



City of Port Colborne
Regular Meeting of Committee of the Whole 03-18
Monday, February 26, 2018 – 6:30 p.m.
Council Chambers, 3rd Floor, 66 Charlotte Street

Agenda

1. **Call to Order:** Deputy Mayor Frank Danch
2. **National Anthem:** Joel Longfellow
3. **Introduction of Addendum and Delegation Items:**
4. **Confirmation of Agenda:**
5. **Disclosures of Interest:**
6. **Adoption of Minutes:**
 - (a) Regular meeting of Committee of the Whole 02-18, held on February 12, 2018.
7. **Determination of Items Requiring Separate Discussion:**
8. **Approval of Items Not Requiring Separate Discussion:**
9. **Presentations:**
 - (a) Will Murray, WMBA Umpire in Chief, Lee Vanderlann, Pinty's Delicious Foods Inc., John Zarb, The Reeb House and Joe Zuvic, presenting a cheque to the Fire and Emergency Services Department for the Smoke Alarm Program from a Snow Pitch Tournament held during Sportsfest
10. **Delegations (10 Minutes Maximum):**

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

Upcoming Committee of the Whole and Council Meetings

Monday, March 5, 2018	Special Committee of the Whole – Budget Meeting – 5:30 P.M.
Tuesday, March 6, 2018	Special Committee of the Whole – Budget Meeting – 5:30 P.M.
Monday, March 12, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, March 26, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, April 9, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, April 23, 2018	Committee of the Whole/Council – 6:30 P.M.
Monday, May 14, 2018	Committee of the Whole/Council – 6:30 P.M.
Tuesday, May 28, 2018	Committee of the Whole/Council – 6:30 P.M.

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

Committee Items:

Notes	Item	Description / Recommendation	Page
JDM BB RB AD FD YD DE BK JM	1.	<p><u>Fire and Emergency Services, Report No. 2018-18, Subject: Emergency Management Program</u></p> <p>That the proposed Emergency Management Program and updated Emergency Management Plan attached to Fire and Emergency Services Department Report No. 2018-18 be adopted by by-law; and</p> <p>That By-law No. 4524/55/04 be repealed.</p>	11
JDM BB RB AD FD YD DE BK JM	2.	<p><u>Community and Economic Development, Sugarloaf Marina Division, Report No. 2018-29, Subject: Sugarloaf Marina Dredging Project – Status Update</u></p> <p>That the Director of Community and Economic Development be directed to proceed with issuing a Request for Proposal for professional engineering services to manage the Marina dredging project; and</p> <p>That the request for the allocation of \$100,000 to the Marina dredging project be referred to budget deliberations.</p>	57
JDM BB RB AD FD YD DE BK JM	3.	<p><u>Corporate Services, Finance Division, Report No. 2018-28, Subject: Ontario Community Infrastructure Fund (OCIF) Intake Two – Nickel Area CSO Control Program Amending Agreement</u></p> <p>That The Corporation of the City of Port Colborne enter into an Amending Agreement with Her Majesty the Queen, as represented by the Minister of Agriculture, Food and Rural Affairs; and</p> <p>That the Mayor and the Clerk be authorized and directed to sign said agreement, together with any documents necessary to complete the conditions of said agreement, and the Clerk be authorized to affix the Corporate Seal thereto.</p>	61

JDM AD DE	BB FD BK	RB YD JM	4.	<p><u>Corporate Services, Clerk's Division, Report No. 2018-21, Subject: Committee of the Whole/Council Meeting Schedule for October and December 2018</u></p> <p>That the regular meeting of Committee of the Whole/Council on October 22, 2018 be cancelled and the Clerk be directed to advertise such cancellation in accordance with the Procedural By-law; and</p> <p>That the regular meeting of Committee of the Whole/Council for the month of December 2018, be scheduled for Monday, December 10, 2018, and that the City Clerk be instructed to issue public notice accordingly.</p>	69
JDM AD DE	BB FD BK	RB YD JM	5.	<p><u>Planning and Development, Planning Division, Report No. 2018-20, Subject: Province of Ontario's Development Charges Rebate Program Expression of Interest</u></p> <p>That staff be directed to partner with the Niagara Region in submitting an Expression of Interest application to the Development Charges Rebate Program.</p>	71
JDM AD DE	BB FD BK	RB YD JM	6.	<p><u>Planning and Development, Planning Division, Report No. 2018-22, Subject: Reimbursement and Waiving of Fees for Gateway Residential – 569 King Street</u></p> <p>That Planning and Development Department, Planning Division Report No. 2018-22 in respect of the request by Gateway Residential & Community Support Services to refund and waive fees be received and that no further action be taken; and</p> <p>That the Director of Planning and Development be directed to notify Gateway Residential & Community Support Services.</p>	87
JDM AD DE	BB FD BK	RB YD JM	7.	<p><u>Planning and Development, Planning Division, Report No. 2018-23, Subject: Amendment to Westwood Estates Phase II Subdivision Agreement</u></p> <p>That By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), be amended by replacing subdivision agreement drawing "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 9 prepared by Upper Canada Consultants and dated April 23, 2015) with "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 12 prepared by Upper Canada Consultants and dated July 10, 2017).</p>	93

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

JDM AD DE	BB FD BK	RB YD JM	8.	<p>Engineering and Operations, Operations Division, Report No. 2018-25, Subject: Port Colborne Distribution System Annual Inspection</p> <hr/> <p>That Engineering and Operations Department, Operations Division Report No. 2018-25 with regard to the Port Colborne Distribution System Annual Inspection Report be received for information.</p>	97
Miscellaneous Correspondence					
Nil.					
Outside Resolutions – Requests for Endorsement					
JDM AD DE	BB FD BK	RB YD JM	9.	<p>Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments (Resolution)</p> <hr/> <p>That the correspondence received from the Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments, be received for information; and</p> <p>That the following motion be approved:</p> <p>WHEREAS Bill 160, the <i>Strengthening Quality and Accountability for Patients Act</i> amended the <i>Ambulance Act</i> to permit the Ministry of Health and Long Term Care to enable two pilot projects hosted by willing municipal governments to allow fire fighters, certified as paramedics, to treat patients while on duty with a fire department;</p> <p>AND WHEREAS the Government of Ontario is committed to proceeding with the pilots and enabling the fire-medical model despite the absence of objective evidence to show that it would improve patient outcomes or response times; and</p> <p>AND WHEREAS the current interest arbitration model, particularly in the fire services sector, allows arbitrators to impose awards on unwilling employers that directly impact the employer's ability to determine how it will deploy its workforce, as evidenced by the experience of many municipalities in regards to the 24-hour shift;</p> <p>AND WHEREAS in the absence of legislative protection, unwilling municipalities may be forced to enter into a pilot or adopt a fire-medical model as a result of interest arbitration;</p>	123

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

		<p>AND WHEREAS the Association of Municipalities of Ontario and its municipal members have called on the Government of Ontario to introduce legislative amendments to the <i>Fire Protection and Prevention Act, 1997</i> and the <i>Ambulance Services Collective Bargaining Act</i> to preclude arbitrators from expanding the scope of work for fire fighters and paramedics respectively through interest arbitration awards;</p> <p>AND WHEREAS there is precedent for a restriction on the scope of jurisdiction of arbitrators in section 126 of the <i>Police Services Act</i> which precludes arbitrators from amending the core duties of police officers;</p> <p>WHEREAS the Government of Ontario has committed that no unwilling municipal government will have a fire-medical pilot or program imposed upon them.</p> <p>NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE RESOLVES AS FOLLOWS:</p> <ol style="list-style-type: none"> 1. The City of Port Colborne calls on the Government of Ontario to act immediately so that legislative amendments, that will protect unwilling municipalities from being forced by arbitrators to have a fire medical pilot or program, are placed within the upcoming Budget Bill before the Ontario Legislature rises for the provincial election. 2. A copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care; Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services; Hon. Kevin Flynn, Minister of Labour, Hon. Bill Mauro, Minister of Municipal Affairs; Cindy Forster, Member of Provincial Parliament; and the Association of Municipalities of Ontario. 	
<p>JDM BB RB AD FD YD DE BK JM</p>	<p>10.</p>	<p>Region of Niagara Re: Town of Pelham Resident and Ratepayer Petition</p> <hr/> <p>That the resolution received from the Region of Niagara Re: Town of Pelham and Ratepayer Petition whereby Regional Council requests the Minister of Municipal Affairs to order a Municipal Audit of the financial affairs and business dealings of the Town of Pelham under s.9(1) of the Municipal Affairs Act, be received for information.</p>	<p>127</p>

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

JDM AD DE	BB FD BK	RB YD JM	11.	<p><u>Town of Fort Erie Re: Request for Financial Assistance in Development of a Human Trafficking Program</u></p> <p>That the resolution received from the Town of Fort Erie Re: Request for Financial Assistance in the Development of a Human Trafficking Program, be referred to the 2018 Budget.</p>	133
JDM AD DE	BB FD BK	RB YD JM	12.	<p><u>City of Welland and City of St. Catharines Re: City of Welland’s Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority</u></p> <p>That the resolution received from the City of Welland and supported by the City of St. Catharines Re: City of Welland’s Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority, be supported.</p>	137
JDM AD DE	BB FD BK	RB YD JM	13.	<p><u>Township of Wainfleet Re: Fair Workplaces, Better Jobs Act - Bill 148</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the Township of Muskoka Lakes Re: Fair Workplaces, Better Jobs Act – Bill 148, be received for information.</p> <p>Note: At its meeting of November 14, 2017 Council supported the resolution from the Township of Montague regarding Proposed Changes On-Call Provisions - Impact on Volunteer Fire Departments.</p>	139
JDM AD DE	BB FD BK	RB YD JM	14.	<p><u>Township of Wainfleet Re: Gillian’s Place and National Day of Action on Violence Against Women</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines Re: Gillian’s Place and National Day of Action on Violence Against Women, be received for information.</p> <p>Note: At its meeting of January 22, 2018 Council received the above resolution.</p>	140

JDM AD DE	BB FD BK	RB YD JM	15.	<p><u>Township of Wainfleet Re: Women in Local Government</u></p> <p>That the resolution received from the Township of Wainfleet Re: Women in Local Government, be received for information.</p> <p>Note: At its meeting of January 22, 2018 Council received the above resolution.</p>	141
JDM AD DE	BB FD BK	RB YD JM	16.	<p><u>Township of Wainfleet Re: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines, be received for information.</p> <p>Note: At its meeting of January 22, 2018 Council supported the above resolution.</p>	142
JDM AD DE	BB FD BK	RB YD JM	17.	<p><u>Township of Wainfleet Re: Health Care Services in Niagara Region</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the Town of Fort Erie, be received for information.</p> <p>Note: At its meeting of December 11, 2017 Council referred the resolution to the Port Colborne Medical Education, Recruitment and Health Services Committee for review and recommendation to Council.</p>	143
JDM AD DE	BB FD BK	RB YD JM	18.	<p><u>Town of Niagara-on-the-Lake Re: Long Term Care Facilities – Increased Funding</u></p> <p>That the resolution received from the Town of Niagara-on-the-Lake in support of the resolution of the City of St. Catharines Re: Long Term Care Facilities – Increased Funding, be received for information.</p> <p>Note: At its meeting of February 12, 2018 Council supported the above resolution.</p>	145

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JDM	BB	RB	19.	<u>Town of Essex Re: Offering School Property to Municipalities</u>	149
AD	FD	YD		That the resolution received from the Town of Essex Re: Offering School Property to Municipalities, be supported.	
DE	BK	JM			
Responses to City of Port Colborne Resolutions					
JDM	BB	RB	20.	<u>Region of Niagara Re: City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 (Inter Municipal Transit)</u>	151
AD	FD	YD		That the correspondence received from the Region of Niagara regarding the City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 – Inter Municipal Transit and the appointing of Chief Administrative Officer Scott Luey to the Inter Municipal Transit Working Group, be received for information.	
DE	BK	JM			
JDM	BB	RB	21.	<u>City of Hamilton in Support of the City of Port Colborne's Resolution regarding Request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority</u>	157
AD	FD	YD		That the resolution received from the City of Hamilton in support of the City of Port Colborne's resolution regarding request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority, be received for information.	
DE	BK	JM			
JDM	BB	RB	22.	<u>Town of Pelham Re: Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek</u>	159
AD	FD	YD		That the resolution received from the Town of Pelham Re: Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek, be received for information.	
DE	BK	JM			

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Fire and Emergency Services Department

Report Number: 2018-18

Date: February 26, 2018

SUBJECT: Emergency Management Program

1) PURPOSE

The Fire Chief prepared this report in his role as Community Emergency Management Coordinator. The Province of Ontario requires that every municipality shall develop and implement an Emergency Management Program.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The City of Port Colborne has an emergency plan in place that was adopted through By-law No. 4524/55/04.

The proposed Emergency Management Program formalizes various components that have been common practise in Port Colborne since its implementation, as follows:

- a) emergency plan;
- b) training program;
- c) public education;
- d) hazard identification and risk assessment;
- e) incident management system;
- f) designation of a Community Emergency Management Program Coordinator
- g) annual exercises;
- h) other elements as may be required, although all of these components are currently practised within the city. The province now requires that they be adopted by Council by by-law.

3) STAFF COMMENTS AND DISCUSSIONS

The implementation of the Emergency Management Program within the City of Port Colborne allows for continuous improvement to develop, implement, maintain and evaluate emergency management. It will also provide for the continuation of operational programs that address prevention, mitigation, preparedness, response and recovery that meet or exceed all of the necessary requirements of *the Emergency Management and Civil Protection Act*.

The proposed Emergency Management Program will ensure the City's compliance as has been past practise.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

- i) Do nothing. **Not recommended.**

- ii) Implement proposed program through by-law as is required by provincial legislation. **Recommended.**

Financial Considerations

The City provides funding through its annual budget.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Appendix "A" – proposed Emergency Management Program
Appendix "B" - updated Emergency Management Plan

7) RECOMMENDATION

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

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

8) SIGNATURES

Prepared on February 2, 2018

Reviewed and respectfully submitted by:



Thomas B. Cartwright,
City Fire Chief



C. Scott Luey,
Chief Administrative Officer

Appendix "A" to By-law No.

City of Port Colborne

Emergency Management Program



February, 2018

1. Introduction

The Emergency Management and Civil Protection Act requires that “2.1(1) every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c.14,s4”.

The Act further requires that “2.1 (2) The emergency management program shall consist of,

- (a) an emergency plan as required by section 3;*
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;*
- (c) public education on risks to public safety and on public preparedness for emergencies; and*
- (d) any other element required by the standards for emergency management programs set under section 14, 2002, c. 14, s. 4”*

The program implemented within the City of Port Colborne allows for continuous improvement to develop, implement, maintain and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet and exceed all of the necessary requirements of the Act.

The City of Port Colborne includes the following:

- an Emergency Management Plan
- designation of a Community Emergency Management Program Coordinator (CEMC) and alternate CEMC, by Council
- a community Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure (CI) identification
- implementation of the Incident Management System (IMS) model
- training programs for Emergency Operations Centre (EOC) personnel
- exercise for EOC personnel and key stakeholders
- public education on risks, safety and preparedness
- guidance and advice from the Emergency Management Program Committee (EMPC)

- identification of City of Port Colborne EOC Personnel
 - level one Activation
 - level two activation
- identification and equipping of a primary and alternate EOC
- Public Information Officer
- updates, when necessary, to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards and codes of practice made at various levels of government and other decision making authorities.

2. Emergency Plan

The City of Port Colborne Emergency Plan will guide the Corporation of the City of Port Colborne in managing an appropriate response to any emergency situation, either occurring within or impacting within regional boundaries.

3. HIRA and CI Identification

The Act requires each municipality to identify and assess the various hazards and risks to public safety and identification to facilities and infrastructure that may be affected by these risks.

The program, in partnership with key stakeholders, annually identifies and monitors the hazards that can have an impact on operations and areas of responsibility. Hazards from the following three categories are considered:

1. natural,
2. human, and
3. technology

The program provides for an annual HIRA review that includes evaluating the likelihood of a hazard or combination of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends and probability. The HIRA also includes data on the impact of the risk event on the Region and on City of Port Colborne citizens, property and the environment. The HIRA is developed and maintained in cooperation and collaboration with the Region of Niagara and forms an annex of the Region's HIRA.

The CI is identified based on critical categories for the Regional Municipality of Niagara and the City of Port Colborne. It includes identification of ownership and contact information for each infrastructure which is reviewed on an annual basis and updated as required.

4. Emergency Plan

To manage an incident, the program has established and implemented the IMS Model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibility for each incident management function, and procedures for coordinating response, continuity and recovery activities.

5. Training and Exercise Programs

The program was developed, implemented and maintained as competency-based training and educational curriculum to support the EOC personnel. The objective of the curriculum is to create awareness and enhance the skills required to develop, implement and execute the program within the IMS model.

The program evaluates program plans, procedures, and capabilities through a review, testing and an annual exercise. Exercises are designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations are based on post-incident analyses and reports, lessons learned and performance evaluations. Procedures are established to correct and improve on any areas identified during evaluation. Training records of EOC personnel are maintained. For each exercise, an after action report identifying the strengths, opportunities and improvement plan is developed and shared with the EMPC.

6. Public Education

Public awareness and public education programs are implemented to increase the capacity of the public to be prepared for, respond to and recover from an emergency incident. Where the public is potentially impacted by a hazard, procedures are developed to communicate information and respond to requests from internal and external audiences, including media, for pre-incident information.

7. Emergency Management Program Committee

As a provincially mandated body, the EMPC oversees the implementation and operation of the program as required by the Act.

8. Municipal Emergency Control Group

The City of Port Colborne's Emergency Control Group is made up of City of Port Colborne senior staff and technical specialists, as well as key stakeholders in the region. The IMS model implemented in the City of Port Colborne provides for the identification of primary and alternate designated control group personnel for all sections within the structure.

EOC personnel are trained both generally on the principles of IMS and specific training is provided based on the Section, including Management Team, Operations, Planning, Logistics, Finance and Administration. Operational Guidelines (OGs) have been developed and distributed, which include an overview of the IMS model, position checklists, contact information and required forms.

In addition, the City of Port Colborne has trained scribes to support the key personnel in the EOC with documentation.

9.EOC

The City of Port Colborne has designated a primary, as well as a secondary EOC. Both EOC's are equipped with resources required by the EOC personnel, including telecommunications systems to ensure effective communication in an emergency. The EOC is utilized during exercises to increase familiarity with the layout and resources available.

10.Initial Response Team

- C.A.O. or alternate
- Fire Chief or alternate
- Director of Engineering and Operations or alternate
- Public Information Officer or alternate

11. Emergency Control Group -

a) Level One Activation (City Hall – Committee Room No. 3 or alternate)

Mayor of the City of Port Colborne, or alternate (two members of Council)

EOC Director (C.A.O.) or alternate

Operations Section Chief (Director of Engineering and Operations), or alternate

Planning Section and Logistics Chief (Director of Planning and Development), or alternate

Finance and Administration Section Chief (Director of Community and Corporate Services), or alternate

Community and Economic Development Section Chief (Director of Community and Economic Development), or alternate

Risk Management/Liaison Officer (CEMC) (City Clerk), or alternate

Mayor and C.A.O.'s Executive Assistant/scribe, or alternate

Corporate Communications Officer/Public Information Officer, or alternate

Fire Chief, or alternate

b) Level Two Activation (City Hall – Council Chambers or alternate)

Superintendent Public Works

Health and Safety Co-ordinator

Human Resources Co-ordinator

Manager of Information Technology

EAA to Director of Community & Corporate Services

EAA to Community Services

EAA to Fire Chief

12. Public Information Officer

The Public Information Officer will ensure the following:

- a central point of contact for the media,
- procedures to gather, monitor, and disseminate emergency information,
- pre-scripted information bulletins,
- procedures to coordinate and approved information for release,
- procedures to communicate with special needs populations, and
- protective action guidelines for shelter-in-place and evacuation

Appendix "B" to By-law No.



City of Port Colborne
Emergency Management Plan

DISCLAIMER

The City of Port Colborne Emergency Management Plan has been formulated to contain information pertinent to the City of Port Colborne

February 2018

City of Port Colborne Emergency Management Plan

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1.0 INTRODUCTION

This Emergency Management Plan will serve the Corporation of the City of Port Colborne as an operational guideline for managing an appropriate response to any emergency situation occurring within or impacting within its municipal boundaries. This Plan will:

- Define an emergency within the municipal context,
- Describe emergency control and incident management structure to be used by the Municipality,
- Describe the procedure for declaring an Emergency to exist, and
- Define the emergency assistance structures that may be employed during any event.

This Plan has been designed to be flexible and adaptable to any emergency or crisis situation that may impact the City of Port Colborne. However, in order for it to be operationally sound, identified Municipal departments, emergency services and other key stakeholder agencies must:

- Maintain familiarity with the Plan contents
- Remain committed to participation in annual mandated training and exercises
- Ensure any required emergency supporting / departmental plans are in place as required
- Contribute to the annual Plan review to ensure its contents remain current and appropriate

This Plan outlines how the City of Port Colborne as a Corporation will notify and assemble key executive/ senior staff to communicate, collaborate, coordinate and manage the City of Port Colborne response to and recovery from the impact of any major crisis and/or emergency event.

This Plan should be interpreted as the primary tool for the strategic incident management of any major event impacting the City of Port Colborne and as such it must be supported by operational emergency plans / procedures / protocols as developed on an as required basis by municipal corporate departments / emergency services and/or associated boards/agencies.

1.1 Legal Authority

The legislation that empowers and mandates the City of Port Colborne to prepare for, respond to and recover from emergency situations is as follows:

1.1.1 Emergency Management & Civil Protection Act

The *Emergency Management & Civil Protection Act* requires that municipalities within the Province of Ontario have both an Emergency Management Program and an Emergency Plan (Sections 2.1 and 3.1 respectively) that are empowered by Municipal By-law.

“Every Municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedure under and the manner in which employees of the municipality and other persons shall by by-law adopt the emergency plan.” [Section 3 (1)]

“The head of council in a Municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

1.1.2 Ontario Regulation 380/04

Ontario Regulation sets in place the standards for both Provincial Ministry Emergency Management Programs and Municipal Emergency Management Programs. These standards describe the minimum provisions that must be provided to constitute an emergency management program at the essential level.

1.1.3 Municipal By-Law No. 4524/55/04

The Council of the City of Port Colborne has empowered both the Municipal Emergency Management Program and this Emergency Management Plan by Municipal By-Law No. 4524/55/04.

As enabled by the Emergency Management & Civil Protection Act this Emergency Response Plan and its elements have been:

- Adopted by the City of Port Colborne by a duly passed by-law.
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services and the Regional Municipality of Niagara.

1.2 Definition of Emergency

The *Emergency Management & Civil Protection Act* defines an emergency as:

“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Therefore, any situation occurring within / impacting within the City of Port Colborne that meets the above definition may precipitate the activation of this Plan.

An emergency according to the above definition is usually the result of an existing hazard, a transitory hazard or the threat of an impending hazard abnormally impacting the life, health, safety, well being and/or property of the City of Port Colborne communities. Regardless of the specific hazard that results in an emergency situation, it is essential to recognize that emergency events as defined in this Plan are different and distinct from what would be considered normal daily operations carried out by professional / volunteer emergency first response agencies within municipal boundaries. These agencies include (but are not limited to) the twelve Local Municipal Fire Services, Niagara Regional Police Service, Niagara Emergency Medical Services, Niagara Region Public Health, Niagara Region Community Services and municipal and regional Public Works.

1.3 Emergency Plan Alignment

Within the Niagara Region there are twelve local area municipalities and one upper tier municipality. It is essential that the Emergency Plans of these thirteen municipalities align as emergencies and their consequences frequently cross municipal boundaries and municipalities must work together to manage the emergency and its consequences. As well, plan alignment is essential to ensure the effective delivery of Niagara Region services provided to a municipality in an emergency.

1.4 Activation of the Emergency Management Plan

The Emergency Management and Civil Protection Act authorizes any employee of the City of Port Colborne to take any actions required as described in this Plan where an emergency is imminent or exists but has not yet been declared to exist in order to protect property and the health, safety and welfare of the City of Port Colborne. An emergency declaration is not required to activate this Plan and activation of this Plan does not in itself constitute an emergency declaration.

1.5 Emergency Planning Assumptions

This Plan has been developed based on the following assumptions:

1.5.1 Normal Emergency Operations

In the course of normal business operations, various municipal departments may be required to respond to an impending threat and/or hazardous situation. A normal emergency event is one that can be effectively managed and mitigated by a department operating independently or in coordination with other departments. When these events occur, normal emergency operations are conducted according to department emergency plans / procedures / protocols and may not require activation of this plan.

1.5.2 Rapid Escalation Emergencies

An emergency event within the definition and purview of this Plan may occur with little or no warning and escalate in short order. When these events occur, immediate management of the event rests with emergency services and or regional departments with jurisdiction over the response to the event where it occurs. Control of these events and their impact on the community at large remains with the site response personnel until such a time that this Plan is activated. Once activated this Plan operates in support of the emergency site.

1.5.3 Extraordinary Emergency Measures

An emergency event that overwhelms or threatens to overwhelm municipal resources (response capacity) and that has a significant impact on the community at large will precipitate the activation of this Plan. When these events occur, the overarching aim of this Plan is to provide the foundation for effective and appropriate regional control of extraordinary actions and measures that must be taken to mitigate the emergency.

2.0 EMERGENCY CONTROL STRUCTURE

In the event of an actual or potential emergency situation, any Emergency Control Group member, or designate, may activate the Emergency Control Structure in whole, or in part, by contacting the Fire Department and requesting that the emergency Alerting System be activated. The ECG member must provide information about the nature and location of the emergency and specify whether the ECG is to assemble at the primary Emergency Operations Centre, or an alternate EOC location.

By the nature of the emergency, some ECG members may be aware of the events prior to the activation.

Activation of the Emergency Control Structure / Notification of the ECG

Each Department within the City of Port Colborne has the responsibility of supplying the initial response in an emergency. The Director of the affected Department may request assistance from other Departments within the City. This may be done without activating the City Emergency Notification System.

However, when the resources of the affected Department are deemed insufficient to control the emergency, the Mayor, CAO, Fire Chief, Emergency Management Coordinator and / or the Police Chief or any of their designates, shall activate the City Emergency Notification System.

This decision shall be passed on to the Fire Department informing him/her of the situation and directing that the City of St. Port Colborne Emergency Notifications Systems be activated.

The threat of an emergency situation developing or the potential for such a situation to change or develop in severity may require different levels of Emergency Notification. The Emergency Notification Levels at which emergency personnel can be altered are:

2.1 Emergency Control Group

An emergency precipitating the activation of the Emergency Control Structure will require that extraordinary actions and measures be taken under the direction of appropriate senior officials. Those senior officials will collectively make up the membership of a Community Emergency Control Group that implements an Emergency Control Structure.

2.2 Emergency Control Group Members (ECG)

The Emergency Control Group (ECG) includes the following positions:

- Mayor of the City of Port Colborne, or alternate;
- EOC Director (**CAO**), or alternate;
- Operations Section Chief (**Director of Engineering and Operations**), or alternate;
- Planning Section and Logistics Chief (**Director of Planning & Development**), or alternate;
- Finance and Administration Section Chief (**Director of Community and Corporate Services**), or alternate;
- Community and Economic Development Section Chief (**Director of Community and Economic Development**), or alternate;
- Fire Chief/C.E.M.C., or alternate.

2.3 Level One Activation

Level One Activation includes the following positions:

- Mayor of the City of Port Colborne, or alternate;
- EOC Director (**CAO**), or alternate;
- Operations Section Chief (**Director of Engineering and Operations**), or alternate;
- Planning Section and Logistics Chief (**Director of Planning & Development**), or alternate;
- Finance and Administration Section Chief (**Director of Community and Corporate Services**), or alternate;
- Community and Economic Development Section Chief (**Director of Community and Economic Development**), or alternate;

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- Risk Management/Liaison Officer (CEMC) (**City Clerk**), or alternate;
- Mayor and C.A.O.'s Executive Assistant/Scribe, or alternate;
- Corporate Communications Officer/Public Information Officer, or alternate;
- Fire Chief, or alternate;

2.4 Level Two Activation

Level Two Activation includes the following positions:

- Superintendent Public Works, or alternate;
- Health and Safety Co-ordinator, or alternate;
- Human Resources Co-ordinator, or alternate;
- Manager of Information Technology, or alternate;
- Executive Administrative Assistant to Director of Community & Corporate Services, or alternate;
- Executive Administrative Assistant to Community Services, or alternate;
- Executive Administrative Assistant to Fire Chief, or alternate.

2.5 Emergency Support Group

The Emergency Support Group shall be composed of representatives from the following:

- Niagara Regional Police
- Canadian Niagara Power
- Niagara Emergency Medical Services
- Medical Officer of Health
- Niagara Regional Municipality
 - Social Services
 - Public Works
 - Water
 - Emergency Management
- Ontario Provincial Police
- Emergency Management Ontario
- Niagara Conservative Authority
- St. Lawrence Seaway Authority.
- Telecommunications (ARES) Co-ordinator/Fire Department Representative

2.6 ECG Collective Responsibilities

During any emergency event, the ECG members are collectively responsible for the direction and co-ordination of the Municipal emergency response and recovery operations within the City of Port Colborne. The collective goals are to:

- Preserve life, health and safety
- Reduce human suffering
- Protect, maintain and/or restore essential services
- Mitigate the impact of the emergency on the community
- Minimize property damage where capable

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In order to accomplish the above goals, the ECG member responsibilities include, but are not limited to:

- Mobilization of staff, resources and equipment in response to the emergency event, emergency support operation and/or in response to human suffering
- Directing municipal resources tasked to hazard mitigation and ensuring necessary actions are taken that are not contrary to law
- Facilitating procurement of non-municipal resources as required and appropriate in support of an emergency site, or other necessary emergency operations
- Ensuring appropriate messaging to the public, staff and the mass media
- Notifying and requesting assistance from and/or liaison with higher levels of government and/or cross border partners
- Approving the expenditure of financial resources in support of emergency operations
- Maintaining a log of decisions made and actions taken both collectively and in relation to their 2.
- Participating in a post emergency debriefing and contributing to the post emergency report

The individual responsibilities of Emergency Control Group members are outlined in Attachment "A". As well, the individual responsibilities of a Level One Activation are outlined in Attachment "B", Level Two Activation in Attachment "C" and Attachment "D" outlines the Emergency Support Group Responsibilities. . Attachment "E" notes support/advisory staff.

2.7 ECG Notification

This Plan is activated through notification of the ECG members of an impending, imminent or occurring emergency event that requires them to (in whole or in part) assemble at a pre-determined Emergency Operations Centre (EOC). ECG members are notified using telecommunications technology designed for the task, with various redundancies to ensure notifications are received.

2.8 ECG Solidarity

At any time this Plan is activated, all decisions made and actions taken by the ECG members from that point forward are made under the authority of the Head of Council and/or designate as empowered by the *Emergency Management & Civil Protection Act*. The ECG members will advise and make recommendations to the Head of Council and/or designate and carry out emergency operations under that authority. All ECG members must accept this process and take a position of "ECG Solidarity" as follows:

During ECG meetings all members will provide advice and make recommendations regarding actions taken by the City of Port Colborne. However, once a decision is approved by the Head of Council and/or designate, all ECG members must collectively support under public scrutiny the actions taken / decisions made, whether opposed to those decisions at the discussion level or not.

2.9 ECG Staff Rotation

A staff rotation will be established if an emergency is expected to last greater than 12 hours in total duration. If a staff rotation is anticipated, each RECG member is responsible for arranging their own relief through one of their designated alternates to include an overlap allowing ECG members to bring their alternates up to speed on current emergency operations. ECG staff rotations may be staggered as required.

If an emergency occurs during regular business hours, ECG members must adapt a staff rotation as appropriate that takes into consideration time already worked that day. Under no circumstances should staff work longer than 12 consecutive hours under any circumstances and preferably no longer than 8 consecutive hours during intense emergency operations.

3.0 EMERGENCY OPERATIONS

Emergencies require a controlled and coordinated response effort by multiple agencies under the direction of appropriate officials. For these emergency operations to be successful, clear lines of control, communication and reporting must be established and maintained between the various locations and stakeholder groups. Emergency operations may be conducted at / as follows:

- Emergency Operations Centre(s)
- Emergency Site Operations
- Emergency Support Operations

3.1 Emergency Operations Centre(s)

An Emergency Operations Centre (EOC) serves as the nerve centre / communications hub for the control, facilitation and administration of any emergency response from multiple agencies. Emergency Operations Centre(s) can exist at three levels of government in the Province of Ontario applicable to the City of Port Colborne as follow:

- Municipal Emergency Operations Centre(s)
- Regional Emergency Operations Centre(s)
- Provincial Emergency Operations Centre

3.1.1 Municipal Emergency Operations Centre

Each of Niagara Region's twelve local area municipalities has designated a Municipal Emergency Control Group that operates out of the Municipal Emergency Operations Centre to control and facilitate their response to any emergency occurring within municipal boundaries.

All Emergency Control Group members, designated alternates and other designated support staff must be familiar with the Emergency Operations Centre Attachment "G".

3.1.2 Regional Emergency Operations Centre

The Regional Emergency Control Group operates out of the Regional Emergency Operations Centre (REOC) to control the regional response to any emergency occurring within or impacting within regional boundaries.

3.1.3 Provincial Emergency Operations Centre

The Provincial Emergency Operations Centre is located in Toronto and maintained by Emergency Management Ontario. This is the location where Provincial Government staff and Provincial Ministry Action Groups (MAG) coordinate the Provincial response and support to any localized emergency and facilitate Federal government support.

3.2 Emergency Site Operations

During any emergency situation where the hazard location is specific and identifiable emergency responders will congregate where the emergency exists and work together to accomplish the following:

- Protect the life, health and safety of emergency response personnel
- Protect the life, health and safety of the public
- Mitigate / remove the danger / hazard presented by the emergency
- Where possible minimize damage to personal property
- Restore the site to its pre-emergency condition

These emergency site operations are controlled and coordinated to make the most efficient use of personnel and equipment, and are operated under the support of an Emergency Operations Centre(s).

3.3 Emergency Support Operations

During any emergency situation various emergency support operations may be required based on the hazard and its impact on the community. These support operations may be located within the emergency site, adjacent to the emergency site or at other locations within the community and may include:

- Evacuation / Reception Centre(s)
- Departmental Operations Centre(s)
- External Emergency Operations Centre(s)
- Equipment Staging Areas
- Other support locations as required

4.0 EMERGENCY DECLARATIONS

Any emergency declaration promotes a sense of urgency to the community regarding the severity of an emergency situation and the danger it presents. An emergency declaration should be made if any Ontario Municipality must take “extraordinary” actions to protect life, health, safety and property of residents and to formally engage the powers granted through the *Emergency Management & Civil Protection Act*. The *Act* empowers emergency declarations at three levels of government in the Province of Ontario as follows:

- Municipal Emergency Declarations
- Regional Emergency Declarations
- Provincial Emergency Declarations

4.1 Municipal Emergency Declaration

The Head of Council (or designated alternate) of the City of Port Colborne has the power under the *Act* to declare an emergency to exist within the boundaries of the Municipality.

4.1.2 Termination of Emergency

The Head of Council (or designated alternate) of the City of Port Colborne has the power under the *Act* to terminate an emergency to exist within the boundaries of the Municipality.

Attachment “H” – Declaration Form

Attachment “I” – Termination Form

4.2 Regional Emergency Declaration

The Regional Chair (or designated alternate) has the power under the *Act* to declare a Regional Emergency to exist anywhere within the boundaries of Niagara Region.

4.2.1 Regional Emergency Declaration – Jurisdiction

Although the Regional Chair is empowered to declare a Regional Emergency at any location within regional boundaries, the Chair does NOT have the power to declare an emergency on behalf of any local area municipality. That power rests only with the Head of Council of each specific municipality and their respective designated alternates.

4.3 Provincial Emergency Declaration

The Premier of the Province of Ontario (or designated alternate) has the power under the *Act* to declare a Provincial Emergency to exist within the boundaries of the Province of Ontario.

4.3.1 Provincial Emergency Declaration - Jurisdiction

In addition to a provincial declaration, the Premier has the power to declare an emergency on behalf of any community within provincial boundaries and may at any time declare that an emergency has terminated on behalf of any Ontario municipality.

5.0 EMERGENCY INFORMATION

At any time this plan is activated there will be the need to communicate appropriate and factual information to area residents, local area municipalities, strategic partner agencies and / or municipal staff directly or through the media. This information may include issuing public / staff action directives, responding to requests for information from the public / staff / partner agencies, and providing information to the mass media.

5.1 Municipal Emergency Information Officer

Each of Niagara Region's thirteen municipalities has designated an Emergency Information Officer (EIO) to facilitate emergency information functions during municipal emergency operations.

5.2 Municipal Designated Spokespersons

Senior staff, elected officials to act as spokespeople as designated

6.0 EMERGENCY RECOVERY

Emergency recovery operations commence once the emergency has been successfully mitigated (danger/hazard removed). At that time emergency operations shift from the management of the emergency itself to the management of the impact / aftermath of the emergency.

7.0 EMERGENCY ASSISTANCE

During emergency operations the ECG members will determine the allocation of and/or appeals for assistance in support of an emergency site(s), municipal emergency operations or other emergency support functions within the boundaries of Niagara Region.

7.1 Types of Assistance

The above emergency assistance may include the following types:

- Personnel with special expertise
- Specialized equipment with trained operators
- Any other type of service / expertise required to support emergency operations

7.2 Assistance Between Levels of Government

During emergency operations, it is also possible that the City of Port Colborne may make appeals for assistance to Regional, Provincial & Federal government agencies, neighbouring communities and/or cross –border partners to support emergency operations. It is also possible that the City of Port Colborne may be requested to provide emergency support to local municipalities as per the Niagara Mutual Assistance Agreement.

8.0 TRAINING / EXERCISE STRUCTURE

This Plan details the City of Port Colborne’s response structure for managing any emergency occurring within or impacting within municipal boundaries. Therefore, in order for this plan to be effective:

- All key municipal staff with responsibilities defined in this plan must be trained in its content, its implementation and emergency operations (incident management system); and,
- Regular exercises must be conducted to ensure the plan provisions remain current and appropriate.

8.1 Training Responsibility

The Fire Chief as the Community Emergency Management Coordinator of the Municipality is responsible for facilitating emergency management training opportunities and promoting other external training opportunities that support the provision development of municipal emergency management stakeholders.

In addition, all municipal emergency management stakeholders are responsible for making emergency management program staff aware of training opportunities that present themselves, so that they may be promoted as appropriate.

8.2 Training Products / Strategies

Training will be provided using a variety of training products. Training may be delivered in-house or through external opportunities including:

- Mandatory training (as approved by Emergency Management Program Committee)
- Other internal training courses / seminars
- Provincial / Federal / Cross Border training opportunities
- Local municipal training opportunities
- Other specialty training opportunities

8.3 Exercise Responsibility

The Fire Chief Community Emergency Management Coordinator (CEMC) is responsible for coordination of the annual emergency exercises to test the provisions of this plan and/or test the provisions of any other component of the City of Port Colborne Emergency Management Program.

