



City of Port Colborne
Regular Meeting of Committee of the Whole 29-19
Monday, December 9, 2019 – 6:30 p.m.
Council Chambers, 3rd Floor, 66 Charlotte Street

Agenda

1. **Call to Order:** Mayor William C. Steele
2. **National Anthem:** DeWitt Carter Public School Junior & Intermediate Choir
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 28-19, held on November 25, 2019
7. **Determination of Items Requiring Separate Discussion:**
8. **Approval of Items Not Requiring Separate Discussion:**
9. **Presentations:**
 - (a) 2019 Mayor's Christmas Card Contest Winners:
 - ❖ Maria Gonzalez
 - ❖ Nathan Saltarelli
 - ❖ Ryleigh Huneault
 - ❖ Ksenia Rungi-Ruston
 - ❖ Kaelyn Laramee
 - ❖ Mercedes Allen
 - ❖ Ashton Anderson
 - (b) Don Gilbert, Manager of Operations and John Sander, Manager of Customer Engagement, Canadian Niagara Power will providing a Year-End Review of Recent Capital Investments and Performance Levels (Page No. 7)
10. **Delegations (10 Minutes Maximum):**
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, January 13, 2020	Committee of the Whole/Council – 6:30 P.M.
Monday, January 27, 2020	Committee of the Whole/Council – 6:30 P.M.
Monday, February 10, 2020	Committee of the Whole/Council – 6:30 P.M.
Monday, February 24, 2020	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
WCS MB EB RB GB FD AD DK HW	1.	<p>Engineering and Operations Department, Engineering Division, Report 2019-176, Subject: Skelton Municipal Drain Meeting to Consider</p> <hr/> <p>That the Mayor and Clerk be directed to execute a by-law to provisionally adopt the Skelton Municipal Drain Engineer's Report, dated October 29, 2019, prepared by Brandon Widner, P. Eng. of Spriet Associates Engineers & Architects, under Section 78, Chapter D.17 of the <i>Drainage Act R.S.O. 1990</i>.</p> <p>That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Court of Revision, as per Section 46(1), Chapter D.17 of the <i>Drainage Act R.S.O. 1990</i>.</p> <p>That Councillor _____ and Councillor _____ be appointed as a member of the Skelton Municipal Drain Court of Revision and Councillor _____ be appointed as an alternate to be tentatively scheduled for January 21, 2020, and to be confirmed with the adjoining municipalities.</p> <p>Note: Brandon Widner, P. Eng. Of Spriet Associates & Architects will be providing a presentation with regard to the above report.</p>	17
WCS MB EB RB GB FD AD DK HW	2.	<p>Community and Economic Development Department, Parks and Recreation Division, Report 2019-190, Subject: Presentation of Parks and Recreation Master Plan (Draft)</p> <hr/> <p>That the Parks and Recreation Master Plan, as presented in Community and Economic Development, Parks and Recreation Report 2019-190, Subject: Presentation of Parks and Recreation Master Plan (Draft), be endorsed;</p> <p>That the Director of Community and Economic Development be directed to commence implementation of the recommendations found within the Parks and Recreation Master Plan, including the submission of items for Council approval through the annual capital and operating budget process, and report back annually on implementation progress.</p> <p>Note: MHBC representatives will be providing a presentation with regard to the above report.</p> <p>Note: The complete Parks & Recreation Master Plan (Draft) can be found at the following link: http://portcolborne.ca/page/prmp</p>	81

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.

WCS RB AD	MB GB DK	EB FD HW	3.	<p><u>Motion by Councillor Bagu Re: Grant Monies for Residential Lead- Lined Water Service Replacement</u></p> <p>That staff bring forward a request in the 2020 water/wastewater budget process for the implementation of a 1 year trial grant program for homeowners to receive assistance when replacing their lead / leaking service lines.</p>	-----
WCS RB AD	MB GB DK	EB FD HW	4.	<p><u>Fire and Emergency Services Department, Report 2019-189, Subject: Municipal Establishing and Regulating By-law</u></p> <p>That the proposed by-law be adopted as the City of Port Colborne's Fire Department Establishing and Regulating By-law, and that By-law No. 6606/61/18 be repealed; and</p> <p>That the Mayor and City Clerk be authorized to execute the appropriate documents.</p>	91
WCS RB AD	MB GB DK	EB FD HW	5.	<p><u>Corporate Services Department, Finance Division, Report 2019-177, Subject: Cancellation, Reduction or Refund of Realty Tax</u></p> <p>That the applications pursuant to Section 357/358 of the <i>Municipal Act, 2001</i>, as amended, 2019-07, 2019-08 and 2018-11 be approved to cancel or reduce taxes in the total amount of \$6,028.59.</p>	117
WCS RB AD	MB GB DK	EB FD HW	6.	<p><u>Corporate Services Department, Report 2019-185, Subject: Approval of Spending Limits During the Interval Prior to the Approval of the 2020 Budget Estimates</u></p> <p>That until such time that the 2020 Current Budget is adopted, the following be approved:</p> <ol style="list-style-type: none"> 1. City Departments, Boards, and Agencies be allowed to incur operating costs to a level of 50% of the departmental expenditure of the prior year. 2. New capital items deemed essential by a department be approved by the respective Standing Committee or Board, or Agency and the Council of the City of Port Colborne prior to purchase. 3. That this policy be communicated to all Department Directors, Boards, and Agencies. 	121

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.

WCS RB AD	MB GB DK	EB FD HW	7.	<u>Corporate Services Department, Report 2019-186, Subject: Penalty Charges and Interest Rates for 2020</u> That the Penalty Charges and Interest Charges by-law be adopted to establish the 2020 late payment charges on payments due to the municipality.	123
WCS RB AD	MB GB DK	EB FD HW	8.	<u>Corporate Services Department, Report 2019-187, Subject: 2020 Interim Tax Billing</u> That a by-law be adopted to authorize the 2020 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established.	125
WCS RB AD	MB GB DK	EB FD HW	9.	<u>Corporate Services Department, Report 2019-188, Subject: 2020 Borrowing By-law</u> That Council adopt a by-law to authorize temporary borrowing, as required, of up to \$4,000,000.00 for operating cash flow to meet the current expenditures of the Corporation until property taxes are billed and collected.	127
WCS RB AD	MB GB DK	EB FD HW	10.	<u>Planning and Development Department, Report 2019-192, Subject: Department of Planning and Development 2019 Activity Report</u> That Department of Planning and Development Report 2019-192, 2019 Activity Report be received for information.	129
WCS RB AD	MB GB DK	EB FD HW	11.	<u>Engineering and Operations Department, Operations Division, Report 2019-193, Subject: Port Colborne Drinking Water Quality Management System (DWQMS) Re-accreditation Audit</u> That Engineering and Operations Department Report 2019-193, Port Colborne Drinking Water Quality Management System Re-accreditation Audit be received for information.	135
Miscellaneous Correspondence					
WCS RB AD	MB GB DK	EB FD HW	12.	<u>Juli Longaphie, Main Street BIA Secretary Re: Main Street Business Improvement Area - Appointment of Board Members</u> That Stephen Williams, Marsha Cox, and Dee Tilbrook be appointed to the Main Street Business Improvement Area Board for a term ending December 31, 2022.	139

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.

WCS	MB	EB	13.	<u>Memorandum from Nancy Giles, Executive Assistant Re: Report from Grant Policy Committee – Policy and Application Changes</u>	141
RB	GB	FD			
AD	DK	HW		That the memorandum from Nancy Giles, Executive Assistant on behalf of the Grant Policy Committee Re: Report from the Grant Policy Committee – Policy and Application changes, be received; and That Council approve the request from the Grant Policy Committee regarding changes to the Grant Policy and Grant Application.	
WCS	MB	EB	14.	<u>Region of Niagara Re: Analysis of Niagara Region’s Role in Tourism (ED Report 12-2019)</u>	157
RB	GB	FD			
AD	DK	HW		That the correspondence received from the Region of Niagara Re: Analysis of Niagara Region’s Role in Tourism, be received for information; and That the Economic Development Officer to provide comment to the Niagara Region.	
WCS	MB	EB	15.	<u>Niagara Regional Housing Re: Niagara Regional Housing Quarterly Report – July 1 to September 30, 2019</u>	169
RB	GB	FD			
AD	DK	HW		That the correspondence received from the Region of Niagara Re: Niagara Regional Housing Quarterly Report – July 1 to September 30, 2019, be received for information.	
Outside Resolutions – Requests for Endorsement					
WCS	MB	EB	16.	<u>Township of Wainfleet Re: Municipal Liability and Insurance Costs</u>	189
RB	GB	FD			
AD	DK	HW		That the resolution received from the Township of Wainfleet Re: Municipal Liability and Insurance Costs, be received for information.	
Responses to City of Port Colborne Resolutions					
Nil.					

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.

Canadian Niagara Power Port Colborne - General Update

THE CITY OF PORT COLBORNE
CITY COUNCIL MEETING
DECEMBER 9, 2019



CANADIAN NIAGARA POWER INC.
A **FORTIS** ONTARIO
Company

Agenda



CANADIAN NIAGARA POWER INC.

A FORTIS ONTARIO
Company

- October 31 Major Weather Event
- System Reliability
- Recent CNPI Port Colborne System Enhancements
- System Investment
- Operating & Maintenance Programs
- Customer Communication Enhancements

System Reliability

Major Wind Event Halloween



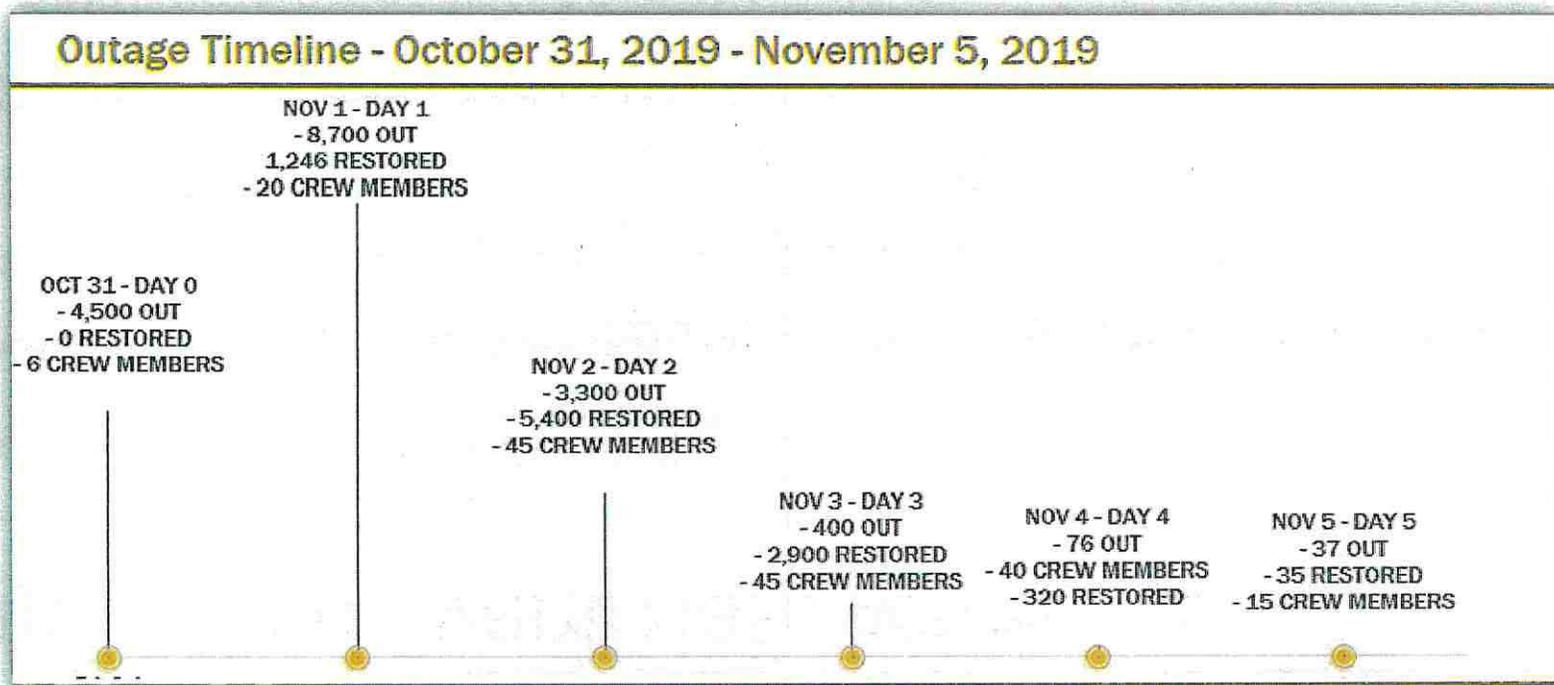
CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO
Company

- Commenced October 31 Approximately 19:00
- Winds in excess of 130 km /hour were realized in the CNPI service territory
- At the height of the storm 8,700 Customers were without power (33% of CNPI's Customer Base)
- 42 Broken poles occurred that required replacement
- Over 450 work orders issued in the 5 days
- Received approximately 3,000 calls

System Reliability Major Wind Event Halloween



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO Company



System Reliability Annual Port Colborne YTD



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO Company

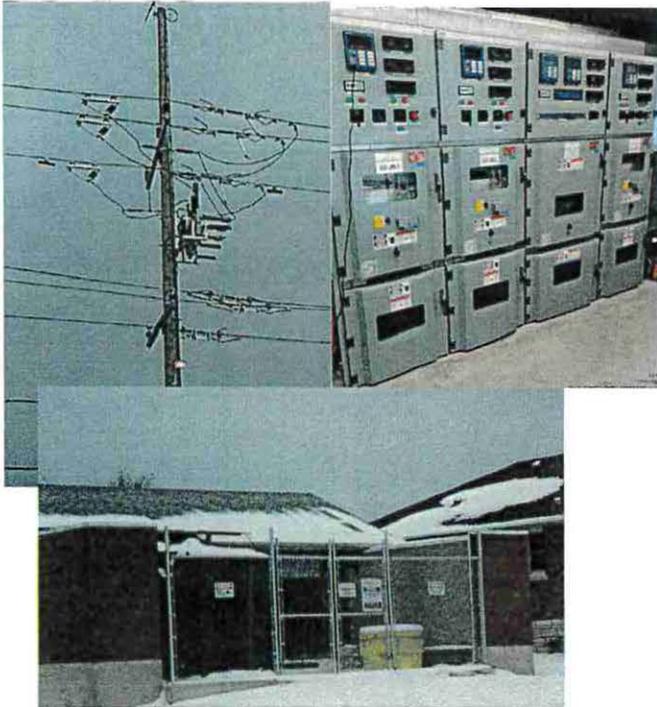
Customer Affected	Customer Hours	YTD May	Customer count	SAIFI YTD	SAIDI YTD
21152.00	29248.96	2017	9205	2.30	3.18
24420.00	17,691.73	2018	9210	2.65	1.92
12551.00	19,589.95	2019	9210	1.36	2.13

- Weather- Wind /Lightning
- Wildlife
- Emerald Ash Borer Infestation
- Equipment failure

System Investment



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO
Company



- Line Rebuilds - Jefferson Area
 - Distribution Automation- 17 Automated Devices Implementation Q3 2020
 - Wildlife Equipment Protection - Initiated
 - Substation Jefferson St. Stn .Renewal
- Approximately \$4,000,000 2019 Investment In Port Colborne Service Area

Customer Communication



CANADIAN NIAGARA POWER INC.

A FORTIS ONTARIO
Company

Two significant projects currently underway:

- *Customer self-help portal*
 - Scheduled for February, 2020 launch
- *Customer outage notifications*
 - Scheduled for Q1, 2020 launch

Customer Self-Help Portal



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO Company

Online payment

Payment history

Historical consumption

Update personal info

The screenshot displays the Fortis Ontario Customer Self-Help Portal interface. At the top, there are logos for FORTIS ONTARIO, Algoma Power Inc., Cornwall Electric, CANADIAN NIAGARA POWER INC., and Eastern Ontario. The main content area includes a navigation sidebar on the left with icons for Home, Bills & Payment, Transactions, Usage, Smart Meter, Compare, and Profile. The main content area is divided into several sections:

- Account Details:** Shows fields for Address, Name, and Balance (\$0.00).
- My Current Bill:** Displays the Current Balance as \$0.00 and a Pay Bill button.
- My Alerts:** A section for notifications.
- My Recent Usage:** A table showing electricity usage for the current and previous bills.
- Why was your consumption more?:** A section for analyzing usage trends.

Usage Period	Usage (KWH)
Usage on your current bill dated 1-Nov-2018	1,410.7 KWH
Usage on your previous bill dated 1-Oct-2018	1,239.4 KWH

Customer Outage Notifications



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO
Company

- When the power goes out, customers simply want to know that CNPI is aware of the problem(s) and doing everything possible to restore service
- Provide customers with current outage information including:
 - Known outage areas
 - Current restoration efforts
 - Notify customers with updates or information regarding their services
- Updates sent to customer in the form of *text-based* messages

Thank You!



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO
Company



Discussion

Report Number: 2019-176

Date: December 9, 2019

SUBJECT: Skelton Municipal Drain Meeting to Consider

1. PURPOSE

This report, prepared by Alana Vander Veen, Drainage Superintendent, and authorized by Chris Lee, Director of Engineering and Operations, is a follow-up to Council direction to proceed to the "Meeting to Consider", regarding the final delivery of the Skelton Municipal Drain Engineer's Report, prepared by Spriet Associates Engineers & Architects. The purpose of this report is to provide Council with the requisite procedure pertaining to the November 25, 2019 Meeting to Consider and the subsequent Court of Revision.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Further to Engineering and Operations Department, Engineering Division Report 2019-176, which presented Council with a history, background and summary of events leading up to the delivery of the final version of the Engineer's Report, the following update is provided.

Following Council's decision, staff completed a mailing of the Engineer's Report and notification to all properties and/or entities in the watershed, that would be affected by this drainage works, stating the date of filing of the Engineer's Report with the City Clerk; the name of the drainage works; and the date and time of the Council meeting at which the Engineer's Report would be considered. This mailing was completed in concert with the Township of Wainfleet and the City of Welland, all as per the requirements of Sections 41(1) & 41(2) of the *Drainage Act R.S.O. 1990* (the Act).

3) STAFF COMMENTS AND DISCUSSIONS

At this meeting, Council will be provided with a verbal presentation by the Engineer of record, Brandon Widner, P. Eng., of Spriet Associates Engineers & Architects, outlining the intricacies of the Skelton drainage works.

The property owners who were notified under Sections 41(1) & 41(2) that choose to attend are to be provided an opportunity to ask questions of the Engineer or express any concerns over the Engineer's Report related to design or any gross errors in the report. Should the Meeting to Consider reveal any errors in the Engineer's Report, Council may refer the report back to the Engineer for reconsideration. However, under no circumstances is Council to refer the Report back to the Engineer regarding assessments. Concerns related to assessment are a function of the Court of Revision, said process to occur within 60 days of the Meeting to Consider.

As per Section 97 of the Act with respect to the Court of Revision, two members are to be appointed by the Council of the City of Port Colborne, one by the Council of the Township of Wainfleet and one by the Council of the City of Welland. A recommendation to that effect is contained in the recommendation section of this report.

An agenda to guide Council through the Meeting to Consider along with key notes will be provided.

4) **OPTIONS AND FINANCIAL CONSIDERATIONS**

a) **Do nothing.**

This is not an option as the City is mandated by the Act to ensure that Municipal Drain Reports are kept up to date for future maintenance.

b) **Other Options**

An up to date Engineer's Report allows for drain maintenance and roadside ditching programs, which allows staff to provide a reasonable level of service moving forward. All administration and financing is borne by the City of Port Colborne as the initiating municipality. Once the report is adopted and the construction is completed, the financing or cost of the project will be expensed to the Township of Wainfleet and City of Welland for their proportionate share, and to the City of Port Colborne property owners, according to the assessment schedule contained in the report. There will, of course, be some assessment to the general levy for City-owned roads and properties within the watershed.

5) **COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

The Municipal Drain Maintenance Strategic Planning is currently in progress. This project is in compliance with all City legislative requirements.

6) **ATTACHMENTS**

Appendix A - Skelton Municipal Drain Engineer's Report
Appendix B - Skelton Municipal Drain Plan

7) **RECOMMENDATION**

That the Mayor and Clerk be directed to execute a by-law to provisionally adopt the Skelton Municipal Drain Engineer's Report, dated October 29, 2019, prepared by Brandon Widner, P. Eng. of Spriet Associates Engineers & Architects, under Section 78, Chapter D.17 of the *Drainage Act R.S.O. 1990*.

That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Court of Revision, as per Section 46(1), Chapter D.17 of the *Drainage Act R.S.O. 1990*.

That Councillor _____ and Councillor _____ be appointed as a member of the Skelton Municipal Drain Court of Revision and Councillor _____ be appointed as an alternate to be tentatively scheduled for January 21, 2020, and to be confirmed with the adjoining municipalities.

8) SIGNATURES

Prepared on November 20, 2019



Alana Vander Veen
Drainage Superintendent

Reviewed by:



Steve Shypowskyj
Acting Director of Engineering &
Operations

Reviewed by:



Amber LaPointe
Acting Director of Corporate Services/
City Clerk

Reviewed and respectfully submitted by:



Peter Senese
Interim Chief Administrative Officer

SKELTON DRAIN
City of Port Colborne



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
E-mail MAIL@SPRIET.ON.CA

SKELTON DRAIN
City of Port Colborne

To the Mayor and Council of
the City of Port Colborne

Mayor and Council:

We are pleased to present our report on the reconstruction of the Skelton Municipal Drain serving parts of Lots 30 to 33, Concession 4 in the (geographic Humberstone) City of Port Colborne Part of Lot 33 Concession 4 in the (geographic Humberstone) City of Welland and parts of Lots 1 to 3, Concession 4 in the Township of Wainfleet. The total watershed area contains approximately 380 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by some of the affected landowners. Spriet Associates London Ltd. was appointed under by-law 5713/144/11, to complete these works.

HISTORY

The Skelton Drain was originally constructed pursuant to a report submitted by G. Ross, P. Eng., dated July 31, 1919 and consisted of approximately 1,507 meters of open ditch construction with all the work being located in the Township of Wainfleet. The drain was later reconstructed downstream in the Township of Humberstone, now the City of Port Colborne, pursuant to a report submitted by J.R. Scott, P.Eng., dated November 3, 1939 and consisted of approximately 2,255 meters of open ditch out letting into the Biederman Drain.

EXISTING DRAINAGE CONDITIONS

A site meeting was held on February 28, 2019 with respect to the project, and through later discussions, the owners reported the following:

- many owners indicated that the drain has not been properly maintained for many years, however some maintenance work was recently completed in the Township of Wainfleet
- the landowner, Triple G Farms Inc., owns multiple properties along the drain and indicated that the lane crossings on their properties were in disrepair and are too narrow for crossing the drain safely with today's larger equipment



EXISTING DRAINAGE CONDITIONS (cont'd)

- multiple residential owners were in attendance and had expressed no issues with the functioning of the drain

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the Skelton Drain outlets into the Biederman Drain, which then outlets into the Welland Canal, and is subject to seasonal water level fluctuations controlled by the Saint Lawrence Seaway Authority and beyond the control of the drain
- that the drain has silted in due to a lack of maintenance over the years and would benefit from a cleanout
- the maintenance work that was completed recently by the Township of Wainfleet in the upper portion to help alleviate some localized flooding, but that portion of the drain would still benefit from a cleanout
- that the culverts on the drain are in disrepair, narrow, or too shallow, and should be replaced
- that several locations along the drain are experiencing erosion due to surface water entering the drain from surface runs.
- that some of the cultivated lands have some grassed buffer but some locations have less than the recommended width

Preliminary design, cost estimates and assessments were prepared and an informal public meeting was held on October 16, 2019 to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. Based on the proposed design it was decided to proceed with the report.

DESIGN CONSIDERATIONS

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

The new road culverts being installed on Nugent Road, Townline Road, and Youngs Road were designed to a 10 - year storm event, and the farm and access culverts were designed to a 2 - year design storm event.

RECOMMENDATIONS

We are therefore recommending the following:

- that the drain be cleaned out for its entire length, from the Biederman Drain in Lot 30, Concession 4 (formerly Humberstone) now the City of Port Colborne, to its upper reach at the lot line between Lot 2 and 3, Concession 4, in the Township of Wainfleet



RECOMMENDATIONS (cont'd)

- that the drain be brushed and cleared of debris for its entire length
- that the excavated material be levelled where specified and left windrowed for the owners who requested to level the excavated material themselves
- that the exposed bank and buffer strips be re-seeded upon completion of the ditch work
- that the existing road culverts under Nugent Road, Townline Road, and Youngs Road be replaced with new, adequately sized C.S.P's
- that the existing farm culverts in the Triple G Farms Inc. property (Roll No. 039-175 and Roll No. 7-033), the S. & M. Thorton property (Roll No. 7-033-10) and the J. & K. Burton property (Roll No. 7-035) be replaced with new C.S.P./H.D.P.E. culverts
- that the multiple surface runs and outlet pipes be protected with quarry stone rip-rap to minimize erosion and sediment to the ditch
- that concrete culverts under Highway No. 58, be cleaned through and included as part of the drain for future maintenance purposes
- that the waterlevels in the drain will vary depending on the Seaway Authority and are not controlled by the cleanout

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

There is a significant wetland within and adjacent the affected watershed area and south of the route of the drain, this is referred to as the Wainfleet Bog Wetland Complex. There are records of species in the area which are noted as a special concern, those being Grass Pickerel, Eastern Ribbonsnake, and Massasauga Rattlesnake.

This project has been reviewed by the Fisheries Protection Program of Fisheries & Oceans Canada, File Number (19-HCAA-00277) and recommended the following be incorporated into the project:

Sta 0+000 – Sta 1+000 (Biederman Drain to Nugent Road) – Class C Classification

- Conduct a staged cleanout in the C portion of the drain so that fish will have refuge spots during the works
- Incorporate 1-2 refuge pools/sediment traps in this portion
- Work in the dry or during periods of low flow
- Ensure floodplain connection is maintained by leaving adjacent terrestrial vegetation



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

Sta 1+000 – Sta 3+860 (Nugent Road to Upstream Limit) – Class F Classification

- Conduct in-water undertakings and activities during periods of low flow
- Limit the duration of in-water works, undertakings and activities so that it does not diminish the ability of fish to carry out one or more of their life processes (spawning, rearing, feeding, migrating)
- Implement erosion and sediment control plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity.

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- a cleanout of the ditch bottom only has been specified so that the existing bank vegetation is not disturbed. However, where the existing banks are unstable, or may become unstable, they are to be re-sloped and seeded as noted on the plans
- a 3-meter-wide grassed buffer strip between the top of the bank and any adjacent cultivated lands on the working side of the ditch is to be incorporated and/or be constructed in accordance with the attached plans
- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch

It is to be noted that both the existing and newly vegetated banks as well as the existing natural and newly created buffer strips along each side of the ditch are permanent parts of the Skelton Municipal Drain and shall not be disturbed or destroyed.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 3,860 lineal meters of open ditch cleanout including quarry stone rip-rap bank protection, bank seeding, construction of farm and road culverts, and sediment basins.

The following is a summary of the work to be completed on each individual property:

Sta. 0+000 – Sta. 0+356 Unopened Road Allowance/ E. Barevich (Roll No. 039-151)

- Work to be completed from the north side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (2 locations)
- 1 refuge pool/sediment trap in this portion
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips



SUMMARY OF PROPOSED WORK (cont'd)Sta. 0+356 – Sta. 0+400 Highway 58

- Clean through existing 3m span concrete culvert under Highway No. 58
- Excavated material to be removed and disposed of off site

Sta. 0+400 – Sta. 1+000 Nugent Road

- Work to be completed from West side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (2 locations)
- 1 refuge pool/sediment trap in this portion
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips
- Remove and dispose of existing road culvert
- Installation of 16m – 1800mm dia. C.S.P culvert as new road culvert

Sta. 1+000 – Sta. 1+405 J. Li (Roll No. 039-170)

- Work to be completed from the South side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (4 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips

Sta. 1+405 – Sta. 1+613 Triple G Farms Inc (Roll No.039-175)

- Work to be completed from the North side
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (2 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Remove and dispose of existing farm culvert
- Installation of 16m -1500mm dia. C.S.P culvert as new farm culvert

Sta. 1+613 – Sta. 1+810 J. Borkovsky (Roll No. 039-181-01)

- Work to be completed from the North side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips

Sta. 1+810 – Sta. 1+830 Unopened Road Allowance

- Work to be completed from the North side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips



SUMMARY OF PROPOSED WORK (cont'd)Sta. 1+830 – Sta. 2+255 Triple G Farms Inc (Roll No. 039-178-00)

- Work to be completed from the North side
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (7 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips

Sta. 2+255 – Sta. 2+275 Townline Road

- Remove and dispose of existing road culvert
- Installation of 16m – 1500mm dia. C.S.P culvert as new road culvert

Sta. 2+275 – Sta. 2+697 Besthome Farms Inc. (Roll No 007-032)

- Work to be completed from the North side
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (6 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips

Sta. 2+697 – Sta. 2+717 Youngs Road

- Remove and dispose of existing road culvert
- Installation of 16m – 1200mm dia. C.S.P culvert as new road culvert

Sta. 2+717 – Sta. 2+934 Triple G Farms Inc (Roll No. 007-033) / Youngs Road

- Work to be completed from the West South side
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Remove and disposed of existing culvert
- Installation of 24m - 900mm dia. C.S.P culvert as new farm entrance / road turnaround
existing concrete blocks to be salvaged and left for owner

Sta. 2+934 – Sta. 3+022 S. & M. Thornton (Roll No. 007-033-10) / Youngs Road

- Work to be completed from East side / Youngs Roads
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated materials to be hauled and left for adjacent owner Triple G Farms Inc. (Roll No.007-033)
- Seeding of ditch banks and buffer strips
- Remove and disposed of existing entrance culvert
- Installation of 14m - 900mm dia. C.S.P culvert as new entrance

Sta. 3+022 – Sta. 3+658 Triple G Farms Inc (007-033-00)/ Youngs Road

- Work to be completed from West / South sides
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (2 locations)
- Remove and dispose of existing culvert
- Installation of 14m - 900mm dia. C.S.P culvert as new farm culvert



SUMMARY OF PROPOSED WORK (cont'd)

Sta. 3+658 – Sta. 3+860 *J. & K. Burton (Roll No. 007-035-00)*

- Work to be completed from South side
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (2 locations)
- Remove and dispose of existing culvert
- Installation of 12m - 525mm dia. H.D.P.E. culvert as new farm culvert

SCHEDULES

Four schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, Schedule 'C' - Assessment for Construction, and Schedule 'D' - Assessment for Maintenance.

