421,500	3.3%	20,000	20,000	-	-	-	-	-
Subscriptions and Publications	10,400	0.1%	-	-	-	-	-	-	-
Telephone/Internet	222,900	1.8%	40,600	3,200	-	1,600	16,800	16,000	-
Travel	78,700	0.6%	11,000	2,200	1,400	600	1,000	1,000	-
Utilities	1,418,600	11.2%	-	-	-	-	-	-	-
	<b>12,611,291</b>		<b>1,405,100</b>	<b>56,200</b>	<b>12,700</b>	<b>5,400</b>	<b>379,000</b>	<b>307,100</b>	<b>20,200</b>
			<b>11.1%</b>	<b>0.4%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>3.0%</b>	<b>2.4%</b>	<b>0.2%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>4,595,600</b>	<b>599,900</b>	<b>359,700</b>	<b>222,800</b>	<b>834,900</b>	<b>673,300</b>	<b>20,200</b>
			<b>16.6%</b>	<b>2.2%</b>	<b>1.3%</b>	<b>0.8%</b>	<b>3.0%</b>	<b>2.4%</b>	<b>0.1%</b>
<b>Allocations: Within Departments</b>			-	(599,900)	54,000	33,500	125,300	101,100	3,000
<b>Total Expenses</b>	<b>27,742,191</b>		<b>4,595,600</b>	<b>-</b>	<b>413,700</b>	<b>256,300</b>	<b>960,200</b>	<b>774,400</b>	<b>23,200</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(2,643,800)</b>	<b>-</b>	<b>(413,700)</b>	<b>(256,300)</b>	<b>352,100</b>	<b>294,800</b>	<b>23,700</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	Parks & Recreation	Parks & Recreation - Global	Crossing Guards	Events	Self Funded Entities	Sugarloaf Marina	Cemetery
			<i>Subtotal</i>				<i>Subtotal</i>	<i>SSE</i>	<i>SSE</i>
Allocation: Between Departments	-		(256,300)	-	-	(256,300)	35,000	-	20,000
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		65,600	-	-	-	65,600	53,500	2,300
SSE/BC: Cost of Borrowing - Internal - Interest	-		7,794	-	-	-	7,794	7,794	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		76,883	-	-	-	76,883	76,883	-
SSE/BC: Capital and Related Project Budget	-		55,000	-	-	-	55,000	15,000	40,000
SSE/BC: Facility Costs	-		161,300	-	-	-	161,300	154,800	-
<b>Allocations: Across the City</b>	-		<b>110,277</b>	-	-	<b>(256,300)</b>	<b>401,577</b>	<b>307,977</b>	<b>62,300</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(2,754,077)</b>	-	<b>(413,700)</b>	-	<b>(49,477)</b>	<b>(13,177)</b>	<b>(38,600)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		49,477	-	-	-	49,477	13,177	38,600
Paid by Rate Budget	2,118,544		-	-	-	-	-	-	-
<b>Net Funding Position</b>	-		<b>(2,704,600)</b>	-	<b>(413,700)</b>	-	-	-	-

Appendix C -  
Additional Facility  
Details

Appendix L

**2021 Consolidated Levy Budget**

	<b>City (Consolidated)</b>	<b>%</b>	<b>Nickel Beach</b>	<b>Parks &amp; Trails</b>	<b>Community Sport and Recreation (includes VHWC)</b>
			<b>SSE</b>		
<b>Revenue</b>					
Advertising and Sponsorship	88,500	<b>0.3%</b>	-	-	35,000
Donations	137,900	<b>0.5%</b>	-	-	-
Fees	582,600	<b>1.9%</b>	196,200	3,000	70,000
Fines	11,000	<b>0.0%</b>	-	-	-
Fundraising	-	<b>0.0%</b>	-	-	-
Grants	5,646,515	<b>18.5%</b>	-	5,000	-
Investment Income	109,000	<b>0.4%</b>	-	-	-
Lease Income	337,600	<b>1.1%</b>	-	-	18,700
Licences and Permits	389,700	<b>1.3%</b>	-	-	-
Other Revenue	142,500	<b>0.5%</b>	-	-	-
Rentals	530,500	<b>1.7%</b>	-	6,000	497,000
Sales	1,020,100	<b>3.3%</b>	-	-	4,800
Penalties and Interest	450,500	<b>1.5%</b>	-	-	-
Property Taxes	21,111,600	<b>69.1%</b>	-	-	-
Provincial Offences Act	-	<b>0.0%</b>	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>196,200</b>	<b>14,000</b>	<b>625,500</b>
			<b>0.6%</b>	<b>0.0%</b>	<b>2.0%</b>

2021 Consolidated Levy Budget

Expense	City (Consolidated)	%	SSE		
			Nickel Beach	Parks & Trails	Community Sport and Recreation (includes VHWC)
<b>Personnel Cost</b>					
Salaries and Wages - Full Time	9,349,600	61.8%	-	446,400	478,600
Salaries and Wages - Part Time	1,438,100	9.5%	-	108,500	120,600
Salaries and Wages - Students	537,900	3.6%	80,900	123,100	-
Overtime Pay	302,500	2.0%	-	-	-
Honorariums	25,000	0.2%	-	-	-
Employee Benefits	3,477,800	23.0%	8,800	171,400	177,900
	<b>15,130,900</b>		<b>89,700</b>	<b>849,400</b>	<b>777,100</b>
			<b>0.6%</b>	<b>5.6%</b>	<b>5.1%</b>
<b>Operating Cost</b>					
Association/Membership Fees	86,300	0.7%	-	7,100	-
Auto - Fuel	208,500	1.7%	-	-	-
Cleaning Supplies	59,700	0.5%	2,500	7,000	21,500
Library Collection	72,800	0.6%	-	-	-
Communications & Public Relations	133,800	1.1%	4,000	-	-
Computer Software	275,000	2.2%	-	-	-
Contract Services	2,848,100	22.6%	36,700	44,500	382,100
Cost of Borrowing	2,406,895	19.1%	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	500
Credit Card Fees	84,500	0.7%	-	-	-
Equipment	758,400	6.0%	-	130,900	11,900
Financial Expenses	7,000	0.1%	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-
Hospitality Expense	26,800	0.2%	-	-	-

Includes 300,000  
YMCA contract

Includes \$57,400 in rental  
costs to be reviewed with  
long-term planning of Fleet

2021 Consolidated Levy Budget

	City (Consolidated)	%	Nickel Beach  SSE	Parks & Trails	Community Sport and Recreation (includes VHWC)
Insurance	667,500	5.3%	-	-	-
Office Supplies	76,300	0.6%	-	-	600
Postage & Courier	56,100	0.4%	-	-	-
Program Supplies	210,900	1.7%	100	700	11,500
Property Tax Expenses	394,996	3.1%	-	-	-
Protective & Uniform Clothing	127,700	1.0%	500	2,000	1,000
Repairs and Maintenance	1,024,600	8.1%	5,100	249,000	27,800
Staff Training & Development	399,300	3.2%	2,000	13,900	15,000
Subject Matter Experts	421,500	3.3%	-	-	-
Subscriptions and Publications	10,400	0.1%	-	-	-
Telephone/Internet	222,900	1.8%	800	10,300	8,700
Travel	78,700	0.6%	-	2,800	3,000
Utilities	1,418,600	11.2%	-	-	-
	<b>12,611,291</b>		<b>51,700</b>	<b>468,200</b>	<b>483,600</b>
			<b>0.4%</b>	<b>3.7%</b>	<b>3.8%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>141,400</b>	<b>1,317,600</b>	<b>1,260,700</b>
			<b>0.5%</b>	<b>4.7%</b>	<b>4.5%</b>
<b>Allocations: Within Departments</b>			21,200	197,800	189,300
<b>Total Expenses</b>	<b>27,742,191</b>		<b>162,600</b>	<b>1,515,400</b>	<b>1,450,000</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>33,600</b>	<b>(1,501,400)</b>	<b>(824,500)</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	Nickel Beach  SSE	Parks & Trails	Community Sport and Recreation (includes VHWC)
Allocation: Between Departments	-		15,000	(20,000)	(15,000)
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		9,800	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-
SSE/BC: Facility Costs	-		6,500	-	-
<b>Allocations: Across the City</b>	<b>-</b>		<b>31,300</b>	<b>(20,000)</b>	<b>(15,000)</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>2,300</b>	<b>(1,481,400)</b>	<b>(809,500)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		(2,300)	-	-
Paid by Rate Budget	2,118,544		-	-	-
<b>Net Funding Position</b>	<b>-</b>		<b>-</b>	<b>(1,481,400)</b>	<b>(809,500)</b>

## 2021 Consolidated Levy Budget

	City (Consolidated)	%	Public Works	Public Works - Global	Project Management	Drainage	Enviromental	Facilities
			<i>Subtotal</i>					
<b>Revenue</b>								
Advertising and Sponsorship	88,500	0.3%	-	-	-	-	-	-
Donations	137,900	0.5%	-	-	-	-	-	-
Fees	582,600	1.9%	25,000	-	-	-	-	-
Fines	11,000	0.0%	-	-	-	-	-	-
Fundraising	-	0.0%	-	-	-	-	-	-
Grants	5,646,515	18.5%	49,000	-	-	49,000	-	-
Investment Income	109,000	0.4%	-	-	-	-	-	-
Lease Income	337,600	1.1%	-	-	-	-	-	-
Licences and Permits	389,700	1.3%	-	-	-	-	-	-
Other Revenue	142,500	0.5%	142,500	-	-	140,000	-	-
Rentals	530,500	1.7%	-	-	-	-	-	-
Sales	1,020,100	3.3%	-	-	-	-	-	-
Penalties and Interest	450,500	1.5%	-	-	-	-	-	-
Property Taxes	21,111,600	69.1%	-	-	-	-	-	-
Provincial Offences Act	-	0.0%	-	-	-	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		<b>216,500</b>	<b>-</b>	<b>-</b>	<b>189,000</b>	<b>-</b>	<b>-</b>
			<b>0.7%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>0.0%</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	Public Works	Public Works - Global	Project Management	Drainage	Enviromental	Facilities
			<i>Subtotal</i>					
<b>Expense</b>								
<b>Personnel Cost</b>								
Salaries and Wages - Full Time	9,349,600	61.8%	2,737,400	212,800	592,500	145,500	154,300	277,500
Salaries and Wages - Part Time	1,438,100	9.5%	111,800	-	-	-	-	-
Salaries and Wages - Students	537,900	3.6%	47,400	-	26,900	-	-	-
Overtime Pay	302,500	2.0%	139,400	134,400	-	5,000	-	-
Honorariums	25,000	0.2%	-	-	-	-	-	-
Employee Benefits	3,477,800	23.0%	896,200	57,700	190,700	47,900	45,200	93,500
	<b>15,130,900</b>		<b>3,932,200</b>	<b>404,900</b>	<b>810,100</b>	<b>198,400</b>	<b>199,500</b>	<b>371,000</b>
			<b>26.0%</b>	<b>2.7%</b>	<b>5.4%</b>	<b>1.3%</b>	<b>1.3%</b>	<b>2.5%</b>
<b>Operating Cost</b>								
Association/Membership Fees	86,300	0.7%	13,000	3,000	3,400	500	2,400	300
Auto - Fuel	208,500	1.7%	-	-	-	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	-	-	-	-
Library Collection	72,800	0.6%	-	-	-	-	-	-
Communications & Public Relations	133,800	1.1%	3,000	-	2,000	-	-	-
Computer Software	275,000	2.2%	-	-	-	-	-	-
Contract Services	2,848,100	22.6%	829,900	-	-	-	12,500	-
Cost of Borrowing	2,406,895	19.1%	-	-	-	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	-	-	-	-
Credit Card Fees	84,500	0.7%	-	-	-	-	-	-
Equipment	758,400	6.0%	6,500	-	-	-	-	1,500
Financial Expenses	7,000	0.1%	-	-	-	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-	-	-	-
Hospitality Expense	26,800	0.2%	3,900	3,900	-	-	-	-

**2021 Consolidated Levy Budget**

Appendix J - Public Works

	City (Consolidated)	%	Public Works	Public Works - Global	Project Management	Drainage	Enviromental	Facilities
			<i>Subtotal</i>					
Insurance	667,500	5.3%	-	-	-	-	-	-
Office Supplies	76,300	0.6%	15,600	15,600	-	-	-	-
Postage & Courier	56,100	0.4%	500	400	-	-	-	-
Program Supplies	210,900	1.7%	25,000	-	-	-	-	-
Property Tax Expenses	394,996	3.1%	-	-	-	-	-	-
Protective & Uniform Clothing	127,700	1.0%	46,000	44,200	-	-	-	1,800
Repairs and Maintenance	1,024,600	8.1%	298,500	-	-	-	-	-
Staff Training & Development	399,300	3.2%	74,700	8,700	14,800	3,800	3,900	6,900
Subject Matter Experts	421,500	3.3%	60,000	60,000	-	-	-	-
Subscriptions and Publications	10,400	0.1%	3,500	600	900	-	-	300
Telephone/Internet	222,900	1.8%	27,800	1,600	6,300	1,600	800	3,200
Travel	78,700	0.6%	15,100	1,700	3,000	800	800	1,400
Utilities	1,418,600	11.2%	-	-	-	-	-	-
	<b>12,611,291</b>		<b>1,423,000</b>	<b>139,700</b>	<b>30,400</b>	<b>6,700</b>	<b>20,400</b>	<b>15,400</b>
			<b>11.3%</b>	<b>1.1%</b>	<b>0.2%</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.1%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>5,355,200</b>	<b>544,600</b>	<b>840,500</b>	<b>205,100</b>	<b>219,900</b>	<b>386,400</b>
			<b>19.3%</b>	<b>2.0%</b>	<b>3.0%</b>	<b>0.7%</b>	<b>0.8%</b>	<b>1.4%</b>
<b>Allocations: Within Departments</b>			-	(544,600)	95,200	23,200	24,900	43,700
<b>Total Expenses</b>	<b>27,742,191</b>		<b>5,355,200</b>	-	<b>935,700</b>	<b>228,300</b>	<b>244,800</b>	<b>430,100</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(5,138,700)</b>	-	<b>(935,700)</b>	<b>(39,300)</b>	<b>(244,800)</b>	<b>(430,100)</b>

2021 Consolidated Levy Budget

	City (Consolidated)	%	Public Works	Public Works - Global	Project Management	Drainage	Enviromental	Facilities
			<b>Subtotal</b>					
Allocation: Between Departments	-		(821,400)	-	-	-	-	(430,100)
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-	-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-	-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-	-	-	-
SSE/BC: Facility Costs	-		-	-	-	-	-	-
<b>Allocations: Across the City</b>	-		<b>(821,400)</b>	-	-	-	-	<b>(430,100)</b>
<b>Revenue less Expenses</b>	<b>2,815,824</b>		<b>(4,317,300)</b>	-	<b>(935,700)</b>	<b>(39,300)</b>	<b>(244,800)</b>	-
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		445,000	-	-	(85,000)	-	-
Paid by Rate Budget	2,118,544		-	-	-	-	-	-
<b>Net Funding Position</b>	-		<b>(3,872,300)</b>	-	<b>(935,700)</b>	<b>(124,300)</b>	<b>(244,800)</b>	-

Appendix L

Costs recorded in  
Appendix B -  
General  
Government

**2021 Consolidated Levy Budget**

	<b>City (Consolidated)</b>	<b>%</b>	<b>Fleet</b>	<b>Stores</b>	<b>Transportation (and related Operations)</b>
<b>Revenue</b>					
Advertising and Sponsorship	88,500	<b>0.3%</b>	-	-	-
Donations	137,900	<b>0.5%</b>	-	-	-
Fees	582,600	<b>1.9%</b>	-	-	25,000
Fines	11,000	<b>0.0%</b>	-	-	-
Fundraising	-	<b>0.0%</b>	-	-	-
Grants	5,646,515	<b>18.5%</b>	-	-	-
Investment Income	109,000	<b>0.4%</b>	-	-	-
Lease Income	337,600	<b>1.1%</b>	-	-	-
Licences and Permits	389,700	<b>1.3%</b>	-	-	-
Other Revenue	142,500	<b>0.5%</b>	-	-	2,500
Rentals	530,500	<b>1.7%</b>	-	-	-
Sales	1,020,100	<b>3.3%</b>	-	-	-
Penalties and Interest	450,500	<b>1.5%</b>	-	-	-
Property Taxes	21,111,600	<b>69.1%</b>	-	-	-
Provincial Offences Act	-	<b>0.0%</b>	-	-	-
<b>Total Revenue</b>	<b>30,558,015</b>		-	-	<b>27,500</b>
			<b>0.0%</b>	<b>0.0%</b>	<b>0.1%</b>

2021 Consolidated Levy Budget

Appendix J - Public Works

	City (Consolidated)	%	Fleet	Stores	Transportation (and related Operations)
<b>Expense</b>					
<b>Personnel Cost</b>					
Salaries and Wages - Full Time	9,349,600	61.8%	237,000	113,000	1,004,800
Salaries and Wages - Part Time	1,438,100	9.5%	-	-	111,800
Salaries and Wages - Students	537,900	3.6%	-	-	20,500
Overtime Pay	302,500	2.0%	-	-	-
Honorariums	25,000	0.2%	-	-	-
Employee Benefits	3,477,800	23.0%	75,700	35,900	349,600
	<b>15,130,900</b>		<b>312,700</b>	<b>148,900</b>	<b>1,486,700</b>
			<b>2.1%</b>	<b>1.0%</b>	<b>9.8%</b>
<b>Operating Cost</b>					
Association/Membership Fees	86,300	0.7%	-	-	3,400
Auto - Fuel	208,500	1.7%	-	-	-
Cleaning Supplies	59,700	0.5%	-	-	-
Library Collection	72,800	0.6%	-	-	-
Communications & Public Relations	133,800	1.1%	-	-	1,000
Computer Software	275,000	2.2%	-	-	-
Contract Services	2,848,100	22.6%	-	-	817,400
Cost of Borrowing	2,406,895	19.1%	-	-	-
Cost of of Goods Sold	160,500	1.3%	-	-	-
Credit Card Fees	84,500	0.7%	-	-	-
Equipment	758,400	6.0%	5,000	-	-
Financial Expenses	7,000	0.1%	-	-	-
Grants and Sponsorship Expense	373,500	3.0%	-	-	-
Hospitality Expense	26,800	0.2%	-	-	-

Appendix K -  
Additional  
Transportation  
Details

2021 Consolidated Levy Budget

	City (Consolidated)	%	Fleet	Stores	Transportation (and related Operations)
Insurance	667,500	5.3%	-	-	-
Office Supplies	76,300	0.6%	-	-	-
Postage & Courier	56,100	0.4%	100	-	-
Program Supplies	210,900	1.7%	25,000	-	-
Property Tax Expenses	394,996	3.1%	-	-	-
Protective & Uniform Clothing	127,700	1.0%	-	-	-
Repairs and Maintenance	1,024,600	8.1%	-	-	298,500
Staff Training & Development	399,300	3.2%	5,900	2,800	27,900
Subject Matter Experts	421,500	3.3%	-	-	-
Subscriptions and Publications	10,400	0.1%	800	-	900
Telephone/Internet	222,900	1.8%	800	-	13,500
Travel	78,700	0.6%	1,200	600	5,600
Utilities	1,418,600	11.2%			
	<b>12,611,291</b>		<b>38,800</b>	<b>3,400</b>	<b>1,168,200</b>
			<b>0.3%</b>	<b>0.0%</b>	<b>9.3%</b>
<b>Total Expenses</b>	<b>27,742,191</b>		<b>351,500</b>	<b>152,300</b>	<b>2,654,900</b>
			<b>1.3%</b>	<b>0.5%</b>	<b>9.6%</b>
<b>Allocations: Within Departments</b>			39,800	17,200	300,600
<b>Total Expenses</b>	<b>27,742,191</b>		<b>391,300</b>	<b>169,500</b>	<b>2,955,500</b>
<b>Revenue less Expenses - Directly Attributable</b>	<b>2,815,824</b>		<b>(391,300)</b>	<b>(169,500)</b>	<b>(2,928,000)</b>

Appendix K -  
Additional  
Transportation  
Details

2021 Consolidated Levy Budget

	City (Consolidated)	%	Fleet	Stores	Transportation (and related Operations)
Allocation: Between Departments	-		(391,300)	-	-
SSE/BC: Allocated Overhead: (5% (Rev - SSE; Exp - BC))	-		-	-	-
SSE/BC: Cost of Borrowing - Internal - Interest	-		-	-	-
SSE/BC: Cost of Borrowing - Internal - Principal	-		-	-	-
SSE/BC: Capital and Related Project Budget	-		-	-	-
SSE/BC: Facility Costs	-		-	-	-
<b>Allocations: Across the City</b>	-		<b>(391,300)</b>	-	-
<b>Revenue less Expenses</b>	<b>2,815,824</b>		-	<b>(169,500)</b>	<b>(2,928,000)</b>
Transfer (to) from Reserves / Capital Accounts	(4,934,368)		-	-	530,000
Paid by Rate Budget	2,118,544		-	-	-
<b>Net Funding Position</b>	-		-	<b>(169,500)</b>	<b>(2,398,000)</b>

Costs recorded in  
Appendix B -  
General  
Government

Appendix K - Additional Transportation Details

	Contract Services	Repair and Maintenance - Parts and Consumables	Tree Replacement	Property Rental/Lease	Total
Bridge Maintenance	10,000	-	-	-	10,000
Culvert Repairs	5,000	18,000	-	-	23,000
Catch Basins	20,000	15,000	-	-	35,000
Crack Sealing	50,000	-	-	-	50,000
Patching and Spraying	70,000	-	-	-	70,000
Pothole Repair	-	15,000	-	-	15,000
Shouldering	3,500	46,000	-	-	49,500
Road Grading	6,000	45,000	-	-	51,000
Clay Road Maintenance	-	-	-	-	-
Guardrails	20,000	1,000	-	-	21,000
Pavement Marking	52,000	5,000	-	-	57,000
Traffic Signs	5,000	20,000	-	-	25,000
Driveways	-	3,500	-	-	3,500
Traffic Signals	-	15,000	-	-	15,000
Street Lights	40,000	-	-	-	40,000
Curb Maintenance	15,000	-	-	-	15,000
<b>Roads Preventative Maintenance</b>	<b>296,500</b>	<b>183,500</b>	-	-	<b>480,000</b>
Sidewalk Maintenance	<b>48,900</b>	<b>1,100</b>	-	-	<b>50,000</b>
Grass Mowing Spraying	56,200	1,000	-	-	57,200
Brushing Tree Trimming	156,200	-	5,600	-	161,800
Sweeping	-	-	-	-	-
Dust Suppression	20,000	-	-	-	20,000
<b>Spring/Summer Maintenance</b>	<b>232,400</b>	<b>1,000</b>	<b>5,600</b>	-	<b>239,000</b>
Ditchings	83,000	1,000	-	-	84,000
Culvert Repairs - Ditchings	11,500	20,000	-	-	31,500
	<b>94,500</b>	<b>21,000</b>	-	-	<b>115,500</b>
Snow Ploughing	39,100	2,800	-	-	41,900
Sidewalk Snow Removal	-	1,500	-	-	1,500
Sanding / Salting	35,000	77,800	-	-	112,800
Snow Fence	-	3,200	-	-	3,200
<b>Winter Maintenance</b>	<b>74,100</b>	<b>85,300</b>	-	-	<b>159,400</b>
PC Harbour/Trillium Rail (West)	11,400	1,000	-	14,500	26,900
PC Harbour/Vale Rail (East)	30,000	-	-	-	30,000
CN Rail	11,200	-	-	-	11,200
CP Rails	3,900	-	-	-	3,900
<b>Railways</b>	<b>56,500</b>	<b>1,000</b>	-	<b>14,500</b>	<b>72,000</b>
	<b>802,900</b>	<b>292,900</b>	<b>5,600</b>	<b>14,500</b>	<b>1,115,900</b>
	<b>14,500</b>	-	-	<b>14,500</b>	
	<b>817,400</b>	<b>292,900</b> ✓	<b>5,600</b> ✓	-	

Sum of ✓ = 298,500

Appendix J - Public Works

Appendix J - Public Works

**Transfer (to)/from Reserves**

Marina repayment of borrowing from reserves	- 76,883	
Interest to reserves	- 26,884	
	<u>          </u>	- 103,767

Increase Working Capital Reserve to maintain target	- 39,300	
Municipal Election	- 30,000	
Community Grants: 2022 Canada Games	- 15,000	
Drainage: City Portion	- 85,000	

COVID-19 Funding		253,400
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SSE: Building department	83,200	
SSE: Parks and Recreation	- 5,523	
	<u>          </u>	77,677
		<u>58,010</u>

**Transfer from Capital Accounts**

Capital budget approved reserve funding	282,360	
Self Sustaining Entities Capital	55,000	
Preventative Maintenance(480,000) / Sidewalks (50,000)	530,000	
	<u>          </u>	<u>867,360</u>

**Comments**

Last payment will be in 2025

To maintain reserve targets per Reserve Policy  
 To set aside funds for the next municipal election  
 Last amount for commitment - events in 2022  
 To fund City portion of drainage

Details in body of this report

Projected transfer from reserve for SSE - Appendix H  
 Projected transfer to reserves for SSE's - Appendix I

Report 2020-125 - Appendix A - Wig Wags and Downtown CIP  
 Report 2020-125 - Appendix A - Marina and Cemetery. After reviewing proposed operating budgets of these SSEs it is proposed this work be funded from their respected reserves.  
 Report-125 - Appendix A and B. Portion of operation costs budgeted in the capital budget. Staff will review if this should change next year. This transfers the funds back to the operating budget.