8.4 Exercise Types / Strategies

Exercises simulate emergency conditions that require activation of this Plan (in whole or in part) and assembly of key municipal staff. The basic types of exercises are:

- Static (case study / paper / tabletop)
- Telecommunications Functional (alerting / equipment)
- Field functional (general / specialty)

Exercises vary in duration and complexity and by type beginning with the basic Static Exercises to the most complex Field Functional Exercises. The Community Emergency Management Coordinator (CEMC) will provide / promote a variety of exercise opportunities using a variety of products that may be delivered in-house or through external opportunities including:

- Regional exercise (of varying complexity)
- Area municipal exercise (of varying complexity)
- Department / service specific exercises
- Other external emergency exercises
- Cross border exercises

9.0 PLAN MAINTENANCE/DISTRIBUTION

This Plan is considered a living document. Therefore, it must remain current and be reviewed and updated on a regular basis to ensure operational sustainability. In addition all key municipal stakeholders must have access to the most current plan document and ensure that any personal paper plan copies reflect the most current information.

9.1 Annual Plan Review and Revisions

This Plan will be reviewed and updated annually. Attachments will be reviewed and updated on an as required basis to ensure the operational effectiveness of this Plan.

9.1.1 Maintenance Responsibility

It is the responsibility of the Community Emergency Management Coordinator (CEMC) to maintain this Plan and to facilitate all revisions to it and the attached Annexes.

9.1.2 Stakeholder Responsibility

It is the responsibility of all stakeholders to ensure that the Community Emergency Management Coordinator (CEMC) is notified of changes, revisions or additions that affect the contents of this Plan or its attachments.

9.2 Plan Distribution

This Plan is considered public information as per the provisions of the *Emergency Management and Civil Protection Act* and therefore must be accessible to the public. The public document does not include any Plan attachments which are considered restricted information.

9.2.1 General Circulation

The general circulation copy of this Plan (public document) is available for viewing and can be downloaded on the Municipality of Port Colborne public access website. Paper copies of this Plan can be made available through contacting Port Colborne Fire & Emergency Services (905-834-4512). General Circulation Plan copies are not subject to document control procedures and recipient names are not recorded nor are they informed of future updates to any Plan contents.

9.2.2 Restricted Circulation

Restricted Circulation copies of this Plan include all attachments and Annexes. Restricted circulation plan copies are maintained at Fire Department Headquarters.

10.0 GLOSSARY OF ATTACHMENTS

Attachment "A" –Members of the Emergency Management Program Committee

Attachment "B" - Individual Responsibilities – Initial Response Team

Attachment "C" – Individual Responsibilities – Level One Activation

Attachment "D" – Individual Responsibilities – Level Two Activation

Attachment "E" – Individual Responsibilities – Emergency Support Group

Attachment "F" - Individual Responsibilities – Support/Advisory Staff

Attachment "G" – Emergency Notification List

Attachment "H" – Emergency Operations Centre(s)

Attachment "I"- Declaration of an Emergency Form

Attachment "J"- Termination of a Declared Emergency Form

Attachment "A" – Members of the Emergency Management Program Committee

As a provincially mandated body, the Emergency Management Program Committee oversees the implementation and operation of the Emergency Management Program as required by the Act.

The following are the members on the Emergency Management Program Committee:

- Mayor, or alternate
- Member of Council, or alternate
- C.A.O., or alternate
- Certified Emergency Management Co-ordinator, or alternate

Attachment “B” – Individual Responsibilities – Initial Response Team

i) EOC Director

The EOC Director is responsible for:

- Assessing the situation;
- Supporting site(s);
- Developing/approving action plans;
- Informing others;
- Managing EOC Group.

ii) Fire Chief/ Community Emergency Management Co-ordinator

The Fire Chief/Community Emergency Management Co-ordinator is responsible for:

- Activating the emergency notification system through the Fire Department;
- Providing the ECG with information and advice on fire fighting and rescue matters;
- Depending on the nature of the emergency, assigning a Site Manager and informing the ECG;
- Establishing an on-going communications link with the senior fire official at the scene of the emergency;
- Informing the Fire Co-ordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Maintaining and updating a list of all vendors (including 24- hour contact numbers) who may be required to provide supplies and equipment;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to the community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations, if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of ECG members;
- Ensuring that all members of the ECG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarification about the implementation details of the Emergency Management Plan;
- Supervising the Telecommunications Co-ordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Management Plan and keeping CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared

iii) Operations Section Chief (reports to EOC Director)

The Operations Section Chief is responsible for:

- Maintaining communications;
- Participating in EOC Management Team;
- Co-ordinating response;
- Co-ordinating response request;
- Sharing operational information;
- Managing the operations section.

iv) Corporate Communications Officer/Public Information Officer

The Corporate Communications Officer will act as the Public Information Officer during an emergency.

The Public Information Officer is responsible for the dissemination of news and information to the media for the public.

Attachment “C” – Individual Responsibilities – Level One Activation

i) Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management of Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

ii) Operations Section Chief (reports to EOC Director)

The Operations Section Chief is responsible for:

- Maintaining communications;
- Participating in EOC Management Team;
- Co-ordinating response;
- Co-ordinating response request;
- Sharing operational information;
- Managing the operations section.

iii) Planning Section and Logistics Chief (reports to EOC Director)

The Planning Section and Logistics Chief is responsible for:

- Assessing the situation;
- Managing the Planning Section;
- Managing display boards;
- EOC Action Plans;
- Anticipating future events;
- Tracking resources;
- Keeping records;
- Planning for EOC demobilization;
- Planning for recovery;
- Co-ordinating Technical Specialists;
- Preparing after action report.

iv) Finance and Administration Section Chief (reports to EOC Director)

- Recording personnel time;
- Co-ordinating purchasing;
- Co-ordinating compensation and claims;
- Recording costs;
- Maintaining records;
- Managing the Finance/Administration Section.

v) Community and Economic Development Section Chief (reports to EOC Director)

- Shelter arrangements;
- Warming Centre arrangements.

vi) Risk Management/Liaison Officer (reports to EOC Director)

The Risk Management/Liaison Officer is responsible for:

- Managing risk;
- Ensuring EOC safety;
- Assisting Agency Representatives;
- Keeping external Agencies informed;
- Advising on EOC Action Plans;
- EOC Director and EOC Management Team Support
- Initiating the opening, operation and staffing of switchboard
- Assuming the responsibilities of the Citizen Inquiry Co-ordinator;
- Co-ordinating the provision of Clerical staff;
- Ensuring Council are advised at the direction of the Mayor;
- Arranging a special meeting of Council.

vii) Mayor and CAO's Executive Assistant

The Mayor and CAO's Executive Assistant is responsible for:

- Assisting the Mayor and Chief Administrative Officer, as required;
- Ensuring all important decisions made and actions taken by the ECG are recorded;
- Ensuring that maps and status boards are kept up-to-date;
- Providing a process for registering ECG members and maintaining a ECG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of ECG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Procuring staff to assist, as required.
- Acting as Public Information Officer, if required.

Attachment “D” – Individual Responsibilities – Level Two Activation

i) Superintendent Public Works

The Superintendent Public Works is responsible for:

- Overseeing the Public Works Operations
- Assisting Operations Section Chief

ii) Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for:

- Co-manage and co-ordinate request(s) for additional City staff to support emergency operations from within the Corporation;
- Create and maintain on-site and off-site, an up-to-date list of City personnel with specialized skill sets (i.e. confined space training, TDG training, Hazardous Materials transportation training, Spill Clean-up training, SCBA (Self-contained Breathing Apparatus) training etc.);
- Identify, contact and put on alert necessary City personnel to be dispatched based on requests from ECG (Emergency Control Group);
- Create and maintain an up-to-date list of all City staff with First Aid and CPR training – identify, contact and put on alert to serve as additional first response staff in temporary field hospitals, triage units and/or at the disaster site;
- Co-manage volunteer requests, registration with Human Resources Co-ordinator – help identify and categorize volunteers by skill sets;
- Arrange transportation of volunteers from volunteer registration area to staging sites in coordination with the ECG (Emergency Control Group) based on skill sets required that have been identified and categorized by Human Resources Co-ordinator – must be done in full co-operation with Emergency Management staff;
- Act as Lead Liaison between ECG and all other Emergency Services responding to the disaster by remaining in continuous contact to coordinate deployment of City staff and volunteers teams;
- Identify and arrange medical treatment for City staff and volunteers;
- Identify and arrange Critical Incident Stress debriefing and/ or Traumatic Experience/Grief Counseling for City personnel and volunteers;
- Co-ordinate in conjunction with the ECG clean-up efforts, removal of hazardous products/ waste and re-establishment of regular City operations.

iii) Human Resources Co-ordinator

The Human Resources Co-ordinator is responsible for:

Selecting the most appropriate site(s) for the registration of human resources;

- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for City records;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Co-ordinate all requests for additional City staff to support emergency operations from within the Corporation;
- Maintain an up-to-date confidential and secure list on-site and off-site of contact information for all City staff;
- Maintain an up-to-date list of all employees who are regularly scheduled to be at work on any given date, including their location and co-ordinate their exact location (if at all possible) with the employee's direct Supervisor (i.e., if there is an emergency in the Parks building the Emergency Control Group and Fire & Emergency Services will need to know who is supposed to be in that location before they commit search and rescue resources);
- Co-ordinate offers of/ or appeals for, external volunteers as directed by the ECG
–Human Resources Co-ordinator to conduct interviews to identify specific skill sets of volunteers (i.e. search & rescue training) and assigns volunteers to groups based on their skills so H&S Coordinator can dispatch groups to sites designated by ECG – must be done in full co-operation with Emergency Management staff;
- Contact Employee Assistance Plan (EAP) provider and make arrangements for counselors to be on-site to provide Critical Incident Stress Debriefing and/or Traumatic Experience/ Grief Counseling.

iv) Manager of Information Technology

The Manager of Information Technology is responsible for:

- Communications equipment (i.e. telephones, computer systems and computer software).

v) Executive Administrative Assistant to the Director of Community & Corporate Services

The Executive Administrative Assistant to the Director of Community & Corporate Services is responsible for:

- Assisting Risk Management/Liaison Officer

vi) Executive Administrative Assistant to Community Services

The Executive Administrative Assistant to Community Services is responsible for:

- Assisting Finance and Administration Section Chief

vii) Executive Administrative Assistant to the Fire Chief

- Assisting the Fire Chief, as required;
- Issuing temporary identification cards to all Volunteers, in co-ordination with the Human Resources Co-ordinator/Health and Safety Co-ordinator.

Attachment “E” – Individual Responsibilities –Emergency Support Group

i) Niagara Regional Police

The Niagara Regional Police are responsible for:

- Protection of life and property and the prevention and investigation of crime
- Maintaining law and order
- Protection at the scene of the disaster area
- Alerting persons endangered by the effects of the disaster
- Protection of evacuated buildings and other property in the emergency area
- Establishing the inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Controlling traffic and crowds and ensure clear entrance and exit to and from the scene of the emergency to traffic and personnel
- Providing police service in the Emergency Operations Centre, evacuee centres, morgues and other facilities as required
- Notifying the coroner of fatalities
- Ensuring liaison with other community, provincial and federal police agencies, as required
- Alerting and assisting other emergency agencies

ii) Canadian Niagara Power

Canadian Niagara Power is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the Public Works Representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

iii) Niagara Emergency Medical Services Representative

The Niagara Emergency Medical Services Representative is responsible for:

- Providing essential primary medical care relief at the site of an emergency, as required
- Coordinating the transportation of casualties to appropriate medical care facilities from the emergency site
- Ensuring liaison with the receiving hospitals
- Liaising with the Medical Officer of Health, as required
- Assessing the need for and advising the Community Control Group of other resources, including human and material resources, which are available and/or required
- Assisting other emergency responders as required
- Providing a liaison to the impacted municipality as required by the emergency incident

iv) Medical Officer of Health

The Medical Officer of Health is responsible for:

- Acting as a co-ordinating link for all emergency health services at the ECG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assigning a Site Manager and informing the ECG;
- Establishing an on-going communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care Policies;
- Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating public health resources;
- Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.

v) Niagara Regional Representative

The Niagara Regional Representative, in conjunction with Social Services, Regional Public Works, Regional Water and Emergency Management Representatives is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the Niagara Regional Police Chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the District School Board of Niagara and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Northland Pointe and Portal Village Retirement Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

vi) Ontario Provincial Police

Ontario Provincial Police are responsible for:

- Assisting in Policing matters, as required by Niagara Regional Police.

vii) Emergency Management Ontario

Emergency Management Ontario are responsible for:

- Providing assistance when requested.

viii) Niagara Peninsula Conservation Authority

Niagara Peninsula Conservation Authority are responsible for:

- Dealing with flooding and Conservation Authority matters.

ix) St. Lawrence Seaway Authority

St. Lawrence Seaway are responsible for:

- Assisting in matters that fall under their jurisdiction.
- Dealing with Seaway matters.

x) Telecommunications (ARES) Co-ordinator/Fire Department Representative

- The Telecommunications Co-ordinator reports to the Emergency Management Co-ordinator and is responsible for:
 - Activating the emergency notification system of the local amateur radio operators group;
 - Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
 - Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
 - Maintaining an inventory of community and private sector communication equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
 - Making arrangements to acquire additional communications resources during an emergency.

Attachment “F” – Individual Responsibilities – Support/Advisory Staff

i) Legal Services Representative

The Legal Services Representative is responsible for:

- Providing advice to any member of the CCG on matters of a legal nature as they may apply to the actions of the City of Port Colborne in its response to the emergency, as requested.

ii) Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group - the District School Board of Niagara and/or Niagara Catholic District School Board and/or Conseil Scolaire de district catholique centre-sud and/or Conseil scolaire public de district du centre - sud - ouest and the Niagara Health Systems - Port Colborne Site - Hospital Administrator. Others might include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities and provincial ministries.

iii) District School Board of Niagara and/or Niagara Catholic District School Board and/or Conseil Scolaire de district catholique centre-sud and/or Conseil scolaire public de district du centre - sud - ouest

The District School Board of Niagara and/or Niagara Catholic District School Board and/or Conseil Scolaire de district catholique centre-sud and/or Conseil scolaire public de district du centre - sud - ouest are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the Municipality as to protective actions to the schools (i.e., implementing school stay in place procedures and implementing the school evacuation procedure.

iv) Niagara Health Systems - Port Colborne Site - Hospital Administrator

- The Niagara Health Systems - Port Colborne Site - Hospital Administrator is responsible for:
Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

**Attachment "G" – Emergency Notification List
(Persons to be called in order)**

Name	Work No.	Home No.	Cellular No.
INITIAL RESPONSE TEAM			
Scott Luey, EOC Director	905-835-2901 X306		
Thomas B. Cartwright, Fire Chief/CEMC	905-834-4512		
Chris Lee, Operations Section Chief	905-835-2900 X223		
Michelle Cuthbert, Public Information Officer	905-835-2901 X540		
LEVEL ONE ACTIVATION			
John Maloney, Mayor	905-835-2901 X302		
Dan Aquilina Planning Section & Logistics Chief	905-835-2901 X203		
Peter Senese, Finance & Admin. Section Chief	905-835-2900 X105		
Ashley Grigg, Community & Economic Section Chief			
Amber LaPointe, Risk Mgmt./Liaison Officer	905-835-2900 X106		
Nancy Giles, Mayor and CAO's Executive Assist.	905-835-2900 X301		
Michael Bendia, Deputy Fire Chief	905-834-4512		
LEVEL TWO ACTIVATION			
Paul Peyton, Superintendent Public Works	905-835-5079		
Italia Reeves, Health & Safety Co-ordinator	905-835-2900 X319		
Tammy Morden, Human Resources Co-ordinator	905-835-2900 X104		
Belinda Daniel, Manager of Information Technology	905-835-2900 X211		
Laura Nelson, Exec. Adm. Asst. to DCCS	905-835-2900 X107		
Karen Walsh, Exec. Adm. Asst. to Community Services	905-835-2900 X532		
Catherine Moyer, Exec. Adm. Asst. to the Fire Chief	905-834-4512		
EMERGENCY SUPPORT GROUP			
Niagara Regional Police	905-735-7811		
Canadian Niagara Power	905-835-0051		
Niagara Emergency Medical Services	905-984-5050		
Doctor Jaeger, Medical Officer of Health	905-984-3690 X7337		
Social Services – Dispatch	905-984-3690		
Ontario Provincial Police	905-356-1311		
Emergency Management Ontario(Duty Officer Line)	1-866-314-0472		
Niagara Peninsula Conservation Authority	905-788-3135		
St. Lawrence Seaway Authority	905-641-1932		

Upon activation, the notification process will be carried out at once by the Fire Department, who will note the detail of the message (e.g., description of the emergency, instructions to remain on stand-by or assemble at the EOC, etc.). The dispatcher will ensure this information is passed onto and understood by each person called.

Attachment "H" - Emergency Operations Centre(s) (Level One)

Emergency Operations Centre
Primary Location

66 Charlotte Street
"3rd Floor Conference Room"



Telephone



Conference Tables

- Computer Connections Available on South Wall

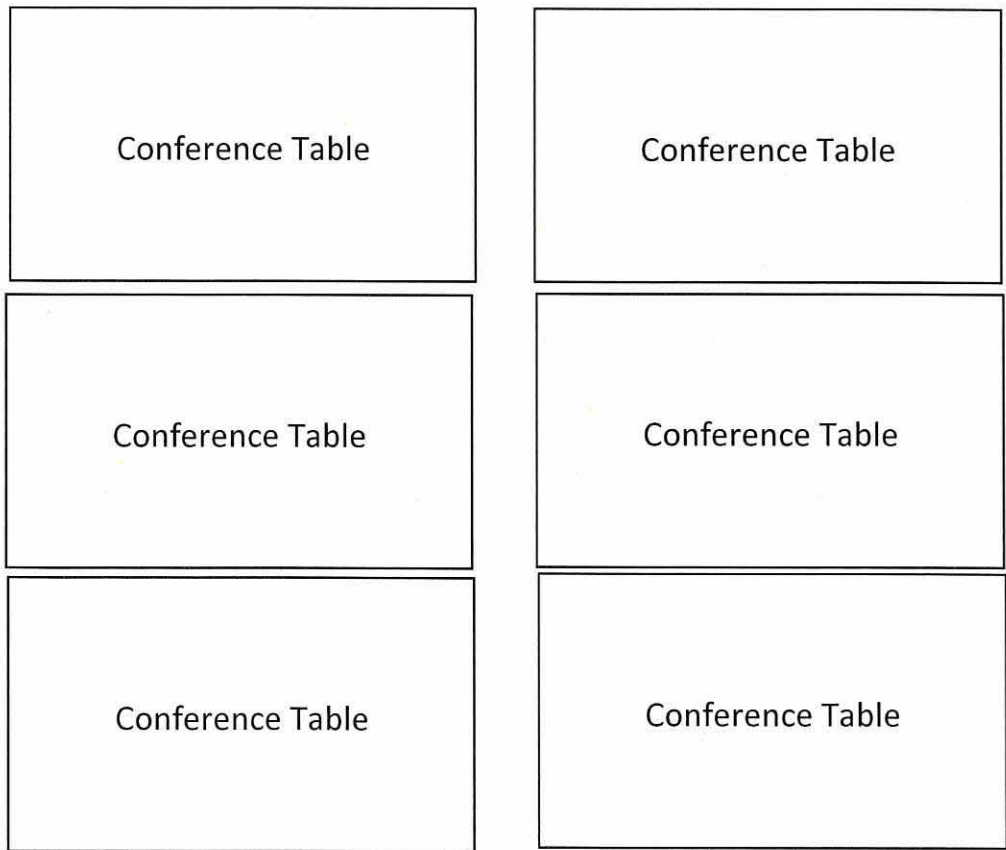
Emergency Operations Centre(s) (Level Two)

Emergency Operations Centre
Primary Location

66 Charlotte Street
"3rd Floor Council Chambers"



Telephone



Emergency Operations Centre
Secondary Location

3 Killaly Street West
"Resource Centre – Fire Station"



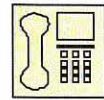
Telephone

Conference Table

CITY OF PORT COLBORNE EMERGENCY MANAGEMENT PLAN

Emergency Operations Centre
66 Charlotte Street
"3rd Floor Library" - Support Room

Conference Table



Telephone



Note: Fax to be supplied when needed

Attachment "I" - Declaration of an Emergency Form

Declaration of Emergency

I, _____ hereby declare an
(Mayor or Elected Head of Council or First Nation Chief)

Emergency in accordance with the Emergency Management Act 1990,

s.4.(1) due to the emergency described herein:

for an Emergency Area or part thereof described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the Municipality/First Nation of:

(Note: Fax to EMO Duty Office @ 1-416-314-0474)

Attachment "J" - Termination of a Declared Emergency Form

Termination of a Declared Emergency

I, _____ hereby declare an
(Mayor or Elected Head of Council or First Nation Chief)

Emergency terminated in accordance with the Emergency Management Act 1990,
s.4.(2) due to the emergency described herein:

for an Emergency Area or part thereof described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the Municipality/First Nation of:

(Note: Fax to EMO Duty Office @ 1-416-314-0474)



Community and Economic Development Department
Sugarloaf Marina Division

Report Number: 2018-29

Date: February 26, 2018

SUBJECT: Sugarloaf Marina Dredging Project - Status Update

1) PURPOSE:

The purpose of this report is to provide an update regarding the status of the Marina dredging project and to identify next steps.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Construction of Sugarloaf Marina was completed in the 1990s, with the City taking over ownership from the Canada Lands Corporation in 1999. An Environmental Assessment of the Harbour took place prior to finalization of the purchase in 1997.

Council identified dredging as a priority project for the Marina. Dredging consists of the excavation and disposal of material from the lakebed for a variety of purposes that include increasing navigational depths, flood control maintenance and the removal of contaminated silt and sediment that builds up over time. Lakebed maintenance and dredging are important components of maintaining viable harbour and marina operations. City records indicate that dredging has not occurred at the Marina since the City acquired ownership.

Removal and disposal of lakebed sediment is monitored, regulated and approved by several government bodies, including the Ministry of Natural Resources and Forestry (MNR) and the Ministry of the Environment and Climate Change (MOECC).

In March 2016, a Request for Qualifications (RFQ) for dredging services was issued for Sugarloaf Marina however, despite interest from several qualified service providers, no submissions were received. Staff later learned that the RFQ documents omitted necessary sediment thickness mapping and volume calculations. Further, staff determined that the initial scope of work identified in the RFQ was too limited. As a result, staff presented a report to Council later in 2016 to amend and re-issue the RFQ.

At its meeting of November 28, 2016, Council considered Community Services Report No. 2016-192, Subject: Status Update Marina Dredging Project, and approved the following recommendation:

That staff be directed to award the contract in accordance with the City purchasing policy by securing three quotes and to proceed with the review of the environmental report for the testing and mapping of the entire Marina to prepare a comprehensive Marina dredging program; and

That the Request for Quotation document for dredging be updated with the necessary mapping and testing details and be reissued to dredging companies for bidding and to proceed with the initial dredge, in accordance with Ministry of Natural Resources and Forestry guidelines, in the spring of 2017.

Three companies were contacted to obtain quotes to complete the necessary mapping. During this process, it was determined that mapping should be done for the entire harbour, rather than in segments based on where the dredging will occur in future years. Having the entire harbour mapped would provide significant savings in set up, transportation of equipment, etc. in later years. A service provider was subsequently selected and the requisite mapping and calculations were submitted to the City in April 2017.

3) STAFF COMMENTS AND DISCUSSIONS

Since 2017, staff have been in contact with the MNRF and the MOECC regarding the necessary permits, soil contamination testing and other regulatory processes requiring completion before dredging can begin. The Manager of Strategic Projects and Corporate Strategic Initiatives was informed that silt testing was carried out in 2001 and supporting documentation was provided by the Manager to staff.

Marina staff then sought the assistance of the City's Engineering and Operations Department who aided staff in obtaining the expertise of industry professionals to analyze the data and provide feedback regarding what can and cannot be done with the silt, in accordance with government regulation.

Using the existing environmental testing results, it was determined that the silt would not be required to be disposed of in a licensed waste facility and could be re-used as excess soil, however, recent samples should be obtained and tested to determine the current level of contamination. The level of contamination will significantly affect the overall total cost of disposal.

As further research and information gathering took place, it became clear that the scope and cost of the project is significantly more complex and costly than previously anticipated. Initial estimates of the entire project, including disposing of the excess soil if deemed contaminated, could cost upwards of several million dollars. Completion of the entire project could, however, be phased in over several years. At this time, professional expertise is required to provide a project plan and accurate cost estimate. As a result, staff recommend issuing a Request for Proposal for professional engineering services.

The Engineering and Operations Department has obtained an initial quote from a firm specializing in the type of dredging work required. The quote includes engineering services for the environmental, permitting, and dredging design at Sugarloaf Marina. The scope of work is outlined as follows:

1. Permitting:

- Species-at-Risk;
- Crown Land – Lake Bed – MNRF;
- MNRF – Beds of Navigable Waters Act/ Lakes and River Improvement Act;
- Niagara Peninsula Conservation Authority;
- Navigable Waters Act;
- Fisheries and Oceans Canada (DFO) – Fish Habitat (HADD);
- Disposal of Dredgeate.

2. Sediment Characterization:
 - Phase One ESA to support Excess Soil Management Plan (ESMP);
 - Excess Soil Preliminary Characterization to Support ESMP;
 - Excess Soil Management Plan preparation.
3. Contract and Tender Documents.
4. Preparation of a five to ten year dredging plan.
5. Tender Assistance and recommendations (Future).
6. Site Inspection Services (Future).
7. Contract Administration (Future).
8. Excess Soil Management Plan implementation (soil tracking, stockpile sampling, annual reporting) (Future).

The initial quote for the above professional services is approximately \$90,000. A contract for engineering services would ensure that a service provider with the specialized knowledge and expertise is dedicated to preparing and issuing an accurate Request for Proposals for dredging services, and available to manage the overall project, including navigating the complex regulatory and permitting processes with various levels of government.

In the interim, in light of the knowledge that the project cost is higher than originally estimated, staff also recommend the City continue to allocate funds to the Marina dredging project. Approximately \$200,000 has been allocated to this project. Staff recommend allocating an additional \$100,000 during the 2018 budget deliberations in order strengthen the City's ability to undertake the project once the tendering process is complete. Accordingly, the City Treasurer has included this budget request in the draft 2018 budget for Council's consideration during budget deliberations.

Further reports will be presented to Council to award professional consulting services, and to determine next steps (including budget allocation) once the tender for dredging services has been issued.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

Council may choose to take no further action. Under this option, the City would not issue an RFP or retain a consultant. To do nothing would mean no dredging work would be undertaken at the Marina for the foreseeable future. This option is not recommended, as over time, silt will continue to accumulate in the northwest area of the Marina, causing the docking area to become shallower, making it difficult for vessels to safely navigate the docking and boat ramp areas.

b) Other Options

Council may choose to issue an RFP to retain professional engineering services to examine the dredgeate, establish a plan for removal and prepare a five to ten year plan. This option is recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

The City's Strategic Plan identifies dredging the Marina in order to maintain the depth of waterways and limit aquatic weed growth.

6) ATTACHMENTS

N/A

7) RECOMMENDATION

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

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

8) SIGNATURES

Prepared on February 13, 2018, by:



Mark Minor,
Marina Supervisor

Reviewed by:



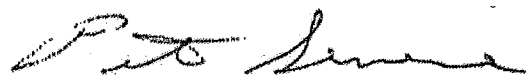
Ashley Grigg,
Director of Community and Economic
Development

Reviewed by:



Stephen Shypowskyj,
Acting Director of Engineering and
Operations

Reviewed by:



Peter Senese,
Director of Corporate Services

Reviewed and respectfully submitted by:



C. Scott Luey,
Chief Administrative Officer



Report Number: 2018-28

Date: February 26, 2018

SUBJECT: Ontario Community Infrastructure Fund (Ocif) Intake Two – Nickel Area CSO Control Program Amending Agreement

1) PURPOSE

This report was prepared to inform Council about the request to the Ministry of Agriculture, Food and Rural Affairs and to seek approval of an amending agreement to extend the project's substantial completion date to June 1, 2018 for funding from the Ontario Community Infrastructure (OCIF) Intake Two for the Nickel Area Combined Sewer Overflows (CSO) Program. The extension request has been approved by the Province and in order to receive the extension for the City's funding allocation, the City must enter into a new Amending Agreement with the Province. A copy of the approved Council By-law must accompany the Amending Agreement.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The Province announced in July 2015 an intake to identify priority municipal projects for the OCIF. The Nickel Area CSO Project was successful under the OCIF formula and the City received the total maximum funds available of \$2 million in December 2015. The City entered into a Contribution Agreement and was subject to several terms and conditions including completion of the project by December 31, 2017.

3) STAFF COMMENTS AND DISCUSSIONS

Due to many variables such as a very tight time line for completion, testing and disposal of potentially contaminated soil and the winter weather, the project was not able to be completed by the deadline. Staff requested an extension to the project which was approved providing for substantial completion to occur by June 1, 2018 and the final report to be due no later than July 3, 2018.

The Province has provided an Amending Agreement which updates and changes the dates as described above. The Amending Agreement must be signed and sealed and returned to the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). A copy of the authorized Council by-law authorizing the Mayor and City Clerk to enter into the Amending Agreement for this Project must accompany the Amending Agreement. The City will be required to insert the appropriate signatories' names and titles.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

The City has the option of not entering into the Amending Agreement with the Province at this time. The Nickel Area CSO Project was not completed by the December 31, 2017 deadline and the \$2,000,000 funding could be jeopardized. This is not recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Amending Agreement between the Province and the City

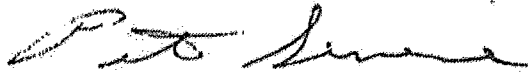
7) RECOMMENDATION

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

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

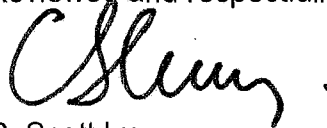
8) SIGNATURES

Prepared on February 15, 2018 by:



Peter M. Senese
Director of Corporate Services

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

This Amendment is effective as of the date of the Province's execution.

AMENDING AGREEMENT

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs**

("Ontario")

AND

**CITY OF PORT COLBORNE
(the "Recipient")**

WHEREAS Ontario and the Recipient (the "**Parties**") entered into an agreement (the "**Agreement**") with an Effective Date of March 22, 2016, under the Ontario Community Infrastructure Fund – Application-Based Component;

AND WHEREAS the Parties wish to amend the Agreement;

AND WHEREAS section 16.10 of the Agreement allows the Parties to make amendments to the Agreement, provided such amendments are in writing agreed upon and signed by the Parties;

NOW THEREFORE, in accordance with the principles set out above and the mutual covenants and agreements herein, the sufficiency of which is acknowledged, the Parties hereby agree to amend the Agreement under this amending agreement (the "**Amendment**") as follows:

1. **Revocation and Replacement of Part B.3.1 "Project Completion Date" of the Agreement.** Part B.3.1 of the Agreement is revoked and replaced with the following:

B.3.1 Project Completion Date. Substantial Completion shall occur by no later than June 1, 2018.
2. **Revocation and Replacement of Part C.4 "Payment of Funds" of the Agreement.** Part C.4 of the Agreement is revoked and replaced with Part C.4 attached to this Amendment.
3. **Revocation and Replacement of Part G.1 "Reports Requirements" of the Agreement.** Part G.1 of the Agreement is revoked and replaced with Part G.1 attached to this Amendment.
4. **Defined Terms.** Any capitalized term used in this Amendment but not defined herein shall have the same meaning given to it in the Agreement.
5. **Referential Incorporation Of Certain Provisions In Agreement.** Sections 1.2 to 1.7, 16.1 to 16.13, 16.19, 16.20 and 16.22 are referentially incorporated into this Amendment with any and all necessary modifications to make them applicable to this Amendment.

- 6. **Amendment May Be Signed In Counterparts.** This Amendment may be signed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 7. **The Agreement.** The Parties acknowledge that the Agreement continues as a valid and binding agreement, subject only to this Amendment, and that all other terms and conditions of the Agreement apply *mutatis mutandis*.

IN WITNESS WHEREOF the Parties have respectfully executed this Amendment as of the dates indicated below:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

 Name: Randy Jackiw
 Title: Assistant Deputy Minister

Date

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE CITY OF PORT COLBORNE

 Name:
 Title:

Date

AFFIX CORPORATE
SEAL

 Name:
 Title:

Date

I/We have the authority to bind the Recipient.

PART C.4 – PAYMENT OF FUNDS

C.4.1 Payment Of Funds. Ontario shall pay, subject to the terms and conditions of the Agreement, to the Recipient the Funds in accordance with the following:

MILESTONE PAYMENT SCHEDULE

Project Milestone Payment	Recipient Expected Completion Date
Milestone 1: Agreement Execution	March 11, 2016
Milestone 2: Submission and Acceptance of Revised Budget Report (Submitted after 70% of the Project costs are awarded)	October 31, 2016
Milestone 3: Submission and Acceptance of Final Report	July 3, 2018

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
Subject to the terms and conditions of the Agreement:		
Milestone 1: Execution of the Agreement by both Parties.	An amount up to fifty-five percent (55%) of the Maximum Funds	An executed Agreement and a Council by-law / Board resolution authorizing the Recipient's entry into the Agreement. This Agreement shall be received by Ontario no later than March 11, 2016.

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
<p>Milestone 2: Upon receipt and acceptance by Ontario of required reports.</p> <p>If there is a variance between the date noted in Recipient Expected Completion Date for Milestone 2 (noted above) and the actual date Milestone 2 will be requested by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Provided it is not a negative figure, an amount up to seventy-five percent (75%) of either</p> <p>(i) The Maximum Funds, less the amount paid at Milestone 1;</p> <p style="text-align: center;">or</p> <p>(i) An amount calculated by multiplying the percentage of Maximum Funds against the Recipient's Revised Total Net Eligible Costs, less the amount paid at Milestone 1.</p>	<p>Construction Contract Award Report</p> <p>Revised Budget Report</p> <p>Progress Report</p>
<p>Milestone 3: Upon receipt and acceptance by Ontario of the Final Report and no later than July 3, 2018 Note that the Project must be Substantially Completed no later than the Project Completion Date noted in Part B.3.1 attached to this Amendment.</p> <p>If there is a variance between the date noted in Recipient Expected Completion Date for Milestone 3 (noted above) and the actual date Milestone 3 will be requested by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Using the same method of calculation as in Milestone 2,</p> <p>(i) The balance of the Funds, if any, to the limit of the Maximum Funds</p> <p style="text-align: center;">or</p> <p>(ii) The balance, if any, of the Funds calculated by multiplying the Percentage of Provincial Support against the Recipient's Total Net Eligible Costs as certified in the Final Report,</p> <p>whichever aggregate amount is smaller.</p>	<p>Final Report</p>

PART G.1 – REPORTS REQUIREMENTS

The following Reports are to be provided in full in the corresponding format provided hereafter and with such content as is satisfactory to Ontario:

	Name of Report and Details Required	Due Date
1.	Construction Contract Award Report - a Report from council including a resolution or other municipal document recognizing the awarding of the Project tender(s)	Within fifteen (15) Business Days of a council resolution and no later than June 30, 2017.
2.	Revised Budget Report must be based on tenders awarded to complete the Project. The Recipient shall use the form set out in Part G.2 of Schedule "G" of the Agreement.	Within fifteen (15) Business Days of a council resolution and no later than June 30, 2017.
3.	Progress Report - The Recipient shall use the form set out in Part G.3 of Schedule "G" of the Agreement.	Twice a year by May 15 and November 15 for the Term of the Agreement. A Progress Report is also required to be submitted as part of the submission for Milestone Two (2).
4.	Final Report - including statement of final incurred eligible expenses validated by invoices and/or payment certificates. The Recipient shall use the form set out Part G.4 of Schedule "G" of the Agreement.	No later than July 3, 2018.
5.	Other Reports or information as may be directed by Ontario from time to time, if any	On or before a date directed by Ontario.

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Report Number: 2018-21

Date: February 26, 2018

SUBJECT: Committee of the Whole/Council Meeting Schedule for October and December 2018

1) PURPOSE

The purpose of this report is to seek Council direction with respect to the October and December schedule of Council meetings.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Voting Day for the 2018 Municipal Election will be held on October 22, 2018, which is also the date on which the regularly scheduled meeting of Council would take place. There is a need to revise the meeting schedule accordingly.

The City's Procedural By-law dictates that Council shall hold only one regular meeting in the month of December, the date of which shall be established by resolution of Council no later than September 30th of each year. The Procedural By-law also prescribes that the first meeting of a newly elected Council shall be held on the first Monday of December following a regular election: December 3, 2018.

3) STAFF COMMENTS AND DISCUSSIONS

This year, the following Mondays are available on which to hold Council's regular meeting in December: December 10 and 17. December 10, 2018 is considered by staff to be the most suitable date. This date provides the best balance of time between meetings. It also provides sufficient time for the completion of any necessary follow up from the December meeting prior to the start of the holiday closure. Public notice of the December meeting will be issued, once the date is approved by Council.

The first regular meeting of the New Year will take place on January 14, 2019. For the last several years the first Council meeting in January has been cancelled as a result of the holiday closure and due to a lack of agenda items. However due to the fact that staff return to work on Wednesday, January 2, 2019, there is sufficient time meet the agenda delivery date of Thursday, January 10, 2019 set by the Procedural By-law.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) **Do nothing.**

This is not an option.

b) Other Options

Council may choose to set an alternate date for the December meeting. Council may also choose to cancel the first regularly scheduled meeting of 2019, scheduled to take place on January 14, 2019.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

None.

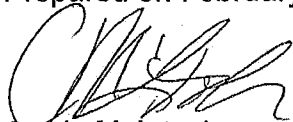
7) RECOMMENDATION

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

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

8) SIGNATURES

Prepared on February 6, 2018 by:



Carrie McIntosh
Deputy Clerk

Reviewed by:



Peter Senese
Director of Corporate Services

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer



Report Number: 2018-20

Date: February 26, 2018

**SUBJECT: Province of Ontario's Development Charges Rebate Program
Expression of Interest**

1) PURPOSE

The purpose of the report is to inform Council about the Province of Ontario's Development Charges Rebate Program and to seek approval to partner with the Niagara Region on an Expression of Interest application.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

On December 20, 2017, the Ministry of Housing invited eligible municipalities to express their interest in the Development Charges Rebate Program. The Development Charges Rebate Program is one of the initiatives in the Province's Fair Housing Plan that aims to increase the supply of housing, targeting purpose-built market rental developments and units in municipalities with low vacancy rates and high tenant populations. The Province's aim is to encourage and to help build complete communities that are accessible, livable, walkable and close to transit and other services.

Through the program, market rental housing developers would receive a rebate of development charges collected by municipalities for eligible rental housing developments in communities that are most in need of rental housing. Up to a total of \$125 million over five years will be available to eligible municipalities under the Development Charges Rebate Program, starting with \$25 million in 2018-19.

3) STAFF COMMENTS AND DISCUSSIONS

Staff supports the program to provide incentives to help build new rental housing through development charge rebates. Upon review of the program and the City currently waiving all Development Charges, a further incentive would be for the Region of Niagara to waive the Regional Development Charge.

It is therefore recommended that the City partner with the Niagara Region on an Expression of Interest application. If approved, a 100% rebate of Regional Development Charges, coupled with the City's 100% waiver on Development Charges, may be enough to entice private industry to develop rental housing.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

Not applicable.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Development Charges Rebate Program Guidelines

7) RECOMMENDATION

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

8) SIGNATURES

Prepared on February 16, 2018 by:



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

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

2017

Development Charges Rebate Program Program Guidelines

Ontario Ministry of Housing
December 2017

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Introduction

It is a provincial interest to have an appropriate mix and range of housing options, including purpose-built rental housing that caters to diverse needs of all ages and incomes.

There are two types of rental housing in Ontario: purpose-built rental housing (which includes market rentals, and social or affordable housing) and the secondary rental market (consisting primarily of individually rented condominiums, singles/semis and basement apartments).