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 240,000.00. This estimate includes engineering and administrative costs associated with this project. The estimated cost in the City of Port Colborne is \$ 129,910.00 and the estimated cost in the Township of Wainfleet is \$ 110,090.00.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No.'s 1 and 2, Job No. 219039, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain.

The amounts granted are based on the following:

- a) for open ditch work with excavated material levelled adjacent to drain - \$4,647.00/ha.
- b) for open ditch work through bush with excavated material levelled adjacent to drain - \$2,500.00/ha.

These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



ALLOWANCES (cont'd)

RIGHT-OF-WAY Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$25,000.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands, is deemed to have already been granted.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

BENEFIT as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

OUTLET liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments were then extracted from each section.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands.



ASSESSMENT (cont'd)

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet and for special assessments as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Ministry of Transportation being the increased cost to the drainage work for cleaning through the existing concrete culvert across their road allowance on the Drain due to the construction and operation of Highway No. 58. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Span	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
3m Span Conc. Culvert	\$12,500.00	\$5,000.00	\$440.00	\$17,940.00

The above special assessments shall not apply for future maintenance purposes.

If the Ministry of Transportation elects to perform the work themselves, the above Special Assessment shall be reduced by \$12,500.00. Otherwise this portion of the work shall be included in the general contract.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the City of Port Colborne being the increased cost to the drainage work for installing a C.S.P. pipe across their road allowance on the Drain due to the construction and operation of Nugent Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Size	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
1800mm dia.	\$20,700.00	\$4,200.00	\$620.00	\$25,520.00

The above special assessments shall not apply for future maintenance purposes.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the City of Port Colborne and the Township of Wainfleet being the increased cost to the drainage work for installing a C.S.P. culvert across their road allowance on the Drain due to the construction and operation of Townline Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:



SPECIAL ASSESSMENT (cont'd)

Size	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
1500mm dia.	\$18,400.00	\$4,200.00	\$580.00	\$23,180.00

The Special Assessment to Townline Road shall be borne equally by both the Township of Wainfleet and the City of Port Colborne as shown in Schedule 'C' - Assessment for Construction.

The above special assessments shall not apply for future maintenance purposes.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Wainfleet being the increased cost to the drainage work for installing a C.S.P. culvert across their road allowance on the Drain due to the construction and operation of Youngs Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Size	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
1200mm dia.	\$14,900.00	\$4,200.00	\$480.00	\$19,580.00

The above special assessments shall not apply for future maintenance purposes.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments. There is a second crossing shown on Triple G Farms Inc (Roll No. 7-033) which is shown separately and does not receive agricultural grant.

MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

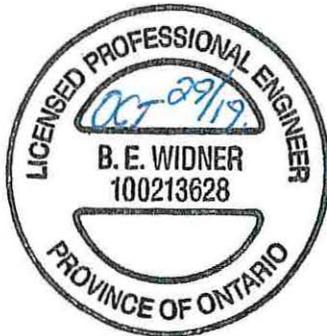
MAINTENANCE (cont'd)

After completion, the portion of the Skelton Drain located within the City of Port Colborne shall be maintained by the City of Port Colborne and the portion of the Skelton Drain located within the Township of Wainfleet shall be maintained by the Township of Wainfleet at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Special Assessments shall **not** be pro-rated for future maintenance purposes.

Repairs or improvements to any road culvert or bridge or sub-surface road crossing required by the performance of this work and for future repair and/or replacement, shall be the responsibility of the applicable Road Authority, entirely at their cost.

After completion, the new farm culverts constructed under this report shall be maintained by their respective municipality at the expense of all upstream lands and roads assessed in the following in the following manner, maintenance repair or replacement costs shall be levied 50% to the affected owner and the remainder shall be pro-rated over the upstream outlet assessments.



BW:bv

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

B. Widner, P.Eng.



SCHEDULE 'A' - ALLOWANCES

SKELTON DRAIN

City of Port Colborne

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN					
City of Port Colborne					
4	Pt.29 & 30	39-151 (E. Barevich)	\$	\$ 2,480.00	\$ 2,480.00
4	Pt. 31	39-170 (J. Li)	910.00	2,820.00	3,730.00
4	Pt.31 & 32	39-175 (Triple G Farms Inc.)	470.00	1,450.00	1,920.00
4	Pt. 32	39-181-01 (J. Borkovsky)	440.00	890.00	1,330.00
4	Pt. 33	39-178 (Triple G Farms Inc.)	960.00	2,960.00	3,920.00
Total Allowances			\$ 2,780.00	\$ 10,600.00	\$ 13,380.00
TOTAL ALLOWANCES IN THE City of Port Colborne					\$ 13,380.00
Township of Wainfleet					
4	Pt. 1	7-032 (Bestholme Farms Inc.)	\$ 950.00	\$ 2,940.00	\$ 3,890.00
4	Pt. 2	7-033 (Triple G Farms Inc.)	650.00	2,010.00	2,660.00
4	Pt. 2	7-035 (J. & K. Burton)	450.00	1,410.00	1,860.00
Total Allowances			\$ 2,050.00	\$ 6,360.00	\$ 8,410.00
TOTAL ALLOWANCES IN THE Township of Wainfleet					\$ 8,410.00
TOTAL ALLOWANCES ON THE SKELTON DRAIN					\$ 21,790.00

SKELTON DRAIN

City of Port Colborne

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

MAIN DRAIN

Sta. 0+000 - Sta 3+860

Mechanical brushing & clearing of trees on one side for excavation work
(Approx. 3860m) \$ 9,000.00

3860 meters of open ditch cleanout including two sediment basins/refuge pools \$ 24,000.00

Levelling of excavated material beside ditch (where specified)
(Approx. 1150m) \$ 2,500.00

Seeding of ditch banks and buffer strips (Approx 12000m²) \$ 5,000.00

Sta. 0+367 - Sta 0+387

Clean through the Highway No.58 Culvert to grade including removal
and disposal of excavated material and traffic control. \$ 12,500.00

Construct the following helical corrugated aluminized steel pipe as new road / farm culvert
including removal of existing C.S.P.'s and disposal of excess material where required

Sta. 0+983 - Sta 0+999 (Nugent Road)

Supply & delivery of 16m - 1800mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 10,600.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material including traffic control \$ 8,000.00

Supply and installation of quarry stone riprap (Approx. 14m³ Q.S. required) \$ 2,100.00

Sta. 1+410 - Sta 1+426 (Triple G Farms Inc.)

Supply & delivery of 14m - 1500mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 7,500.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material \$ 6,300.00

Supply and installation of quarry stone riprap (Approx. 12m³ Q.S. required) \$ 1,800.00

Sta. 2+257 - Sta 2+273 (Townline Road)

Supply & delivery of 16m -1500mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 8,600.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material including traffic control \$ 8,000.00

Supply and installation of quarry stone riprap (Approx. 12m³ Q.S. required) \$ 1,800.00

Sta. 2+699 - Sta 2+715 (Young Road)

Supply & delivery of 16m - 1200mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 6,600.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material including traffic control \$ 6,800.00

Supply and installation of quarry stone riprap (Approx. 10m³ Q.S. required) \$ 1,500.00

Sta. 2+891 - Sta 2+915 (Triple G Farms Inc.)

Supply & delivery of 24m - 900mm dia, 2.8mm thick, 68mm x 13mm cor. \$ 6,000.00

Installation of pipe including supply and installation of bedding and backfill material
and disposal of any unacceptable material including salvaging existing conc. blocks \$ 6,000.00

Supply and installation of quarry stone riprap (Approx. 8m³ Q.S. required) \$ 1,200.00

SKELTON DRAIN

City of Port Colborne

MAIN DRAIN (cont'd)

Sta. 2+968 - Sta 2+982 (S. & M. Thorton)	
Supply & delivery of 14m - 900mm dia, 2.8mm thick, 68mm x 13mm cor.	\$ 3,500.00
Installation of pipe including supply and installation of bedding and backfill material and disposal of any unacceptable material including traffic control	\$ 3,900.00
Supply and installation of quarry stone riprap (Approx. 8m ³ Q.S. required)	\$ 1,200.00
Sta. 3+474 - Sta 3+488 (Triple G Farms Inc.)	
Supply & delivery of 14m - 900mm dia, 2.8mm thick, 68mm x 13mm cor.	\$ 3,500.00
Installation of pipe including supply and installation of bedding and backfill material and disposal of any unacceptable material	\$ 3,500.00
Supply and installation of quarry stone riprap (Approx. 8m ³ Q.S. required)	\$ 1,200.00
Sta. 3+844 - Sta 3+856 (J. & K. Burton)	
Supply & delivery of 12m - 525mm dia. H.D.P.E. pipe	\$ 1,000.00
Installation of pipe including supply and installation of bedding and backfill material and disposal of any unacceptable material	\$ 1,800.00
Supply and installation of quarry stone riprap (Approx. 6m ³ Q.S. required)	\$ 900.00
Sta. 0+000 - Sta. 3+860	
Protect existing outlets entering ditch with quarry stone as noted on drawings (Approx. 27 locations & 40m ³ quarry stone required)	\$ 6,500.00
Sta 2+934 - Sta. 3+022	
Hauling of excavated material to adjacent landowner	\$ 600.00
Exposing and locating existing utilities	\$ 2,000.00
Contingency	\$ 7,500.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 21,790.00
ADMINISTRATION	
Interest and Net Harmonized Sales Tax	\$ 5,310.00
Survey, Plan and Final Report	\$ 29,900.00
Expenses	\$ 3,600.00
Supervision and Final Inspection	\$ 6,500.00
TOTAL ESTIMATED COST	\$ 240,000.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

SKELTON DRAIN

City of Port Colborne

Job No. 219039

October 29, 2019

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN						
City of Port Colborne						
<i>(Geographic Humberstone)</i>						
4	Pt.29 & 30	5.7	39-151 (E. Barevich)	\$ 2,890.00	\$ 59.00	\$ 2,949.00
4	Pt. 31	3.0	39-168 (C. Gravel-Willie)		205.00	205.00
4	Pt. 31	1.1	39-169 (D. Kolacz)		75.00	75.00
4	Pt. 31	37.5	39-170 (J. Li)	5,570.00	1,501.00	7,071.00
4	Pt. 31	1.2	39-170-01 (2466739 Ontario Inc.)		108.00	108.00
4	Pt. 31	6.9	39-171 (Macro Industries Corp.)		627.00	627.00
4	Pt. 31	4.1	39-174 (B. White)		93.00	93.00
4	Pt.31 & 32	48.1	39-175 (Triple G Farms Inc.)	11,830.00	3,194.00	15,024.00
4	Pt. 32	18.4	39-177 (Triple G Farms Inc.)		1,430.00	1,430.00
4	Pt. 32	14.4	39-181-01 (J. Borkovsky)	2,710.00	560.00	3,270.00
4	Pt. 32	1.8	38-287-01 (J. Borkovsky)		70.00	70.00
4	Pt. 32	1.9	38-287-02 (Triple G. Farms Inc.)		65.00	65.00
4	Pt. 33	66.8	39-178 (Triple G Farms Inc.)	5,850.00	6,195.00	12,045.00
4	Pt. 33	0.8	39-180 (W. Johnston)		123.00	123.00
4	Pt. 33	2.5	39-181 (J. Sardo)		384.00	384.00
4	Pt. 33	3.8	38-287 (Triple G Farms Inc.)		269.00	269.00
TOTAL ASSESSMENT ON LANDS				\$ 28,850.00	\$ 14,958.00	\$ 43,808.00
Con. 3/4 Unopened		2.5	City of Port Colborne	\$ 2,890.00	\$ 183.00	\$ 3,073.00
Highway No.58		4.8	Ministry of Transportation	5,010.00	694.00	5,704.00
Nugent Road		1.3	City of Port Colborne	4,650.00	207.00	4,857.00
Lot 32/33 Unopened		3.5	City of Port Colborne	280.00	289.00	569.00
Townline Road (50%)		1.8	City of Port Colborne	140.00	629.00	769.00
TOTAL ASSESSMENT ON ROADS				\$ 12,970.00	\$ 2,002.00	\$ 14,972.00
SPECIAL ASSESSMENT against the Ministry of Transportation for the increased cost of cleaning through their concrete culvert on Highway No.58						\$ 17,940.00
SPECIAL ASSESSMENT against the City of Port Colborne for the increased cost of installing 1800mm dia. C.S.P. under Nugent Road						\$ 25,520.00
SPECIAL ASSESSMENT against the City of Port Colborne for their portion for the increased cost of installing a 1500mm Dia. C.S.P. under Townline Road						\$ 11,590.00
TOTAL ASSESSMENT IN THE CITY OF PORT COLBORNE						\$ 113,830.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

SKELTON DRAIN
City of Port Colborne

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN (cont'd)						
City of Welland						
<i>(Geographic Humberstone)</i>						
4	Pt. 33	9.0	2-075 (Triple G. Farms Inc.)	\$	\$ 926.00	\$ 926.00
TOTAL ASSESSMENT ON LANDS				\$	\$ 926.00	\$ 926.00
Townline Road (50%)		0.2	City of Welland	\$	\$ 74.00	\$ 74.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 74.00	\$ 74.00
TOTAL ASSESSMENT IN THE CITY OF WELLAND						\$ 1,000.00
Township of Wainfleet						
4	Pt. 1	0.8	7-029-01 (A. Timmerman)	\$	\$ 149.00	\$ 149.00
4	Pt. 1	1.8	7-029-02 (J. & D. Dobrindt)	480.00	329.00	809.00
4	Pt. 1	18.5	7-029-04 (Triple G. Farms Inc.)	1,270.00	3,314.00	4,584.00
4	Pt. 1	8.2	7-030 (M. & Mi. Petrisic & N. Stojkovic)		1,458.00	1,458.00
4	Pt. 1	0.3	7-031 (R. Scott)		89.00	89.00
4	Pt. 1	43.5	7-032 (Bestholme Farms Inc.)	4,070.00	6,863.00	10,933.00
4	Pt. 1	2.0	7-001-01 (Management Board Secretariat)		130.00	130.00
4	Pt. 2	4.5	7-029 (N. D'Aurizio)		1,096.00	1,096.00
4	Pt. 2	35.9	7-033 (Triple G Farms Inc.)	10,788.00	16,390.00	27,178.00
			Non- Grantable	9,740.00		9,740.00
4	Pt. 2	0.9	7-033-10 (S. & M. Thornton)	5,565.00	310.00	5,875.00
4	Pt. 2	1.0	7-034-01 (A. & H. Skrubbletrang)		582.00	582.00
4	Pt. 2	0.5	7-034-04 (T. & C. Pahowski)		318.00	318.00
4	Pt. 2	16.0	7-035 (J. & K. Burton)	5,010.00	9,162.00	14,172.00
TOTAL ASSESSMENT ON LANDS				\$ 36,923.00	\$ 40,190.00	\$ 77,113.00
Townline Road (50%)		2.0	Township of Wainfleet	\$ 140.00	\$ 706.00	\$ 846.00
Youngs Road		3.4	Township of Wainfleet	10,888.00	5,153.00	16,041.00
TOTAL ASSESSMENT ON ROADS				\$ 11,028.00	\$ 5,859.00	\$ 16,887.00
SPECIAL ASSESSMENT against the Township of Wainfleet for their portion for the increased cost of installing a 1500mm Dia. C.S.P. under Townline Road						\$ 11,590.00
SPECIAL ASSESSMENT against the Township of Wainfleet for the increased cost of installing 1200mm dia. C.S.P. under Youngs Road						\$ 19,580.00
TOTAL ASSESSMENT IN THE Township of Wainfleet						\$ 125,170.00
TOTAL ASSESSMENT ON THE SKELTON DRAIN						\$ 240,000.00

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

SKELTON DRAIN

City of Port Colborne

Job No. 219039

October 29, 2019

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
MAIN DRAIN				
City of Port Colborne				
<i>(Geographic Humberstone)</i>				
4	Pt.29 & 30	5.7	39-151 (E. Barevich)	1.5 %
4	Pt. 31	3.0	39-168 (C. Gravel-Willie)	0.2
4	Pt. 31	1.1	39-169 (D. Kolacz)	0.1
4	Pt. 31	37.5	39-170 (J. Li)	4.4
4	Pt. 31	1.2	39-170-01 (2466739 Ontario Inc.)	0.1
4	Pt. 31	6.9	39-171 (Macro Industries Corp.)	0.6
4	Pt. 31	4.1	39-174 (B. White)	0.1
4	Pt.31 & 32	48.1	39-175 (Triple G Farms Inc.)	4.8
4	Pt. 32	18.4	39-177 (Triple G Farms Inc.)	1.5
4	Pt. 32	14.4	39-181-01 (J. Borkovsky)	2.0
4	Pt. 32	1.8	38-287-01 (J. Borkovsky)	0.1
4	Pt. 32	1.9	38-287-02 (Triple G. Farms Inc.)	0.1
4	Pt. 33	66.8	39-178 (Triple G Farms Inc.)	9.4
4	Pt. 33	0.8	39-180 (W. Johnston)	0.1
4	Pt. 33	2.5	39-181 (J. Sardo)	0.4
4	Pt. 33	3.8	38-287 (Triple G Farms Inc.)	0.3
				=====
TOTAL ASSESSMENT ON LANDS				25.7 %
				=====
Con. 3/4 Unopened		2.5	City of Port Colborne	1.8 %
Highway No.58		4.8	Ministry of Transportation	3.5
Nugent Road		1.3	City of Port Colborne	2.7
Lot 32/33 Unopened		3.5	City of Port Colborne	0.5
Townline Road (50%)		1.8	City of Port Colborne	0.7
				=====
TOTAL ASSESSMENT ON ROADS				9.2 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE IN THE CITY OF PORT COLBORNE				<u>34.9 %</u>

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

SKELTON DRAIN
City of Port Colborne

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST	
City of Welland					
<i>(Geographic Humberstone)</i>					
4	Pt. 33	9.0	2-075 (Triple G. Farms Inc.)	1.0 %	
				=====	
TOTAL ASSESSMENT ON LANDS				1.0 %	
				=====	
Townline Road (50%)		0.2	City of Welland	0.1 %	
				=====	
TOTAL ASSESSMENT ON ROADS				0.1 %	
				=====	
TOTAL ASSESSMENT FOR MAINTENANCE IN THE CITY OF WELLAND				1.1 %	
<hr/>					
Township of Wainfleet					
4	Pt.	1	0.8	7-029-01 (A. Timmerman)	0.2 %
4	Pt.	1	1.8	7-029-02 (J. & D. Dobrindt)	0.6
4	Pt.	1	18.5	7-029-04 (Triple G. Farms Inc.)	4.1
4	Pt.	1	8.2	7-030 (M. & Mi. Petrisic & N. Stojkovic)	1.5
4	Pt.	1	0.3	7-031 (R. Scott)	0.1
4	Pt.	1	43.5	7-032 (Bestholme Farms Inc.)	9.2
4	Pt.	1	2.0	7-001-01 (Management Board Secretariat)	0.1
4	Pt.	2	4.5	7-029 (N. D'Aurizio)	1.1
4	Pt.	2	35.9	7-033 (Triple G Farms Inc.)	20.1
4	Pt.	2	0.9	7-033-10 (S. & M. Thornton)	3.2
4	Pt.	2	1.0	7-034-01 (A. & H. Skrubbletrang)	0.6
4	Pt.	2	0.5	7-034-04 (T. & C. Pahowski)	0.3
4	Pt.	2	16.0	7-035 (J. & K. Burton)	10.9
				=====	
TOTAL ASSESSMENT ON LANDS				52.0 %	
				=====	
Townline Road (50%)		2.0	Township of Wainfleet	0.8 %	
Youngs Road		3.4	Township of Wainfleet	11.2	
				=====	
TOTAL ASSESSMENT ON ROADS				12.0 %	
				=====	
TOTAL ASSESSMENT FOR MAINTENANCE IN TOWNSHIP OF WAINFLEET				64.0 %	
				=====	
TOTAL ASSESSMENT FOR MAINTENANCE ON THE SKELTON DRAIN				100.0 %	
				=====	

SCHEDULE OF NET ASSESSMENT

SKELTON DRAIN

City of Port Colborne

(FOR INFORMATION PURPOSES ONLY)

Job No. 219039

October 29, 2019

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
City of Port Colborne				
39-151 (E. Barevich)	\$ 2,949.00	\$ 983.00	\$ 2,480.00	\$ -514.00
39-168 (C. Gravel-Willie)	205.00	68.00		137.00
* 39-169 (D. Kolacz)	75.00			75.00
39-170 (J. Li)	7,071.00	2,357.00	3,730.00	984.00
* 39-170-01 (2466739 Ontario Inc.)	108.00			108.00
* 39-171 (Macro Industries Corp.)	627.00			627.00
* 39-174 (B. White)	93.00			93.00
39-175 (Triple G Farms Inc.)	15,024.00	5,008.00	1,920.00	8,096.00
39-177 (Triple G Farms Inc.)	1,430.00	477.00		953.00
* 39-181-01 (J. Borkovsky)	3,270.00		1,330.00	1,940.00
* 38-287-01 (J. Borkovsky)	70.00			70.00
38-287-02 (Triple G. Farms Inc.)	65.00	22.00		43.00
39-178 (Triple G Farms Inc.)	12,045.00	4,015.00	3,920.00	4,110.00
* 39-180 (W. Johnston)	123.00			123.00
* 39-181 (J. Sardo)	384.00			384.00
38-287 (Triple G Farms Inc.)	269.00	90.00		179.00
* Con. 3/4 Unopened	3,073.00			3,073.00
* Highway No.58	5,704.00			5,704.00
* Special Assessment	17,940.00			17,940.00
* Nugent Road	4,857.00			4,857.00
* Special Assessment	25,520.00			25,520.00
* Lot 32/33 Unopened	569.00			569.00
* Townline Road (50%)	769.00			769.00
* Special Assessment	11,590.00			11,590.00
City of Welland				
2-075 (Triple G. Farms Inc.)	926.00	309.00		617.00
Townline Road (50%)	74.00			74.00

SCHEDULE OF NET ASSESSMENT (cont'd)

SKELTON DRAIN
City of Port Colborne

* = Non-agricultural

	ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
Township of Wainfleet					
*	7-029-01 (A. Timmerman)	149.00			149.00
*	7-029-02 (J. & D. Dobrindt)	809.00			809.00
	7-029-04 (Triple G. Farms Inc.)	4,584.00	1,528.00		3,056.00
*	7-030 (M. & Mi. Petrisic & N. Stojkovic)	1,458.00			1,458.00
*	7-031 (R. Scott)	89.00			89.00
	7-032 (Bestholme Farms Inc.)	10,933.00	3,644.00	3,890.00	3,399.00
*	7-001-01 (Management Board Secretariat)	130.00			130.00
	7-029 (N. D'Aurizio)	1,096.00	365.00		731.00
	7-033 (Triple G Farms Inc.)	27,178.00	9,059.00	2,660.00	15,459.00
*	Non- Grantable	9,740.00			9,740.00
*	7-033-10 (S. & M. Thornton)	5,875.00			5,875.00
*	7-034-01 (A. & H. Skrubbletrang)	582.00			582.00
*	7-034-04 (T. & C. Pahowski)	318.00			318.00
	7-035 (J. & K. Burton)	14,172.00	4,724.00	1,860.00	7,588.00
*	Townline Road (50%)	846.00			846.00
*	Special Assessment	11,590.00			11,590.00
*	Youngs Road	16,041.00			16,041.00
*	Special Assessment	19,580.00			19,580.00
TOTALS		\$ 240,000.00	\$ 32,649.00	\$ 21,790.00	\$ 185,561.00

SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS

GENERAL INDEX

SECTION A	General Conditions	Pages 1 to 9
SECTION B	Open Drain	Pages 10 to 12
SECTION C	Tile Drain	Pages 13 to 18
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL CONDITIONS

INDEX

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
A.1 SCOPE.....	1
A.2 TENDERS.....	1
A.3 DRAWINGS AND SPECIFICATIONS.....	1
A.4 PAYMENT.....	1
A.5 SUPERINTENDENT.....	1
A.6 COMMENCEMENT AND COMPLETION OF WORK.....	2
A.7 WORKING AREA AND ACCESS.....	2
A.8 SUPERVISION.....	2
A.9 INSPECTION.....	2
A.10 ALTERATIONS AND ADDITIONS.....	2
A.11 MAINTENANCE	3
A.12 INSURANCE.....	3
A.13 LIMITATIONS OF OPERATIONS.....	3
A.14 LOSSES.....	3
A.15 SUB-CONTRACTORS.....	3
A.16 PERMITS, NOTICES, LAWS AND RULES.....	3
A.17 ROAD CROSSINGS.....	4
A.18 FENCES.....	6
A.19 LIVESTOCK.....	6
A.20 STANDING CROPS	6
A.21 SURPLUS GRAVEL	6
A.22 RAILWAYS, HIGHWAYS, UTILITIES.....	6
A.23 LOCATION OF UTILITIES.....	7
A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY.....	7
A.25 ERRORS AND UNUSUAL CONDITIONS.....	7
A.26 IRON BARS	7
A.27 STAKES.....	7
A.28 RIP-RAP.....	8
A.29 GABION BASKETS.....	8
A.30 RESTORATION OF LAWNS.....	8
A.31 RESTORATION OF ROADS AND LANEWAYS.....	9

SECTION A

GENERAL CONDITIONS

A.1 SCOPE

The work to be done under this specification consists of supplying all labour, materials and equipment to construct the work as outlined on the drawing(s). In some Municipalities, the Contractor shall supply all materials while in other Municipalities, he shall supply only certain materials. The form of Tender and Agreement lists which materials are to be supplied by the Contractor.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as set out in the Form of Tender and Agreement.

A.3 DRAWINGS AND SPECIFICATIONS

The tenderer must satisfy himself that he understands the meaning and intent of the drawings and specifications before submission of his tender. The standard specifications have been separated into sections for reference purpose only. They shall be considered complementary and, where a project is controlled under one of the sections, the remaining sections will still apply for miscellaneous works. In case of any inconsistency or conflict in the Tender Documents, the following order of precedence shall apply:

- Contract Drawings
- Form of Tender and Agreement
- General Conditions
- Standard Specifications (Open Drain, Tile Drain, Specifications for Municipal Drain Crossing County Roads)
- Standard Drawings

A.4 PAYMENT

Progress payments equal to 87±% of the value of the work done and materials incorporated in the work will be made to the Contractor on the written request of the Contractor to the Engineer. An additional 10±% will be paid 45 days after the final acceptance by the Engineer. Before this payment is released, the Contractor shall provide the Municipality with a Statutory Declaration that all material and/or labour incorporated in the work has been fully paid for, along with a Certificate of Clearance from the Workplace Safety and Insurance Board stating that all compensation has been paid. The Municipality will reserve 3%± of the Contract Price for one year as warranty. After the completion of the work, any part of this reserve may be used to correct defects which may develop within that time from faulty workmanship or material or loose backfill, provided that notice shall first be given to the Contractor and that he may promptly make good such defects, if he desires.

A.5 SUPERINTENDENT

The word "Superintendent", as used hereinafter in these specifications, shall refer to a Drainage Superintendent, appointed by the Municipality. The Superintendent will act as the Engineer's representative. The Superintendent shall have the power to direct the execution of the work and to make any necessary minor adjustments. Adjustments in tile sizes or gradients shall not be made without the approval of the Engineer. Any instructions given by the Superintendent, which changes considerably the proposed work or with which the Contractor does not agree, shall be referred to the Engineer for his decision.

A.6 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions, the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

The Contractor shall give the Engineer and Superintendent a minimum of forty-eight (48) hours notice before commencement of work on any municipal drain. As noted on the plan, he can then arrange for a meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling and other details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

A.7 WORKING AREA AND ACCESS

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

A.8 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.9 INSPECTION

Final inspection by the Engineer will be made within twenty days after he has received notice in writing from the Contractor that the work is complete.

Periodic inspections by the Engineer or Superintendent will be made during the performance of the work. These interim inspections are required to check such items as location of drainage course and structures, tile grades prior to backfilling, backfilling and miscellaneous work items.

A.10 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the drawings or specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the contract shall be increased or decreased as the case may require according to a fair and reasonable valuation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Superintendent, the Contractor, and the Engineer, but in all cases, the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render void the contract. No claim for variations or alterations in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and/or Superintendent and notice of such claims made in writing before commencement of such work. In no case shall the Contractor commence work which he considers to be extra work before receiving the Engineer's and/or Superintendent's approval in writing.

A.11 MAINTENANCE

The Contractor shall repair and make good any damages or faults in the drain that may appear within one year after its completion (as dated on the final completion certificate) as the result of imperfect or defective work done or materials furnished by the Contractor. Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done.

A.12 INSURANCE

- 1) Bodily Injury Liability: The Contractor shall effect and maintain, a Comprehensive General Liability Policy or its equivalent, covering claims for bodily injury, including death arising from and during operations under his Contract whether performed by himself, by a sub-contractor or by anyone directly or indirectly employed by either of them in the sum of \$ 2,000,000.00.
- 2) Property Damage: The Contractor shall effect and maintain Property Damage Liability Insurance to cover his and the sub-contractor's operations in the sum of \$ 1,000,000.00.
- 3) Fire Insurance: The Contractor shall procure fire and extended coverage insurance on the work to 100% of the Contract Amount.
- 4) The following are to be named as co-insured:
 - Successful Contractor
 - Sub-Contractor
 - Municipality
 - Spriet Associates London Limited
- 5) Within 7 days of award of Contract and prior to commencing work, the successful Contractor shall file with the Municipality, a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the work including the making good of faulty work or materials; except that coverage of completed operations liability shall in any event be maintained for twelve (12) months from the date of final completion as certified by the Engineer.

A.13 LIMITATIONS OF OPERATIONS

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry on his operations under the contract on Sundays without permission in writing of the Municipality.

A.14 LOSSES

The Contractor shall take all risks from floods or casualties of any kind.

A.15 SUB-CONTRACTORS

The Contractor shall not sublet the whole or any part of the contract without the approval of the Engineer or Superintendent:

A.16 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall ensure that all necessary permits or licences required for the execution of the work have been obtained (but this shall not include M.T.O. encroachment permits, County Road Permit, permanent easements or rights of servitude). The Contractor shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations (including the Occupational Health and Safety Act) relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expenses incurred by the Contractor shall constitute an addition to the contract price.