November 18, 2020

Mayor William Steele and Members of Port Colborne Council  
City of Port Colborne  
66 Charlotte Street, Port Colborne  
Ontario, L3K 3C8

Dear Mayor Steele and Members of Council,

On behalf of Port Cares and the hundreds of local families and individuals we assist, I would like to extend a sincere thank you to Port Colborne Council and the members of the Grant Review Committee for supporting Port Cares request for a \$4,000 contribution to assist in the operation of the Reach Out Centre and its programs and services located at 61 Nickel Street, Port Colborne.

I truly appreciate the rigour and diligence given to the Port Cares' funding application by the grant committee and the subsequently members of Council as well as the opportunity for me to answer the questions asked by members of Council. As I stated at my presentation, Port Cares embraces transparency, stewardship and collaboration and we value the opportunity to work in partnership with the City of Port Colborne to improve quality of life in the community – for individuals and individual families and for the community as a whole.

If I can pull from the history and experience of our American neighbours the late, great President John F. Kennedy eloquently stated – “No American is ever made better off by pulling a fellow American down, and every American is made better off whenever any one of us is made better off. A rising tide raises all boats.” In my humble opinion we can improve the conditions of the community by collectively confronting and effectively addressing the long standing local social and economic issues together.

While I tried my best to answer all the questions that were raised at Council last Monday night. I truly regret not being more direct and more specific when Councillor Bagu stated that I did not present a success story. I failed to answer Mr. Bagu that he was directly speaking to a success story – that being me. While I was not raised in Port Colborne, I was raised in a similar small community in Niagara similar circumstance to what would have been experienced in the East Village in the 1980s. I sheltered myself at the library every night and read everything I could to avoid the abuse at home. I was told by my high school guidance councillor to forget about university because people from families like mine don't belong in university. I refused to accept this and put myself through university on my own at a time when women were not encouraged to attend post-secondary. When I old enough I ran as far away as I could to escape the poverty and family chaos and picked my school based on the fact it was the furthest I could get from my home town. Over the years I have kept moving forward building a career and my own family helping my siblings and others along the way.

I have seldom shared my personal journey publicly but given the discussion and the comments made on Monday night I believe its important to understand that everyone had there own story and as a society we are better to provide help and not judgement. It's also important to understand that people who grow up in poverty and domestic abuse like I did - often struggle to admit their roots – its called stigma and more often than not it can if be debilitating.

It is true - my passion to provide help, hope and opportunity to the individuals and families we serve through Port Cares is personal and I want to thank and acknowledge Council Bagu for providing me with the opportunity to bring this to light.

There is much to do here in our community to address the social and economic conditions that have persisted for more than four decades. However, I sincerely believe that with your unwavering civic leadership if we all work together to mobilize the community compassion which exists here in Port Colborne collectively we will create better circumstances and more opportunities for the next generation.

Thank you again for your support,

Stay safe, Stay well,

A handwritten signature in black ink, appearing to read 'Christine', followed by a long horizontal line extending to the right.

Christine Clark Lafleur

Executive Director

Port Cares

November 11, 2020

**CL 20-2020, October 22, 2020**  
**PHSSC 9-2020, October 13, 2020**  
**PHD-C 9-2020, October 13, 2020**

***DISTRIBUTION LIST***

***SENT ELECTRONICALLY***

**RE: PHD-C 9-2020**  
**Referral of Motion – Decriminalization of Personal Possession of Illicit**  
**Drugs**

Regional Council, at its meeting held on October 22, 2020, passed the following recommendation of its Public Health and Social Services Committee:

WHEREAS governments around the world are considering different approaches to drugs, including the decriminalization of drug use and possession and legal regulation;

WHEREAS a growing number of health officials and boards of health throughout Ontario, Canada, and around the world are calling for changes to our approach to drugs, especially in the midst of the opioid crisis and COVID-19 pandemic, in which the contaminated, unregulated supply of illegal drugs is the main contributor to the crisis;

WHEREAS, in July 2020, the Canadian Association of Chiefs of Police released a report recognizing substance use disorder as a public health issue and agree that evidence, supported by numerous Canadian health leaders, suggests that decriminalization for simple possession is an effective way to reduce the public health and public safety harms associated with substance use;

WHEREAS the Canadian Association of Chiefs of Police endorse alternatives to criminal sanctions for simple possession of illicit drugs, and agree that increased community capacity and resources are necessary to support the availability and integration of health, social programs, and enforcement required for effective diversion;

WHEREAS the Canadian Association of Chiefs of Police agree that police services remain committed to combatting organized crime and disrupting the supply of harmful substances coming into our communities by targeting drug trafficking and illegal production and importation, and further agree that diversion provides new opportunities to make positive impacts in communities. These impacts may include reducing recidivism, reducing ancillary crimes and improving health and safety outcomes for individuals who use drugs;

WHEREAS laws that criminalize people simply for using and possessing drugs have resulted in serious health and social harms, including forcing people into unsafe spaces and high-risk behaviours leading to HIV and HCV infection, resulting in criminal records that make it difficult to obtain employment and housing, and reinforcing negative stereotypes and judgements about people who use drugs;

WHEREAS some groups are more impacted by our drug laws than others, including people who are homeless and/or living in poverty, people with mental health and substance use issues, people from racialized groups, Indigenous people, women, and youth;

WHEREAS a public health approach to drugs would be based on principles and strategies that have been shown to support healthy individuals, families, and communities;

WHEREAS countries that have decriminalized personal drug use and possession and invested in public health interventions have seen results, including decreases in HIV and overdose, decreases in costs to the criminal justice system, and improved police/community relationships;

WHEREAS the evidence on the health and social harms of our current criminalization approach to illegal drugs as well as that of alternative approaches such as decriminalization and legal regulation strongly support the need to shift to a public health approach to drugs in Canada;

NOW THEREFORE BE IT RESOLVED:

1. That the federal government **BE URGED** to convene a task force, comprised of people who use drugs, family members, and policy, research and program experts in the areas of public health, human rights, substance use, mental health,

and criminal justice, to explore options for the legal regulation of all drugs in Canada, based on a public health approach;

2. That the task force **BE URGED** to scale up prevention, harm reduction, and treatment services and to explore the decriminalization of the possession of all drugs for personal use; and

3. That this motion **BE CIRCULATED** to Minister of Health Patty Hajdu, Minister of Justice and Attorney General of Canada David Lametti, the Canadian Association of Chiefs of Police, Deputy Premier and Minister of Health Christine Elliott, Attorney General Doug Downey, Niagara's MPs and MPPs, Niagara's 12 local area municipalities, Niagara Regional Police Service, the Association of Municipalities of Ontario, and the Association of Local Public Health Agencies.

Yours truly,



Ann-Marie Norio  
Regional Clerk

CLK-C 2020-204

Distribution List:

The Honorable Patty Hajdu, Minister of Health  
The Honourable David Lametti, Minister of Justice and Attorney General of Canada  
MP Dean Allison, Niagara West  
MP Chris Bittle, St. Catharines  
MP Tony Baldinelli, Niagara Falls  
MP Vance Badawey, Niagara Centre  
Chief of Police Bryan Larkin, President, Canadian Association of Chiefs of Police  
The Honourable Christine Elliott, Deputy Premier and Minister of Health  
The Honourable Doug Downey, Attorney General  
MPP Sam Oosterhoff, Niagara West  
MPP Jennie Stevens, St. Catharines  
MPP Wayne Gates, Niagara Falls  
MPP Jeff Burch, Niagara Centre  
Chief of Police, Bryan MacCulloch, Niagara Regional Police Service  
Local Area Municipalities  
Association of Municipalities of Ontario  
Federation of Canadian Municipalities  
Association of Local Public Health Agencies

November 11, 2020

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Yours truly,



Ann-Marie Norio  
Regional Clerk

CLK-C 2020-204

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MPP Jeff Burch, Niagara Centre  
Chief of Police, Bryan MacCulloch, Niagara Regional Police Service  
Local Area Municipalities  
Association of Municipalities of Ontario  
Federation of Canadian Municipalities  
Association of Local Public Health Agencies

November 16, 2020

Mayor Steele and Council  
66 Charlotte Street  
Port Colborne, ON  
L3K 3C8

Dear Mayor Steele and Council,

RE: Changes to Conservation Authorities Act and Conservation Authorities' Role in Land Use Planning

The Niagara Peninsula Conservation Authority (NPCA) has been keeping the environment, people and property of our watershed safe from natural hazards for the past 61 years with a mandate to further the conservation, restoration, development and management of natural resources across Niagara, Hamilton and Haldimand watersheds. Collaboration with NPCA's municipal partners has been a critical factor in our collective success on the ground.

Schedule 6 of Bill 229, proposes amendments which we believe have the potential to add significant delays in the planning and permitting process, add costs and have the potential for significant impacts on our collective ability to provide flooding and natural hazards management/protection and drinking water protection to our communities. The proposed changes also appear contrary to the Special Advisor's Report on Flooding and Ontario's Flooding Strategy, as well the 2018 Special Audit of NPCA by the Office of the Auditor General of Ontario (OAGO).

During the Pandemic, NPCA experienced an increase in illegal activities on our lands and regulated areas. In regards to our enforcement functions, conservation authorities must rely on their municipal partners to assist with stop orders under municipal by-laws or the Building Code, when appropriate. This puts undue stress on municipalities to provide services to the conservation authorities (CA's). Major offences result in unnecessary costs to conservation authority and municipal budgets, as well as to the taxpayers/property owners for damages.

Under the proposed changes, if applicants are not satisfied with decisions made by the Hearing Boards (CA Board of Directors or Executive), then applicants can now appeal directly to the Minister or to the Local Planning Appeal Tribunal (LPAT). These changes could add significant delays and more costs for developers, municipalities, conservation authorities and the Province to manage the excessive appeal system.

Over the past few years, we have invested heavily in implementing measures for the highest standards of customer service for our residents. We have also invested significantly on improved governance based on the Auditor General's recommendations. We believe that Board appointments remain the decision of the municipality in consultation with conservation authorities. We have made great strides and seek your support to ensure that we will be able to continue to build on our successes.

We are writing to seek the endorsement from our municipal partners through adoption of appropriate resolution. (A sample resolution is attached for your consideration.) We request your support in encouraging the Province of Ontario to work with conservation authorities to address

their concerns and to repeal or amend changes to the *Conservation Authorities Act* and the *Planning Act*.

For any questions, or clarity on these matters kindly contact CAO, Chandra Sharma at [csharma@npca.ca](mailto:csharma@npca.ca) or 905-788-3135.

Respectfully,



Brenda Johnson  
Chair, NPCA



Bruce MacKenzie  
Vice Chair, NPCA

### **Proposed Resolution for Municipalities**

**WHEREAS** the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act;

**WHEREAS** the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, and engaging in review and appeal of municipal planning applications:

**WHEREAS** we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the *Planning Act*;

**WHEREAS** the changes allow the Minister to make decisions without CA watershed data and expertise;

**WHEREAS** the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs;

**WHEREAS** municipalities require a longer transition time to put in place agreements with conservation authorities for non-mandatory programs;

**WHEREAS** municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected;

**WHEREAS** the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed;

**WHEREAS** conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative;

**WHEREAS** changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process;

**AND WHEREAS** municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;

**THEREFORE, BE IT RESOLVED:**

1. **THAT** the Province of Ontario work with conservation authorities to address their concerns by repealing and/or amending changes to the *Conservation Authorities Act* and the *Planning Act*.
2. **THAT** the Province of Ontario delay enactment of clauses affecting municipal concerns.
3. **THAT** the Province of Ontario provide a longer transition period up to December 2022 for non-mandatory programs to enable coordination of CA-municipal budget processes.
4. **THAT** the Province respect the current conservation authority/municipal relationships.
5. **AND THAT** the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

**Report To: Committee of the Whole**

**Meeting Date: October 19, 2020**

**Subject: Proposed Regulation under the Ontario Heritage Act  
(Bill 108)**

### **Recommendation(s)**

1. That the Report PA20-22 dated October 19, 2020, be received and
2. That the report be endorsed and submitted to the Province, along with the following motion, as the Town of Grimsby's comments to the Environmental Registry.

WHEREAS Royal Assent has been granted to Bill 108 entitled 'More Homes, More Choice Act, 2019' on June 6, 2019; and,

WHEREAS Schedule 11 of Bill 108 contains amendments to the Ontario Heritage Act which require appeals under the Ontario Heritage Act to be heard by the Local Planning Appeal Tribunal not the Conservation Review Board; and,

WHEREAS the Conservation Review Board is an adjudicative tribunal that, through the mandate provided by the Ontario Heritage Act, considers a number of matters such as:

- The proposed designation of a property as having cultural heritage value or interest;
- Applications for the repeal of a By-law on a specific property;
- Applications related to the alteration of a property covered by a By-law; and,
- Matters related to archaeological licensing. AND,

WHEREAS Schedule 11 of Bill 108 will come into effect on a date to be proclaimed by the Lieutenant Governor; and,

WHEREAS the Local Planning Appeal Tribunal are not experts in heritage matters unlike members of the Conservation Review Board; and,

WHEREAS the Local Planning Appeal Tribunal decisions are binding decisions unlike the Conservation Review Board non-binding recommendations; and,

WHEREAS the Ontario Heritage Act provides a means for municipalities to protect and preserve the cultural heritage value or interest of the municipality for generations to come; and,

WHEREAS the Conservation Review Board currently provides reports to municipal council's setting out its findings of fact, and its recommendations so that a final decision can be rendered by municipalities about what is valuable in their community;

WHEREAS the Town of Grimsby remains committed to the preservation and protection of property of cultural heritage value or interest;

NOW THEREFORE BE IT RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to remove the powers provided to the Local Planning Appeal Tribunal, retaining authority for hearing certain appeals by the Conservation Review Board; and,

BE IT FURTHER RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to return the authority for final decisions to municipal council's as the elected representative of the communities wherein the property and its features of cultural heritage value exist; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, Lisa McLeod the Minister of Heritage, Sport, Tourism and Culture Industries, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP Steven Del Duca Leader of the Ontario Liberal Party, Mike Schreiner MPP and Leader of the Green Party of Ontario, Sam Oosterhoff MPP Niagara West; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), all MPP's in the Province of Ontario, the Niagara Region and all Municipalities in Ontario for their consideration."

We strongly recommend that the Ontario government consider amendments to Bill 108 to return the final authority to municipal Council's to determine what is of cultural heritage value or interest in their communities with the benefits of the expert and professional advice provided by the Conservation Review Board.

## Purpose

To provide staff with direction to provide comments to the Environmental Registry on the proposed changes to the Ontario Heritage Act (Bill 108). As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.

## Background

### Updates to the Ontario Heritage Act (Bill 108)

In November 2018, the Province introduced a consultation document: "Increasing Housing Supply in Ontario." On May 2, 2019, the Minister of Municipal Affairs and Housing introduced "More Homes, More Choice: Ontario's Housing Supply Action Plan" and the supporting Bill 108 – the proposed More Homes, More Choice Act. The Province stated that the objective of these initiatives is to ensure more housing choices/supply and address housing affordability. The Ontario Heritage Act was one of 13 provincial statutes impacted by Bill 108.

At that time, the proposed regulations for the OHA were unknown but the Ministry of Tourism, Culture and Sport indicated that regulations were to be released "later this year" after consultation and would be posted for comment. At that time, the changes to the OHA were expected to be proclaimed and in full force and effect for July 1, 2020. Later this date was changed to January 1, 2021. The proposed regulations were released for public comment on September 21, 2020, being partially delayed by the COVID-19 pandemic. The changes to the OHA are still anticipated to be proclaimed on January 1, 2021. Comments on the proposed regulations are due to the Environmental Registry by November 5, 2020. Communication from the Ministry of Tourism, Culture and Sport indicates that 'Updates to the existing Ontario Heritage Tool Kit, which will support implementation of the amendments and proposed regulation, are forthcoming. Drafts of the revised guides will be made available for public comment later this fall.' Staff will share this information with the Grimsby Heritage Advisory Committee and Council as it becomes available.

## Analysis/Comments

The Environmental Registry posting includes the proposed regulations and a summary of the proposed regulations for the following:

1. Principles that a municipal council shall consider when making decisions under specific parts of the OHA.
2. Mandatory content for designation by-laws.
3. Events which would trigger the new 90-day timeline for issuing a notice of intention to designate and exceptions to when the timeline would apply.
4. Exceptions to the new 120-day timeline to pass a designation by-law after a notice of intention to designate has been issued.
5. Minimum requirements for complete applications for alteration or demolition of heritage properties.
6. Steps that must be taken when council has consented to the demolition or removal of a building or structure, or a heritage attribute.
7. Information and material to be provided to Local Planning Appeal Tribunal (LPAT) when there is an appeal of a municipal decision to help ensure that it has all relevant information necessary to make an appropriate decision.
8. Housekeeping amendments related to amending a designation by-law and an owner's reapplication for the repeal of a designation by-law.
9. Transition provisions.

Many of the proposed regulations are procedural and provide clarity on the new processes that were including in Bill 108. The summary of the proposals is as follows:

### Regulatory Proposals

#### *1. Principles to guide municipal decision making*

*The amendments to the Ontario Heritage Act give authority to prescribe principles that a municipal council shall consider when making decisions under prescribed provisions of Parts IV and V of the Act. The proposed principles relate to the purpose of the Ontario Heritage Act and are intended to help decision-*

*makers better understand what to focus on when making decisions under the Act.*

The proposed principles are consistent with Ontario's policy framework for cultural heritage conservation. The proposed principles provide context for a municipality to follow when making decisions about designated heritage properties, including the minimization of adverse impacts to the cultural heritage value of a property or district. They also require the municipality to consider the views of all interested persons and communities. The new principles will be used in conjunction with Ontario Regulation 9/06, for which no changes have been proposed at this time. While staff already use many similar principles to guide the review process, it is noted that many of the principles use 'should' rather than 'shall' in reference to the principles. The most problematic is the principle that "property that is determined to be of cultural heritage value or interest should be protected and conserved for all generations". Using 'should' rather than 'shall' contradicts the Provincial Policy Statement 2020, which states "Significant built heritage resources and significant cultural heritage landscapes shall be conserved". Staff would prefer consistency in the language in these two provincial policies and recommend that the language from the PPS 2020 be adopted as a principle for the Ontario Heritage Act.

An additional recommendation would be that the definition of 'adaptive reuse' included in this section be revised from "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the heritage attributes of the property" to "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the cultural heritage value or interest and the heritage attributes of the property".

## *2. Mandatory content for designation by-laws*

*The Ontario Heritage Act amendments provide a regulatory authority to prescribe mandatory content for designation by-laws. The goal is to achieve greater consistency across municipalities and to provide improved clarity for property owners through designation by-laws including:*

- Identifying the property for the purposes of locating it and providing an understanding of its layout and components;*
- Establishing minimum requirements for the statement of cultural heritage value or interest; and*
- Setting standards for describing heritage attributes.*

From staff's perspective, the most significant changes to the requirements for a

designation by-law are:

- The requirement to include a map or image of the area. This has not typically been done in the past due to the preferences of the Land Registry Office; however, from a staff perspective, this would not be difficult or onerous.
- The description of the heritage attributes must be 'brief' and also explain how each attribute contributes to the cultural heritage value or interest of the property. Staff note that the requirement for explanations may make the description less brief, but are generally supportive of this requirement as it may help clarify both the heritage attributes and the cultural heritage value of the property. However, this requirement will likely increase the amount of staff time required to draft designation by-laws.
- The by-law may list any features of the property that are not heritage attributes. Including a formal list of non-heritage attributes within the by-law could provide clarity to both the property owner and the Town of Grimsby.

*3. 90-day timeline to issue a Notice of Intention to Designate Amendments to the Ontario Heritage Act establish a new 90-day timeline for issuing a notice of intention to designate (NOID) when the property is subject to prescribed events. It also allows for exceptions to this restriction to be prescribed.*

*The new timeline is intended to encourage discussions about potential designations with development proponents at an early stage to avoid designation decisions being made late in the land use planning process. The ministry has proposed three triggers which would place this restriction on council's ability to issue a NOID. These are applications submitted to the municipality for either an official plan amendment, a zoning by-law amendment or a plan of subdivision.*

*The proposed regulation also provides exceptions to when the 90-day timeline applies. The ministry is proposing the following categories of exceptions.*

- Mutual agreement – Where an extension of, or exemption from, the 90-day restriction on issuing a NOID is mutually agreed to by the municipality and the property owner who made the application under *the Planning Act*.
- Administrative restrictions – Where municipal council or heritage committee are limited in their ability to reasonably fulfill the statutory requirements for issuing a NOID within the original 90-day timeframe. This would apply in cases of a declared emergency or where a municipal heritage committee would be unable to provide its recommendations to council. The timeframe would be extended by 90 days.
- New and relevant information – Where new and relevant information could have an impact on the potential cultural heritage value or interest of the

property is revealed and needs further investigation. Council would be able to extend the timeframe through a council resolution. In the case of new and relevant information council would have 180 days from the date of the council resolution to ensure there is sufficient time for further information gathering and analysis to inform council's decision.

Expiration of restriction – The 90-day restriction on council's ability to issue a NOID would not remain on the property indefinitely and would no longer apply when the application that originally triggered the 90-day timeframe is finally disposed of under the Planning Act.

The proposed regulation also provides notification requirements related to the exceptions to the 90-day timeframe restriction.

Overall, the regulations provide required clarity to the proposed new timelines. Staff are pleased that one of the exemptions to the new regulated timelines is through mutual agreement, as many developers in Grimsby have demonstrated their willingness to work with staff and Council to work towards heritage conservation goals through the planning process.

The exemption for 'new and relevant' materials is useful to ensure that all parties have all of the information needed to make a decision. To this end, the regulations also provide a definition of 'new and relevant' to be applied in this context.

The termination period for the 90-day timelines is limited to the lifespan of the specific planning application. This will ensure that properties are not prohibited from heritage conservation indefinitely.