While the secondary rental market is an important part of the overall rental stock, these units may be available in the rental pool one year and not the next. The availability of units in the secondary rental market in any community depends on the owner's decision, which is affected by prevailing economic and real estate conditions, among other factors.

There are many advantages in increasing the supply of purpose-built market rental housing, as it:

- Addresses the need for stable rental housing and better security of tenure for tenants with diverse needs, compared to individually rented homes and condos.
- Caters to older demographics within communities, by offering options for seniors looking to downsize, while enabling them to stay in their communities and age in place.
- Supports and aligns with provincial priorities and goals with respect to growth planning, intensification and the need for more missing middle housing.
- Attracts and retains skilled workers to Ontario and high growth urban areas.
- Increases the province's economic competitiveness and allows for increased mobility of residents, both geographically and within the housing market.

Fair Housing Plan and Development Charges Rebate Program

On April 20, 2017, the government announced its Fair Housing Plan, a comprehensive package of 16 measures to improve housing affordability, address demand, protect renters and buyers, increase the supply of housing, and improve information sharing.

The Development Charges Rebate Program (the "Program") is one of the measures to increase supply of housing, specifically purpose-built market rental development. The Program provides rebates for development charges and aims to reduce the construction costs of building market rental housing, particularly in those communities that are most in need of new purpose-built rental housing.

The Program is in addition to two other initiatives aimed at increasing the supply of purpose-built rental housing:

- A mandatory new multi-residential property tax class, which ensures that municipalities tax new rental apartments at a similar rate as other residential properties. The mandatory new multi-residential property tax class applies to all new rental housing for

which building permits have been issued on or after April 20, 2017.

- A Provincial Affordable Housing Lands Program that leverages surplus provincial land to develop a mix of market housing and new, sustainable affordable housing. Four sites in Toronto have been already announced under the program.

Program Funding

Under the Program, up to a total of \$125 million over five years is available as rebates for development charges, starting with 2018-19. Notional allocations for fiscal years 2018-19, 2019-20, and 2020-21 (\$25 million each year for a total of \$75 million) will be announced in spring 2018 in accordance with provincial accounting and budgetary practices.

Program funding, if approved, will be provided according to the terms and conditions of a Transfer Payment Agreement (TPA) between the Province and the municipality.

Funding for Program Administration

Participating municipalities or their designates such as their Service Managers that administer the program may use up to 5% of allocations to cover administration costs, if needed, as indicated in a municipal take-up plan.

Scope of the Guidelines

The Program Guidelines describe the various program requirements for the Program, including the role of municipalities, long-term affordability requirements for rental developments receiving provincial rebates, rental housing developments and units eligible to receive funding under the program, and accountability and reporting requirements.

Please note that the Program Guidelines may be updated on an as-needed basis and changes will be communicated to municipalities.

Municipal Contribution

There are no requirements for municipalities to contribute to the Program. However, municipalities are encouraged to consider providing municipal incentives, where possible, to purpose-built market rental developments eligible to receive provincial rebates under the program.

The Program cannot be used by municipalities to replace any existing housing programs and incentives that municipalities may already have with respect to affordable (below-market) rental housing. For greater clarity, this Program cannot be used by municipalities to replace or

support a municipal program or any municipal decision relating to deferrals or rebates or exemptions of development charges.

Role of Municipalities

Participating municipalities will administer the Program based on local need, changing rental market conditions, and demand for rental housing in their community.

Under the Program, municipalities have the flexibility to determine:

- The built-form of rental housing developments eligible to receive a development charges rebate (e.g., high-rises, mid-rises, town homes), based on local housing need;
- Unit size configurations in the development, based on local need;
- The amount of development charges rebate provided for eligible rental housing developments and units (e.g., full or partial rebates); and
- The timing of the rebate (e.g., at what point after the development charges are collected would a rebate be made available), within program parameters.

As program administrator, a municipality will:

- Enter into a TPA with the Ministry of Housing (MHO);
- Administer the Program in compliance with the TPA and the Program Guidelines;
- Plan activities related to program delivery, which may include assessing local housing needs and planning processes;
- Identify rental housing developments and units eligible to receive a rebate under the program;
- Determine the amount rebates on a project by project basis;
- Determine key milestones for payment of the rebate;
- Develop and enter into required agreements with developers of rental housing developments and units receiving provincial rebates to set out a procedure to receive provincial rebates and monitor progress;
- Flow provincial rebates to eligible rental housing developments and units;
- Complete and submit take-up plans to MHO, as indicated in the TPA; and
- Monitor progress and provide annual reports to MHO, as indicated in the TPA.

In administering the Program, municipalities are encouraged to work with their housing Service Manager and/or the upper-tier municipality (in case of a two-tier system) to ensure alignment with local planning and housing policies, and coordinate municipal incentives, if provided.

Municipalities have an option to designate their housing Service Manager as the administrator of the Program, and also submit an EOI on their behalf.

If a municipal council designates the housing Service Manager as the program administrator:

- The municipality must submit a copy of the municipal council's decision designating the housing Service Manager as program administrator, directing the Service Manager to submit an EOI to MHO, and authorizing the Service Manager to enter into a Transfer Payment Agreement with MHO on the municipality's behalf.
- The housing Service Manager must provide written confirmation from a person of appropriate authority of its willingness to act as program administrator.

In such cases, the Service Manager should work with the designating lower or single-tier municipality in determining rental housing developments and units that are eligible to receive rebate funding under the program, planning approval timelines, and any municipal incentives that may be available.

Rental Housing Developments and Units Eligible to Receive Provincial Rebate Funding

Under the Program, municipalities have the flexibility to determine the rental housing developments and units that will receive funding through this program based on local need, but within broad provincial program criteria:

- Developments must be consistent with the PPS and conform with the Growth Plan;
- Developments must align with other provincial priorities and lead to net new additional public good (rental housing, family-sized units, senior-friendly, close to transit and transit hubs);
- Developments and units receiving provincial rebates remain rental for a minimum of 20 years;
- Non-luxury rental units, where starting rents do not exceed 175% of AMR as published by Canada Mortgage and Housing Corporation (CMHC). Municipalities have the ability to set a lower threshold based on local circumstances and housing policies.

The following types of developments and units are not eligible under the Program:

- Single and semi-detached homes, duplexes/triplexes, and retirement homes;
- Units already receiving provincial capital subsidies under housing supply programs (e.g., under IAH – Rental Component);
- Luxury market rental units, where starting rents exceed 175% of Average Market Rents, as published by CMHC; and
- Market rental developments receiving a deferral of or exemption from the payment of development charges.

Starting Rents and Long-Term Affordability Criteria

Proposed starting market rents for developments or units receiving development charges rebates cannot exceed 175% of Average Market Rents (AMRs), as published by CMHC, for a given year. In cases, where CMHC does not publish AMRs, municipalities should use AMRs based on local evidence and research (e.g., survey of market rents in the community or municipality), and inform the Ministry of Housing (MHO) accordingly.

Municipalities have the flexibility to target rebates for proposed market rental housing developments or units with starting rents at a percentage of AMR lower than 175%, without any further provincial restrictions. Municipalities also have the flexibility to use AMRs as the neighbourhood level, if available from CMHC.

There are no long-term affordability requirements for units receiving provincial rebates under the program beyond the threshold for starting market rents, subject to the provisions under the Residential Tenancies Act, 2006.

Stacking With Other Housing Supply Programs

Stacking or combining rebate funding under the Program with MHO's other housing supply programs is permitted only if some additional public good is created (e.g., construction of market-rent family-sized units or have market rental units that were not previously planned).

Examples of Stacking

To illustrate potential developments eligible under the program, please see the following examples:

Example #1	Eligibility
The developer would like to add six market rental units to an affordable rental housing development already approved to receive provincial funding under Investment in Affordable Housing – Rental Component to create a mixed-income rental development. Starting rents are at 150% AMR.	Yes. The six market rental units are not receiving provincial funding under Investment in Affordable Housing would be eligible to receive the development charge rebate under the program.
Example #2	Eligibility
The developer would like to add five market rental units to an affordable rental housing development already approved to receive provincial funding under Investment in Affordable Housing – Rental Component to create a mixed-income rental development. Starting rents are at 185% AMR.	No. The five units would not be eligible as they would be considered luxury units as they exceed this programs threshold of 175% of AMR.

Program Accountability and Reporting

Accountability for provincial actions, decisions, and policies with regard to the use of public funds for programs and services is important. The Province has an obligation to demonstrate value for money, and to ensure that funds have been spent appropriately and in a timely manner.

Transfer Payment Agreement (TPA)

The TPA sets out an accountability requirements between the Province (through MHO) and the municipality, and outlines the roles and responsibilities of both parties, as required by the Province's Transfer Payment Accountability Directive.

In case a housing Service Manager has been designated as program administrator, the Province would enter into a TPA with the Service Manager subject to council's authorization.

The TPA will require the municipality to develop formal contribution agreements with any developers who receive provincial rebates for the purpose of meeting program objectives and/or addressing obligations.

Bi-annual Take-up Plans

Based on their notional allocations, participating municipalities will be required to submit a take-up plan in the first quarter of each fiscal year for all years in the program to MHO for approvals.

The take-up plan for a particular fiscal year will be informed by rental housing developments that have come forward for planning approvals and meet program eligibility criteria. A municipality's take-up plan should:

- Provide details of the proposed market rental housing developments and units that meet program and eligibility criteria as laid out in the Program Guidelines;
- Indicate if municipality has set an AMR threshold for non-luxury market rental units that is lower than from provincial threshold of 175% AMR, and what that threshold would be;
- Indicate timing of when the rebate would flow towards the eligible market rental developments after the collection of the development charges;
- Indicate how much of the fiscal year's notional allocation the municipality would need on a quarterly basis, to facilitate transfer of provincial rebates from MHO to municipality;
- Indicate timelines around expected planning approvals and issuance of building permits for the proposed market rental developments specified in the plan;
- Indicate details of any municipal incentives provided; and
- Identify legal mechanisms that would keep proposed developments and units as rental for a minimum of 20 years.

The Province recognizes that the planning approval processes around market rental housing developments can sometimes take few years before a building permit is issued. To accommodate for any delays in the planning approval processes for developments and units proposed in the initial take-up plans, municipalities will have two years to rebate eligible developments. The two years start at the beginning of each fiscal year, when municipalities receive MHO approval on their initial (first quarter) spending plans. For example, for allocations made in fiscal year 2018-19, municipalities will have up until March 31, 2020 to make the rebates.

Payment Process and Schedule

Payment Process

The Ministry will advance funding directly to municipalities (or designated Service Managers), who will be responsible for rebating development charges for eligible developments and units. Municipalities (or designated housing Service Managers) will provide rebates for eligible developments based on a schedule as determined by the municipality, and in compliance with the program requirements.

Payment Schedule

MHO will provide quarterly funding to municipalities, based on MHO approved first quarter take-up plans.

Recovery and Reconciliations

MHO will also undertake reconciliations through adjusted municipal take-up plans submitted every six months to assess if the provincial rebates are being provided in accordance with program criteria and initial first quarter take-up plan.

If a municipality reports back that it is unable to rebate its allocation for that fiscal year, MHO would either reconcile unspent funding or re-allocate the funding to another municipality. Reallocation would be based on capacity of other municipalities to rebate development charges as reflected in their take-up plans. This would be determined through discussions between MHO and municipalities around proposed rental developments and units that would be eligible to receive provincial development charges rebates, and anticipated timelines these developments/units would be in a position to receive a building permit and make development charges payments within the given time frames.

Indemnification and Repayment

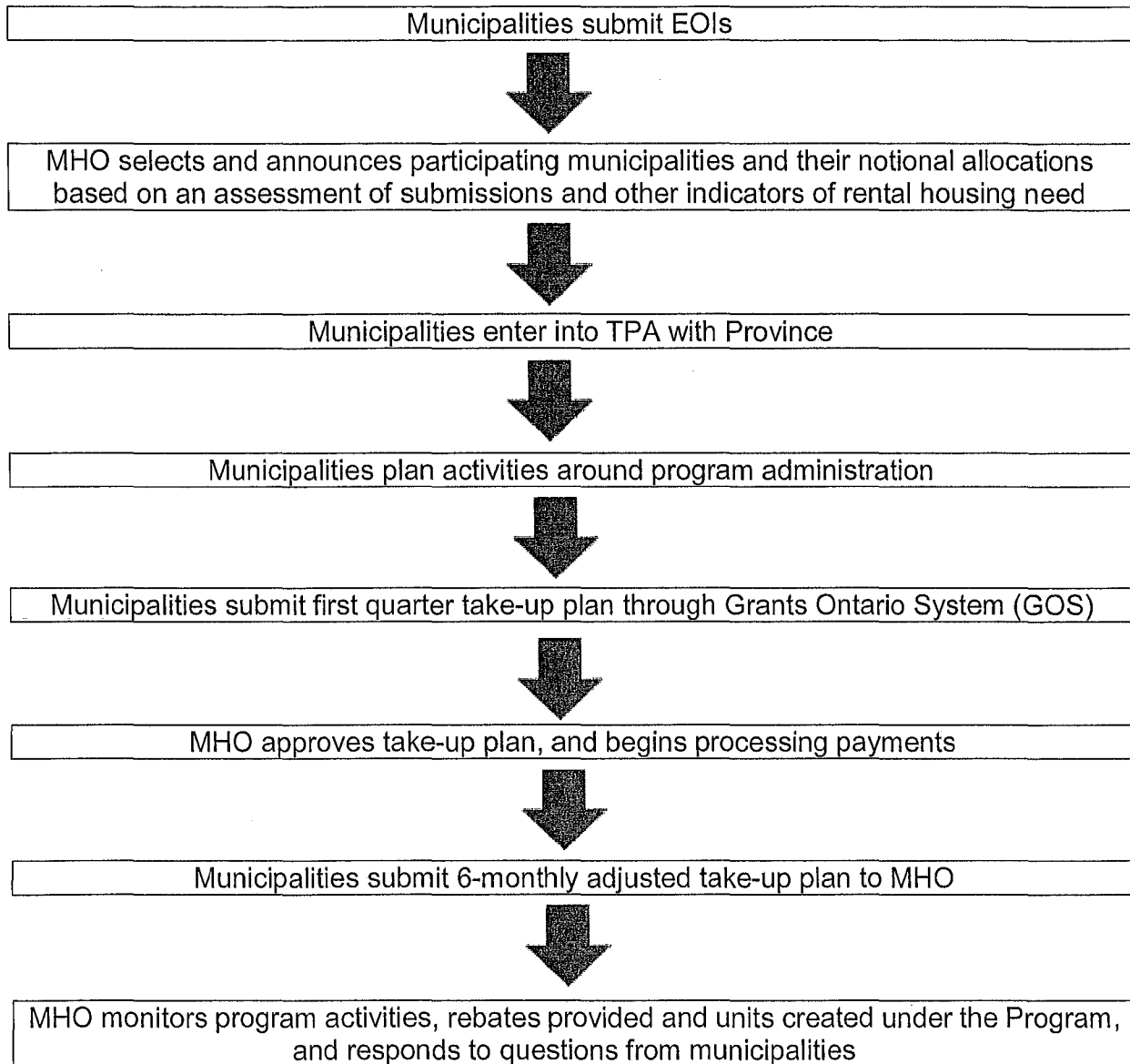
There are obligations for all Program recipients with regard to the indemnification and recovery of provincial government funding. The TPAs will contain specific obligations and provisions relating to indemnification and recovery of provincial funding.

Other Reporting Requirements

Through their adjusted spending plans, municipalities will report back on a bi-annual basis on the following:

- Adjusted forecasted and actual rebates made to date;
- Details of the developments receiving rebates (address of site, total number of units in the development, if there are units in the development receiving capital subsidies through another provincial program such as IAH);
- Total and per unit provincial rebates provided to eligible developments or units on a site-by-site basis (until fully transferred);
- Details of any municipal incentives provided to the eligible developments or units on a site-by-site basis;
- Total number of market rental units receiving rebates by bedroom type and unit size;
- Expected or actual starting market rents by bedroom type and comparison against AMR threshold; and
- Expected or actual occupancy date for the development/units.

Appendix A: Program Implementation Flow Chart



Appendix B: Ministry of Housing Contacts

Municipal Services Office – Central

777 Bay Street 13th Floor
 Toronto, ON, M5G 2E5
 General Inquiry: 416-585-6226
 Toll Free: 1-800-668-0230
 Fax: 416-585-6882

Contact: Ian Russell, Team Lead, Regional Housing Services
 Tel: 416-585-6965
 Email: ian.russell@ontario.ca

Serving: Durham, Halton, Hamilton, Niagara, Muskoka, Peel, Simcoe, York

Municipal Services Office – Eastern

8 Estate Lane, Rockwood House
 Kingston, ON, K7M 9A8
 General Inquiry: 613-545-2100
 Toll Free: 1-800-267-9438
 Fax: 613-548-6822

Contact: Mila Kolokolnikova, Team Lead, Regional Housing Services
 Tel: 613-545-2123
 Email: mila.kolokolnikova@ontario.ca

Serving: Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville,
 Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and
 Russell, Renfrew

Municipal Services Office – Western

659 Exeter Road, 2nd Floor
 London, ON, N6E 1L3
 General Inquiry: 519-873-4020
 Toll Free: 1-800-265-4736
 Fax: 519-873-4018

Contact: Pearl Dougall, Senior Housing Advisor,
 Tel: 519-873-4521
 Email: pearl.dougall@ontario.ca

Cynthia Cabral, Senior Housing Advisor,
 Tel: 519-873-4520
 Email: cynthia.cabral@ontario.ca

Serving: Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, Windsor

Municipal Services Office – Northeastern

159 Cedar Street, Suite 401
Sudbury, ON, P3E 6A5
General Inquiry: 705-564-0120
Toll Free: 1-800-461-1193
Fax: 705-564-6863

Contact: Cindy Couillard, Team Lead, Regional Housing Services
Tel: 705-564-6808
Email: cindy.couillard@ontario.ca

Serving: Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, Timiskaming

Municipal Services Office – Northwestern

435 James Street, Suite 223
Thunder Bay, ON, P7E 6S7
General Inquiry: 807-475-1651
Toll Free: 1-800-465-5027
Fax: 807-475-1196

Contact: Peter Boban, Team Lead, Regional Housing Services
Tel: 807-473-3017
Email: peter.boban@ontario.ca

Serving: Kenora, Rainy River, Thunder Bay

Housing Programs Branch - Toronto

777 Bay Street, 14th Floor
Toronto, ON, M5G 2E5
Fax: 416-585-7003

Contact: Walter Battello, Account Manager, Regional Services Delivery Unit
Tel: 416-585-6480
Email: walter.battello@ontario.ca

Serving: Toronto



Planning and Development Department
Planning Division

Report Number: 2018-22

Date: February 26, 2018

**SUBJECT: Reimbursement and Waiving of Fees for Gateway Residential –
569 King Street.**

1) PURPOSE

The purpose of this report is to provide Council with information about the request from Gateway Residential & Community Support Services to reimburse all planning application fees and waive building permit fees for their proposal to build 8 residential units.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

In 2012, a similar request to Council was made that amounted to \$49,155.33 in fees to be waived or reimbursed. Council, through Planning and Development report 2012-16 did not approve Gateway Residential's request:

“That DPD Report 2012-16 in respect of the request by Gateway Residential & Community Support Services to refund fees and charges be received and that no further action be taken.”

The City has no policy with respect to these types of requests. The property is outside of a Community Improvement Plan project area so no financial incentives are available. Budget requests to include waiving/reimbursement of fees in the Planning and Development budget for lost revenue have never been approved.

3) STAFF COMMENTS AND DISCUSSIONS

Gateway Residential is proposing to build a 2-storey, 8-unit affordable housing building. They have applied to amend their 2010 Site Plan Agreement which is currently in process. In 2017, they received Committee of Adjustment approval for minimum floor area and maximum lot coverage variances.

The following fees are associated with this project, which does not include development charges which have been waived by Council:

Building Permit projected:	\$4,037
Minor Variance:	\$1,150
Site Plan Control Amendment:	\$1,500
TOTAL:	\$6,687

Building permit and planning application fees are required to cover the costs of the day to day operations of the Building and Planning Divisions as well as the staff time for

processing and inspection. Staff has brought to Council's attention in the past that if developers do not pay for all development, it falls on the general tax levy to recover. However, Council has waived fees for not-for-profit groups and community associations if it is a benefit to the City and has elected to pass on the fees to the general taxpayer. In 2008, Council waived \$6,433 to Habitat for Humanity and in 2009 waived \$7,030.60 for their second home build. In 2010, Council waived \$28,792 to Port Cares and refunded \$252.45 for the First Lutheran Church (charged for the addition to house the elevator).

During budget deliberations in previous years, the Planning and Development Department presented an "Underfunded Services" projected amount of \$25,000 to cover various requests for these types of reimbursement. Council has declined such budget requests.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

a) Do nothing.

Gateway Residential would be responsible for all fees.

b) Other Options

Council can choose to reimburse and waive \$6,687 and recover the Planning and Development Department's lost revenue in the 2018 budget.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

Gateway Residential & Community Support Services, January 10, 2018 letter.

7) RECOMMENDATION

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

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

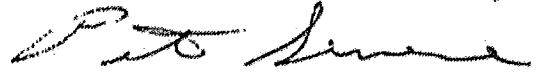
8) SIGNATURES

Prepared on February 14, 2018 by:



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

Reviewed by:



Peter Senese
Director of Corporate Services

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer



Gateway Residential development
Growth Strategy
Vance Badawey MP
Gateway
John Osczytko

to:
mayor
01/10/2018 08:47 AM
Hide Details
From: "John Osczytko" <johno@gatewayofniagara.ca>
To: <mayor@portcolborne.ca>
History: This message has been forwarded.

0 Attachment



image001.gif

January 10, 2018
From: John Osczytko
To: Mayor

Morning Your Worship: Just wanted to give you a quick update on the 569 King Street, 8 new unit, affordable housing build.

We will not be using shipping containers as originally planned for construction of the project, instead we will be using pre-fab.

I know you initially had some concerns about this. Our intent is for the project to be completed and for tenants to move in by December of 2018.

Secondly I would like to inquire about the possibility of the City of Port Colborne making a contribution to the project by the waiving of fees and or reimbursing us for those we had paid?

I thank you in advance for your kind consideration.

Sincerely,

John Osczytko

John Osczytko
Executive Director



178 King Street, Welland, ON L3B3J5

905 735 4445 Ext 222

www.gatewayofniagara.ca

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Planning and Development Department
Planning Division

Report Number: 2018-23

Date: February 26, 2018

SUBJECT: Amendment to Westwood Estates Phase II Subdivision Agreement

1) PURPOSE:

This report was prepared to recommend Council's approval to amend By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), to revise the drawing "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" to satisfy a condition of the Committee of Adjustment for approval of a lot boundary adjustment application.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Council passed By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), at its meeting on May 24, 2016. An application for a lot boundary adjustment was heard at the August 2017 Committee of Adjustment meeting to transfer part of lot 30 to lot 40. This application was approved by the Committee of Adjustment with a number of conditions (Notice of Decision for B13-17-PC attached as APPENDIX A). One condition called for "the subdivision agreement for the Westwood Phase II subdivision be amended to include a revised lot grading plan to the satisfaction of the Director of Engineering & Operations if applicable." The City received a revised subdivision grade control plan prepared by Upper Canada Consultants to satisfy this condition.

3) STAFF COMMENTS AND DISCUSSIONS

Staff reviewed the revised "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (attached as APPENDIX B) and is satisfied with the changes made to accommodate the lot boundary adjustment between lots 30 and 40. Staff recommend to Council to amend By-law 6366/46/16 by replacing subdivision agreement drawing "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 9 prepared by Upper Canada Consultants and dated April 23, 2015) with "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 12 prepared by Upper Canada Consultants and dated July 10, 2017).

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

This option is not recommended as it would negatively impact development of Westwood Estates Phase II.

b) Other Options

That Council accepts this report as information and not take any further action at this time.

This option is not recommended as it would negatively impact development of Westwood Estates Phase II.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

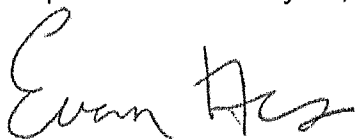
APPENDIX A Committee of Adjustment Notice of Decision for B13-17-PC
APPENDIX B Revised Westwood Estates Phase 2 Subdivision Grade Control Plan 1

7) RECOMMENDATION

That By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), be amended by replacing subdivision agreement drawing "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 9 prepared by Upper Canada Consultants and dated April 23, 2015) with "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 12 prepared by Upper Canada Consultants and dated July 10, 2017).

8) SIGNATURES

Prepared on February 15, 2018 by:



Evan Acs, MA, MSC
Planning

Reviewed by:



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

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer



PORT COLBORNE

2018-23 APPENDIX A

1/1

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

Application B13-17-PC

September 14, 2017

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

AND IN THE MATTER OF the property legally known as Lot 30, Plan 59M-428, Part 1 in the City of Port Colborne Regional Municipality of Niagara; municipally known as n/s Clarence Street.

AND IN THE MATTER OF AN APPLICATION by the agents Eric and Christine Mullins for the owner Lester Shoats Ltd., for a lot boundary adjustment under Section 53(1) of the Planning Act, R.S.O. 1990, Chapter P. 13, so as to permit the conveyance of a parcel of land (Part 1) having a total lot area of 511.9m² (.12ac) to be merged with the lands to the west fronting on Limestone Court (Lot 40). Part 2 will retain a lot frontage of 12.78m (41.92ft) on Clarence Street and a lot area of 781.4m² (.19ac) for a future residential use.

That application B13-17-PC be granted subject to the following conditions:

Given the information above, Planning Staff recommend application B13-17-PC be GRANTED subject to the following conditions:

- 1. That the applicant provides the Secretary-Treasurer with the deeds in triplicate for conveyance of the subject parcel or a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.
2. That a final certification fee of \$200 payable to the City of Port Colborne be submitted to the Secretary-Treasurer.
3. That the subdivision agreement for the Westwood Phase II subdivision be amended to include a revised lot grading plan to the satisfaction of the Director of Engineering & Operations if applicable.

FINAL AND BINDING

For the Following Reasons:

[Signature]
SECRETARY-TREASURER

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

CERTIFIED A TRUE COPY

DATED AT PORT COLBORNE this 12th day of September, 2017.

[Signature]
SECRETARY-TREASURER

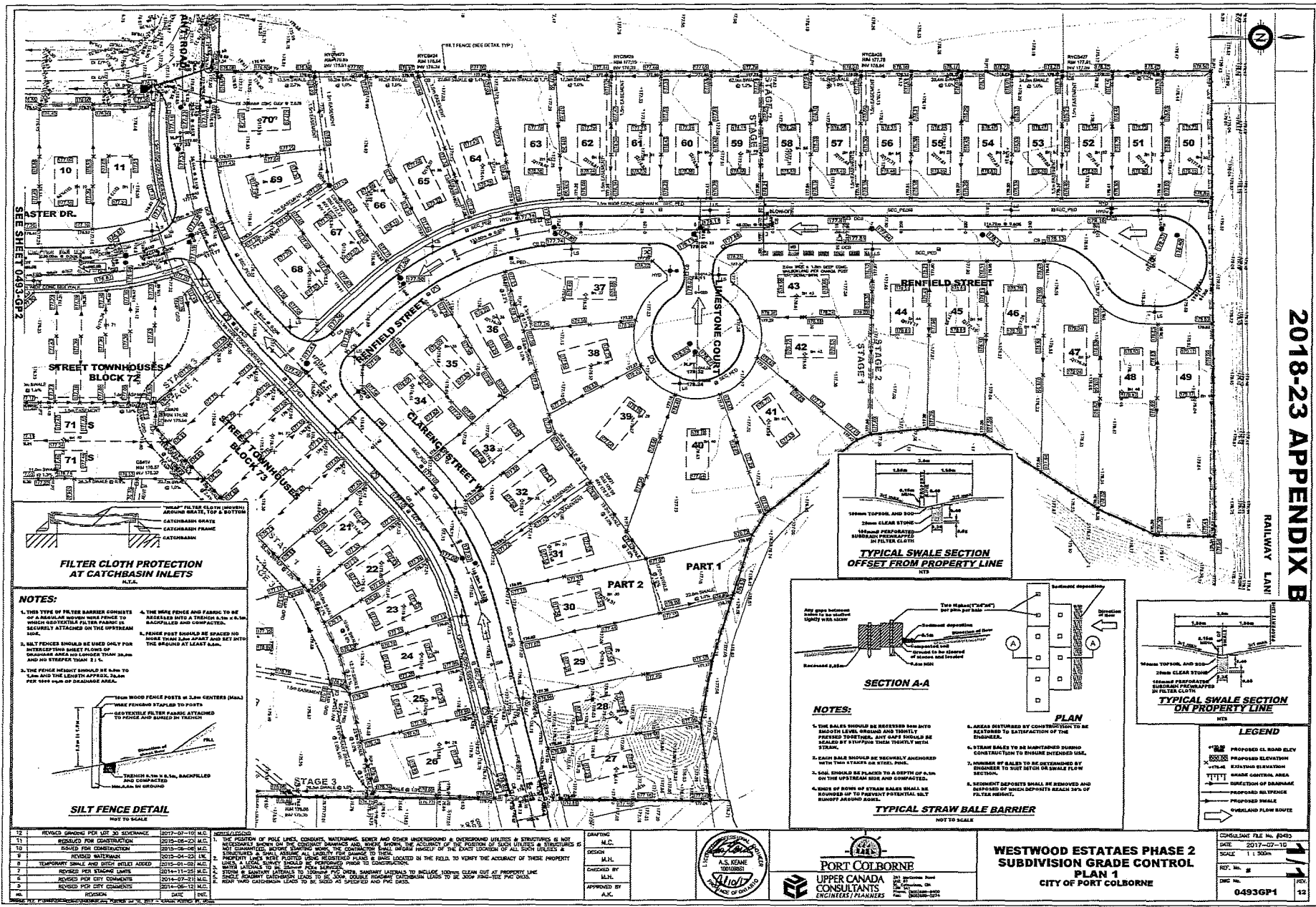
DECISIONS SIGNED:

Table with 5 columns: Dan O'Hara, Bill Steele, Bea Kenny, John Mayne, Yvon Doucet. Each column contains the name and title (Signature of Member of Committee).

NOTE: THE LAST DATE ON WHICH AN APPEAL TO THE ONTARIO MUNICIPAL BOARD MAY BE FILED IS October 4th, 2017.

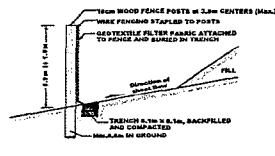
NOTE: The Decision of the Committee of Adjustment, when not appealed, does not become final and binding until 20 days from the giving of notice of the decision have elapsed as set out in subsection (21) of Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

RAILWAY LANE

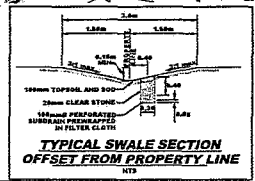


FILTER CLOTH PROTECTION AT CATCHBASIN INLETS
ALTA

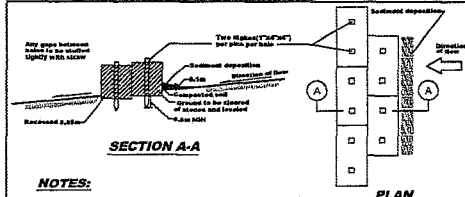
- NOTES:**
1. THIS TYPE OF FILTER BARRIER CONSISTS OF A SERIES OF WIRE MESH PANELS TO WHICH REINFORCED FILTER FABRIC IS SECURELY ATTACHED ON THE UPSTREAM SIDE.
 2. SALT FENCING SHOULD BE USED ONLY FOR INTERSECTING STREET CLOSURES OF DRAINAGE AREA NO LONGER THAN 20M AND NO STRIPES THAN 2.5 M.
 3. THE FENCE HEIGHT SHOULD BE 1.5M TO 2.0M AND THE LENGTH SHOULD BE 20M PER 1000 SQM OF DRAINAGE AREA.
 4. THE WIRE FENCE AND FABRIC TO BE RECESSED INTO A TRENCH 6 CM WIDE, BACKFILLED AND COMPACTED.
 5. FENCE POST SHOULD BE SPACED NO MORE THAN 2.0M APART AND SET INTO THE GROUND AT LEAST 45 CM.



SILT FENCE DETAIL
NOT TO SCALE



TYPICAL SWALE SECTION OFFSET FROM PROPERTY LINE
NOT TO SCALE



TYPICAL STRAW BALE BARRIER
NOT TO SCALE



TYPICAL SWALE SECTION ON PROPERTY LINE
NOT TO SCALE

- LEGEND**
- PROPOSED CL. ROAD ELEV.
 - PROPOSED ELEVATION
 - EXISTING ELEVATION
 - GRADE CONTROL AREA
 - DIRECTION OF DRAINAGE
 - PROPOSED SILTFENCE
 - PROPOSED SWALE
 - OVERLAND FLOW ROUTE

12	REVISED GRADING PER LOT 30 SEVERANCE	2017-07-10	M.C.
11	REVISED FOR CONSTRUCTION	2015-06-22	M.C.
10	REVISED FOR CONSTRUCTION	2015-06-22	M.C.
9	REVISED MAINWAY	2015-06-22	M.C.
8	TEMPORARY SWALE AND DITCH INLET ADDED	2015-01-08	M.C.
7	REVISED PER STAGING LIMITS	2014-11-25	M.C.
6	REVISED FOR CITY COMMENTS	2014-07-21	M.C.
5	REVISED FOR CITY COMMENTS	2014-06-13	M.C.
4	REVISED FOR CITY COMMENTS	2014-06-13	M.C.
3	REVISED FOR CITY COMMENTS	2014-06-13	M.C.
2	REVISED FOR CITY COMMENTS	2014-06-13	M.C.
1	REVISED FOR CITY COMMENTS	2014-06-13	M.C.
DATE	DATE	DATE	DATE

NOTES/LEGEND

1. THE POSITION OF POLE LINES, CABLES, WATERMANS, SEWER AND OTHER UNDERGROUND & OVERGROUND UTILITIES & STRUCTURES IS NOT INDICATED. KNOW THE EXISTING DRAINAGE AND FLOW FROM THE ADJACENT OF THE POSITION OF EACH UTILITY & STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF ALL SUCH UTILITIES & STRUCTURES & SHALL REPORT TO THE ENGINEER. A LETTER OF CORRECTION TO BE ISSUED IN THE FIELD TO VERIFY THE ACCURACY OF THESE PROPERTY LINES. A LOCAL STREET SHOULD BE PROVIDED PRIOR TO CONSTRUCTION.
2. STONE & SANDWICH MATERIALS TO FORM SWALE BARRIERS SHOULD BE PLACED IN THE FIELD TO VERIFY THE ACCURACY OF THESE PROPERTY LINES. A LOCAL STREET SHOULD BE PROVIDED PRIOR TO CONSTRUCTION.
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DATE: M.C.
DESIGN: M.C.
CHECKED BY: M.H.
APPROVED BY: A.K.



PORT COLBORNE
UPPER CANADA CONSULTANTS
ENGINEERS/PLANNERS

WESTWOOD ESTATES PHASE 2 SUBDIVISION GRADE CONTROL PLAN 1
CITY OF PORT COLBORNE

CONSULTANT FILE NO. 04936P1
DATE: 2017-07-10
SCALE: 1:500M
REV. NO. 12



**Engineering and Operations Department
Operations Division**

Report Number: 2018-25

Date: February 26, 2018

SUBJECT: Port Colborne Distribution System Annual Inspection

1) PURPOSE

This report, prepared by Darlene Suddard, Environmental Compliance Supervisor and authorized by Chris Lee, Director of Engineering and Operations, was prepared to inform Council of the results of the most recent inspection of the Port Colborne Distribution System, performed by the Ministry of the Environment and Climate Change.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The Ministry of the Environment and Climate Change (MOECC) has a rigorous and comprehensive inspection program for municipal residential drinking water systems. As such, the Port Colborne Distribution System (PCDS) is subject to an annual inspection. The inspections can be “announced” or “unannounced” and are usually conducted in a three-year cycle. In year 1 and 2, the MOECC is required to do announced inspections, for which staff are provided with 1-2 weeks notice and can ensure all the relevant information and personnel are available. In year 3 of the cycle, the MOECC performs an “unannounced” inspection, for which staff are provided with 1 to 2 days notice. Additionally, inspections can be “focused” or “detailed”. Focused inspections involve fewer activities than detailed inspections, yet contain critical elements required to assess key compliance issues. Drinking water systems are selected for focused inspections if they meet the ministry’s criteria, primarily that there were no deficiencies over the past 3 years. If a system qualifies for focused inspections, the MOECC is still required to do periodic detailed inspections. The 2016-17 inspection was a detailed inspection and was announced as it was in year 2 of the inspection cycle.

The purpose of the annual inspection is to determine the compliance of the operation and maintenance of the PCDS with the requirements under the Safe Drinking Water Act, 2002, associated regulations, and with the City’s Municipal Drinking Water Licence and Drinking Water Works Permit.

It is a requirement under the Standard of Care Clause (Section 19 of the Safe Drinking Water Act, 2002), that Council, as the Owner of the PCDS, be provided with the information necessary to make decisions that could affect the water system. Therefore, by providing Council with the inspection results, this ensures Council is informed and helps meet Standard of Care responsibilities

3) STAFF COMMENTS AND DISCUSSIONS

The 2017-18 inspection was an unannounced inspection covering the period from January 26, 2017 to January 11, 2018. The City was chosen for a focused inspection because the City had not received any orders over the past three years, and there were no system deficiencies. On Friday, January 12, 2018 the Inspector from the MOECC, Niagara District Office, met with Darlene Suddard, Environmental Compliance Supervisor and Doug Cressey, Utilities Supervisor and Overall Responsible Operator, to conduct the inspection of the PCDS.

An official Inspection Report, detailing any findings and the City's Inspection Rating was issued on February 12, 2018; a copy of the inspection is provided in the Appendix. The Inspector did not find any regulatory non-compliances during the inspection period; however, two recommendations were made:

- 1) Ensure all documentation/information required by the Province's new "Watermain Disinfection Procedure" for new watermains and watermain repairs be recorded and maintained, and provide a copy of the City's updated "Watermain Break Report" form to the Inspector by March 31, 2018.
- 2) Select a sampling location for Haloacetic Acids (HAAs) that is closer to the point of treatment and likely to have the elevated potential for formation of HAAs.

The two recommendations are based upon new regulatory requirements that came into effect in 2017. The Provincial Watermain Disinfection Procedure is intended to provide consistency province-wide in how new watermains are disinfected and tested and how watermain breaks are classified, disinfected, tested and documented. Staff have been creating new procedures and forms for these activities and conducting training sessions with staff and communicating these new requirements to watermain installation contractors, therefore will have no issues in meeting the March 31 deadline to provide a copy of the revised form to the Inspector.

HAAs sampling began in 2017. HAAs are a byproduct of chlorination and could form when chlorine reacts with suspended organics in the raw water. The City is required to sample quarterly for another organic parameter, trihalomethanes (THMs), that is also a byproduct of chlorination. Samples were collected for both parameters at the same sampling location, however, the MOECC is now providing clarification that THMs are to continue to be sampled from locations furthest from the water treatment plant, while HAAs are to be sampled from locations closest to the water treatment plant. Staff have already adjusted the sampling locations for HAAs to comply with the MOECCs recommendation.

Once an inspection is completed, the MOECC Inspector generates an Inspection Rating for the drinking water system; for the sixth year in a row, the Port Colborne Distribution System was awarded a rating of 100%.