A.17 ROAD CROSSINGS

.1 General

- .1 Scope: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 Road Occupancy Permit: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 Road Closure Request and Construction Notification: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 Traffic Control: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.
- .5 Site Meeting/Inspection: A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 Weather: No construction shall take place during inclement weather or periods of poor visibility.
- .7 Equipment: No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 Jacking and Boring

- .1 Material: The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 Installation: The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.

.2 Jacking and Boring (cont'd)

- .4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 Tile Connections: Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 Backfill: Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 Restoration: The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 Acceptance: All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

.3 Open Cut

- .1 Material: The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 Installation: The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 Tile Connections: Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 Backfill: Backfill from the top of the cover material up to the under side of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

.3 Open Cut (cont'd)

The excavated material from the trench beyond a point 1.25 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.18 FENCES

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

A.19 LIVESTOCK

The Contractor shall provide each property owner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

A.20 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

A.21 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.22 RAILWAYS, HIGHWAYS, UTILITIES

A minimum of forty-eight (48) hours notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours notice is required.

A.23 UTILITIES

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials, or if he should fail to make prompt payment to sub-contractors or for material or labour or persistently disregarding laws, ordinances, or the instruction of the Engineer, or otherwise being guilty of a substantial violation of the provisions of the contract, then the Municipality, upon the certification of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the contractor written notice, terminate the employment of the contractor and take possession of the premises and of all materials, tools and appliances, thereon, and complete the work by whatever method the Engineer may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the contract price exceeds the expense of completing the work, including compensation to the Engineer for his additional services, such excess shall be paid to the Contractor. If such expense does not exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. Where a Contractor fails to commence work within seven (7) days of his commencement date as indicated by him on his Tender Form, and such extension of time as allowed due to poor weather or ground conditions, then the Municipality shall have the option, after providing the Contractor with seven (7) days notice of their intention to terminate the contract, award the contract to another Contractor at their discretion by retendering the project, inviting bids or by appointment. The additional costs of the above or retendering, and all other administration costs shall be deducted from the Contractor's bid deposit and the balance, if any, returned to him.

A.25 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual condition which may be found. Any attempt by the Contractor to make changes because of the error or unusual condition on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy a wrong decision on his part shall be borne by the Contractor.

The Engineer shall make the alteration necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project. The contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.26 IRON BARS

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

A.27 STAKES

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.

A.28 RIP-RAP

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone:** shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 : 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete:** may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock:** shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

A.29 GABION BASKETS

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

A.30 RESTORATION OF LAWNS

- .1 **General:** Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil:** Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:

Seeding and sodding	-	minimum depth of 100mm
Gardens	-	minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to contractors operations, imported topsoil from acceptable sources shall be imported at the contractors expense to provide the specified depths. Topsoil shall be uniformly spread, graded and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized and any roots or foreign matter shall be raked up and removed as directed.

.3 Sodding

- .1 **Materials:** Nursery sod to be supplied by the contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer:** Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod:** Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

A.30 **RESTORATION OF LAWNS** (cont'd)

On slopes steeper than 3:1, and in unstable areas, the engineer may direct the contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions.

No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

.4 **Seeding:** Seed to be supplied by the contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the suppliers original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the suppliers recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

.5 **Settlement:** The contractor shall be responsible during the one year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

A.31 **RESTORATION OF ROADS AND LANEWAYS**

.1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.

.2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:

- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
- .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.

SECTION B - OPEN DRAIN

INDEX

<u>SECTION NUMBER</u>		<u>PAGE NUMBER</u>
B.1	PROFILE.....	10
B.2	ALIGNMENT.....	10
B.3	CLEARING AND GRUBBING.....	10
B.4	EXCAVATION.....	10
B.5	EXCAVATED MATERIAL.....	11
B.6	EXCAVATION THROUGH BRIDGES AND CULVERTS.....	11
B.7	PIPE CULVERT.....	11
B.8	MOVING DRAINS OFF ROADS.....	11
B.9	TRIBUTARY OUTLETS.....	12
B.10	SEDIMENT BASINS AND TRAPS.....	12
B.11	SEEDING.....	12

SECTION B**OPEN DRAIN****B.1 PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

B.2 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

B.3 CLEARING AND GRUBBING

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the sideslope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

B.4 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

B.5 EXCAVATED MATERIAL

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoilbank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50:1 unless instructed otherwise. The edge of the spoilbank away from the ditch shall be feathered down to the existing ground; the edge of the spoilbank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

B.7 PIPE CULVERTS

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

B.8 MOVING DRAINS OFF ROADS

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

B.9 TRIBUTARY OUTLETS

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.

B.10 SEDIMENT BASINS AND TRAPS

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

B.11 SEEDING

- .1 **Delivery:** The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding:** Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

Primary Seed (85 kg/ha.):	50% Creeping Red Fescue 40% Perennial Ryegrass 5% White Clover
Nurse Crop	Italian (Annual) Ryegrass at 25% of Total Weight
Fertilizer (300 kg/ha.)	8-32-16
Hydraulic Mulch (2000 kg/ha.)	Type "B"
Water (52,700 litres/ha.)	

Seeding shall not be completed after September 30.

- .3 **Hand Seeding:** Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.

SECTION C - TILE DRAIN

INDEX

<u>SECTION NUMBER</u>		<u>PAGE NUMBER</u>
C.1	PIPE MATERIALS.....	13
C.2	TESTING.....	13
C.3	LINE.....	13
C.4	CLEARING AND GRUBBING.....	14
C.5	PROFILE.....	14
C.6	GRADE.....	14
C.7	EXCAVATION.....	15
C.8	INSTALLATION.....	15
C.9	ROAD AND LANEWAY SUB-SURFACE CROSSINGS.....	16
C.10	BACKFILLING.....	16
C.11	UNSTABLE SOIL.....	16
C.12	ROCKS.....	16
C.13	BROKEN, DAMAGED OR EXCESS TILE.....	16
C.14	TRIBUTARY DRAINS.....	16
C.15	OUTLET PIPES.....	17
C.16	CATCHBASINS AND JUNCTION BOXES.....	17
C.17	BLIND INLETS.....	18
C.18	GRASSED WATERWAY.....	18
C.19	BACKFILLING EXISTING DITCHES.....	18
C.20	RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM.....	18

SECTION CTILE DRAINC.1 PIPE MATERIALS

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified all metal pipe shall be corrugated, rivetted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
 - i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
 - ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.
Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No. 1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection..
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

C.2 TESTING

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tile tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

C.3 LINE

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

C.3 LINE (cont'd)

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed and all broken tile shall be disposed of off site.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15 meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

C.4 CLEARING AND GRUBBING

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

C.5 PROFILE

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

C.6 GRADE

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

C.7 EXCAVATION

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.
- .2 **Scalping:** Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator:** Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation.
Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
 - a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
 - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
 - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch:** Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

C.8 INSTALLATION

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Mirafi 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or superintendent.

C.10 BACKFILLING

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

C.11 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

C.12 ROCKS

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fence line, or such other convenient location as approved by the Landowners(s).

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

C.14 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.

C.14 **TRIBUTARY DRAINS** (cont'd)

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a pre-fabricated adaptor. All other connections shall be made with pre-fabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

C.15 **OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

C.16 **CATCHBASINS AND JUNCTION BOXES**

.1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

.2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.

.3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

.4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

C.16 CATCHBASINS AND JUNCTION BOXES (cont'd)

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.

C.17 BLIND INLETS

Where specified, blind inlets shall be installed along the course of the drain. In accordance with details on the drawings.

C.18 GRASSED WATERWAY

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
- 25% Koket Chewings Fescue
- 30% Rebel Tall Fescue
- 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

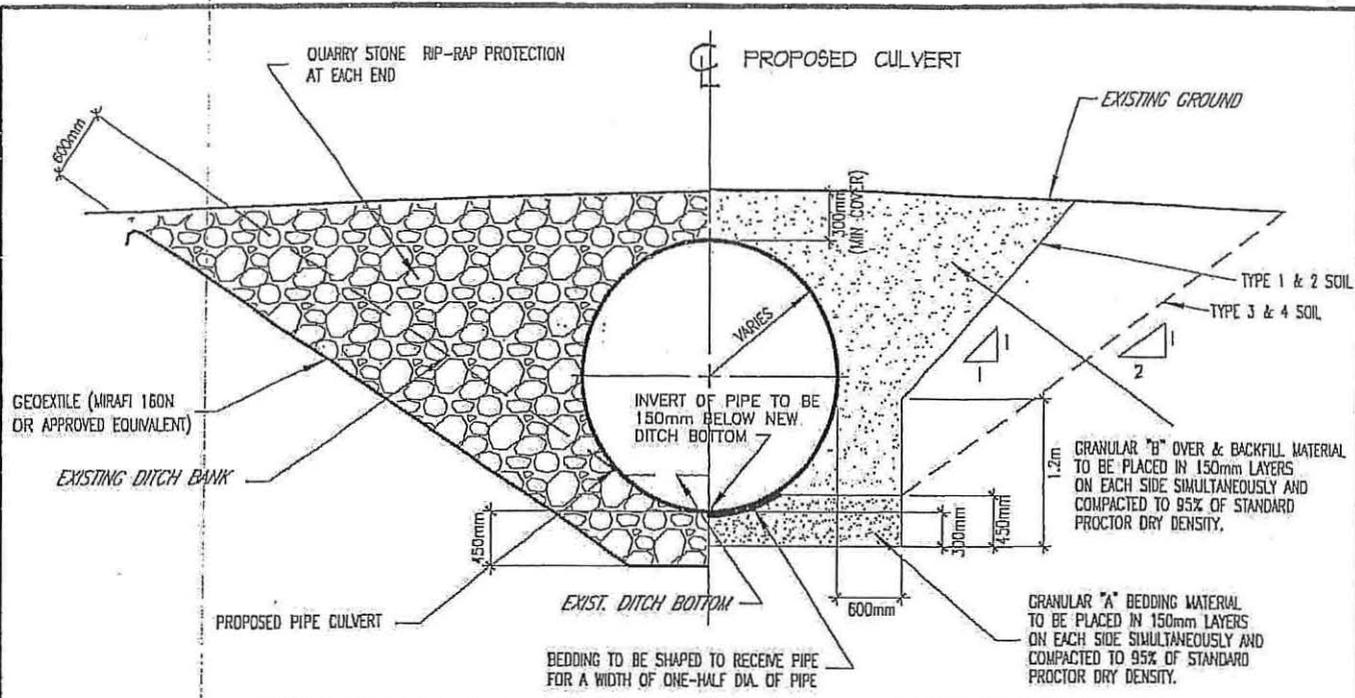
C.19 BACKFILLING EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

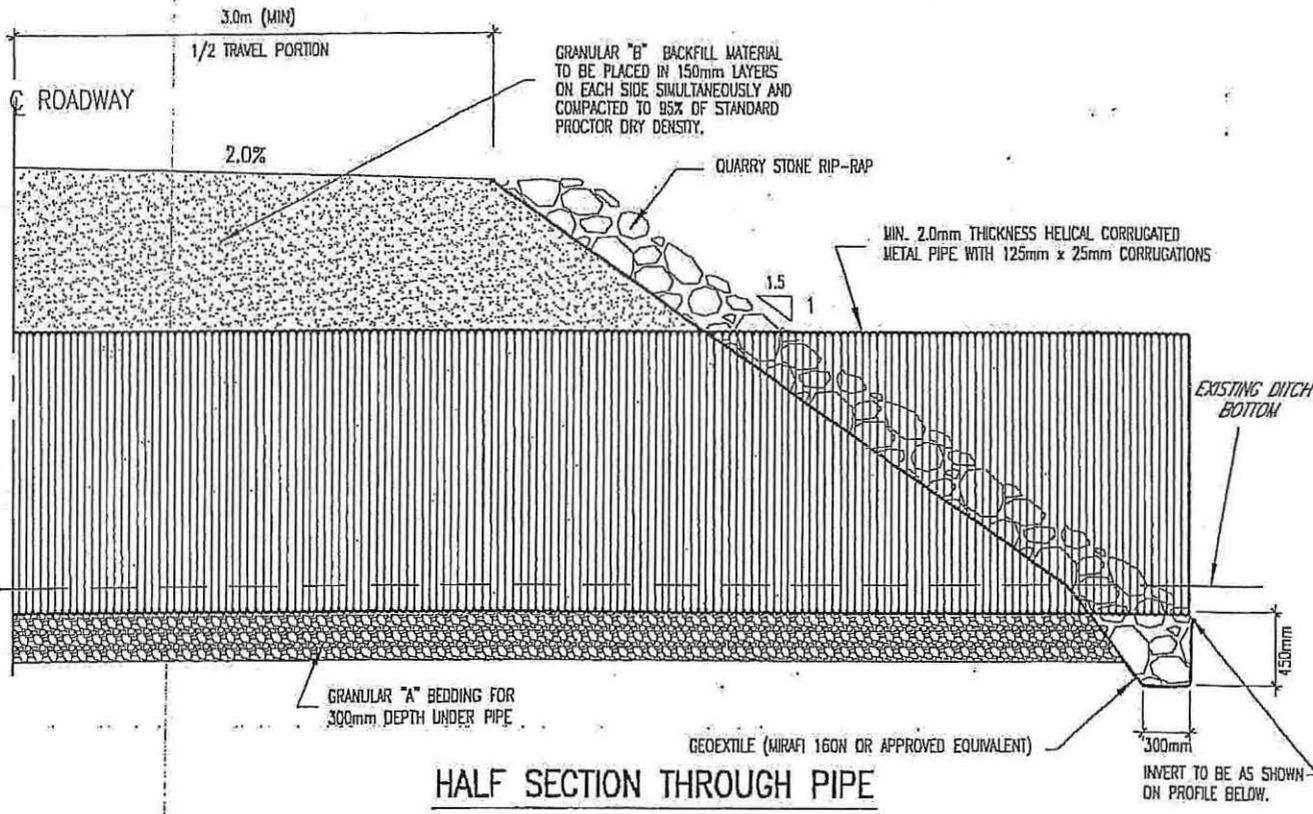
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.



HALF ELEVATION

HALF SECTION

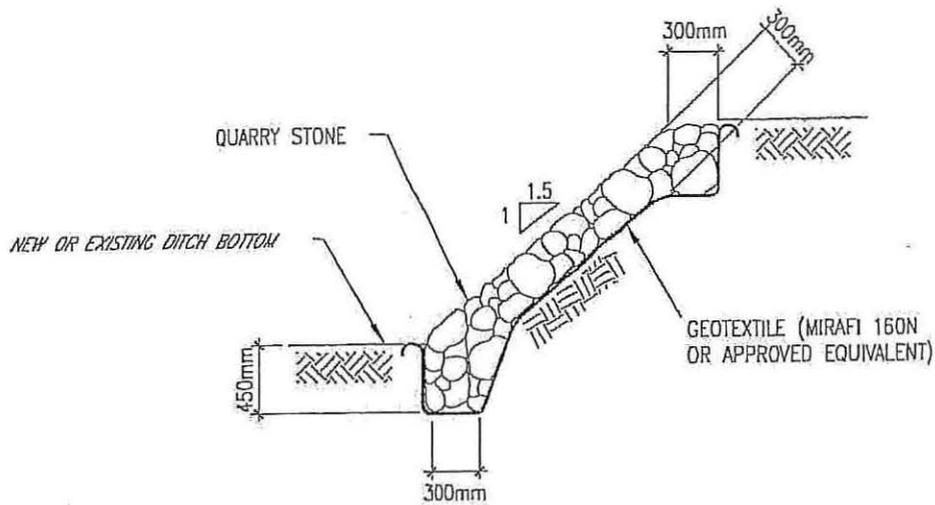


HALF SECTION THROUGH PIPE

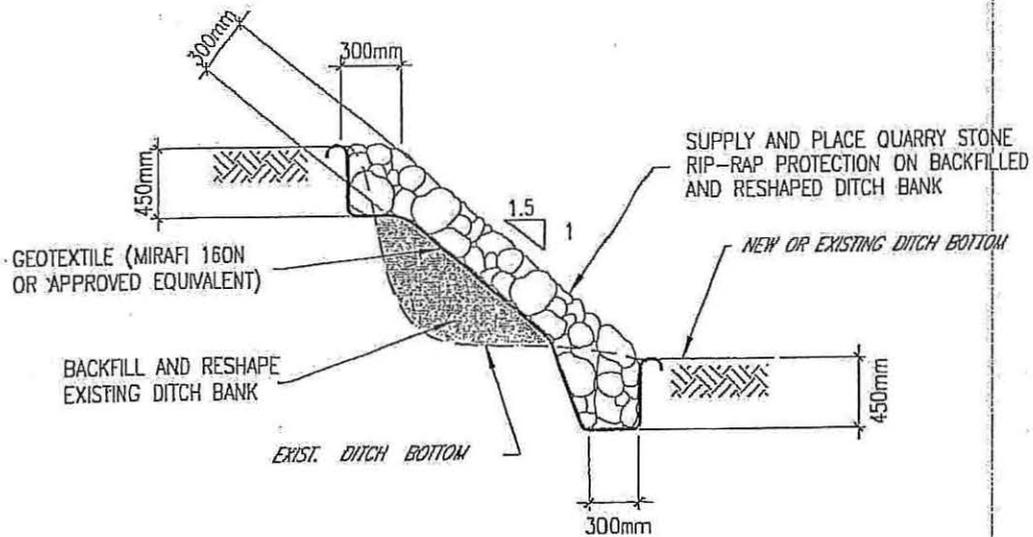
NOTES

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOEXILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 01
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		

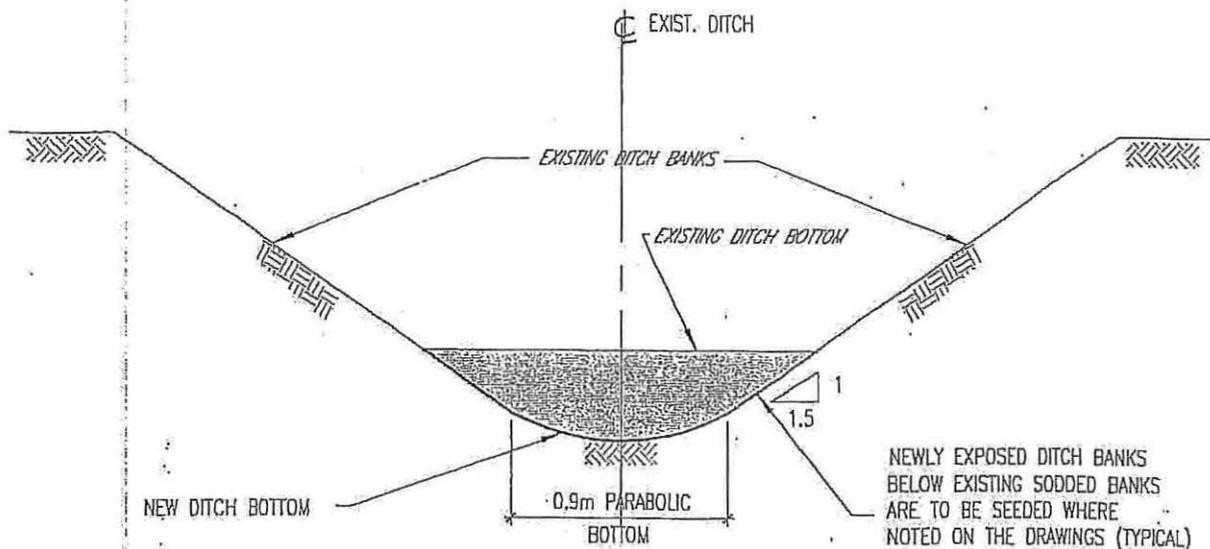


TYPICAL DITCH BANK RIP-RAP

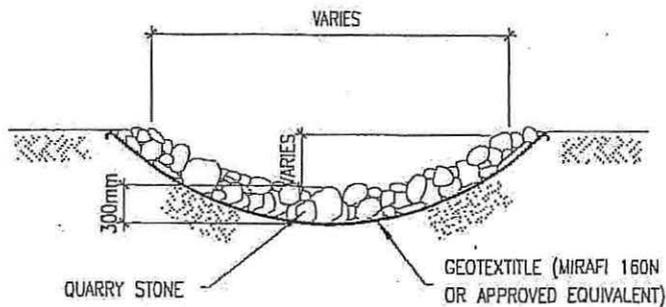
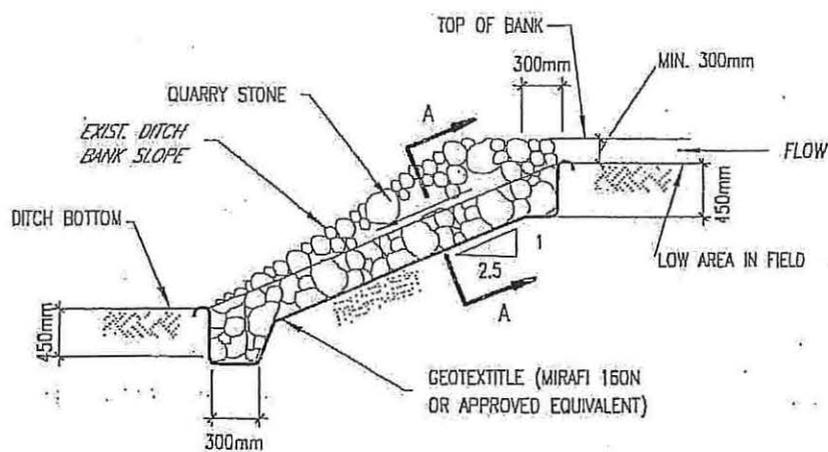


**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

TYPICAL DITCH BANK RIP-RAP DETAILS		
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000
SECTIONS		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 04 70



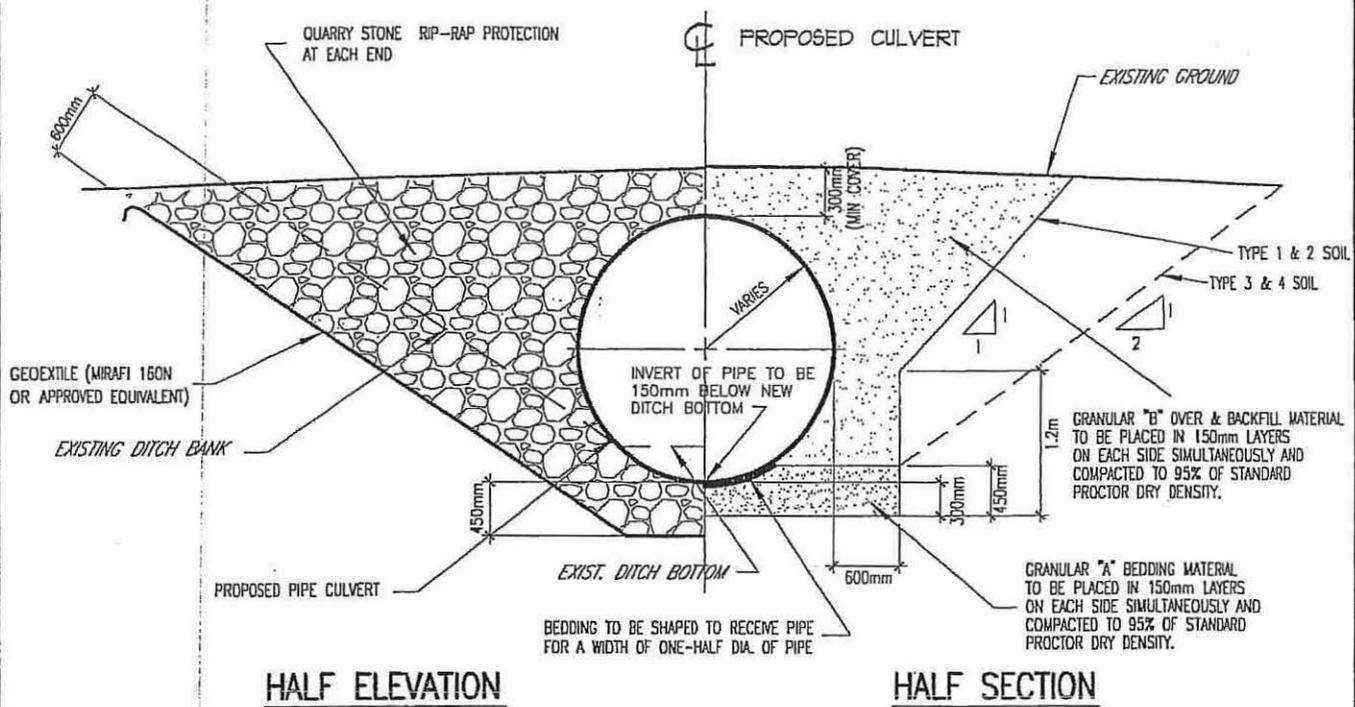
TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

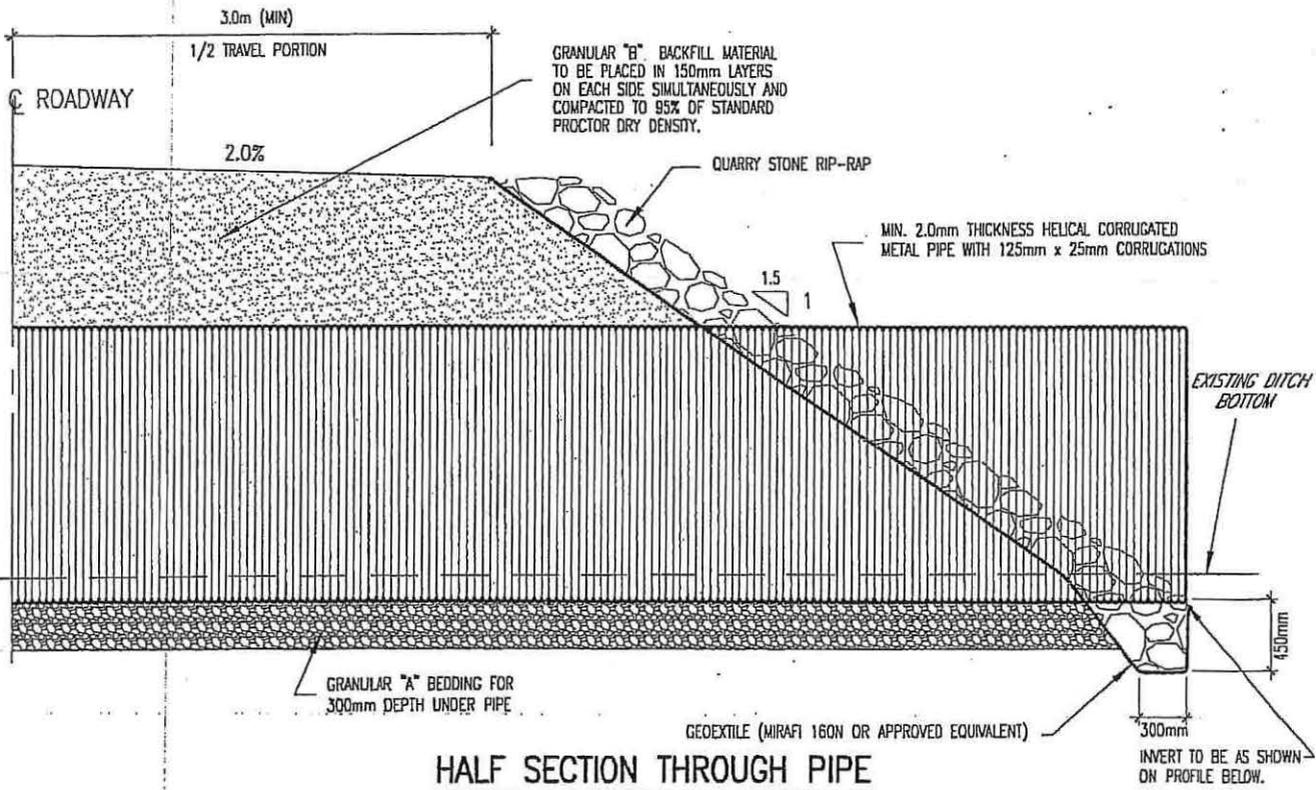
TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
SPRIET ASSOCIATES LONDON LIMITED		