However, staff have several concerns in regards to these proposed regulations. First, the 90 day timeline will not provide enough time for the town to request and review a peer review of a Heritage Impact Assessment, should the town feel that review is necessary. Staff recommend that the 90 day timeline be increased, or that an additional exemption be included that provides municipalities more time to address requirements for peer review. Likewise, the substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

Staff also note that these new timelines will require significant changes to internal processes in order to accommodate the regulations, which in turn will take a significant amount of staff time to coordinate between Heritage Planning staff, and Planning staff.

*4. 120-day timeline to pass a designation by-law Amendments to the Ontario Heritage Act establish a new requirement for designation by-laws to be passed within 120 days of issuing a Notice of Intention to Designate (NOID). It also*

*allows for exceptions to be prescribed. The ministry is proposing the following categories for exceptions.*

- *Mutual agreement - Where an extension of, or exemption from, the requirement to pass a by-law within 120 days of issuing a NOID is mutually agreed to by the municipality and the property owner.*
- *Administrative restrictions – Where municipal council is limited in its ability to reasonably fulfill the statutory requirements for passing a designation bylaw within the original 120-day timeframe. This would apply in cases of a declared emergency.*
- *New and relevant information – Where new and relevant information that could have an impact on the potential cultural heritage value or interest of the property is revealed and needs further investigation.*
- *Council would be able to extend the timeframe through a council resolution to ensure there is enough time for further information gathering and analysis to inform its decision.*
- *Council would have an additional 180 days from the date of the council resolution to pass the bylaw.*

*Exceptions allowing for the extension of the 120-day timeframe for passing a by-law must occur prior to the expiry of the initial 120 days. The proposed regulation includes notification requirements related to the exceptions to the 120-day timeframe.*

Similar to the exemptions for the 90-day designation notice timeline, the proposed exemptions to pass a designation by-law, especially through mutual agreement, are generally considered helpful. The practice of passing a by-law soon after the objection period has expired (or an appeal has been resolved), is already undertaken in Grimsby for most designations. However, staff would note that implementing these regulations will require staff time to accomplish.

#### *5. 60-day timeline to confirm complete applications, alteration or demolition and contents of complete applications*

*Amendments to the Ontario Heritage Act establish a new timeline of 60 days for the municipality to respond to a property owner about the completeness of their application for alteration of, or demolition or removal affecting, a designate heritage property. It also provides a regulatory authority for the Province to set out minimum requirements for complete applications. The purpose of these provincial minimum standards is to ensure transparency so that property owners are aware of what information is required when making an application. The*

*details of what is proposed in regulation reflect current municipal best practices. The proposed regulation also enables municipalities to build on the provincial minimum requirements for complete applications as a way of providing additional flexibility to address specific municipal contexts and practices. Where municipalities choose to add additional requirements, the proposed regulation requires them to use one of the following official instruments: municipal by-law, council resolution or official plan policy. The proposed regulation establishes that the 60-day timeline for determining if the application is complete and has commenced starts when an application is served on the municipality. It further proposes that applications may now be served through a municipality's electronic system, in addition to email, mail or in person.*

The introduction of a timeline to confirm a complete application for heritage issues is new, but is not unwelcome as it will provide clarity for the property owner and the town. The list of submission requirement set out in the regulations is similar to the requirements that the town already requires; however, a more thorough review of any proposed materials should be undertaken and a report brought forward to Council to confirm Grimsby's list of required submissions and be adopted by municipal by-law as required by the regulation. The ability for the town to set its own additional requirements (through due process) is important to ensure that the town's heritage conservation goals are met.

However, staff note that the requirements for a complete application are only applied to subsections 33 (2) and 34 (2) of the *Ontario Heritage Act*, meaning that there are no requirements for a complete application for properties designated under Part V as part of heritage conservation districts. Staff recommend that the requirements for complete application also be applied to district properties.

*6. Prescribed steps following council's consent to a demolition or removal under s. 34.3*

*Amendments to the Ontario Heritage Act provide that municipal council consent is required for the demolition or removal of any heritage attributes, in addition to the demolition or removal of a building or structure. This is because removal or demolition of a heritage attribute that is not a building or structure, such as a landscape element that has cultural heritage value, could also impact the cultural heritage value or interest of a property.*

*Prior to the amendments, where council approved a demolition or removal under s. 34, the Act required council to repeal the designation by-law. However, in cases where only certain heritage attributes have been removed or demolished, or where the demolition or removal was of a structure or building that did not have cultural heritage value or interest, the property might still retain cultural*

*heritage value or interest. In these cases, repeal of the by-law would not be appropriate.*

*The proposed regulation provides municipalities with improved flexibility by requiring council to first determine the impact, if any, of the demolition or removal on the cultural heritage value or interest of the property and the corresponding description of heritage attributes. Based on the determination council makes, it is required to take the appropriate administrative action, which ranges from issuing a notice that no changes to the by-law are required, to amending the by-law as appropriate, to repealing the by-law. Council's determination and the required administrative actions that follow are not appealable to LPAT.*

*The proposed regulation provides that, where council has agreed to the removal of a building or structure from a designated property to be relocated to a new property, council may follow an abbreviated process for designating the receiving property. The proposed regulation provides a series of administrative steps to support the designation by-law. Council's determination that the new property has cultural heritage value or interest and the subsequent designation by-law made under this proposed regulation would not be appealable to LPAT.*

The requirement to issue notice for demolition of any heritage attributes of a property was a concern, however, the clarification that a repealing by-law may not be required for every demolition is helpful. Following the demolition or removal, if the cultural heritage value or interest and heritage attributes do not need amending, the only notice requirement is to the Ontario Heritage Trust, who are already required to receive notice of all decisions regarding alterations, demolitions, removals and relocations.

However, staff would note that the wording of the regulation is slightly confusing: "After the demolition or removal of a building, structure or heritage attribute on the property is complete, the council of the municipality shall, in consultation with the municipal heritage committee established under section 28 of the Act, if one has been established, make one of the following determinations.." Staff are unclear on if this means that removal of any building, even one that is not a heritage attribute (i.e. a modern garden shed), requires Council approval.

*7. Information to be provided to LPAT upon an appeal with the exception of decisions made under section 34.3 as described above, all final municipal decisions related to designation, amendment and repeal, as well as alteration of a heritage property under the Act will now be appealable to LPAT, in addition to decisions related to demolition and Heritage Conservation Districts, which were already appealable to LPAT. The decisions of LPAT are binding. Preliminary objections to designation matters will now be made to the municipality, before the final decision is made. Prior to the amendments, appeals of designation-related notices or appeals of alteration decisions were made to the Conservation Review Board, whose decisions were not binding.*

*A regulatory authority was added to ensure that appropriate information and materials related to designations, alteration and demolition decisions are forwarded to the LPAT to inform appeals. The proposed regulation outlines which materials and information must be forwarded for every LPAT appeal process in the Act by the clerk within 15 calendar days of the municipality's decision.*

The two-tier process of objection to the municipality, followed by appeal to the LPAT, is a noted concern as this new process will create delays for property owners, staff, the Grimsby Heritage Advisory Committee and Council. The updated regulation does not change this; it provides a list of the materials and information required for LPAT appeals.

#### *8. Housekeeping amendments*

*Amendments to the Act included regulatory authority to address a few housekeeping matters through regulation. Previously, where a municipality proposed to make substantial amendments to an existing designation by-law it stated that the designation process in section 29 applied with necessary modifications. The proposed regulation clearly sets out the modified process, including revised language that is more appropriate for an amending by-law. The proposed regulation also makes it clear that there is no 90-day restriction on issuing a notice of proposed amendment to a by-law and provides that council has 365 days from issuing the notice of proposed amendment to pass the final amending by-law and that this timeframe can only be extended through mutual agreement.*

*The proposed regulation also outlines restrictions on a property owner's ability to reapply for repeal of a designation by-law where the application was unsuccessful, unless council consents otherwise. The one-year restriction on an owner's reapplication maintains what had been included in the Act prior to the amendments.*

The ability to amend a heritage designation by-law is improved through the regulations that provide clarity to the stated process. Staff support this regulation as it will make it easier to update old designation by-laws as required, as well as make amendments to by-laws that require updating to remove listed heritage attributes as per the new regulation.

#### *9. Transition*

*Section 71 of the Ontario Heritage Act establishes a regulation-making authority for transitional matters to facilitate the implementation of the amendments, including to deal with any problems or issues arising as a result of amendments. The proposed transition rules provide clarity on matters that are already in progress at the time the amendments come into force.*

#### *General Transition Rule*

*All processes that commenced on a date prior to proclamation would follow the process and requirements set out in the Act as it read the day before proclamation. The proposed regulation sets out the specific triggers for determining if a process had commenced.*

#### *Exceptions*

*Outstanding notices of intention to designate. Where council has published a notice of intention to designate but has not yet withdrawn the notice or passed the by-law at the time of proclamation, the municipality will have 365 days from proclamation to pass the by-law, otherwise the notice will be deemed withdrawn. Where a notice of intention to designate has been referred to the Conservation Review Board, the 365 days would be paused until the Board either issues its report or until the objection has been withdrawn, whichever occurs earlier.*

#### *90-Day restriction on issuing a NOID*

*The 90-day restriction on council's ability to issue a NOID would only apply where all notices of complete application have been issued by the municipality in relation to a prescribed Planning Act application, on or after proclamation.*

#### *Prescribed steps following council's consent to demolition or removal (s.34.3)*

*The ministry is proposing that the prescribed steps would apply following consent to an application by the municipality or by order of the Tribunal, where at the time of proclamation council had not already repealed the by-law under s. 34.3.*

Staff would note that the transitions proposed will place increased demand on staff time and resources in order to prepare for the January 1, 2021 implementation deadline. As this has not been accounted or planned for, staff would recommend that the proclamation deadline be pushed to July 1, 2021 to allow municipalities more time to prepare, especially in consideration of the COVID-19 pandemic, which has already created additional stress on staff resources.

#### *Regulatory Impact Assessment*

*The objective of the proposed regulation is to improve provincial direction on how to use the Ontario Heritage Act, provide clearer rules and tools for decision making, and support consistency in the appeals process. Direct compliance costs and administrative burdens associated with the proposed regulations are unknown at this time. New rules and tools set out in the proposed regulations are expected to result in faster development approvals.*

*There are anticipated social and environmental benefits as the proposed regulation seeks to achieve greater consistency to protecting and managing heritage property across the province.*

Overall, staff support many of the proposed regulation changes, as they provide greater clarity for the new processes created through Bill 108. Some of the concerns identified

by the town in their comments on Bill 108 remain, such as all appeals being moved to the Local Planning Appeal Tribunal (LPAT) from the Conservation Review Board (CRB).

The proposed regulations appear to be consistent with the objectives of Provincial policy and the OHA to conserve significant cultural heritage resources. However, many of the town's existing processes will need to be adjusted to conform to the proposed regulation changes. Staff would recommend to the Province that more time be provided to municipalities to accommodate the new regulations, especially given that the COVID-19 pandemic is in the second wave and also because the revised Ontario Heritage Took Kit has not been provided for draft comment and review. Additionally, staff resources will need to be evaluated in light of the current volume of heritage alteration applications to ensure the delivery of heritage reports and notices occur within the specified timelines. The substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

The Province has noted that the direct compliance costs and administrative burdens are unknown at this time. Staff would suggest that the cost and burden on already stressed municipalities operating in an ongoing pandemic would be significant.

## **Strategic Priorities**

This report addresses the corporate strategic goal to: Protect, preserve and enhancing Grimsby's distinct heritage and culture

## **Financial Impact**

There are no direct financial implications arising from the recommendations in this report. However, the proposed regulation changes will have undetermined financial impacts for the town.

## **Public Input**

Members of the public may provide comments on Bill 108's proposed changes through the related postings on the Environmental Registry of Ontario (ERO) website.

## **Conclusion**

As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.

Prepared by,

A handwritten signature in black ink, appearing to read "Bianca Verrecchia".

Name: Bianca Verrecchia

Title: Assistant Heritage Planner

Submitted by,

A handwritten signature in black ink, appearing to read "Antonietta Minichillo".

Name: Antonietta Minichillo

Title: Director of Planning, Building & Bylaw



# The City of Niagara Falls, Ontario

## Resolution

No. 9

November 17, 2020

**Moved by: Councillor Mike Strange**

**Seconded by: Councillor Wayne Thomson**

**WHEREAS** In relation to Section 22 of Ontario's Health Protection and Promotion Act where the Acting Niagara Regional Public Health Chief Medical Officer, Dr. Hirji ordered that restaurants and bars enforce that people are only able to dine with those living in their household (or those essential to their physical or mental health);

**WHEREAS** The Chief Medical Officer of Health indicated in his letter to Regional Councillors, that "It must be emphasized that operators of [restaurant] establishments do not seem to be responsible for infection spreading; rather, it is members of the public who are misusing freedom to dine in restaurants [...];"

**WHEREAS** evidence has shown that the majority of COVID-19 cases in Niagara have not occurred in restaurants;

**WHEREAS** restricting dining to family members only will have severe financial hardship on restaurants and is not consistent with Provincial orders and guidelines;

**WHEREAS** restaurant and bar owners have spent a significant amount of money and resources on making their employees and premises COVID safe;

**WHEREAS** the new section 22 issued by Niagara Regional Public Health are not consistent with Provincial guidelines, leading to confusion amongst business across Niagara. As it currently stands, the Provincial COVID-19 framework in ORANGE level restricts diners to 4 diners per table and the Regional Medical Officer of Health's order indicated that no more than 6 people be seated at a table;

**WHEREAS** many hospitality workers are laid off and financially struggling, along with business owners in this industry; and

**WHEREAS**, the hospitality industry directly accounts for 13% of all jobs in Niagara;

**WHEREAS** each level of restrictions has devastating ramifications for the people working in these industries;

**WHEREAS** these restrictions will make the problem worse by driving people together in to situations where no contact tracing, sanitization, face coverings or physical distancing is enforced;

**WHEREAS** businesses and business leaders were not consulted on the best direction;

**WHEREAS** many other types of businesses are allowing significantly more people in to their establishments in a safe way;

**WHEREAS** this approach didn't work in Peel and numbers continued to escalate;

**WHEREAS** there is no evidence that this type of measure will improve public safety;

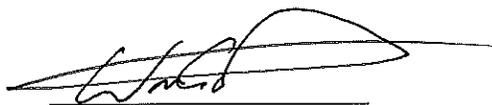
**WHEREAS** restaurants are more than just eating and drinking places, they're places to celebrate and enjoy family and friends and are an integral part of the fabric of our communities,

**THEREFORE BE IT RESOLVED** that the Public Health Department step up inspections and enforcement of Provincial COVID-19 protocols for those in non-compliance under Provincial Orders, that compliance with the Provincial Framework be made the priority, and that Public Health immediately halt the directive of dining only with those in the same household, in order to avoid unnecessary business losses and casualties;

**AND FURTHER** that a copy of this resolution immediately be sent to all of the Members of Niagara Regional Council, Senior Staff at the Region of Niagara and all Local Area Municipalities.

CARRIED.  
W.M.

**AND** The Seal of the Corporation be hereto affixed.



**WILLIAM G. MATSON  
CITY CLERK**



**JAMES M. DIODATI  
MAYOR**



4800 SOUTH SERVICE RD  
BEAMSVILLE, ON L0R 1B1  
905-563-8205

November 17, 2020

SENT VIA EMAIL

Region of Niagara  
1815 Sir Isaac Brock Way  
P.O. Box 1042  
Thorold, ON L2V 4T7

Attention: Ann-Marie Norio, Regional Clerk

**RE: PUBLIC HEALTH MEASURES RE: ONTARIO COVID-19 RESPONSE  
FRAMEWORK**

Please be advised that Council for the Corporation of the Town of Lincoln passed the following resolution on November 16, 2020:

Moved by: Mayor Sandra Easton  
Seconded by: Councillor Adam Russell

WHEREAS, recently, there have been decisions made by the Province and Niagara Public Health that saw Niagara move into the 'Orange-Restrict' level, as per the Ontario COVID-19 Response Framework; and

WHEREAS, we are supportive of public health measures to keep our community safe, and recognize that there are members of our business community that are calling for greater transparency in how these decisions are made, and the data that is being used to support these decisions; and

WHEREAS, we must strike a balanced approach to combatting COVID-19, while ensuring our local economy remains open, with appropriate restrictions put in place to protect our community and especially our most vulnerable citizens; and

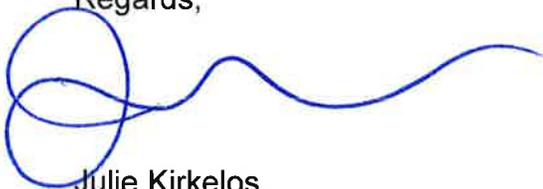
WHEREAS, small business is a large economic driver of our community, employing our friends and neighbours, and has already seen a significant reduction in business since the start of the pandemic.

THEREFORE, BE IT RESOLVED THAT:

1. Niagara Region Public Health prepare a full report to all Regional elected officials, and that be shared with LAM's, including in that report as much data as possible on the decision-making process; and
2. That the focus of restrictions, either under the Section 22 order, or otherwise, review the dining-out to household only restrictions and that this be reviewed on a weekly basis.

**CARRIED**

Regards,



Julie Kirkelos  
Town Clerk  
[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

cc: Local Area Municipal Clerks, sent via email  
Members of Niagara Regional Council  
Niagara Region Public Health

**City of Port Colborne  
Special Council Meeting 29-20 – Public Hearing  
Minutes**

- Date:** November 2, 2020
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** M. Bagu, Councillor (via Zoom)  
E. Beauregard, Councillor (via Zoom)  
R. Bodner, Councillor  
G. Bruno, Councillor (via Zoom)  
F. Danch, Councillor (via Zoom)  
A. Desmarais, Councillor (via Zoom)  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor
- Staff Present:** D. Aquilina, Director of Planning & Development (via Zoom)  
A. LaPointe, Manager of Legislative Services/City Clerk  
S. Luey, Chief Administrative Officer  
C. Madden, Deputy Clerk  
C. Roome, Planning Technician (via Zoom)  
D. Schulz, Planner

Also in attendance was one member of WeeStream.

**1. Call to Order:**

Mayor Steele called the meeting to order.

**2. Confirmation of Agenda:**

**No. 229** Moved by Councillor R. Bodner  
Seconded by Councillor H. Wells

That the agenda dated November 2, 2020 be confirmed, as  
circulated or as amended.

CARRIED

**3. Disclosures of Interest:**

Councillor Beauregard declared an indirect pecuniary interest with regard to Planning and Development Department, Planning Division, Report No. 2020-164,

Subject: Public Meeting Report for Zoning By-law Amendment D14-05-20, Nyon Oil Inc. as he is employed by Sullivan Mahoney and the firm has provided legal advice with respect to this item. Councillor Beauregard refrained from discussing or voting on this item.

#### **4. Public Hearing Under the Planning Act:**

Application for Zoning By-law Amendment Planning and Development Department, Planning Division, Report No. 2020-164, Subject: Public Meeting Report for Zoning By-law Amendment D14-05-20, Nyon Oil Inc.

##### **(i) Purpose of Meeting:**

David Schulz advised that the purpose of this meeting, pursuant to Section 34 of the Planning Act, is to consider an application submitted by the agent, Niagara Planning Group, on behalf of the owner Nyon Oil Inc for the lands legally know as part of lots 16,17,18 and 19, part of the road allowance between lots 16 and 17, part of the road allowance between lots 18 and 19 in the City of Port Colborne, Regional Municipality of Niagara. The property is municipally known as the Nyon Oil Lands, south of the CN rail line, West of highway 140 and East of Canal Road in the City of Port Colborne.

##### **(ii) Method of Notice:**

Notice of the Public Meeting was administered in accordance with Section 34 of the Planning Act, as amended, and Section 5 of Ontario Regulation 545/06.

The Notice of Public Hearing was mailed to property owners within 120m of the property on October 13th. A sign was also posted on the property on October 13<sup>th</sup> and was also posted on the City's website and social media accounts

Notice was circulated to required agencies including the Regional Municipality of Niagara. The Region states that this proposal is technical in nature and requested to allow the development approvals process to continue in a manner that will allow implementation of the recommendations of the required technical studies. The Region supported the proposed technical amendment.

##### **(iii) Explanation of Procedure to be Followed:**

Mr. Schulz advised that the procedure to be followed this evening will be to present Department of Planning & Development Report No. 2020-164, to hear any comments from the applicant, to receive questions of clarification from Council to the applicant or Planning Staff, to open the meeting to the public for comments and questions, to announce the requirements under the Planning Act for written notice of passage of the proposed zoning by-law amendment, and to provide a brief explanation of future meetings regarding the application

**(iv) Presentation of Application for Zoning By-law Amendment:**

At this time, Mr. Schulz presented highlights from the Planning and Development Public Hearing Report No. 2020-164.

Mr. Schulz advised that the subject property is located south of the CN rail line, West of Highway 140 east of the Welland Canal and North of Forks Road. The property is currently vacant. The surrounding lands are industrial in nature however most remain undeveloped. The Official Plan designates the lands Rural Employment and the Zoning By-law designates the property as H-I46-H.

Prior to the Holding Provision removal, a number of requirements are needed from the applicant including the completion of several studies.

The application for Zoning By-law Amendment proposes to alter the provisions of the HI-46-H zone to remove wording that requires the applicant to enter into a site plan agreement and obtain approval for private servicing prior to the removal of the holding provision on the property. The Zoning By-law Amendment is being sought to allow the development process to continue with the site plan agreement and private servicing being required after the H has been removed from the property.

**(v) Comments of Applicant:**

Mr. Schulz invited the applicant to comment.

Mary Lou Tanner proceeded to state that Nyon is not proposing to make any changes to the Zoning By-law, only to remove some of the clauses around lifting the Holding provision on the property. The applicant cannot register the Site Plan agreement as long as the H is on the site. As a result the applicant is asking for removal of clauses one and three.

**(vi) Questions of Clarification to Applicant/Planning Staff:**

Councillor Bruno questioned whether there is role in this process for our legal counsel.

Mr. Schulz advised that legal staff has been engaged in the process since the beginning of the approval.

Councillor Bruno then asked about the current status of the peer review process.

Mr. Schulz responded that studies are being submitted as they are being completed.

Councillor Kalailieff questioned if the legal team has had any concerns so far.

Mr. Schulz responded that this time the legal staff had no concerns but will be more involved with the Holding provision removal.

Before opening the meeting to the public Mr. Schulz read the following cautionary statements:

“If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Port Colborne before a decision on the proposed Zoning By-law Amendment is passed by Council, the person or public body is not entitled to appeal the decision of the City of Port Colborne Council to Local Planning Appeal Tribunal.”

And;

“If a person or public body does not make oral submissions at a public meeting, or make written submission to the City of Port Colborne before a decision on the proposed Zoning By-law Amendments is passed by Council, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.”

Mr. Schulz also advised that for any interested members of the public there is a sign-in sheet to request future notices regarding this application.

**(vii) Oral Presentations and/or Questions from the Public:**

At this time, Mr. Schulz invited any members of the public who wish to speak to the application to do so.

Bonnie Folkens addressed Council.

Ms. Folkens asked if a blast radius report would be included and if it would be available to the public. Mr. Schulz responded he was unsure if it had been submitted at that time but that it will be addressed in the recommendation report.

Ms. Folkens asked what the start date would be of the operations of the property. Mr. Schulz advised that there was no exact time, but the applicant looks to lift the Holding provision in the near future which will provide a timeline.

Ms. Folkens asked about what the main method of transport will be for the facility and asked for Mr. Schulz's thoughts on the St. Lawrence Seaway. Mr. Schulz responded that the methods of transportation are believed to be rail, water and transport but that it will be confirmed in the recommendation report and that the St. Lawrence Seaway will become more involved in the process when the Holding provision is removed.

Ms. Folken's inquired about whether the shore bank along the canal would be modified. Mr. Schulz stated that he did not have an answer at that time and that it will be addressed to the recommendation report.