Water Department staff are committed to continuing to provide safe drinking water to all homes and businesses and will use the recommendations and findings from the Inspection Report to improve day-to-day operations and recordkeeping.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) **Do nothing.**

Not applicable. This report is for information.

b) **Other Options**

Not applicable. This report is for information

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

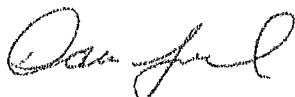
Port Colborne Distribution System, Drinking Water System Inspection Report, January 11, 2018.

7) RECOMMENDATION

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

8) SIGNATURES

Prepared on February 15, 2018 by:



Darlene Suddard
Environmental Compliance Supervisor

Reviewed by:



Chris Lee
Director of Engineering and Operations

Reviewed and respectfully submitted by:



C. Scott Luey
Chief Administrative Officer

Ministry of the Environment
and Climate Change

Ministère de l'Environnement
et de l'Action en matière de
changement climatique



Drinking Water & Env.
Compliance Division

Direction du contrôle de la qualité
de l'eau potable

Niagara District Office
301 St. Paul St
9th Floor, Suite 15
St. Catharines, Ontario
L2R 3M8

Bureau du district de Niagara
301 rue St. Paul
9^e étage, bureau 15
St. Catharines (Ontario)
L2R 3M8

February 12th, 2018

SI NI PC A540 – 2017/18

Mr. Paul Peyton
Superintendent Public Works
1 Killaly Street West
Port Colborne, ON
L3K 6H1

Re: Port Colborne Distribution System Inspection Report 1-F6TAR

Dear Mr. Peyton,

Please see enclosed copy of the 2017-18 inspection report for the Port Colborne Distribution System.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of municipal council" found on the Ontario website at: <http://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

If applicable, any items found within the section entitled "Non-compliance with Regulatory Requirements and Actions Required" outline non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or guidelines. Please ensure that the required actions are completed within the prescribed timeframe, if applicable.

The items found within the section entitled "**Summary of Best Practice Issues and Recommendations**" provide information to the owner or operating authority outlining practices or standards established through existing and emerging industry standards that should be considered in order to advance current efforts. These items do not, in themselves, constitute violations. More recommendations are also provided within the body of the report.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E)

Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as an Appendix of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Zafar Bhatti, Water Program Supervisor, at (519) 826-4699.

Thank you for your time and assistance during the inspection. Please do not hesitate to contact me if you have any questions or concerns about the attached report.

Sincerely,



Sean Roelofsen
Water Inspector
Provincial Officer #1273
Niagara District Office - West Central Region
(905) 704-2890
sean.roelofsen@ontario.ca

cc: Doug Cressey – Utilities Supervisor
Darlene Suddard – Env. Compliance Supervisor
Anthony Habjan - Niagara Public Health Department
Jayme Campbell - Niagara Peninsula Conservation Authority
Sean Roelofsen – Ministry of the Environment and Climate Change
Zafar Bhatti – Ministry of the Environment and Climate Change
MOECC Niagara District File



Ministry of the Environment and Climate Change

PORT COLBORNE DISTRIBUTION SYSTEM

Inspection Report

Site Number:	260001643
Inspection Number:	1-F6TAR
Date of Inspection:	Jan 11, 2018
Inspected By:	Sean Roelofsen

TABLE OF CONTENTS:**OWNER INFORMATION****INSPECTION DETAILS****INSPECTION SUMMARY****NON COMPLIANCE WITH REGULATORY REQUIREMENTS
AND ACTIONS REQUIRED****SUMMARY OF BEST PRACTICE ISSUES AND
RECOMMENDED ACTIONS****SIGNATURES****APPENDICES:****APPENDIX A STAKEHOLDER APPENDIX****APPENDIX B INSPECTION RATING RECORD (IRR)**

OWNER INFORMATION:

Company Name: PORT COLBORNE, THE CORPORATION OF THE CITY OF
Street Number: 66
Street Name: CHARLOTTE St
City: PORT COLBORNE
Province: ON
Unit Identifier:
Postal Code: L3K 3C8

CONTACT INFORMATION

Type: ORO
Phone: (905) 835-5079
Email: dougcressey@portcolborne.ca
Title: Utilities Supervisor
Name: Doug Cressey
Fax: (905) 835-6800

Type: Niagara Regional Health Unit
Phone: (905) 688-3762
Email: anthony.habjan@niagararegion.ca
Title: Manager, Environmental Health - Niagara Region Public Health Unit
Name: Anthony Habjan
Fax: (905) 641-4994

Type: Main Contact
Phone: (905) 835-5079
Email: darlenesuddard@portcolborne.ca
Title: Environmental Compliance Supervisor
Name: Darlene Suddard
Fax: (905) 835-6800

INSPECTION DETAILS:

Site Name: PORT COLBORNE DISTRIBUTION SYSTEM
Site Address: 1 KILLALY Street West PORT COLBORNE ON L3K 6H1
County/District: PORT COLBORNE
MOECC District/Area Office: Niagara District
Health Unit: REGIONAL NIAGARA PUBLIC HEALTH DEPARTMENT
Conservation Authority: Niagara Peninsula Conservation Authority
MNR Office: Niagara Regional Office
Category: Large Municipal Residential
Site Number: 260001643
Inspection Type: Unannounced
Inspection Number: 1-F6TAR
Date of Inspection: Jan 11, 2018
Date of Previous Inspection: Jan 26, 2017

COMPONENTS DESCRIPTION

Site (Name): Port Colborne Water Distribution System
Type: Other
Sub Type: Other

Comments:

The City of Port Colborne receives its supply of treated water from the Port Colborne Water Treatment Plant which is

owned and operated by the Regional Municipality of Niagara and is subject to a separate inspection. The source water for this plant is taken from the Welland Canal.

Treated water from the Port Colborne Water Treatment Plant is distributed to approximately 16,000 residents through approximately 100 kilometres of City, and 8 kilometres of Regional water mains which range in size from 100 mm to 600 mm. The system consists primarily of cast iron, asbestos concrete, polyvinyl chloride, ductile iron, and high pressure concrete piping throughout the City. There are approximately 592 fire hydrants and approximately 996 valves located throughout the system.

The Regional Municipality of Niagara owns and operates the water storage facilities in the City of Port Colborne: a new water tower on Barrick Road, operational since November 2017, and a reservoir located on Fielden Avenue. The old King Street elevated tank has been isolated and taken off-line by the Region. There are two municipal water filling depots, located on Elm Street and Elizabeth Street, respectively, as well as one private filling station. The Elizabeth Street filling station is equipped with backflow prevention for the side filling line, and uses an air gap for top filling. The Elm Street and the private filling stations only offer top filling, and both use air gaps to prevent backflow.

Site (Name):	MOE DWS Mapping	
Type:	DWS Mapping Point	Sub Type:

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on an inspection of a "stand alone connected distribution system". This type of system receives treated water from a separately owned "donor" system. This report contains the elements required to assess key compliance and conformance issues associated with a "receiver" system. This report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O. Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

This inspection report covers the period between January 26, 2017 and January 11, 2018. During the inspection, the Officer met with the Environmental Compliance Supervisor Darlene Suddard and the Utilities Supervisor Doug Cressey.

Updated Drinking Water Works Permit (DWWP) 073-201, Issue 4, and Municipal Drinking Water Licence (MDWL) 073-101, Issue 3, were issued to the City of Port Colborne on February 16, 2017.

Treatment Processes

- The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

During this inspection Form 1s were reviewed along with related watermain commissioning data. The forms met the requirements of Sched B, Condition 3 of DWWP 073-201.

Project: Nickel Area Stormwater System Project including 16 watermain deflections/lowering.
Form 1 date approved/signed: May 4, 2017.

Project: Elm St - Rosedale Ave - Prosperity Ave watermain replacement. Form 1 approved/signed July 13, 2015.
Commissioning completed Jan - Mar 2017.

Project: Westwood Phase 2 Stage 2 new watermains. Form 1 approved/signed on April 24, 2017.

Treatment Process Monitoring

- **The secondary disinfectant residual was measured as required for the distribution system.**

The City of Port Colborne monitors the free chlorine residual in the distribution system, utilizing the 4/3 option as described in Sched. 7-2(4) of O. Reg. 170/03 (ie. at least 4 samples taken on one day of the week, at least 3 samples taken on a second day of the week, at least 48 hours apart). The City generally samples twelve locations in the distribution system on each sample day, rotating sampling locations on a weekly basis in a 4-week rotation. The City's free chlorine residual sampling routine significantly exceeds the requirements of O. Reg. 170/03.

Distribution System

- **Existing parts of the distribution system that are taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that come in contact with drinking water, were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit, or an equivalent procedure (i.e. the Watermain Disinfection Procedure).**

The City of Port Colborne received an updated permit (DWWP 073-201, Issue 4) on February 16, 2017, which includes changes to Schedule B, Condition 2.3, requiring the use of the Ministry's 'Watermain Disinfection Procedure' for new watermains and watermain repairs, effective no later than March 1, 2017. This replaces ANSI/AWWA C651 - 'Standard for Disinfecting Water Mains' found in previous issues of the DWWP.

In October 2017, the City provided operator training for Distribution System Emergency Preparedness, Frozen Service Pipes Policy, and the Watermain Disinfection Procedure.

The City of Port Colborne is currently in the process of updating/revising their form entitled 'Water Main Break Report' (QMS-FOR16-3) to ensure that it allows for the recording of all information required by s.4 of the Watermain Disinfection Procedure.

Please see SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES recommendation #1 on page 9 of this report.

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Logbooks

- **Logbooks were properly maintained and contained the required information.**

The City of Port Colborne utilizes an electronic logbook system where individual operators use a computer terminal at the Port Colborne Engineering and Operations Centre to enter their activities and duties performed during each shift. The log entries are compiled electronically into a printed daily logsheet that includes the required information.

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

Certification and Training

- Operators in charge had been designated for all subsystems which comprised the drinking-water system.

Water Quality Monitoring

- All microbiological water quality monitoring requirements for distribution samples were being met.

The City of Port Colborne is required to take at least 26 microbiological samples (testing for Total Coliform bacteria and E. Coli) per month, including at least one sample per week, as per Schedule 10 of O. Reg. 170/03. At least 25% of the samples must also be tested for Heterotrophic Plate Count (HPC).

The City generally takes twelve microbiological samples per week (48 samples per month), rotating through sampling locations on a weekly basis in a 4-week rotation, which significantly exceeds the sampling requirements in O. Reg. 170/03.

A review of sampling records indicated that the City has complied with all microbiological sampling requirements. The City tests 50% of microbiological samples for HPC.

- All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.

Haloacetic Acid (HAA) samples were collected and tested on a quarterly basis, beginning in Jan 2017. HAA samples were taken in Jan, Apr, July, and Oct 2017, with all sample results below the laboratory's method detection limit (MDL) of 5.3 µg/L. There is no regulatory limit for HAA running annual average at this time. The prescribed limit of 80 µg/L will take effect on January 1, 2020.

Note that the HAA sampling location is the generally the same as one of the sampling locations used for THM sampling (see question below), whereas the Ministry requires sampling for HAAs at a location likely to have to the elevated potential for HAA formation. The City of Port Colborne is encouraged to determine a sampling location for HAAs that is closer to the point of treatment or chlorination.

Please see SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES recommendation #2 on page 9 of this report.

- All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.

Trihalomethane (THM) samples are collected and tested monthly from two locations in the distribution system that represent locations that are likely to have the elevated potential for the formations of THMs (ie. distribution ends). This sampling routine exceeds the quarterly sampling frequency required by Schedule 13-6 of O. Reg. 170/03.

The resulting running annual average for THMs is 21.42 µg/L

The regulatory limit for THMs is 100 µg/L, expressed as a running annual average.

- Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

Water Quality Assessment

- Records did not show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

Water Quality Assessment

Three adverse water quality incidents (AWQIs) were reported during the inspection review period. All three AWQIs were from microbiological samples taken in the distribution system that exceeded the standard (non-detectable) in Schedule 1 of O. Reg. 169/03.

AWQI#

133049 - 1 Total Coliform (TC) at 2 locations in the distribution system: Hawthorne Blvd @ Barrick Road and 76 Ost Ave.

134640 - 1 TC at Fielden Ave @ Bandshell

138189 - 1 TC at 28 Coronation Dr

All corrective actions were completed as required. All mandatory notifications completed, and forms submitted, in the required timeframes.

Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**
- **Corrective actions as directed by the Medical Officer of Health had been taken by the owner and operating authority to address exceedances of the lead standard.**
- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**
- **All changes to the system registration information were provided within ten (10) days of the change.**

Other Inspection Findings

- **The following issues were also noted during the inspection:**

Please see SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES on page 9 of this report.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. **The following issues were also noted during the inspection:**

1. The City of Port Colborne received an updated permit (DWWP 073-201, Issue 4) on February 16, 2017, which includes changes to Schedule B, Condition 2.3, requiring the use of the Ministry's 'Watermain Disinfection Procedure' for new watermains and watermain repairs, effective no later than March 1, 2017. This replaces ANSI/AWWA C651 - 'Standard for Disinfecting Water Mains' found in previous issues of the DWWP.

The City of Port Colborne is currently in the process of updating/revising their form entitled 'Water Main Break Report' (QMS-FOR16-3) to ensure that it allows for the recording of all information required by s.4 of the Watermain Disinfection Procedure.

2. The City of Port Colborne's HAA sampling location is generally the same location used for THM sampling, whereas the Ministry requires sampling for HAAs at a location likely to have the elevated potential for HAA formation.

Recommendation:

1. a) The City of Port Colborne shall continue to ensure that all documentation/information required by s.4 of the Watermain Disinfection Procedure is recorded and maintained.
b) The City has agreed to provide the Inspecting Officer with a copy of the updated form by March 31st, 2018.

2. The City is encouraged to choose a sampling location for HAAs that is closer to the point of treatment, and likely to have the elevated potential for formation of HAAs.

SIGNATURES

Inspected By:

Sean Roelofsen

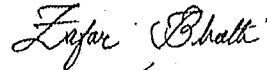
Signature: (Provincial Officer)



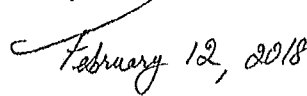
Reviewed & Approved By:

Zafar Bhatti

Signature: (Supervisor)



Review & Approval Date:



Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

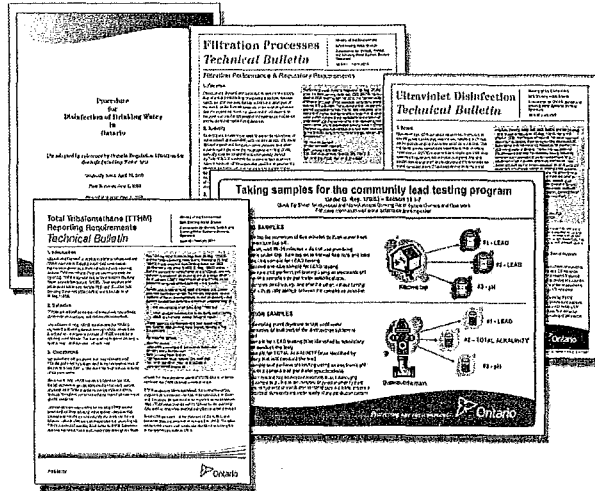
APPENDIX A:**STAKEHOLDER APPENDIX**

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



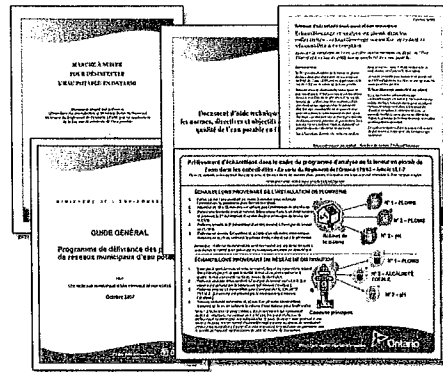
PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à picemail.moe@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable

APPENDIX B

INSPECTION RATING RECORD (IRR)

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2017-2018)

DWS Name: PORT COLBORNE DISTRIBUTION SYSTEM
DWS Number: 260001643
DWS Owner: Port Colborne, The Corporation Of The City Of
Municipal Location: Port Colborne
Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Adhoc
Inspection Date: January 11, 2018
Ministry Office: Niagara District

Maximum Question Rating: 220

Inspection Module	Non-Compliance Rating
Treatment Processes	0 / 4
Distribution System	0 / 21
Operations Manuals	0 / 28
Logbooks	0 / 18
Certification and Training	0 / 14
Water Quality Monitoring	0 / 51
Reporting & Corrective Actions	0 / 63
Treatment Process Monitoring	0 / 21
TOTAL	0 / 220

Inspection Risk Rating	0.00%
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FINAL INSPECTION RATING:	100.00%
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Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2017-2018)

DWS Name: PORT COLBORNE DISTRIBUTION SYSTEM
DWS Number: 260001643
DWS Owner: Port Colborne, The Corporation Of The City Of
Municipal Location: Port Colborne

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Adhoc
Inspection Date: January 11, 2018
Ministry Office: Niagara District

Maximum Question Rating: 220

Inspection Risk Rating | 0.00%

FINAL INSPECTION RATING: | 100.00%

APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system's operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 - 10% (Unlikely)	L = 1
11 - 49% (Possible)	L = 2
50 - 89% (Likely)	L = 3
90 - 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

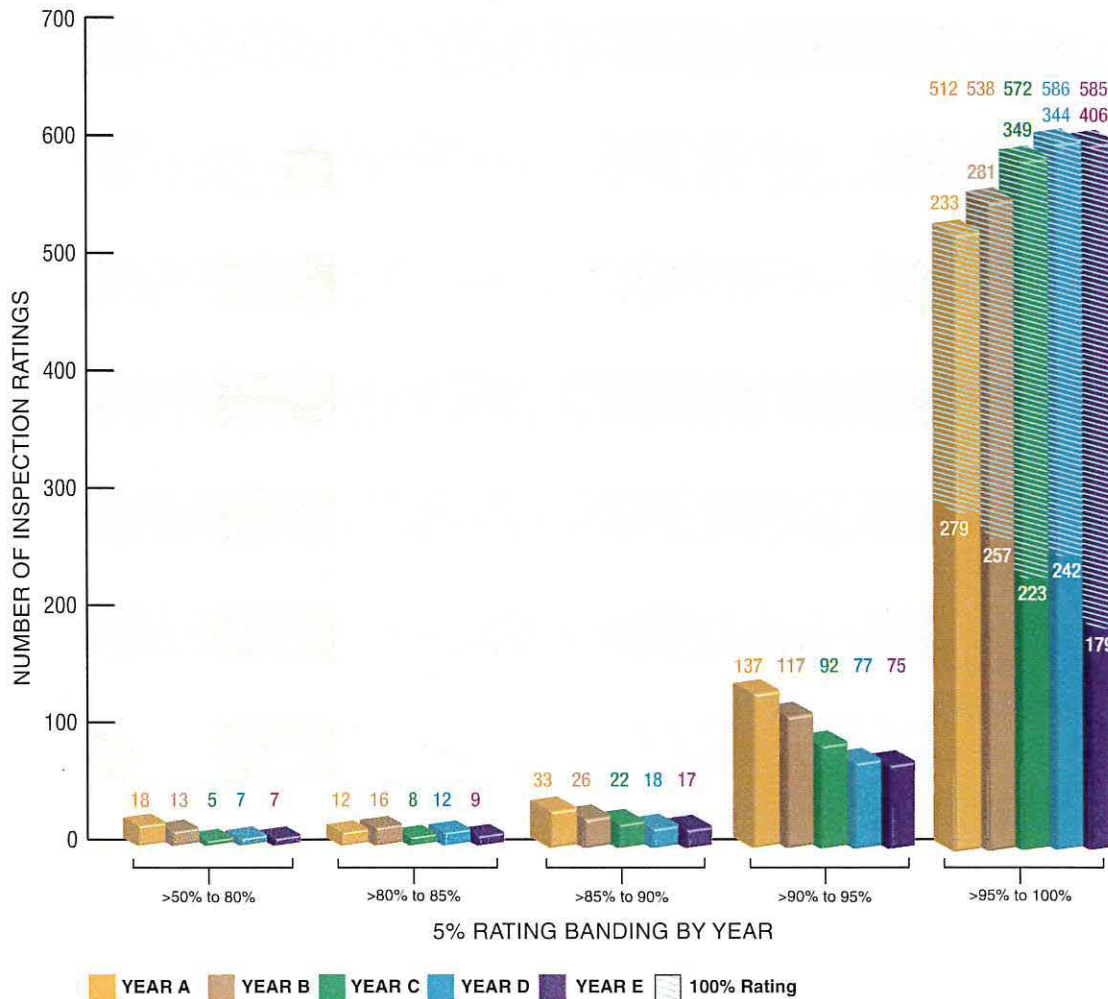
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

- | | | | |
|-------------------------|---------------------------------|--|--|
| 1. Source | 5. Treatment Process Monitoring | 9. Logbooks | 13. Water Quality Monitoring |
| 2. Permit to Take Water | 6. Process Wastewater | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment | 7. Distribution System | 11. Consumer Relations | 15. Other Inspection Findings |
| 4. Treatment Processes | 8. Operations Manuals | 12. Certification and Training | |

For further information, please visit www.ontario.ca/drinkingwater

From: "AMO Communications" <communicate@amo.on.ca>
Date: February 2, 2018 at 2:46:04 PM EST
To: "cao@portcolborne.ca" <cao@portcolborne.ca>
Subject: AMO Policy Update - Call to Action - Fire Medic Protection Needed for Municipal Governments

February 2, 2018

Call to Action - Fire Medic Protection Needed for Municipal Governments

There is only a narrow opportunity before the provincial election for municipal governments to get legislated protection from arbitrators imposing fire medic pilots or programs on unwilling municipalities. This legislative opportunity is having this protection included in the upcoming Budget Bill expected in March or April 2018.

Bill 160, the *Strengthening Quality and Accountability for Patients Act*, is now law without the legislative amendments AMO and its members demanded to be included. The Province may assume that this issue has gone away with the legislation now in place.

It has not and now the risk is more dire. We need your voice now to secure these legislative changes before the House rises this spring. The window for any new legislation is closing soon – the Budget Bill is likely our last chance.

Please review and support the attached draft resolution. Please send it immediately to the Premier, and copy the Ministers and your local MPP. (See e-contacts below that will help you do this).

Your strong voice and support on this significant issue is needed and welcome.

Who to send resolution to:

- a. Office of the Premier, Honourable Kathleen Wynne
- b. Minister of Health and Long Term Care, Honourable Dr. Eric Hoskins
- c. Minister of Community Safety and Correctional Services, Honourable Marie-France Lalonde
- d. Minister of Labour, Honourable Kevin Flynn
- e. Minister of Municipal Affairs, Honourable Bill Mauro

- f. Your local MPP
- g. AMO, AMO President.

AMO Contact: Monika Turner, Director of Policy, mturner@amo.on.ca, 416-971-9856 ext. 318.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of these email communications from AMO please click [here](#).



Call to Action - Fire Medic Protection Needed for Municipal Governments 2018-02-02 resolution only.docx

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

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

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

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

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

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

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

NOW THEREFORE be it resolved that:

1. The [insert municipality name] calls on the Government of Ontario to act immediately so that legislative amendments, that will protect unwilling municipalities from being forced by arbitrators to have a fire medical pilot or program, are placed within the upcoming Budget Bill before the Ontario Legislature rises for the provincial election.
2. A copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care; Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services; Hon. Kevin Flynn, Minister of Labour, Hon. Bill Mauro, Minister of Municipal Affairs; [local members of provincial parliament]; and the Association of Municipalities of Ontario.

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February 12, 2018

DISTRIBUTION LIST

SENT ELECTRONICALLY

**RE: Town of Pelham Resident and Ratepayer Petition
Minute Item 13.2 CL 2-2018, February 8, 2018**

Regional Council at its meeting held on Thursday, February 8, 2018, passed the following resolution:

Whereas Town of Pelham residents have developed a petition to the Minister of Municipal Affairs requesting enactment of s.9(1) of the Municipal Affairs Act as a result of the current financial affairs and business dealings of the Town of Pelham and have since received 213 signatures of resident and ratepayer support;

Whereas the Town of Pelham resident and ratepayer petition is appended to this motion.

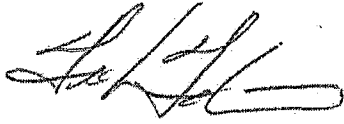
THEREFORE BE IT RESOLVED:

That Niagara Region **SUPPORTS** the appended Town of Pelham resident and ratepayer petition requesting the Minister of Municipal Affairs order a provincial municipal audit of the financial affairs and business dealings of the Town of Pelham under s.9(1) of the Municipal Affairs Act; and

That this resolution and appended petition **BE CIRCULATED** to the Minister of Municipal Affairs, Premier of Ontario, local Members of Provincial Parliament, and local area municipalities.

A copy of the resolution is attached for your information.

Yours truly,



Frank Fabiano
Acting Regional Clerk
:amn

Encl.

CLK-C 2018-33

Distribution List:

Local Area Municipalities
S. Oosterhoff, MPP, Niagara West – Glanbrook
J. Bradley, MPP, St. Catharines
W. Gates, MPP, Niagara Falls
C. Forster, MPP, Welland

In accordance with the notice and submission deadline requirements of Sections 18.1 (b) and 11.3, respectively, of Niagara Region's Procedural By-law, the Regional Clerk received from Councillor Baty a motion to be brought forward for consideration at the February 8, 2018 Council meeting respecting Town of Pelham Resident and Ratepayer Petition.

Whereas a significant number of Town of Pelham residents have come forward and expressed concern over Town finances and business dealings;

Whereas the Town of Pelham has engaged KPMG three times in the past six months regarding financial issues including the September 5, 2017 engagement, the December 18, 2017 East Fonthill Development Project Forensic Review, and the December 18, 2017 Forensic Review of Town Finances;

Whereas KPMG has indicated in the December 18, 2017 Forensic Reviews that they have "*not audited or otherwise independently verified the accuracy or fair presentation of any of the information*";

Whereas s.8.1.10 of the East Fonthill forensic review indicates KPMG is "*unsure*" whether the usage of municipal credits by the Town of Pelham "*contravened any by-laws or municipal legislation*";

Whereas KPMG identified in s.8.2.4 of the East Fonthill forensic review that the Town of Pelham "*appears to be offside*" in its reserve fund balance obligations;

Whereas KPMG identified in s.8.4 of the Town Finances forensic review that the 2013, 2014, and 2015 statement to Council indicating year end reserve balances remain healthy "*appears misleading as the Town does not appear to have the cash balances on hand*";

Whereas KPMG identified in s.8.5 of the Town Finances Forensic Review that between 2008 and 2016 the Town of Pelham experienced "*a significant drop in the financial health of the Town*";

Whereas on November 16, 2017 Niagara Regional Council by vote of 22-2 expressed concern that the Town of Pelham had not advised the Niagara Region of a potential material change in the Town's financial position;

Whereas on November 16, 2017 Niagara Regional Council by vote of 21-3 deferred consideration of any future bylaws pertaining to additional Town of Pelham debt until such time that the September 5, 2017 KPMG audit and other relevant material is shared with Regional audit staff;

Whereas the Town of Pelham has since rescinded their commitment to Pelham residents to provide a venue for a public question and answer period with KPMG representatives;

Whereas s.9(1) of the Municipal Affairs Act provides the ability for the Minister of Municipal Affairs to direct a provincial municipal audit of the financial affairs of a municipality upon receipt of a petition in writing signed by not less than fifty ratepayers assessed as owners and resident in the municipality;

Whereas Town of Pelham residents have developed a petition to the Minister of Municipal Affairs requesting enactment of s.9(1) of the Municipal Affairs Act as a result of the current financial affairs and business dealings of the Town of Pelham and have since received 213 signatures of resident and ratepayer support;

Whereas the Town of Pelham resident and ratepayer petition is appended to this motion.

THEREFORE BE IT RESOLVED:

That Niagara Region **ENDORSES** the appended Town of Pelham resident and ratepayer petition requesting the Minister of Municipal Affairs order a provincial municipal audit of the financial affairs and business dealings of the Town of Pelham under s.9(1) of the Municipal Affairs Act; and

That this resolution and appended petition **BE CIRCULATED** to the Minister of Municipal Affairs, Premier of Ontario, local Members of Provincial Parliament, and local area municipalities.

P e t i t i o n T o T h e L e g i s l a t i v e A s s e m b l y o f O n t a r i o

WHEREAS the residents of the Town of Pelham are increasingly concerned about the level of debt and taxation required to finance municipal projects; and

WHEREAS the Town Council of the Town of Pelham has undertaken a large capital project requiring substantive borrowing against future development charges; and

WHEREAS the Town of Pelham did by RFP process engage designers and construction managers by questionable means, and the citizens have requested a full interim forensic audit of the construction contracts; and

WHEREAS the Town of Pelham has acknowledged the existence of a questionable "Land for Municipal Credits" scheme that appears to violate the Development Charges Act; and

WHEREAS the Town of Pelham acknowledges that it has entered future development charge revenue as a current year (2016) accounts receivable without an appropriate Front End Agreement, as per the Development Charges Act; and

WHEREAS a Town Councilor resigned from Town Council of the Town of Pelham, citing the "unethical and dishonest" direction being taken by the Town Council of the Town of Pelham; and

WHEREAS the same Town Councilor has alleged that the Town conducted an audit which revealed a significant discrepancy between the financial statements and actual bank balances; and

WHEREAS the undersigned residents of the Town of Pelham no longer trust the Town Council of the Town of Pelham to sell public owned lands and to provide accurate financial information to the residents;

THEREFORE, we, the undersigned, being ratepayers in the Town of Pelham, in the Region of Niagara, do hereby petition the Legislative assembly of Ontario and Ministry of Municipal Affairs to direct a provincial municipal forensic audit of the financial affairs and business dealings of the Town of Pelham as per Section 9 (1) of the Municipal Affairs Act.

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City of Port Colborne
RECEIVED

FEB 13 2018

CORPORATE SERVICE
DEPARTMENT



Community Services

Legislative Services

February 13, 2018
Sent via email
(revised)

Frank Fabiano,
Acting Regional Clerk
Niagara Region
Frank.fabiano@niagararegion.ca

Hazel Soady-Easton, Clerk
Town of Grimsby
hsoady-easton@grimsby.ca

William Kolasa Clerk
Town of Lincoln
wkolasa@lincoln.ca

Bill Matson, Acting Clerk
City of Niagara Falls
billmatson@niagarafalls.ca

Peter Todd, Clerk
Town of Niagara-on-the-Lake
PTodd@notl.org

Nancy J. Bozzato, Clerk
Town of Pelham
njbozzato@pelham.ca

Carrie McIntosh, Deputy Clerk
City of Port Colborne
cityclerk@portcolborne.ca

Bonnie Nistico-Dunk, Clerk
City of St. Catharines
bdunk@stcatharines.ca

Donna Delvecchio, Clerk
City of Thorold
Clerk@thorold.com

Meredith Kirkham
Deputy Clerk/AA - Mayor,
Council & CAO
Township of Wainfleet
adashwood@wainfleet.ca

Tara Stephens, Clerk
City of Welland
tara.stephens@welland.ca

Carolyn Langley, Clerk
Township of West Lincoln
carolynlangley@westlincoln.com

Re: Request for Financial Assistance in Development of a Human Trafficking Program

The Municipal Council of the Town of Fort Erie at its meeting of February 12, 2018 passed the following resolution:

Whereas on May 24, 2016, the Council of the Town of Fort Erie passed a motion to support Haliburton-Kawartha Lakes-Brock MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown Prosecutors, judges, victims' services and frontline agencies and Bill 158, *Saving the Girl Next Door Act, 2016*, and

Whereas men, women and children are targeted victims that are lured, manipulated, physically and verbally abused, coerced and enslaved into the sex trade or forced labour, and

.../2

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

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

Web-site: www.forterie.ca

Whereas the International Labour Organization estimates that there are approximately 2.5 million victims world wide of which 98% is estimated to be female, and

Whereas it is one of the fastest growing crimes that starts and stays in Canada, targeting victims – 90 percent of which are Canadian-born, averaging the age of 14, and

Whereas Ontario is a major hub of human trafficking in Canada, and

Whereas human trafficking is a real problem that exists in our neighbourhoods and our communities within the Niagara Region, and

Whereas there is a lack of understanding and awareness within our communities with respect to this existing problem, and

Whereas since people are trafficked from one community into another, there is a need to raise awareness through education and training for our teachers, first responders, police officers, hotel workers and community members in each municipality throughout the region so that it will make it more difficult for traffickers to operate and to hide themselves;

Now therefore be it resolved,

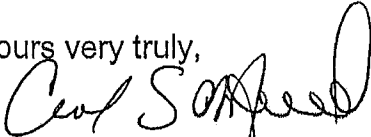
That: Council of the Town of Fort Erie contributes \$5,000, with funding to be determined by the Chief Administrative Officer, to be given to the YWCA/Niagara Region Anti-Human Trafficking division for the purpose of creating a training and awareness program that will assist community leaders, educational institutes, first responders, police officers, municipal officials and the communities at large throughout the Region, and further

That: A copy of this resolution be forwarded to all municipalities within Niagara and the Region of Niagara to adopt this motion and to also contribute \$5,000 each to the YWCA/Niagara Region with the express purpose of having Krystal Snider, Program Manager of the Anti-Human Trafficking Protocol develop and administer a training and awareness program, and further

That: A copy of this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Charles Sousa, Minister of Finance, The Honourable Rob Nicholson, MP and Wayne Gates, MPP for their support and financial assistance.

We thank you for your attention to this very important matter.

Yours very truly,



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

CS:dlk

c.c. The Right Honourable Justin Trudeau, Prime Minister Sent via email: Justin.trudeau@parl.gc.ca
The Honourable Kathleen Wynne, Premier of Ontario, Sent via email: kwynne.mpp@liberal.ola.org/premier@ontario.ca
The Honourable Charles Sousa, Minister of Finance Sent via email: csousa.mpp@liberal.ola.org
Mr. Rob Nicholson, MP-Niagara Falls, Parliament of Canada Sent via email: rob.nicholson@parl.gc.ca
Mr. Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario Sent via email: wgates-co@ndp.on.ca
Krystal Snider, Program Manager of the Anti-Human Trafficking Protocol, YMCA/Niagara Sent via email: ksnider@ywcaniagararegion.ca

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City of Welland
Legislative Services
Office of the City Clerk
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 Ext. 2159 | Fax: 905-732-1919
Email: clerk@welland.ca | www.welland.ca

City of Port Colborne
RECEIVED
FEB 09 2018
CORPORATE SERVICES
DEPARTMENT

February 9, 2018

File No. 16-129

Niagara Peninsula Conservation Authority
250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2

Attention: Mark Brickell, Chief Administrative Officer and Secretary-Treasurer

Dear Mr. Brickell:

Re: February 6, 2018 – WELLAND CITY COUNCIL

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

“THAT THE COUNCIL OF THE CITY OF WELLAND, directs staff to prepare reports, policies and By-laws necessary to establish a protocol/process that will implement municipally appointed NPCA representative. That the process enable consideration of a member of the public and that it would exclude the appointment of a member of Regional Council; and further

THAT Welland City Council implement this at the beginning of the term of Council; and further

THAT this motion be distributed to all Regional Municipalities for consideration & support; and further

THAT this motion be distributed to the NPCA, Regional Municipality of Niagara, the appropriate Provincial Ministries and all Regional MPP's for information.”

Yours truly,

Carm Radice
Acting City Clerk

CR:lc

c.c.: Niagara Regional Clerk
Regional MPP
Area Municipalities
Ontario Ministry of Agriculture, Food and Rural Affairs



CITY OF
ST. CATHARINES

Legal and Clerks Services

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

City of Port Colborne
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FEB 15 2018

CORPORATE SERVICES DEPARTMENT
PHONE: 905.688.5600
FAX: 905.682.3631
TTY: 905.688.4TTY (4889)

February 15, 2018

Carmela Radice
Acting City Clerk
City of Welland
Sent via email:
clerk@welland.ca

Re: Endorsement of City of Welland's Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority

Please be advised that the City of St. Catharines Council, at its Regular Meeting held February 12, 2018, endorsed the following resolution:

"THAT THE COUNCIL OF THE CITY OF WELLAND, directs staff to prepare reports, policies and By-laws necessary to establish a protocol/process that will implement municipally appointed NPCA representative. That the process enable consideration of a member of the public and that it would exclude the appointment of a member of Regional Council; and further

THAT Welland City Council implement this at the beginning of the term of Council; and further

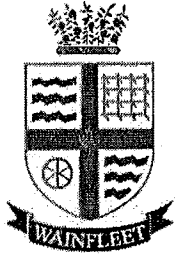
THAT this motion be distributed to all Regional Municipalities for consideration & support; and further

THAT this motion be distributed to the NPCA, Regional Municipality of Niagara, the appropriate Provincial Ministries and all Regional MPP's for information."

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

Bonnie Nistico-Dunk
City Clerk
:ks

cc: NPCA, Chief Administrative Officer and Secretary-Treasurer
Regional Municipality of Niagara, Clerk
Area Municipalities
Ontario Ministry of Agriculture, Food and Rural Affairs



Township of Wainfleet

City of Port Colborne

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FEB 13 2018

"Wainfleet - find your country side!" CORPORATE SERVICES
DEPARTMENT

February 8, 2018

Steve McDonald
CAO
Township of Muskoka Lakes
PO Box 129, 1 Bailey Street
Port Carling ON P0B 1J0

VIA EMAIL: smcdonald@muskokalakes.ca

RE: Fair Workplaces, Better Jobs Act (Bill 148)

Dear Mr. McDonald,

Thank you for your recent correspondence, received by our office on January 8, 2018. Please be advised that Council for the Township of Wainfleet, at its meeting held on January 23, 2018 passed the following resolution:

Resolution No. C-036-2018

Moved By Ted Hessels
Seconded By Betty Konc

"**THAT** correspondence item C-029-2018 received from the Township of Muskoka Lakes Re: Fair Workplaces, Better Jobs Act (Bill 148) be supported."

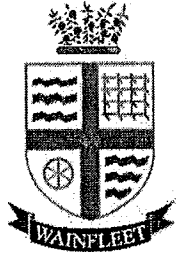
Carried

If you have any questions, please don't hesitate to contact the undersigned.

Regards,

Adam Cross
Clerk

CC: The Honourable Kathleen Wynne, Premier of Ontario
Hon. Kevin Daniel Flynn, Minister of Labour
Association of Municipalities of Ontario (AMO)
Local Area Municipalities



Township of Wainfleet

"Wainfleet - find your country side!"

City of Port Colborne

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FEB 13 2018

CORPORATE SERVICES
DEPARTMENT

February 8, 2018

Bonnie Nistico-Dunk
City Clerk
City of St. Catharines
PO Box 3012, 50 Church Street
St. Catharines ON L2R 7C2

VIA EMAIL: bdunk@stcatharines.ca

RE: Gillian's Place and National Day of Action on Violence Against Women

Dear Ms. Nistico-Dunk,

Thank you for your recent correspondence, received by our office on January 4, 2018. Please be advised that Council for the Township of Wainfleet, at its meeting held on January 23, 2018 passed the following resolution:

Resolution No. C-035-2018

Moved By Ted Hessels
Seconded By Richard Dykstra

"**THAT** correspondence item C-027-2018 received from the City of St. Catharines Re: Gillian's Place and National Day of Action on Violence Against Women be supported."

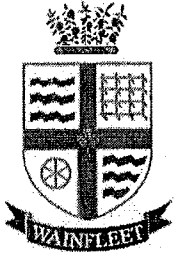
Carried

If you have any questions, please don't hesitate to contact the undersigned.