HALF ELEVATION

HALF SECTION



HALF SECTION THROUGH PIPE

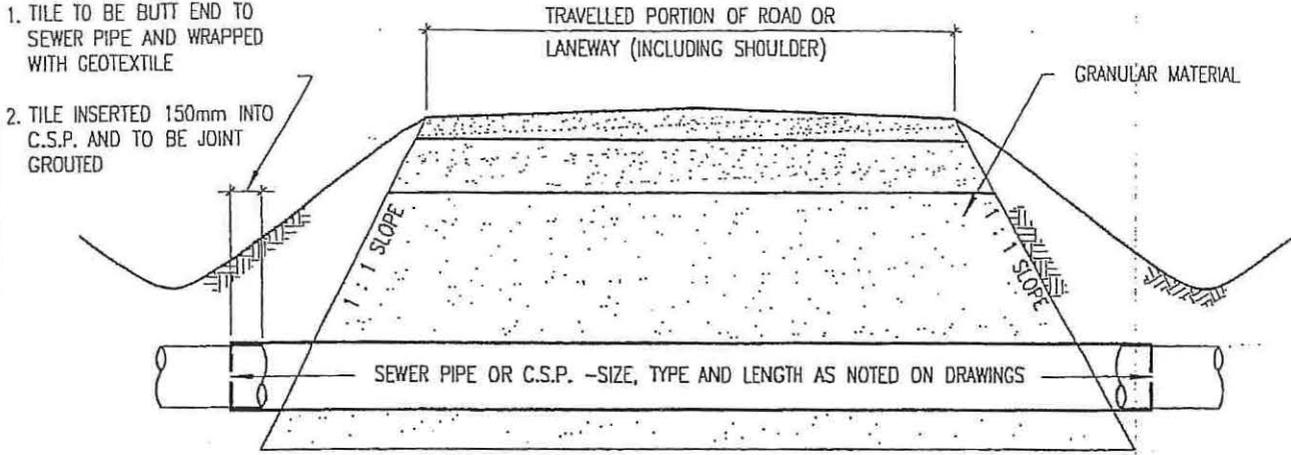
NOTES

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

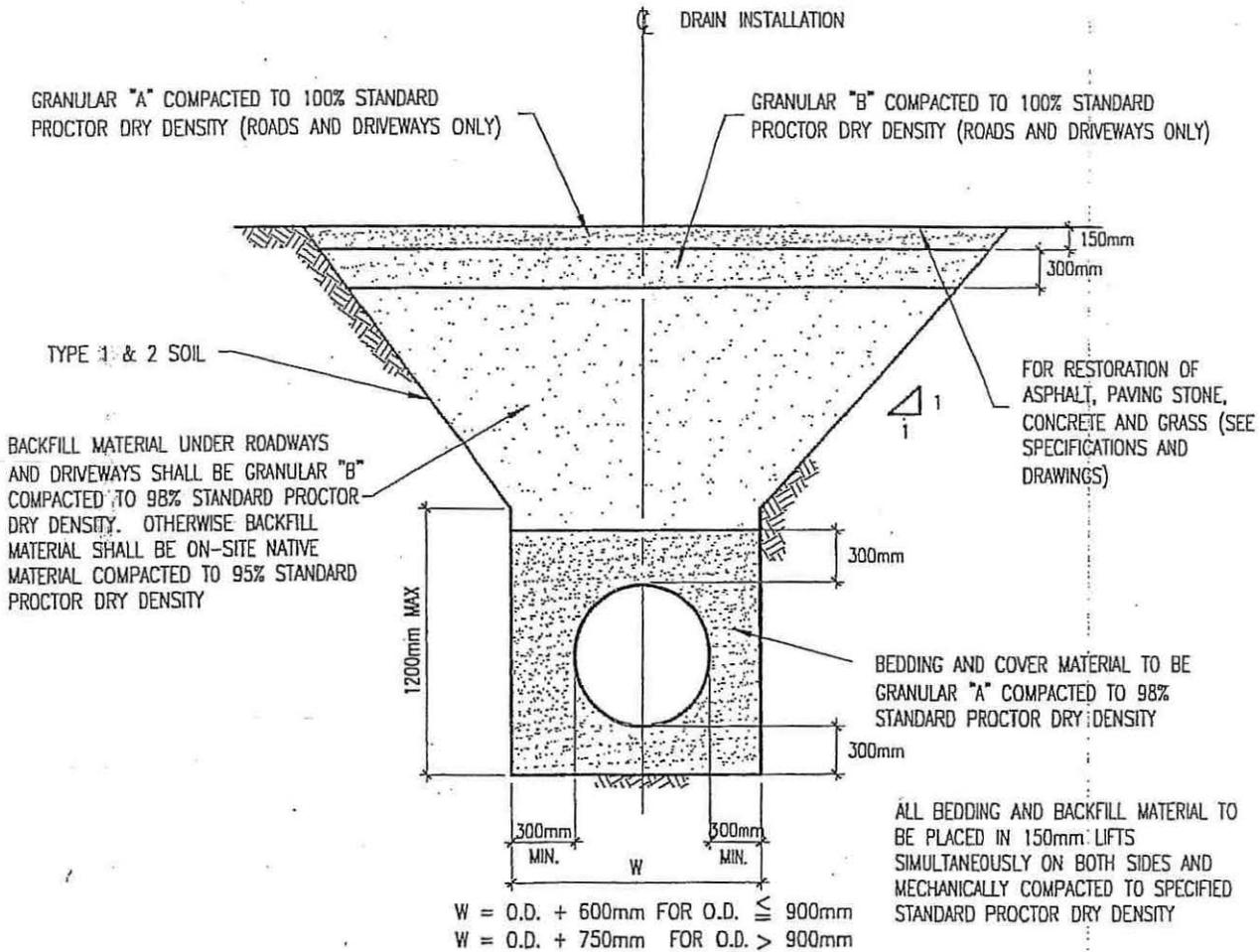
TYPICAL FARM CULVERT INSTALLATION DETAIL

Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000

ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 01
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		

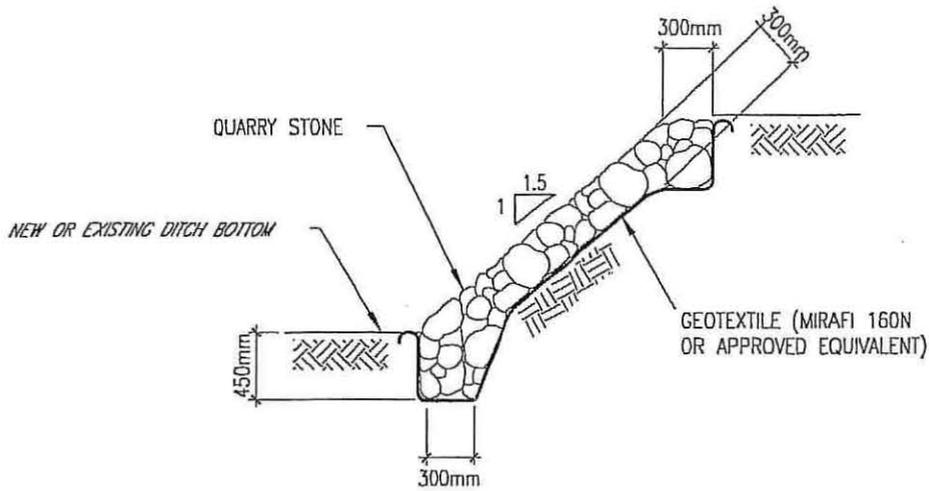


SECTION THROUGH PIPE

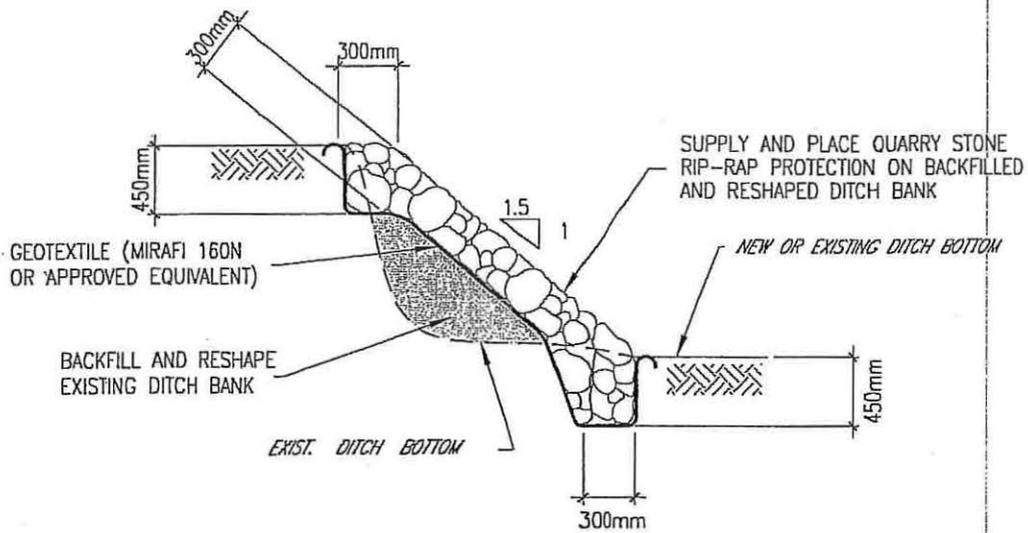


CROSS SECTION

TYPICAL INSTALLATION DETAIL FOR FLEXIBLE PIPE		
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 02
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		

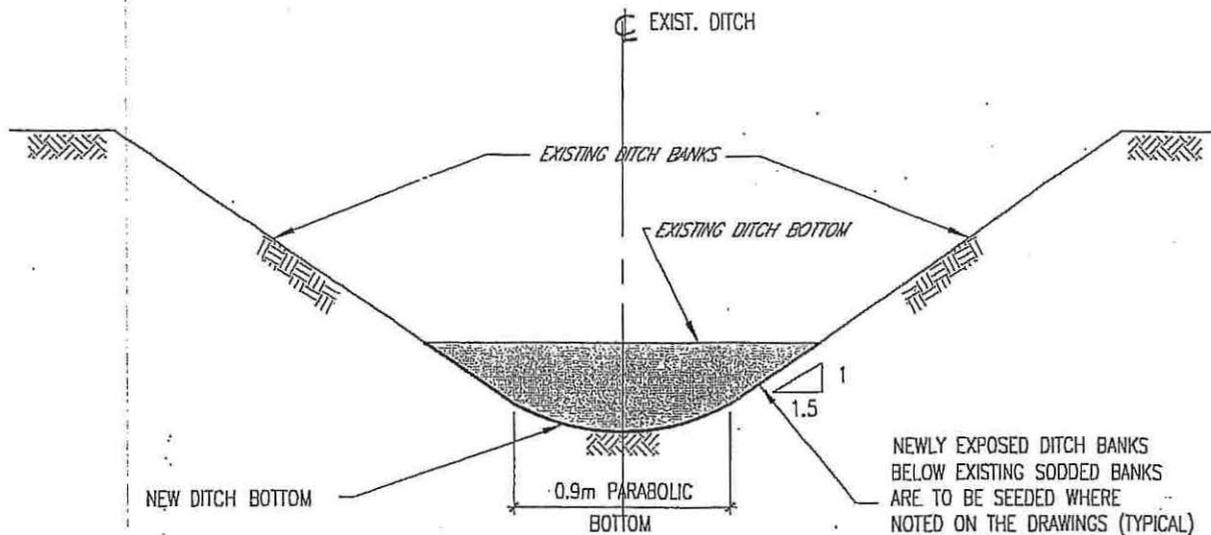


TYPICAL DITCH BANK RIP-RAP

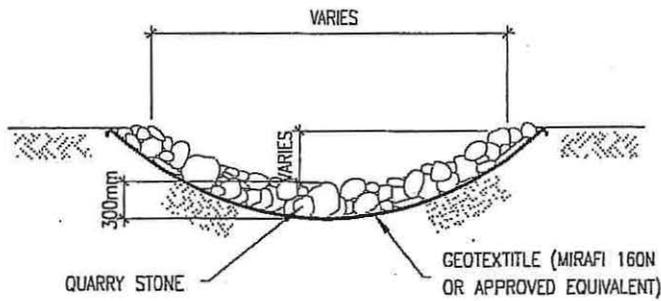
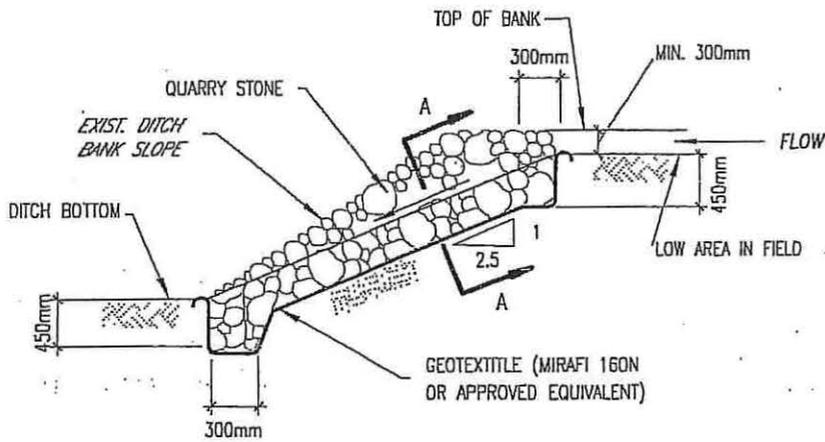


**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

TYPICAL DITCH BANK RIP-RAP DETAILS		
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000
SECTIONS		STANDARD DETAILED DRAWING No. 04
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A
TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT		
TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		

This page intentionally left blank.

Report Number: 2019-190

Date: December 9, 2019

SUBJECT: Presentation of Parks and Recreation Master Plan (Draft)

1) PURPOSE:

The purpose of this report is to present the Parks and Recreation Master Plan (Draft) for Council's endorsement, and to receive direction to proceed with implementation of the recommendations contained therein.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

In 2016, Council approved an expenditure of \$70,000 for the purposes of retaining a consultant to undertake the completion of a Parks and Recreation Master Plan for the City. Operational changes delayed the completion of the project, however, in 2018, the Community and Economic Development Department issued a Request for Proposal for the procurement of a qualified consulting firm to undertake the completion of a Parks and Recreation Master Plan (the "Master Plan").

Subsequently, Council considered Community and Economic Development, Parks and Recreation Report 2018-151, Subject: Award of Consulting Services - Parks and Recreation Master Plan (Project 2018-10) and awarded the project to MacNaughton Hermsen Britton Clarkson Planning Limited ("MHBC"). Further, Council approved, as a value-added element the development of a Parks and Recreation Locator Map - a web-based application that will assist citizens and visitors (by utilizing graphic user interface mapping) in locating parks, recreation facilities, active transportation routes, and other recreational and community assets.

Since that time, in coordination with MHBC, the City undertook the research, information gathering, planning and consultation necessary for the development of the Master Plan.

A primary objective in the delivery of the Master Plan was the implementation of a robust and meaningful consultation process with both external and internal stakeholders (public, user groups, community organizations, Council and staff). The process included an online survey, consultant presentations, public meetings, interviews and group meetings with internal and external stakeholders.

Delivery of the Master Plan was initially targeted for September 2019. However, completion was delayed due to a request to allow for additional external stakeholder comments (received via a user group meeting at the end of October 2019).

A copy of the Parks and Recreation Master Plan (Draft) is presented, under cover of this report, for Council's consideration (attached as Appendix "A"). The Master Plan is a comprehensive and detailed document. As a result, a copy of the draft report was circulated to Council on November 29, 2019 to provide additional time to review its contents prior to the December 9, 2019 Council meeting. In addition, the draft report was circulated to internal and external stakeholders on November 29, 2019, and posted on

the City's website. A summary of the process and methodology employed during the entire process is outlined in the Master Plan.

3) STAFF COMMENTS AND DISCUSSIONS

The Parks and Recreation Master Plan outlines current and future needs, and prioritizes facility and program investment over the next ten years. The Master Plan will allow the City to guide and manage the direction of parks, open spaces, recreation and leisure services, programs, events, facilities and amenities. The Master Plan reviews recreation and leisure programs, facilities and related amenities in a cost effective, proactive manner, consistent with leading industry standards and best practices. The Master Plan provides a vision and prioritization of parks and recreation operations and services over the next ten years, and establishes an actionable plan in order to achieve its objectives. The Master Plan serves as a strategic document that will assist in the annual budget process, future planning, preparation of development charges studies, and will serve as a tool to help implement the City's other guiding documents (such as the City's overall Strategic Plan). The Master Plan ensures parks, recreation, trails, and programming services accommodate changes in growth and demand, as well as emerging trends. The Master Plan also reflects that the City provides leisure and recreation opportunities for many non-residents from within and outside of the Niagara Region, and to that end, considers tourism and economic development impacts.

During the preparation process, input from the public, Council, user groups, community organizations, staff and other stakeholders was gathered and taken into consideration in the development and refinement of the Master Plan's recommendations. The method and length of the consultation process resulted in the development of a Master Plan that reflects, and responds, to the diverse needs and interests of the City's various parks and recreation stakeholders. Every participant in this project was valuable to the Master Plan development process – from initial consultation and engagement to the plan's completion. Staff wish to thank all participants for their time, input, support and assistance.

The recommendations found within the Master Plan are evidence-based, and take into consideration relevant factors including past and current facility programming and utilization, the City's demographics and projected growth, and industry trends.

The completion of the Master Plan marks the beginning of a period in which the City can commence detailed implementation efforts, commit to undertaking additional detailed study, and move forward with a common purpose that will well position the City to respond to current and future parks and recreation needs of the community.

The Master Plan provides a clear and concise framework that will be used to provide recommendations to City Council and staff for sustainable future development, redevelopment, on-going maintenance and enhancement of the City's parks system, trails, open spaces/natural environment, recreation facilities, sport tourism and recreation programs and services. Furthermore, the Master Plan provides direction for future municipal investment in parks and recreation programs, services, facilities, future infrastructure needs, programming trends, and stewardship of the natural environment.

As a result, staff recommend endorsement of the Parks and Recreation Master Plan. Representatives of MHBC will be in attendance at the December 9, 2019 Council meeting to make a presentation and respond to questions and comments from Council in relation

to the Master Plan. Upon endorsement, implementation of the recommendations found within the Parks and Recreation Master Plan will commence, subject to, and in association with, the submission of items for Council approval through the capital and operating budget processes. Staff will report annually on the progress of the Master Plan's implementation.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing

Council may choose to receive this report for information purposes, effectively halting any further action in relation to the completion of the Parks and Recreation Master Plan. This option is not recommended, as this project is identified as a strategic project of Council, and is in the final stages of completion.

b) Other Options

Council may provide alternative direction regarding the Parks and Recreation Master Plan. This option is not recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

The completion of a Parks and Recreation Master Plan was identified as a strategic priority of Council.

6) ATTACHMENTS

Appendix A – Draft Parks and Recreation Master Plan (Document can be found at <http://portcolborne.ca/page/prmp>)

Appendix B – Draft Parks and Recreation Master Plan Executive Summary

7) RECOMMENDATION

That the Parks and Recreation Master Plan, as presented in Community and Economic Development, Parks and Recreation Report 2019-190, Subject: Presentation of Parks and Recreation Master Plan (Draft), be endorsed;

That the Director of Community and Economic Development be directed to commence implementation of the recommendations found within the Parks and Recreation Master Plan, including the submission of items for Council approval through the annual capital and operating budget process, and report back annually on implementation progress.

8) SIGNATURES

Prepared on November 25, 2019 by:

Reviewed and respectfully submitted by:



Ashley Grigg
Director of Community and Economic
Development

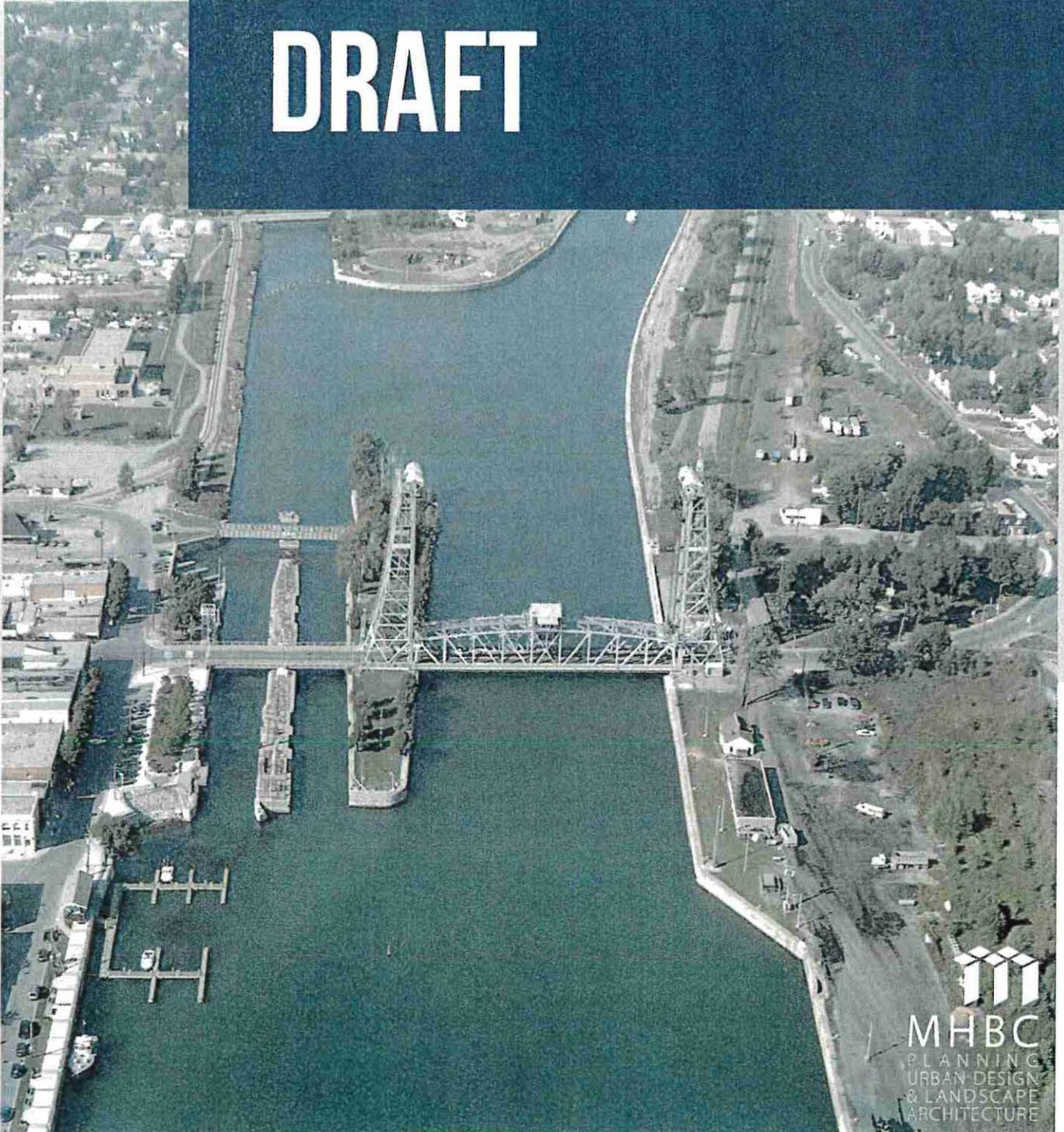


Peter Senese
Interim Chief Administrative Officer

CITY OF PORT COLBORNE

PARKS AND RECREATION MASTERPLAN

DRAFT




MHBC
PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

 PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

 Raymond
and
Associates

 PORT COLBORNE

EXECUTIVE SUMMARY

The Parks and Recreation Master Plan (the 'Plan') identifies needs and priorities for the City of Port Colborne to the year 2030 and provides the City with a long term direction with regards to the provision of parks and recreation services for City residents and visitors. Port Colborne is unique based on its marine history, location along the Welland Canal, its community oriented management, natural assets, and its proximity to major Provincial and Regional transportation corridors, Regional urban centres and other attractions.

This Master Plan provides staff, Council and the public with a framework informed by the City's community values, operational needs and financial realities. The Plan will help shape decision making over the next 10 years, towards achieving a 2030 vision. The Plan provides an assessment and progress tool to ensure that the Community and Economic Development Department achieves success towards providing high quality services and facilities that meet the needs of the community. Additionally, the Plan has been designed to be a flexible, working document that can adapt to changing community values, emerging trends, new opportunities and operational priorities.

The Master Plan provides an opportunity to tell the story of Port Colborne – the current state of recreational programming and services; what is being done well and where there is need for direction to provide high quality recreational services and amenities. This Master Plan reflects the Community's values and goals for Port Colborne's parks and recreation and demonstrates how recreation can support and enhance the City's vision as a vibrant, healthy and connected community. As a result of the master planning process, the following outcomes were achieved:

1. Established the current context for the Department and the Master Plan including industry trends, challenges, population and demographics, user expectations, and a community profile;
2. Defined the City's role in providing Parks and Recreation services, and identified the Department's role;
3. Provided a baseline assessment of the Parks and Recreation service areas, including a review of Departmental policies and infrastructure;
4. Provided an innovative and comprehensive long-term vision and plan for the delivery of parks, recreation, facilities and services in the City;
5. Created an implementation strategy for the 2030 vision that addresses service level changes and human resource needs. This provides staff with a framework for future decision making that allows staff and Council to be responsive to changing needs, trends and opportunities.

The Community and Economic Development Department plays an important role in leading and providing parks and recreation programming, facilities development, and facilitating partnerships to deliver and create healthy and active lifestyles for Port Colborne's residents. Accordingly, it is recommended that the Department adopt the following mandate to guide the development in implementing the 2030 strategy:

“The Parks, Recreation and Culture mandate is to promote and facilitate healthy and active lifestyles in Port Colborne. This is achieved by taking a leadership role through programming, facility development and creative partnerships with public and private sector groups who share our passion for a dynamic, inclusive, innovative, and fun community.”

Further, the Parks and Recreation Master Plan is intended to complement past studies (e.g. Economic Development Strategic Plan, Arts and Culture Master Plan) and provide a comprehensive strategy, which focuses on program and service delivery to ensure the City continues to meet the recreation needs of residents and visitors of all ages and abilities. The scope of the Master Plan is limited to the programs and services provided by the City of Port Colborne, which are delivered primarily through the City's Department of Community and Economic Development. This Plan is a ten-year plan, and provides a range of recommended actions to be undertaken in the short-term (within 2 years), the medium-term (3-5 years), and the long-term (6-10 years). In several cases, recommended actions identified in the Implementation Plan (Section 13) are best practices already applied by the Community and Economic Development Department. By including these actions in the Master Plan, it reinforces the importance of continuing to implement these best practices over the ten year timeframe of this Plan.

The Master Plan was supported by a public consultation program, which included several public workshops/public meetings, input from stakeholders, staff and other recreation program service providers, and an on-line survey. Detailed results of this consultation are included in a compendium Consultation Report document which should be read in conjunction with this Master Plan.

The following five themes emerged throughout the process of undertaking the Parks and Recreation Master Plan. These five themes inform the implementation strategy and the key objectives for Port Colborne's Community and Economic Development Department as it moves forward.

1. **Accessibility & Inclusiveness**
2. **Partnerships & Collaboration**
3. **Communication & Engagement**
4. **Innovation and Building Capacity**
5. **Optimization of Infrastructure**

These five themes have been incorporated into the Master Plan's Strategic Directions and Implementation Plan as the Master Plan Goal Areas. As a result, over 100 recommendations/strategic actions have been provided under these five general themes, which are intended to help the Community and Economic Development Department build capacity in programming; enhance diversity of opportunities for participants; establish a framework for identifying partnerships; and, provide a framework for assessing feasibility of future Parks and Recreation programming and facilities.

The top fifteen pressing actions for the City of Port Colborne to implement over the next ten years are identified below. These are not presented in any order of priority or timing.

1. Prepare a **Strategic Action Plan for the development of the Port Colborne waterfront of Lake Erie**, including the Welland Canal, Gravelly Bay, Sugarloaf Marina, H.H. Knoll Park and all City beaches to revitalize the area with land and water activities, including a high level of community engagement.
 - a. Construct boat launches for non-motorized vehicles
 - b. Identify and designate Recreational Waterways
 - c. Upgrade access to all waterfront destinations including Nickel Beach, Sugarloaf Marina.
 - d. Upgrade public use amenities (washrooms, food and beverage services, watercraft rentals)
 - e. Create/design a waterfront brand. Prepare signs and enhance public information through social media, etc.
 - f. Link trails and improve signage to encourage cyclist, walking and commuters to explore all the waterfront amenities available. Consider re-naming streets to highlight the destination and placemaking theme of the waterfront (e.g. Nickel Beach Way, Welland Esplanade).

2. As part of Port Colborne's Beach Strategy, **develop and implement a Strategy for Nickel Beach Development** by considering establishing the following:
 - a. New concession stand
 - b. Updated change room and washroom facilities
 - c. Playground update
 - d. Parking (both on-site and off-site)
 - e. Review operating hours and length of season beach is open to public
 - f. Trail connectivity
 - g. Consideration of a waterfront boardwalk
 - h. Strategy for addressing Fowlers Toad
 - i. Alternative vehicular/trails access to beach
 - j. Explore sustainable solutions to address erosion of the beach

3. **Create park and facility guidelines** that exceed AODA standards and implement inclusive design standards. Develop an accessible park that creates opportunities for all abilities and levels of enjoyment.

4. **Engage in discussion with the YMCA to address internal processes, policies and procedures** in response to current and future needs and recommendations based on this Master Plan (such as the need to enhance programming and available rental space within the gymnasium and fitness/health related spaces at the Vale Health and Wellness Centre) or the needs of both partners.
 - a. This may include adjusting procedures to align budgets that better address efficiencies.
 - b. Relocate City staff to front desk in order to highlight partnership at central entrance to Vale Health and Wellness Centre to enhance efficiencies in service delivery of both partners.

5. Ensure **physical accessibility measures are incorporated into existing and new facilities** and considered for all Parks and Recreation programming where possible. Specific facilities/amenities to update include:
 - a. Vale Health and Wellness Centre (entrance and seating)
 - b. Bethel Community Centre
 - c. Roselawn Centre for the Arts (access, seating, lighting)

- d. Surfacing treatments at play structures
 - e. Beach access (wheelchair accessible parking and boardwalk access at Nickel Beach)
 - f. Trail connections between paved, multi-use trails and parks
6. In the longer-term, build on and **incorporate emerging sport and activities into program offerings** (e.g. pre-school mix it up sports, Family Pickleball, Late Night Drop-in for Teens, Open Playtime, Bounce Basketball, Stick and Puck and water sports).
- a. In particular, consider increasing **waterfront programming** (e.g. Open water lifeguard services, kayak rentals, stand-up paddle boarding) and integrate the marina and waterfront into programming.
 - b. Increase indoor aquatic program offerings (synchronized swimming, water polo, underwater hockey, swimathons, etc.)
7. **Prepare a Canal Days Business Plan** with the primary focus of identifying a Host Organization for the City's flagship event.
- a. Identify an appropriate organizational structure for Host Organization.
 - b. Conduct public consultation with attendees (residents and visitors) to collect data on level of satisfaction with Canal Days (as currently offered).
 - c. Conduct one-on-one interviews with City staff and Council members to gather input on the long-term vision for this marine heritage festival.
 - d. Consider opportunities to contract an events firm to coordinate/lead Canal Days (with input provided from City staff and host organization/committee).
 - e. Develop and implement the Tourism and Festival Event Assessment Criteria (see **Appendix A**) to determine which festivals and events have the highest potential for tourism.
8. **Develop an "Active Aging" strategy** that focuses on getting older adults into programs and facilities as they age. Components of this strategy would be:
- a. Staff training on best/leading practices in Active Aging;
 - b. Planning and hosting events/initiatives for active agers;
 - c. Review of the recently released [Shape Niagara](#) community engagement initiative and consider implementation of recommendations into Port Colborne-specific strategy;
 - d. Review of the [Niagara Aging Strategy and Action Plan](#); and,
 - e. Ensure that programming considers an 'Active Aging' component wherever practical.
9. **Invest in trail enhancements/ connections through the preparation of a Trails and Bicycling Master Plan (TBMP)** to assist in identifying options and priorities for developing a comprehensive trails system. As part of the TBMP, consider:
- a. Utilizing un-opened road allowances for parks and recreational purposes;
 - b. Providing additional trail connections, linkages, and crossings throughout the City;
 - c. Providing on-road bike routes/lanes for improved connectivity throughout the City;
 - d. Constructing paved trails through some naturalized areas;
 - e. Implementing bike trails in public right-of-ways;
 - f. Preparing and implementing trail design standards;
 - g. Design interpretive signage that reflects the unique historical, cultural heritage and natural assets along trails;

- h. Integrating greater range of interpretive signage (AODA compliant) on existing and future trail networks;
 - i. Including designated bike lanes and look for enhancements where appropriate through consultation with local trail groups;
 - j. Providing secure and safe off-road bike access to Nickel Beach; and,
 - k. Review opportunities for designated multi-purpose/multi-use trails (e.g. equestrian, motorized, walking, hiking, cycling).
10. Develop and maintain a Parks and Recreation Partnership Framework.
- a. Work with partners to **negotiate and develop partnership agreements to access sponsorship revenues**. See **Appendix B** for an example sponsorship policy and **Section 3.2 and 12.3.4** of the report for a discussion on Inter-municipal collaboration.
 - b. Proactively **pursue new cost share partnerships** that will enable the City to address eligible parks, recreation and facility gaps identified in the Plan and optimize use of current and future City assets. Continuously **explore partnership options** to provide multipurpose space/services including in-depth evaluation of capital reinvestment/repurposing/expansion needs. Initiate and create Public-Private Partnerships (P3s) between government and private-sector entities for the purpose of providing public infrastructure, community facilities and related services.
 - c. Evaluate operating agreements with partners to ensure coordination of programming and **identify service areas that may be best suited to be delivered by the private sector** (i.e. concessionaire/retail services, commercial hockey, facility rental for profit).
11. **Consider preparing an Events and Sports Tourism Strategy (ESTS)** by exploring a wide range of opportunities for the City to act as a host to **sponsor and showcase live sporting events**. See **Appendix B** for an example of a proposed Sponsorship Policy and Procedures.
- a. Opportunities to promote the Niagara 2021 Canada Summer Games should be explored through this strategy.
 - b. Opportunities to leverage Port Colborne's existing cycling infrastructure should be incorporated into the strategy.
12. **Engage in discussion with interested private and not for profit organizations to facilitate programming and services at Roselawn Centre for the Arts**. Prepare a facility management partnership agreement and identify prospective programming partners to deliver dramatic, performing and visual arts programming (Showboat Theatre, Schools and business).
13. **Partner/collaborate with health, education and policing/justice agencies to address the concerns associated with Needle Debris** to raise community awareness about needle safety.
14. Develop a long-Term growth strategy for the Sugarloaf Marina – and adjacent Park and City lands.
- a. Marina related programming i.e. small craft rentals, paddle boarding, sailing lessons etc.
 - b. Potential to expand commercial business through partnerships and contractual relationships.
 - c. Prepare a Business Case for boat dock/storage expansion.