Ms. Fokkens questioned the Notice requirements of the application.

Mr. Schulz provided a response regarding the Notice and that it was circulated in accordance with the Planning Act and Ontario Regulation.

**(viii) Announcement Respecting Written Notice of Passage of Zoning By-law Amendment:**

Mr. Schulz advised that if anyone wishes “to be notified of the approval of the zoning by-law amendment they must make a written request to the clerk. Only those persons and public bodies that give the clerk a written request for the notice of the adoption and passing of a zoning by-law amendment will be given notice.”

**(ix) Explanation of Future Meetings:**

Mr. Schulz advised that this concludes the Public Hearing Under The Planning Act. The proposed Zoning By-law Amendment will be placed on Council’s agenda at a future date.

**No. 230** Moved by Councillor D. Kalailieff  
Seconded by Councillor A. Desmarais

That Development Department, Planning Division, Report No. 2020-164, Subject: Public Meeting Report for Zoning By-law Amendment D14-05-20, Nyon Oil Inc, be received for information.

CARRIED

**(x) Adjournment:**

Mayor Steele adjourned this Public Hearing at approximately 7:00 p.m.

**5. Public Hearing Under the Planning Act:**

**(i) Purpose of Meeting:**

The purpose of this meeting, pursuant to Section 34 of the Planning Act, is to consider an application submitted by agent Mark Koabel on behalf of owner Patricia Kenworthy for the lands legally known as Part of Lot 2, Concession 2, formerly in the Township of Humberstone, now in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 5718 Highway 3 East.

The application for Zoning By-law Amendment proposes to change the zoning from Agricultural to Agricultural Purposes Only and AR-55. The Zoning By-law Amendment is being sought to satisfy a condition of a farm consolidation severance under consent application B26-19-PC.

**(ii) Method of Notice:**

Notice of the Public Meeting was administered in accordance with Section 34 of the Planning Act, as amended, and Section 5 of Ontario Regulation 545/06.

The Notice of Public Meeting was mailed to property owners within 120 metres of the property on October 13th. A sign was posted on the property by October 13th. Notice was also posted on the City's Website and social media.

As of the date of this meeting, staff have not received any written comments from members of the public.

The following agency has provided comments.

Regional Municipality of Niagara:

In accordance with Section 3.3.4 of the Memorandum of Understanding (Planning Function and Services in Niagara) between the Region and the local municipalities, Zoning By-law Amendment application for Agricultural Purposes Only, required as a condition of consent, are exempt from Regional review. The above noted ZBA was required as a condition of consent application B26-19-PC (Regional file CS-19-0079); therefore, this file is exempt from our review.

Please note the following comments provided by environmental and private septic staff for information.

Environmental Planning Comments

Environmental Planning staff have reviewed this application and have no comments to provide. The re-zoning request is proposed for the southern extent of the subject lands which is more than 50 m from the Significant Woodland located at the northern extent of the property, and the Significant Woodland is adequately identified in the City's Zoning By-law with an Environmental Conservation overlay.

Private Septic System Comments

The Zoning application is to change the zoning from Agricultural to Agricultural Purpose Only, recognizing an increase in accessory lot coverage, for the property municipally known as 5718 Highway 3 East, in Port Colborne. No record was found for the sewage system servicing residential dwelling. However, previous applications for the construction of a barn indicate that the approximate location of the existing septic system is east of the dwelling (tank and bed). A survey drawing from Chambers and Associates dated July 03, 2020 was submitted indicating an increase in the proposed front lot line. Since the increase the existing septic now meets the required 3.0 metre setback from the property line to the existing in-ground legal non-conforming septic. Therefore, provided no changes are proposed

for the existing dwelling, our Department has no objections to the proposed Zoning Application. Secondly, condition (3) for the previous Consent Application has been cleared.

**(iii) Explanation of Procedure to be Followed:**

The procedure to be followed this evening will be to present Planning and Development Department Report No. 2020-161, hear any comments from the applicant, receive questions of clarification from Council to the applicant or Planning Staff, open the meeting to the public for comments and questions, announce the requirements under the Planning Act for written notice of passage of the proposed zoning by-law amendment, and provide a recommendation to Council.

**(iv) Presentation of Application for Zoning By-law Amendment:**

At this time, I would like to present Planning and Development Department Public Hearing Report 2020-161.

Location and Context

The property is located at 5718 Highway 3, which is on the north side of Highway 3 to the west of Holloway Bay Road. The property currently has a single detached dwelling with several farm buildings. Most of the land is under cultivation. The surrounding lands are agricultural in nature with the exception of residential dwellings also located on them.

City of Port Colborne Official Plan

The City of Port Colborne Official Plan designates the property as **Agricultural**. Lands designated Agriculture are Prime Agricultural Areas as defined by the Provincial Policy Statement and as identified on the Agricultural Land Base Map of the Regional Policy Plan and are used primarily for agricultural purposes.

A small portion of the property is also designated as an Environmental Conservation Area which will remain on the property.

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

The City of Port Colborne Zoning By-law 6575/30/18, zones the property **Agricultural** which permits the following uses: accessory agricultural activities; agriculture use; agri-tourism and value added uses; conservation uses; dwelling, detached existing at the date of the passing of this by-law as a principal use on a new lot; dwelling, detached as a principal use on an existing lot of record; kennel; cannabis production facility; and uses, structures and buildings accessory thereto.

A small portion of the property contains the Environmental Conservation Overlay which will remain on the property.

The application for Zoning By-law Amendment proposes to change the zoning to Agricultural Purposes Only and AR-55. Agricultural Purposes Only permits agricultural uses, conservation uses, and uses, structures and buildings accessory thereto including greenhouses. The AR-55 zone, which is a special provision of the Agricultural Residential zone, permits dwelling, detached and uses, structures and buildings accessory thereto. The special provision is required to recognize the increase in accessory lot coverage on the property.

**(v) Comments of Applicant:**

At this time, Your Worship, I would like to invite the applicant to comment.

**(vi) Questions of Clarification to Planning Staff/Applicant:**

At this time, Your Worship, are there any questions of clarification for myself?

Before opening the meeting to the public I would like to read the following:

“If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of Port Colborne before a decision on the proposed Zoning By-law Amendment is passed by Council, the person or public body is not entitled to appeal the decision of the City of Port Colborne Council to Local Planning Appeal Tribunal.

If a person or public body does not make oral submissions at a public meeting, or make written submission to the City of Port Colborne before a decision on the proposed Zoning By-law Amendments is passed by Council, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.”

To any interested members of the public – if you would like to receive future notices regarding this application please contact me by email at [planner@portcolborne.ca](mailto:planner@portcolborne.ca) or by phone at (905) 835-2900 ext. 202 or the City Clerk at [cityclerk@portcolborne.ca](mailto:cityclerk@portcolborne.ca)

**(vii) Oral Presentations and/or Questions by Public:**

At this time, Your Worship, I would like to invite any members of the public who wish to speak to the applications to do so.

**(viii) Announcement Respecting Written Notice of Passage of the Zoning By-law Amendment:**

"If you wish to be notified of the approval of the zoning by-law amendment you must make a written request to the Clerk. Only those persons and public bodies that give the clerk a written request for the notice of the adoption and passing of a zoning by-law amendment will be given notice."

**(ix) Explanation of Future Meetings**

This concludes the Public Hearing under the Planning Act. The proposed Zoning By-law Amendment and recommendation has been placed on the agenda to follow this public meeting.

**(i) Adjournment:**

Mayor Steele adjourned this Public Hearing at approximately 7:09 p.m.

**6. Adjournment**

Mayor Steele adjourned the meeting at approximately 7:09 p.m.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk

Minutes prepared by the Department of Planning and Development.



## City of Port Colborne – November 2, 2020

### **Special Council Meeting - Public Hearing Under the Planning Act**

#### Item 4.

**Planning and Development Department, Planning Division, Report No. 2020-164,  
Subject: Public Meeting Report for Zoning By-law Amendment D14-05-20, Nyon  
Oil Inc.**

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1. Mary Lou Tanner, Principal Planner and Jeremy Tran, Planner, Niagara Planning Group (NPG) Inc. – representing Nyon Oil Inc.
  - Ms. Tanner and Mr. Tran will be providing a PowerPoint presentation with regard to the above report in our Zoom Virtual Council Meeting.
2. Bonnie Fokkens, 13 Crescent Drive, Welland
  - Ms. Fokkens will be in attendance to speak to the above report in our Zoom Virtual Council Meeting.
3. Gordon R. Baker, Q.C. Barrister and Solicitor, President, Nyon Oil Inc.
  - Mr. Baker will be in attendance to only answer questions of Council with regard to the above report and will be speaking in our Zoom Virtual Council Meeting.

### **Written Submissions for Report No. 2020-164**

1. Wendy Bover

## **Special Council - Public Hearing Under the Planning Act**

### **Item 5.**

**Planning and Development Department, Planning Division, Report No. 2020-161, Subject: Planning Meeting and Recommendation Report for Zoning By-law Amendment D14-05-19, 5718 Highway 3**

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1. Mark Koabel, representing Patricia Kenworthy
  2. Patricia Kenworthy, owner
- Mr. Koabel will be in attendance to speak to the above report in our Zoom Virtual Council Meeting.

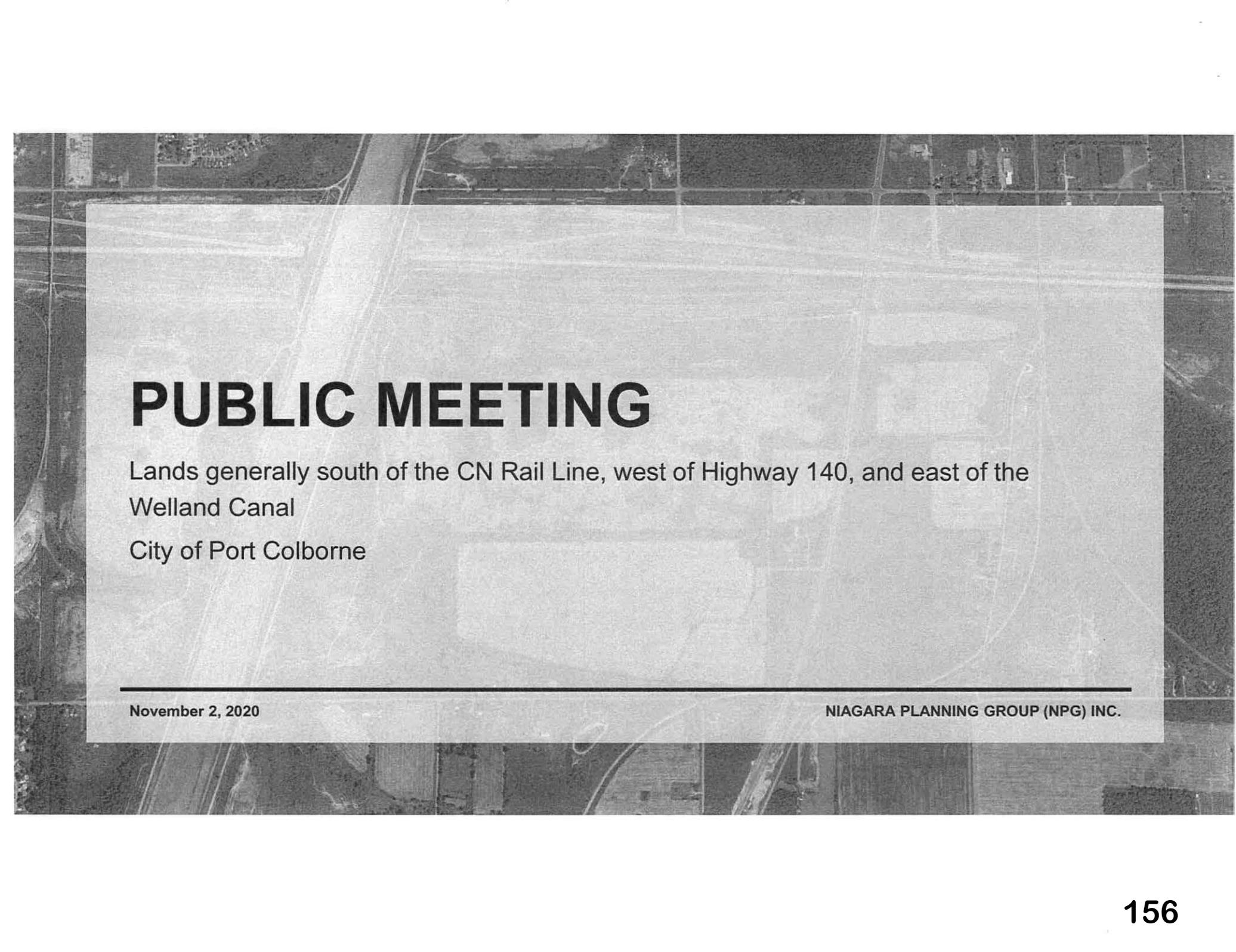
**Special Council Meeting following Special Council (Public Hearing) which begins at 6:30 p.m.**

### **Item 2.**

**Department of Planning and Development, Planning Division, Report No. 2020-162, Subject: Recommendation Report for the Removal of Holding Provision D14-04-20, 433 Sugarloaf Street**

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1. Barry Mills, Canalway Nice Homes Limited
- Mr. Mills will be in attendance to speak to the above report in our Zoom Virtual Council Meeting



# **PUBLIC MEETING**

Lands generally south of the CN Rail Line, west of Highway 140, and east of the Welland Canal

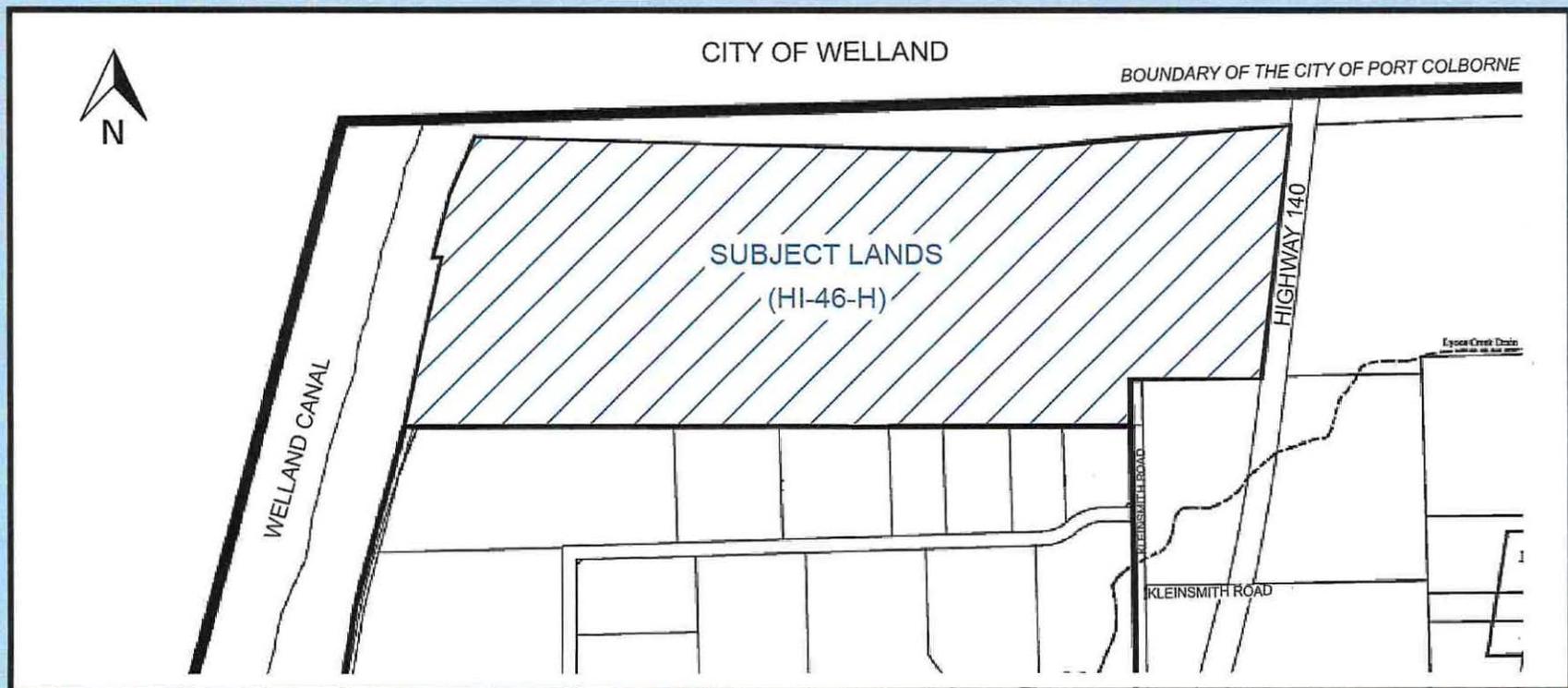
City of Port Colborne

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November 2, 2020

NIAGARA PLANNING GROUP (NPG) INC.

# Subject Lands



## Zoning By-law for Petroleum Site

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Notwithstanding the provisions of the Heavy Industrial (HI) Zone, the following shall apply:

- a) The provisions in Section 23 (HI – Heavy Industrial) of the City of Port Colborne former Zoning By-law 1150/97/81 will continue to apply to the lands zoned HI-46-H (Heavy Industrial - Holding). The permitted uses will be restricted to a 56 tank petrochemical storage facility.
  - b) The uses permitted in this By-law shall not occur until the Holding Symbol (H) on the HI-46-H (Heavy Industrial – Holding) zone is removed through an amending By-law enacted by the City of Port Colborne. The Holding Provision will be administered to provide Council with the authority to ensure a Phase 2 Archaeological Study, a Geotechnical Study, a Noise Study, an Air Quality Study, Site Access and Traffic Study, a Vibration Study, a Tree Preservation Plan, an Environmental Impact Statement, and a Risk Assessment Report have been undertaken to the satisfaction of the City and appropriate approval authorities. Removal of the Holding Symbol (H) may only occur when:
-

## Zoning By-law for Petroleum Site

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- i) The Owner enters into and registers on title a Site Plan Agreement with the City of Port Colborne which will include recommendations made in the supporting technical studies conducted in association with the development application;
  - ii) The above mentioned technical studies and their recommendations are satisfactory to the City of Port Colborne,
  - iii) Prior to the City entering to the Site Plan Agreement, approval shall be obtained from the applicable approval authority which identifies an appropriate location and design for a private sewage disposal system and private water supply system to adequately and appropriately service the proposed use;
  - iv) Meet Species at Risk requirements to the satisfaction of Ministry of Natural Resources.
-

# Proposed Technical Amendment

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Special Provision: HI-46-H is amended by removing provision b) i) and b) iii) which read:

- b)i) The Owner enters into and registers on title a Site Plan Agreement with the City of Port Colborne which will include recommendations made in the supporting technical studies conducted in association with the development application;
  
- b)iii) Prior to the City entering to the Site Plan Agreement, approval shall be obtained from the applicable approval authority which identifies an appropriate location and design for a private sewage disposal system and private water supply system to adequately and appropriately service the proposed use;

- ✓ **Supports implementation of the zoning and studies for this site**
- ✓ **Protects the public interest as the City retains decision making on:**
  - ✓ **Removing the Holding Provision**
  - ✓ **Site Plan/Site Plan Agreement**
- ✓ **Ensures the development is implemented through established processes and as contemplated through the studies**
- ✓ **Is consistent with the PPS, and conforms with the Growth Plan, NROP and City of Welland Official Plan**

Public meeting Nyon  
City of Port Colborne  
Nov 2, 2020

Bonnie Fokkens  
13 Crescent Drive  
Welland, ONTARIO  
L3B 2W6

I am a resident of Dain City – located across the proposed development. I am also a Councillor for the City of Welland, Ward 6 – which as a neighboring Municipality - will be affected by this development.

I have the following questions that I am hoping can be answered by the Developer or by City Staff

- 1 When is the anticipated start date?
- 2 What are the thoughts of the St Lawrence Seaway and Transport Canada?
- 3 What is the mode of transportation - rail – road – water – or any combination of both?
  - a. If it is water – what are the designs along the Welland Canal for safe transportation and will the Welland Canal be modified to suit the transport of goods
- 4 Can you confirm the product(s) that will be transported
- 5 Is there a report on the Blast Radius around the development?
  - a. Has it been made public to the residents?
  - b. Has it been made public to neighboring Municipalities?
- 6 Have you received any comments from neighboring Municipalities? – What were they?
- 7 Is this meeting legal? The Planning Act requires 20 days' notice to the public and affected municipalities.
  - a. The City of Welland received the notice on Oct 20, 2020 (as per Welland Staff). That is in contravention of the Planning Act.
  - b. Signs were posted Oct 19<sup>th</sup> regarding the public Meeting on the City of Port Colborne's web site.
  - c. To meet the Planning Act requirements – notice should have been given and posted by Oct 14, 2020.

I would suggest that this Public Meeting should not be held tonight as it does not meeting the Planning Act Requirements – and that the City respond publically to the above questions in order that a proper and a more informed public meeting can be held.

Respectfully

Bonnie Fokkens

From: "Wendy Bover" <[REDACTED]>  
To: "Wendy Bover" <[REDACTED]>, "cityclerk@portcolborne.ca"  
<cityclerk@portcolborne.ca>  
Date: 2020-11-02 11:21 AM  
Subject: Submission for 6:30 Meeting

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is my submission for tonight's meeting. Please confirm it has been received and will be distributed to council. Thank you.

These are questions I would like council to ask themselves and the city staff before voting on tonight's issue:

1. To avoid possible future legal issues should I be asking that the terms of the site plan agreement and private servicing be locked in place before allowing the development to proceed?
2. If I vote yes to proceed with the development without locking the agreement and servicing in place until a later date will it leave the city liable for the cost of any development that was done and does not meet the original agreement and servicing if it is decided to keep it as is at that later date?
3. Should I be asking all of the companies using this property to define exactly what is going to be stored and transported to and from this location, their explosive qualities, and the risks of shipping these products throughout the Great Lakes and St Lawrence Seaway?

**City of Port Colborne  
Special Council Meeting 30-20  
Minutes**

- Date:** November 2, 2020
- Time:** 7:10 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** M. Bagu, Councillor (via Zoom)  
E. Beauregard, Councillor (via Zoom)  
R. Bodner, Councillor  
G. Bruno, Councillor (via Zoom)  
F. Danch, Councillor (via Zoom)  
A. Desmarais, Councillor (via Zoom)  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor
- Staff Present:** D. Aquilina, Director of Planning and Development Department (via Zoom)  
A. LaPointe, Manager of Legislative Services/City Clerk  
S. Luey, Chief Administrative Officer (via Zoom)  
C. Madden, Deputy Clerk  
D. Schulz, Planner

Also in attendance was one member of WeeStream.

**1. Call to Order:**

Mayor Steele called the meeting to order.

**2. Introduction of Addendum Items:**

None.

**3. Confirmation of Agenda:**

**No. 231** Moved by Councillor M. Bagu  
Seconded by Councillor E. Beaureagr

That the agenda dated November 2, 2020 be confirmed, as  
circulated.

CARRIED



**3. Planning and Development Department, Planning Division, Report No. 2020-163, Subject: Recommendation Report for Proposed “Housekeeping” Zoning By-law Amendment (File No. D14-01-20)**

Council Resolved:

That the Zoning By-law Amendment, attached to Planning and Development Department, Planning Division Report 2020-163 as Appendix A, be approved as presented.

That staff be directed to prepare the Notice of Passing in accordance with the *Planning Act* and circulate to all applicable parties.

CARRIED

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

None.