Regards,

Adam Cross
Clerk

CC: Local Area Municipalities



Township of Wainfleet

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FEB 13 2018
CORPORATE SERVICES
DEPARTMENT

February 8, 2018

Bonnie Nistico-Dunk
City Clerk
City of St. Catharines
PO Box 3012, 50 Church Street
St. Catharines ON L2R 7C2

VIA EMAIL: bdunk@stcatharines.ca

RE: Resolution – Women in Local Government (File No. 35.2.2)

Dear Ms. Nistico-Dunk,

Thank you for your recent correspondence, received by our office on January 9, 2018. Please be advised that Council for the Township of Wainfleet, at its meeting held on January 23, 2018 passed the following resolution:

Resolution No. C-032-2018

Moved By Betty Konc
Seconded By Richard Dykstra

"THAT correspondence item C-030-2018 received from the City of St. Catharines Re: Resolution – Women in Local Government (File No. 35.2.2) be received for information."

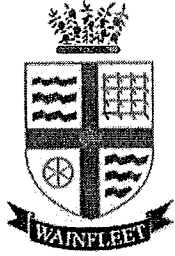
Carried

If you have any questions, please don't hesitate to contact the undersigned.

Regards,

Adam Cross
Clerk

CC: Local Area Municipalities



Township of Wainfleet

"Wainfleet - find your country side!"

City of Port Colborne
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FEB 13 2018
CORPORATE SERVICES
DEPARTMENT

February 8, 2018

Bonnie Nistico-Dunk
City Clerk
City of St. Catharines
PO Box 3012, 50 Church Street
St. Catharines ON L2R 7C2

VIA EMAIL: bdunk@stcatharines.ca

RE: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs

Dear Ms. Nistico-Dunk,

Thank you for your recent correspondence, received by our office on January 2, 2018. Please be advised that Council for the Township of Wainfleet, at its meeting held on January 23, 2018 passed the following resolution:

Resolution No. C-034-2018

Moved By Ted Hessels
Seconded By Betty Konc

"THAT correspondence item C-026-2018 received from the City of St. Catharines Re: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs be supported."

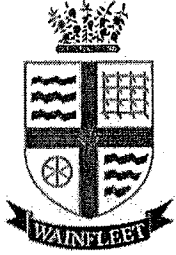
Carried

If you have any questions, please don't hesitate to contact the undersigned.

Regards,

Adam Cross
Clerk

CC: Local Area Municipalities



Township of Wainfleet

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City of Port Colborne
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FEB 13 2018

CORPORATE SERVICES
DEPARTMENT

February 8, 2018

Bonnie Nistico-Dunk
City Clerk
City of St. Catharines
PO Box 3012, 50 Church Street
St. Catharines ON L2R 7C2

VIA EMAIL: bdunk@stcatharines.ca

RE: Town of Fort Erie Support of Resolution: Health Care Services in Niagara Region

Dear Ms. Nistico-Dunk,

Thank you for your recent correspondence, received by our office on January 17, 2018. Please be advised that Council for the Township of Wainfleet, at its meeting held on January 23, 2018 passed the following resolution:

Resolution No. C-037-2018

Moved By Ted Hessels
Seconded By Betty Konc

"THAT correspondence item C-032-2018 received from the City of St. Catharines Re: Town of Fort Erie Support of Resolution: Health Care Services in Niagara Region be supported."

Carried

If you have any questions, please don't hesitate to contact the undersigned.

Regards,

Adam Cross
Clerk

CC: Local Area Municipalities

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Department of Corporate Services

1593 Four Mile Creek Road

P.O. Box 100, Virgil, ON L0S 1T0

905-468-3266 • Fax: 905-468-2959

City of Port Colborne
RECEIVED
FEB 15 2018
CORPORATE SERVICES
DEPARTMENT

www.notl.org

SENT ELECTRONICALLY

February 14, 2018

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

Re: Long Term Care Facilities – Increased Funding

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

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

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

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

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

Sincerely,

Peter Todd
Town Clerk



Legal and Clerks Services

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

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

January 30, 2018

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

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

Re: Long Term Care Facilities – Increased Funding

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

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

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

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

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

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

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

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

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

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

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

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



Bonnie Nistico-Dunk
City Clerk
:ks

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City of Port Colborne
RECEIVED
FEB 13 2018
CORPORATE SERVICES
DEPARTMENT

February 1, 2018

Association of Municipalities of Ontario(AMO)
200 University Avenue, Suite 801
Toronto, Ontario M5H 3C6
Email: amo@amo.on.ca

Rural Ontario Municipal Association
200 University Avenue, Suite 800
Toronto, Ontario M5H 3C6
Email: roma@roma.on.ca

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent



is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

Moved by Councillor Bondy
Seconded by Councillor Voakes

(R18-01-013) That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Carried

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "Robert Auger". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Robert Auger, L.L.B.
Clerk, Legal and Legislative Services
Town of Essex
Email: rauger@essex.ca

RA/lm

Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2Y 4T7 Port Colborne

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 FAX: 905-687-4977

www.niagararegion.ca

RECEIVED
FEB 12 2018

CORPORATE SERVICES
DEPARTMENT

February 12, 2018

Ms. C. McIntosh, Deputy Clerk
City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8

SENT ELECTRONICALLY

City of Port Colborne Resolution respecting Passage of
Regional By-law 2017-21 (Inter-Municipal Transit)
IMTSC-C 5-2017

Further to your correspondence dated May 15, 2017 respecting the City of Port Colborne resolution respecting passage of Regional By-law No. 2017-21, being a by-law to provide Niagara Region with the nonexclusive authority to establish, operate and maintain an inter-municipal passenger transportation system for the Niagara Region, the resolution requested that a member of the Port Colborne Transit Advisory Committee be appointed to the Transit Steering Committee.

Consideration of any requests related to the passage of Regional By-Law 2017-21 were directed to the Inter-municipal Transit Steering Committee (now known formally as the Linking Niagara Transit Committee) for response.

The City's request noted above was achieved after an additional motion of the City of Port Colborne Council appointing Chief Administrative Officer Scott Luey to the Inter-Municipal Transit Working Group.

A copy of Correspondence Item IMTSC-C 5-2017 is enclosed for your information.

Yours truly,



Frank Fabiano
Acting Regional Clerk
:amn

CLK-C 2018-23

MEMORANDUM

IMTSC-C 5-2017

Subject: Local Council Motions – Status and Updates

Date: November 15, 2017

To: Inter-Municipal Transit Steering Committee

From: Matt Robinson, Director – GO Implementation Office

With the unanimous passage of Regional By-law No. 2017-21 by Niagara's local area municipalities in June 2017 which achieved triple majority and enabled the Region non-exclusive authority to establish, operate and maintain an inter-municipal passenger transportation system, some municipalities adopted amendments in consideration of the by-law (as found in Appendix 1). This memorandum lays out the proposed responses to each, as recommended by the IMT Working Group (IMTWG).

Town of Fort Erie: Requested one member from Fort Erie on the Inter-Municipal Transit Steering Committee (IMTSC). This was achieved with the election of Regional Councillor and Town of Fort Erie Mayor Wayne Redekop during Regional Council's selection process.

Town of Lincoln: Requested the IMTSC have representation from all local area municipalities. The IMTWG contains representatives from each of the 13 municipalities, including the Town of Lincoln's Director of Public Works Dave Graham who has been an active and engaged participant on behalf of the Town, attending every IMTWG meeting to date.

Town of Niagara-on-the-Lake: Seeking an alternative to the assessment-based funding formula be provided. A key part of the foundational work identified in the *Niagara Transit Service Delivery and Governance Strategy* (Dillon Report) was to identify the model by which future transit services would be funded. Further financial analysis on apportionment methodologies is required as part of the development of the future transit governance model.

City of Port Colborne: Requested one member of the Port Colborne Transit Advisory Committee be appointed to the IMTSC. Port Colborne Council adopted a subsequent future motion addressing this through a City staff report, where Chief Administrative Officer Scott Luey was appointed by City Council the representative to the IMTWG.

Township of Wainfleet: Requested no obligation to potential costs exclusive to Wainfleet in the creation of a consolidated transit system at this time. The Township has appointed Manager of Operations Richard Nan to the IMTWG, who represents the interests of the Town in the development of the transit plan. As is outlined in the

Memorandum of Understanding, any potential costs associated with the implementation of the recommendations contained in the Dillon Report that may impact local contributions of any kind would first be considered by those respective Councils. Further financial analysis on apportionment methodologies is required as part of the development of the future transit governance model.

Based on the aforementioned responses, the Regional Clerk's Office will send correspondence to each of these municipalities, so as to formally complete the respective requests related to passage of By-law No. 2017-21.

Respectfully submitted and signed by

Matt Robinson
Director

Appendix 1 - Municipal Motions Related to Passage of Regional By-law No. 2017-21

Municipal Motions Related to Passage of Regional By-law No. 2017-21

Town of Fort Erie

That: Council hereby consents to the passage of By-law No. 2017-21 of the Regional Municipality of Niagara, being a by-law to provide Niagara Region with the nonexclusive authority to establish, operate and maintain an inter-municipal passenger transportation system for the Niagara Region, and further

That: Regional Council be requested to alter the makeup of the Transit Steering Committee to include one member from the Town of Fort Erie.

Town of Lincoln

THAT the Council of the Corporation of the Town of Lincoln consents to the passage of By-law No. 2017-21 of the Regional Municipality of Niagara, being a by-law to provide Niagara Region with the non-exclusive authority to establish, operate and maintain an inter-municipal passenger transportation system for Niagara Region;

AND THAT the Council of the Town of Lincoln request Niagara Region, in the event that a triple majority is achieved, to establish an Inter-Municipal Transportation Working Group and Steering Committee that includes broad representation from ALL lower tier municipalities within the Region to ensure that recommendations and decisions regarding inter-municipal transit be appropriately informed by existing and evolving circumstances in each of the lower tier municipalities.

Town of Niagara-on-the-Lake

That the Council of Niagara-on-the-Lake consents to the passage of By-Law No. 2017-21 of the Regional Municipality of Niagara, being a by-law to provide Niagara Region with the non-exclusive authority to establish, operate and maintain an inter-municipal passenger transportation system for the Niagara Region; and

That approval be provided on the condition that an alternative to the assessment based funding formula be provided.

City of Port Colborne

That the Council of The Corporation of the City of Port Colborne hereby consents to the passage of By-law No. 2017-21 of the Regional Municipality of Niagara, Being a By-law to Provide Niagara Region with the Non-exclusive Authority to Establish, Operate and Maintain an Inter-municipal Passenger Transportation System for the Niagara Region;

That Council requests that a member of the Port Colborne Transit Advisory Committee be appointed to the Transit Steering Committee; and

That Melissa Bigford is hereby recommended for the above referenced appointment.

Township of Wainfleet

THAT Correspondence Item No. C075-2017 Re: Niagara Region's Transit Service Delivery and Governance Strategy Minute Item 6.1, CL 4-2017, March 23, 2017 be received;

AND THAT the Council for the Township of Wainfleet consents to the passage of Bylaw No. 49-2016 of the Regional Municipality of Niagara, being a by-law to provide Niagara Region with the authority to establish, operate and maintain an inter-municipal passenger transportation system for the Niagara Region;

AND THAT the Township of Wainfleet Council holds no obligation to potential costs exclusive to Wainfleet in the creation of a consolidated transit system at this time.

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City of Port Colborne
RECEIVED
FEB 06 2018

From: "Vernem, Christine" <Christine.Vernem@hamilton.ca>
To: "cityclerk@portcolborne.ca" <cityclerk@portcolborne.ca>
Date: 2018-02-06 10:48 AM
Subject: Resolution - request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority

CORPORATE SERVICES
DEPARTMENT

Ashley Grigg,

Re: Request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority

At its meeting of January 24th, 2018 Hamilton City Council endorsed the City of Port Colborne's resolution adopted on November 27, 2017 regarding the above matter.

Yours truly,

*Christine Vernem, Legislative Secretary
on behalf of*

Rose Caterini, B. Comm, A.M.C.T.
City Clerk

File: C18-001
(5.1)

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Vibrant · Creative · Caring

February 7, 2018

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

City of Port Colborne
RECEIVED

FEB 09 2018

CORPORATE SERVICES
DEPARTMENT

Dear Ms. McIntosh:

Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek

At their regular meeting of February 5th, 2018, Council of the Town of Pelham received your correspondence and endorsed the following:

BE IT RESOLVED THAT Council receive correspondence from the City of Port Colborne, dated January 29, 2018, regarding their resolution of support respecting the Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek, for information.

On behalf of Council, thank you for your correspondence.

Yours very truly,

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

/js

From the Clerk's Department



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**City of Port Colborne
Regular Committee of the Whole Meeting 02-18
Minutes**

Date: February 12, 2018

Time: 6:30 p.m.

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

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

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

Staff Present: D. Aquilina, Director of Planning and Development
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
C. Lee, Director of Engineering and Operations
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
P. Senese, Director of Corporate Services

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

1. Call to Order:

Mayor Maloney called the meeting to order.

2. National Anthem:

Joel Longfellow sang O Canada.

3. Introduction of Addendum Items:

Nil.

4. **Confirmation of Agenda:**

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

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

5. **Disclosures of Interest:**

Nil.

6. **Adoption of Minutes:**

(a) **Regular meeting of Committee of the Whole 01-18, held on January 22, 2018.**

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

(a) That the minutes of the regular meeting of Committee of the Whole 01-18, held on January 22, 2018, be approved as presented.
CARRIED.

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

The following items were identified for separate discussion:

Items 1, 8, 12, 19.

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

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

That Items 1 to 37 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:

2. Planning and Development, Report No. 2018-16, Subject: Stopping Up and Closing part of Victoria Street and Sale to 2023781 Ontario Inc.

Committee of the Whole recommends:

That in accordance with City policy, the by-law attached to Planning and Development Report 2018-16, Being a By-law to Stop Up, Close, Declare Surplus and to Authorize the Sale of the Portion of The Victoria Street Road Allowance, Plan 831 now Garlinda Street, Between Sherwood Forest Lane and Omer Avenue, Being All of PIN 64137-0107 (LT) to 2023781 Ontario Inc., be approved.

That 2023781 Ontario Inc.'s offer to purchase the above lands for \$40,000 (plus HST) be approved.

That the Mayor and Clerk be authorized to sign and execute any and all documents respecting the sale these lands.

3. Planning and Development, Report No. 2018-17, Subject: Sale of 14 King Street (Valley Camp)

Committee of the Whole recommends:

That an Agreement of Purchase and Sale be entered into with Andrew Soave (or assignees) for the purchase of 14 King Street (Valley Camp) for the purchase price of \$170,000 (plus HST), attached to Planning and Development Report 2018-17 as Appendix "A".

That the Mayor, Clerk and City Solicitor be authorized to sign and execute any and all documents respecting the sale of these lands.

4. Engineering and Operations, Operations Division, Report No. 2018-15, Subject: Multiple Vehicle Purchase

Committee of the Whole recommends:

That the quotation for the lowest pricing from Brock Ford of Niagara Falls for the replacement of the vehicles, as outlined in Engineering and Operations Report 2018-15, Multiple Vehicle Purchase, be approved.

That funding for the vehicles be financed under the following GL Account Numbers: \$206,830 - 3-550-33150-3401; Equipment Reserve, \$13,165 - 3-595-33103-3401; Water Equipment and \$13,165 - 3-590-33102-3401; Sewer Equipment.

That the Director of Engineering and Operations be authorized to issue a purchase order for the purchase of these vehicles from the appropriate vender at the pricing detailed.

Miscellaneous Correspondence:

5. **Dr. Salanki & Associates of Chiropractic Associates of Port Colborne
Re: Request for Proclamation of Doctor's With a Heart Day,
February 14, 2018**
-

Committee of the Whole recommends:

That February 14th, 2018 be proclaimed as Doctor's With a Heart Day in the City of Port Colborne in accordance with the request received from Dr. Salanki and Associates of Chiropractic Associates of Port Colborne.

6. **Region of Niagara Re: 2018 Interim Levy Dates and Amounts (CSD
Report 3-2018)**
-

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: 2018 Interim Levy Dates and Amounts (CSD Report 3-2018), be received for information.

7. **Region of Niagara Re: Niagara Escarpment Plan Agriculture Policies
(PDS Report 1-2018)**
-

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: Niagara Escarpment Plan Agriculture Policies (PDS Report 1-2018), be received for information.

9. **Richard Rybiak, Chair, Niagara Central Airport Commission Re: Niagara
Central Dorothy Rungeling Airport, 2017 Fourth Quarter
Report**
-

Committee of the Whole recommends:

That the correspondence received from Richard Rybiak, Chair, Niagara Central Airport Commission Re: Niagara Central Dorothy Rungeling Airport, 2017 Fourth Quarter Report, be received for information.

Outside Resolutions – Requests for Endorsement:

10. **Scott Butler, OGRA, Policy and Research, Ontario Good Roads Association Re: Requesting Ontario Municipalities to Adopt a Resolution that Calls on the Minister of Environment and Climate Change to Accelerate the Application for Review of the Municipal Class Environmental Assessment (MCEA) Process**
-

Committee of the Whole recommends:

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

That the following motion be approved:

WHEREAS a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class

Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);

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

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

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

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

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

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

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

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

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

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

11. Email correspondence from Donna Cripps, Chief Executive Officer, Hamilton Niagara Haldimand Brant Local Health Integration Network Re: Town of Fort Erie's Resolution regarding Health Care Services in the Niagara Region

Committee of the Whole recommends:

That the correspondence received from Donna Cripps, Chief Executive Officer, Hamilton Niagara Haldimand Brant Local Health Integration Network Re: Response to the Town of Fort Erie's resolution regarding Health Care Services in the Niagara Region, be received for information.

13. City of St. Catharines Re: Long Term Care Facilities – Increased Funding

Committee of the Whole recommends:

That the resolution received from the City of St. Catharines Re: Long Term Care Facilities – Increased Funding, be supported.

14. City of Thorold Re: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs

Committee of the Whole recommends:

That the resolution received from the City of Thorold in support of the resolution of the City of St. Catharines Re: Niagara Peninsula Conservation Authority Disclosure of Legal Costs, be received for information.

15. City of Thorold Re: Federal Changes to the Municipal Councillor Taxation on Income

Committee of the Whole recommends:

That the resolution received from the City of Thorold in support the resolution of the Township of Wainfleet Re: Federal Changes to Municipal Councillor Taxation on Income, be received for information.

16. City of Thorold Re: Gillian's Place and National Day of Action on Violence Against Women

Committee of the Whole recommends:

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

17. Township of Wainfleet Re: Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek (Town of Fort Erie)

Committee of the Whole recommends:

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

18. Town of Lakeshore Re: Allocate Infrastructure Funding Dedicated to Municipalities for Storm Water Management and Drainage Improvements

Committee of the Whole recommends:

That the resolution received from the Town of Lakeshore Re: Allocate Infrastructure Funding Dedicated to Municipalities for Storm Water Management and Drainage Improvements, be supported.

Responses to City of Port Colborne Resolutions:**20. Kathleen Wynne, Premier of Ontario Re: Response to the City of Port Colborne's Resolution Regarding The Niagara Peninsula Conservation Authority – Disclosure of Legal Costs**

Committee of the Whole recommends:

That the correspondence received from The Honourable Kathleen Wynne, Premier of Ontario Re: Response to the City of Port Colborne's Resolution regarding the Niagara Peninsula Conservation Authority – Disclosure of Legal Costs, be received for information.

21. City of St. Catharines and the City of Thorold in support of the City of Port Colborne's Resolution Re: Regional Council Approval of Audit Committee Recommendations respecting the Town of Pelham

Committee of the Whole recommends:

That the resolutions received from the City of St. Catharines and the City of Thorold endorsing the City of Port Colborne's resolution and strongly objects to the Region and its Audit Committee interfering in a local municipality's finances, be received for information.

CARRIED.

9. Presentations:

- (a) **Terry Suess, Volunteer YMCA Board of Directors and Sharon Schilz, Centre Manager of Port Colborne YMCA will be presenting the Port Colborne YMCA Five Year Operations Report (Page No. 11)**

Terry Suess and Sharon Schilz presented a Powerpoint presentation with respect to the YMCA's first five years of operations in Port Colborne. A copy of the presentation is attached.

10. Delegations:

- (a) **Dr. Salanki of Chiropractic Associates of Port Colborne regarding Doctor's With a Heart Day, February 14th, 2018 (Page No. 33 - Correspondence Item # 5)**

Dr. Salanki provided a verbal presentation with respect to an annual fundraiser held by his office called Doctors with a Heart on which day the proceeds of services as well as collected donations are forwarded to a charity, this year being the Welland & District SPCA. A copy of the presentation is attached.

(b) Brandon Anger regarding Planning and Development, Planning Division, Report No. 2018-14, Subject: Recommendation Report – Proposed New Comprehensive Zoning By-law

Mr. Anger provided a verbal presentation requesting that Council consider amending Schedule “A7” of the proposed new Comprehensive Zoning By-law to reflect R4 zoning for 679 Elm Street. A copy of the presentation is attached.

11. Mayor’s Report:

A copy of the Mayor’s Report is attached.

12. Regional Councillor’s Report:

Regional Councillor Barrick thanked the Social Determinants of Health Advisory Committee for the invite to its February 1, 2018 meeting at which the Niagara Region’s Commissioner of Community Services, Adrienne Jugley, attended on his behalf and that he would attempt to attend the next meeting.

Regional Councillor Barrick provided an update about Niagara Regional Housing initiatives and investments and advised that the Niagara Region is awaiting provincial approval for eight housing units in Port Colborne. Regional Councillor Barrick also advised of discussion about waiving or reducing municipal property tax to Niagara Regional Housing properties.

Regional Councillor Barrick congratulated the Niagara Region’s eight long-term care homes which received accreditation by Accreditation Canada.

Discussion took place with respect to the Niagara Regional Police Services Board budget, the Niagara Region’s motion with respect to the Town of Pelham’s finances and the mandate of the Niagara Region’s Audit Committee.

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

That The Corporation of the City of Port Colborne forward to Regional Councillor Gale, Chair of the Police Services Board, a request to attend, at his earliest convenience, a meeting of City Council to speak about the decisions made by the Police Services Board with respect to the retirement of Chief McGuire, the budget shortfall and how the Board’s decisions will impact taxes and policing in the community.
CARRIED.

13. Councillors' Items:**(a) Winter Operations Procedures (Elliott)**

In response to an enquiry from Councillor Elliott, the Director of Engineering and Operations advised that Engineering and By-law staff have discussed with the Communications Coordinator the process for communicating with the public about winter control activities and it will be considered at a meeting of the Winter Operations Review Committee.

(b) Federal Government Funding Programs (Elliott)

In response to an enquiry from Councillor Elliott, the Director of Engineering and Operations advised that staff is preparing a report with cross-departmental input about Federal Government Funding Programs to which the City has not applied.

(c) Winter Operations Procedures (Desmarais)

In response to an enquiry from Councillor Desmarais, the Director of Planning and Development advised that staff will review the notification communicated by the By-law Division with respect to the order of response to snow clearing complaints.

(d) Collection of Dog License Fees (Desmarais)

In response to an enquiry from Councillor Desmarais, the Director of Corporate Services advised that a company named Docupet has an agreement with the City's Animal Control contractor, the Welland & District SPCA, for the sale of the City's dog licenses. The Director of Corporate Services further advised that Docupet retains a portion of the proceeds from the sale of dog licenses and the balance is revenue to the City that covers some of the operating costs of animal control services.

(e) Rural Ontario Municipal Association Conference (Desmarais, Butters)

Councillors Desmarais and Butters advised that they attended two full days of sessions at the Rural Ontario Municipal Association (ROMA) Conference and will forward to Councillors the electronic links to the information from presenters.

(f) By-law Enforcement Division (Kenny)

In response to an enquiry from Councillor Kenny, the Director of Planning and Development advised that staff were working as a team on the weekend of

February 10 and 11, with a staff member driving while a municipal enforcement officer wrote tickets.

(g) Winter Operations Procedures (Bodner)

In response to an enquiry from Councillor Bodner with respect to a property owner clearing snow from driveways onto the road, the Director of Planning and Development advised that safety is a priority for enforcement and investigation will occur when an address is provided at which there is a concern.

Staff Responses to Previous Councillor Enquiries:

(a) Port Colborne Industrial Fire, February 6, 2018 (Cartwright)

The Fire Chief thanked the municipalities of Niagara Falls, Wainfleet, Pelham, Thorold and Fort Erie and their Fire Chiefs and Deputy Fire Chiefs for attending the industrial fire to assist. The Fire Chief also thanked the St. Catharines dispatch for answering calls from other agencies, Operations staff, Welland Transit and the City's Communications Coordinator for assisting during the incident.

(b) Winter Patrol Procedures (Aquilina)

The Director of Planning and Development advised that as of January 1, 2018, in accordance with the new tag/tow procedure, staff issued 95 tickets for on-street parking infractions and towed zero vehicles.

(c) Budget 2018 (Senese)

The Director of Corporate Services provided reminder that 2018 Budget meetings are scheduled for March 5, 6 and 14 (as required).

14. Consideration of Items Requiring Separate Discussion:

**1. Planning and Development, Planning Division, Report No. 2018-14,
Subject: Recommendation Report – Proposed New Comprehensive
Zoning By-law**

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

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

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

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

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

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

That the main motion be amended by adding after paragraph one the following:

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

That the main motion be further amended by adding “as amended” after the words “be approved;”

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

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

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

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

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

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

8. Region of Niagara Re: Protocol for Planning Services Between the Regional Municipality of Niagara and the Niagara Peninsula Conservation Authority (PDS Report 2-2018)

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

That the correspondence received from the Region of Niagara Re: Protocol for Planning Services Between the Regional Municipality of Niagara and the Niagara Peninsula Conservation Authority (PDS Report 2-2018), be received for information.

CARRIED.

12. City of St. Catharines Re: Town of Fort Erie - Support of Resolution: Health Care Services in Niagara Region

Moved by Councillor A. Desmarais
Seconded by Councillor J. Mayne

That the resolution received from the City of St. Catharines Re: Town of Fort Erie – Support of Resolution regarding Health Care Services in Niagara Region, be received for information.

CARRIED.

19. Kathryn McGarry, Minister, Ministry of Natural Resources and Forestry Re: Response to the City of Port Colborne's Resolution Regarding The Appointment of a Provincial Supervisor to the Niagara Peninsula Conservation Authority

Moved by Councillor B. Butters
Seconded by Councillor D. Elliott

That the correspondence received from Kathryn McGarry, Minister, Ministry of Natural Resources and Forestry Re: Response to the City of Port Colborne's Resolution regarding the Appointment of a Provincial Supervisor to the Niagara Peninsula Conservation Authority, be received for information.

CARRIED.

15. Notice of Motion:

Nil.

16. **Adjournment:**

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

That the Committee of the Whole meeting be adjourned at approximately 9:10 p.m.
CARRIED.

CM/



**Port Colborne YMCA
Five Years of Strengthening Community
Report to the City of Port Colborne**

February 12, 2018

**Terry Suess, Volunteer Board of Directors
Sharon Schilz, Centre Manager
Port Colborne YMCA**

*Building healthy
communities*

Port Colborne YMCA: 5 Year Operation Highlights

- Developed leaders by employing over 75 staff and engaging 99 volunteers annually.
- Provided Health, Fitness and Aquatics programming for 2,844 members at peak, and 3,844 individuals annually,
- Supported 400 children, individuals and families each year through YMCA Strong Kids Campaign.
- Engaged 484 children and youth in swim lessons at one time to learn how to swim and strengthened their skills.
- Worked with 24 Community Organizations.
- Engaged children and youth participants in over 2,000 camper days annually.

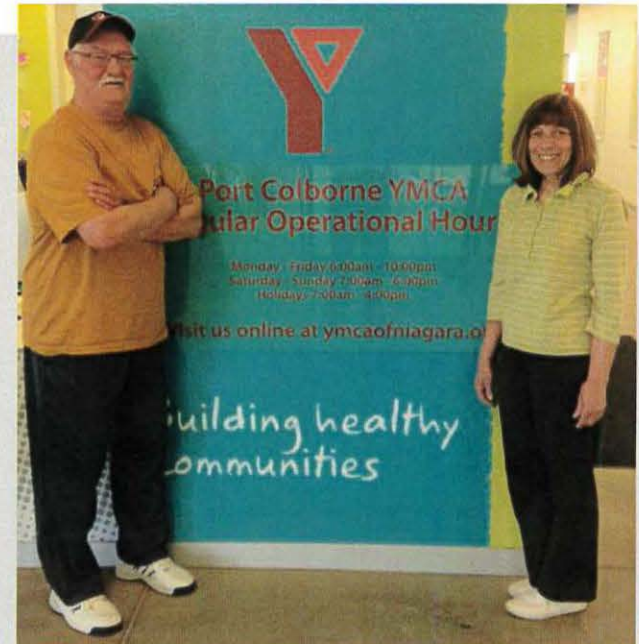


Participant Feedback

“When the YMCA first came to Port Colborne last year we had no idea how much of an impact it would have on our family. We joined the first week and have been regular attendees ever since... We have found our village in the YMCA community.”

“We have had many wonderful experiences together as a family at the YMCA. It has provided my entire family with a physical, mental and social outlet. We look forward to continuing to support the YMCA in Port Colborne for many years to come.”

“The Port Colborne YMCA has become an important member of our family. It is not just a place to work, exercise and seek refuge from the day’s challenges; it is where we go to spend time as a family and to meet with our community.”



5 Year Operation Highlights



YEAR 1

Enrolled 2,221 members at new Port Colborne YMCA.
75% of members joined as a family.
20% of members received financial assistance.
First involvement in many events including Sports Fest, Santa Claus Parade & Canal Days.

YEAR 2

Child & youth represent 50% of membership.
Number of YMCA volunteers nearly doubled.
Development of community partnerships to include OEYC operated by Port Cares, Special Olympics Aquatics, the Swim to Survive Program with Niagara Schools & more.



5 Year Operation Highlights



YEAR 3

Introduction of private swim lessons.
New Fitness for Breath program launched with the Ontario Lung Association.
Expansion of the YMCA children's area during Canal Days.
Port Colborne Youth basketball utilizes the gymnasium on weekend afternoons.

YEAR 4

The Port Colborne YMCA received an 88% overall member satisfaction score.
YMCA Personal Training services launched.
YMCA continues to host events including Healthy Kid's Day, Peace Week, Move for Kids, Pink Shirt Day & more.



5 Year Operation Highlights



YEAR 5

Average of over 10,000 visits to the Port Colborne YMCA each month.

484 children served weekly in YMCA swim lessons.

First refurbishment of the Vale Health and Wellness Centre lane and leisure pools.

YMCA Kick Start & YMCA Kid Fit programs launched.

New camp partnership formed with Community Living Port Colborne - Wainfleet.



Background

- YMCA of Niagara and City of Port Colborne struck 20 year renewable Operational Agreement June 2012.
- Partnership leverages YMCA breadth of program and service expertise to provide a health and wellness experience catered to Port Colborne community within the Vale Health and Wellness Centre.
- September 2016 to August 2017 marks Year 5 of Operations.
- YMCA embraces the opportunity to provide a five year report highlighting service to community, impact the YMCA is having on Port Colborne residents, and financial and service performance.



Community Impact

- YMCA continues to have significant and positive impact on Port Colborne community.
- YMCA received very positive response from the community since day one and in the first 13 months of operations reached Member On-roll peak of 2,844.
- Community access to YMCA programs increased consistently each year, growing to over 15,000 annually in Year 5.
- YMCA continues to be inclusive and open to all. Port Colborne YMCA Assistance rate maintained a 18% average, which is approximately 400 individuals per year



Program Expansion and Community Involvement

- YMCA continues to expand program offerings based on community feedback and interest. Since Year 1, YMCA has added 40 program hours, resulting in the addition of 33 programs.
- YMCA is actively working with 24 community agencies and groups to positively impact the lives of community members in Port Colborne.
- YMCA continues to provide leadership for a number of community events.
- YMCA has been actively involved in many City of Port Colborne events including:
 - Opening of Vale Health and Wellness Centre
 - Canal Days
 - Canada Day Event
 - Community Awareness Day
 - Santa Claus Parade
 - Sports Fest
 - Vale Day
 - Healthy Kids Community Challenge
 - New Year's Eve Family Celebration



Financial Results

Core Service Targets:

Members On-roll, Year-to-date Average
 Members On-roll, Year-to-date Peak
 Family Memberships % of members (Average)
 Membership Mix (Average)
 Financial Assistance % of members (Average)

2016-17 Actuals	2015-16 Actuals	2014-15 Actuals	2013-14 Actuals	Feb to Aug 2013 Actuals
2404	2248	2328	2530	1976
2690	2479	2531	2844	2221
61%	61%	60%	65%	75%
60% Adults	59% Adults	51% Adults	50% Adults	50% Adults
17%	17%	18%	19%	17%



Financial Results continued

5 Year Budget Actual Revenue and Expenses:

	2016-17 Actuals	2015-16 Actuals	2014-15 Actuals	2013-14 Actuals	Feb to Aug 2013 Actuals
Total Revenue	1,217,405	1,158,957	1,167,996	1,196,997	584,559
Total Expenses (Operating)	952,503	893,684	896,138	960,518	537,446
Operating Net	264,902	265,273	271,858	236,479	47,113
Deferred Capital Depreciation	263,064	269,499	257,232	231,409	56,245
Total Net	1,838	(4,226)	14,626	5,070	(9,132)

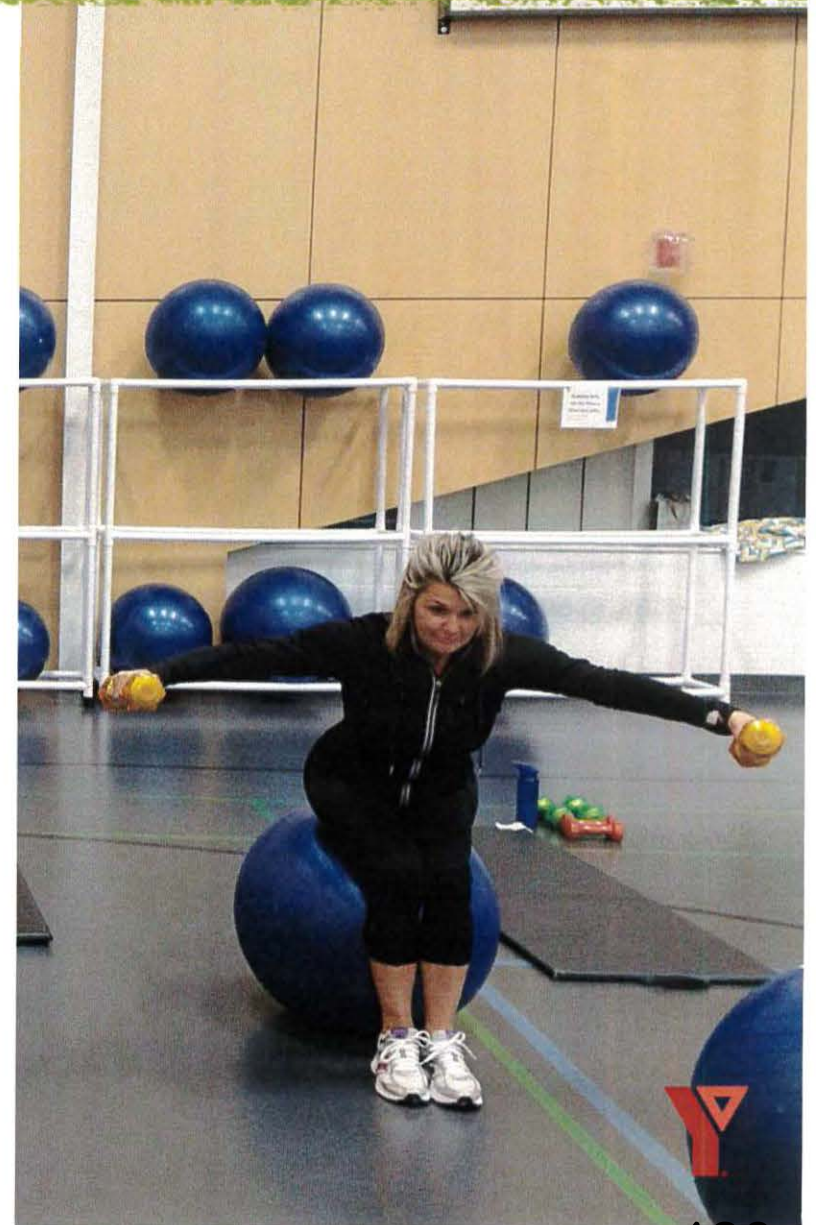
Productivity (Revenue/Wages&Benefits)	1.28	1.30	1.30	1.25	1.09
Operating return on Revenue	21.8%	22.9%	23.3%	19.8%	8.1%



Looking Ahead

As we move past first Five Years the YMCA will:

- Provide leadership and involvement in programs, services and events that help to strengthen Port Colborne community.
- Maintain strong partnerships with City of Port Colborne and other community organizations.
- Focus on program innovation, relevance and sustainability.
- Continue to focus on Child Protection.
- Participate in planning in collaboration with City of Port Colborne around future operational and capital investments required to maintain a safe, relevant facility, and ensure high quality experiences for many years to come.



Looking Ahead

The YMCA continues to be grateful for the strong partnership with the City of Port Colborne that enables us to collectively strengthen community health and wellness.



Thank you!





YMCA of
Niagara

Vale Health & Wellness Centre



**Port Colborne YMCA
Five Years of Strengthening the Community
Report to the City of Port Colborne
February 12, 2018**

Building healthy communities

During the first five years of operations the Port Colborne YMCA has:

- Developed leaders by employing over 75 staff and engaged 99 volunteers annually.
- Provided Health, Fitness and Aquatics programming for 2,844 members at peak, and 3,844 individuals over the course of a year.
- Supported an average of 400 children, individuals and families each year through the YMCA Strong Kids Campaign.
- Engaged 484 children and youth in swim lessons at one time to learn how to swim and strengthened their skills.
- Worked with 24 Community Organizations.
- Engaged children and youth who participated in over 2,000 camper days annually.

Participant Feedback

The positive impact that the Port Colborne YMCA is having on the community can be captured through feedback received from participants.

“When the YMCA first came to Port Colborne last year we had no idea how much of an impact it would have on our family. We joined the first week and have been regular attendees ever since... We have found our village in the YMCA community.”

“We have had many wonderful experiences together as a family at the YMCA. It has provided my entire family with a physical, mental and social outlet. We look forward to continuing to support the YMCA in Port Colborne for many years to come.”

“The Port Colborne YMCA has become an important member of our family. It is not just a place to work, exercise and seek refuge from the day’s challenges; it is where we go to spend time as a family and to meet with our community.”

The following image depicts some highlights in the Port Colborne YMCA’s first five years of operations.

Port Colborne YMCA Five Years of Strengthening the Community

YEAR 1



Enrolled 2,221 members at new Port Colborne YMCA.
75% of members joined as a family.
20% of members received financial assistance.
First involvement in many events including Sports Fest,
Santa Clause Parade & Canal Days.

YEAR 2

Child & youth represent 50% of membership.
Number of YMCA volunteers nearly doubled.
Development of community partnerships to
include OEYC operated by Port Cares, Special
Olympics Aquatics, the Swim to Survive
Program with Niagara Schools & more.



YEAR 3

Introduction of private swim lessons.
New Fitness for Breath program launched with the
Ontario Lung Association.
Expansion of the YMCA children's area during
Canal Days.
Port Colborne Youth basketball utilizes the
gymnasium on weekend afternoons.