15. Identify opportunities to maximize multi-use recreational space at Vale Health and Wellness Centre to increase the supply of multi-use and multi-functional rooms (e.g. use of dividing curtains, portable boards, temporary bleachers, bocce club expansion, etc.)



Fire and Emergency Services Department

Report Number: 2019-189

Date: December 9, 2019

SUBJECT: MUNICIPAL ESTABLISHING AND REGULATING BY-LAW

1) PURPOSE

The Fire Chief has prepared this report to provide City Council with information concerning proposed updates to the City of Port Colborne's Fire Department Establishing and Regulating By-law.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The City of Port Colborne's Fire Department Establishing and Regulating By-law was last updated in 2018. Although the by-law has served the City and its Fire Department well, several things required updating.

The revised by-law has incorporated the changes where needed, as well as other minor tweaks that have taken place over the years. The updated by-law also includes an up-to-date core service listing, as well as rules and regulations (minor change) and strategic plan (minor changes to reflect legislative requirements). The marked-up changes within the by-law show the existing, as well as the proposed changes.

3) STAFF COMMENTS AND DISCUSSIONS

The Fire Chief believes the updated version will serve the City well into the future. It reflects the department's current operating procedures, guidelines and policies.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

a) Do Nothing

Not Recommended

b) Other Options

It is recommended that Council adopt the proposed establishing and regulating by-law. The proposed by-law confirms the Fire Department's current levels of service, as well as meeting legislative requirements.

Financial Considerations

The proposed by-law will not affect the Fire Department's operations or add additional costs that would not normally be addressed through budget deliberations.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Appendix A – Communique – Fire Marshal – October 2017

Appendix B – Proposed Changes to By-law 6606/61/18

7) RECOMMENDATION

That the proposed by-law be adopted as the City of Port Colborne’s Fire Department Establishing and Regulating By-law, and that By-law No. 6606/61/18 be repealed; and

That the Mayor and City Clerk be authorized to execute the appropriate documents.

8) SIGNATURES

Prepared on November 25, 2019

Reviewed and respectfully submitted by:



Thomas B. Cartwright,
City Fire Chief



Peter Senese,
Interim Chief Administrative Officer

Fire Marshal's

COMMUNIQUE

du commissaire des incendies

MUNICIPAL ESTABLISHING AND REGULATING BYLAWS

Communiqué 2017-06

October 10, 2017

In accordance with **recommendations** from the jury of the coroner's inquest into the deaths of Gary Kendall and Adam Brunt, the Office of the Fire Marshal and Emergency Management (OFMEM) is providing information to Ontario fire departments about establishing and regulating bylaws for fire department services, and encouraging them to review their respective establishing and regulating bylaw in regard to "ice / cold 'swift' water rescue services", if applicable in their jurisdiction.

The administration and governance of a fire department may be guided by an establishing and regulating bylaw, other municipal bylaws^[1], council resolutions, agreements, policies, operating guidelines, and the interaction of the fire department with other municipal services, departments, committees and officials. Through bylaws and resolutions, municipal council has the means to identify the core services of the fire department, and the types and level of fire protection services it provides, based on local needs and circumstances.

Please note that, under section 14 of the *Municipal Act, 2001*, when there is a conflict between a bylaw and a provincial or federal statute or regulation, the latter prevails.

An establishing and regulating bylaw is a municipal council document outlining policy for fire departments. It can be used to show how the municipality delivers fire protection services it has determined are necessary according to its needs and circumstances, as is required by the *Fire Protection and Prevention Act, 1997* (FPPA). An establishing and regulating bylaw can state the type and level of fire protection services provided and may include policy direction in the following areas:

- legislative/regulatory requirements that may affect the delivery of fire protection services (e.g., FPPA, *Occupational Health and Safety Act*, and *Environmental Protection Act*);
- Fire Marshal directives;
- best practices (e.g., Ontario Fire Service Section 21 Advisory Committee guidance notes, National Fire Protection Association standards);
- general functions and core services to be delivered;
- goals and objectives of the fire department;
- general responsibilities of fire department personnel;
- organizational structure;
- authority to proceed beyond established response areas;
- authority to apply costs to property owners for fire investigations; and
- authority to effect necessary fire department operations, in consultation with the municipality's legal resources.

When setting or amending the levels of service in the establishing and regulating bylaw, municipal council, in consultation with the fire chief, should keep in mind the following considerations:

- the current needs and circumstances of the municipality;
- requirements and expectations, such as the following:
 - training requirements based on current standards and practices;
 - acquisition and maintenance of appropriate equipment; and
 - appropriate record keeping.
- the extent of fire department funding necessary to achieve and maintain the stated levels of service.

The OFMEM recommends that municipal councils review their establishing and regulating bylaws annually to ensure the level of services they are providing are in accordance with the current needs and circumstances of their municipality.

Fire chiefs are encouraged to share the present communiqué with municipal councils and clerks, as appropriate.

Enquiries regarding establishing and regulating bylaws should be directed to Field and Advisory Services; staff members can be reached by telephone at 1-844-638-9560 (toll free) or by e-mail at **OFMEM-FAS-AA@ontario.ca**.

[1] These bylaws may include bylaws to authorize or regulate the following: records retention; service delivery agreements (e.g., for inspections or investigations); open air burning; fees for service; cost recovery for demolition during fire suppression and fire investigations; safe handling, storage, sale and discharge of fireworks; and anything requiring council authorization by law.

The Corporation of the City of Port Colborne

By-law no.

Being a by-law to establish and regulate the
City of Port Colborne Fire and Emergency Services (Composite)

Whereas the *Fire Protection and Prevention Act, 1997, S.O. 1997* permits the Council to enact a by-law to establish and regulate a fire department.

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

1. In this by-law, unless the context otherwise requires;
 - a) "approved" means approved by Council.
 - b) "Chief Administrative Officer" means the person appointed by Council to act as Chief Administrative Officer for the Corporation.
 - c) "Corporation" means the Corporation of the City of Port Colborne.
 - d) "Fire Fighter" means a Fire Chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer fire fighter.
 - e) "Council" means the Council of the City of Port Colborne.
 - f) "Deputy Fire Chief" means the person appointed by Council to act as the Deputy Fire Chief.
 - g) "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the *Fire Protection and Prevention Act*.
 - h) "Fire Department" means the City of Port Colborne Fire and Emergency Services.
 - i) "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
 - j) "Member" means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes officers, full-time and part-time volunteer fire fighters.
 - k) "Volunteer" means a fire fighter who provides fire protection services for a nominal consideration.
2. A department for the City of Port Colborne to be known as the City of Port Colborne Fire and Emergency Services is hereby established and the head of the department shall be known as the fire chief.
3. In addition to the fire chief, the department personnel may consist of deputy fire chief, fire prevention officer, and such number of full-time captains, acting captains, volunteer captains and such number of full-time staff and volunteer staff as from time to time may be deemed necessary by Council.
4. If a city approved medical examiner finds a member is physically unfit to perform assigned duties, Council may assign the member to another position, if available;

deal with them in accordance with the collective agreement. ~~as in place, or retire them.~~

5. The department shall be structured in conformance with the approved organizational chart Appendix "A", forming part of this by-law.
6. The fire chief shall be appointed by by-law passed by the council of the City of Port Colborne and shall hold office until such by-law is rescinded.
7. The fire chief may recommend to the chief administrative officer the appointment of any qualified person as a fire fighter of the department, subject to the approved hiring policies of the City of Port Colborne.
 - (a) Full-time officers below the rank of fire chief shall be appointed by the chief administrative officer, after successfully completing the requirements within the collective agreements or city policy.
 - (b) Volunteer fire fighters shall be appointed as members by the fire chief following approval by the chief administrative officer of the City of Port Colborne. Persons approved and accepted as volunteers will serve a twelve (12) month probationary period in good standing before final acceptance.
 - (c) Full-time employees employed in suppression or prevention may also be members of the volunteer section in their off-duty time, if approved by the fire chief in consultation with the chief administrative officer.
 - (d) A volunteer fire fighter must be able to respond to fire department headquarters within thirty (30) minutes of the sounding of a general alarm from their residence; following fire department policies and guidelines and the Highway Traffic Act.
 - (e) A volunteer fire fighter shall not be eligible for a uniform until they have served one (1) year in the department.
8.
 - (a) The fire chief may reprimand, suspend, or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness, or for non-compliance with any provision of this by-law or general orders, department rules and regulations that in the opinion of the fire chief would be detrimental to the discipline and efficiency of the department.

Following the suspension of a member, the fire chief shall immediately report, in writing, the suspension and recommendation to the chief administrative officer.
 - (b) Any member of the department feeling grieved by the fire chief's decision has the right to follow the grievance procedures in place for both the full-time and volunteer members.
9. The remuneration of all fire fighters of the department shall be determined by the Council through contract negotiations and the budgetary process.
10. The fire chief is responsible to the chief administrative officer and Council for the proper administration and operation of the department, for the discipline of its members, and:
 - a) May make such general orders, departmental rules, operational guidelines and set policy, as may be necessary for the protection of the department and generally for the efficient operation of the department, provided that such general orders and rules, operational guidelines and

policies, do not conflict with the provision of any by-laws of the municipality.

- b) Shall review periodically the policies, procedures, strategic plan and operational guidelines of the department. The fire chief may establish an advisory committee structured as he may determine from time to time to assist him/her in these duties.
 - c) Shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the fire chief shall be empowered to authorize:
 - pulling down or demolishing any building or structure to prevent the spread of fire.
 - all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.
 - recovery of expenses incurred by such necessary actions for the Corporation in the manner provided through the Municipal Act, the Fire Protection and Prevention Act and the City's Fee Schedule, including costs incurred during fire investigations.
 - d) Is responsible for the enforcement of this by-law and the general orders and departmental rules and regulations which forms part of this by-law as Appendix "B".
 - e) Shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act.
 - f) The fire chief shall submit to council, chief administrative officer and the director of finance for approval, the annual budget estimates for the department; an annual report and any other specific reports requested by the chief administrative officer or council.
11. The deputy fire chief shall report to the fire chief on the activities of the sections that are their responsibility and carry out the orders of the chief, and in the absence of the chief, has authority and shall perform all the duties of the chief.
12. The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:
- a) that in the opinion of the fire chief, or in the absence of the fire chief, the deputy fire chief, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality,
 - b) in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid.
 - c) on property with respect to which an approved agreement has been entered into with any person or corporation to provide fire protection services.
 - d) at the discretion of the fire chief, to a municipality authorized to participate in a Provincial or Regional Mutual Aid Plan established by a fire co-ordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.

- e) on property beyond the municipal boundary where the fire chief or their designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assumes command or establishes alternative measures, acceptable to the fire chief or designate
13. The officer in charge of the department at any fire may cause any obstacle or any out-structure to be removed or torn down, if such removal or tearing down appears necessary to prevent the spread of fire.
14. No person shall impede, interfere with or hinder any officer or fire fighter in the discharge of his/her duties at a fire, in responding to a fire alarm or at a practice, and no person shall damage apparatus, equipment and supplies, and no unauthorized person shall put to use any apparatus, equipment and supplies.
15. No person or persons shall:
- a) wantonly or maliciously injure or damage any fire engine, hose, ladders or other apparatus and equipment belonging to the Department;
16. Proper training is a requirement on a continuous basis for the safe operation of the fire service. To promote this, the following regulations will apply:
- a) It is the responsibility of every Volunteer member of the fire department to attend at least ~~50%~~ 60% of all training and ~~35%~~ 30% of all general alarms.
- b) Attendance will be reviewed ~~twice once~~ yearly. ~~by the fire chief and Mmembers who are not meeting- failing to meet~~ their obligation will be notified in writing. ~~a coaching interview may be held by the fire chief.~~
- c) ~~A volunteer member so notified in (b) may be given six (6) months to bring themselves within the 50% rule for training and 35% for general alarms or face possible dismissal. Those that have been notified in writing will have their attendance reviewed in six (6) months and notified of their continuing failure to meet the attendance requirements.~~
- d) ~~Attendance will once again be reviewed in six (6) months. A member failing to meet the attendance requirements for two (2) years will be removed from the roll call sheets and considered to be dismissed.~~
17. The Fire Chief or their designate has the sole authority to take a fire fighter out of service for reasons of health and safety.
18. Any person contravening Sections ~~14 or 15 or 16~~, of this by-law shall be liable for conviction under the Provincial Offences Act and shall be subject to a fine not less than \$500.00 and not exceeding \$2,000.00 exclusive of costs or to imprisonment for any term not exceeding one (1) year or to both such fine and imprisonment.
19. In case the provisions of this by-law conflict with the provisions of any other by-law, the provisions of this by-law shall prevail.
20. This By-law repeals By-law No. ~~5054/109/07- 6606/61/18~~ being a by-law to establish and regulate the City of Port Colborne Fire and Emergency Services (Composite).
21. The Fire Department's Strategic Plan and Core Services forms part of this by-law as Appendix "C".

Formatted: Font: Not Bold

Formatted: Indent: Left: 0 cm, Hanging: 2.54 cm, Tab stops: 1.27 cm, Left + 2.54 cm, Left

23. This by-law shall take effect on the day of passing.

Enacted and passed this day of , 20189

John Maloney William Steele
Mayor

Amber LaPointe
Clerk



PORT COLBORNE

Port Colborne Fire and Emergency Services General Orders, Rules and Regulations

1. Every member of the on-duty platoon shall report for duty at the prescribed time on duty and remain on duty until relieved.
2. Members shall show courtesy and respect at all times in dealing with the public.
3. Members shall render due respect and courtesy towards superior officers at all times.
4. When a member alleges unfair treatment, they may make a written complaint to the Fire Chief.
5. Members when on duty, shall not leave unless permission is granted by a superior officer who is authorized to grant such permission (command).
6. No member, directly or indirectly, shall solicit or accept from anyone, gifts, money or other articles as a reward for services rendered in the carrying out of their duties.
7. Every member shall advise the office of any change in address within seven (7) days, or telephone number within twenty-four (24) hours of such change.
8. With the exception of drivers duly authorized and designated to fulfill this duty, no member shall start, put into action any apparatus of the Department.
9. No member shall supply information relative to the Department or operation thereof unless authorized by the Chief, or their designate of the Department, or in their absence, their designate.
10. When valuables (money, jewelry, etc.) are found during a fire, members shall notify the Officer in charge of operations who shall submit a detailed report, along with the articles, to the Chief of the Department.
11. No member shall use profane or indecent language, or conduct themselves in a manner which may be prejudicial to the good reputation, order and discipline of the department.

General Orders, Rules and Regulations

12. Every member is responsible for any damage to or the destruction or loss of uniforms or any equipment issued due to negligence. The cost of replacing the items will become the members responsibility.

The members will report this to the Chief as soon as possible.

13. All traffic laws applicable to vehicles of the Department shall be obeyed and extreme precautions shall be exercised at all times.

14. All apparatus and equipment shall be tested in accordance with the Policy and Operational Guidelines issued for that purpose.

15. A member injured while on duty shall immediately report the injury to the officer in charge who shall immediately notify the Fire Chief or their designate and submit a written report to the Chief of the Department and complete the corporate documentation.

16. a) A member involved in an accident while on duty shall immediately report the accident to the officer in charge, who shall immediately notify the Fire Chief or their designate and submit a written report to the Chief of the Department and complete the corporate documentation.

b) Where apparatus is involved in an accident, the driver shall immediately report the accident to the officer in charge, who shall immediately notify the Fire Chief or their designate and submit a written report to the Chief of the Department and complete the corporate documentation. Where appropriate, Police are to be notified.

17. A member exposed to any hazardous substance or material shall have this fact entered on their medical record, including the name of the substance or material and the nature and duration of their possible exposure. Medical treatment will be sought immediately. An exposure form must be filled out.

18. Members on duty shall wear the full issue of protective clothing, including fire fighter's helmet, bunker clothing, rubber boots and gloves unless otherwise authorized by the officer in charge, while working at an emergency scene or at training.

19. Members must be in possession of a valid Ontario Class "A". "B". "C" or "D", and if necessary, a "Z" endorsement valid licence.

20. Roll calls for fires shall be completed prior to leaving the scene or at the discretion of the officer in charge.

21. No members shall receive more than one (1) leave of absence in a three (3) year period. Maximum allowable leave of absence will be three (3) months. Leave of absences will not be credited to any members years of service with the Department.

22. All members will respond safely and promptly to all alarms.

General Orders, Rules and Regulations

23. Any person who has been off on sick leave or worker's compensation shall be required to have a medical examination by the department physician prior to being reinstated as a member of the fire department. Re-training shall be successfully completed as may be determined by the Fire Chief/designate.
24. Training shall be conducted as may be determined by the Fire Chief.
25. All members will be clean-shaven for a members own safety, in accordance with C.S.A. Standard Z94.4.
26. No member shall drive or attempt to drive a Department vehicle or attend any training or emergencies while under the influence of any substance that could prove detrimental to the safe operation of the vehicle or the members welfare. A Zero Tolerance Policy is in place.
27. The appointment of volunteer officers shall be recommended by the Fire Chief to the Chief Administrative Officer for promotion.
28. a) Volunteer Officers – the honorarium for Volunteer Officers shall be determined through the annual budgetary process.
29. Private cars of members shall not be used for fire service purposes without authorization from the Fire Chief, or their designate, of the department.
30. All members of the department shall be aware of the safety policies and procedures contained within the City of Port Colborne Safety Manual as applicable to the Fire Service and Guidance Notes provided by the Section 21 Committee of the Ministry of Labour, and the Operational Guidelines currently maintained by the Department, as well as Corporate Policies.
31. Fire fighting clothing damaged or ruined in service shall be replaced by the department.
32. All members leaving Port Colborne Fire and Emergency Services shall immediately return all Department equipment supplied within 24 hours.
33. These rules and regulations shall be reviewed at least once per year by the Fire Chief, with any changes to be recommended to the C.A.O. Any changes approved by the C.A.O. shall take effect upon written confirmation of the changes by the C.A.O. to the Fire Chief.
34. All members will act in accordance with the general orders, rules and regulations of Port Colborne Fire and Emergency Services to uphold the finest traditions of the Fire Service for the good and welfare of our citizens and community.



**Strategic Plan
For the
City of Port Colborne
Fire and Emergency
Services**

"Proudly protecting People and Property"

December, 2019

**Strategic Plan
Fire and Emergency Services**

Index

	Page
Vision and Mission Statements.....	1
1. Education	2
2. Prevention.....	3
3. Investigation.....	4
4. Training.....	5
5. Rescue.....	6
6. Fire Suppression.....	7
7. Haz Mat	8
8. Life Support.....	9
9. Administration.....	10

**Strategic Plan
Fire and Emergency Services**

Vision/ Objectives:

We are the City of Port Colborne Fire and Emergency Services – respected by our community and peers for being proactive, consultative, customer – focused, and cost-effective. “Community First” and “Community Pride” are what drive us to service excellence. A dedicated staff of multi-talented professionals, we are skilled, flexible and involved in our community.

Our Public Education Programs are enthusiastically attended because they are relevant and informative. We take pride in working together with residents, businesses and builders to educate and assist with Fire Code requirements and life safety matters. Our highly trained and equipped emergency response team is quick to the rescue, and caring and compassionate in its approach. We are here to serve – proudly – and to make a contribution in a partnership with our community.

Mission/ Goals:

To protect life, property and the environment in Port Colborne through education, prevention, investigation, training, rescue, fire suppression, dangerous goods containment and life support services.

Values:

The City of Port Colborne Fire and Emergency Services is dedicated to Team Management/Leadership through the values of:

- Customer Service
- Employee Involvement
- Open Communications
- Integrity
- Accountability
- Flexibility
- Commitment
- Efficiency
- Pro-activity

Strategic Plan
Fire and Emergency Services

Education:

Objectives:

1.1 To increase the fire safety awareness level of all citizens.

1.2 To educate target groups in specific fire safety knowledge.

1.3 To develop the required programs.

Actions:

1.1 (a) Research and implement "Contemporary Fire Prevention & Safety Education Programs" in all schools in the City.

1.2 (b) Research and implement "Contemporary Fire Prevention & Safety" Education Programs in all nursery schools and daycare centres.

1.1 (c) Assess public fire safety awareness on a continual basis.

1.1 (d) Research and utilize all forms of media to inform and educate the public regarding fire safety.

1.1 (e) Research and develop effective adult education programs.

1.2 Research and identify the target groups and their needs.

1.3 (a) Research, identify and recommend staff and resources required to meet education objectives.

1.4 (b) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate education programs.

**Strategic Plan
Fire and Emergency Services**

Prevention:

Objectives:

2.1 To reduce injuries, deaths, property loss and damage to the environment from preventable and non-preventable emergencies.

2.2 To ensure minimum life safety standards are met in all areas of jurisdiction within the Fire Department.

Actions:

2.1 (a) Work with the community to enforce compliance with applicable codes, standards, regulations and by-laws.

2.1 (b) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate prevention programs and legislation.

2.1 (c) Advise the public and government bodies on fire prevention, life safety, emergency planning within the jurisdiction and mandate of the Fire Department.

2.1 (d) Develop an effective and co-operative relationship with all appropriate fire prevention agencies and our customers.

2.2 (a) Work with the community to enforce compliance with applicable codes, standards, regulations and by-laws.

2.2 (b) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate prevention programs and legislation.

2.2 (c) Advise the public and government bodies on fire prevention, life safety and environmental issues, within the jurisdiction and mandate of the Fire Department.

2.2 (d) Develop an effective and co-operative relationship with all appropriate fire prevention agencies and our customers.

Strategic Plan Fire and Emergency Services

Investigation:

Objectives:

- 3.1 To determine the cause and origin of all emergencies within the jurisdiction of the Fire Department.
- 3.2 To develop an effective and co-operative relationship with all appropriate investigating agencies.
- 3.3 To ensure that a complete current investigation information and statistical data base is available.

Actions:

- 3.1 Conduct timely and effective investigations.
- 3.2 (a) Participate in and influence decisions made by all appropriate public/private agencies.
- 3.2 (b) Develop liaison and two-way information sharing programs with appropriate agencies.
- 3.3 Research, identify, select and implement the appropriate technology to support a complete current investigation information and statistical data base.

**Strategic Plan
Fire and Emergency Services**

Training:

Objectives:

4.1 To train Fire Department staff to meet recognized standards.

Actions:

4.1 (a) Research and identify appropriate performance standards.

4.1 (b) Develop and implement training programs to meet identified standards and the needs of the City.

4.1 (c) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate training programs.

4.1 (d) Receive and maintain accreditation from recognized accreditation agencies where appropriate.

4.2 Mandatory Training

4.2 Mandatory training shall be identified on a yearly basis by Administration. The following training is considered mandatory. This training shall be successfully completed on an annual basis as provided for within the Department's training schedule.

- C.P.R
- First Aid
- Incident Mngt. System
- Defibrillator
- S.C.B.A.
- Hazardous Materials Awareness/ Operations
- Fire Fighter
- Safety
- Technical
- Rescue
- City policies where appropriate

Formatted: Normal, No bullets or numbering

**Strategic Plan
Fire and Emergency Services**

Rescue:

Objectives:

- 5.1 To reduce injuries and death from all causes within areas of jurisdiction of the Fire Department with all due consideration to the safety of all staff.

- 5.2 To develop an effective and co-operative relationship with all appropriate support agencies.

Actions:

- 5.1 (a) Conduct timely and effective rescues.

- 5.1 (b) Research, identify, select and implement the appropriate technology and support for victim entrapment.

- 5.2 (a) Participate in and influence decisions made by all appropriate support agencies

- 5.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

**Strategic Plan
Fire and Emergency Services**

Fire Suppression

Objectives:

- 6.1 To reduce injuries, deaths, property loss and damage to the environment from fire and its consequences.

- 6.2 To develop an effective and co-operative relationship with all appropriate support agencies.

Actions:

- 6.1 (a) Conduct timely and effective fire suppression activities.
- 6.1 (b) Research, identify, select and implement the appropriate technology and support.
- 6.2 (a) Participate in and influence decisions made by all appropriate support agencies.
- 6.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Strategic Plan
Fire and Emergency Services

**Haz Mat (Dangerous
Goods Containment)**

Objectives:

7.1 Reduce injuries, deaths, property loss and damage to the environment from fire, dangerous goods releases and their consequences.

Actions:

- 7.1 (a) Conduct timely and effective haz mat operations.
- 7.1 (b) To provide all personnel with training to the Awareness Level and where appropriate Operations Level. Participate in the Region's CBRNE Team.
- 7.1 (c) To work with other area Municipalities in establishing a hazardous material response procedure, and enter into Agreements with Council's concurrence, when necessary.

Strategic Plan Fire and Emergency Services

Life Support
Life Support
Life Support

Life Support

Objectives:

8.1 To prevent death, relieve pain and reduce shock.

8.2 To increase our ability and role to provide advanced life support.

Actions:

8.1 (a) Provide timely and effective life support services.

8.1 (b) Research, identify, select and implement the appropriate technology and support.

8.2 (a) Participate in and influence decisions made by all appropriate support agencies and enter into a tiered response.

8.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Strategic Plan Fire and Emergency Services

Administration

Objectives:

9.1 To have a management team which anticipates, initiates, communicates, and manages change effectively.

9.2 To ensure that the Fire Service is delivered in a superior and cost-effective manner.

9.3 To ensure responsible, timely, and effective decisions are made for the provisions of the Fire Department.

9.4 To develop a positive customer focus in the Fire Department service delivery.

Actions:

9.1 (a) Monitor, identify and anticipate all trends affecting the Fire Department and take the appropriate action.

9.1 (b) Develop an effective management team through research, training, education and dynamic team building.

9.2 (a) Advise Council regarding the resources and numbers of staff required to deliver timely and effective fire and emergency services.

9.2 (b) Manage the staff and resources allocated by Council to provide the most efficient and effective fire and emergency services.

9.2 (c) Investigate opportunities for the Fire Department to assume additional roles.

9.3 (a) Prepare a long range Master plan for the provision of Fire Department services.

9.3 (b) Amend the enabling By-law to reflect current Fire Department services delivery and update it as needed.

~~9.3 (c) Amend the City of Port Colborne's Emergency Plan and update it annually.~~

9.4 (a) Develop a customer service training service program.

Strategic Plan
Fire and Emergency Services

9.4 (b) Train all staff in customer service.

This page intentionally left blank.

Report Number: 2019-177

Date: December 9, 2019

SUBJECT: Cancellation, Reduction or Refund of Realty Tax

1) PURPOSE

The purpose of this report is to seek approval of Council in order to cancel, reduce or refund realty tax of the applicant in accordance with the recommendations of the Municipal Property Assessment Corporation (MPAC) Assessor.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Under section 357/358 of the *Municipal Act, 2001*, as amended, an application to Council may be made by the taxpayer for the cancellation, reduction or refund of tax levied in the current and previous year for specific purposes. In some cases, a review may increase the property assessment and increase a property's tax levied.

Once an application is received from a taxpayer under Section 357/358 and processed by staff, the application is forwarded to MPAC for a revised assessment recommendation. These applications are then returned to the municipality for staff to calculate the amount of cancellation or adjustment of taxes.

Section 357 Application Numbers 2019-07, 2019-08, and 2019-11, were received and are in the Treasurer's possession.

3) STAFF COMMENTS AND DISCUSSIONS

The attached summary report has been prepared encompassing the applications received to date and to submit such report to the Committee of Council for approval.

Staff recommends Council approval of the recommendation of the MPAC assessor for the Section 357 applications. It is a rarity that the taxpayer challenges any recommendation, however, if such did occur, staff would request MPAC to attend the committee meeting to defend or amend the recommendation. Staff have received no objections from the taxpayers.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

Application Numbers 2019-07, 2019-08, and 2018-11 under Section 357/358 have been received and require Council's approval. The total amount of reduction or cancellation of taxes is \$6,028.59, of which \$2,268.23 is the municipal portion.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Appendix A - Calculation of adjustments based on the Assessor's reports and comments

7) RECOMMENDATION

That the applications pursuant to Section 357/358 of the *Municipal Act, 2001*, as amended, 2019-07, 2019-08 and 2018-11 be approved to cancel or reduce taxes in the total amount of \$6,028.59.