**8. Consideration of By-laws:**

**No. 233** Moved by Councillor E. Beauregard  
 Seconded by Councillor A. Desmarais

That the following by-laws be enacted and passed:

6830/80/20	Being a By-law to Amend Zoning Bylaw 6575/30/18 Respecting Lands Legally described as Part of Lot 2, Concession 2 in the City of Port Colborne, Regional Municipality of Niagara, Municipally Known as 5718 Highway 3 East
6831/81/20	Being a By-law to Amend Zoning By-law 6575/30/18 Respecting the Removal of the Holding Symbol (H) from Land Legally described as Lots 206, 207 and 208 on Plan 790 in the City of Port Colborne, Regional Municipality of Niagara, Municipally known as 433 Sugarloaf Street
6832/82/20	Being a By-law to Amend Zoning By-law 6575/30/18 Respecting all Lands Located within the City of Port Colborne, Regional Municipality of Niagara

CARRIED

**9. Adjournment:**

Mayor Steele adjourned the meeting at approximately 7:12 p.m.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk

AL/cm

**City of Port Colborne  
Special Committee of the Whole Meeting 07-20  
Minutes**

- Date:** November 5, 2020
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** M. Bagu, Councillor  
E. Beaugard, Councillor (via Zoom)  
G. Bruno, Councillor  
R. Bodner, Councillor  
F. Danch, Councillor (via Zoom)  
A. Desmarais, Councillor  
D. Kalailieff, Councillor (via Zoom)  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor (via Zoom)
- Staff Present:** D. Aquilina, Director of Planning and Development  
S. Baswick, Director/Curator, Port Colborne Historical and Marine Museum  
B. Boles, Director of Corporate Services/Treasurer  
T. Cartwright, Fire Chief  
A. Grigg, Director of Community and Economic Development  
A. LaPointe, Manager of Legislative Services/City Clerk  
S. Lawson, Deputy Chief  
S. Luey, Chief Administrative Officer  
C. Madden, Deputy Clerk (minutes)  
S. Shypowskyj, Acting Director of Engineering and Operations  
S. Therrien, Director of Library Services  
M. Thomas, Facilities Supervisor

Also in attendance was one member from WeeStream.

**1. Call to Order:**

Mayor Steele called the meeting to order.

**2. Introduction of Addendum Items:**

None.

**3. Confirmation of Agenda:**

Moved by Councillor M. Bagu  
Seconded by Councillor D. Kalailieff

That the agenda dated November 5, 2020 be confirmed, as circulated.

CARRIED

**4. Disclosures of Interest:**

None.

**5. Item(s) for Consideration:**

**1. Corporate Services Department, Financial Services Division, Report 2020-168, Subject: 2021 Levy Budget**

Bryan Boles, Director of Corporate Services/Treasurer provided a presentation and answered questions received from Council. A copy of his presentation is attached.

Short recesses were held at 6:49 p.m., 7:11 p.m., 8:14 p.m., and 9:42 p.m.

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

That the Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received; and

That the 2021 Levy Budget as outlined in Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved.

Moved in amendment by Councillor M. Bagu  
Seconded by Councillor A. Desmarais

That the main motion be amended by adding the following as the second paragraph:

“That the 2021 Levy Budget be amended by adding the employee position of Climate Change Coordinator;”

CARRIED

Moved in amendment by Councillor G. Bruno  
Seconded by Councillor A. Desmarais

That the main motion be amended by adding the following as the third paragraph:

“That the 2021 Levy Budget be amended by adding the employee position of IT Analyst; and”

CARRIED

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

That the Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received;

That the 2021 Levy Budget be amended by adding the employee position of Climate Change Coordinator;

That the 2021 Levy Budget be amended by adding the employee position of IT Analyst; and

That the 2021 Levy Budget as outlined in Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved as amended.

CARRIED

**6. Adjournment:**

Mayor Steele adjourned the meeting at approximately 9:47 p.m.

# 2021 Consolidated Operating Budget

November 5, 2020



## Agenda

- Budget – Forward Looking
- Updated 2021 Budget Schedule
- Budget Recommendation
- Budget Document
- Budget Comparisons
- Borrowing Forecast (from September 17, 2020)
- Thank You



## Budget – Forward Looking

Financial Services highlights the budget is a plan to allocate resources in advance for the maximum benefit of City residents and stakeholders.

It is a method to authorize revenue and expense authority.

In preparing the 2021 Budget, certain assumptions and estimates are necessary. They are based on information available to staff at the time. Actual results will vary although as regulated through the Municipal Act, a balanced budget is required.



## Updated 2021 Budget Schedule

Budget Components	Port Colborne		Niagara Region	
	Budget Committee of the Whole	Council	Budget Committee of the Whole	Council
Budget Timetable		July 27, 2020	June 25, 2020	
Capital and Related Projects Budget	September 16, 2020	September 28, 2020 (Approval)	October 15, 2020	January 21, 2021 (Approval)
Levy Budget and User Fees	October 21, 2020 November 5, 2020			
Levy Budget and User Fees	October 28, 2020 (if required) November 12, 2020 (if required)	November 9, 2020 (Approval) November 23, 2020	January 14, 2021	January 21, 2021 (Approval)
Rate*	December 2, 2020			
Rate*	December 7, 2020 (if required)	December 14, 2020 (Approval)	November 26, 2020	December 17, 2020 (Approval)

\* Rate includes water and waste/water and at the Niagara Region it also includes waste management. Port Colborne it now includes Sewer.

# Budget Recommendation

That the Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received; and

That the 2021 Levy Budget as outlined in Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved.

# Budget Document

 **Corporate Service Department**  
Financial Services Division

Report Number: 2020-168 Date: November 9, 2020

SUBJECT: 2021 Levy Budget

**I) PURPOSE**

The purpose of this report is to present the proposed 2021 Levy Budget to City Council.

**II) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES**

The 2021 Levy Budget is presented in accordance with the following timeline:

Levy Budget - Proposed Levy Budget	October 29, 2020
Final Levy Budget	November 9, 2020
Levy Budget	November 16, 2020
Levy Budget - Approval	November 23, 2020

The timeline was originally approved by Council in Report 2020-87. Should the 2021 Levy Budget be approved by the Budget Committee of the Finance on November 12, 2020 it will come to be voted on the November 23, 2020 Council meeting.

Approving the 2021 Levy Budget at this time will provide greater clarity to staff with respect to direction and expectations going into 2021.

The 2021 Levy Budget was developed through a process that included both Council and staff input. Staff shared their recommendations after considering:

- Organization capacity to fulfil the direction this budget provides
  - Staff resources in the CIVICS, IT services & ongoing
  - Staff changes in the Public Works division
- Organization Financial Health:
  - Expense allocation
  - Establishing a pathway for Self-Sustaining Entities to be self-sustaining
- A desire to continuously improve:
  - Introduce a new annual structure (like prior) to track future success
  - Establishing a pathway to enhance service levels, processes and even organization structure

The budget outcomes should be read in conjunction with the 2021 Capital and Bonded Budget Report 2020-120 approved by Council in the September 29, 2020 Council meeting and the final presentation presented to the Committee of the Finance on September 17, 2020.

Walkthrough the budget ... page by page ...



# Budget Comparisons

## External Revenue

	Amount
Revenue – Prior Year	27,703,808
Changes:	
PY Grants (One-time)	1,668,000
Property Taxes	1,401,299
Marina Fuel	(150,000)
Investment income	59,000
Other	201,808 <sup>^</sup>
COVID-19 (One-time ??)	(58,900)
Canal Days (One-time ??)	(452,000)
Revenue – Current Year	30,373,015

<sup>^</sup> Primarily Self Sustaining Entities  
 (Estimated and normalized for on-going operations unless otherwise noted)

# Budget Comparisons

## Personnel Costs

	Amount
Personnel Costs – Prior Year	14,631,266
Changes:	
Two New Positions	214,000 <sup>^</sup>
Increase, net	409,334
Salary and Benefits Gaping	(340,000)
COVID-19 (One-time ??)	40,000
Personnel Costs – Current Year	14,954,600

<sup>^</sup> Notably part of the Manager, Strategic Planning position  
 will be paid through the elimination of a similar part-time support position  
 (Estimated and normalized for on-going operations unless otherwise noted)

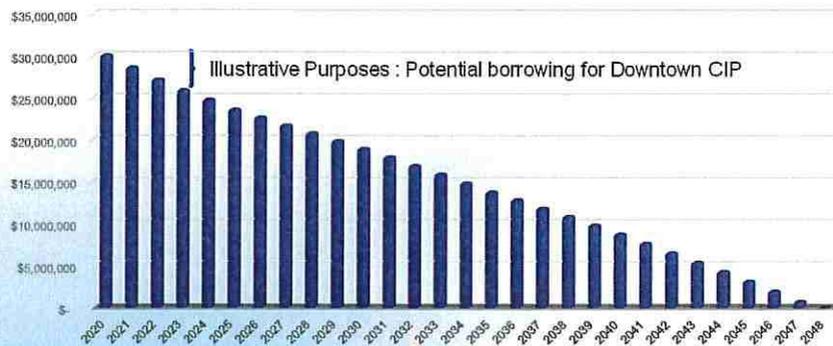
# Budget Comparisons

## Operating Costs

	Amount
Operating Costs – Prior Year	11,540,488
Changes:	
Equipment	617,000
Marina Fuel	(150,000)
Property tax related expenses	153,000
Insurance	78,000
Pathstone, Hospice, Other Grants	66,000
Repairs and Maintenance	256,000
Training and Development	191,000
Travel	54,000
Contracted Services	51,000
Subject Matter Experts	(68,000)
Other, net	131,603
COVID-19 (One-time ??)	134,500
Canal Days (One-time ??)	(452,000)
Operating Costs – Current Year	12,602,591

*(Estimated and normalized for on-going operations unless otherwise noted)*

# Borrowing Forecast



The 2021 Capital and Related Project Budget requires no external borrowing. In fact the City's outstanding debt is projected to decline by approximately \$1,460,000 in 2021.

Thank You

## Budget Recommendation

That the Corporate Service Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be received; and

That the 2021 Levy Budget as outlined in Corporate Services Department, Financial Services Division, Report No. 2020-168, Subject: 2021 Levy Budget, be approved.

**City of Port Colborne  
Special Council Meeting 31-20  
Minutes**

**Date:** November 5, 2020  
**Time:** 5:30 p.m.  
**Place:** Municipal Offices, Committee Room 3,  
66 Charlotte Street, Port Colborne

**Members Present:** M. Bagu, Councillor  
E. Beauregard, Councillor (via Zoom)  
R. Bodner, Councillor  
G. Bruno, Councillor  
A. Desmarais, Councillor  
D. Kalailieff, Councillor (via Zoom)  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor (via Zoom)

Absent: F. Danch, Councillor

**Staff Present:** A. LaPointe, Manager of Legislative Services/City Clerk  
G. Long, Manager of Strategic Initiatives  
S. Luey, Chief Administrative Officer

**1. Call to Order:**

Mayor Steele called the meeting to order.

**2. Introduction of Addendum Items:**

Nil.

**3. Confirmation of Agenda:**

**No. 234** Moved by Councillor M. Bagu  
Seconded by Councillor A. Desmarais

That the agenda dated November 5, 2020 be confirmed, as  
circulated.

CARRIED

**4. Disclosures of Interest:**

None.

**in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.**

The City Clerk reported that direction was provided to staff during closed session in accordance with the *Municipal Act, 2001*.

**8. Consideration of By-laws**

**No. 237** Moved by Councillor A. Desmarais  
Seconded by Councillor G. Bruno

That the following by-laws be enacted and passed:

6834/84/20	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 November 5, 2020
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CARRIED

**9. Adjournment:**

Mayor Steele adjourned the meeting at approximately 5:50 p.m.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk

AL/cm

**City of Port Colborne  
Regular Council Meeting 32-20  
Minutes**

- Date:** November 9, 2020
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** M. Bagu, Councillor  
E. Beauregard, Councillor (via Zoom)  
R. Bodner, Councillor (via Zoom)  
G. Bruno, Councillor  
F. Danch, Councillor (via Zoom)  
A. Desmarais, Councillor (via Zoom)  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor
- Staff Present:** D. Aquilina, Director of Planning and Development (via Zoom)  
B. Boles, Director of Corporate Services/Treasurer (via Zoom)  
A. Grigg, Director of Community and Economic Development (via Zoom)  
A. LaPointe, Manager of Legislative Services/City Clerk  
G. Long, Manager of Strategic Initiatives  
S. Luey, Chief Administrative Officer (via Zoom)  
C. Madden, Deputy Clerk (minutes)  
S. Shypowskyj, Acting Director of Engineering and Operations (via Zoom)

Also in attendance was one member of WeeStream.

**1. Call to Order:**

Mayor Steele called the meeting to order.

Mayor Steele delivered his Mayor's Report, a copy of which is attached.

Regional Councillor Butters informed Council that she will be attending the Royal Canadian Legion Branch 56 on behalf of Regional Chair Bradley for the Remembrance Day ceremony. She further reported that the new garbage and recycling collection schedule implemented by the Region had a few issues during the first few weeks but has since improved.

**2. Introduction of Addendum Items:**

None.

**3. Confirmation of Agenda:**

**No. 238** Moved by Councillor D. Kalailieff  
Seconded by Councillor G. Bruno

That the agenda dated November 9, 2020 be confirmed, as circulated.

CARRIED

**4. Disclosures of Interest:**

Councillor Beauregard declared a pecuniary interest regarding item 5 (Planning and Development Department, Report 2020-166, Subject: Recommendation Report for Zoning By-law Amendment, Nyon Oil Inc. File D14-05-20), as he is employed by Sullivan Mahoney and the firm has provided legal advice with respect to this item. Councillor Beauregard refrained from discussing and voting on item 5.

**5. Adoption of Minutes:**

**No. 239** Moved by Councillor M. Bagu  
Seconded by Councillor H. Wells

(a) That the minutes of the regular meeting of Council 28-20, held on October 26, 2020, be approved as presented.

CARRIED

**6. Determination of Items Requiring Separate Discussion:**

The following items were identified for separate discussion:

Items 1, 2, 4, 5, 6, 7, 8, 10, 11, 12, and 14.

**7. Approval of Items Not Requiring Separate Discussion:**

**No. 240** Moved by Councillor R. Bodner  
Seconded by Councillor A. Desmarais

That Items 1 to 14 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:****3. Corporate Services Department, Financial Services Division, Report 2020-154, 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 2020-01, 2020-04, 2020-05 and 2020-200 be approved to cancel or reduce taxes in the total amount of \$6,631.21.

**9. Crime Stoppers of Niagara Re: Request for Proclamation of January 2021 as Crime Stoppers Month**

Council Resolved:

That the month of January 2021 be proclaimed as "Crime Stoppers Awareness Month" in the City of Port Colborne in accordance with the request received from Barry Diamond, Chair, Crime Stoppers of Niagara.

**13. Township of Lake of Bays Re: Reform to Municipal Insurance Policy**

Council Resolved:

That the resolution received from the Township of Lake of Bays, Re: Reform to Municipal Insurance Policy, be received for information.

That the correspondence received from the City of Vaughan Re: Funding and Inspection for Long Term Care Homes due to COVID 19 Pandemic, be received for information.

CARRIED

**8. Delegations/Presentations**

- (a) Christine Clark Lafleur, Executive Director, Port Cares regarding Port Cares' Grant Application

Christine Clark Lafleur, Executive Director, Port Cares, provided a presentation with respect to Port Cares' Grant Application and responded to questions received from Council. A copy of her presentation is attached.

Item 8, Memorandum from Nancy Giles, EA to CAO and Mayor and Staff Liaison to the Grant Policy Committee Re: Recommendations of Grant Policy

Committee, was brought forward and voted on at this time in order for Christine Clark Lafleur to respond to questions.

**9. Councillors' Items:**

**Staff Responses to Previous Councillors' Enquiries**

**(a) Homelessness Outreach (Luey)**

The Chief Administrative Officer reported to Council with an update on the Outreach Services for homeless individuals provided by the Niagara Region. He informed Council that there is a staff contact at the Niagara Region that can be contacted during daytime business hours to report a homeless individual and that contact will arrange for shelter and any other services that the homeless individual may require. The Chief Administrative Officer further indicated that if someone witnesses a homeless individual requiring assistance, to report it by dialing 2-1-1 which is the Community and Social Services help line. Members of the public can also call the Niagara Regional Police but 2-1-1 is the best resource for this type of circumstance.

**(b) Trailer Notices (Luey)**

The Chief Administrative Officer provided Council with an update on a previous Councillor inquiry with respect to whether the trailer removal notices that were delivered on Thanksgiving Monday by By-law Enforcement staff were completed during a regularly scheduled shift or if the shifts were scheduled only for the purpose of delivering the notices. The Chief Administrative Officer confirmed that these notices were delivered during the course of a regularly scheduled shift and that these shifts weren't scheduled for the sole purpose of staff delivering these notices.

**(c) Truck Signage and Service Club Signage on Highway 58 (Shypowskyj)**

The Acting Director of Engineering and Operations informed Council that the Ministry of Transportation Ontario has started the process of installing signage on Highway 58 with respect to Truck traffic on Barrick Road and the City's Service Clubs.

**(d) Parking Signage on West Street (Shypowskyj)**

The Acting Director of Engineering and Operations provided confirmation to Council that the updated parking signage on West Street is currently being made and will be installed next week.

**(e) Recyclables on West Street (Grigg)**

The Director of Community and Economic Development provided information in response to a past Councillor's inquiry with respect to how often the recyclables are collected on West Street. She informed Council that the receptacles are collected once a week on Wednesdays by the Niagara Region and that staff monitor on weekends to ensure they don't become too full.

### **Councillors' Issues/Enquiries**

#### **(a) Parking on Clarence, West and Charlotte Streets (Danch)**

Councillor Danch reported that there is an issue with cars remaining parked on Clarence Street, West Street and Charlotte Street all day long. He requested that By-law Enforcement staff regularly monitor these areas to ensure the parking restrictions are adhered to.

#### **(b) Council Review Committee (Desmarais)**

In response to Councillor Desmarais' inquiry with respect to when the Council Review Committee can meet to discuss electoral matters, the City Clerk informed Council that it will be arranged for this Committee to meet in the new year. Additionally, the City Clerk reported that staff are currently working on these matters, the Committee just hasn't yet met due to the COVID-19 pandemic.

#### **(c) HOPA Memorandum of Understanding (Desmarais)**

Councillor Desmarais informed Council and staff that it may be a good idea to schedule a visioning exercise in order to discuss the possibilities of what is going to occur as a result of the HOPA Memorandum of Understanding.

#### **(d) Wild Turkeys outside the Vale Health and Wellness Centre (Beauregard)**

In response to Councillor Beauregard's report regarding wild turkeys attacking residents outside the Vale Health and Wellness Centre, the Chief Administrative Officer confirmed that he will investigate this matter.

#### **(e) Truck Traffic on Brookfield Road (Wells)**

Councillor Wells informed Council that there have been issues with truck traffic on Brookfield Road, in particular, trucks that have been bringing fill into a farmyard and dropping the fill material onto the road. In response to Councillor Wells' inquiry regarding potential solutions to this issue, the Chief Administrative Officer informed Council that the City's Site Alteration By-law limits the use of fill on properties and that permits are required for these types of circumstances. The Chief Administrative Officer further reported that the Site Alteration By-law exempts agricultural uses of fill and there is currently no

avenue for the City to pursue when fill is used for agricultural purposes. The Chief Administrative Officer then indicated that the City is seeking legal advice pertaining to this matter, that staff will investigate further and bring this forward to Council in the near future.

**(f) Flashing Signage near King and Killaly Streets (Bruno)**

In response to Councillor Bruno's inquiry for an update on the meeting that was to occur with the St. Lawrence Seaway with respect to flashing signage notifying drivers of bridge status near King and Killaly Streets, the Mayor informed Council that a meeting did take place with himself, the St. Lawrence Seaway, the Manager of Strategic Initiatives and the Chief Administrative Officer and it was discussed that the Seaway's Technical Staff will investigate this matter.

**(g) Ditch on Barrick Road (Bruno)**

Councillor Bruno expressed gratitude toward the Drainage Superintendent for coordinating with the St. Lawrence Seaway in arranging for the ditch by the new water tower on Barrick Road to be cleaned out. Councillor Bruno informed Council that the Drainage Superintendent is arranging for the ditch to be maintained moving forward by making it a drain.

**(h) Incidents on Knoll Street, Woodside Drive and Elmvale Crescent (Bruno)**

Councillor Bruno informed Council that he has received several reports of teenagers pranking residents on Knoll Street, Woodside Drive and Elmvale Crescent by knocking on doors and performing vandalism in the evening hours from Thursday to Sunday. The Mayor requested that Councillor Bruno provide him with the exact areas and addresses where these incidents have occurred, and he would then pass these along to the Niagara Regional Police Staff Sergeant. Councillor Bruno encouraged residents to call the Police if they witness this happening or complete an online report.

**(i) Thank you to Parks and Recreation Staff (Kalailieff)**

Councillor Kalailieff expressed appreciation towards the Parks and Recreation staff for installing portable washrooms at H.H. Knoll Park and on West Street.

**(j) CityWide System (Bagu)**

Councillor Bagu expressed appreciation towards all of staff for implementing the CityWide Service Request system as he received a positive report from a resident who requested that a tree be planted, and the request was smoothly completed through the steps of this system.

**10. Consideration of Items Requiring Separate Discussion:****8. Memorandum from Nancy Giles, EA to CAO and Mayor and Staff Liaison to the Grant Policy Committee Re: Recommendations of Grant Policy Committee**

**No. 241** Moved by Councillor M. Bagu  
Seconded by Councillor F. Danch

That the following donation/sponsorship request be approved for a total of \$4,000

Port Cares – \$4000 - to assist in providing services at the Reach Out Centre.

**Recorded Vote:**

Yes: Beauregard, Bodner, Bruno, Danch,  
Desmarais, Kalailieff, Wells, Steele

No: Bagu

CARRIED

**14. Niagara Health in response to City of Port Colborne's resolution regarding Request for Rehabilitation of Helicopter Pad at the Urgent Care Centre**

This item was brought forward for separate discussion earlier in order to allow for Regional Councillor Butters to respond to any inquiries.

**No. 242** Moved by Councillor D. Kalailieff  
Seconded by Councillor G. Bruno

That the correspondence received from Allison Campbell, Executive Coordinator to the President's Office, Niagara Health, in response to the City of Port Colborne's resolution regarding the rehabilitation of Helicopter pad at the Urgent Care Centre, be received for information.

CARRIED

**1. Corporate Services Department, Report 2020-173, Subject: KPMG Service Delivery Review Final Report**

Bruce Peever, Partner, Public Sector Advisory, KPMG Canada provided a presentation with respect to the KPMG Service Delivery Final Report and responded to questions received from Council. A copy of his presentation is attached.

**No. 243** Moved by Councillor M. Bagu  
Seconded by Councillor E. Beauregard

That Corporate Services Department Report 2020-173,  
Subject: KPMG Service Delivery Review Final Report, be  
received for information.

CARRIED

**2. Corporate Services Department, Financial Services Division, Report 2020-158, Subject: Approval of the 2019 Consolidated Financial Statements**

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**No. 244** Moved by Councillor H. Wells  
Seconded by Councillor D. Kalailieff

That Council approve the Consolidated Financial  
Statements for the year ended December 31, 2019.

CARRIED

**4. Planning and Development Department, Report No. 2020-167, Subject: Development Charges By-law Amendment**

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**No. 245** Moved by Councillor G. Bruno  
Seconded by Councillor D. Kalailieff

That Council approve the amendment to clause 3.11(b) of  
the Development Charge By-law 6733/97/19 as attached  
as Appendix A to Planning and Development Department  
Report No. 2020-167, Subject: Development Charges By-  
law Amendment.