YEAR 4

The Port Colborne YMCA received an
88% overall member satisfaction score.
YMCA Personal Training services launched.
YMCA continues to host events including
Healthy Kid's Day, Peace Week, Move
for Kids, Pink Shirt Day & more.



YEAR 5

Average of over 10,000 visits to the Port Colborne
YMCA each month.
484 children served weekly in YMCA swim lessons.
First refurbishment of the Vale Health and
Wellness Centre lane and leisure pools.
YMCA Kick Start & YMCA Kid Fit programs
launched.
New camp partnership formed with Community
Living Port Colborne - Wainfleet.



Background

The YMCA of Niagara and the City of Port Colborne struck a twenty year renewable Operational Agreement in June 2012, relating to the Port Colborne YMCA located within the Vale Health and Wellness Centre. This partnership leverages the YMCA breadth of program and service expertise to provide a health and wellness experience catering to the unique needs of the Port Colborne community within the Vale Health and Wellness Centre.

As part of the Agreement, the YMCA developed a 5 Year Financial Plan and Program Plan based on assumptions supported by independent market research, which provided a conservative road map for the YMCA and the City. This Financial Plan incorporated operational revenue and expense along with deferred capital depreciation that covers YMCA capital investments.

Each year since the opening of the Vale Health and Wellness Centre, the YMCA has submitted annual reports to council and staff. As the timeframe from September 2016 to August 2017 marks Year 5 of operations, the YMCA is embracing the opportunity to provide a report that highlights the service to community, impact the YMCA is having on Port Colborne residents, and financial and service performance over the past five years.

Community Impact

The YMCA continues to have a significant and positive impact on the Port Colborne community. During Year 5 the YMCA served 3,844 individuals at various points during the year, which represents 20% of the Port Colborne population.

Since day one, the YMCA received a very positive response from the community, and within the first 13 months of operations reached a Members On-roll peak of 2,844. As with many new centres; as membership stabilizes there is a fluctuation in the Members On-roll in the following two years, and then an upward growth with Year 5 peaking at 2,690 members.

Community access to YMCA programs has increased consistently each year, growing to over 15,000 annually in Year 5. Community access includes swim passes, swim to survive programs, Child Minding, Aquatic Enrichment, Day Camp, Youth Action and more. These numbers clearly illustrate the relevance of the Port Colborne YMCA in the community.

The YMCA continues to be inclusive and open to all. Over five years, the Port Colborne YMCA has provided over \$330,719 in Membership Assistance to children, families and individuals whose circumstances would otherwise limit their participation. This has been supported by the annual YMCA Strong Kids Campaign that has raised \$40,157 in Port Colborne over the past five years. The Port Colborne YMCA Assistance rate has maintained an average of 18% of members receiving financial assistance, which is approximately 400 individuals per year.

Program Expansion and Community Involvement

The YMCA continues to expand programs and services based on community feedback and interest. Since Year 1 the YMCA has added 40 program hours, resulting in the addition of 33 programs. This is a combination of new program offerings such as Cyclefit, YMCA Kick Start, YMCA Kid Fit, and Private Swim lessons, and the expansion of other programs such as Pickle Ball.

In Port Colborne, the YMCA is actively working with 24 community agencies and groups to positively impact the lives of community members. These agencies or groups include Special Olympics Aquatics, Community Living Port Colborne-Wainfleet, Port Cares, Port Colborne Youth Basketball, Niagara Regional Police, Brain Injury Association of Niagara, Ontario Lung Association and more.

The YMCA continues to provide leadership for a number of community events including: YMCA Healthy Kids Day, Move for Strong Kids, Peace Week, National Child Day, Halloween Party, Pink Shirt Day and Family Day free swim. The response from the Port Colborne community to these events has been very positive.

The YMCA has been actively involved in many City of Port Colborne events including the opening of the Vale Health and Wellness Centre, Canal Days, Canada Day Event, Community Awareness Day, Santa Claus Parade, Sports Fest, Vale Day, Healthy Kids Community Challenge, and the New Year's Eve Family Celebration.

Financial Results

The first five years of the Port Colborne YMCA operations laid the foundation for the many years to come. The first year and a half allowed the YMCA to better understand the Port Colborne community needs, and create the appropriate compliment of YMCA programs and services. The following two years allowed the YMCA to focus on efficiencies and program development. In Year 5 the YMCA was able to focus on program enhancements, as well as reinvesting into building and equipment maintenance. Year 5 demonstrates that over time staffing costs will continue to increase due to wage increases and the direct correlation between Members On-roll and program requirements. The YMCA has been able to adjust capital investments to offset operational costs in specific areas, as minimal capital reinvestment was required in the first five years.

Captured at the bottom of the budget are YMCA key service ratios. The YMCA is happy to report that Productivity and Return on Revenue have remained stable since Year 2 where the peak Members On-roll was over 2,800. Productivity represents costs in wages and benefits

required to generate the revenue, and it provides a narrative around staffing efficiencies. Return on Revenue is a ratio that speaks to the Operating Net after all Expenses.

During Years 3 and 4 the Operating Service Fund was reduced by close to \$20,000 based on strong financial results the years prior. This illustrates that the YMCA continues to demonstrate strong fiscal responsibility, despite increasing costs and programming.

**Port Colborne YMCA
Core Service Targets:**

	2016-17 Actuals	2015-16 Actuals	2014-15 Actuals	2013-14 Actuals	Feb to Aug 2013 Actuals
Members On-roll, Year-to-date Average	2404	2248	2328	2530	1976
Members On-roll, Year-to-date Peak	2690	2479	2531	2844	2221
Family Memberships % of members (Average)	61%	61%	60%	65%	75%
Membership Mix (Average)	60% Adults	59% Adults	51% Adults	50% Adults	50% Adults
Financial Assistance % of members (Average)	17%	17%	18%	19%	17%

**5 Year Budget Actual Revenue and Expenses:
(based on Fiscal period Sept to Aug- except 2013) CAD\$**

	2016-17 Actuals	2015-16 Actuals	2014-15 Actuals	2013-14 Actuals	Feb to Aug 2013 Actuals
Revenue					
Operating Service Fund	300,000	285,375	294,930	300,000	162,801
Common Area Cleaning Fee	44,917	48,015	47,113	46,512	25,608
Membership Fees & Day Passes	926,813	873,140	874,364	894,972	374,770
Building Fee	10,425	13,150	18,384	27,448	47,739
Membership Assistance	(75,716)	(68,209)	(76,073)	(82,028)	(28,693)
Strong Kids Campaign	10,966	7,486	9,278	10,093	2,334
Total Revenue	1,217,405	1,158,957	1,167,996	1,196,997	584,559
Expenses					
Wages & Benefits	797,047	761,394	762,678	820,299	431,251
Supplies - Program, Cleaning and Maintenance	97,296	84,006	87,537	84,916	64,304
Other Direct Expenses (repairs, training, etc.)	58,160	48,284	45,923	55,303	41,891
Total Expenses (Operating)	952,503	893,684	896,138	960,518	537,446
Operating Net	264,902	265,273	271,858	236,479	47,113
Deferred Capital Depreciation:					
Capital	22,141	35,668	17,736	53,932	2,500
Financing of Investment	142,157	144,463	149,882	81,425	-
Administrative Overhead (10% of total expenses)	95,250	89,368	89,614	96,052	53,745
Prior year deficit to be recovered	3,516				
Total Net	1,838	(4,226)	14,626	5,070	(9,132)

	Total		
Net Surplus (Deficit) over 5 years	8,176		
Reduction in Operating Service Fund	19,696	14,626	5,070

Productivity (Revenue/Wages&Benefits)	1.28	1.30	1.30	1.25	1.09
Operating return on Revenue	21.8%	22.9%	23.3%	19.8%	8.1%

Looking Ahead

As we move past the first five years of operations, the YMCA recognizes the need for continued involvement in programs, services and events that help to strengthen the Port Colborne community. The YMCA will continue to maintain strong partnerships with the City of Port Colborne and other community organizations.

The YMCA will focus on program innovation, relevance and sustainability. This will be a multi-faceted approach that includes tactics to attract new members, and retain them through a continued focus on member experience and program quality.

The YMCA will continue to focus on Child Protection by refining systems and measures to ensure the safety and security of all children, youth and vulnerable persons while they are attending the YMCA.

The YMCA will participate in planning in collaboration with the City of Port Colborne around the future operational and capital investments required to maintain a safe, relevant facility, and ensure high quality experiences for many years to come.

The YMCA continues to be grateful for the strong partnership with the City of Port Colborne that enables us to collectively strengthen community health and wellness.

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Doctors with a Heart Backgrounder:

Dr. David Salanki is a charter member of Doctors with A Heart™. A non-profit organization founded in 1986 that asks doctors worldwide to extend free health care to members of their communities on designated days. The 15,000-member program includes medical doctors, dentists, optometrists, chiropractors, psychologists and podiatrists.

Dr. Salanki Delegation Message:

For the past few decades our practice has been a proud charter member of a unique and worthy international charity, Doctors with a Heart Day. It is a day that the doctors and staff at Chiropractic Associates of Port Colborne have come to look forward to, as we all come together to help support a local charity that is dear to us.

I am proud to say that every year on this one special day, we successfully raise thousands in donations (both monetary and supplies) for shelters providing assistance to families, or animals in need.

Of course, none of this would be possible without the generosity of our patients and the unwavering support from the citizens of Niagara especially those from Port Colborne, Welland, and Wainfleet. Together we have had a positive impact in the lives of some of the most-marginalized in our community, and for this I am very grateful.

I invite you to book an appointment on Wednesday February 14th-between the hours of 8:00 am to 6:00 pm, to help us celebrate Doctors with a Heart Day 2018. All services are free of charge in exchange for donations to support the Port Colborne and Welland & District Humane Society SPCA. We still have room for new patients. All are welcome.

For more information on how to donate or book an appointment, you can reach us at 905-835-1303 or visit our website at www.chiropracticassociates.com. The SPCA's list of items most in need can be found on our Facebook page.

Thank you for your time this evening,

Dr. David Salanki, D.C.

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Regarding: Part 1 and Part 2 of Block C and part of Block D, Plan 775 as shown on the attached severance plan Figure 1 and the changing of zoning from R2 to R4 under the Proposed New Comprehensive Zoning By-law

The below summary of conversations (in italics) between Grant Anger the City of Port Colborne Planning Department show how we got here today.

Thank you to the Planning Department for their help on Friday for clarifying all the information and their quick responses back to us.

Friday February 9, 2018

I called City Port Colborne Planning Dept at 9:59 and Amy answered. I asked for the zoning setbacks for the two lots recently severed on Elm Street south of Neff. Amy said she would find out and call back.

Just around noon received call from Evan in Planning Dept. Evan told us that today the zoning is R-2 with 1 metre sides, 6.5 metre front and 6 metre rear yard w/50% coverage but Monday was becoming R4 with no single residence use but Tri-plex or townhouse with council passing the New zoning bylaw and that there would be a 20 day appeal period. Said we could only build if application was in for building permit. I explained that the lots only closed February 8th and what he was saying was impossible. Evan was going to talk to Todd and call back.

At 1:00 or shortly after, Evan called back. He had discussed with Todd who said who agreed submitting a permit would not be possible. I asked about the new R4 zoning lot frontage and Evan explained that the lot frontage on the newly severed lots was not large enough to use.

I asked how planning could support the severance to create unusable lots, and was told this was an oversight by Planning Dept and shouldn't have happened.

Evan suggested coming to council and explain Monday at 6:30. I explained it would be hard for me to do because I am in Florida. Evan said to get your son to call and go on agenda, I asked for him to get it put on and Brenda called shortly afterwards wanting a copy of what was being presented.

Grant Anger

The Planning Dept proposal to change these lots to R4 was brought forward to consider in June 2017. With that being the case, the Planning Dept should not have supported the severance of the property into 3 R4 parcels in July 2017 or should have amended the zoning by-law being presented.

As shown in Figure 1, the frontages on the newly created lots would not meet the 18M frontage required by the R4 zoning.

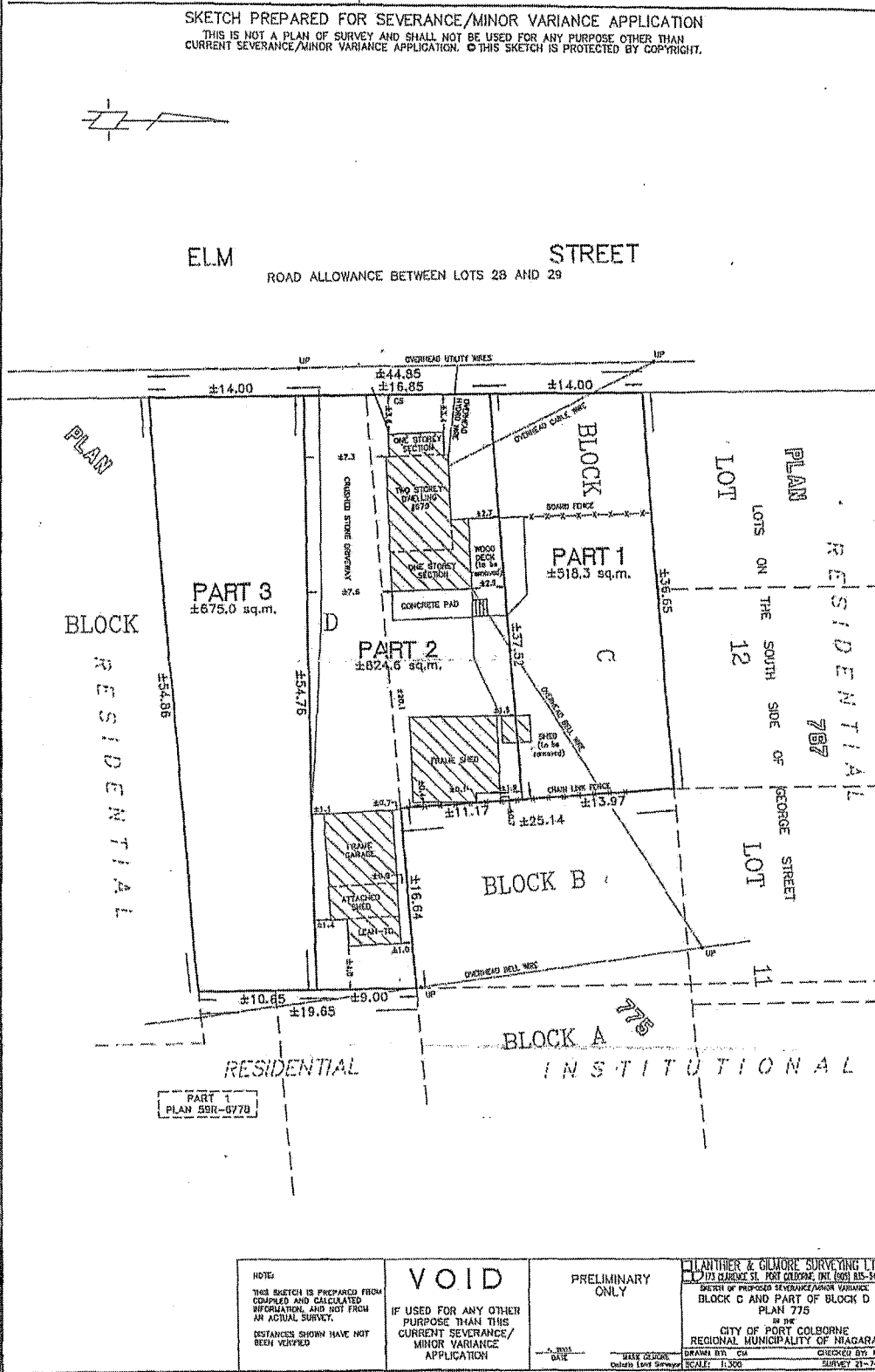
As such, we request that council amend the new Zoning By-law so that the lots created in Figure 1 under Application B10-17-PC and B11-17-PC remain as R2 zoning.

Respectfully,
Grant Anger (owner of Part 1)

And

Brandon Anger, President
Cornerstone Homes (Niagara) Ltd, (owner of Part 3)

Figure 1





PORT COLBORNE

Mayor's Report to the February 12, 2018 Council Meeting

Fire at Vinyl Works Canada

I wanted to express my appreciation to our Fire Department personnel for their exceptional response to the large industrial fire on Tuesday morning at the Vinyl Works Canada plant.

Appreciation is also extended to the many neighbouring partners who came together to help fight the fire, provide support to the fire fighters, and ensure our city remained protected.

Our commitment to come together to aid communities in need, demonstrates our collective strength.

SportsFest

This past weekend brought 2500 people out of their homes from across the Region to PORTicipate in SportsFest.

Events included sno pitch, snow golf, volleyball, ball hockey, music trivia, soup cook-off.

The Mayor's Cup Invitational Hockey Tournament saw 16 teams play in four divisions.

Congratulations to the following division winners:

Division A Port Frontenac

Division B Wainfleet

Division C Lincoln

Division D Haldimand

Thank you to the YMCA of Niagara for opening their doors and providing free swimming and activities in the gym and to the many businesses who supported these events raising money for great charities.

Parks & Recreation Ontario Award

The City of Port Colborne has won the Parks & Recreation Ontario award – Access & Equity for Municipality under 30,000 for it's Learn to Sledge Program.

This program started at the Vale Health & Wellness Centre 3 years ago as a result of a grant received from the Province of Ontario.

Interest in sledge hockey continues to grow in Port Colborne and around the world as evidenced by the great turnout this past Saturday for the Team Canada vs Team USA exhibition game here in Port Colborne in preparation for their trip to the Paralympic Games in PheongChang.

Over 1200 people packed the Vale Health & Wellness Centre to watch the game with Team Canada coming away the winner.

Canada 150 Time Capsule

Port Colborne's Canada 150 Sesquicentennial Time Capsule will be sealed up for the next fifty years at the Vale Health & Wellness Centre on Saturday afternoon at 1:00 p.m. in the main lobby.

While the items themselves will be securely and carefully packed into the time capsule, a list of what we are including will be revealed.

The entire community is invited to attend this momentous occasion in our community's history.

This time capsule will be set to open in 2067 during Canada's Bicentennial.

Canada 150 Awards

Also on Saturday, MP Vance Badaway will be at the Vale Health & Wellness Centre starting at 11:00 a.m. to present approximately 70 Canada 150 Awards to residents and organizations in his riding who made a significant contribution to the celebration of Canada 150.



**City of Port Colborne
Regular Meeting of Council 04-18
Monday, February 26, 2018
following Committee of the Whole Meeting
Council Chambers, 3rd Floor, 66 Charlotte Street**

Agenda

1. **Call to Order:** Deputy Mayor Frank Danch
2. **Introduction of Addendum Items:**
3. **Confirmation of Agenda:**
4. **Disclosures of Interest:**
5. **Adoption of Minutes:**
 - (a) Regular meeting of Council 03-18, held on February 12, 2018.
6. **Determination of Items Requiring Separate Discussion:**
7. **Approval of Items Not Requiring Separate Discussion:**
8. **Consideration of Items Requiring Separate Discussion:**
9. **Proclamations:**

Nil.
10. **Minutes of Boards, Commissions & Committees:**
 - (a) Minutes of the Port Colborne Economic Development Advisory Committee Meeting of September 25, 2017
 - (b) Minutes of the Port Colborne Public Library Board Meeting of January 8, 2018
 - (c) Minutes of the Social Determinants of Health Advisory Committee – Everyone Matters Meeting of November 1, 2017
11. **Consideration of By-laws:**
12. **Council in Closed Session:**
 - (i) Motion to go into Closed Session

That Council do now proceed into closed session in order to address the following matter(s):

 - (a) Minutes of the closed session portions of the following Council meetings:
January 22, 2018.

- (b) Corporate Services Department, Clerk's Division Report No. 2018-31, Subject: Appointments to Boards and Committees, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees.
 - (c) Planning and Development Department, Planning Division, Report No. 2018-19, concerning an appeal under the *Planning Act* to the Ontario Municipal Board related to 709 Lakeshore Road East, Pursuant to the *Municipal Act, 2001*, Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
- (ii) Disclosures of Interest (closed session agenda):
 - (iii) Consideration of Closed Session Items:
 - (iv) Motion to Rise With Report:

13. Disclosures of Interest Arising From Closed Session:

14. Report/Motions Arising From Closed Session:

15. Adjournment:

Council Items:

Notes	Item	Description / Recommendation
<p>JDM BB RB AD FD YD DE BK JM</p>	<p>1.</p>	<p><u>Fire and Emergency Services, Report No. 2018-18, Subject: Emergency Management Program</u></p> <p>That the proposed Emergency Management Program and updated Emergency Management Plan attached to Fire and Emergency Services Department Report No. 2018-18 be adopted by by-law; and</p> <p>That By-law No. 4524/55/04 be repealed.</p>
<p>JDM BB RB AD FD YD DE BK JM</p>	<p>2.</p>	<p><u>Community and Economic Development, Sugarloaf Marina Division, Report No. 2018-29, Subject: Sugarloaf Marina Dredging Project – Status Update</u></p> <p>That the Director of Community and Economic Development be directed to proceed with issuing a Request for Proposal for professional engineering services to manage the Marina dredging project; and</p> <p>That the request for the allocation of \$100,000 to the Marina dredging project be referred to budget deliberations.</p>
<p>JDM BB RB AD FD YD DE BK JM</p>	<p>3.</p>	<p><u>Corporate Services, Finance Division, Report No. 2018-28, Subject: Ontario Community Infrastructure Fund (OCIF) Intake Two – Nickel Area CSO Control Program Amending Agreement</u></p> <p>That The Corporation of the City of Port Colborne enter into an Amending Agreement with Her Majesty the Queen, as represented by the Minister of Agriculture, Food and Rural Affairs; and</p> <p>That the Mayor and the Clerk be authorized and directed to sign said agreement, together with any documents necessary to complete the conditions of said agreement, and the Clerk be authorized to affix the Corporate Seal thereto.</p>

JDM AD DE	BB FD BK	RB YD JM	4.	<p>Corporate Services, Clerk's Division, Report No. 2018-21, Subject: Committee of the Whole/Council Meeting Schedule for October and December 2018</p> <hr/> <p>That the regular meeting of Committee of the Whole/Council on October 22, 2018 be cancelled and the Clerk be directed to advertise such cancellation in accordance with the Procedural By-law; and</p> <p>That the regular meeting of Committee of the Whole/Council for the month of December 2018, be scheduled for Monday, December 10, 2018, and that the City Clerk be instructed to issue public notice accordingly.</p>
JDM AD DE	BB FD BK	RB YD JM	5.	<p>Planning and Development, Planning Division, Report No. 2018-20, Subject: Province of Ontario's Development Charges Rebate Program Expression of Interest</p> <hr/> <p>That staff be directed to partner with the Niagara Region in submitting an Expression of Interest application to the Development Charges Rebate Program.</p>
JDM AD DE	BB FD BK	RB YD JM	6.	<p>Planning and Development, Planning Division, Report No. 2018-22, Subject: Reimbursement and Waiving of Fees for Gateway Residential – 569 King Street</p> <hr/> <p>That Planning and Development Department, Planning Division Report No. 2018-22 in respect of the request by Gateway Residential & Community Support Services to refund and waive fees be received and that no further action be taken; and</p> <p>That the Director of Planning and Development be directed to notify Gateway Residential & Community Support Services.</p>
JDM AD DE	BB FD BK	RB YD JM	7.	<p>Planning and Development, Planning Division, Report No. 2018-23, Subject: Amendment to Westwood Estates Phase II Subdivision Agreement</p> <hr/> <p>That By-law 6366/46/16, Being a By-Law to Authorize Entering into a Subdivision Agreement with Lester Shoalts Limited (Westwood Estates Phase II), be amended by replacing subdivision agreement drawing "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 9 prepared by Upper Canada Consultants and dated April 23, 2015) with "Westwood Estates Phase 2 Subdivision Grade Control Plan 1" (drawing 0493GP1 Rev 12 prepared by Upper Canada Consultants and dated July 10, 2017).</p>

JDM	BB	RB	8.	<p>Engineering and Operations, Operations Division, Report No. 2018-25, Subject: Port Colborne Distribution System Annual Inspection</p> <hr/> <p>That Engineering and Operations Department, Operations Division Report No. 2018-25 with regard to the Port Colborne Distribution System Annual Inspection Report be received for information.</p>
AD	FD	YD		
DE	BK	JM		

Miscellaneous Correspondence

Nil.

Outside Resolutions – Requests for Endorsement

JDM	BB	RB	9.	<p>Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments (Resolution)</p> <hr/> <p>That the correspondence received from the Association of Municipalities of Ontario Re: AMO Policy Update: Call to Action – Fire Medic Protection Needed for Municipal Governments, be received for information; and</p> <p>That the following motion be approved:</p> <p>WHEREAS Bill 160, the <i>Strengthening Quality and Accountability for Patients Act</i> amended the <i>Ambulance Act</i> to permit the Ministry of Health and Long Term Care to enable two pilot projects hosted by willing municipal governments to allow fire fighters, certified as paramedics, to treat patients while on duty with a fire department;</p> <p>AND WHEREAS the Government of Ontario is committed to proceeding with the pilots and enabling the fire-medical model despite the absence of objective evidence to show that it would improve patient outcomes or response times; and</p> <p>AND WHEREAS the current interest arbitration model, particularly in the fire services sector, allows arbitrators to impose awards on unwilling employers that directly impact the employer's ability to determine how it will deploy its workforce, as evidenced by the experience of many municipalities in regards to the 24-hour shift;</p> <p>AND WHEREAS in the absence of legislative protection, unwilling municipalities may be forced to enter into a pilot or adopt a fire-medical model as a result of interest arbitration;</p>
AD	FD	YD		
DE	BK	JM		

		<p>AND WHEREAS the Association of Municipalities of Ontario and its municipal members have called on the Government of Ontario to introduce legislative amendments to the <i>Fire Protection and Prevention Act, 1997</i> and the <i>Ambulance Services Collective Bargaining Act</i> to preclude arbitrators from expanding the scope of work for fire fighters and paramedics respectively through interest arbitration awards;</p> <p>AND WHEREAS there is precedent for a restriction on the scope of jurisdiction of arbitrators in section 126 of the <i>Police Services Act</i> which precludes arbitrators from amending the core duties of police officers;</p> <p>WHEREAS the Government of Ontario has committed that no unwilling municipal government will have a fire-medical pilot or program imposed upon them.</p> <p>NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE RESOLVES AS FOLLOWS:</p> <ol style="list-style-type: none"> 1. The City of Port Colborne calls on the Government of Ontario to act immediately so that legislative amendments, that will protect unwilling municipalities from being forced by arbitrators to have a fire medic pilot or program, are placed within the upcoming Budget Bill before the Ontario Legislature rises for the provincial election. 2. A copy of this resolution be forwarded to Premier Kathleen Wynne, Office of the Premier; Hon. Dr. Eric Hoskins, Minister of Health and Long Term Care; Hon. Marie-France Lalonde, Minister of Community Safety and Correctional Services; Hon. Kevin Flynn, Minister of Labour, Hon. Bill Mauro, Minister of Municipal Affairs; Cindy Forster, Member of Provincial Parliament; and the Association of Municipalities of Ontario.
<p>JDM BB RB AD FD YD DE BK JM</p>	<p>10.</p>	<p><u>Region of Niagara Re: Town of Pelham Resident and Ratepayer Petition</u></p> <hr/> <p>That the resolution received from the Region of Niagara Re: Town of Pelham and Ratepayer Petition whereby Regional Council requests the Minister of Municipal Affairs to order a Municipal Audit of the financial affairs and business dealings of the Town of Pelham under s.9(1) of the Municipal Affairs Act, be received for information.</p>

JDM AD DE	BB FD BK	RB YD JM	11.	<p><u>Town of Fort Erie Re: Request for Financial Assistance in Development of a Human Trafficking Program</u></p> <p>That the resolution received from the Town of Fort Erie Re: Request for Financial Assistance in the Development of a Human Trafficking Program, be referred to the 2018 Budget.</p>
JDM AD DE	BB FD BK	RB YD JM	12.	<p><u>City of Welland and City of St. Catharines Re: City of Welland's Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority</u></p> <p>That the resolution received from the City of Welland and supported by the City of St. Catharines Re: City of Welland's Resolution regarding Appointment of Representatives to the Niagara Peninsula Conservation Authority, be supported.</p>
JDM AD DE	BB FD BK	RB YD JM	13.	<p><u>Township of Wainfleet Re: Fair Workplaces, Better Jobs Act - Bill 148</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the Township of Muskoka Lakes Re: Fair Workplaces, Better Jobs Act – Bill 148, be received for information.</p> <p>Note: At its meeting of November 14, 2017 Council supported the resolution from the Township of Montague regarding Proposed Changes On-Call Provisions - Impact on Volunteer Fire Departments.</p>
JDM AD DE	BB FD BK	RB YD JM	14.	<p><u>Township of Wainfleet Re: Gillian's Place and National Day of Action on Violence Against Women</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines Re: Gillian's Place and National Day of Action on Violence Against Women, be received for information.</p> <p>Note: At its meeting of January 22, 2018 Council received the above resolution.</p>

JDM AD DE	BB FD BK	RB YD JM	15.	<p><u>Township of Wainfleet Re: Women in Local Government</u></p> <p>That the resolution received from the Township of Wainfleet Re: Women in Local Government, be received for information.</p> <p>Note: At its meeting of January 22, 2018 Council received the above resolution.</p>
JDM AD DE	BB FD BK	RB YD JM	16.	<p><u>Township of Wainfleet Re: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the City of St. Catharines, be received for information.</p> <p>Note: At its meeting of January 22, 2018 Council supported the above resolution.</p>
JDM AD DE	BB FD BK	RB YD JM	17.	<p><u>Township of Wainfleet Re: Health Care Services in Niagara Region</u></p> <p>That the resolution received from the Township of Wainfleet in support of the resolution from the Town of Fort Erie, be received for information.</p> <p>Note: At its meeting of December 11, 2017 Council referred the resolution to the Port Colborne Medical Education, Recruitment and Health Services Committee for review and recommendation to Council.</p>
JDM AD DE	BB FD BK	RB YD JM	18.	<p><u>Town of Niagara-on-the-Lake Re: Long Term Care Facilities – Increased Funding</u></p> <p>That the resolution received from the Town of Niagara-on-the-Lake in support of the resolution of the City of St. Catharines Re: Long Term Care Facilities – Increased Funding, be received for information.</p> <p>Note: At its meeting of February 12, 2018 Council supported the above resolution.</p>

JDM	BB	RB	19.	<u>Town of Essex Re: Offering School Property to Municipalities</u>
AD	FD	YD		That the resolution received from the Town of Essex Re: Offering School Property to Municipalities, be supported.
DE	BK	JM		
Responses to City of Port Colborne Resolutions				
JDM	BB	RB	20.	<u>Region of Niagara Re: City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 (Inter Municipal Transit)</u>
AD	FD	YD		That the correspondence received from the Region of Niagara regarding the City of Port Colborne Resolution respecting Passage of Regional By-law 2017-21 – Inter Municipal Transit and the appointing of Chief Administrative Officer Scott Luey to the Inter Municipal Transit Working Group, be received for information.
DE	BK	JM		
JDM	BB	RB	21.	<u>City of Hamilton in Support of the City of Port Colborne’s Resolution regarding Request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority</u>
AD	FD	YD		That the resolution received from the City of Hamilton in support of the City of Port Colborne’s resolution regarding request for Provincially Appointed Supervisor of the Niagara Peninsula Conservation Authority, be received for information.
DE	BK	JM		
JDM	BB	RB	22.	<u>Town of Pelham Re: Niagara Parks Commission’s Proposed Expansion and Enhancement – Marina and Resort Development at Miller’s Creek</u>
AD	FD	YD		That the resolution received from the Town of Pelham Re: Niagara Parks Commission’s Proposed Expansion and Enhancement – Marina and Resort Development at Miller’s Creek, be received for information.
DE	BK	JM		

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

By-law No.	Title
6553/08/18	A By-law to Appoint a City Clerk (Amber LaPointe)
6554/09/18	Being a By-law to Appoint a Deputy Clerk (Commissioner for Taking Affidavits)
6555/10/18	Being a By-law Establishing an Emergency Management Program for the Protection of Public Safety, Health, The Environment, Critical Infrastructure and Property, and to Promote Economic Stability and a Disaster-Resilient Community Repealing By-Laws 3560/141/97 and 4524/55/04
6556/11/18	Being a By-law to Authorize Entering Into an Amending Agreement for the Ontario Community Infrastructure Fund (OCIF AC2-0432) with Her Majesty the Queen as Represented by the Minister of Agriculture, Food and Rural Affairs
6557/12/18	Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of February 26, 2018

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

A BY-LAW TO APPOINT A CITY CLERK
(AMBER LAPOINTE)

WHEREAS Subsection 228(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality shall appoint a Clerk;

AND WHEREAS the Council of The Corporation of the City of Port Colborne deems it expedient to appoint a Clerk.

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

1. That Amber LaPointe be and is hereby appointed City Clerk effective February 26, 2018.

4. That this by-law shall come into force on the day which it is passed.

ENACTED AND PASSED THIS 26TH DAY OF FEBRUARY, 2018.

John Maloney
MAYOR

Carrie McIntosh
DEPUTY CLERK

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

BEING A BY-LAW TO APPOINT A DEPUTY CLERK
(COMMISSIONER FOR TAKING AFFIDAVITS)

WHEREAS Subsection 228(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality shall appoint a Clerk;

AND WHEREAS through the enactment of By-law 6544/111/17, the Council of The Corporation of the City of Port Colborne appointed Carrie McIntosh as the Deputy Clerk, effective December 18, 2017;

AND WHEREAS Subsection 228(2) of the *Municipal Act, 2001* provides that the municipality may appoint deputy clerks;

AND WHEREAS Section 1 of the *Commissioners for Taking Affidavits Act* (the "Act") provides that the persons who hold an office or an office of a class that is prescribed by the regulations made under the Act are, by virtue of office, commissioners for taking affidavits in Ontario;

AND WHEREAS Subsection 1(1) of *Ontario Regulation 386/12* provides that clerks, deputy clerks, treasurers, and deputy treasurers of municipalities are, by virtue of office, commissioners for taking affidavits in Ontario;

AND WHEREAS it is desirable to ensure that public service is maintained at all times;

AND WHEREAS the Council of The Corporation of the City of Port Colborne deems it expedient to appoint a Deputy Clerk for the above purpose;

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

1. That Millie Orlowski (the "appointee") is hereby appointed as a Deputy Clerk for The Corporation of the City of Port Colborne, solely for the purpose of acting as a Commissioner for Taking Affidavits;
2. That this by-law shall come into force and take effect on the day of passing;
3. That this appointment shall expire on the date the appointee ceases to be an employee of the City of Port Colborne Clerk's Division.

ENACTED AND PASSED THIS 26TH DAY OF FEBRUARY, 2018.

John Maloney
MAYOR

Carrie McIntosh
DEPUTY CLERK

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

**BEING A BY-LAW ESTABLISHING AN EMERGENCY MANAGEMENT PROGRAM
FOR THE PROTECTION OF PUBLIC SAFETY, HEALTH, THE ENVIRONMENT,
CRITICAL INFRASTRUCTURE AND PROPERTY, AND TO PROMOTE ECONOMIC
STABILITY AND A DISASTER-RESILIENT COMMUNITY
REPEALING BY-LAWS 3560/141/97 AND 4524/55/04**

WHEREAS Section 2.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, (the "Act"), requires that every municipality shall develop and implement an emergency management program and the Council of the municipality shall by by-law, adopt the emergency management program;

AND WHEREAS Section 3(1) of the Act requires that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency, and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency, and the Council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and Council to develop and implement an emergency management program to protect public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS O. Reg. 380/04, Section 11(1) requires that every municipality shall have an emergency management program committee;

AND WHEREAS O. Reg. 380/04, Section 11(2) requires that the committee shall be composed of the emergency management program coordinator (CEMC), a senior municipal official, such members of Council as may be appointed by Council, and municipal employees who are responsible for emergency management functions, and may include other persons representing organizations and industry;

AND WHEREAS O. Reg. 380/04, Section 11(4) requires that the Council appoint one of the members of the program committee to be the chair of the committee;

AND WHEREAS the Act makes provision for the Head of Council to declare that an emergency exists in the community, or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS Section 13(3) of the Act provides that the Council of a municipality may make an agreement with the Council of any other municipality or with any persons for the provision of any personnel, service, equipment or material during an emergency;

AND WHEREAS the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

AND WHEREAS the emergency management program and emergency response plan have been substantially revised and amended;

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

1. That an emergency management program be developed and implemented in accordance with the standards published by Emergency Management Ontario, in accordance with international best practices.
2. That the Head of Council or designated alternates (two members of Council), as provided in the emergency response plan, be empowered to declare an emergency and implement the emergency response plan.
3. That certain appointed officials or their designated alternates, as provided in the approved emergency response plan, are empowered to cause an emergency notification to be issued to members of the municipal emergency control group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist.
4. That the City of Port Colborne's Emergency Management Program (Appendix "A"), be approved.
5. That the City of Port Colborne's Emergency Management Program Committee be established.
6. That the Fire Chief be designated as the City of Port Colborne's Emergency Management Program Coordinator.
7. That the Emergency Management Program Coordinator is approved as the chair of the City of Port Colborne's Emergency Management Program Committee. In conjunction with the Emergency Management Program Committee, the Emergency Management Program Coordinator will be able to edit the Emergency Management Program and Emergency Management Plan on an as needed basis.
8. That the City of Port Colborne's Corporate Communications Officer is designated as the Public Information Officer.
9. That the City of Port Colborne's Emergency Response Plan (Appendix "B"), which includes the members of the Municipal Emergency Control Group and the Emergency Management Program Committee, be approved.
10. That By-law 3560/141/97 and 4524/55/04 are hereby repealed in their entirety.
11. This by-law shall come into force and effect on the day it is passed.

ENACTED AND PASSED THIS 26TH DAY OF FEBRUARY, 2018.

John Maloney
MAYOR

Carrie McIntosh
DEPUTY CLERK

Appendix "A" to By-law No.

City of Port Colborne

Emergency Management Program



February, 2018

1. Introduction

The Emergency Management and Civil Protection Act requires that “2.1(1) every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c.14,s4”.

The Act further requires that “2.1 (2) The emergency management program shall consist of,

- (a) an emergency plan as required by section 3;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14, 2002, c.14, s.4”

The program implemented within the City of Port Colborne allows for continuous improvement to develop, implement, maintain and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response and recovery that meet and exceed all of the necessary requirements of the Act.

The City of Port Colborne includes the following:

- an Emergency Management Plan
- designation of a Community Emergency Management Program Coordinator (CEMC) and alternate CEMC, by Council
- a community Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure (CI) identification
- implementation of the Incident Management System (IMS) model
- training programs for Emergency Operations Centre (EOC) personnel
- exercise for EOC personnel and key stakeholders
- public education on risks, safety and preparedness
- guidance and advice from the Emergency Management Program Committee (EMPC)

- identification of City of Port Colborne EOC Personnel
 - level one Activation
 - level two activation
- identification and equipping of a primary and alternate EOC
- Public Information Officer
- updates, when necessary, to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards and codes of practice made at various levels of government and other decision making authorities.

2. Emergency Plan

The City of Port Colborne Emergency Plan will guide the Corporation of the City of Port Colborne in managing an appropriate response to any emergency situation, either occurring within or impacting within regional boundaries.

3. HIRA and CI Identification

The Act requires each municipality to identify and assess the various hazards and risks to public safety and identification to facilities and infrastructure that may be affected by these risks.