8) SIGNATURES

Prepared on November 12, 2019 by:

Reviewed by:

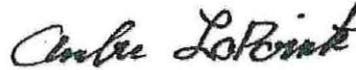


Andrea Hawkins
Tax Clerk

Stephen Corr
Manager of Revenue & Taxation

Reviewed and respectfully submitted by:

Reviewed by:



Peter Senese
Interim Chief Administrative Officer

Amber LaPointe
Acting Director of Corporate Services/
City Clerk

This page intentionally left blank.



Corporate Services Department

Report Number: 2019-185

Date: December 9, 2019

SUBJECT: Approval of Spending Limits During the Interval Prior to the Approval of the 2020 Budget Estimates

1) PURPOSE:

To establish interim spending limits for departments during the period prior to the approval of the 2020 budget estimates.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The Current Budget review schedule provides for approval of the 2020 budget by approximately April 1, 2020.

Expenditures against accounts without budget appropriations should not take place without levels of expenditures being approved by Council. The City, however, is an ongoing entity and must, of necessity, incur costs. To allow for these eventualities, the Municipal Act, 2001 (Section 317) authorizes Council to provide, before the adoption of the estimates for the year, an interim levy equivalent to 50% of the prior year's approved estimates. Using this as a guideline, staff have historically obtained approval to allow City Departments to incur costs to the level of 50% of the prior year's budget for interim spending.

3) STAFF COMMENTS AND DISCUSSION

Although the 2020 budget should be approved within the next few months, it is suggested that interim spending approval be granted. Most departments, boards and agencies should be able to operate with an interim spending approval of approximately 50% of the 2019 budget. This is consistent with the approach adopted in 2019 and previous years. If Council approval of the budget is not achieved, a further report with an amended interim spending authority may be submitted.

The purchase of items designated as new capital are to be excluded from the above proposal in as much as their purchase should specifically be approved by the respective Standing Committee, Board, or Agency. Such purchases prior to the adoption of the annual estimates should also require the approval of City Council.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

As the operation of the City is ongoing, an interim spending limit is required.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

None.

7) RECOMMENDATION:

That until such time that the 2020 Current Budget is adopted, the following be approved:

1. City Departments, Boards, and Agencies be allowed to incur operating costs to a level of 50% of the departmental expenditure of the prior year.
2. New capital items deemed essential by a department be approved by the respective Standing Committee or Board, or Agency and the Council of the City of Port Colborne prior to purchase.
3. That this policy be communicated to all Department Directors, Boards, and Agencies.

8) SIGNATURES:

Prepared on November 29, 2019 by:



Stephen Corr
Manager of Revenue & Taxation/
Deputy Treasurer

Reviewed and Respectfully Submitted
by:



Peter Senese
Interim Chief Administrative Officer

Report Number: 2019-186

Date: December 9, 2019

SUBJECT: Penalty Charges and Interest Rates for 2020

1) PURPOSE:

To establish late payment charges on payments due to the municipality for taxes and other accounts receivable.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Council policy has been to charge penalty and interest charges on all accounts which are in arrears of payment. The following has been set in previous policy:

Penalty

In accordance with Section 345 (2) of the Municipal Act, 2001, as amended, a penalty charge of 1 1/4% on the first day of default of taxes due and unpaid.

Interest

In accordance with Section 345 (3) of the Municipal Act, 2001, as amended, an interest charge of 1 1/4% for each month of the amount of taxes due and unpaid.

Other Accounts Receivable

A penalty charge of 1 1/4% on the first day of the month which follows the billing date by at least 30 days, and the first day of each month thereafter until paid.

3) STAFF COMMENTS AND DISCUSSION

It is required that Council, in the new year, adopt a by-law to establish late payment charges on payments due to the municipality, in accordance with Section 345 of the Municipal Act, 2001, as amended, for non payment of taxes. In addition, to establish a penalty charge for non payment of other accounts receivable.

The by-law includes these charges for late payment of taxes or any instalment by the due date, including other accounts receivable.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

The penalty and interest charge is not to exceed 1 1/4% of the amount due. Staff

recommend the upset limit of 1 1/4% to be charged for non payment of taxes and other accounts receivable.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

None.

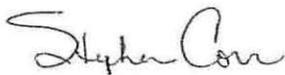
7) RECOMMENDATION:

That the Penalty Charges and Interest Charges by-law be adopted to establish the 2020 late payment charges on payments due to the municipality.

8) SIGNATURES:

Prepared on November 29, 2019 by:

Reviewed and Respectfully Submitted by:



Stephen Corr
Manager of Revenue and Taxation/
Deputy Treasurer



Peter Senese
Interim Chief Administrative Officer

Report Number: 2019-187

Date: December 9, 2019

SUBJECT: 2020 Interim Tax Billing

1) PURPOSE:

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

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

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

3) STAFF COMMENTS AND DISCUSSION

When the 2019 Assessment Roll for the 2020 taxation year is received, Corporate Services staff will verify and balance this Roll in preparation of a Collector's Roll for this billing. Each tax account is updated using the new Assessment Roll.

The interim tax bill will be calculated for all property tax classes in accordance with Section 317(3) of the Municipal Act, S.O. 2001, as amended. The interim levy calculation cannot exceed 50% of the 2019 final levy, as adjusted.

The interim tax bill for all property tax classes will be mailed by February 6th, 2020 with due dates of February 28th and April 30th, 2020. The due dates are within the twenty-one (21) days of the mailing date, in accordance with Section 343(1) of the Municipal Act. Traditionally tax due dates have been the first day of the month. This year, staff is proposing minor changes to the billing due dates to the last working day of the month. This will assist in the financial system application of interest and penalties and be more consistent with other municipalities within the Region of Niagara.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

Option A

If the by-law is not passed, the municipality will incur increased borrowing costs and ratepayers will be issued final tax bills for the full year.

Option B

For Council to adopt an Interim Levy By-law to issue an interim tax bill in accordance with

Section 317(1) of the Municipal Act, S.O. 2001, as amended, for the purpose of providing cash flow to meet expenditures prior to the adoption of the budget estimates and until final taxes are provided.

The interim by-law provides for cost efficiency and easier payment terms for the ratepayer to be spread out over the year.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

None.

7) RECOMMENDATION:

That a by-law be adopted to authorize the 2020 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established.

8) SIGNATURES:

Prepared on November 29, 2019 by:



Stephen Corr
Manager of Revenue and Taxation/
Deputy Treasurer

Reviewed and Respectfully Submitted
by:



Peter Senese
Interim Chief Administrative Officer

Report Number: 2019-188

Date: December 9, 2019

SUBJECT: 2020 Borrowing By-law

1) PURPOSE:

To authorize the borrowing, as required, of up to \$4,000,000 for operating cash flow to meet the current expenditures until taxes are billed and collected.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Section 407 of the Municipal Act, 2001, as amended, provides authorization to borrow. It is common practice to establish a set borrowing amount for each year for cash flow purposes to meet current operating expenditures. Interest is only payable if the credit has been used and is normally short term until taxes are collected. The City has not had to borrow or obtain any credit for the last 4 years as cash flow between tax billing and collection has been positive to meet current operating expenditures.

3) STAFF COMMENTS AND DISCUSSION

Section 407 of the Municipal Act, 2001, as amended, provides for Council to pass a by-law to authorize the Head of Council and Treasurer to borrow, by way of promissory note, such sums as Council considers necessary to meet the current expenditures of the Corporation, from time to time during the year, until the taxes are collected. Such a loan becomes a charge upon the whole of the revenues of the Corporation, as collected.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

Options are limited as from time to time short term borrowing is required during normal operating periods to cover operating expenditures, as required. The current budget allocates \$5,000 for potential interest expense.

Interest payable is calculated at the prime rate less 0.50% per annum on any outstanding amounts and is budgeted on an annual basis.

It is recommended that \$4,000,000 be authorized for short term borrowing, as required.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

None.

7) RECOMMENDATION:

That Council adopt a by-law to authorize temporary borrowing, as required, of up to \$4,000,000 for operating cash flow to meet the current expenditures of the Corporation until property taxes are billed and collected.

8) SIGNATURES:

Prepared on November 29, 2019 by:

Reviewed and Respectfully Submitted by:



Stephen Corr
Manager of Revenue & Taxation/
Deputy Treasurer



Peter Senese
Interim Chief Administrative Officer



Planning and Development Department

Report Number: 2019-192

Date: December 9, 2019

SUBJECT: Department of Planning and Development 2019 Activity Report

1) PURPOSE:

The purpose of the report is to provide Council with information on the Department of Planning and Development's 2019 activity regarding applications, complaints and building permits.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

As Council is aware, the Department of Planning and Development is broken into the following Divisions: Planning, Building and By-law Enforcement.

The Planning Division is mainly responsible for the administration, review and processing of various applications submitted under the Planning Act. The Division also processes incentive applications made through a Community Improvement Plan and deals with matters related to the Ontario Heritage Act.

The Building Division is responsible for the issuance of building permits in accordance with the Building Code Act and municipal regulations.

The By-law Enforcement Division manages the enforcement of by-laws, regulations, policies, procedures and provides professional public service throughout the municipality.

This report will provide details on what each Division worked on in 2019 with information provided to November 1, 2019 so that this report could be prepared.

3) STAFF COMMENTS AND DISCUSSIONS

Planning Division

Application Type	Number of Applications
Zoning By-law Amendment	6
Official Plan Amendment	1
Site Plan/Development Control	11
Plan of Sub/Condominium	2
Minor Variance	25

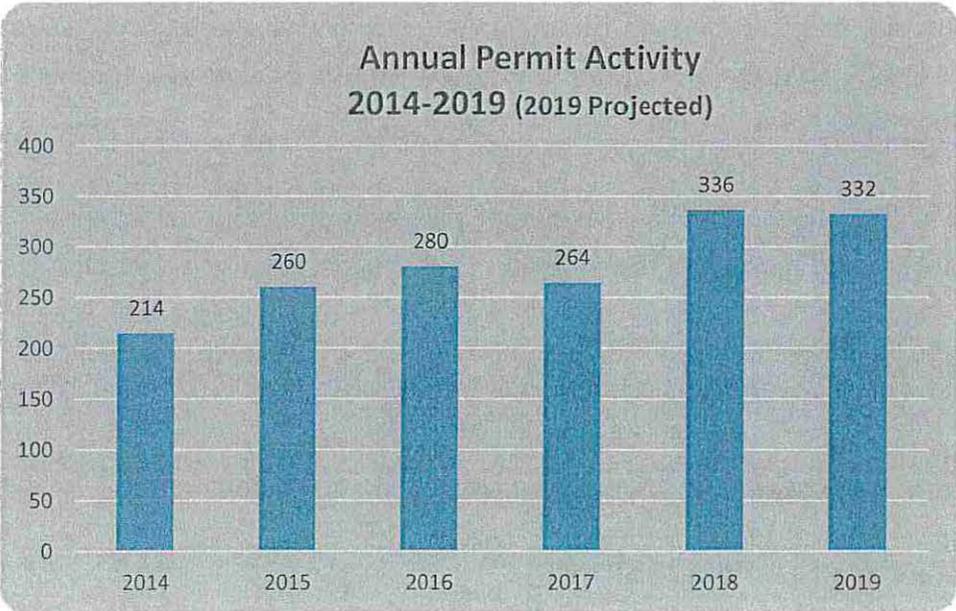
Severance	26
CIP Incentives	9

Building Division

The Chief Building Official advises that there is an elevated construction activity that the City has experienced in the last few years and has continued (see graph below). Permit volume has been maintained at peak levels. New home starts have risen again with permit issued for 40 new homes. Additional commercial development, and redevelopment, has also continued, particularly with the construction and redevelopment of many gas stations across the city. Additionally, the Building Division is trending towards exceeding anticipated revenues.

Given the steady amount of construction activity and limited resources, a new Building Inspector/Property Standards Officer was hired earlier in 2019 to alleviate the demands of the department.

The Building Division is confident that this investment will result in greater efficiencies, quicker turn-around times and buoy customer service. It will still be necessary to make use of contractor services, however, this need will fade as the new inspector becomes more proficient.



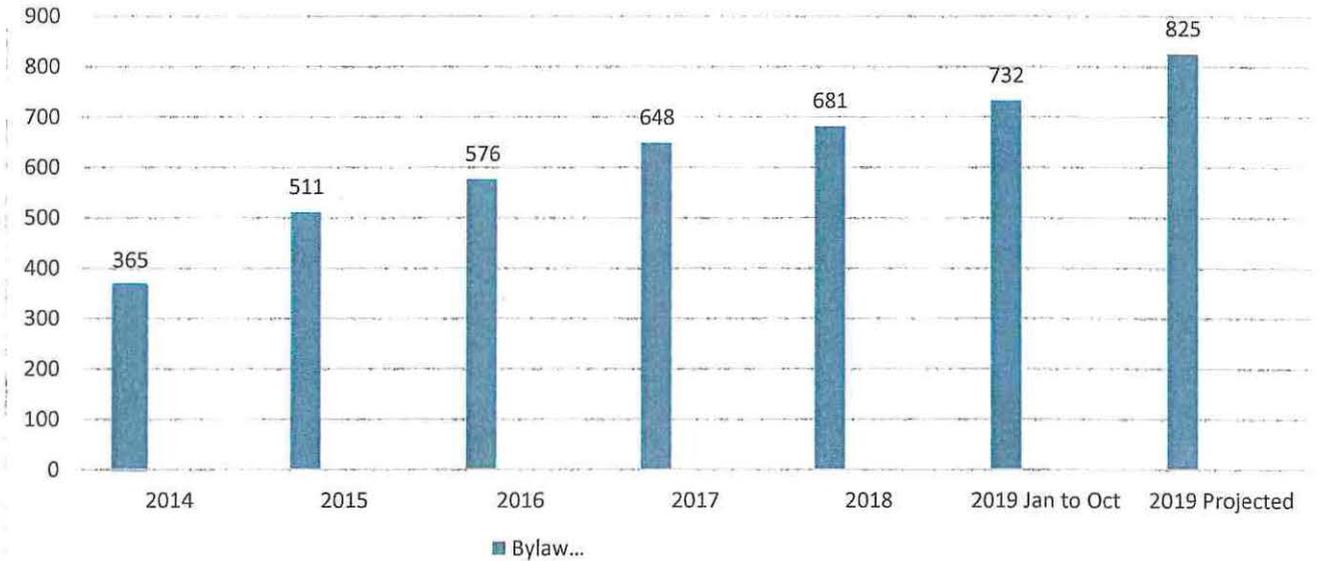
By-law Enforcement Division

The Manager of By-law Enforcement advises that By-law complaints have continued to increase over the last few years, and as a result of new by-laws, policies and the increase in complaints a new enforcement procedure was required.

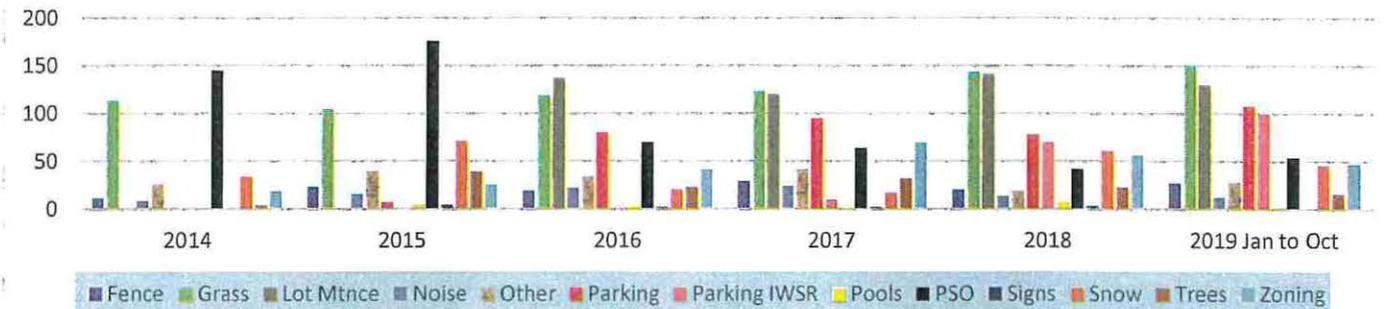
Complaints increase and decrease based on the season, weather and issues. A hot dry

summer decreases the number of grass complaints, a heavy snowfall and harsh winters increase snow complaints, and parking and traffic issues such as those at Pleasant Beach Road increase by-law enforcement time inside and outside of the office due to reports, by-law amendments and ticketing.

By-law Enforcement Division Yearly Complaints

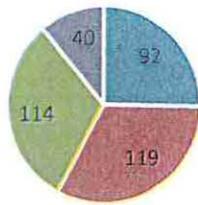


By-law Enforcement Division Yearly Complaints by Type



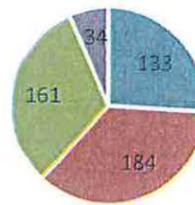
	A	B	C	D	E	F	G	H	I	J	K	L	Trees	N
		Fence	Grass	Lot Mtncce	Noise	Other	Parking	Parking IWSR	Pools	PSO	Signs	Snow	Trees	Zoning
1	2014	11	113	0	8	26	1	0	2	145	1	34	4	18
2	2015	23	104	0	15	40	7	0	6	176	4	71	39	25
3	2016	19	118	137	22	34	80	0	4	70	2	21	23	41
4	2017	29	123	120	24	42	95	10	2	64	2	17	32	69
5	2018	20	143	141	13	19	78	70	9	42	3	61	23	56
6	2019 Jan to Oct	27	149	130	12	28	108	100	4	54	1	46	16	47

By-law Complaints by Ward
2014



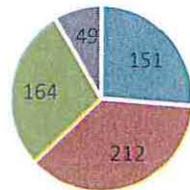
■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4

By-law Complaints by Ward
2015



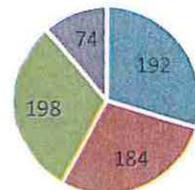
■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4

By-law Complaints by Ward
2016



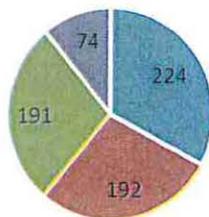
■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4

By-law Complaints by Ward
2017



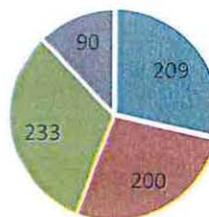
■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4

By-law Complaints by Ward
2018



■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4

By-law Complaints by Ward
2019



■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing

N/A

b) Other Options

N/A

5) **COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

N/A

6) **ATTACHMENTS**

N/A

7) **RECOMMENDATION**

That Department of Planning and Development Report 2019-192, 2019 Activity Report be received for information.

8) **SIGNATURES:**

Prepared on November 29, 2019 by:

Reviewed & submitted by:



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



Peter Senese
Interim Chief Administrative Officer

This page intentionally left blank.



**ENGINEERING & OPERATIONS DEPARTMENT
OPERATIONS DIVISION**

Report Number: 2019-193

Date: December 9, 2019

**SUBJECT: Port Colborne Drinking Water Quality Management System (DWQMS)
Re-accreditation Audit**

1) PURPOSE:

This report, prepared by Darlene Suddard, Environmental Compliance Supervisor and authorized by Steve Shypowskyj, Acting Director of Engineering & Operations, was prepared to inform Council of the results of the re-accreditation audit of the Port Colborne Drinking Water Quality Management System, performed by the City's accreditation body, SAI Global. This report also fulfills Element 12: Communications where Top Management is required to keep the Owner of the Water Distribution System informed of items that could affect the Quality Management System or the operation of the Distribution System.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

As previously reported to Council in Report 2019-19 – Council's Role as Owner of the Port Colborne Distribution System on February 25, 2019, the City of Port Colborne is required to have an accredited Operating Authority for the Port Colborne Distribution System (PCDS).

The City of Port Colborne was originally accredited in June 2013 by SAI Global. Full on-site re-accreditation audits are required every 3 years, with annual document review, or surveillance audits, conducted in the two years between re-accreditation. The City was re-accredited in 2016, and re-accreditation is required in 2019.

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 audit results, this ensures Council is informed and helps meet the Section 19 Statutory Standard of Care requirements of the Safe Drinking Water Act, 2002.

3) STAFF COMMENTS AND DISCUSSIONS

The City's re-accreditation audit was completed on November 5, 2019. The auditor had some very complimentary feedback regarding areas where the auditor felt the City's Operating Authority was performing very well:

- Councillor participation in several aspects of the City's Drinking Water Quality Management System (risk assessment, management review) is commendable
- Training of essential contractors is excellent

- Setting of infrastructure maintenance targets for tracking progress and making reporting more effective is a positive improvement

The auditor identified five opportunities for improvement (OFIs) and one minor nonconformity (NC), which are summarized in the attached table. The City was recommended for Accreditation by the auditor, contingent upon addressing the NC. Paperwork for the NC was submitted November 29, 2019 and staff are awaiting the new Certificate of Accreditation.

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

Table 1: Summary of External Audit Findings and Completion Status

7) RECOMMENDATION

That Engineering & Operations Department Report 2019-193, Port Colborne Drinking Water Quality Management System Re-accreditation Audit be received as information.

8) SIGNATURES

Prepared on November 29, 2019 by:

Reviewed by:



Darlene Suddard
Environmental Compliance Supervisor

Steve Shypowskyj
Acting Director, Engineering & Operations

Reviewed and Respectfully Submitted:



Peter Senese
Acting Chief Administrative Officer

Table 1: Summary of External Audit Findings and Completion Status

Opportunities for Improvement		
Element	Details	Status
6 – Drinking Water System	Consider including a description of all Distribution System components in the Operational Plan	Staff have reviewed and determined that the current Distribution System description in the Operational Plan is complete.
5 – Document and Records Control	Consider documenting a review timeframe for the Essential Supplies and Services List and the QMS Policy to ensure currency of these records is maintained	Staff have reviewed and will implement the suggestion.
21 – Continual Improvement	Consider including action items from emergency debriefs in the corrective/preventive action process to improve responsiveness in emergency situations	Staff have reviewed and will implement the suggestion.
4 – QMS Representative	Consider resurrecting the value of designating a QMS Rep back-up which was dismissed in 2017	Top Management is aware of the suggestion and investigating options to implement.
9 – Organizational Structure	Ensure the organizational chart is reflective of current organizational structure in terms of reportability within the DWQMS	Staff have reviewed and determined that while the suggestion is of value, the Operating Authority org chart does represent the general reportability within the DWQMS. Therefore, the current practice of reviewing the org chart when the Operational Plan is reviewed and changing the chart as necessary will remain.
Minor Nonconformance		
5 – Document and Records Control	A newly developed form, which had not yet been approved or given document control identification, was being used by Water staff.	The form has been approved, given document control identification and all Water staff have been trained in the use of the new form. Staff have also been given refresher training on the process for editing existing forms and documents and for submitting new forms and documents for approval and inclusion in the DWQMS.

From: "Main Street BIA" <mainstreetbia@gmail.com>
To: "amberlapointe@portcolborne.ca" <amberlapointe@portcolborne.ca>
Date: 2019-11-20 12:24 PM
Subject: Main Street BIA board members

Hello,

On Monday November 18th, Main Street BIA held its AGM and at that time we voted to appoint 3 new board members to fill our vacancies.

Could council please approve the following names to sit on our board for the remainder of the term ending in 2022.

Stephen Williams
Marsha Cox
Dee Tilbrook

Respectfully,

Juli Longaphie
Main Street BIA Secretary

This page intentionally left blank.



PORT COLBORNE

MEMORANDUM

MAYOR'S OFFICE

905-835-2900 Ext. 301

TO: Members of City Council

FROM: Nancy Giles

DATE: December 9, 2019

RE: Report from Grant Policy Committee

On October 21, 2019 members of the Grant Policy Committee met to discuss the policy and application which were originally approved by council on December 14, 2015.

Several administrative changes as well as a clearer definition of who and what Council will not fund are being requested to help streamline the process.

Details of the requests as well as a revised policy and application are attached.

This page intentionally left blank.

REPORT FROM GRANT POLICY COMMITTEE

Clause	POLICY CHANGES REQUESTED
Clause 1.0 (2)	Remove: "terms and conditions"
Clause 2.0 (6)	Change: "Port Colborne Hydro Inc." to "Corporation of the City of Port Colborne"
Clause 2.0 (8)	Add: "Terms and conditions" means the information given on the application in which the Committee/Council relied upon in determining the amount of funds to be granted to the applicant.
3.0 1 (a)	Change: "objects" to "objectives"
3.1	<p>Add: EXCLUSIONS</p> <p>1. The following entities are not eligible for funding:</p> <ul style="list-style-type: none"> • Individuals • For-profit organizations • Organizations whose purpose is related to political activity as defined by the Canada Revenue Agency • Private Foundations • Organizations that discriminate, or that seek to limit the legal rights and activities of people <p>2. The following initiatives are not eligible for funding:</p> <ul style="list-style-type: none"> • Financing of deficits • Payment of City fees, taxes or other City costs • Purchase of alcohol or cannabis • Political and/or advocacy activities, such as furthering the aims of a political party; promoting a political doctrine; or persuading the public to adopt a particular political view • Religious activities, including capital renovations or repairs for facilities used for the specific purpose of religious observance • Contributions to annual fund drives or capital campaigns • Dollar-for-dollar replacement of government funding • Programs or services outside Ontario • Activities completed or costs incurred before the approval of the request • Flow-through funding (i.e., funds that will be reallocated to a third party organization) • Discriminatory Activities, as defined by the Ontario Human Rights Code

Clause	POLICY CHANGES REQUESTED									
4.0 2	Add: after screening process "by a staff member of the committee's choosing"									
4.1 2 (iv)	Remove: "The Applicant has a proven track record for success."									
4.1 2 (b) (i)	Add: after financial projections "and are able to articulate why its financial reports are not consistent with funding the requests(s) with its own dollars"									
12.0 1	Change: "The Corporation prefers not to provide funds" to "The Corporation will not provide funds"									
Clause	APPLICATION CHANGE REQUESTED									
12	Change: "How many volunteers assist your organization and in what capacities" to "Do volunteers assist your organization"									
14	Change: "Are you an incorporated non-profit organization" to									
	<table border="1"> <thead> <tr> <th>Type of Organization</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td>Not-for-profit</td> <td></td> </tr> <tr> <td>Registered Charity – include number</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>		Type of Organization	Check	Not-for-profit		Registered Charity – include number		Other	
Type of Organization	Check									
Not-for-profit										
Registered Charity – include number										
Other										
Attachment	Change format to a table – wording remains the same									

**CORPORATION OF THE
CITY OF PORT COLBORNE
GRANT POLICY**

AMENDED: December 9, 2019

1.0 INTRODUCTION

1. The Corporation of the City of Port Colborne recognizes the vital contribution of charitable organizations, service clubs and non-profit organizations in enhancing the quality of the life of the community.
2. This policy establishes policies and procedures for the provision of grants which benefit the citizens of the City of Port Colborne.

2.0 DEFINITIONS

1. **“Charitable Organization”** means an organization which is incorporated as a non-profit corporation with charitable objects as defined by the Corporation or registered as a charitable corporation under the Canada Income Tax Act.
2. **“Corporation”** means the Corporation of the City of Port Colborne.
3. **“Council”** means the Municipal Council of the City of Port Colborne.
4. **“Organization”** means a charitable or non-profit organization.
5. **“Person”** means a corporation, organization or charitable organization.
6. **“Policy”** means the Charitable Policy of the Corporation of the City of Port Colborne.
7. **“City”** means the City of Port Colborne.
8. **“Terms and Conditions”** mean the information given on the application in which the Committee/Council relied upon in determining the amount of funds to be grant to the applicant.

3.0 ELIGIBILITY

1. To be eligible to receive a grant, the applicant shall meet the following requirements:
 - (a) **The organization shall be incorporated as a non-profit corporation with charitable objectives or be registered as a charitable corporation under the Canada Income Tax Act.**
 - (b) The organization shall have been in existence for at least one (1) year.
 - (c) The organization shall have its operations located in the Niagara Region.
 - (d) The organization shall provide direct, community-based services to the residents of the City.
 - (e) **The organization can only apply once in a fiscal period.**

3.1 EXCLUSIONS

1. The following entities are not eligible for funding:

- Individuals
- For-profit organizations
- Organizations whose purpose is related to political activity as defined by the Canada Revenue Agency
- Private Foundations
- Organizations that discriminate, or that seek to limit the legal rights and activities of people

2. The following initiatives are not eligible for funding:

- Financing of deficits
- Payment of City fees, taxes or other City costs
- Purchase of alcohol or cannabis
- Political and/or advocacy activities, such as furthering the aims of a political party; promoting a political doctrine; or persuading the public to adopt a particular political view
- Religious activities, including capital renovations or repairs for facilities used for the specific purpose of religious observance
- Contributions to annual fund drives or capital campaigns
- Dollar-for-dollar replacement of government funding
- Programs or services outside Ontario
- Activities completed or costs incurred before the approval of the request
- Flow-through funding (i.e., funds that will be reallocated to a third party organization)
- Discriminatory Activities, as defined by the Ontario Human Rights Code

4.0 REVIEW PROCESS

1. The review of all applications for the purpose of supporting a request for a grant shall be conducted in a clear, transparent and fair process that respects the autonomy and diversity of the applicant organizations.
2. Applications shall be reviewed through a screening process by a staff member of the committee's choosing. The screening process shall combine the assessment of applications using the eligibility requirements, allocation criteria and priority areas set by the Corporation.
3. The Corporation shall determine the merits of applications using the following screens:
 - (a) Ability of Applicant to meet the Eligibility Requirements.
 - (b) Ability of the Applicant to meet the Allocation Criteria.
 - (c) Applicant's programs and activities that fall into the identified Priority Areas.
 - (d) A review team consisting of members of the Committee and/or Corporation staff shall participate in making recommendations for the allocation of donations/sponsorships.
 - (e) During a regular meeting of the Corporation, Council will approve all final recommendations.