CARRIED

**5. Planning and Development Department, Report 2020-166, Subject: Recommendation Report for Zoning By-law Amendment, Nyon Oil Inc. File D14-05-20**

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**No. 246** Moved by Councillor H. Wells  
Seconded by Councillor A. Desmarais

That Council approve the Zoning By-law Amendment,  
attached hereto as Appendix "B" to allow the technical  
refinement to the HI-46-H zone;

That the City Clerk is hereby authorized and directed to  
proceed with the giving of notice of passing of the By-laws,  
in accordance with the Planning Act; and

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

CARRIED

**6. Engineering and Operations Department, Engineering Division, Report 2020-159, Subject: By-law Revision – Speed Limit Change on Killaly Street East**

**No. 247** Moved by Councillor H. Wells  
Seconded by Councillor G. Bruno

That Council direct staff to amend Traffic and parking By-law 89-2000 Schedule “W” to revert the speed limit on Killaly Street East, between James Street and Snider Road, to 50 km/h, with the speed limit being reduced to 40 km/h when the lights on the “Flashing 40” signs are flashing.

CARRIED

**7. Engineering and Operations Department, Engineering Division, Report 2020-136, Subject: Update and Recommendation to Complete Engineering and Construction Drawings for City Hall**

**No. 248** Moved by Councillor M. Bagu  
Seconded by Councillor R. Bodner

That Engineering and Operations Department, Engineering Division Report 2020-136 be received;

That Council approve the sole source of the complete engineering and construction drawings package for City Hall; and

That staff be directed to retain Lex Parker Consultants to complete the engineering and construction drawings for the amount of \$47,500 excluding taxes.

CARRIED

**10. Township of Asphodel–Norwood, Township of Blandford-Blenheim, Town of Lincoln, Norfolk County, Northumberland County, Re: Cannabis Grow Operations**

**No. 249** Moved by Councillor H. Wells  
Seconded by Councillor F. Danch

That the resolutions received from various municipalities  
Re: Cannabis Production, be received for information.

Moved in amendment by Councillor H. Wells  
Seconded by Councillor R. Bodner

That the main motion be amended by adding the following  
as the second paragraph:

“That the Director of Planning and Development be directed to investigate the basis of the resolutions received from the Township of Asphodel–Norwood, Township of Blandford-Blenheim, Town of Lincoln, Norfolk County, Northumberland County, Re: Cannabis Grow Operations as well as the City of Clarence-Rockland Re: Cannabis Retail Stores and prepare a report to bring forward to Council that includes input from the letter received from the Town of East Gwillimbury and the letter the Mayor has written to the Niagara Regional Police Services Board.”

CARRIED

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

That the resolutions received from various municipalities  
Re: Cannabis Production, be received for information; and

That the Director of Planning and Development be directed to investigate the basis of the resolutions received from the Township of Asphodel–Norwood, Township of Blandford-Blenheim, Town of Lincoln, Norfolk County, Northumberland County, Re: Cannabis Grow Operations as well as the City of Clarence-Rockland Re: Cannabis Retail Stores and prepare a report to bring forward to Council that includes input from the letter received from the Town of East Gwillimbury and the letter the Mayor has written to the Niagara Regional Police Services Board.

CARRIED

**11. City of Clarence-Rockland Re: Cannabis Retail Stores**

**No. 250**

Moved by Councillor H. Wells  
Seconded by Councillor D. Kalailieff

6835/85/20	Being a By-law to Amend By-law 6733/97/19, Being a By-law to Impose Development Charges for the City of Port Colborne
6836/86/20	Being a by-law to amend Zoning By-law 6575/30/18 respecting lands legally described as Part of Lots 16, 17, 18 and 19, part of the road allowance between Lots 16 and 17, part of the road allowance between Lots 18 and 19, in the City of Port Colborne, Regional Municipality of Niagara. The property is municipally known as the Nyon Oil lands generally south of the CN Rail lane, west of Highway 140 and east of Canal Road in the City of Port Colborne.
6837/87/20	Being a By-Law to Amend By-Law No. 89-2000, Being a By-Law Regulating Traffic and Parking on Killaly Street East
6838/88/20	Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of November 9, 2020

CARRIED

**14. Adjournment:**

Mayor Steele adjourned the meeting at approximately 9:21 p.m.

\_\_\_\_\_  
 William C. Steele  
 Mayor

\_\_\_\_\_  
 Amber LaPointe  
 City Clerk

AL/cm



## City of Port Colborne – November 9, 2020

### To be heard under Section 8 “Delegations/Presentations”:

#### Delegation:

1. Christine Clark Lafleur, Executive Director, Port Cares, will be providing a presentation regarding Port Cares
  - Note: Ms. Clark Lafleur will be in attendance and speaking in our Zoom Virtual Council Meeting.

### To be heard under Section 10 – “Items Requiring Separate Discussion” (during consideration of the associated report/correspondence, as identified below):

#### Item 1.

#### **Corporate Services Department, Report No. 2020-173, Subject: KPMG Service Delivery Review Final Report**

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1. Bruce Peever, Partner, Public Sector Advisory, KPMG Canada
  - Mr. Peever will be providing a presentation with regard to the above report.

#### Item 5.

#### **Planning and Development, Report No. 2020-166, Subject: Recommendation Report for Zoning By-law Amendment, Nyon Oil Inc. File D14-05-20**

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1. Mary Lou Tanner, Principal Planner, Niagara Planning Group (NPG) Inc. – representing Nyon Oil Inc.
2. Gordon R. Baker, Q.C. Barrister and Solicitor, President Nyon Oil Inc.
3. Scott Lemke, Nyon’s Solicitor, Lemke Law
  - Ms. Tanner, Mr. Baker and Mr. Lemke will be in attendance to answer questions of Council.

**Item 8.**

**Correspondence from Nancy Giles on behalf of the Grant Policy Committee regarding Item 8 (Memorandum from Nancy Giles, EA to CAO and Mayor and Staff Liaison to the Grant Policy Committee Re: Recommendations of Grant Policy Committee).**

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- Page No's 3 to 34



## **2020 2021 Consolidated Budget**

DRAFT 3 - June 11, 2020

Consolidated Budget

01 Central Services

- Admin Support
- Fundraising & Communications
- Occupancy

02 Client Services

- Reach Out
- Housing Help

03 Child Services

- Early Years

04 Employment

05 Youth Justice

06 The Learning Centre



## 2020 2021 Operating Budget Detail Notes

### Overview

*As a result of COVID-19, the budget is subject to change due to potential closures and funding realignment priorities. However, the budget has been prepared based on the current funding agreements.*

Port Cares Budget reflects an increase of 205,812 primarily due to additional EYC sites and an increase in funding for the Housing Support Services. The budget includes a 1% acuity increase for salaries at July 2020 and a .05 % for grid movement. Port Cares is projecting a 61,518 surplus.

### Revenue

1. Increase in municipal government revenues of 208,175 due to additional EYC sites and an increase in Housing Support Services.
2. Based on prior years budget, despite the fact that there was significant increase in unexpected donations from previous year.
3. Reflects planned donation related activities.
4. Reflects projected income from planned community fundraising events.

### Expenses

5. Wage reflect current staffing levels, an acuity increase of 1% and grid movement.
6. Benefits are based on current usage patterns.
7. Professional fees include audit fees, business support services, and marketing and reflect an increase based on projected usage.
8. Reflects projected increase due to new programs. There is a continuous focus on reducing paper consumption and office supplies.
9. Increase expenses reflect current client support services.
10. Reflects decreased of employee incentives funding, that is offset by increase client payments.
11. Spending projections based on planned building repairs including repairs to parking lot and interior and exterior painting.
12. Furniture and Fixture replacement is based on capital asset program.
13. Depreciation rates are based on capital assets.



2020 2021 Operating Budget  
Consolidated Budget

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance	Notes
<b>Revenue</b>					
Government Revenue	2,818,052	2,353,967	3,031,227	213,175	1
Grants & Contributions	138,762	325,651	209,096	70,334	2
Donations & Memberships	109,200	224,125	162,700	53,500	3
Fundraising Events	110,500	75,593	25,000	-85,500	4
Rental Income	70,000	55,534	55,000	-15,000	
Other Income	64,510	38,320	33,813	-30,697	
Amortization of Deferred Capital Contribution	73,381	75,457	73,381	0	
<b>Total Revenues</b>	<b>3,384,405</b>	<b>3,148,647</b>	<b>3,590,217</b>	<b>205,812</b>	
<b>Operating Expenses</b>					
<b>Wages &amp; Benefits</b>					
Wages	1,741,912	1,620,492	1,920,484	178,572	5
Benefits	325,936	230,494	374,786	48,850	
<b>Subtotal</b>	<b>2,067,848</b>	<b>1,850,986</b>	<b>2,295,270</b>	<b>227,422</b>	<b>6</b>
<b>Staffing</b>					
Travel	16,400	14,080	29,390	12,990	
Staff Training & Development	23,200	42,093	39,090	15,890	
<b>Subtotal</b>	<b>39,600</b>	<b>56,173</b>	<b>68,481</b>	<b>28,881</b>	
<b>Administration</b>					
Administration Fees	0	8,528	0	0	
Professional Fees	110,122	137,305	117,000	6,878	7
Office Expenses	38,472	30,598	39,070	598	8
Insurance	37,990	33,039	37,250	-740	
<b>Subtotal</b>	<b>186,584</b>	<b>209,470</b>	<b>193,320</b>	<b>6,736</b>	
<b>Program Cost</b>					
Client Supports	232,727	80,972	259,638	26,911	9
Program Supplies/ Equipment	46,994	48,388	49,925	2,931	
Technical Support	59,000	114,642	60,152	1,152	
Employer Incentives	168,075	164,094	140,154	-27,921	10
Fundraising Expenses	22,500	18,402	22,500	0	
Advertising, Promotion & Printing	26,700	13,568	25,200	-1,500	
<b>Subtotal</b>	<b>555,996</b>	<b>440,066</b>	<b>557,569</b>	<b>1,573</b>	
<b>Occupancy</b>					
Shared Occupancy Costs	0	10,783	0	0	
Rent	11,000	18,992	57,590	46,590	
Property Tax	5,000	6,328	5,000	0	
Repairs & Maintenance	53,000	88,679	58,660	5,660	11
Telephone & Communications	34,000	33,771	33,000	-1,000	
Utilities	54,000	44,023	30,000	-24,000	
Building Supplies	1,000	3,089	1,000	0	
Furniture & Fixtures	82,161	1,299	84,377	2,216	12
Depreciation	129,432	146,902	129,432	0	13
Interest & Debt Repayment	35,000	13,414	15,000	-20,000	
<b>Subtotal</b>	<b>404,593</b>	<b>367,280</b>	<b>414,059</b>	<b>9,466</b>	
<b>Total Expense</b>	<b>3,254,621</b>	<b>2,923,975</b>	<b>3,528,699</b>	<b>274,077</b>	
<b>Net Surplus/Deficit</b>	<b>129,783</b>	<b>224,672</b>	<b>61,518</b>	<b>-68,266</b>	



2020 2021 Operating Budget  
Admin Support

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue		18,443		0
Grants & Contributions				0
Donations & Memberships		71,975		0
Fundraising Events				0
Rental Income				0
Other Income		6,058		0
Amortization of Deferred Capital Contribution		42,830		0
<b>Total Revenues</b>	<b>0</b>	<b>139,306</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	143,780	71,120	147,160	3,380
Benefits	28,756	22,644	29,432	676
<b>Subtotal</b>	<b>172,536</b>	<b>93,764</b>	<b>176,592</b>	<b>4,056</b>
<b>Staffing</b>				
Travel	4,000	4,746	4,000	0
Staff Training & Development	4,500	13,600	4,500	0
<b>Subtotal</b>	<b>8,500</b>	<b>18,346</b>	<b>8,500</b>	<b>0</b>
<b>Administration</b>				
Administration Fees	-345,803	-333,001	-350,561	-4,758
Professional Fees	85,750	94,069	99,500	13,750
Office Supplies	18,017	21,011	18,017	0
Insurance	16,000	13,338	20,500	4,500
<b>Subtotal</b>	<b>-226,036</b>	<b>-204,583</b>	<b>-212,544</b>	<b>13,492</b>
<b>Program Cost</b>				
Client Supports	3,000	301	3,000	0
Program Supplies/ Equipment		14,254		0
Technical Support	22,000	21,546	21,452	-548
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing	3,000	1,733	3,000	0
<b>Subtotal</b>	<b>28,000</b>	<b>37,834</b>	<b>27,452</b>	<b>-548</b>
<b>Occupancy</b>				
Shared Occupancy Costs				0
Rent				0
Property Tax				0
Repairs & Maintenance				0
Telephone & Communications		9264		0
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation		111935		0
Interest & Debt Repayment				0
<b>Subtotal</b>	<b>0</b>	<b>121,199</b>	<b>0</b>	<b>0</b>
<b>Total Expense</b>	<b>-17,000</b>	<b>66,560</b>	<b>0</b>	<b>17,000</b>
<b>Net Surplus/Deficit</b>	<b>17,000</b>	<b>72,746</b>	<b>0</b>	<b>-17,000</b>



2020 2021 Operating Budget  
Fundraising & Communication

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue	6,000		6,000	0
Grants & Contributions				0
Donations & Memberships	38,700	17,511	38,700	0
Fundraising Events	87,000	17,534	20,000	-67,000
Rental Income				0
Other Income	5,000	9,838	5,000	0
Amortization of Deferred Capital Contribution				0
<b>Total Revenues</b>	<b>136,700</b>	<b>44,883</b>	<b>69,700</b>	<b>-67,000</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	27,378	13,692	27,729	351
Benefits	5,476	1,313	5,546	70
<b>Subtotal</b>	<b>32,854</b>	<b>15,005</b>	<b>33,275</b>	<b>422</b>
<b>Staffing</b>				
Travel		258		0
Staff Training & Development		103		0
<b>Subtotal</b>	<b>0</b>	<b>361</b>	<b>0</b>	<b>0</b>
<b>Administration</b>				
Administration Fees				0
Professional Fees		373		0
Office Supplies		1,910		0
Insurance				0
<b>Subtotal</b>	<b>0</b>	<b>2,283</b>	<b>0</b>	<b>0</b>
<b>Program Cost</b>				
Client Supports		1,210		0
Program Supplies/ Equipment		1,421		0
Technical Support				0
Employer Incentives				0
Fundraising Expenses	22,500	18,402	22,500	0
Advertising, Promotion & Printing		600		0
<b>Subtotal</b>	<b>22,500</b>	<b>21,633</b>	<b>22,500</b>	<b>0</b>
<b>Occupancy</b>				
Shared Occupancy Costs				0
Rent				0
Property Tax				0
Repairs & Maintenance				0
Telephone & Communications				0
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation				0
Interest & Debt Repayment				0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Allocated to Departments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expense</b>	<b>55,354</b>	<b>39,282</b>	<b>55,775</b>	<b>422</b>
<b>Net Surplus/Deficit</b>	<b>81,346</b>	<b>5,601</b>	<b>13,925</b>	<b>67,422</b>



2020 2021 Operating Budget  
Occupancy

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue				0
Grants & Contributions				0
Donations & Memberships				0
Fundraising Events				0
Rental Income	70,000	55,534	55,000	-15,000
Other Income				0
Amortization of Deferred Capital Contribution	47,049		47,049	0
<b>Total Revenues</b>	<b>117,049</b>	<b>55,534</b>	<b>102,049</b>	<b>-15,000</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	14,705	34,069	32,705	18,000
Benefits	2,141	3,407	4,841	2,700
<b>Subtotal</b>	<b>16,846</b>	<b>37,476</b>	<b>37,546</b>	<b>20,700</b>
<b>Staffing</b>				
Travel				0
Staff Training & Development				0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Administration</b>				
Administration Fees				0
Professional Fees				0
Office Supplies				0
Insurance		-1,800		0
<b>Subtotal</b>	<b>0</b>	<b>-1,800</b>	<b>0</b>	<b>0</b>
<b>Program Cost</b>				
Client Supports		836		0
Program Supplies/ Equipment	7,000		6,591	-409
Technical Support				0
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing				0
<b>Subtotal</b>	<b>7,000</b>	<b>836</b>	<b>6,591</b>	<b>-409</b>
<b>Occupancy</b>				
Shared Occupancy Costs	-231,934	-239,064	-234,874	-2,940
Rent				0
Property Tax	5,000	6,328	5,000	0
Repairs & Maintenance	50,000	56,091	50,660	660
Telephone & Communications	3,600	3,095	3,600	0
Utilities	54,000	44,023	30,000	-24,000
Building Supplies	1,000	3,089	1,000	0
Furniture & Fixtures	42,000	0	36,833	-5,167
Depreciation	103,100	2,339	103,100	0
Interest & Debt Repayment	35,000	13,414	15,000	-20,000
<b>Subtotal</b>	<b>61,766</b>	<b>-110,685</b>	<b>10,319</b>	<b>-51,447</b>
<b>Total Expense</b>	<b>85,612</b>	<b>-74,173</b>	<b>54,456</b>	<b>-31,156</b>
<b>Net Surplus/Deficit</b>	<b>31,437</b>	<b>129,707</b>	<b>47,593</b>	<b>-16,156</b>



2020 2021 Operating Budget  
Reach Out Centre

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue	50,000	6,683	5,000	-45,000
Grants & Contributions	86,000	27,903	136,000	50,000
Donations & Memberships	67,500	132,206	121,000	53,500
Fundraising Events	23,500	58,059	5,000	-18,500
Rental Income		0		0
Other Income	40,156	21,860	20,156	-20,000
Amortization of Deferred Capital Contribution		0		0
<b>Total Revenues</b>	<b>267,156</b>	<b>246,711</b>	<b>287,156</b>	<b>20,000</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	130,118	140,052	150,523	20,405
Benefits	24,077	18,989	27,852	3,775
<b>Subtotal</b>	<b>154,195</b>	<b>159,041</b>	<b>178,375</b>	<b>24,180</b>
<b>Staffing</b>				
Travel	500	719	500	0
Staff Training & Development	1,000	995	1,000	0
<b>Subtotal</b>	<b>1,500</b>	<b>1,714</b>	<b>1,500</b>	<b>0</b>
<b>Administration</b>				
Administration Fees	19,500	19,500	19,500	0
Professional Fees	2,500	2,411	2,500	0
Office Supplies	1,500	50	1,802	302
Insurance	2,850	2,924	2,850	0
<b>Subtotal</b>	<b>26,350</b>	<b>24,885</b>	<b>26,652</b>	<b>302</b>
<b>Program Cost</b>				
Client Supports	2,000	94	2,000	0
Program Supplies/ Equipment	13,800	15,060	13,800	0
Technical Support	2,000	3,763	2,000	0
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing				0
<b>Subtotal</b>	<b>17,800</b>	<b>18,917</b>	<b>17,800</b>	<b>0</b>
<b>Occupancy</b>				
Shared Occupancy Costs	28,000	27,996	28,000	0
Rent				0
Property Tax				0
Repairs & Maintenance	3,000	10,614	8,000	5,000
Telephone & Communications	3,400	1,684	3,400	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	32,911		23,429	-9,482
Depreciation				0
Interest & Debt Repayment				0
<b>Subtotal</b>	<b>67,311</b>	<b>40,294</b>	<b>62,829</b>	<b>-4,482</b>
<b>Total Expense</b>	<b>267,156</b>	<b>244,851</b>	<b>287,156</b>	<b>20,000</b>
<b>Net Surplus/Deficit</b>	<b>0</b>	<b>1,860</b>	<b>0</b>	<b>-0</b>



2020 2021 Operating Budget  
Housing Help & Client Services

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue	250,109	254,433	312,100	61,991
Grants & Contributions	43,784	45,580	64,118	20,334
Donations & Memberships	3,000	2,433	3,000	0
Fundraising Events				0
Rental Income				0
Other Income	9,745		0	-9,745
Amortization of Deferred Capital Contribution	0	497	0	0
<b>Total Revenues</b>	<b>306,638</b>	<b>302,943</b>	<b>379,218</b>	<b>72,580</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	192,345	183,790	246,348	54,003
Benefits	38,469	30,677	49,270	10,801
<b>Subtotal</b>	<b>230,814</b>	<b>214,467</b>	<b>295,617</b>	<b>64,803</b>
<b>Staffing</b>				
Travel	1,200	970	1,200	0
Staff Training & Development	1,200	3,075	1,200	0
<b>Subtotal</b>	<b>2,400</b>	<b>4,045</b>	<b>2,400</b>	<b>0</b>
<b>Administration</b>				
Administration Fees	28,763	28,794	30,000	1,237
Professional Fees	4,000	5,013	4,000	0
Office Supplies	1,410	126	1,410	0
Insurance	1,800	1,690	1,800	0
<b>Subtotal</b>	<b>35,973</b>	<b>35,623</b>	<b>37,210</b>	<b>1,237</b>
<b>Program Cost</b>				
Client Supports	6,000	3,070	6,000	0
Program Supplies/ Equipment	4,744	806	4,744	0
Technical Support	5,000	7,285	7,200	2,200
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing	1,200		1,200	0
<b>Subtotal</b>	<b>16,944</b>	<b>11,161</b>	<b>19,144</b>	<b>2,200</b>
<b>Occupancy</b>				
Shared Occupancy Costs	17,507	17,508	21,847	4,340
Rent				0
Property Tax				0
Repairs & Maintenance		2,166		0
Telephone & Communications	3,000	2,715	3,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation	0	497	0	0
Interest & Debt Repayment				0
<b>Subtotal</b>	<b>20,507</b>	<b>22,886</b>	<b>24,847</b>	<b>4,340</b>
<b>Total Expense</b>	<b>306,638</b>	<b>288,182</b>	<b>379,218</b>	<b>72,580</b>
<b>Net Surplus/Deficit</b>	<b>0</b>	<b>14,761</b>	<b>-0</b>	<b>0</b>



2020 2021 Operating Budget  
Early Years

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue	847,032	574,818	1,098,906	251,874
Grants & Contributions		252,168		0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	3,422		3,422	0
Amortization of Deferred Capital Contribution	1,339	709	1,339	0
<b>Total Revenues</b>	<b>851,793</b>	<b>827,695</b>	<b>1,103,667</b>	<b>251,874</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	565,751	525,292	665,639	99,888
Benefits	101,835	71,492	146,116	44,281
<b>Subtotal</b>	<b>667,586</b>	<b>596,784</b>	<b>811,755</b>	<b>144,169</b>
<b>Staffing</b>				
Travel	3,000	2,091	16,190	13,190
Staff Training & Development	2,000	5,263	17,390	15,390
<b>Subtotal</b>	<b>5,000</b>	<b>7,354</b>	<b>33,581</b>	<b>28,581</b>
<b>Administration</b>				
Administration Fees	77,007	82,138	100,151	23,144
Professional Fees	4,372	13,987		-4,372
Office Expenses	3,000	1,610	4,622	1,622
Insurance	6,240	6,311		-6,240
<b>Subtotal</b>	<b>90,619</b>	<b>104,046</b>	<b>104,773</b>	<b>14,154</b>
<b>Program Cost</b>				
Client Supports	4,697	1,628	3,422	-1,275
Program Supplies/ Equipment	7,500	9,960	11,790	4,290
Technical Support	5,000	7,001	5,000	0
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing	1,500	417		-1,500
<b>Subtotal</b>	<b>18,697</b>	<b>19,006</b>	<b>20,212</b>	<b>1,515</b>
<b>Occupancy</b>				
Shared Occupancy Costs	50,552	67,772	50,552	0
Rent	11,000	18,992	57,590	46,590
Property Tax				0
Repairs & Maintenance		5,451		0
Telephone & Communications	7,000	7,582	7,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	0		16,865	16,865
Depreciation	1,339	709	1,339	0
Interest & Debt Repayment		0		0
<b>Subtotal</b>	<b>69,891</b>	<b>100,506</b>	<b>133,346</b>	<b>63,455</b>
<b>Total Expense</b>	<b>851,793</b>	<b>827,696</b>	<b>1,103,667</b>	<b>251,874</b>
<b>Net Surplus/Deficit</b>	<b>0</b>	<b>-1</b>	<b>-0</b>	<b>-0</b>