The program, in partnership with key stakeholders, annually identifies and monitors the hazards that can have an impact on operations and areas of responsibility. Hazards from the following three categories are considered:

1. natural,
2. human, and
3. technology

The program provides for an annual HIRA review that includes evaluating the likelihood of a hazard or combination of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends and probability. The HIRA also includes data on the impact of the risk event on the Region and on City of Port Colborne citizens, property and the environment. The HIRA is developed and maintained in cooperation and collaboration with the Region of Niagara and forms an annex of the Region's HIRA.

The CI is identified based on critical categories for the Regional Municipality of Niagara and the City of Port Colborne. It includes identification of ownership and contact information for each infrastructure which is reviewed on an annual basis and updated as required.

4. Emergency Plan

To manage an incident, the program has established and implemented the IMS Model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibility for each incident management function, and procedures for coordinating response, continuity and recovery activities.

5. Training and Exercise Programs

The program was developed, implemented and maintained as competency-based training and educational curriculum to support the EOC personnel. The objective of the curriculum is to create awareness and enhance the skills required to develop, implement and execute the program within the IMS model.

The program evaluates program plans, procedures, and capabilities through a review, testing and an annual exercise. Exercises are designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations are based on post-incident analyses and reports, lessons learned and performance evaluations. Procedures are established to correct and improve on any areas identified during evaluation. Training records of EOC personnel are maintained. For each exercise, an after action report identifying the strengths, opportunities and improvement plan is developed and shared with the EMPC.

6. Public Education

Public awareness and public education programs are implemented to increase the capacity of the public to be prepared for, respond to and recover from an emergency incident. Where the public is potentially impacted by a hazard, procedures are developed to communicate information and respond to requests from internal and external audiences, including media, for pre-incident information.

7. Emergency Management Program Committee

As a provincially mandated body, the EMPC oversees the implementation and operation of the program as required by the Act.

8. Municipal Emergency Control Group

The City of Port Colborne's Emergency Control Group is made up of City of Port Colborne senior staff and technical specialists, as well as key stakeholders in the region. The IMS model implemented in the City of Port Colborne provides for the identification of primary and alternate designated control group personnel for all sections within the structure.

EOC personnel are trained both generally on the principles of IMS and specific training is provided based on the Section, including Management Team, Operations, Planning, Logistics, Finance and Administration. Operational Guidelines (OGs) have been developed and distributed, which include an overview of the IMS model, position checklists, contact information and required forms.

In addition, the City of Port Colborne has trained scribes to support the key personnel in the EOC with documentation.

9.EOC

The City of Port Colborne has designated a primary, as well as a secondary EOC. Both EOC's are equipped with resources required by the EOC personnel, including telecommunications systems to ensure effective communication in an emergency. The EOC is utilized during exercises to increase familiarity with the layout and resources available.

10.Initial Response Team

- C.A.O. or alternate
- Fire Chief or alternate
- Director of Engineering and Operations or alternate
- Public Information Officer or alternate

11. Emergency Control Group -

a) Level One Activation (City Hall – Committee Room No. 3 or alternate)

Mayor of the City of Port Colborne, or alternate (two members of Council)

EOC Director (C.A.O.) or alternate

Operations Section Chief (Director of Engineering and Operations), or alternate

Planning Section and Logistics Chief (Director of Planning and Development), or alternate

Finance and Administration Section Chief (Director of Community and Corporate Services), or alternate

Community and Economic Development Section Chief (Director of Community and Economic Development), or alternate

Risk Management/Liaison Officer (CEMC) (City Clerk), or alternate

Mayor and C.A.O.'s Executive Assistant/scribe, or alternate

Corporate Communications Officer/Public Information Officer, or alternate

Fire Chief, or alternate

b) Level Two Activation (City Hall – Council Chambers or alternate)

Superintendent Public Works

Health and Safety Co-ordinator

Human Resources Co-ordinator

Manager of Information Technology

EAA to Director of Community & Corporate Services

EAA to Community Services

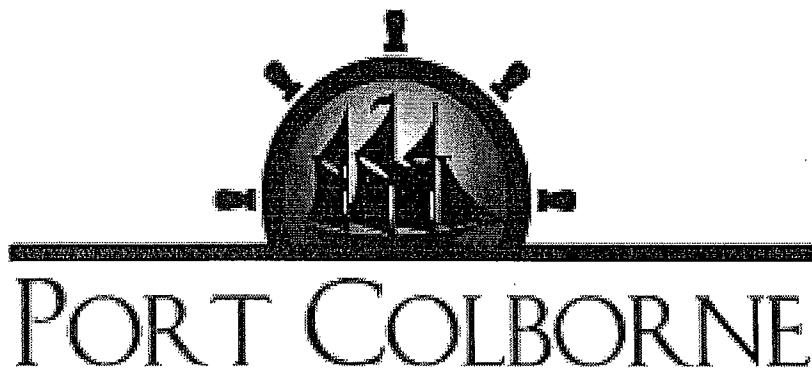
EAA to Fire Chief

12. Public Information Officer

The Public Information Officer will ensure the following:

- a central point of contact for the media,
- procedures to gather, monitor, and disseminate emergency information,
- pre-scripted information bulletins,
- procedures to coordinate and approved information for release,
- procedures to communicate with special needs populations, and
- protective action guidelines for shelter-in-place and evacuation

Appendix "B" to By-law No.



City of Port Colborne
Emergency Management Plan

DISCLAIMER

The City of Port Colborne Emergency Management Plan has been formulated to contain information pertinent to the City of Port Colborne

February 2018

City of Port Colborne Emergency Management Plan

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1.0 INTRODUCTION

This Emergency Management Plan will serve the Corporation of the City of Port Colborne as an operational guideline for managing an appropriate response to any emergency situation occurring within or impacting within its municipal boundaries. This Plan will:

- Define an emergency within the municipal context,
- Describe emergency control and incident management structure to be used by the Municipality,
- Describe the procedure for declaring an Emergency to exist, and
- Define the emergency assistance structures that may be employed during any event.

This Plan has been designed to be flexible and adaptable to any emergency or crisis situation that may impact the City of Port Colborne. However, in order for it to be operationally sound, identified Municipal departments, emergency services and other key stakeholder agencies must:

- Maintain familiarity with the Plan contents
- Remain committed to participation in annual mandated training and exercises
- Ensure any required emergency supporting / departmental plans are in place as required
- Contribute to the annual Plan review to ensure its contents remain current and appropriate

This Plan outlines how the City of Port Colborne as a Corporation will notify and assemble key executive/ senior staff to communicate, collaborate, coordinate and manage the City of Port Colborne response to and recovery from the impact of any major crisis and/or emergency event.

This Plan should be interpreted as the primary tool for the strategic incident management of any major event impacting the City of Port Colborne and as such it must be supported by operational emergency plans / procedures / protocols as developed on an as required basis by municipal corporate departments / emergency services and/or associated boards/agencies.

1.1 Legal Authority

The legislation that empowers and mandates the City of Port Colborne to prepare for, respond to and recover from emergency situations is as follows:

1.1.1 Emergency Management & Civil Protection Act

The *Emergency Management & Civil Protection Act* requires that municipalities within the Province of Ontario have both an Emergency Management Program and an Emergency Plan (Sections 2.1 and 3.1 respectively) that are empowered by Municipal By-law.

“Every Municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedure under and the manner in which employees of the municipality and other persons shall by by-law adopt the emergency plan.” [Section 3 (1)]

“The head of council in a Municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

1.1.2 Ontario Regulation 380/04

Ontario Regulation sets in place the standards for both Provincial Ministry Emergency Management Programs and Municipal Emergency Management Programs. These standards describe the minimum provisions that must be provided to constitute an emergency management program at the essential level.

1.1.3 Municipal By-Law No. 4524/55/04

The Council of the City of Port Colborne has empowered both the Municipal Emergency Management Program and this Emergency Management Plan by Municipal By-Law No. 4524/55/04.

As enabled by the Emergency Management & Civil Protection Act this Emergency Response Plan and its elements have been:

- Adopted by the City of Port Colborne by a duly passed by-law.
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services and the Regional Municipality of Niagara.

1.2 Definition of Emergency

The *Emergency Management & Civil Protection Act* defines an emergency as:

“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Therefore, any situation occurring within / impacting within the City of Port Colborne that meets the above definition may precipitate the activation of this Plan.

An emergency according to the above definition is usually the result of an existing hazard, a transitory hazard or the threat of an impending hazard abnormally impacting the life, health, safety, well being and/or property of the City of Port Colborne communities. Regardless of the specific hazard that results in an emergency situation, it is essential to recognize that emergency events as defined in this Plan are different and distinct from what would be considered normal daily operations carried out by professional / volunteer emergency first response agencies within municipal boundaries. These agencies include (but are not limited to) the twelve Local Municipal Fire Services, Niagara Regional Police Service, Niagara Emergency Medical Services, Niagara Region Public Health, Niagara Region Community Services and municipal and regional Public Works.

1.3 Emergency Plan Alignment

Within the Niagara Region there are twelve local area municipalities and one upper tier municipality. It is essential that the Emergency Plans of these thirteen municipalities align as emergencies and their consequences frequently cross municipal boundaries and municipalities must work together to manage the emergency and its consequences. As well, plan alignment is essential to ensure the effective delivery of Niagara Region services provided to a municipality in an emergency.

1.4 Activation of the Emergency Management Plan

The Emergency Management and Civil Protection Act authorizes any employee of the City of Port Colborne to take any actions required as described in this Plan where an emergency is imminent or exists but has not yet been declared to exist in order to protect property and the health, safety and welfare of the City of Port Colborne. An emergency declaration is not required to activate this Plan and activation of this Plan does not in itself constitute an emergency declaration.

1.5 Emergency Planning Assumptions

This Plan has been developed based on the following assumptions:

1.5.1 Normal Emergency Operations

In the course of normal business operations, various municipal departments may be required to respond to an impending threat and/or hazardous situation. A normal emergency event is one that can be effectively managed and mitigated by a department operating independently or in coordination with other departments. When these events occur, normal emergency operations are conducted according to department emergency plans / procedures / protocols and may not require activation of this plan.

1.5.2 Rapid Escalation Emergencies

An emergency event within the definition and purview of this Plan may occur with little or no warning and escalate in short order. When these events occur, immediate management of the event rests with emergency services and or regional departments with jurisdiction over the response to the event where it occurs. Control of these events and their impact on the community at large remains with the site response personnel until such a time that this Plan is activated. Once activated this Plan operates in support of the emergency site.

1.5.3 Extraordinary Emergency Measures

An emergency event that overwhelms or threatens to overwhelm municipal resources (response capacity) and that has a significant impact on the community at large will precipitate the activation of this Plan. When these events occur, the overarching aim of this Plan is to provide the foundation for effective and appropriate regional control of extraordinary actions and measures that must be taken to mitigate the emergency.

2.0 EMERGENCY CONTROL STRUCTURE

In the event of an actual or potential emergency situation, any Emergency Control Group member, or designate, may activate the Emergency Control Structure in whole, or in part, by contacting the Fire Department and requesting that the emergency Alerting System be activated. The ECG member must provide information about the nature and location of the emergency and specify whether the ECG is to assemble at the primary Emergency Operations Centre, or an alternate EOC location.

By the nature of the emergency, some ECG members may be aware of the events prior to the activation.

Activation of the Emergency Control Structure / Notification of the ECG

Each Department within the City of Port Colborne has the responsibility of supplying the initial response in an emergency. The Director of the affected Department may request assistance from other Departments within the City. This may be done without activating the City Emergency Notification System.

However, when the resources of the affected Department are deemed insufficient to control the emergency, the Mayor, CAO, Fire Chief, Emergency Management Coordinator and / or the Police Chief or any of their designates, shall activate the City Emergency Notification System.

This decision shall be passed on to the Fire Department informing him/her of the situation and directing that the City of St. Port Colborne Emergency Notifications Systems be activated.

The threat of an emergency situation developing or the potential for such a situation to change or develop in severity may require different levels of Emergency Notification. The Emergency Notification Levels at which emergency personnel can be altered are:

2.1 Emergency Control Group

An emergency precipitating the activation of the Emergency Control Structure will require that extraordinary actions and measures be taken under the direction of appropriate senior officials. Those senior officials will collectively make up the membership of a Community Emergency Control Group that implements an Emergency Control Structure.

2.2 Emergency Control Group Members (ECG)

The Emergency Control Group (ECG) includes the following positions:

- Mayor of the City of Port Colborne, or alternate;
- EOC Director (**CAO**), or alternate;
- Operations Section Chief (**Director of Engineering and Operations**), or alternate;
- Planning Section and Logistics Chief (**Director of Planning & Development**), or alternate;
- Finance and Administration Section Chief (**Director of Community and Corporate Services**), or alternate;
- Community and Economic Development Section Chief (**Director of Community and Economic Development**), or alternate;
- Fire Chief/C.E.M.C., or alternate.

2.3 Level One Activation

Level One Activation includes the following positions:

- Mayor of the City of Port Colborne, or alternate;
- EOC Director (**CAO**), or alternate;
- Operations Section Chief (**Director of Engineering and Operations**), or alternate;
- Planning Section and Logistics Chief (**Director of Planning & Development**), or alternate;
- Finance and Administration Section Chief (**Director of Community and Corporate Services**), or alternate;
- Community and Economic Development Section Chief (**Director of Community and Economic Development**), or alternate;

CITY OF PORT COLBORNE EMERGENCY MANAGEMENT PLAN

- Risk Management/Liaison Officer (CEMC) (**City Clerk**), or alternate;
- Mayor and C.A.O.'s Executive Assistant/Scribe, or alternate;
- Corporate Communications Officer/Public Information Officer, or alternate;
- Fire Chief, or alternate;

2.4 Level Two Activation

Level Two Activation includes the following positions:

- Superintendent Public Works, or alternate;
- Health and Safety Co-ordinator, or alternate;
- Human Resources Co-ordinator, or alternate;
- Manager of Information Technology, or alternate;
- Executive Administrative Assistant to Director of Community & Corporate Services, or alternate;
- Executive Administrative Assistant to Community Services, or alternate;
- Executive Administrative Assistant to Fire Chief, or alternate.

2.5 Emergency Support Group

The Emergency Support Group shall be composed of representatives from the following:

- Niagara Regional Police
- Canadian Niagara Power
- Niagara Emergency Medical Services
- Medical Officer of Health
- Niagara Regional Municipality
 - Social Services
 - Water
 - Public Works
 - Emergency Management
- Ontario Provincial Police
- Emergency Management Ontario
- Niagara Conservative Authority
- St. Lawrence Seaway Authority.
- Telecommunications (ARES) Co-ordinator/Fire Department Representative

2.6 ECG Collective Responsibilities

During any emergency event, the ECG members are collectively responsible for the direction and co-ordination of the Municipal emergency response and recovery operations within the City of Port Colborne. The collective goals are to:

- Preserve life, health and safety
- Reduce human suffering
- Protect, maintain and/or restore essential services
- Mitigate the impact of the emergency on the community
- Minimize property damage where capable

CITY OF PORT COLBORNE EMERGENCY MANAGEMENT PLAN

In order to accomplish the above goals, the ECG member responsibilities include, but are not limited to:

- Mobilization of staff, resources and equipment in response to the emergency event, emergency support operation and/or in response to human suffering
- Directing municipal resources tasked to hazard mitigation and ensuring necessary actions are taken that are not contrary to law
- Facilitating procurement of non-municipal resources as required and appropriate in support of an emergency site, or other necessary emergency operations
- Ensuring appropriate messaging to the public, staff and the mass media
- Notifying and requesting assistance from and/or liaison with higher levels of government and/or cross border partners
- Approving the expenditure of financial resources in support of emergency operations
- Maintaining a log of decisions made and actions taken both collectively and in relation to their 2.
- Participating in a post emergency debriefing and contributing to the post emergency report

The individual responsibilities of Emergency Control Group members are outlined in Attachment "A". As well, the individual responsibilities of a Level One Activation are outlined in Attachment "B", Level Two Activation in Attachment "C" and Attachment "D" outlines the Emergency Support Group Responsibilities. . Attachment "E" notes support/advisory staff.

2.7 ECG Notification

This Plan is activated through notification of the ECG members of an impending, imminent or occurring emergency event that requires them to (in whole or in part) assemble at a pre-determined Emergency Operations Centre (EOC). ECG members are notified using telecommunications technology designed for the task, with various redundancies to ensure notifications are received.

2.8 ECG Solidarity

At any time this Plan is activated, all decisions made and actions taken by the ECG members from that point forward are made under the authority of the Head of Council and/or designate as empowered by the *Emergency Management & Civil Protection Act*. The ECG members will advise and make recommendations to the Head of Council and/or designate and carry out emergency operations under that authority. All ECG members must accept this process and take a position of "ECG Solidarity" as follows:

During ECG meetings all members will provide advice and make recommendations regarding actions taken by the City of Port Colborne. However, once a decision is approved by the Head of Council and/or designate, all ECG members must collectively support under public scrutiny the actions taken / decisions made, whether opposed to those decisions at the discussion level or not.

2.9 ECG Staff Rotation

A staff rotation will be established if an emergency is expected to last greater than 12 hours in total duration. If a staff rotation is anticipated, each RECG member is responsible for arranging their own relief through one of their designated alternates to include an overlap allowing ECG members to bring their alternates up to speed on current emergency operations. ECG staff rotations may be staggered as required.

If an emergency occurs during regular business hours, ECG members must adapt a staff rotation as appropriate that takes into consideration time already worked that day. Under no circumstances should staff work longer than 12 consecutive hours under any circumstances and preferably no longer than 8 consecutive hours during intense emergency operations.

3.0 EMERGENCY OPERATIONS

Emergencies require a controlled and coordinated response effort by multiple agencies under the direction of appropriate officials. For these emergency operations to be successful, clear lines of control, communication and reporting must be established and maintained between the various locations and stakeholder groups. Emergency operations may be conducted at / as follows:

- Emergency Operations Centre(s)
- Emergency Site Operations
- Emergency Support Operations

3.1 Emergency Operations Centre(s)

An Emergency Operations Centre (EOC) serves as the nerve centre / communications hub for the control, facilitation and administration of any emergency response from multiple agencies. Emergency Operations Centre(s) can exist at three levels of government in the Province of Ontario applicable to the City of Port Colborne as follow:

- Municipal Emergency Operations Centre(s)
- Regional Emergency Operations Centre(s)
- Provincial Emergency Operations Centre

3.1.1 Municipal Emergency Operations Centre

Each of Niagara Region's twelve local area municipalities has designated a Municipal Emergency Control Group that operates out of the Municipal Emergency Operations Centre to control and facilitate their response to any emergency occurring within municipal boundaries.

All Emergency Control Group members, designated alternates and other designated support staff must be familiar with the Emergency Operations Centre Attachment "G".

3.1.2 Regional Emergency Operations Centre

The Regional Emergency Control Group operates out of the Regional Emergency Operations Centre (REOC) to control the regional response to any emergency occurring within or impacting within regional boundaries.

3.1.3 Provincial Emergency Operations Centre

The Provincial Emergency Operations Centre is located in Toronto and maintained by Emergency Management Ontario. This is the location where Provincial Government staff and Provincial Ministry Action Groups (MAG) coordinate the Provincial response and support to any localized emergency and facilitate Federal government support.

3.2 Emergency Site Operations

During any emergency situation where the hazard location is specific and identifiable emergency responders will congregate where the emergency exists and work together to accomplish the following:

- Protect the life, health and safety of emergency response personnel
- Protect the life, health and safety of the public
- Mitigate / remove the danger / hazard presented by the emergency
- Where possible minimize damage to personal property
- Restore the site to its pre-emergency condition

These emergency site operations are controlled and coordinated to make the most efficient use of personnel and equipment, and are operated under the support of an Emergency Operations Centre(s).

3.3 Emergency Support Operations

During any emergency situation various emergency support operations may be required based on the hazard and its impact on the community. These support operations may be located within the emergency site, adjacent to the emergency site or at other locations within the community and may include:

- Evacuation / Reception Centre(s)
- Departmental Operations Centre(s)
- External Emergency Operations Centre(s)
- Equipment Staging Areas
- Other support locations as required

4.0 EMERGENCY DECLARATIONS

Any emergency declaration promotes a sense of urgency to the community regarding the severity of an emergency situation and the danger it presents. An emergency declaration should be made if any Ontario Municipality must take “extraordinary” actions to protect life, health, safety and property of residents and to formally engage the powers granted through the *Emergency Management & Civil Protection Act*. The *Act* empowers emergency declarations at three levels of government in the Province of Ontario as follows:

- Municipal Emergency Declarations
- Regional Emergency Declarations
- Provincial Emergency Declarations

4.1 Municipal Emergency Declaration

The Head of Council (or designated alternate) of the City of Port Colborne has the power under the *Act* to declare an emergency to exist within the boundaries of the Municipality.

4.1.2 Termination of Emergency

The Head of Council (or designated alternate) of the City of Port Colborne has the power under the *Act* to terminate an emergency to exist within the boundaries of the Municipality.

Attachment “H” – Declaration Form

Attachment “I” – Termination Form

4.2 Regional Emergency Declaration

The Regional Chair (or designated alternate) has the power under the *Act* to declare a Regional Emergency to exist anywhere within the boundaries of Niagara Region.

4.2.1 Regional Emergency Declaration – Jurisdiction

Although the Regional Chair is empowered to declare a Regional Emergency at any location within regional boundaries, the Chair does NOT have the power to declare an emergency on behalf of any local area municipality. That power rests only with the Head of Council of each specific municipality and their respective designated alternates.

4.3 Provincial Emergency Declaration

The Premier of the Province of Ontario (or designated alternate) has the power under the Act to declare a Provincial Emergency to exist within the boundaries of the Province of Ontario.

4.3.1 Provincial Emergency Declaration – Jurisdiction

In addition to a provincial declaration, the Premier has the power to declare an emergency on behalf of any community within provincial boundaries and may at any time declare that an emergency has terminated on behalf of any Ontario municipality.

5.0 EMERGENCY INFORMATION

At any time this plan is activated there will be the need to communicate appropriate and factual information to area residents, local area municipalities, strategic partner agencies and / or municipal staff directly or through the media. This information may include issuing public / staff action directives, responding to requests for information from the public / staff / partner agencies, and providing information to the mass media.

5.1 Municipal Emergency Information Officer

Each of Niagara Region's thirteen municipalities has designated an Emergency Information Officer (EIO) to facilitate emergency information functions during municipal emergency operations.

5.2 Municipal Designated Spokespersons

Senior staff, elected officials to act as spokespeople as designated

6.0 EMERGENCY RECOVERY

Emergency recovery operations commence once the emergency has been successfully mitigated (danger/hazard removed). At that time emergency operations shift from the management of the emergency itself to the management of the impact / aftermath of the emergency.

7.0 EMERGENCY ASSISTANCE

During emergency operations the ECG members will determine the allocation of and/or appeals for assistance in support of an emergency site(s), municipal emergency operations or other emergency support functions within the boundaries of Niagara Region.

7.1 Types of Assistance

The above emergency assistance may include the following types:

- Personnel with special expertise
- Specialized equipment with trained operators
- Any other type of service / expertise required to support emergency operations

7.2 Assistance Between Levels of Government

During emergency operations, it is also possible that the City of Port Colborne may make appeals for assistance to Regional, Provincial & Federal government agencies, neighbouring communities and/or cross –border partners to support emergency operations. It is also possible that the City of Port Colborne may be requested to provide emergency support to local municipalities as per the Niagara Mutual Assistance Agreement.

8.0 TRAINING / EXERCISE STRUCTURE

This Plan details the City of Port Colborne’s response structure for managing any emergency occurring within or impacting within municipal boundaries. Therefore, in order for this plan to be effective:

- All key municipal staff with responsibilities defined in this plan must be trained in its content, its implementation and emergency operations (incident management system); and,
- Regular exercises must be conducted to ensure the plan provisions remain current and appropriate.

8.1 Training Responsibility

The Fire Chief as the Community Emergency Management Coordinator of the Municipality is responsible for facilitating emergency management training opportunities and promoting other external training opportunities that support the provision development of municipal emergency management stakeholders.

In addition, all municipal emergency management stakeholders are responsible for making emergency management program staff aware of training opportunities that present themselves, so that they may be promoted as appropriate.

8.2 Training Products / Strategies

Training will be provided using a variety of training products. Training may be delivered in-house or through external opportunities including:

- Mandatory training (as approved by Emergency Management Program Committee)
- Other internal training courses / seminars
- Provincial / Federal / Cross Border training opportunities
- Local municipal training opportunities
- Other specialty training opportunities

8.3 Exercise Responsibility

The Fire Chief Community Emergency Management Coordinator (CEMC) is responsible for coordination of the annual emergency exercises to test the provisions of this plan and/or test the provisions of any other component of the City of Port Colborne Emergency Management Program.

8.4 Exercise Types / Strategies

Exercises simulate emergency conditions that require activation of this Plan (in whole or in part) and assembly of key municipal staff. The basic types of exercises are:

- Static (case study / paper / tabletop)
- Telecommunications Functional (alerting / equipment)
- Field functional (general / specialty)

Exercises vary in duration and complexity and by type beginning with the basic Static Exercises to the most complex Field Functional Exercises. The Community Emergency Management Coordinator (CEMC) will provide / promote a variety of exercise opportunities using a variety of products that may be delivered in-house or through external opportunities including:

- Regional exercise (of varying complexity)
- Area municipal exercise (of varying complexity)
- Department / service specific exercises
- Other external emergency exercises
- Cross border exercises

9.0 PLAN MAINTENANCE/DISTRIBUTION

This Plan is considered a living document. Therefore, it must remain current and be reviewed and updated on a regular basis to ensure operational sustainability. In addition all key municipal stakeholders must have access to the most current plan document and ensure that any personal paper plan copies reflect the most current information.

9.1 Annual Plan Review and Revisions

This Plan will be reviewed and updated annually. Attachments will be reviewed and updated on an as required basis to ensure the operational effectiveness of this Plan.

9.1.1 Maintenance Responsibility

It is the responsibility of the Community Emergency Management Coordinator (CEMC) to maintain this Plan and to facilitate all revisions to it and the attached Annexes.

9.1.2 Stakeholder Responsibility

It is the responsibility of all stakeholders to ensure that the Community Emergency Management Coordinator (CEMC) is notified of changes, revisions or additions that affect the contents of this Plan or its attachments.

9.2 Plan Distribution

This Plan is considered public information as per the provisions of the *Emergency Management and Civil Protection Act* and therefore must be accessible to the public. The public document does not include any Plan attachments which are considered restricted information.

9.2.1 General Circulation

The general circulation copy of this Plan (public document) is available for viewing and can be downloaded on the Municipality of Port Colborne public access website. Paper copies of this Plan can be made available through contacting Port Colborne Fire & Emergency Services (905-834-4512). General Circulation Plan copies are not subject to document control procedures and recipient names are not recorded nor are they informed of future updates to any Plan contents.

9.2.2 Restricted Circulation

Restricted Circulation copies of this Plan include all attachments and Annexes. Restricted circulation plan copies are maintained at Fire Department Headquarters.

10.0 GLOSSARY OF ATTACHMENTS

Attachment "A" –Members of the Emergency Management Program Committee

Attachment "B" - Individual Responsibilities – Initial Response Team

Attachment "C" – Individual Responsibilities – Level One Activation

Attachment "D" – Individual Responsibilities – Level Two Activation

Attachment "E" – Individual Responsibilities – Emergency Support Group

Attachment "F" - Individual Responsibilities – Support/Advisory Staff

Attachment "G" – Emergency Notification List

Attachment "H" – Emergency Operations Centre(s)

Attachment "I"- Declaration of an Emergency Form

Attachment "J"- Termination of a Declared Emergency Form

Attachment "A" – Members of the Emergency Management Program Committee

As a provincially mandated body, the Emergency Management Program Committee oversees the implementation and operation of the Emergency Management Program as required by the Act.

The following are the members on the Emergency Management Program Committee:

- Mayor, or alternate
- Member of Council, or alternate
- C.A.O., or alternate
- Certified Emergency Management Co-ordinator, or alternate

Attachment "B" – Individual Responsibilities – Initial Response Team

i) EOC Director

The EOC Director is responsible for:

- Assessing the situation;
- Supporting site(s);
- Developing/approving action plans;
- Informing others;
- Managing EOC Group.

ii) Fire Chief/ Community Emergency Management Co-ordinator

The Fire Chief/Community Emergency Management Co-ordinator is responsible for:

- Activating the emergency notification system through the Fire Department;
- Providing the ECG with information and advice on fire fighting and rescue matters;
- Depending on the nature of the emergency, assigning a Site Manager and informing the ECG;
- Establishing an on-going communications link with the senior fire official at the scene of the emergency;
- Informing the Fire Co-ordinators and/or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Maintaining and updating a list of all vendors (including 24- hour contact numbers) who may be required to provide supplies and equipment;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to the community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations, if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of ECG members;
- Ensuring that all members of the ECG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarification about the implementation details of the Emergency Management Plan;
- Supervising the Telecommunications Co-ordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Management Plan and keeping CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared

iii) Operations Section Chief (reports to EOC Director)

The Operations Section Chief is responsible for:

- Maintaining communications;
- Participating in EOC Management Team;
- Co-ordinating response;
- Co-ordinating response request;
- Sharing operational information;
- Managing the operations section.

iv) Corporate Communications Officer/Public Information Officer

The Corporate Communications Officer will act as the Public Information Officer during an emergency.

The Public Information Officer is responsible for the dissemination of news and information to the media for the public.

Attachment “C” – Individual Responsibilities – Level One Activation

i) Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management of Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

ii) Operations Section Chief (reports to EOC Director)

The Operations Section Chief is responsible for:

- Maintaining communications;
- Participating in EOC Management Team;
- Co-ordinating response;
- Co-ordinating response request;
- Sharing operational information;
- Managing the operations section.

iii) Planning Section and Logistics Chief (reports to EOC Director)

The Planning Section and Logistics Chief is responsible for:

- Assessing the situation;
- Managing the Planning Section;
- Managing display boards;
- EOC Action Plans;
- Anticipating future events;
- Tracking resources;
- Keeping records;
- Planning for EOC demobilization;
- Planning for recovery;
- Co-ordinating Technical Specialists;
- Preparing after action report.

iv) Finance and Administration Section Chief (reports to EOC Director)

- Recording personnel time;
- Co-ordinating purchasing;
- Co-ordinating compensation and claims;
- Recording costs;
- Maintaining records;
- Managing the Finance/Administration Section.

v) Community and Economic Development Section Chief (reports to EOC Director)

- Shelter arrangements;
- Warming Centre arrangements.

vi) Risk Management/Liaison Officer (reports to EOC Director)

The Risk Management/Liaison Officer is responsible for:

- Managing risk;
- Ensuring EOC safety;
- Assisting Agency Representatives;
- Keeping external Agencies informed;
- Advising on EOC Action Plans;
- EOC Director and EOC Management Team Support
- Initiating the opening, operation and staffing of switchboard
- Assuming the responsibilities of the Citizen Inquiry Co-ordinator;
- Co-ordinating the provision of Clerical staff;
- Ensuring Council are advised at the direction of the Mayor;
- Arranging a special meeting of Council.

vii) Mayor and CAO's Executive Assistant

The Mayor and CAO's Executive Assistant is responsible for:

- Assisting the Mayor and Chief Administrative Officer, as required;
- Ensuring all important decisions made and actions taken by the ECG are recorded;
- Ensuring that maps and status boards are kept up-to-date;
- Providing a process for registering ECG members and maintaining a ECG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of ECG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Procuring staff to assist, as required.
- Acting as Public Information Officer, if required.

Attachment “D” – Individual Responsibilities – Level Two Activation

i) Superintendent Public Works

The Superintendent Public Works is responsible for:

- Overseeing the Public Works Operations
- Assisting Operations Section Chief

ii) Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for:

- Co-manage and co-ordinate request(s) for additional City staff to support emergency operations from within the Corporation;
- Create and maintain on-site and off-site, an up-to-date list of City personnel with specialized skill sets (i.e. confined space training, TDG training, Hazardous Materials transportation training, Spill Clean-up training, SCBA (Self-contained Breathing Apparatus) training etc.);
- Identify, contact and put on alert necessary City personnel to be dispatched based on requests from ECG (Emergency Control Group);
- Create and maintain an up-to-date list of all City staff with First Aid and CPR training – identify, contact and put on alert to serve as additional first response staff in temporary field hospitals, triage units and/or at the disaster site;
- Co-manage volunteer requests, registration with Human Resources Co-ordinator – help identify and categorize volunteers by skill sets;
- Arrange transportation of volunteers from volunteer registration area to staging sites in coordination with the ECG (Emergency Control Group) based on skill sets required that have been identified and categorized by Human Resources Co-ordinator – must be done in full co-operation with Emergency Management staff;
- Act as Lead Liaison between ECG and all other Emergency Services responding to the disaster by remaining in continuous contact to coordinate deployment of City staff and volunteers teams;
- Identify and arrange medical treatment for City staff and volunteers;
- Identify and arrange Critical Incident Stress debriefing and/ or Traumatic Experience/Grief Counseling for City personnel and volunteers;
- Co-ordinate in conjunction with the ECG clean-up efforts, removal of hazardous products/ waste and re-establishment of regular City operations.

iii) Human Resources Co-ordinator

The Human Resources Co-ordinator is responsible for:

Selecting the most appropriate site(s) for the registration of human resources;

- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for City records;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Co-ordinate all requests for additional City staff to support emergency operations from within the Corporation;
- Maintain an up-to-date confidential and secure list on-site and off-site of contact information for all City staff;
- Maintain an up-to-date list of all employees who are regularly scheduled to be at work on any given date, including their location and co-ordinate their exact location (if at all possible) with the employee's direct Supervisor (i.e., if there is an emergency in the Parks building the Emergency Control Group and Fire & Emergency Services will need to know who is supposed to be in that location before they commit search and rescue resources);
- Co-ordinate offers of/ or appeals for, external volunteers as directed by the ECG
–Human Resources Co-ordinator to conduct interviews to identify specific skill sets of volunteers (i.e. search & rescue training) and assigns volunteers to groups based on their skills so H&S Coordinator can dispatch groups to sites designated by ECG – must be done in full co-operation with Emergency Management staff;
- Contact Employee Assistance Plan (EAP) provider and make arrangements for counselors to be on-site to provide Critical Incident Stress Debriefing and/or Traumatic Experience/ Grief Counseling.

iv) Manager of Information Technology

The Manager of Information Technology is responsible for:

- Communications equipment (i.e. telephones, computer systems and computer software).

v) Executive Administrative Assistant to the Director of Community & Corporate Services

The Executive Administrative Assistant to the Director of Community & Corporate Services is responsible for:

- Assisting Risk Management/Liaison Officer

vi) Executive Administrative Assistant to Community Services

The Executive Administrative Assistant to Community Services is responsible for:

- Assisting Finance and Administration Section Chief

vii) Executive Administrative Assistant to the Fire Chief

- Assisting the Fire Chief, as required;
- Issuing temporary identification cards to all Volunteers, in co-ordination with the Human Resources Co-ordinator/Health and Safety Co-ordinator.

Attachment “E” – Individual Responsibilities –Emergency Support Group

i) Niagara Regional Police

The Niagara Regional Police are responsible for:

- Protection of life and property and the prevention and investigation of crime
- Maintaining law and order
- Protection at the scene of the disaster area
- Alerting persons endangered by the effects of the disaster
- Protection of evacuated buildings and other property in the emergency area
- Establishing the inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Controlling traffic and crowds and ensure clear entrance and exit to and from the scene of the emergency to traffic and personnel
- Providing police service in the Emergency Operations Centre, evacuee centres, morgues and other facilities as required
- Notifying the coroner of fatalities
- Ensuring liaison with other community, provincial and federal police agencies, as required
- Alerting and assisting other emergency agencies

ii) Canadian Niagara Power

Canadian Niagara Power is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the Public Works Representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

iii) Niagara Emergency Medical Services Representative

The Niagara Emergency Medical Services Representative is responsible for:

- Providing essential primary medical care relief at the site of an emergency, as required
- Coordinating the transportation of casualties to appropriate medical care facilities from the emergency site
- Ensuring liaison with the receiving hospitals
- Liaising with the Medical Officer of Health, as required
- Assessing the need for and advising the Community Control Group of other resources, including human and material resources, which are available and/or required
- Assisting other emergency responders as required
- Providing a liaison to the impacted municipality as required by the emergency incident

iv) Medical Officer of Health

The Medical Officer of Health is responsible for:

- Acting as a co-ordinating link for all emergency health services at the ECG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assigning a Site Manager and informing the ECG;
- Establishing an on-going communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care Policies;
- Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating public health resources;
- Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.

v) Niagara Regional Representative

The Niagara Regional Representative, in conjunction with Social Services, Regional Public Works, Regional Water and Emergency Management Representatives is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the Niagara Regional Police Chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the District School Board of Niagara and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Northland Pointe and Portal Village Retirement Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

vi) Ontario Provincial Police

Ontario Provincial Police are responsible for:

- Assisting in Policing matters, as required by Niagara Regional Police.

vii) Emergency Management Ontario

Emergency Management Ontario are responsible for:

- Providing assistance when requested.

viii) Niagara Peninsula Conservation Authority

Niagara Peninsula Conservation Authority are responsible for:

- Dealing with flooding and Conservation Authority matters.

ix) St. Lawrence Seaway Authority

St. Lawrence Seaway are responsible for:

- Assisting in matters that fall under their jurisdiction.
- Dealing with Seaway matters.

x) Telecommunications (ARES) Co-ordinator/Fire Department Representative

- The Telecommunications Co-ordinator reports to the Emergency Management Co-ordinator and is responsible for:
 - Activating the emergency notification system of the local amateur radio operators group;
 - Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
 - Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
 - Maintaining an inventory of community and private sector communication equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
 - Making arrangements to acquire additional communications resources during an emergency.