4.1 ALLOCATION CRITERIA

1. Applicants must meet the Allocation Criteria. However, meeting the criteria does not in itself guarantee application approval. It is anticipated that all budget requests that meet the eligibility requirements and allocation criteria may not be approved due to limited funds.
2. Applications shall be assessed on the ability to meet the following criteria:
 - (a) **Strength of the Applicant**
 - (i) The Applicant has a clearly stated purpose/mission and the organizational capacity for carrying out their stated programs, activities and services.
 - (ii) The Applicant has an effective governance structure in place.
 - (iii) The Applicant practices sound financial management, and complies with legal and regulatory licensing requirements.
 - (b) **Need for Dollars**
 - (i) The Applicant demonstrates a real need for dollars with realistic financial projections and are able to articulate why its financial reports are not consistent with funding the request(s) with its own dollars.
 - (ii) The Applicant demonstrates that the programs/activities provide an identified benefit for the community.

4.1 ALLOCATION CRITERIA CONTINUED

- (c) **Community Support**
 - (i) The Applicant is partnering, collaborating and generally working together with others in the community.
 - (ii) Volunteers play a significant role in the organization.
- (d) **Impact and Sustainability**
 - (i) The Applicant demonstrates that initiatives are sustainable and will result in a lasting positive impact on the community.
 - (ii) The Applicant is willing and able to respond to changes in the community.
- (e) **Capacity and Flexibility**
 - (i) The Applicant is flexible and actively promotes access to all programs/activities.
 - (ii) The Applicant focuses on the capacity of individuals and the community in carrying out their programs/activities.

4.2 PRIORITY AREAS

1. The Corporation recognizes the importance of building a hopeful, caring and strong community with an abundance of diverse activities and services. Priority areas shall be used in the review process to focus resources to areas that will result in the greatest benefit for building a strong community by supporting a variety of sectors.
2. Priorities shall be reviewed and updated from time to time through community consultation.
3. In keeping with community building philosophies which support cross-sector collaboration, the following priority areas shall be used for determining allocation of funds to applicants that:
 - a) Provide relief to poverty;
 - b) Promote health and well-being;
 - c) Build a strong and diverse community;
 - d) Foster community pride and sense of belonging;
 - e) Prevent community problems;
 - f) Preserve the unique characteristics of the community;
 - g) Embrace and protect the natural environment;
 - h) Support community and personal safety;
 - i) Strengthen families and children;
 - j) Make better use of existing community resources or facilities; and
 - k) Promote self-sufficiency and develop strong leaders.

5.0 THE APPLICATION PROCESS

1. The application process shall be transparent and treat all applicants in a fair and respectful manner.
2. An organization applying for funds shall submit to the Corporation **six (6) copies** of the application as prescribed by the Corporation.
3. The application is to include such items as but is not limited to:
 - a) All organizations must provide a written submission on an annual basis to meet the eligibility criteria, allocation criteria and priority areas.
 - b) Provide most recent year end financial statements.
 - c) Provide most recent operating statement of the current year.
 - d) Provide the budget for the coming year for which funds are requested.
 - e) Written requests must be submitted by the date annually published.
4. The application(s) shall be signed by the Designated Member in Charge, that is, the subject of the application or the authorized agent of the Board of Directors of the Applicant.
5. The Corporation shall note the date of receipt on each application.
6. The Corporation may attach terms and conditions to the donations/sponsorships.
7. The Corporation shall keep and maintain all approved applications.

6.0 APPLICATION REVIEW MEETINGS

1. The Corporation shall schedule designated meetings to review applications for approval, renewal or amendment.
2. Signed, written submissions that relate to an application shall be accepted by the Corporation up to the semi-annual deadline dates as posted. Applicants may be requested to make a presentation to the Corporation.

7.0 NOTICE OF DECISION

1. All Applicants shall be informed, in writing, regarding decisions of the Corporation. All notices of decision by the Corporation will be incorporated into the minutes. All notices will be made under the Mayor's signature.

8.0 RIGHT OF APPEAL

1. There shall be no right of appeal.

9.0 MONITORING AND COMPLIANCE

1. The Corporation may investigate, inquire into and report on any funds approved and shall be responsible for monitoring the programs under its jurisdiction, pursuant to the terms and conditions.
2. Upon request, the organization shall provide the Corporation with any and all information that the Corporation deems necessary in order to determine compliance with all terms and conditions.

9.1 FAILURE TO COMPLY

1. If the Corporation concludes after an investigation, that the conduct of the organization is proved on clear and convincing evidence to be in violation of any of the terms and conditions, the Corporation shall issue a written notice to the organization stating any term or condition violated.
2. Any organization that fails to comply with the terms and conditions of the funding after the second written notice, they shall have funding approval withdrawn.
3. The Corporation shall deliberate and decide suspension, cancellation or refusal to issue the funds in the form of a resolution contained in the minutes of the Corporation.
4. The Corporation shall, by registered mail, notify the Applicant of any resolutions of the Corporation.

10.0 FINANCIAL ACCOUNTABILITY

1. All Applicants shall provide the Corporation with the necessary information to establish effective financial accountability in the management and operation of events.

10.1 FINANCIAL STATEMENTS

1. The Applicant shall submit to the Corporation an annual, verified copy of their financial statement.
2. Organizations that require by law, audited financial statements, shall provide a copy of those statements, along with a copy of the management letter, on an annual basis.

11.0 BUILDING AND CAPITAL IMPROVEMENT FUNDS

1. The Corporation supports the use of funds approved for the capital cost of construction, repair, leasehold improvements or purchase of real property including land, building and major equipment provided charitable benefit can be shown and provided the property is owned by a non-profit or registered charitable organization.
2. The Applicant must demonstrate the capacity to finance all construction to completion and maintenance of the property for a minimum period of five (5) years thereafter.
3. The Corporation places priority on improving existing resources and facilities. Applications will be assessed using the allocation criteria and priority areas described in Sections 4.1 and 4.2.
4. The Corporation may place additional conditions on the approval of building and capital funds.

12.0 OPERATIONS

1. The Corporation will not provide funds to supplement operations unless it is strongly demonstrated that the use of such funds can be shown to be of direct benefit to the citizens of the City of Port Colborne.

13.0 RECORDS AND FREEDOM OF INFORMATION

1. The records of the Corporation shall be maintained, retained and disposed of in accordance with the Corporation's Records Management Policies and Retention Schedules as approved by the Auditor.

14.0 FUNDS AVAILABLE

1. The maximum total of all annual grants will be determined on an annual basis.
2. Grants provided are based on the current year funds available. Application is to be made on a yearly basis: awarding of a grant in the previous year does not guarantee subsequent grants or amounts will be awarded.

Corporation of the City of Port Colborne Grant Application

The granting program is divided into two specific periods. First due date is January 31st of each year and the second due date is June 30th of each year. Your organization can only apply **once** in a fiscal period.

Please keep responses to the following questions to three or four pages in total. In addition, please be sure to supply **all** of the required attachments listed. Failure to answer all questions and supply requested documentation will result in the rejection of your application.

Six copies of your completed application must be received by 4:30 p.m. on the appropriate due date. If the due date falls on a weekend, the application is due on the following Monday.

Late or incomplete applications will not be considered.

Applications may be sent or dropped off as follows:

Nancy Giles, Executive Assistant
City of Port Colborne
66 Charlotte Street
Port Colborne, ON L3K 3C8 (after hours drop box available)
Fax: 905-835-2969
Email: mayoradmin@portcolborne.ca

1. Date	
2. Name of Organization	
3. Current contact information (include address, phone, fax, email, contact person, name and title of senior staff person)	
4. What is your purpose or mission statement?	
5. What is the total amount you are requesting for this grant?	
6. What is the proposed use of these funds? (please attach a detailed budget for the use of the funds and any written explanation)	

7. Please provide a brief description of your initiatives/programs. (summarize for which programs/activities your organization will use the funds)							
8. What is the overall outcome that you hope to achieve through your initiative? (tell us how the community will be better as a result of your program)							
9. Who benefits from your activities and how many people receive services? (Describe any special characteristics about the people who participate in your programs/activities. If your program is a regional program, specify the number of clients served by geographic area using municipal boundaries.)							
10. How does your organization work with others in the community? (Indicate any current formal or informal partnerships, collaborations or networks that are of benefit to your organization. Indicate any membership affiliations - national, provincial, regional or local).							
11. Do volunteers assist your organization?							
12. How does your Board of Directors ensure the organization is accountable? (please include such information as policies and long term or strategic plans)							
13. How will you evaluate your activities to know you have been successful? (Describe any measurement tools used to evaluate programs/activities such as statistical data, questionnaires, interviews, outstanding achievements, etc.)							
14. Type of Organization	<table border="1"> <tr> <td data-bbox="786 1663 1294 1701">Not-for-profit</td> <td data-bbox="1294 1663 1441 1701"></td> </tr> <tr> <td data-bbox="786 1701 1294 1767">Registered Charity - registration #</td> <td data-bbox="1294 1701 1441 1767"></td> </tr> <tr> <td data-bbox="786 1767 1294 1802">Other</td> <td data-bbox="1294 1767 1441 1802"></td> </tr> </table>	Not-for-profit		Registered Charity - registration #		Other	
Not-for-profit							
Registered Charity - registration #							
Other							

Attachments:	Included:
Cover letter signed by Board Chair	
Current list of Board of Directors including name and office of the members.	
Detailed budget for the next 12 months approved by the Board of Directors – include all sources of revenue and all proposed expenses.	
Most recent financial statements.	
Property report outlining property acquired/renovated using the grant funds and the total value of the funds applied to the property	

Failure to include all attachments will result in an incomplete application.

This page intentionally left blank.

November 18, 2019

CL 20-2019, November 14, 2019
PEDC 11-2019, November 6, 2019
ED 12-2019, November 6, 2019

DISTRIBUTION LIST

SENT ELECTRONICALLY

RE: Analysis of Niagara Region's Role in Tourism
ED 12-2019

Regional Council, at its meeting of November 14, 2019, approved the following recommendation of its Planning and Economic Development Committee:

That Report ED 12-2019, dated November 6, 2019, respecting Analysis of Niagara Region's Role in Tourism, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Staff's recommendation to fund a Special Event Bid Fund **BE REFERRED** for consideration as part of the 2020 budget process; and
2. That Report ED 12-2019 **BE CIRCULATED** to the local area municipalities, destination marketing organizations, Niagara Parks Commission, and Tourism Partners of Niagara for comment.

A copy of Report ED 12-2019 is enclosed for your information.

Please provide comments to Kelly Provost, Economic Development Officer, at kelly.provost@niagararegion.ca or 905-980-6000 ext. 3334.

Yours truly,



Ann-Marie Norio
Regional Clerk
:me

CLK-C 2019-255

Distribution List:

Local Area Municipalities
Anthony Annunziata, Tourism Partnership of Niagara
Karen Doyle, St. Catharines Tourism
Wendy Cheropita, Twenty Valley Tourism
Ron Bodner, South Coast Tourism
Janice Thomson, Niagara Falls Tourism
Eduardo Lafforgue, Niagara-on-the-Lake Tourism
David Adames, Niagara Parks Commission

Subject: Analysis of Niagara Region's Role in Tourism

Report to: Planning and Economic Development Committee

Report date: Wednesday, November 6, 2019

Recommendations

1. That Report ED 12-2019 Analysis of Niagara Region's Role in Tourism **BE RECEIVED** by the Planning and Economic Development Committee (PEDC).
2. That Staff's recommendation to fund a Special Event Bid Fund **BE REFERRED** for consideration as part of the 2020 budget process.

Key Facts

- The Region's Economic Development division's role in tourism was crafted at the 2016 Tourism Summit and adopted through PEDC on April 19, 2017 and by Council on April 27, 2017, as follows: "to ensure tourism is part of the Region's Economic Development Strategy by facilitating discussions on transportation access initiatives, developing a Regional Wayfinding plan, promoting five scenic routes and supporting event bids; to advocate on behalf of industry stakeholders; and to undertake investment attraction initiatives which contribute to tourism outcomes for Niagara."
- Prior to 2010, the Region had a budget of approximately \$500,000 with an average of 5 staff, plus additional staff for the Niagara Gateway Information Centre kiosk operations, dedicated to tourism initiatives including the Tourism Niagara website (www.tourismniagara.com), the operations of the Niagara Gateway Information Centre, producing marketing materials, and supporting tourism economic and product development.
- With the formation of the Regional Tourism Organization for the Niagara region (RTO 2), known as the Tourism Partnership of Niagara (TPN), in 2010, Niagara Region Economic Development Corporation's (NEDC) role declined. The new regional economic development division formed in March 2012 had no tourism mandate, at the direction of Regional Council.
- The TPN is an independent, industry-led, not-for-profit organization responsible for working with tourism partners to enhance and grow Niagara's tourism products and marketing activities.
- This report is in response to a request by PEDC to look at gaps in tourism and areas where Niagara Economic Development could be involved, along with the associated resource implications.

Financial Considerations

As part of the 2016 budget process, \$100,000 was identified to be included in the Region's Economic Development division's budget for tourism initiatives. The budget of \$100,000 was to action the identified priorities, named in ED 5-2016 Tourism Strategy Business Case and Budget Initiation, subject to the submission of a formal business case.

The base budget amount dedicated to tourism was reduced to mitigate budget pressures through the 2017 and 2018 budget processes. Currently the base tourism budget includes \$15,000 for the annual lease of the Niagara Gateway Information Centre. The lease started in 2018 will expire in 2022.

Since 2012, Economic Development has not had a line item in their budget, over and above the Gateway lease, specifically dedicated to advancing tourism activities.

Activities funded by Economic Development in addition to the Gateway lease are evaluated based on the potential economic impact of the project.

For each priority activity identified below, the subsequent staffing and budgetary implications are noted.

The only unfunded gap between the approved mandate and current activities is a Special Event Bid Fund. Through this report, staff recommends that a request to establish an annual Sport Event Bid Fund for the amount of \$300,000 be referred for consideration in the 2020 budget process.

The potential financial implication should be considered in context of the new budget commitments previously endorsed by Council and new budget pressures outlined by staff, as summarized in the following table presented to Budget Review Committee to illustrate the potential levy impact estimated for the 2020 budget.

	Council Report	Levy Amount (M\$)	Levy Increase %
Previously identified reports			
Suicide Prevention Initiative	PHD 8-2019	0.200	0.05%
Waterfront Investment Program – Base funding	CSD 40-2019	1.000	0.27%
Smarter Niagara Incentive Program – Base funding	CSD 40-2019	0.600	0.16%
Brock LINC request for funding	ED 9-2019	1.500	0.41%
Niagara Regional Transit - phase in cost	PW 56-2019	4.754	1.30%
NRPS 2019 position hiring deferral	BRC-C 7-2019	0.706	0.19%
Long-Term Care Home Redevelopment capital funding	CSD 53-2019	5.620	1.54%
GO Project - Station Operations	CSD 17-2019	1.410	0.39%
Canadian Coalition for Municipalities Against Racism and Discrimination	CAO 14-2019	0.142	0.04%
EMS Central Hub capital funding	CSD 40-2019	0.390	0.11%
Potential request to-date		\$16.323	4.46%

Analysis

It was agreed by Regional Council on February 26, 2015 to allocate up to \$50,000 for a study on the Niagara tourism industry. A report came back to Council on November 12, 2015 (ED 4-2015 Tourism Industry Analysis and Options Study) on the analysis, outreach and identified priorities for future roles for the Region of Niagara in tourism.

In this report, the analysis which was done by PKF Consulting Inc, a CBRE company, noted that stakeholders agreed that the “Region should play a role in Niagara’s tourism sector however there were variances as to how the Region would be the most effective without duplicating the work of other stakeholders”.

It was accepted through a resolution of Regional Council at the April 27, 2017 meeting that the Economic Development division’s role in tourism be approved as follows:

“To ensure tourism is part of the Region’s Economic Development Strategy by facilitating discussions on transportation access initiatives, developing a Regional Wayfinding plan, promoting five scenic routes and supporting event bids; to advocate on behalf of industry stakeholders; and to undertake investment attraction initiatives which contribute to tourism outcomes for Niagara.”

The top seven tourism priorities were identified in Report ED 4-2015 as:

1. Transportation/Access infrastructure
2. Wayfinding Signage

3. Economic Development Strategy
4. Facilitation/Coordination
5. Planning and Policies
6. Special Event Bid Fund
7. Marketing as required

The 2015 report recommends that the Region take a lead role in transportation/access infrastructure, wayfinding signage, economic development strategy, facilitation/coordination, policy and planning and a supportive role in a special event bid fund and marketing.

Economic Development's ability to advance these seven priorities is limited by budget allocations and staffing resources. The Economic Development Officer position has a 20% time allotment to assist in advancing economic initiatives in support of the tourism sector.

1. Transportation/Access Infrastructure

The report recognizes a need for a "Regional champion" to drive transportation and access initiatives. The following are examples of initiatives where Economic Development has acted in a champion role:

- Airports - marketing and development support at the Niagara District Airport;
- Airports – funded and managing RFP for the future business model feasibility study;
- Metrolinx GO initiatives – promo partners meeting in 2017, GO and AGCO initiative advancement in 2019;
- Coordination of the Southern Ontario Airports Network (SOAN) meeting forum with industry stakeholders in spring 2019;
- Managing the lease negotiations and annual business planning of the Niagara Gateway Information Centre.

Budget required to advance: Can be accommodated within the current Council approved base budget and supported through the current role of Economic Development Officer.

2. Wayfinding Signage

Limited and inconsistent wayfinding and signage across the region was identified by the stakeholders as a significant issue for Niagara's tourism sector, and it was identified that the Region could provide a key role in its co-ordination and implementation.

It was suggested that the Transportation Master Plan (TMP) through Public Works provides a platform to address both the transportation/access and wayfinding/signage issues identified. Wayfinding is currently included as a priority in the TMP work plan with associated budget requests to action.

Budget required to advance: Initiatives supported by Public Works and the Transportation Master Plan workplan. Any additional funding required will be submitted for Council approval through future budget requests.

3. Economic Development Strategy

It was recommended that the Region's Economic Development Strategy be coordinated with the tourism stakeholders to "brand" Niagara as a place to visit, live and invest. As part of the development of the Economic Development Strategy in 2018, two (2) tourism stakeholder roundtables, as well as a number of one-to-one interviews, were conducted.

The following action items which impact the tourism sector are included in the Strategy:

- Tourism is identified as a priority sector, alongside manufacturing and agri-business;
- Supporting creation of a business case for expanded services in Niagara with Metrolinx;
- Research into the impact of development charges on economic development, including impact to the Tourism sector;
- Supporting advocacy efforts for development of a fully integrated intra-regional transit system.

Budget required to advance: Can be accommodated within the current Council approved base budget. A Long Term Master Plan will be developed in 2020 as one of Regional Council's Strategic Priorities.

4. Facilitation and Coordination/Planning and Policy

It was identified in the 2015 report that there is a need to improve the facilitation of economic efforts/awareness of tourism across the region and within the industry. The following are activities the Economic Development division is engaged in now, or in the recent past, to improve tourism coordination across the stakeholders.

- Hosted the Niagara Tourism Summit in 2016;
- Invested in the development of the PKF Consulting Inc. report on Tourism Trends and Opportunities 2015;
- Participate as a member of the Tourism Partnership of Niagara's Sub Regional Partners committee;
- On-going Hamilton-Niagara partnership activities. This investment marketing partnership was developed as a result of collaboration during the 2015 Pan Am Games;
- Engaging in investment attraction initiatives that would benefit the tourism sector;
- Managing the promotion of the Niagara 2021 Canada Summer Games business development opportunities and cultural programming;
- Preparing the Niagara Tourism Profile 2019 research paper and promoting it through outreach to tourism stakeholders;

- Liaising with the industry stakeholders and supporting organizations across 12 municipalities.

Budget required to advance: Can be accommodated within the current Council approved base budget and supported currently through the Economic Development Officer and the Manager of Research and Analysis.

5. Special Event Bid Fund

Municipalities in Niagara have seen recent success in the attraction of large events, most with a focus on sport tourism. At this time, no event bid fund exists to support municipalities, venues or sports organizations in pursuing these bids. Any support provided to date has been either through a direct request to Regional Council, or through departmental requests.

The 2015 PKF Consulting report defines this priority as a potential Convention, Sport and Special Event Fund to actively pursue and bid on major events and/or create signature events. The report claims that Meeting and Convention and Sport Tourism events represent the top opportunity areas for driving new visitation to Niagara region that is not primarily leisure driven.

Although the Economic Development division does not have annual funds dedicated to event bid support, the department has been able to support the following activities over past years by repurposing budget which had been allocated to other projects:

- \$50,000 for hosting the Tourism summit in 2016;
- \$20,000 to support Niagara Integrated Film Festival (NIFF) in 2016;
- \$25,000 for hosting of Economic Developers Association of Canada annual conference in 2017;
- \$5,000 to support the U18 Women's Hockey Championships in 2016;
- \$6,000 to support the Scotties Tournament of Hearts in 2017;
- \$185,000 for expenses related to the preparation of the Canada Summer Games bid to the Niagara Sport Commission between 2016 and 2017;
- \$40,000 to support FIBA 2018 in St. Catharines;
- \$225,000 commitment for the 2020 Brier bid in 2018, the process and subsequent expenditures associated with the Brier bid were funded from the economic development operating budget;
- \$20,000 towards the development of the Centre for Sport Capacity's Made-in-Niagara Sport Tourism report in 2019.

The Canada Summer Games investment of \$20 million, for legacy project capital infrastructure, is not included in the above, as it does not flow through the Economic Development budget

Due to Regional Council's focus on sport tourism and the recent Sports Tourism report, this area will focus only on sport event bids. Regional Council approved a proposal to

have Brock's Centre for Sport Capacity undertake an analysis of the current state of sport tourism and advise on best practices for a future role for the Region in sport tourism. Report ED 7-2019 Brock University Centre for Sport Tourism Capacity Report on Sports Tourism contains 6 recommendations on the role the Region should take, with one of them focused on the creation of an event bid fund.

On August 7th, 2019 at Planning and Economic Development Committee, staff were directed to circulate this report back to sport tourism stakeholders for feedback on the recommendations. High-level feedback from stakeholders in economic development, tourism and from sport venues suggested the following:

- There is a need for the Region to create an event bid fund.
- There is a need for the Region to provide assistance with bid preparation.
- There were mixed opinions/indifference on whether this support needs to be external to the Region.

If Council would like to advance on the establishment of a formal fund for event bids, it is staff's recommendation that an effective way to venture into this is to start with the formation of an event bid fund with specific criteria and timelines for applying that can be shared with all interested parties.

At this time, it is recommended that economic development staff manage the fund and provide bid assistance to those accessing the fund, as they have been currently.

It is proposed that the bid fund amount to \$300,000 annually. This amount is suggested as good practice from the Brock Centre for Sport Capacity's report when comparing other communities' practices who have seen recent success in sport tourism.

It is recommended that this bid fund's eligibility be specifically evaluated by economic impact potential. National and international bids, which attract tourists from outside of the province, who will stay longer and spend more money, would have the greatest impact.

There is still an identified need for local area municipalities to consider sport grants at a municipal level to incentivize attraction of regional and provincial sport events.

In the future, Regional Council can consider the appetite to fund operational and event bid funding for an arm's length organization (as recommended in Brock's Centre for Sport Capacity Sport Tourism report) dependent upon the reported success of the bid fund over this remaining term of Council.

Budget required to advance: \$300,000 referred to the 2020 budget process for the creation of a dedicated sport event bid fund managed by Economic Development and promoted to stakeholders for the attraction of national and international events. If

approved, criteria for evaluation would be established based on good practice in economic impact in other communities. Economic Development staff would be involved in supporting and monitoring the bids that access this fund.

6. Marketing as required

The PKF Consulting Report suggests that the Region recognize the TPN and various Destination Marketing Organizations (DMOs) as having the primary “consumer-facing” marketing role, while providing marketing assistance for small municipalities, if required. There is a gap in this suggestion as the DMOs do not cover every municipality in the region.

The Province, through the RTO (Tourism Partnership of Niagara), provides marketing funds to assist marketing efforts across the region. The Tourism Partnership of Niagara works with the five local DMOs covering the region to manage the Niagara “brand” for leisure marketing.

It is staff’s recommendation that the Region does not take an active role in tourism marketing as this would duplicate the mandate of the TPN.

For example: 5 Scenic Trails Mapping – A request came to the Region’s Economic Development division for support in the design and creation of a regional Scenic Drives map. Report ED 10-2019 5 Scenic Trails Mapping Request was brought forward to the Planning and Economic Development Committee on September 11th with a recommendation to refer the request for \$50,000 for the design and implementation of the 5 Scenic Trails map to the 2020 budget process.

This motion was defeated, and as such, the scenic trails mapping will not be moving forward as part of the 2020 budget and work plan for Economic Development.

Budget required to advance: None, as it is staff’s recommendation not to take an active role in tourism marketing as there are many stakeholders locally with the mandate and expertise to execute in this area.

Governmental Partners

The role of the Region in tourism has an impact on the local municipal members of the Team Niagara Economic Development group, the Tourism Partnership of Niagara, and the 5 Destination Marketing Organizations (DMOs) across the Region.

The recommendations on the Region’s role in tourism noted above allow for the Region to take an active role in leading and supporting the tourism sector in ways that do not compete with existing stakeholders.

Alternatives Reviewed

The alternative is for Niagara Region not to take an active role in tourism and leave the work to be done by the five Destination Marketing Organizations (DMOs), the Tourism Partnership of Niagara, the sports venues, the local area municipality's Economic Development offices, a private sector tourism group, or other organizations involved in tourism.

Other Pertinent Reports

1. ED-1-2015 - Grimsby Gateway Centre and Future Tourism Opportunities
2. ED-4-2015 - Tourism Industry Analysis and Options Study – Summary
3. ED 5-2016 - Tourism Strategy Business Case and Budget Initiation
4. ED 4-2017 – Niagara Tourism Strategy – Tourism Summit Follow Up Report
5. CAO 20-2018 – Brock Sport Tourism Proposal
6. ED 7-2019 – Brock University Centre for Sport Capacity Report on Sports Tourism
7. ED 10-2019 – 5 Scenic Trails Mapping Request

Prepared by:

Kelly Provost
Economic Development Officer
Economic Development

Reviewed by:

Valerie Kuhns, Acting Director
Economic Development

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

Appendices

None

This page intentionally left blank.

NOV 11 2019

CORPORATE SERVICES
DEPARTMENT



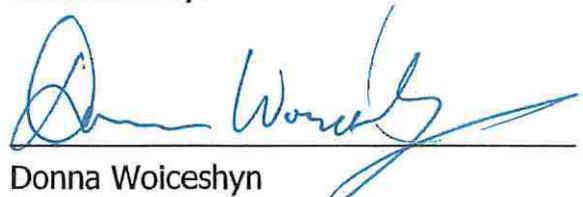
Q3 (July 1 to September 30, 2019) to Board of Directors

Recommendation:

That Niagara Regional Housing Quarterly Report July 1 to September 30, 2019 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information.

Submitted by:

Approved by:


Donna Woiceshyn
Chief Executive Officer


Walter Sendzik
Chair

Directors:

Walter Sendzik, Chair
Regional Councillor
St. Catharines

Gary Zalepa, Treasurer
Regional Councillor
Niagara-on-the-Lake

Tom Insinna
Regional Councillor
Fort Erie

James Hyatt, Vice-Chair
Community Director
St. Catharines

Betty Ann Baker
Community Director
St. Catharines

Betty Lou Souter
Community Director
St. Catharines

Karen Blackley, Secretary
Community Director
Thorold

Barbara Butters
Regional Councillor
Port Colborne

Leanne Villella
Regional Councillor
Welland

HIGHLIGHTS:

<p>Application Activity</p> <p>773 received & processed</p> 	<p>Work Orders</p> <p>3,111 issued</p> 
<p>Capital Program</p> <p>7 projects ongoing</p> <p>52 contract orders issued</p> 	<p>Rent Arrears</p> <p>= \$35,549.21</p> <p>or 2.80% of the monthly rent charges</p> 
<p>Community Resources & Partnerships</p> <p>offered supports to</p> <p>294 new referrals</p> <p>46 partners</p> 	<p>Non-Profit Housing Programs</p> <p>67% deemed HEALTHY</p> 
<p>Rent Supplement / Housing Allowance</p> <p>1,440 units</p> 	<p>Niagara Renovates</p> <p>46 homeowners have been approved for funding</p> 
<p>Welcome Home Niagara</p> <p>6 homeowners received assistance</p> 	<p>Housing First Project</p> <p>15 Individuals / families housed</p> 
<p>Appeals</p> <p>= 10 (9 upheld, 1 overturned)</p> 	<p>New Development</p> <p>Carlton - complete</p> <p>Roach - approximately 95% complete</p> 

VISION

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

MISSION

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

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

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



Definitions can be found in the attached Reference Sheet.

1. Public Housing (NRH Owned Units)

DAY-TO-DAY MAINTENANCE:

In Q3, **3,111 work orders** were issued, representing \$947,578.06. \$63,676.44 of this amount was charged back to tenants who were held responsible for damages.

	2018-Q3	2018-Q4	2019-Q1	2019-Q2	2019-Q3
# of work orders issued	3,216	3,203	2,500	3,084	3,111

CAPITAL PROGRAM:

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

In Q3, 52 contract orders were issued, seven public tenders closed and purchase orders issued \$4,012,345.

The Capital Program was responsible for seven capital projects valued at \$4,300,000 including:

- 2 projects - pavement retrofits
- 1 project - booster pump replacements
- 1 project - sealant replacements
- 1 project - balcony repairs
- 1 project - shingle roof replacement
- 1 project - concrete repairs
- 52 RFP's and RFQ's - various investigations, health and safety repairs, emergency repairs, structural repairs and pavement retrofits

As of September 30, 2019, \$7,203,207 of the \$11.7 budgeted (excluding emergency) has been committed and or actually spent (61%).

TENANT MOVE OUTS:

Move Outs By Reason			
Health	3	NRH Transfer	4
Long Term Care Facility	7	Moved to Coop or Non-Profit	1
Deceased	17	Bought a House	1
Private Rental	4	Left Without Notice	1
Voluntarily Left Under Notice	4	Other/None Given	8
Eviction – Tribunal	6	Cease to Qualify	1
		TOTAL	57

In Q3, there were **57 move outs**. Six involved eviction orders granted under the Ontario Landlord Tenant Board (LTB) – Arrears (four), Disturbances N5 (two). Two of the evictions were enforced by the Sherriff.

	2018-Q3	2018-Q4	2019-Q1	2019-Q2	2019-Q3
# of move outs	89	65	51	86	57

ARREARS:

NRH Housing Operations actively works to reduce rent arrears which have remained consistent from 2018-Q3 to 2019-Q3.