2020 2021 Operating Budget  
Employment

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue	1,388,478	1,225,056	1,330,788	-57,690
Grants & Contributions	8,978		8,978	-0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	5,235		5,235	0
Amortization of Deferred Capital Contribution	21,051	25,768	21,051	0
<b>Total Revenues</b>	<b>1,423,742</b>	<b>1,250,824</b>	<b>1,366,052</b>	<b>-57,690</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	528,407	509,236	504,309	-24,098
Benefits	97,755	58,478	82,477	-15,278
<b>Subtotal</b>	<b>626,162</b>	<b>567,714</b>	<b>586,786</b>	<b>-39,376</b>
<b>Staffing</b>				
Travel	5,000	2,962	5,000	0
Staff Training & Development	10,000	13,793	10,000	0
<b>Subtotal</b>	<b>15,000</b>	<b>16,755</b>	<b>15,000</b>	<b>0</b>
<b>Administration</b>				
Administration Fees	186,779	180,911	170,756	-16,023
Professional Fees	10,000	19,282	8,000	-2,000
Office Expenses	12,595	5,620	11,289	-1,306
Insurance	8,000	7,741	9,000	1,000
<b>Subtotal</b>	<b>217,374</b>	<b>213,554</b>	<b>199,045</b>	<b>-18,329</b>
<b>Program Cost</b>				
Client Supports	210,880	73,643	238,816	27,936
Program Supplies/ Equipment	10,000	5,618	10,000	0
Technical Support	18,000	53,763	18,000	0
Employer Incentives	168,075	163,381	140,154	-27,921
Fundraising Expenses				0
Advertising, Promotion & Printing	20,500	10,818	20,500	0
<b>Subtotal</b>	<b>427,455</b>	<b>307,223</b>	<b>427,470</b>	<b>15</b>
<b>Occupancy</b>				
Shared Occupancy Costs	101,700	102,467	101,700	0
Rent				0
Property Tax				0
Repairs & Maintenance		11,108		0
Telephone & Communications	10,000	4,937	10,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	5,000	1,299	5,000	0
Depreciation	21,051	25,769	21,051	0
Interest & Debt Repayment				0
<b>Subtotal</b>	<b>137,751</b>	<b>145,580</b>	<b>137,751</b>	<b>0</b>
<b>Total Expense</b>	<b>1,423,742</b>	<b>1,250,826</b>	<b>1,366,052</b>	<b>-57,690</b>
<b>Net Surplus/Deficit</b>	<b>0</b>	<b>-2</b>	<b>-0</b>	<b>0</b>



2020 2021 Operating Budget  
Youth Justice

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue	48,300	47,517	50,300	2,000
Grants & Contributions				0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	952	564	0	-952
Amortization of Deferred Capital Contribution	455	270	455	0
<b>Total Revenues</b>	<b>49,707</b>	<b>48,351</b>	<b>50,755</b>	<b>1,048</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	27,741	23,496	34,384	6,643
Benefits	5,091	5,411	6,916	1,825
<b>Subtotal</b>	<b>32,832</b>	<b>28,907</b>	<b>41,300</b>	<b>8,468</b>
<b>Staffing</b>				
Travel	1,200	2,142	1,000	-200
Staff Training & Development	500	1,619	1,000	500
<b>Subtotal</b>	<b>1,700</b>	<b>3,761</b>	<b>2,000</b>	<b>300</b>
<b>Administration</b>				
Administration Fees	4,800	4,170	1,200	-3,600
Professional Fees	500	451		-500
Office Supplies	420	86	400	-20
Insurance	1,000	812	1,000	0
<b>Subtotal</b>	<b>6,720</b>	<b>5,519</b>	<b>2,600</b>	<b>-4,120</b>
<b>Program Cost</b>				
Client Supports	750	190	1,000	250
Program Supplies/ Equipment	1,450	315	500	-950
Technical Support	1,000	4,063	500	-500
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing				0
<b>Subtotal</b>	<b>3,200</b>	<b>4,568</b>	<b>2,000</b>	<b>-1,200</b>
<b>Occupancy</b>				
Shared Occupancy Costs	3,800	3,804	2,400	-1,400
Rent				0
Property Tax				0
Repairs & Maintenance				0
Telephone & Communications	1,000	1,522		-1,000
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation	455	270	455	0
Interest & Debt Repayment				0
<b>Subtotal</b>	<b>5,255</b>	<b>5,596</b>	<b>2,855</b>	<b>-2,400</b>
<b>Total Expense</b>	<b>49,707</b>	<b>48,351</b>	<b>50,755</b>	<b>1,048</b>
<b>Net Surplus/Deficit</b>	<b>-0</b>	<b>0</b>	<b>0</b>	<b>1</b>



2020 2021 Operating Budget  
Literacy & Basic Skills

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
<b>Revenue</b>				
Government Revenue	228,133	227,017	228,133	0
Grants & Contributions				0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	0		0	0
Amortization of Deferred Capital Contribution	3,487	5,383	3,487	0
<b>Total Revenues</b>	<b>231,620</b>	<b>232,400</b>	<b>231,620</b>	<b>0</b>
<b>Operating Expenses</b>				
<b>Wages &amp; Benefits</b>				
Wages	111,687	119,745	111,687	-0
Benefits	22,337	18,083	22,337	0
<b>Subtotal</b>	<b>134,024</b>	<b>137,828</b>	<b>134,024</b>	<b>-0</b>
<b>Staffing</b>				
Travel	1,500	192	1,500	0
Staff Training & Development	4,000	3,645	4,000	0
<b>Subtotal</b>	<b>5,500</b>	<b>3,837</b>	<b>5,500</b>	<b>0</b>
<b>Administration</b>				
Administration Fees	28,954	26,016	28,954	0
Professional Fees	3,000	1,719	3,000	0
Office Supplies	1,530	185	1,530	0
Insurance	2,100	2,023	2,100	0
<b>Subtotal</b>	<b>35,584</b>	<b>29,943</b>	<b>35,584</b>	<b>0</b>
<b>Program Cost</b>				
Client Supports	5,400	0	5,400	0
Program Supplies/ Equipment	2,500	954	2,500	0
Technical Support	6,000	17,221	6,000	0
Employer Incentives		713		0
Fundraising Expenses				0
Advertising, Promotion & Printing	500		500	0
<b>Subtotal</b>	<b>14,400</b>	<b>18,888</b>	<b>14,400</b>	<b>0</b>
<b>Occupancy</b>				
Shared Occupancy Costs	30,375	30,300	30,375	0
Rent				0
Property Tax				0
Repairs & Maintenance		3,249		0
Telephone & Communications	6,000	2,972	6,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	2,250		2,250	0
Depreciation	3,487	5,383	3,487	0
Interest & Debt Repayment				0
<b>Subtotal</b>	<b>42,112</b>	<b>41,904</b>	<b>42,112</b>	<b>0</b>
<b>Total Expense</b>	<b>231,620</b>	<b>232,400</b>	<b>231,620</b>	<b>-0</b>
<b>Net Surplus/Deficit</b>	<b>0</b>	<b>0</b>	<b>-0</b>	<b>-0</b>

# Corporation of the City of Port Colborne Grant Application

The granting program is divided into two specific periods. First due date is January 31<sup>st</sup> of each year and the second due date is June 30<sup>th</sup> of each year. Your organization can only apply **once** in a fiscal period.

Please keep responses to the following questions to three or four pages in total. In addition, please be sure to supply **all** of the required attachments listed. Failure to answer all questions and supply requested documentation will result in the rejection of your application.

**Six copies of your completed application must be received by 4:30 p.m. on the appropriate due date. If the due date falls on a weekend, the application is due on the following Monday.**

**Late or incomplete applications will not be considered.**

Applications may be sent or dropped off as follows:

Nancy Giles, Executive Assistant  
City of Port Colborne  
66 Charlotte Street  
Port Colborne, ON L3K 3C8 (after hours drop box available)  
Fax: 905-835-2969  
Email: [mayoradmin@portcolborne.ca](mailto:mayoradmin@portcolborne.ca)

1. Date	June 25, 2020
2. Name of Organization	Port Cares (Community Association for Resource Extension)
3. Current contact information (include address, phone, fax, email, contact person, name and title of senior staff person)	Christine Clark Lafleur, Executive Director 92 Charlotte Street, Port Colborne, ON L3K 3E1 E: <a href="mailto:Christine.ClarkLafleur@portcares.ca">Christine.ClarkLafleur@portcares.ca</a> T: (905) 834-3629 F: (905) 835-6600
4. What is your purpose or mission statement?	Our Mission: To help those in our community with social and economic needs improve their quality of life.  Our Vision: Port Cares inspires and provides help, hope and opportunity for all in our community to achieve their potential.  Our Values: We provide help, without judgement We are all accountable to one another We treat everyone with respect We work collaboratively together
5. What is the total amount you are requesting for this grant?	\$5,000

<p>6. What is the proposed use of these funds? (please attach a detailed budget for the use of the funds and any written explanation)</p>	<p>If selected as a successful recipient, funds from this grant will be used for supporting the Port Cares Reach Out Centre charitable programs operational costs. The Reach Out Centre food security and other charitable support programs are solely reliant on fundraising, grants and donations.</p> <p>Due to the COVID-19 state of emergency, Port Cares has postponed or cancelled various fundraising activities/events which are vital to the continuance of these support programs. It is unclear at this time whether or not fundraising events will be possible over the next 12 months or beyond.</p> <p>(SEE ATTACHED BUDGET)</p>
<p>7. Please provide a brief description of your initiatives/programs. (summarize for which programs/activities your organization will use the funds)</p>	<p>Port Cares campaigns and holds various fundraising events annually for generating the funds needed for continuing to provide services such as foodbank, school children's lunch kit program, senior's emergency food hamper delivery, and community meals, as well as seasonal support programs including Back to School backpacks in the fall, Coats for Kids and Adults in the winter and Christmas support programs among others. All the support programs are offered to Port Colborne/Wainfleet residents living in poverty conditions.</p> <p>The Reach Out Centre operates with a predominantly volunteer-based team and minimal staff, providing on-going opportunities for social inclusion, community service, co-operative education or summer student program placements, with regular attendances by community partner agencies such as Public Health "Health Bus Clinic", Niagara ID Clinic, Positive Living Niagara "Streetworks", Bridges Community Health Centre, Canadian Mental Health Association, and others.</p> <p>The Centre is an outlet for food recovery programs and initiatives taking place in collaboration with various local food retailers and other food manufacturing or food service establishments. Thousands of pounds of reclaimed food products are diverted from landfills every year, which food undergoes rigorous quality control/assurance measures, consistent with Canada Food Inspection Agency and Public Health guidelines. Recovered food helps provide a variety and volume of food inventory for distribution to those in need.</p>
<p>8. What is the overall outcome that you hope to achieve through your initiative? (tell us</p>	<p>This grant would assist Port Cares in filling part of the financial gap created by the lost fundraising</p>

<p>how the community will be better as a result of your program)</p>	<p>opportunities. In Port Cares Annual Report for the 2018-2019 fiscal year, revenue from fundraising events represented \$113,674 of the approximate \$246,000 in funding used for operating the Reach Out Centre annually.</p> <p>In supporting Port Cares through operating funds for the Reach Out Centre programs, the City of Port Colborne would in turn, contribute to the continuation of these support services provided to the most vulnerable in the community. Help us ensure no one goes hungry in our community.</p>
<p>9. Who benefits from your activities and how many people receive services? (Describe any special characteristics about the people who participate in your programs/activities. If your program is a regional program, specify the number of clients served by geographic area using municipal boundaries.)</p>	<p>The Reach Out Centre supports approximately 1,430 unique individuals, 30% of which are children under 18 years. From April 1<sup>st</sup> 2019 through March 31<sup>st</sup> 2020, there were 7,277 foodbank visits and approximately 203,500 pounds of food distributed to local individuals and families living in poverty conditions and struggling with food insecurity. There are currently 475 registrants, with 60-70 people attending 3 days/week to access the Community Meal Program. These unique individuals are Port Colborne and Wainfleet residents of all ages and walks of life.</p>
<p>10. How does your organization work with others in the community? (Indicate any current formal or informal partnerships, collaborations or networks that are of benefit to your organization. Indicate any membership affiliations - national, provincial, regional or local).</p>	<p>The Reach Out Centre hosts representatives from various community service agencies across Niagara, providing opportunities for other agencies to extend services to mutual clients either on a one-on-one basis or in a group setting for information sharing/referral. Partner agencies include Canadian Mental Health Association ("CMHA"), Bridges Community Health Centre, Public Health outreach nurses and mental health caseworkers, Niagara ID Clinic, Positive Living Niagara "Streetworks", Gateway Residential and Community Support services, Behavioural Services Ontario, Family and Children's Services, Community Addiction Services of Niagara ("CASON"), Contact Niagara, Pathstone, The RAFT, Community Living Port Colborne/Wainfleet, Ontario Works caseworkers, and Probation and Parole for both adults and youth.</p> <p>Port Cares has both formal and informal partnerships with various community groups such as the Port Colborne/Wainfleet Lions Clubs, Port Colborne Fire Services, Wainfleet Volunteer Firefighters, Port Colborne High School, Lakeshore Catholic High School, the Port Colborne/Wainfleet Ministerial group, Port Colborne public and catholic elementary schools, and Niagara College Culinary, among others. The Reach Out Centre has on-going</p>

	<p>food recovery/donation arrangements with every major grocery store (Sobey's, Food Basics &amp; No Frills), ADM Milling, Pinty's Delicious Foods, Northern Gold, E.D. Smith, Original Foods, Super Mario's Pizza, etc.</p> <p>Port Cares is a member of the national Food Banks Canada, provincial Feed Ontario and Niagara Food Security Network food bank networks. The charitable programs are supported in part by United Way Niagara and various other charitable foundations through community grants.</p>
<p>11. Do volunteers assist your organization?</p>	<p>Port Cares Reach Out Centre programs operate on a predominantly volunteer-driven team, with approximately 60 volunteers on the current roster. In partnership with various schools/agencies such as Niagara College, Trillium College, and John Howard Society, the Reach Out Centre hosts on-going community service and co-operative education placements.</p>
<p>12. How does your Board of Directors ensure the organization is accountable? (please include such information as policies and long term or strategic plans)</p>	<p>5-year Strategic Plan (09/30/2017), reviewed/revised annually at minimum; Annual audits performed by DJB Chartered Accounting Professionals; public Annual General Meetings and Annual Reports to stakeholders, agency staff and the community. The Board oversees a quarterly program performance scorecard which reports agency progress on funded as well as internally set performance targets to ensure accountability and stewardship.</p>
<p>13. How will you evaluate your activities to know you have been successful? (Describe any measurement tools used to evaluate programs/activities such as statistical data, questionnaires, interviews, outstanding achievements, etc.)</p>	<p>Regular, on-going financial and statistical analysis, which takes place as a part of Port Cares' regular organizational processes. Utilizing the food bank network's "Link2Feed" database for reviewing and reporting foodbank client information/access, Excel Inventory tracking of all food donations received/distributed, and other databases/reporting methods, with monthly, quarterly and annual reports on access levels and activities of all Port Cares programs.</p> <p>Financial controls, reviews and auditing take place monthly throughout the year, including monthly, quarterly and annual disclosure/review/approval of financial statements, budgets and processes by the Board of Directors Finance and Audit Committee, developed and advised by DLD Business Support Services, and auditing performed by DJB Chartered Professional Accountants.</p>
<p>14. Type of Organization</p>	<p>Not-for-profit</p>

	Registered Charity - registration # 11909 6493 RR0001	X
	Other	

<b>Attachments:</b>	<b>Included:</b>
Cover letter signed by Board Chair	X
Current list of Board of Directors including name and office of the members.	X
Detailed budget for the next 12 months approved by the Board of Directors – include all sources of revenue and all proposed expenses.	X
Most recent financial statements.	X
Property report outlining property acquired/renovated using the grant funds and the total value of the funds applied to the property	N/A

**Failure to include all attachments will result in an incomplete application.**



June 25, 2020

Nancy Giles, Executive Assistant  
City of Port Colborne  
66 Charlotte Street,  
Port Colborne, ON L3K 3C8

SENT BY EMAIL TO: MAYORADMIN@PORTCOLBORNE.CA

Dear Ms. Giles;

RE: COPC Grant Application

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On behalf of Port Cares and the people we serve, please accept this grant application made to the Corporation of the City of Port Colborne for the second period of the 2020/2021 fiscal year. As we endeavour to fulfill our mission to inspire and provide help, hope and opportunity for all in our community to achieve their potential, we look forward to opportunities to work collaboratively together to continue to build a stronger community.

Included in this package please find the completed COPC Grant Application form, current list of the Port Cares Board of Directors, detailed budget for the next 12 months as approved by the Board of Directors, and most recent financial statements for the agency.

In supporting Port Cares through this grant, the City of Port Colborne would in turn contribute to the continuation of the agency's charitable and vital support services provided to the most vulnerable of Port Colborne residents. Together we can ensure no one goes hungry in our community.

Thank you in advance for your consideration.

Sincerely,

Mike Bendia, Chair Board of Directors, Port Cares

Cc: Christine Clark Lafleur, Executive Director, Port Cares



CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

DURWARD JONES BARKWELL  
& COMPANY LLP

Big enough to know. SMALL ENOUGH TO CARE.

171 Division Street  
P.O. Box 9  
Welland, ON L3B 5N9  
T. 905.735.2140  
TF. 866.552.0997  
F. 905.735.4706

## INDEPENDENT AUDITOR'S REPORT

**To the Board of Directors of  
Port Colborne Community Association for Resource Extension:**

### **Qualified Opinion**

We have audited the accompanying financial statements of Port Colborne Community Association for Resource Extension (the Organization), which comprise the statement of financial position as at March 31, 2020 and the statements of operations, changes in unrestricted net assets and of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **Basis for Qualified Opinion**

In common with many not-for-profit organizations, the Organization derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to donation and fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2020 and 2019, current assets as at March 31, 2020 and 2019, and net assets as at April 1 and March 31 for both the 2020 and 2019 years. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

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

### **Responsibilities of Management and Those Charged With Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

## Port Cares Board of Directors Listing Table:

Board Position	Name	Workplace	Email Address
President	Mike Bendia (Chair)	Retired, Deputy Fire Ch	mbendia@sympatico.ca
Past President	Midge Butson (Vice Ch)	Sr. Manager, Meridian	Midge.Butson@meridia
Treasurer	Sharon Letwin	GM, Boggio Family of P	sharon@boggios.com
Secretary	Jan Marshall	Retired, Toronto Blue J	wmarshall6@cogeco.ca
Director	Stephanie Babin	HR Manager	stephanie.babin@henry
Director	Cathy Boggio	Owner, Boggion Family	larry.cathy@gmail.com
Director	Scott Luey	CAO, City of Port Colbo	cao@portcolborne.ca
Director	Ashleigh Miatello	PhD Candidate, McMas	askrubbeltrang@gmail.c
Director	Nicki Lumsden	Realty Office Owner & F	nicki.l@remax-welland.c
Director	Carl Santoni	Retired - IT Professiona	carl@santoni.ca
Director	Angie Desmarais	City Councillor Port Col	angiedesmarais@portcc
Director	Greg Bartman	Financial Analyst - Meri	Greg.Bartman@meridia

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

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

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

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

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

*Durward Jones Barkwell & Company LLP*

**Durward Jones Barkwell & Company LLP**  
**Licensed Public Accountants**

June 10, 2020



**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

STATEMENT OF OPERATIONS  
YEAR ENDED MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
<b>REVENUE</b>		
Program and other grants	\$ 2,643,240	\$ 2,777,809
Donations	225,969	109,730
Fundraising events	75,593	113,674
Rental income	55,534	66,685
Other income	45,086	30,796
Amortization of deferred capital contributions	78,260	63,424
	<u>3,123,682</u>	<u>3,162,118</u>
<b>EXPENSES</b>		
Administration fees	341,529	361,674
Amortization of property and equipment	148,036	146,914
Employee incentives	163,051	239,626
Fundraising	19,002	25,184
Insurance	33,039	35,797
Interest on short-term debt	13,414	18,823
Municipal taxes	6,328	6,676
Office and administration	36,981	40,501
Professional fees	114,860	119,813
Program occupancy	249,847	231,864
Program supplies and client support	145,812	153,702
Repairs and maintenance	176,459	151,157
Rent	18,992	11,013
Salaries and benefits	1,867,152	1,817,472
Staff training	35,478	22,059
Staff travel	14,200	12,356
Telephone and utilities	77,809	72,316
	<u>3,461,989</u>	<u>3,466,947</u>
Less: expense recoveries	<u>(591,376)</u>	<u>(593,538)</u>
	<u>2,870,613</u>	<u>2,873,409</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES (Page 13)</b>	<b>\$ 253,069</b>	<b>\$ 288,709</b>

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

STATEMENT OF CHANGES IN UNRESTRICTED NET ASSETS  
YEAR ENDED MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
<b>UNRESTRICTED NET ASSETS, BEGINNING OF YEAR</b>	<b>\$ 651,681</b>	<b>\$ 512,972</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>253,069</b>	<b>288,709</b>
<b>ALLOCATION TO PROGRAM CONTINUATION RESERVE (Note 8)</b>	<b>(100,000)</b>	<b>(100,000)</b>
<b>ALLOCATION TO CAPITAL REPLACEMENT RESERVE (Note 9)</b>	<b>(75,000)</b>	<b>(50,000)</b>
<b>UNRESTRICTED NET ASSETS, END OF YEAR</b>	<b>\$ 729,750</b>	<b>\$ 651,681</b>

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

STATEMENT OF FINANCIAL POSITION  
MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
<b>ASSETS</b>		
<b>Current assets</b>		
Cash	\$ 1,323,432	\$ 1,025,531
Cashable investment certificate	-	304,781
Accounts receivable	2,224	33,360
HST recoverable	25,580	29,157
Prepaid expenses	9,263	4,439
	<u>1,360,499</u>	<u>1,397,268</u>
Cashable investment certificate (2.9%, matures June 2022)	313,065	-
Property, vehicle and equipment (Note 2)	<u>1,894,724</u>	<u>1,986,067</u>
	<u>\$ 3,568,288</u>	<u>\$ 3,383,335</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Demand loans payable (Note 3)	\$ 196,581	\$ 319,559
Accounts payable and accrued charges (Note 4)	501,925	473,580
Client care obligations (Note 5)	86,696	86,015
	<u>785,202</u>	<u>879,154</u>
Deferred contributions (Note 6)	196,560	181,245
Deferred capital contributions (Note 7)	1,076,776	1,066,255
Commitment (Note 10)		
	<u>2,058,538</u>	<u>2,126,654</u>
<b>NET ASSETS</b>		
Program continuation reserve (Note 8)	350,000	250,000
Capital replacement reserve (Note 9)	430,000	355,000
Unrestricted net assets	<u>729,750</u>	<u>651,681</u>
	<u>1,509,750</u>	<u>1,256,681</u>
	<u>\$ 3,568,288</u>	<u>\$ 3,383,335</u>

Approved by the Board:

..... Director

..... Director

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

STATEMENT OF CASH FLOWS  
YEAR ENDED MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 253,069	\$ 288,709
Items not affecting cash		
Amortization of property, vehicle and equipment	148,036	146,914
Amortization of deferred grants	(78,260)	(63,424)
	<b>322,845</b>	372,199
Changes in non-cash operating assets and liabilities		
Accounts receivable	31,136	(13,058)
HST recoverable	3,577	(4,083)
Prepaid expenses	(4,824)	2,382
Accounts payable and accrued charges	28,345	294,852
Deferred contributions	15,315	101,491
Client care obligations	681	(45,756)
	<b>397,075</b>	708,027
<b>INVESTING ACTIVITIES</b>		
Purchase of property, vehicle and equipment	(56,694)	(52,808)
Increase in investments	(8,284)	(304,781)
Capital grants	88,782	6,828
	<b>23,804</b>	(350,761)
<b>FINANCING ACTIVITY</b>		
Repayment of demand loans	(122,978)	(134,153)
<b>INCREASE IN CASH</b>	<b>297,901</b>	223,113
<b>CASH, BEGINNING OF YEAR</b>	<b>1,025,531</b>	802,418
<b>CASH, END OF YEAR</b>	<b>\$ 1,323,432</b>	\$ 1,025,531

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2020

**1. SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION**

***Basis of accounting***

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

***Nature of business***

Port Colborne Community Association for Resource Extension is a non-profit organization that was incorporated without share capital in January, 1988 under the laws of the Province of Ontario. The Organization's main objective is to identify quality of life needs of the residents of Port Colborne, and surrounding areas and to undertake initiatives in response to those needs.