Attachment "F" – Individual Responsibilities – Support/Advisory Staff

i) Legal Services Representative

The Legal Services Representative is responsible for:

- Providing advice to any member of the CCG on matters of a legal nature as they may apply to the actions of the City of Port Colborne in its response to the emergency, as requested.

ii) Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group - the District School Board of Niagara and/or Niagara Catholic District School Board and/or Conseil Scolaire de district catholique centre-sud and/or Conseil scolaire public de district du centre - sud - ouest and the Niagara Health Systems - Port Colborne Site - Hospital Administrator. Others might include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities and provincial ministries.

iii) District School Board of Niagara and/or Niagara Catholic District School Board and/or Conseil Scolaire de district catholique centre-sud and/or Conseil scolaire public de district du centre - sud - ouest

The District School Board of Niagara and/or Niagara Catholic District School Board and/or Conseil Scolaire de district catholique centre-sud and/or Conseil scolaire public de district du centre - sud - ouest are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the Municipality as to protective actions to the schools (i.e., implementing school stay in place procedures and implementing the school evacuation procedure.

iv) Niagara Health Systems - Port Colborne Site - Hospital Administrator

- The Niagara Health Systems - Port Colborne Site - Hospital Administrator is responsible for:
Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

**Attachment "G" – Emergency Notification List
(Persons to be called in order)**

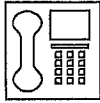
Name	Work No.	Home No.	Cellular No.
INITIAL RESPONSE TEAM			
Scott Luey, EOC Director	905-835-2901 X306		
Thomas B. Cartwright, Fire Chief/CEMC	905-834-4512		
Chris Lee, Operations Section Chief	905-835-2900 X223		
Michelle Cuthbert, Public Information Officer	905-835-2901 X540		
LEVEL ONE ACTIVATION			
John Maloney, Mayor	905-835-2901 X302		
Dan Aquilina Planning Section & Logistics Chief	905-835-2901 X203		
Peter Senese, Finance & Admin. Section Chief	905-835-2900 X105		
Ashley Grigg, Community & Economic Section Chief			
Amber LaPointe, Risk Mgmt./Liaison Officer	905-835-2900 X106		
Nancy Giles, Mayor and CAO's Executive Assist.	905-835-2900 X301		
Michael Bendia, Deputy Fire Chief	905-834-4512		
LEVEL TWO ACTIVATION			
Paul Peyton, Superintendent Public Works	905-835-5079		
Italia Reeves, Health & Safety Co-ordinator	905-835-2900 X319		
Tammy Morden, Human Resources Co-ordinator	905-835-2900 X104		
Belinda Daniel, Manager of Information Technology	905-835-2900 X211		
Laura Nelson, Exec. Adm. Asst. to DCCS	905-835-2900 X107		
Karen Walsh, Exec. Adm. Asst. to Community Services	905-835-2900 X532		
Catherine Moyer, Exec. Adm. Asst. to the Fire Chief	905-834-4512		
EMERGENCY SUPPORT GROUP			
Niagara Regional Police	905-735-7811		
Canadian Niagara Power	905-835-0051		
Niagara Emergency Medical Services	905-984-5050		
Doctor Jaeger, Medical Officer of Health	905-984-3690 X7337		
Social Services – Dispatch	905-984-3690		
Ontario Provincial Police	905-356-1311		
Emergency Management Ontario(Duty Officer Line)	1-866-314-0472		
Niagara Peninsula Conservation Authority	905-788-3135		
St. Lawrence Seaway Authority	905-641-1932		

Upon activation, the notification process will be carried out at once by the Fire Department, who will note the detail of the message (e.g., description of the emergency, instructions to remain on stand-by or assemble at the EOC, etc.). The dispatcher will ensure this information is passed onto and understood by each person called.

Attachment "H" – Emergency Operations Centre(s) (Level One)

Emergency Operations Centre
Primary Location

66 Charlotte Street
"3rd Floor Conference Room"



Telephone 

Conference Tables

- Computer Connections Available on South Wall

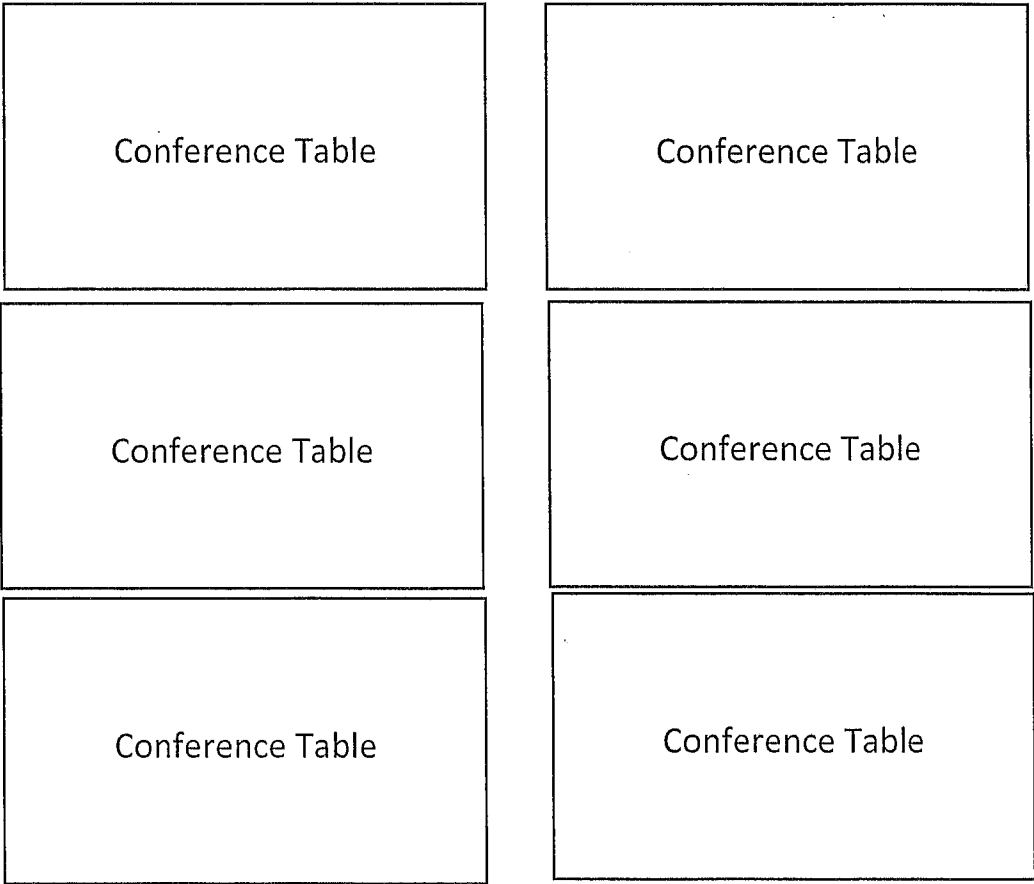
Emergency Operations Centre(s) (Level Two)

Emergency Operations Centre
Primary Location

66 Charlotte Street
"3rd Floor Council Chambers"



Telephone



CITY OF PORT COLBORNE EMERGENCY MANAGEMENT PLAN

Emergency Operations Centre
Secondary Location

3 Killaly Street West
"Resource Centre – Fire Station"



Telephone

Conference Table

Emergency Operations Centre
66 Charlotte Street
"3rd Floor Library" - Support Room

Conference Table



Telephone



Note: Fax to be supplied when needed

Attachment "I" - Declaration of an Emergency Form

Declaration of Emergency

I, _____ hereby declare an
(Mayor or Elected Head of Council or First Nation Chief)

Emergency in accordance with the Emergency Management Act 1990,

s.4.(1) due to the emergency described herein:

for an Emergency Area or part thereof described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the Municipality/First Nation of:

(Note: Fax to EMO Duty Office @ 1-416-314-0474)

Attachment "J" - Termination of a Declared Emergency Form

Termination of a Declared Emergency

I, _____ hereby declare an
(Mayor or Elected Head of Council or First Nation Chief)

Emergency terminated in accordance with the Emergency Management Act 1990,

s.4.(2) due to the emergency described herein:

for an Emergency Area or part thereof described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the Municipality/First Nation of:

(Note: Fax to EMO Duty Office @ 1-416-314-0474)

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

BEING A BY-LAW TO AUTHORIZE ENTERING INTO AN
AMENDING AGREEMENT FOR THE ONTARIO COMMUNITY INFRASTRUCTURE
FUND (OCIF AC2-0432) WITH HER MAJESTY THE
QUEEN AS REPRESENTED BY THE MINISTER OF
AGRICULTURE, FOOD AND RURAL AFFAIRS

WHEREAS at its meeting of February 22, 2016 the Council of The Corporation of the City of Port Colborne approved the recommendations of the Department of Engineering and Operations, Engineering Division, Report No. 2016-20, Subject: Ontario Community Infrastructure Fund (OCIF) Nickel Area CSO Program;

AND WHEREAS at its meeting of February 26, 2018 the Council of The Corporation of the City of Port Colborne approved the recommendations of the Corporate Services Department, Finance Division, Report No. 2018-28, Subject: Ontario Community Infrastructure Fund (OCIF) Nickel Area CSO Program Amending Agreement;

AND WHEREAS the Council of The Corporation of the City of Port Colborne is desirous of entering into an Amending Agreement with Her Majesty the Queen.

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

1. That the Corporation of the City of Port Colborne enter into an Amending Agreement with Her Majesty the Queen, as represented by the Minister of Agriculture, Food and Rural Affairs for Ontario Community Infrastructure Fund project OCIF AC2-0432;
2. That the Mayor and the Clerk be and each of them is hereby authorized and directed to sign said amending agreement, together with any documents necessary to complete the conditions of said agreement, and the Clerk is hereby authorized to affix the Corporate Seal thereto.

ENACTED AND PASSED THIS 26TH DAY OF FEBRUARY, 2018.

John Maloney
MAYOR

Carrie McIntosh
DEPUTY CLERK

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This Amendment is effective as of the date of the Province's execution.

AMENDING AGREEMENT

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs**

(“Ontario”)

AND

**CITY OF PORT COLBORNE
(the “Recipient”)**

WHEREAS Ontario and the Recipient (the “Parties”) entered into an agreement (the “Agreement”) with an Effective Date of March 22, 2016, under the Ontario Community Infrastructure Fund – Application-Based Component;

AND WHEREAS the Parties wish to amend the Agreement;

AND WHEREAS section 16.10 of the Agreement allows the Parties to make amendments to the Agreement, provided such amendments are in writing agreed upon and signed by the Parties;

NOW THEREFORE, in accordance with the principles set out above and the mutual covenants and agreements herein, the sufficiency of which is acknowledged, the Parties hereby agree to amend the Agreement under this amending agreement (the “Amendment”) as follows:

1. **Revocation and Replacement of Part B.3.1 “Project Completion Date” of the Agreement.** Part B.3.1 of the Agreement is revoked and replaced with the following:

B.3.1 Project Completion Date. Substantial Completion shall occur by no later than June 1, 2018.
2. **Revocation and Replacement of Part C.4 “Payment of Funds” of the Agreement.** Part C.4 of the Agreement is revoked and replaced with Part C.4 attached to this Amendment.
3. **Revocation and Replacement of Part G.1 “Reports Requirements” of the Agreement.** Part G.1 of the Agreement is revoked and replaced with Part G.1 attached to this Amendment.
4. **Defined Terms.** Any capitalized term used in this Amendment but not defined herein shall have the same meaning given to it in the Agreement.
5. **Referential Incorporation Of Certain Provisions In Agreement.** Sections 1.2 to 1.7, 16.1 to 16.13, 16.19, 16.20 and 16.22 are referentially incorporated into this Amendment with any and all necessary modifications to make them applicable to this Amendment.

- 6. **Amendment May Be Signed In Counterparts.** This Amendment may be signed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 7. **The Agreement.** The Parties acknowledge that the Agreement continues as a valid and binding agreement, subject only to this Amendment, and that all other terms and conditions of the Agreement apply *mutatis mutandis*.

IN WITNESS WHEREOF the Parties have respectfully executed this Amendment as of the dates indicated below:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

Name: Randy Jackiw	Date
Title: Assistant Deputy Minister	

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE CITY OF PORT COLBORNE

Name:	Date
Title:	

AFFIX CORPORATE
SEAL

Name:	Date
Title:	

I/We have the authority to bind the Recipient.

PART C.4 – PAYMENT OF FUNDS

C.4.1 Payment Of Funds. Ontario shall pay, subject to the terms and conditions of the Agreement, to the Recipient the Funds in accordance with the following:

MILESTONE PAYMENT SCHEDULE

Project Milestone Payment	Recipient Expected Completion Date
Milestone 1: Agreement Execution	March 11, 2016
Milestone 2: Submission and Acceptance of Revised Budget Report (Submitted after 70% of the Project costs are awarded)	October 31, 2016
Milestone 3: Submission and Acceptance of Final Report	July 3, 2018

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
Subject to the terms and conditions of the Agreement:		
Milestone 1: Execution of the Agreement by both Parties.	An amount up to fifty-five percent (55%) of the Maximum Funds	An executed Agreement and a Council by-law / Board resolution authorizing the Recipient's entry into the Agreement. This Agreement shall be received by Ontario no later than March 11, 2016.

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
<p>Milestone 2: Upon receipt and acceptance by Ontario of required reports.</p> <p>If there is a variance between the date noted in Recipient Expected Completion Date for Milestone 2 (noted above) and the actual date Milestone 2 will be requested by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Provided it is not a negative figure, an amount up to seventy-five percent (75%) of either</p> <p>(i) The Maximum Funds, less the amount paid at Milestone 1;</p> <p style="text-align: center;">or</p> <p>(i) An amount calculated by multiplying the percentage of Maximum Funds against the Recipient's Revised Total Net Eligible Costs, less the amount paid at Milestone 1.</p>	<p>Construction Contract Award Report</p> <p>Revised Budget Report</p> <p>Progress Report</p>
<p>Milestone 3: Upon receipt and acceptance by Ontario of the Final Report and no later than July 3, 2018 Note that the Project must be Substantially Completed no later than the Project Completion Date noted in Part B.3.1 attached to this Amendment.</p> <p>If there is a variance between the date noted in Recipient Expected Completion Date for Milestone 3 (noted above) and the actual date Milestone 3 will be requested by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Using the same method of calculation as in Milestone 2,</p> <p>(i) The balance of the Funds, if any, to the limit of the Maximum Funds</p> <p style="text-align: center;">or</p> <p>(ii) The balance, if any, of the Funds calculated by multiplying the Percentage of Provincial Support against the Recipient's Total Net Eligible Costs as certified in the Final Report,</p> <p>whichever aggregate amount is smaller.</p>	<p>Final Report</p>

PART G.1 – REPORTS REQUIREMENTS

The following Reports are to be provided in full in the corresponding format provided hereafter and with such content as is satisfactory to Ontario:

	Name of Report and Details Required	Due Date
1.	Construction Contract Award Report - a Report from council including a resolution or other municipal document recognizing the awarding of the Project tender(s)	Within fifteen (15) Business Days of a council resolution and no later than June 30, 2017.
2.	Revised Budget Report must be based on tenders awarded to complete the Project. The Recipient shall use the form set out in Part G.2 of Schedule "G" of the Agreement.	Within fifteen (15) Business Days of a council resolution and no later than June 30, 2017.
3.	Progress Report - The Recipient shall use the form set out in Part G.3 of Schedule "G" of the Agreement.	Twice a year by May 15 and November 15 for the Term of the Agreement. A Progress Report is also required to be submitted as part of the submission for Milestone Two (2).
4.	Final Report - including statement of final incurred eligible expenses validated by invoices and/or payment certificates. The Recipient shall use the form set out Part G.4 of Schedule "G" of the Agreement.	No later than July 3, 2018.
5.	Other Reports or information as may be directed by Ontario from time to time, if any	On or before a date directed by Ontario.

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THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

BEING A BY-LAW TO ADOPT, RATIFY AND CONFIRM
THE PROCEEDINGS OF THE COUNCIL OF THE
CORPORATION OF THE CITY OF PORT COLBORNE AT
ITS REGULAR MEETING OF FEBRUARY 26, 2018.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001* provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

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

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of February 26, 2018 upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof except where the approval of the Ontario Municipal Board is required, in which case the effective date shall be the day after the approval of the Ontario Municipal Board is obtained or such other day as the Ontario Municipal Board may order; and further
2. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.

ENACTED AND PASSED THIS 26TH DAY OF FEBRUARY, 2018.

John Maloney
MAYOR

Carrie McIntosh
DEPUTY CLERK

**City of Port Colborne
Regular Council Meeting 02-18
Minutes**

- Date:** February 12, 2018
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** R. Bodner, Councillor
B. Butters, Councillor
A. Desmarais, Councillor
Y. Doucet, Councillor
D. Elliott, Councillor
B. Kenny, Councillor
J. Maloney, Mayor (presiding officer)
J. Mayne, Councillor
- Absent: F. Danch, Councillor (due to vacation)
- Staff Present:** D. Aquilina, Director of Planning and Development
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
C. Lee, Director of Engineering and Operations
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
P. Senese, Director of Corporate Services

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

1. Call to Order:

Mayor Maloney called the meeting to order.

2. Introduction of Addendum Items:

Withdrawn:

By-law No. 6550/05/18, Being a Comprehensive Zoning By-Law to Regulate the Use of Lands and The Character, Location and Use of Buildings and Structures Within the City of Port Colborne was withdrawn due to the amendment of the by-law during the Committee of the Whole meeting. The remaining by-laws were renumbered to suit.

3. Confirmation of Agenda:

No. 14 Moved by Councillor R. Bodner
Seconded by Councillor Y. Doucet

That the agenda dated February 12, 2018 be confirmed, as circulated or as amended.
CARRIED.

4. Disclosures of Interest:

Nil.

5. Adoption of Minutes:

- (a) **Special meeting of Council 01-18, held on January 22, 2018**
- (b) **Regular meeting of Council 02-18, held on January 22, 2018**

No. 15 Moved by Councillor D. Elliott
Seconded by Councillor B. Kenny

- (a) That the minutes of the special meeting of Council 01-18, held on January 22, 2018, be approved as presented.
 - (b) That the minutes of the regular meeting of Council 02-18, held on January 22, 2018 be approved as presented.
- CARRIED.

6. Determination of Items Requiring Separate Discussion:

Nil.

7. Approval of Items Not Requiring Separate Discussion:

No. 16 Moved by Councillor R. Bodner
Seconded by Councillor B. Butters

That Items 1 to 21 on the agenda be approved, with the exception of items that have been deferred, deleted or listed for separate discussion, and the recommendation contained therein adopted.

Motions Arising from Committee of the Whole Meeting Delegations:

Regional Councillor's Report

Council resolved:

That The Corporation of the City of Port Colborne forward to Regional Councillor Gale, Chair of the Police Services Board, a request to attend, at his earliest convenience, a meeting of City Council to speak about the decisions made by the Police Services Board with respect to the retirement of Chief McGuire, the budget shortfall and how the Board's decisions will impact taxes and policing in the community.

Items:

1. Planning and Development, Planning Division, Report No. 2018-14, Subject: Recommendation Report – Proposed New Comprehensive Zoning By-law

Council resolved:

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

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

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

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

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

2. Planning and Development, Report No. 2018-16, Subject: Stopping Up and Closing part of Victoria Street and Sale to 2023781 Ontario Inc.

Council resolved:

That in accordance with City policy, the by-law attached to Planning and Development Report 2018-16, Being a By-law to Stop Up, Close, Declare Surplus and to Authorize the Sale of the Portion of The Victoria Street Road Allowance, Plan 831 now Garlinda Street, Between Sherwood Forest Lane and Omer Avenue, Being All of PIN 64137-0107 (LT) to 2023781 Ontario Inc., be approved.

That 2023781 Ontario Inc.'s offer to purchase the above lands for \$40,000 (plus HST) be approved.

That the Mayor and Clerk be authorized to sign and execute any and all documents respecting the sale these lands.

3. Planning and Development, Report No. 2018-17, Subject: Sale of 14 King Street (Valley Camp)

Council resolved:

That an Agreement of Purchase and Sale be entered into with Andrew Soave (or assignees) for the purchase of 14 King Street (Valley Camp) for the purchase price of \$170,000 (plus HST), attached to Planning and Development Report 2018-17 as Appendix "A".

That the Mayor, Clerk and City Solicitor be authorized to sign and execute any and all documents respecting the sale of these lands.

4. Engineering and Operations, Operations Division, Report No. 2018-15, Subject: Multiple Vehicle Purchase

Council resolved:

That the quotation for the lowest pricing from Brock Ford of Niagara Falls for the replacement of the vehicles, as outlined in Engineering and Operations Report 2018-15, Multiple Vehicle Purchase, be approved.

That funding for the vehicles be financed under the following GL Account Numbers: \$206,830 - 3-550-33150-3401; Equipment Reserve, \$13,165 - 3-595-33103-3401; Water Equipment and \$13,165 - 3-590-33102-3401; Sewer Equipment.

That the Director of Engineering and Operations be authorized to issue a purchase order for the purchase of these vehicles from the appropriate vender at the pricing detailed.

Miscellaneous Correspondence:

**5. Dr. Salanki & Associates of Chiropractic Associates of Port Colborne
Re: Request for Proclamation of Doctor's With a Heart Day,
February 14, 2018**

Council resolved:

That February 14th, 2018 be proclaimed as Doctor's With a Heart Day in the City of Port Colborne in accordance with the request received from Dr. Salanki and Associates of Chiropractic Associates of Port Colborne.

6. Region of Niagara Re: 2018 Interim Levy Dates and Amounts (CSD Report 3-2018)

Council resolved:

That the correspondence received from the Region of Niagara Re: 2018 Interim Levy Dates and Amounts (CSD Report 3-2018), be received for information.

7. Region of Niagara Re: Niagara Escarpment Plan Agriculture Policies (PDS Report 1-2018)

Council resolved:

That the correspondence received from the Region of Niagara Re: Niagara Escarpment Plan Agriculture Policies (PDS Report 1-2018), be received for information.

8. Region of Niagara Re: Protocol for Planning Services Between the Regional Municipality of Niagara and the Niagara Peninsula Conservation Authority (PDS Report 2-2018)

Council resolved:

That the correspondence received from the Region of Niagara Re: Protocol for Planning Services Between the Regional Municipality of Niagara and the Niagara Peninsula Conservation Authority (PDS Report 2-2018), be received for information.

9. Richard Rybiak, Chair, Niagara Central Airport Commission Re: Niagara Central Dorothy Rungeling Airport, 2017 Fourth Quarter Report

Council resolved:

That the correspondence received from Richard Rybiak, Chair, Niagara Central Airport Commission Re: Niagara Central Dorothy Rungeling Airport, 2017 Fourth Quarter Report, be received for information.

Outside Resolutions – Requests for Endorsement:

10. **Scott Butler, OGRA, Policy and Research, Ontario Good Roads Association Re: Requesting Ontario Municipalities to Adopt a Resolution that Calls on the Minister of Environment and Climate Change to Accelerate the Application for Review of the Municipal Class Environmental Assessment (MCEA) Process**
-

Council resolved:

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

That the following motion be approved:

WHEREAS a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class

Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);

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

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

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

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

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

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

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

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

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

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

- 11. Email correspondence from Donna Cripps, Chief Executive Officer, Hamilton Niagara Haldimand Brant Local Health Integration Network Re: Town of Fort Erie's Resolution regarding Health Care Services in the Niagara Region**

Council resolved:

That the correspondence received from Donna Cripps, Chief Executive Officer, Hamilton Niagara Haldimand Brant Local Health Integration Network Re: Response to the Town of Fort Erie's resolution regarding Health Care Services in the Niagara Region, be received for information.

- 12. City of St. Catharines Re: Town of Fort Erie - Support of Resolution: Health Care Services in Niagara Region**

Council resolved:

That the resolution received from the City of St. Catharines Re: Town of Fort Erie – Support of Resolution regarding Health Care Services in Niagara Region, be received for information.

13. City of St. Catharines Re: Long Term Care Facilities – Increased Funding

Council resolved:

That the resolution received from the City of St. Catharines Re: Long Term Care Facilities – Increased Funding, be supported.

14. City of Thorold Re: Niagara Peninsula Conservation Authority – Disclosure of Legal Costs

Council resolved:

That the resolution received from the City of Thorold in support of the resolution of the City of St. Catharines Re: Niagara Peninsula Conservation Authority Disclosure of Legal Costs, be received for information.

15. City of Thorold Re: Federal Changes to the Municipal Councillor Taxation on Income

Council resolved:

That the resolution received from the City of Thorold in support the resolution of the Township of Wainfleet Re: Federal Changes to Municipal Councillor Taxation on Income, be received for information.

16. City of Thorold Re: Gillian's Place and National Day of Action on Violence Against Women

Council resolved:

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

17. Township of Wainfleet Re: Niagara Parks Commission's Proposed Expansion and Enhancement – Marina and Resort Development at Miller's Creek (Town of Fort Erie)

Council resolved:

That the resolution received from the Township of Wainfleet Re: Niagara Parks Commission's Proposed Expansion and

Enhancement – Marina and Resort Development at Miller’s Creek,
be received for information.

18. Town of Lakeshore Re: Allocate Infrastructure Funding Dedicated to Municipalities for Storm Water Management and Drainage Improvements

Council resolved:

That the resolution received from the Town of Lakeshore Re: Allocate Infrastructure Funding Dedicated to Municipalities for Storm Water Management and Drainage Improvements, be supported.

19. Kathryn McGarry, Minister, Ministry of Natural Resources and Forestry Re: Response to the City of Port Colborne’s Resolution Regarding The Appointment of a Provincial Supervisor to the Niagara Peninsula Conservation Authority

Council resolved:

That the correspondence received from Kathryn McGarry, Minister, Ministry of Natural Resources and Forestry Re: Response to the City of Port Colborne’s Resolution regarding the Appointment of a Provincial Supervisor to the Niagara Peninsula Conservation Authority, be received for information.

Responses to City of Port Colborne Resolutions:

20. Kathleen Wynne, Premier of Ontario Re: Response to the City of Port Colborne’s Resolution Regarding The Niagara Peninsula Conservation Authority – Disclosure of Legal Costs

Council resolved:

That the correspondence received from The Honourable Kathleen Wynne, Premier of Ontario Re: Response to the City of Port Colborne’s Resolution regarding the Niagara Peninsula Conservation Authority – Disclosure of Legal Costs, be received for information.

21. City of St. Catharines and the City of Thorold in support of the City of Port Colborne’s Resolution Re: Regional Council Approval of Audit Committee Recommendations respecting the Town of Pelham

Council resolved:

That the resolutions received from the City of St. Catharines and the City of Thorold endorsing the City of Port Colborne's resolution and strongly objects to the Region and its Audit Committee interfering in a local municipality's finances, be received for information.

CARRIED.

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

Nil.

9. **Proclamations:**

No. 17 Moved by Councillor J. Mayne
Seconded by Councillor B. Kenny

(a) **Doctor's With a Heart Day, February 14, 2018**

WHEREAS Wednesday, February 14th, 2018 is recognized as "**Doctor's With A Heart Day**";

AND WHEREAS following this long established annual tradition, Dr. David Salanki & Associates of Chiropractic Associates of Port Colborne, will examine and treat all members of the local community at no charge on Wednesday, February 14th, 2018;

AND WHEREAS Dr. Salanki and his staff will waive all treatment fees this day and in lieu of charging any patient fees will invite members of the community to bring in donations for **The Port Colborne & Welland District Humane Society (SPCA)**. The Humane Society provides shelter and emergency services to animals in crisis that have been victims of abuse and neglect.

NOW THEREFORE, I, Mayor, John Maloney, proclaim Wednesday, February 14th, 2018 as "**Doctor's With A Heart Day**" in the City of Port Colborne.
CARRIED.

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

- (a) **Minutes of the Port Colborne Active Transportation Advisory Committee Meeting of November 20, 2017**
- (b) **Minutes of the Port Colborne Transit Advisory Committee Meeting of October 18, 2017**

No. 18 Moved by Councillor R. Bodner
Seconded by Councillor J. Mayne

- (a) That the minutes of the Port Colborne Active Transportation Advisory Committee Meeting of November 20, 2017, be received.
 - (b) That the minutes of the Port Colborne Transit Advisory Committee Meeting of October 18, 2017, be received.
- CARRIED.

11. Consideration of By-laws:

No. 19 Moved by Councillor B. Butters
Seconded by Councillor A. Desmarais

That the following by-laws be enacted and passed:

- 6550/05/18 Being a By-Law to Stop Up and To Close, Declare Surplus and to Authorize the Sale of the Portion of The Victoria Street Road Allowance, Plan 831, Now Garlinda Street, Between Sherwood Forest Land and Omer Avenue, Being All of Pin 64137-0107 (LT) to 2023781 Ontario Inc.
- 6551/06/18 Being a By-Law to Authorize Entering Into an Agreement of Purchase and Sale with Andrew Soave (or Assignees) Respecting 14 King Street (Valley Camp)
- 6552/07/18 Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of February 12, 2018

CARRIED.

12. Adjournment:

No. 20 Moved by Councillor R. Bodner
Seconded by Councillor Y. Doucet

That the Council meeting be adjourned at approximately 9:06 p.m.
CARRIED.

John Maloney
Mayor

Carrie McIntosh
Deputy Clerk

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FEB 13 2018

CORPORATE SERVICES
DEPARTMENT

**SEPTEMBER 25, 2017
MEETING OF THE PORT COLBORNE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**

Minutes of the tenth regular meeting of the Committee Members of the Port Colborne Economic Development Advisory Committee, held in the Second Floor Al DiSanto Memorial Room, City Hall, 66 Charlotte Street, Port Colborne June 13, 2017, 6:00 pm.

The following Committee Members were in attendance:

Committee Members: Gary Bruno, Fred Davies, Betty Konc, Jeni LaMarre, Kate Ostryhon-Lumsden, David Semley, Jordan Sherlock, Len Stolk, Dee Tilbrook

Regrets: Mayor John Maloney, Councillor Dave Elliott, Councillor John Mayne,

Staff: Evan Acs, Karen Walsh

1. CALLED TO ORDER: 5:11 pm

2. CONFIRMATION OF MINUTES:

a. Tuesday, June 13, 2017

Moved by: Jeni LaMarre
Seconded by: David Semley

CARRIED

3. BUSINESS ARISING FROM MINUTES:

Send out Tourism Marketing Advisory Committee Terms of Reference to Economic Development Advisory Committee.

4. Delegations:

a. none

5. BUSINESS

a. Chair's Update:

- Discuss on the timelines and process for choosing the consultant for the Economic Development Strategy.
- The strategy will be a brand new strategy not an updated from last one.
- Follow up with David Oakes on the Planning Policy.

b. Staff Update:

- CAO direction to have the Economic Development Strategy completed by the end of the year with a presentation to council in January 2018
- MDB Insight have started working on the analysis for the Strategy

c. Economic Development Strategy

Review of MDB Insight's proposal for suggestions and changes to work plan.

- The Economic Development Strategic Plan should start with the vision statement from the May 29th meeting: "A place to live well and enjoy life in a safe, healthy, prosperous, well-run, inclusive and respectful community."
- Council members and EDAC members to be interviewed.
- Steering Committee members are: Evan Acs, Dan Aquilina, Scott Luey, Cecil Vincent, Dave Semley, Fred Davies, Val Kuhns.
- Evan to ask CEO Scott Luey if either John Mayne or David Elliott can be on steering committee to communicate with other councilors.
- To have by-weekly updates to EDAC Committee members.
- How is the advertising for the community engagement to be done?
- Young Entrepreneurs – how to find them and what is the maximum age?
- A workshop with Residential Developers and Real Estate Agents.
- What are the assets in the City – land, people, skilled/unskilled labours.
- Seasonal residents – Sherkston Shores and cottages on Lakeshore.
- Wainfleet residents (seasonal & permanent) how do they effect the economy of Port Colborne.

6. NEW BUSINESS

Tourism Sub-committee

- Deferred till after the report from Economic Development Strategic Plan

7. INFORMATION/CORRESPONDENCE

None

8. ADJOURNMENT:

Moved by: David Semley
Seconded by: Jeni LaMarre

Resolved that we do now adjourn.
CARRIED

Time of adjournment 6:57 pm

Next meeting – TBD by the Economic Development Strategy Consultant's reporting

Agenda Item: Update on reorganization review.



Port Colborne Public Library Board

City of Port Colborne
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FEB 15 2018

CORPORATE SERVICES
DEPARTMENT

MINUTES of the First Regular Board Meeting of 2018

Held Tuesday, January 9, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present: Michael Cooper (*Chair*), Valerie Catton (*Vice Chair*), William Higgins, Ann Kennerly, Harmony Cooper, Jeanette Frenette, Cheryl MacMillan

Staff: Susan Therrien, Rachel Tkachuk

Regrets: Scott Luey (*CEO*), Councilor John Mayne

- i. Michael Cooper, *Chair*, called the meeting to order at 6:15 p.m.
- ii. The invocation was read.
- iii. Mr. Cooper welcomed the Board members.
- iv. **Approval of the Agenda**

Moved by H. Cooper
 Seconded by C. MacMillan
 18:001 **That the agenda be adopted as circulated.**
 CARRIED.

- v. **Declaration of Conflict of Interest**
- None.

- vi. **Delegations**
- None.

- vii. **Minutes of the Previous Meeting of Tuesday, January 9, 2018**

Moved by A. Kennerly
 Seconded by W. Higgins
 18:002 **That the minutes of the January 9, 2018 meeting be adopted as circulated.**
 CARRIED.



viii. **Business Arising from the Minutes**

None.

ix. **Agenda Items**

i. Strategic Plan

Deferred to the February 2018 Board meeting.

ii. PC Lions Outdoor Seating Area

The Director presented the cost of the shade shelter for the Board to review and approve.

Moved by A. Kennerly
Seconded by V. Catton

18:003 **To approve the purchase of the Port Colborne Lions sponsored shade shelter at the total cost of \$41,825.00 as per the information presented at the January 9, 2018 Port Colborne Public Library Board meeting.**
CARRIED.

Moved by H. Cooper
Seconded by J. Frenette

18:004 **To approve the transfer of the balance of the Port Colborne Lions shade shelter cost from the Donor Plaque Reserve once the final contract is provided and accepted by the Port Colborne Public Library Board.**
CARRIED.

iii. Annual Report

All year-end statistics and financial information is not yet available.

Committee Reports

None.

10) **ADMINISTRATIVE BUSINESS**



Correspondence

None.

Public Relations Report

i. Pop-Up Library

Librarian Rachel Tkachuk reported on implementation of the Pop-Up Library and presented a financial report on costs to date. The soft launch is scheduled on December 31, 2017, at the City of Port Colborne's New Year's Eve Family Fun Celebration at the Vale Health & Wellness Centre. Board members were invited to attend.

ii. Parent Once Voice Project

Librarian Rachel Tkachuk reported on the library's participation in the Parent Voice Project focus group conducted by the Niagara Community Foundation to assist families with young children in the Niagara Region.

iii. Social Media Accounts

In addition to Facebook, library patrons can now connect with the library using Instagram and Twitter.

iv. December 2017 Programming Highlights

v. News and Events, Winter 2018

vi. March Break 2018

Moved by A. Kennerly
Seconded by W. Higgins

18:005 **That the Public Relations report be received for information purposes.**
CARRIED

Chief Executive Officer's Report

None.



Treasurer's Report

None.

Director's Report

i. Seed Library

The Port Colborne Public Library will become a repository of open-pollinated (heirloom) seeds beginning March 2018. Assistant Librarian Jennifer Sider has been assigned to coordinate this project.

ii. Library Makerspace

The Library is expanding its makerspace collection. Projects slated for 2018 include games, a vinyl-to-digital turntable, and a Green Screen for creative projects.

iii. Arts in Medicine: Niagara Passport to Culture

The Library is participating in a pilot programme coordinated by the Walker Family Cancer Centre to link cancer patients directly with the Niagara arts and culture community.

iv. Technology Update

The Director reported on software upgrades and on the purchase of a charging station for public use.

v. Health and Safety

The Director reported on:

- a. Winter Maintenance Log and Checklist
- b. Power Outage Procedures
- c. Incident/Accident Investigation Procedure and Forms
- d. 2017 Risk Assessment



Moved by H. Cooper
Seconded by B. Ingram
18:006 **That the Director of Library Services' report be received for information purposes.**
CARRIED

Circulation Report: *4th Quarterly Report for 2017*

Moved by B. Ingram
Seconded by H. Cooper
18:007 **That the Circulation Report for the 4th Quarter of 2017 be received for information purposes.**
CARRIED

11) Board Members' Items

12) Notices of Motion

13) **Date of the Next Meeting**

Tuesday, February 13, 2018, 6:00 p.m.
Port Colborne Public Library Auditorium
310 King St., Port Colborne, ON

14) **Adjournment**

MOVED by C. MacMillan
Seconded by A. Kennerly
18:008 **That the meeting be adjourned.**
CARRIED.



PORT COLBORNE

City of Port Colborne

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FEB 21 2018

CORPORATE SERVICES

DEPARTMENT

MEMORANDUM

MAYOR'S OFFICE

905-835-2900 Ext. 301

TO: Amber Lapointe, City Clerk

FROM: Nancy Giles

DATE: February 21, 2018

RE: Minutes of Social Determinants of Health Advisory Committee –
Everyone Matters

Please find attached the minutes of the November 1, 2017 meeting of the Social Determinants of Health Advisory Committee – Everyone Matters that were approved at our February 1, 2018 meeting.



MINUTES

Social Determinants of Health Advisory Committee – Everyone Matters

Wednesday, November 1, 2017

1:00 p.m.

Committee Room 3, City Hall

66 Charlotte Street Port Colborne

Attendees:

Co-Chair Lori Kleinsmith, Bridges CHC
Co-Chair Angie Desmarais, Councillor
John Maloney, Mayor
Yvon Doucet, Councillor
Sherry Hanson, Supervisor, By-law
Enforcement Division
Chris Healey, Staff Sergeant, NRP
Scott Lawson, Fire Prevention Officer
Christine Clark-Lafleur, Port Cares
Kelly Falconer, CMH Niagara
Scott Luey, CAO

Regrets:

Todd Rogers, Chief Building Official
Community Services

Guests:

Margaret Josipovic, Planner, City of St.
Catharines

Minutes:

Carrie McIntosh

1. Call to order

Co-Chair Angie Desmarais called the meeting to order at 1:07 p.m.

2. Approval of the Agenda

Moved by Councillor Y. Doucet
Seconded by C. Healey

That the agenda for the November 1, 2017 meeting of the Social Determinants of Health Advisory Committee be approved.

CARRIED.

3. Approval of the March 22, 2017 Minutes, and the May 18, 2017 and September 6, 2017 Meeting Notes

Moved by C. Healey
Seconded by S. Hanson

That the minutes for the March 22, 2017 and May 18, 2017 meetings and the meeting notes for the September 6, 2017 meeting of the Social Determinants of Health Advisory Committee be approved.

CARRIED.

4. Business Arising

C. McIntosh circulated a draft report with respect to amending the committee's Terms of Reference to include membership of a representative of the East Village Neighbourhood Improvement Task Force.

Sherry reported that she is waiting for IT to update the permit database in order to track renovations.

5. Affordable Housing

a. Housing Data Update

Lori advised that she is following up with Jeff Sinclair about whether utilities are included in the rent for Niagara Regional Housing units.

Discussion took place about the long wait for one bedroom, non senior units and the lack of bachelor units in Port Colborne. Need to compile availability of motel units, boarding rooms, supportive housing and non regulated group home space.

Christine advised that Port Cares is hiring a housing coach to work on landlord engagement to increase housing stock.

b. City of St. Catharines Housing Action Plan 2017 (<http://bit.ly/2evCMmB>) (Margaret Josipovic, Planner, City of St. Catharines)

Margaret summarized the report (linked above) which details tools to use or actions municipalities can take to encourage housing. Discussion took place about the role of a lower tier municipality.

Moved by Councillor Y. Doucet
Seconded by C. Clark-Lafleur

That the Social Determinants of Health Advisory Committee – Everyone Matters recommends to Port Colborne City Council that a representative from the City of St. Catharines be invited to present its Housing Action Plan 2017 at a future meeting of Port Colborne City Council; and

That the Social Determinants of Health Advisory Committee – Everyone Matters recommends to Port Colborne City Council that direction be provided to staff to review the City of St. Catharines' Housing Action Plan and develop a plan to suit the needs of Port Colborne.
CARRIED.

6. Terms of Reference Report

Moved by Councillor Y. Doucet
Seconded by S. Hanson

That the Social Determinants of Health Advisory Committee – Everyone Matters advise Council that it supports the draft Terms of Reference to include membership of a representative of the East Village Neighbourhood Improvement Task Force.
CARRIED.

7. New Business

Discussion took place about how or if housing funding to the Region will filter to Port Colborne and it was suggested that Regional Councillor Barrick be invited to a future SDOH meeting to address this matter. Lori will provide wording and Carrie will forward the invitation.

Scott advised that affordable housing was discussed at the Area CAO's meeting and CAOs were asked to contact Regional Housing to express interest in participating in a working group to report back to the entire CAO group.

8. Action Items

Report to Council with respect to Terms of Reference.

Housing recommendation to Council.

Invite Regional Councillor Barrick to a future meeting.

9. Next Meeting

February 1, 2018.

10. Adjournment

The meeting adjourned at approximately 2:14 p.m.