***Revenue recognition***

The Organization follows the deferral method of accounting for funding and contributions. Under this method, unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted grants or contributions are recognized as revenue in the year in which the related expenses are incurred. All other revenue is recognized as income when earned.

***Deferred contributions***

Deferred contributions represent restricted operating revenue received in the year that is related to program spending commitments in a subsequent year.

***Deferred capital contributions***

The Organization has received grants and donations to fund capital assets. These grants are being amortized at the same rate as the corresponding capital assets.

***Income taxes***

No provision has been made for income taxes in these financial statements as this entity is exempt from income taxes under section 149(1)(l) of the Canadian Income Tax Act.

***Capital assets***

Capital assets are recorded at cost and are amortized using the straight-line method over their estimated useful lives as follows:

Buildings	25 years
Office furniture and equipment	5 years
Computer equipment	4-5 years
Vehicle	5 years

Additions are amortized from the month of acquisition. Disposals are amortized until the month of disposal.

***Long-lived assets***

Long-lived assets are tested for recoverability if events or changes in circumstances indicate that the carrying amount may not be recoverable. The carrying amount of the long-lived asset is not recoverable if the carrying amount exceeds the sum of the undiscounted cash flows expected to result from its use and eventual disposition. Impairment losses are measured as the amount by which the carrying amount of a long-lived asset exceeds its fair value.

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2020

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***Financial instruments***

**(a) Measurement of financial instruments**

The Organization initially measures its financial assets and financial liabilities at their fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributed to the instrument.

The Organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, which are subsequently measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, cashable investment certificates and accounts receivable.

Financial liabilities measured at amortized cost include demand loans payable, accounts payable and accrued charges and client care obligations.

**(b) Impairment**

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations. The write-down reflects the difference between the carrying amount and the higher of:

- (a) the present value of the cash flows expected to be generated by the asset or group of assets;
- (b) the amount that could be realized by selling the asset or group of assets;
- (c) the net realizable value of any collateral held to secure repayment of the asset or group of assets.

When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the statement of operations up to the amount of the previously recognized impairment.

***Contributed services and materials***

The Organization relies on varying levels of volunteer work to assist in carrying out its activities. Due to the difficulty in estimating the fair value of contributed services, no amounts for contributed services are recognized in the financial statements.

***Use of estimates***

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates, as additional information becomes available in the future. Significant estimates and assumptions are used when accounting for items such as allowances for amounts receivable, determination of useful lives and impairment of capital assets, accrued charges, deferred contributions, program surpluses repayable, revenue recognition, allocation of program revenue and expenses and contingent liabilities.

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**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2020

**2. PROPERTY, VEHICLE AND EQUIPMENT**

	<u>2020</u>		<u>2019</u>	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Land	\$ 351,298	\$ -	\$ 351,298	\$ -
Buildings	2,933,907	1,504,968	2,933,907	1,387,612
Office furniture and equipment	241,691	207,776	241,691	195,161
Computer hardware	208,732	177,628	208,732	166,788
Vehicle	56,692	7,224	-	-
	<u>3,792,320</u>	<u>1,897,596</u>	<u>3,735,628</u>	<u>1,749,561</u>
Net book value	<u>\$ 1,894,724</u>		<u>\$ 1,986,067</u>	

**3. DEMAND LOANS PAYABLE**

	<u>2020</u>	<u>2019</u>
Demand loan payable - Meridian Credit Union, interest at 5.52%, payable in monthly instalments of \$5,254, due July 2025.	\$ 90,554	\$ 146,881
Demand loan payable - Meridian Credit Union, interest at 4.68%, payable in monthly instalments of \$6,112, due March 2025.	<u>106,027</u>	<u>172,678</u>
	<u>\$ 196,581</u>	<u>\$ 319,559</u>

The Organization has available an operating loan facility which bears interest at prime plus 2.00%. The maximum operating credit facilities is \$100,000.

The above-noted credit facilities are secured by a general security agreement, first and second mortgages on the property and building at 92 Charlotte Street and 176 Catharine Street for \$800,000 and \$300,000, respectively, and assignment of rents and leases.

The terms of the credit facilities require that the Organization maintain certain financial covenants related to debt service ratio. As at March 31, 2020, the Organization is in compliance with this covenant.

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2020

**4. ACCOUNTS PAYABLE AND ACCRUED CHARGES**

	<u>2020</u>	<u>2019</u>
Trade accounts payable	\$ 55,559	\$ 161,909
Due to funders	288,826	76,283
Accrued charges		
Professional fees	42,350	15,071
Wages and vacation	68,760	134,880
Other	46,430	85,437
	<b>\$ 501,925</b>	<b>\$ 473,580</b>

**5. CLIENT CARE OBLIGATIONS**

Client care obligations represent expenses to be paid on behalf of clients of the Organization. In the event that funding is not spent, funding would be returned to the funding organization.

**6. DEFERRED CONTRIBUTIONS**

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 181,245	\$ 79,754
Amount recognized as revenue in the year	(181,245)	(79,754)
Amount received related to subsequent years	196,560	181,245
	<b>\$ 196,560</b>	<b>\$ 181,245</b>

The deferred contributions relate to funding received during the year for expenditures that span beyond the current fiscal year. The amount of funding received but not yet spent at the end of the fiscal year was deferred and will be recognized when the related expenses have been incurred.

**7. DEFERRED CAPITAL CONTRIBUTIONS**

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 1,066,255	\$ 1,122,851
Funds received during the year	88,782	6,828
Amortization to revenues during the year	(78,261)	(63,424)
	<b>\$ 1,076,776</b>	<b>\$ 1,066,255</b>

Deferred capital contributions represent government contributions received for the purchase of capital assets. The amount of amortization to fund revenues is equivalent to the annual amortization expense of the related capital assets.

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2020

**8. PROGRAM CONTINUATION RESERVE**

	<u>2020</u>	<u>2019</u>
Program Continuation Reserve, beginning of year	\$ 250,000	\$ 150,000
Net allocation in year	<u>100,000</u>	<u>100,000</u>
Program Continuation Reserve, end of year	<u>\$ 350,000</u>	<u>\$ 250,000</u>

The above noted reserve fund is internally restricted and created by the Organization. The funds are restricted for use at the discretion of the Board, in whole or in part, to support program continuation costs in the event that program funding is discontinued.

**9. CAPITAL REPLACEMENT RESERVE**

	<u>2020</u>	<u>2019</u>
Capital Replacement Reserve, beginning of year	\$ 355,000	\$ 305,000
Net allocation in year	<u>75,000</u>	<u>50,000</u>
Capital Replacement Reserve, end of year	<u>\$ 430,000</u>	<u>\$ 355,000</u>

The above noted reserve fund is internally restricted and created by the Organization. The funds are restricted for use at the discretion of the Board, in whole or in part, for future capital asset replacement and maintenance costs.

**10. COMMITMENT**

The Organization leases facilities for its Ontario Early Years program for the Seaway Mall site under a lease agreement which expires January 31, 2025. There is an option to renew the lease for an additional five year period.

The minimum lease payments required under the terms of the lease are:

Years ending March 31,	2021	\$ 16,860	
	2022	17,703	
	2023	18,588	
	2024	19,517	
	2025	<u>16,938</u>	
		<u>\$ 89,606</u>	

**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS  
MARCH 31, 2020

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**11. FINANCIAL RISK MANAGEMENT**

The Organization has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include interest rate risk, market (other price) risk, credit risk, and liquidity risk. Price risk arises from changes in interest rates, foreign currency exchange rates and market prices.

(a) Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Organization is exposed to interest rate risk since changes in interest rates may impact the Organization's borrowing costs. The Organization does not use any derivative instrument to reduce its exposure to interest rate risk.

It is management's opinion that the Organization is not exposed to significant market (other price), liquidity, currency or credit risks arising from its financial instruments.

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**12. ECONOMIC DEPENDENCE**

The Organization's primary source of operating funding is derived from the Ministry of Training, Colleges and Universities. Should these contributions cease, the Organization would need to consider its ability to continue its current operations.

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**13. IMPACT OF COVID-19 PANDEMIC**

Since December 31, 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of nonessential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown.

The Organization has determined that adjustments to the financial statements are not required as a result of these events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Organization for future periods.

On March 16, 2020, in response to the spread of COVID-19, the Organization temporarily closed its six EarlyOn centres across the region in an effort to protect the health of the community during this time. All other programming has continued in modified capacities.

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**PORT COLBORNE COMMUNITY ASSOCIATION  
FOR RESOURCE EXTENSION  
(PORT CARES)**

SCHEDULE OF OPERATIONS BY PROGRAM  
YEAR ENDED MARCH 31, 2020

	Port Cares Admin	Client Services and Reach Out	Housing	Literacy and Basic Skills	Youth Justice Committee	Employment Services Program	Ontario Early Years Centre	2020	2019
<b>REVENUE</b>									
Program and other grants	\$ -	\$ 32,307	\$ 302,291	\$ 215,666	\$ 47,517	\$ 1,204,322	\$ 841,137	\$ 2,643,240	\$ 2,777,809
Donations	89,586	132,206	2,433	-	-	-	1,744	225,969	109,730
Fundraising events	17,534	58,059	-	-	-	-	-	75,593	113,674
Rental income	55,534	-	-	-	-	-	-	55,534	66,685
Other income	22,662	21,860	-	-	564	-	-	45,086	30,796
Amortization of deferred capital contributions	50,408	-	-	4,452	-	23,400	-	78,260	63,424
	<b>235,724</b>	<b>244,432</b>	<b>304,724</b>	<b>220,118</b>	<b>48,081</b>	<b>1,227,722</b>	<b>842,881</b>	<b>3,123,682</b>	<b>3,162,118</b>
<b>EXPENSES</b>									
Administration fees	-	19,500	28,794	26,017	4,171	180,910	82,137	341,529	361,674
Amortization of property and equipment	120,184	-	-	4,452	-	23,400	-	148,036	146,914
Employee incentives	-	-	-	713	-	162,338	-	163,051	239,626
Fundraising	19,002	-	-	-	-	-	-	19,002	25,184
Insurance	11,538	2,924	1,690	2,023	812	7,741	6,311	33,039	35,797
Interest on short-term debt	13,414	-	-	-	-	-	-	13,414	18,823
Municipal taxes	6,328	-	-	-	-	-	-	6,328	6,676
Office and administration	27,647	50	722	919	330	4,740	2,573	36,981	40,501
Professional fees	71,997	2,411	5,013	1,719	451	19,282	13,987	114,860	119,813
Program occupancy	-	27,996	17,508	30,300	3,804	102,467	67,772	249,847	231,864
Program supplies and client support	23,990	15,034	3,280	220	260	92,002	11,026	145,812	153,702
Repairs and maintenance	81,561	14,378	9,451	9,118	4,063	45,436	12,452	176,459	151,157
Rent	-	-	-	-	-	-	18,992	18,992	11,013
Salaries and benefits	146,517	159,041	214,466	137,828	28,907	567,714	612,679	1,867,152	1,817,472
Staff training	7,088	995	3,075	3,645	1,619	13,793	5,263	35,478	22,059
Staff travel	5,004	839	970	192	2,142	2,962	2,091	14,200	12,356
Telephone and utilities	56,381	1,684	2,715	2,972	1,522	4,937	7,598	77,809	72,316
	<b>590,651</b>	<b>244,852</b>	<b>287,684</b>	<b>220,118</b>	<b>48,081</b>	<b>1,227,722</b>	<b>842,881</b>	<b>3,461,989</b>	<b>3,466,947</b>
Less: expense recoveries	(591,376)	-	-	-	-	-	-	(591,376)	(593,538)
	<b>(725)</b>	<b>244,852</b>	<b>287,684</b>	<b>220,118</b>	<b>48,081</b>	<b>1,227,722</b>	<b>842,881</b>	<b>2,870,613</b>	<b>2,873,409</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES</b>	<b>\$ 236,449</b>	<b>\$ (420)</b>	<b>\$ 17,040</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 253,069</b>	<b>\$ 288,709</b>

DURWARD JONES BARKWELL & COMPANY LLP Chartered Professional Accountants

**City of Port Colborne  
Special Council Meeting 33-20  
Minutes**

**Date:** November 16, 2020

**Time:** 5:00 p.m.

**Place:** Municipal Offices, Committee Room 3,  
66 Charlotte Street, Port Colborne

**Members Present:** M. Bagu, Councillor (via Zoom)  
G. Bruno, Councillor  
R. Bodner, Councillor  
F. Danch, Councillor (via Zoom)  
A. Desmarais, Councillor  
D. Kalailieff, Councillor (via Zoom)  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor

Absent: E. Beaugard, Councillor

**Staff Present:** B. Boles, Director of Corporate Services/Treasurer (Item b)  
T. Cartwright, Fire Chief (Item b)  
A. LaPointe, Manager of Legislative Services/City Clerk  
S. Lawson, Deputy Fire Chief (Item b)  
G. Long, Manager of Strategic Initiatives (Item a)  
S. Luey, Chief Administrative Officer  
M. Murray, Manager of Human Resources (Item b)

**Others:** Ian Hamilton, Hamilton-Oshawa Port Authority (HOPA)  
Gina Delle Rose-Ash, Hamilton-Oshawa Port Authority (HOPA)

**1. Call to Order:**

Mayor Steele called the meeting to order.

**2. Introduction of Addendum Items:**

Nil.

**3. Confirmation of Agenda:**

**No. 255** Moved by Councillor H. Wells  
Seconded by Councillor R. Bodner

**7. Report/Motions Arising From Closed Session:**

- (a) Memorandum of Understanding regarding Hamilton-Oshawa Port Authority, 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.**

The City Clerk reported that direction was provided to staff during closed session in accordance with the *Municipal Act, 2001*.

- (b) Chief Administrative Officer Report No. 2020-175, concerning a Human Resources update, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Subsection 239(2)(d) labour relations or employee negotiations.**

The City Clerk reported that direction was provided to staff during closed session in accordance with the *Municipal Act, 2001*.

**8. Consideration of By-laws**

**No. 258** Moved by Councillor M. Bagu  
Seconded by Councillor R. Bodner

That the following by-laws be enacted and passed:

6839/89/20	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 November 16, 2020
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CARRIED

**9. Adjournment:**

Mayor Steele adjourned the meeting at approximately 8:45 p.m.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Amber LaPointe  
City Clerk

**MINUTES of the 7<sup>th</sup> Regular Board Meeting of 2020**

Tuesday, September 8, 2020, 6:15 p.m.  
Virtual Meeting held via Microsoft Teams

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**Present:**

Michael Cooper (Chair)  
Bryan Ingram (Vice-Chair)  
Councilor Mark Bagu  
Brian Beck  
Valerie Catton  
Jeanette Frenette  
Ann Kennerly  
Cheryl MacMillan  
Scott Luey (CEO)  
Bryan Boles (Treasurer)  
Susan Therrien (Director of Library Services/Board Secretary)

**Regrets:**

Harmony Cooper

**1. Call to Order:**

The Chair called the meeting to order at 6:17 p.m.

**2. Declaration of Conflict of Interest:**

Nil.

**3. Adoption of the Agenda:**

Moved by C. MacMillan

Seconded by J. Frenette

20:043 That the agenda be adopted as circulated.

CARRIED

**4. Approval of the Minutes of the Previous Meeting:**



Moved by J. Frenette

Seconded by A. Kennerly

20:044 That the minutes of the August 18, 2020 meeting be adopted as circulated.

CARRIED

**5. Business Arising from the Minutes:**

Nil.

**6. Consent Items**

**6.1. Circulation Reports**

6.1.1. July 2020

6.1.2. July 2020 Digital Programming

6.1.3. RB Digital Circulation Summary

**6.2. Financial Statement**

6.2.1. September 2, 2020

**6.3. Public Relations Report**

Report submitted by Librarian R. Tkachuk on virtual library programming, e-resources, social media, and community feedback.

**6.4. Media Items**

- *Library Digital Programming Newsletter: September 2020*
- *City Hall News: September 2020*

Moved by C. MacMillan

Seconded by J. Frenette

20:045 That Consent Items 6.1 to 6.4 be received for information purposes.

CARRIED

**7. Discussion Items**



**7.1. Evergreen ILS Migration: Schedule, Training and Reports**

The Board reviewed the status of the Integrated Library System (ILS) migration project to date. The Go-Live date is scheduled for Nov. 19, 2020. During the month of October, library staff will receive online training for OPAC, circulation, cataloguing, and administrative modules. Some sessions will be shared with Welland Public Library to reduce training costs. Staff are engaged in projects to prepare the catalogue and collection in accordance with LINC (Libraries in Niagara Cooperative) cataloguing and collection policies.

**7.2. Libraries in Niagara Cooperative (LiNC): Policies**

**7.2.1. Circulation Policy**

The Board reviewed the Libraries in Niagara Cooperative (LiNC) cataloguing and circulation policies and approved changes to Circulation Policy (OP-17).

Moved by B. Ingram  
Seconded by A. Kennerly

20:046 That the Port Colborne Public Library Board adopts the Libraries in Niagara Cooperative cataloguing policy as presented; and

That the Port Colborne Public Library Board adopts the Libraries in Niagara Cooperative’s circulation policy and revisions to Circulation Policy (OP-12) as presented.

CARRIED

**8. Decision Items**

**8.1. Draft 2021 Operating Budget**

The Board reviewed the draft 2021 Operating Budget.

Moved by B. Ingram  
Seconded by A. Kennerly

20:047 That the 2021 Operating Budget be approved as presented.

CARRIED



**10 Board Members' Items:**

Nil.

**11 Notices of Motion:**

Nil.

**12 Date of the Next Meeting:**

Tuesday, October 6, 2020 at 6:15 p.m.  
Virtual Meeting via Microsoft Teams

**13 Adjournment:**

Moved by J. Frenette  
Seconded by C. MacMillan

20:048 That the meeting be adjourned at 6:45 p.m.  
CARRIED

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Michael Cooper  
Board Chair  
November 3, 2020

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Susan Therrien, Director of Library Services  
Board Secretary  
November 3, 2020



Port Colborne Historical & Marine  
**MUSEUM**

*...more than a museum!*

A meeting of the Board of Management of the Port Colborne Historical and Marine Museum was held September 15, 2020 at 7 p.m. at the L.R. Wilson Heritage Research Archives.

Present On Location: Terry Huffman, Brian Heaslip, Jeff Piniak, Councillor Eric Beauregard, Stephanie Powell Baswick, Abbey Stansfield

Present Via Microsoft Teams: Marcia Turner, Alexander Fazzari, Claudia Brema, Margaret Tanaszi, Cheryl MacMillan, Bina Patel

Regrets: Bert Murphy, Donna Abbott, Bonnie Johnston, John Maloney and Pam Koudjjs,

Minutes of Last Meeting

Moved by: Claudia Brema

Seconded by: Alexander Fazzari

To: Approve the Minutes of the Board of Management from February 18, 2020.  
Motion Carried.

Business Arising From Minutes:  
No Report.

Correspondence:

Stephanie Powell Baswick reported that the newsletters received from other heritage and marine associations and societies are available at the L.R. Wilson Heritage Archives should the board wish to see them.

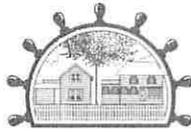
Curator Report:

Stephanie Powell Baswick reported that with the new City policies in place and the ability to meet as a committee of council that sub committees may again resume meeting. These meetings can be hosted at the archives where COVID-19 prevention measures that meet the guidelines set out by the City of Port Colborne's COVID-19 Policies have been implemented.

Stephanie also reported on the new expansion of services that the Museum would like to offer, the "Book A Safe Service". With this service museum patrons would be able to call ahead and book the service they would like from research at the archives to shopping at the gift shop to visiting the gallery to see the new exhibit. Staff is proposing that this model be offered to Museum members after Thanksgiving for a Member's Preview and then extending the offer to a wider public after the preview.

A discussion took place on the specifics of the plan and whether it was keeping in line with City Policy and Procedures. Stephanie reported that the proposed model would be keeping in line with what City Hall and the Library are offering. With this assurance a motion was made.

City of Port Colborne  
**RECEIVED**  
NOV 12 2020  
CORPORATE SERVICES  
DEPARTMENT



Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

Moved by: Margaret Tanaszi

Seconded by: Cheryl MacMillan

To: Approve that staff move forward with the implementation of the Book A Safe Service extension of services offered to members.

Motion Carried.

**Auxiliary Report:**

Stephanie reported that the Tearoom and Schoolhouse now have their new alarm panels installed. Ensign who is enhancing the alarm system is also going to include a new panel in the Garage.

**Programme Committee Report:**

No Report.

**Fundraising Committee Report:**

Alexander Fazzari reported the t shirts are still available for sale. Board Finance Chair, Marica Turner, reported she has sent out a letter to Lower Lakes Towing to see if they would be willing to sponsor this opportunity with the \$5,000 donation they usually give the museum during Canal Days. This money would be used towards admissions and all those who use, "Book A Safe Service," would be informed that their admission has been sponsored by Lower Lakes Towing. A representative from the company has been in touch with Marcia Turner, Finance Chair, to inform her that they received the request and that they are consulting on it.

**Building and Property Committee Report:**

Brian Heaslip reported that now that committees are able to meet that he will be arranging a Museum Walkabout to look at the building and property issues.

**Finance Committee Report:**

Stephanie reported on the proposed 2021 Budget that she has prepared for submission to the City Treasurer. Stephanie explained that with 2020 having been a difficult year financially on many the budget reflects this in a variety of ways. One way is that there is a decrease in the financial contribution expected from the Auxiliary taking into consideration that they were unable to open in 2020. To offset this the Museum has taken advantage of more grant applications than it normally does. Stephanie explained that by having the budget ready and prepared now the Museum will be in a better place to manage its money in 2021.

Moved by: Marcia Turner

Seconded by: Councillor Eric Beauregard

To: Approve the proposed 2021 Operating Budget.

Motion Carried.



Port Colborne Historical & Marine  
**MUSEUM**  
*...more than a museum!*

**Membership Committee Report**

Claudia Brema reported that she would like to discuss with the membership committee the idea of keeping the book a service initiative to be exclusive to Museum Members to entice new members.

**Accession Committee Report:**

Terry Huffman reported that now that committees are able to meet that he will get in touch with the Museum Registrar, Michelle Vosburgh, and arrange a date for the next accession committee meeting.

**Policy Report:**

Policies that are currently in need of review and formal adoption are the City's COVID19 policies that were released in response to the pandemic.

**Marketing and Site Promotion Report:**

Stephanie reported that summer student, Hanna Skala, has put together the new site map of the grounds. Custodian, Frank Habjan has installed it to the side of the carriage house to replace the outdated one.

**Heritage Committee:**

No Report.

**New Business:**

Brian Heaslip inquired about the possibility of a 2020 Christmas in the Village. Stephanie reported that the City is currently in the process of deciding whether or not to extend their no public events until October 31, 2020. Therefore, no official decision has been made for Christmas. However, it remains unlikely that there will be a Christmas in the Village gathering this year.

Cheryl MacMillan reported that she will be in touch with committee members to arrange a program committee meeting.

**Motion to Adjourn:** Eric Beauregard.