	Sept 30, 2018	Dec 31, 2018	Mar 31, 2019	Jun 30, 2019	Sept 30, 2019
Rent charges for the month	\$1,165,765.00	\$1,187,770.00	\$1,203,317.00	\$1,257,090.00	\$1,267,460.00
Accumulated rent arrears	\$23,378.86	\$24,135.76	\$35,736.89	\$34,004.39	\$35,549.21
Arrears %	2.01%	2.03%	2.97%	2.71%	2.80%

INSURANCE:

Nothing to report in Q3.

COMMUNITY RESOURCES AND PARTNERSHIPS:

In Q3, we had partnerships with **46 community agencies** across Niagara. As a result of these partnerships, more than 200 support and enrichment activities were offered to tenants at NRH sites. Each partnership contributes to tenant lives and, in turn, the success of the Public Housing community as a whole:

- NRH joined with partners – March of Dimes, Community Support Services Niagara and Niagara Region Senior Programs – to celebrate the 10 Year Anniversary of the Wellness Supportive Living Program (WSP). This program runs out of NRH communities at Buckley (Niagara Falls), Gale Crescent and Carlton Street (St. Catharines) and King Street (Welland). Offering support ranging from a bathing station to medication prompts to wellness workshops to social activities, WSP has made an enormous difference in the lives of NRH tenants and reduced their dependence on emergency services. This program has been featured in numerous publications and at conferences as a best practice to help seniors live independently and age at home more successfully.

Also during Q3, NRH Community Programs Coordinators (CPCs) offered support to **294 new referrals of tenants in need of assistance**. Of those new referrals, **57% were considered medium-high need**, (e.g. child safety concerns, eviction, social issues, cognitive concerns). In particular, there was an increase in the number of tenants needing help with clutter and bed bugs.

2. Non-Profit Housing Programs

As administrator of social housing for Niagara Region, NRH provides legislative oversight for **60 Non-Profit Housing Programs (non-profit and co-operative)**. Operational Reviews are conducted to determine the overall health of each.

	2018-Q3	2018-Q4	2019-Q1	2019-Q2	2019-Q3
Healthy	41	40	40	40	40
Routine Monitoring	18	17	18	17	17
Intensive Monitoring	1	2	0	1	1
Pre-PID (Project in Difficulty)	1	1	1	1	1
PID (Project in Difficulty)	1	1	1	1	1
TOTAL	62	61	60	60	60

NRH Housing Programs staff continue to work with Federal Housing Providers as they move toward End of Operating Agreements (EOA).

3. Rent Supplement Program

In Q3, there were **1,440 Rent Supplement/Housing Allowance units** across Niagara. In the Rent Supplement program, tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the market rent for the unit. The Housing Allowance program is a short-term program that provides a set allowance to help applicants on the wait list.

	2018-Q3	2018-Q4	2019-Q1	2019-Q2	2019-Q3
Fort Erie	28	28	26	32	32
Grimsby	26	26	34	26	24
Lincoln (Beamsville)	12	11	11	11	11
Niagara Falls	230	230	235	239	240
Niagara-on-the-Lake	-	-	4	5	5
Pelham	22	21	20	19	19
Port Colborne	51	53	67	62	65
St. Catharines	719	732	741	780	773
Thorold	54	53	57	61	56
Welland	197	201	209	203	200
West Lincoln	15	15	15	15	15
TOTAL	1,354	1,370	1,419	1,453	1,440

Variance in the Rent Supplement program are a reflection of fluctuation between agreements ending and new agreements taken up with landlords.

In Q3, an **In-Situ Rent Supplement Program** was developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH.

4. Affordable Housing Program

NIAGARA RENOVATES PROGRAM:

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

Niagara Renovates inspections for 2019-2020 funding are underway. Inspections include all areas inside and outside of the home to ensure compliance with program guidelines. Issues are identified and a detailed Inspection Report is provided to the homeowner.

NRH received \$600,000 through the Investment in Affordable Housing - Extension (IAH-E) program for homeowner and secondary suite repairs and \$311,015 for multi-unit repairs, totaling \$911,015 for the 2019/2020 period. NRH received an additional \$376,370 through the Ontario Priorities Housing Initiative (OPHI) for homeowner and housing provider renovations and repairs for the 2019/2020 period.

46 homeowners have been approved for funding.

HOMEOWNERSHIP PROGRAM – “WELCOME HOME NIAGARA”:

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

NRH received \$180,000 through the Investment in Affordable Housing - Extension (IAH-E) program for the 2019/2020 period, with \$100,000 of that allocated to Habitat for Humanity Niagara.

In Q3, **six homeowners** received assistance through Welcome Home Niagara.

	2018-Q3	2018-Q4	2019-Q1	2019-Q2	2019-Q3
# of homeowners assisted	14	19	0	4	6

HOUSING FIRST PROGRAM:

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

In Q3, **15 individuals/families** were housed through the Housing First program. Since 2012, Housing First has helped 422 individuals/families.

	2018-Q3	2018-Q4	2019-Q1	2019-Q2	2019-Q3
# of individuals/families housed	9	27	10	23	15
# of Housing First units (at quarter end)	178	184	189	198	197

17 of these Housing First units were created with NRH’s new development at 527 Carlton Street in St. Catharines.

RENTAL HOUSING (NEW DEVELOPMENT):

NRH New Development

Carlton Street, St. Catharines COMPLETE	Amount	Units
Investment in Affordable Housing-Extension (IAH-E), Year 3	\$5,806,000	45
Investment in Affordable Housing-Extension (IAH-E), Year 4	\$2,888,000	23
Social Infrastructure Fund (SIF), Year 1	\$2,387,817	17
Roach Avenue, Welland		
Social Infrastructure Fund (SIF), Year 3	\$1,200,000	8
TOTAL	\$12,281,817	93

Roach Avenue

- 2nd floor – finishing trades 98% complete, minor deficiencies and cleanup outstanding
- 1st floor – finishing trades 90% complete, finish carpentry and final painting in progress
- Sprinkler and mechanical commissioning in progress
- Building envelope complete
- Site Services – complete, parking lot paved and lines painted, sidewalk incomplete
- Landscaping has not started
- Project approximately 95% complete
- Project forecast completion November 1, 2019

Additional New Development

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

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

Stamford Kiwanis

- Expected substantial completion December 1, 2019

5. Service Manager Responsibilities

APPEALS:

In Q3, **10 appeals** were heard (five less than in 2018-Q3).

- Four related to ongoing RGI eligibility
 - One Housing Provider appeal for former tenancy arrears – UPHELD with conditions
 - One for former rent arrears and subsidy overpayment – UPHELD with conditions
 - One for failure to report income change – UPHELD with conditions
 - One regarding illegal occupant – OVERTURNED with conditions
- One related to review of rent increase – UPHELD – tenant brought in more payroll information; NRH will recalculate rent
- Five for decisions made by Housing Access
 - Four (Urgent Status) – UPHELD
 - One (extra bedroom) – UPHELD

	2018-Q3	2018-Q4	2019-Q1	2019-Q2	2019-Q3
# of appeals	15	12	10	12	10

INVESTMENTS:

See Appendix A – Investment Report

6. Housing Access Centre & Centralized Waiting List

APPLICATION ACTIVITY:

# of Applications Received & Processed	773	# of Eligible Applications	738
# of Special Provincial Priority Status Applications	103	# of Ineligible Applications	35
# of Urgent Status Applications	131	# of Cancelled Applications	386
# of Homeless Status Applications	136	# of Applicants Housed	128

In Q3, **386 households were removed** from the Centralized Waiting List because they were no longer eligible, they found alternate housing or we were unable to make contact.

CENTRALIZED WAITING LIST:

		2018- Q3	2018- Q4	2019- Q1	2019- Q2	2019- Q3
		# of households				
A	Rent-Geared-to-Income (RGI) waiting list:					
	Niagara resident RGI waiting list	4,642	4,616	4,715	4,926	5,012
	Applicants from outside of Niagara	758	761	793	849	897
TOTAL RGI waiting list:		5,400	5,377	5,508	5,775	5,909
	Housing Allowance: a set allowance to help applicants on the waiting list with affordability in the private market until housed in an RGI unit	618	639	704	742	747
A1	RGI waiting list demographics:					
	Seniors	2,236	2,218	2,257	2,344	2,362
	Adults no dependents	1,764	1,761	1,805	1,881	1,922
	Adults with dependents	1,400	1,398	1,446	1,550	1,625
A2	RGI list further segmented (#'s included in A & A1):					
	SPP – Special Provincial Priority (Ministry Priority): helps victims of violence separate permanently from their abuser	129	131	128	148	165
	URG – Urgent (Local Priority): for applicants with mobility barriers and/or extreme hardship where their current accommodation puts them at extreme risk and/or causes hardship	123	116	117	109	130
	HML – Homeless (Local Priority): provides increased opportunity for placement to homeless households	947	954	971	1,012	1,007
	SUP – Supportive/Transitional: provides targeted, provisional services to assist individuals to transition beyond basic needs to more permanent housing	13	13	15	11	12
B	In addition, NRH manages:					
	Overhoused: households who are living in subsidized accommodation with more bedrooms than they are eligible for	171	168	180	176	181
	Transfer: households who are currently living in subsidized accommodation and have requested a transfer to another provider	547	535	564	573	603
TOTAL RGI households on waiting list managed by NRH:		6,118	6,080	6,252	6,524	6,693
C	NRH maintains a waiting list for market rent units (62 Non-Profit Housing Programs):					
	Market: applicants who have applied for a market rent unit in the Non-Profit Housing Programs portfolio	629	647	667	723	752
TOTAL households on waiting list managed by NRH:		6,747	6,727	6,919	7,274	7,445
TOTAL individuals on waiting list managed by NRH:		11,496	11,488	11,884	12,577	13,059

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

ESTIMATED WAIT TIMES:

CITY	SENIORS Age 55 and older		SINGLES Age 16-54		HOUSEHOLDS WITH DEPENDENTS			
	Bachelor	1 Bed	Bachelor	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
	YEARS							
Fort Erie	-	9	2	8.5	2	1	5	-
Grimsby	-	4	-	-	-	-	-	-
Lincoln	-	4.5	-	12	9	8	-	-
Niagara Falls	4	6	-	16	5	3	7	14
Niagara-on-the-Lake	-	6.5	-	-	-	-	-	-
Pelham	-	3.5	-	-	-	-	-	-
Port Colborne	-	4.5	-	13	3	3	3	-
St. Catharines	-	6.5	9	13	3.5	3	9	12
Thorold	-	6.5	-	10	6	8	-	-
Welland	-	5	6	15	5	2.5	7	2
West Lincoln	-	4	-	-	5.5	7	-	-

- no units of this size available in this community

Please note:

- wait time information can fluctuate and is an approximation only
- wait times may not reflect the actual time one may wait for affordable housing



HOW LONG WILL IT TAKE FOR ME TO BE HOUSED?

Estimated Wait Times for Housing in Niagara

CITY	SENIORS Age 55 and older		SINGLES Age 16-54		HOUSEHOLDS WITH DEPENDENTS			
	Bachelor	1 Bedroom	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
YEARS								
Fort Erie	-	10	3	10	2	2	5	-
Grimsby	-	5	-	-	-	-	-	-
Lincoln	-	4	-	9	10	9	-	-
Niagara Falls	5	6	-	17	8	3	11	15
Niagara on the Lake	-	5.5	-	-	-	-	-	-
Pelham	-	10	-	-	-	-	-	-
Port Colborne	-	5	-	11	4	4	3	-
St. Catharines	-	6.5	9	13	3.5	4	10	11
Thorold	-	9	-	11	6	10	-	-
Welland	-	5.5	6	15	7	2.5	7	6
West Lincoln	-	4.5	-	-	7	5	-	-

- No units of this size available in this community

January 2019

Please call 905-682-9201 if you need this information in a different format.

A	<p>AFFORDABLE HOUSING RENTS: Rents are established at 80% market of Canada Mortgage and Housing Corporation (CMHC) Average Market Rent, with no ongoing rental subsidy.</p>
	<p>APPEALS: Social Housing tenants/members can request reviews of decisions related to applicant eligibility, priority status, transfer requests, overhoused status, ongoing Rent-Geared-to-Income (RGI) eligibility and rent calculation issues. The NRH Appeal Committee makes decisions on appeals from applicants and tenants in Public Housing, Social Housing (where they have not established an Appeal Committee) and Rent Supplement units. All appeal decisions are final, per legislation.</p>
	<p>ARREARS: To assist with arrears collection, tenants/members are provided the option of entering into a repayment agreement but are still expected to pay full rent on time.</p>
B	
C	<p>CANADA-ONTARIO COMMUNITY HOUSING INITIATIVE (COCHI): A program that provides funding to protect affordability for households in social housing, support the repair and renewal of existing social housing supply and expand the supply of community housing over time.</p>
	<p>CAPITAL PROGRAM: Responsible for maintaining the Public Housing (NRH-owned) asset and planning for future sustainability, as well as issuing tenders for service contracts.</p>
	<p>CENTRALIZED WAITING LIST: Is comprised of almost 200 subsidiary lists of Public Housing, Social Housing and private units through the Rent Supplement program. It is maintained on a modified chronological basis (i.e. in order to ensure that applicants are treated fairly, units are offered based on the date of application). The needs of particularly at-risk populations are addressed through Priority Status groups that are offered units before other applicants on the Centralized Waiting List:</p> <ul style="list-style-type: none"> • Special Provincial Priority (SPP) Status • Urgent Status • Homeless Status <p>The <i>Housing Services Act, 2011</i> (HSA) requires that the Centralized Waiting List is reviewed on a regular basis. Applicants are asked to confirm their continued interest and to update information annually (# of household members, total household income) so that NRH can verify ongoing eligibility for housing subsidy. If a household is no longer interested or is deemed ineligible the application is cancelled and removed from the list.</p> <p>The Centralized Waiting List includes various types of households (i.e. families, seniors and singles/adults without dependents) from both within and outside Niagara, the priority groups mentioned above, RGI and Market applicants and existing tenants who are overhoused (have more bedrooms than they need).</p>
	<p>COMMUNITY HOUSING: Housing owned and operated by non-profit, co-operatives and municipal governments or district social services administration boards including subsidized or low-end-of market rents.</p>

Quarterly Report Reference Sheet

	<p>COMMUNITY PROGRAMS: NRH’s community partners offer events, presentations, activities and programs to help mitigate the effects of poverty by building community pride, offering life skills training and enhancing the lives of the tenants. While NRH does not deliver these services directly to tenants, NRH’s Community Resource Unit facilitates partnerships by identifying evolving community and tenant needs, connecting with appropriate programs and supporting their ongoing success.</p>
D	
E	<p>END OF OPERATING AGREEMENTS (EAO): EOA refers to the expiry of federally signed operating agreements. NRH is working with these providers to find innovative solutions to maintain the existing number of social housing units in Niagara and protect existing tenants/members from losing subsidy.</p> <p>END OF MORTGAGE (EOM): Federal/provincial and provincial housing providers (non-profits and co-ops) legislated under the Housing Services Act (HSA) do not have operating agreements that expire when the mortgage matures. The relationship between service manager and housing provider continues with the housing provider still obliged to follow the HSA. The obligation of service manager to pay a mortgage subsidy ends.</p> <p>EVICTION PREVENTION/SUPPORT: Supports to help NRH tenants stay in their homes through identification of tenant needs and connection with supports and services (ex. Mental health issues, cognitive decline, addiction, family breakdown etc).</p>
F	
G	
	<p>HOMEOWNERSHIP PROGRAM – “WELCOME HOME NIAGARA”: The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.</p> <p>HOUSING AND HOMELESSNESS ACTION PLAN (HHAP): Niagara’s 10-year Community Action Plan to help everyone in Niagara have a home.</p> <p>HOUSING ACCESS CENTRE: Housing Access is the gateway to affordable housing in Niagara. All applications for housing are processed through the Housing Access Centre including initial and ongoing eligibility assessment as well as management of the Centralized Waiting List. Options include accommodation with Non-profit and Co-operative housing providers (Social Housing), NRH owned units (Public Housing and two mixed income communities), or for-profit/private landlord owned buildings (Rent Supplement/Housing Allowance).</p> <p>HOUSING ALLOWANCE PROGRAM: A variation of the Rent Supplement program that provides a set allowance of up to \$300 per month to private landlords to assist applicants who are on the Centralized Waiting List.</p> <p>HOUSING FIRST: Helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing. NRH partners with Niagara Region Community Services and community agencies to provide rent supplement to landlords while agency staff provide a range of personalized</p>

Quarterly Report Reference Sheet

	supports to encourage successful tenancies and, if the tenant chooses, address personal challenges.
I	<p>IN-SITU RENT SUPPLEMENT PROGRAM: A program developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH.</p> <p>INVESTMENT IN AFFORDABLE HOUSING PROGRAM – EXTENSION (IAH-E): Provincial and federally funded program designed to improve access to affordable housing that is safe and suitable, while assisting local economies through job creation generated by new development and home repairs/modifications, including:</p> <ul style="list-style-type: none"> • Niagara Renovates • Homeownership (Welcome Home Niagara) • Rent Supplement/Housing Allowance • Rental Housing (New Development)
J	
K	
L	LOCAL HOUSING CORPORATION (LHC): Also called “Public Housing”, LHC refers to the communities that Niagara Regional Housing owns and manages.
M	
N	<p>NIAGARA RENOVATES PROGRAM: Provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes. Assistance is provided in the form of a forgivable loan, written off over a 10-year period, as long as the homeowner continues to live in the home.</p> <p>NON PROFIT HOUSING PROGRAMS (FORMERLY “SOCIAL HOUSING”): Includes Non-Profit and Cooperative Housing Providers, who own and manage their own housing communities and have their own independent Boards. NRH provides legislative oversight to ensure they are in compliance with the <i>Housing Services Act (HSA)</i>. Generally, 25% of these units are designated as market rent units. The remaining 75% of units are offered to households on the Centralized Waiting List that pay RGI.</p>
O	<p>ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI): A program to address local housing priorities, including affordability, repair and new construction.</p> <p>OPERATIONAL REVIEWS: In order to ensure that non-profit housing providers are in compliance with legislation and local policies, NRH investigates overall health by analyzing many factors including finances, vacancy losses, governance issues, condition of buildings etc. NRH then works with them to bring them into compliance and provide recommendations on best business practices.</p>
P	PORTABLE HOUSING ALLOWANCE: Direct financial assistance given to the household (tenant) on the Centralized Waiting List; not tied to a housing unit.
	PRIORITY STATUS GROUPS: Priority Status groups are offered units before other applicants on the Centralized Waiting List:

Quarterly Report Reference Sheet

	<ul style="list-style-type: none"> • Special Provincial Priority (SPP) Status is the only legislated priority and is intended to help victims of violence separate permanently from their abuser • Urgent Status is intended for applicants with (1) Mobility Barriers (i.e. physical limitations that require barrier-free units) and/or (2) Extreme Hardship (i.e. where the applicants' current accommodations puts them at extreme risk and/or causes hardship and relocation would reduce the risks and/or alleviate the hardship) • Homeless Status provides an increased opportunity for placement to households that are homeless (1 in every 10 households offered housing)
	<p>PUBLIC HOUSING (ALSO CALLED "LOCAL HOUSING CORPORATION"): NRH owns and manages 2,660 units of Public Housing stock in 9 of the 12 Niagara municipalities. Tenants pay 30% of their income for rent. <i>*Note: NRH owns and manages an additional 91 units that have affordable (80% market) and market rents.</i></p>
Q	
R	<p>RENT SUPPLEMENT PROGRAM: Tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the agreed market rent for the unit. <i>*See also Housing Allowance Program and Housing First Project.</i></p>
S	<p>SERVICE MANAGER: As administrator for affordable housing on behalf of Niagara Region, NRH's main responsibilities include: administering Rent Supplement Programs, oversight of Non-Profit and Cooperative Housing Providers, determining RGI eligibility, maintaining Centralized Waiting List, establishing Local Policies etc.</p> <p>SOCIAL HOUSING (FORMERLY "AFFORDABLE HOUSING"): All NRH programs and services, including Public Housing (NRH-owned), Non-Profit Housing Programs, the Rent Supplement Program and the Affordable Housing Program</p>
T	
U	
V	
W	<p>WELCOME HOME NIAGARA: Assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.</p>
X	
Y	
Z	

Quarterly Report on Cash / Investments for Period Ending September 30, 2019

	This Quarter Balance	Last Quarter Balance	Variance \$	Variance %	Comments
BANK ACCOUNTS					
Current Bank Account: Royal Bank account used for day-to-day operations for the owned units. Also to cash flow various short terms programs funded by Prov and Fed gov't usch as development, homeownership and capital repair programs.	\$3,671,011.87	\$3,266,271.72	404,740.15	12.39%	Since the February 2016 transition to PeopleSoft, day-to-day accounts payable transactions are paid by the Region through PeopleSoft. Reconciliation of the due to the Region account will be performed on a quarterly basis to transfer amounts due to the Region.
Investment Bank Account: Used to hold funds "In Trust" for designated Housing Providers for capital work.	\$386,734.77	\$384,549.92	2,184.85	0.57%	Interest earned at a rate of RBC Prime minus 1.70% on balances in bank and investment accounts. Approved for Closure.
Total Bank Account	\$4,057,746.64	\$3,650,821.64	406,925.00	11.15%	

INVESTMENT VEHICLES - FUND ACCOUNTING

Various investment vehicles are used to protect and optimize the cash that is held for specified purposes. Investments are both short-term and long-term in nature. These funds are intended to ensure continued growth without capital erosion by inflation.

Current Instruments:	2 Year GIC, \$188,000; due date is 08/17/2020; interest rate of 2.65% to 2.74%
RBC High Interest Savings Account = \$5,547,920.17	2 Year GIC, \$376,000; due date is 08/20/2020; interest rate of 2.60% to 2.65%
	2 Year GIC, \$264,280; due date is 08/21/2020; interest rate of 2.53%

Total	6,401,362.89	6,376,264.44	25,098.45	0.39%	
--------------	---------------------	---------------------	------------------	--------------	--

Description	Balances at December 31, 2018	Year-to-date Net Transfers from (to) Operating	Year-to-date Capital Transfers	Balance at September 30, 2019	Net Transfers Forecast from (to) Operating	Forecasted Balance at December 31, 2019
NRH Owned Units Public/Local Housing Corp:						
503 Jubilee/Broad oak	215,569	54,000	-	269,569	18,000	287,569
Fitch Street	261,040	66,750	-	327,790	22,250	350,040
Carlton	-	157,500	-	157,500	52,500	210,000
Other Owned Units	3,644,207	457,817	(794,555)	3,307,469	1,052,606	4,360,075
NRH Owned Units Public/Local Housing Corp TOTAL	4,120,816	736,067	(794,555)	4,062,328	1,145,356	5,207,684
502 Niagara Regional Housing:						
Emergency Capital Funding for Housing Providers	1,924,871	955,798	-	2,880,669	318,599	3,199,268
Title Normalization for NRH Owned Units	712,381	-	-	712,381		712,381
New Initiatives, other social housing purposes and any new deposits are added to this category	3,403,047	-	(410,415)	2,992,632	-	2,992,632
502 Niagara Regional Housing TOTAL	6,040,299	955,798	(410,415)	6,585,682	318,599	6,904,281
Total NRH Capital Reserves	\$ 10,161,115	\$ 1,691,865	\$ (1,204,970)	\$ 10,648,010	\$ 1,463,955	\$ 12,111,965
533 NRH Rent Supplement:	278,301	(9,000)	-	269,301	(3,000)	266,301
NRH Stabilization Reserves TOTAL	\$ 278,301	\$ (9,000)	\$ -	\$ 269,301	\$ (3,000)	\$ 266,301
561 NRH Employee Future Benefits:	792,733	-	-	792,733	-	792,733
NRH Future Liability Reserves TOTAL	\$ 792,733	\$ -	\$ -	\$ 792,733	\$ -	\$ 792,733
Total	\$ 11,232,149	\$ 1,682,865	\$ (1,204,970)	\$ 11,710,044	\$ 1,460,955	\$ 13,170,999

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

503 NRH Owned Units Public/Local Housing Corp: This reserve was set-up by the Board of Directors as a Reserve Fund in September 2004 for capital expenses related to the NRH owned units. This reserve includes specific reserve balances to support 3 properties (Jubilee/Broad oak, Fitch, Carlton) based on the reserve fund studies completed to ensure sustainable. The balance is for all other owned units. Forecasted \$900,000 to be transferred from current 2019 operating budget to support 2020 Niagara Falls development.

502 Niagara Regional Housing

This reserve includes three major elements: (1) Emergency Capital Funding for Housing Providers - *intent to support capital repair program for housing providers; surplus from housing programs should be directed to this component of the reserve* (2) Title Normalization for NRH Owned Units (3) New Initiatives / New Development - \$2.29M is restricted to future development/intensification in Niagara Falls (see 2017 Year-End Transfer); remainder unrestricted.

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

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

This page intentionally left blank.



Township of Wainfleet

"Wainfleet - find your country side!"

City of Port Colborne
RECEIVED

NOV 14 2019
CORPORATE SERVICES
DEPARTMENT

November 14, 2019

The Honourable Doug Downey
Attorney General of Ontario
McMurtry-Scott Building, 11th Floor
720 Bay Street
Toronto, ON M7A 2S9

Sent Via Email: doug.downeyco@pc.ola.org

Re: Municipal Liability and Insurance Costs

Dear Sir,

At their regular meeting held November 12, 2019, Council for the Corporation of the Township of Wainfleet passed the following motion:

“THAT Council receive correspondence from the Association of Municipalities of Ontario entitled ‘A Reasonable Balance: Addressing growing municipal liability and insurance costs; and

THAT Council endorse AMO in calling on the province to compel the insurance industry to supply all necessary financial evidence including premiums, claims, and deductible limit changes which supports it, and municipal arguments as to the fiscal impact of joint and several liability; and

THAT the province establish a provincial and municipal working group to provide recommendations to the Attorney General; and

THAT the Attorney General of Ontario be requested to conduct a full review of joint and several liabilities as it affects municipalities, particularly smaller municipalities with a population under 10,000; and

THAT a copy of this resolution be forwarded Premier Doug Ford, MPP Sam Oosterhoff and Local Area Municipalities for consideration.”

CARRIED

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

Sincerely,

A handwritten signature in black ink that reads "Meredith Ciuffetelli". The signature is written in a cursive, flowing style.

Meredith Ciuffetelli
Deputy Clerk
mciuffetelli@wainfleet.ca

cc: Doug Ford, Premier
Sam Oosterhoff, MPP
Association of Municipalities of Ontario
Local Area Municipalities



Towards a Reasonable Balance:

Addressing growing municipal liability and insurance costs

Submission to the Attorney General of Ontario

October 1, 2019

Table of Contents

Letter to the Attorney General of Ontario.....	3
Executive Summary	5
Recommendations	7
Insurance Cost Examples.....	8
Joint and Several in Action - Recent Examples	9
Joint and Several Liability in Action - Other notable cases	11
2011 Review of Joint and Several Liability – Law Commission of Ontario	11
2014 Resolution by the Ontario Legislature and Review by the Attorney General.....	12
Options for Reform – The Legal Framework.....	13
The Saskatchewan Experience.....	15
Insurance Related Reforms.....	17
Conclusion.....	18

Sent via email to: doug.downeyco@pc.ola.org
magpolicy@ontario.ca

October 1, 2019

The Honourable Doug Downey
Attorney General of Ontario
McMurtry-Scott Building, 11th Floor
720 Bay Street
Toronto, Ontario
M7A 2S9

Dear Attorney General Downey,

Municipal governments accept the responsibility to pay their fair share of a loss. Always. Making it right and paying a fair share are the cornerstones of our legal system. Citizens expect nothing less of their local governments.

But what is a challenge for municipalities and property taxpayers alike, is being asked to assume someone else's responsibility for someone else's mistake. Municipal governments should not be the insurer of last resort. For municipalities in Ontario, however, the principle of joint and several liability ensures that they are just that.

Joint and several liability means higher insurance costs. It diverts property tax dollars from delivering public services. It has transformed municipalities into litigation targets while others escape responsibility. It forces municipal government to settle out-of-court for excessive amounts when responsibility is as low as 1%.

There must be a better way. There must be a better way to help ensure those who suffer losses are made whole again without asking municipalities to bear that burden alone. There must be a better way to be fair, reasonable, and responsible.

AMO welcomes the government's commitment to review joint and several liability. It is a complex issue that has many dimensions. Issues of fairness, legal principles, "liability chill", insurance failures and high insurance costs are all intertwined. Many other jurisdictions have offered additional protection for municipalities and AMO calls on the Ontario government to do the same.

What follows is a starting point for that discussion. Our paper reasserts key issues from AMO's 2010 paper, AMO's 2011 insurance cost survey, provides more recent examples, and details some possible solutions of which there are many options.

Municipalities are in the business of delivering public services. Municipal governments exist to connect people and to advance the development of a community. It is time to find a reasonable balance to prevent the further scaling back of public services owing to joint and several liability, "liability chill", or excessive insurance costs.

Together with the provincial government, I am confident we can find a better way.

Sincerely,

A handwritten signature in black ink, appearing to read 'JM', with a long horizontal line extending to the right.

Jamie McGarvey
AMO President

Executive Summary

AMO's advocacy efforts on joint and several liability in no way intends for aggrieved parties to be denied justice or damages through the courts. Rather, municipal governments seek to highlight the inequity of how much "deep pocket" defendants like municipalities are forced to pay, for both in and out of court settlements.

It is entirely unfair to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimal fault or to assume responsibility for someone else's mistake.

Municipal governments cannot afford to be the insurer of last resort. The principle of joint and several liability is costing municipalities and taxpayers dearly, in the form of rising insurance premiums, service reductions and fewer choices. The *Negligence Act* was never intended to place the burden of insurer of last resort on municipalities.

As public organizations with taxation power and "deep pockets," municipalities have become focal points for litigation when other defendants do not have the means to pay. At the same time, catastrophic claim awards in Ontario have increased considerably. In part, joint and several liability is fueling exorbitant increases in municipal insurance premiums.

The heavy insurance burden and legal environment is unsustainable for Ontario's communities. Despite enormous improvements to safety, including new standards for playgrounds, pool safety, and better risk management practices, municipal insurance premiums and liability claims continue to increase. All municipalities have risk management policies to one degree or another and most large municipalities now employ risk managers precisely to increase health and safety and limit liability exposure in the design of facilities, programs, and insurance coverage. Liability is a top of mind consideration for all municipal councils.

Joint and several liability is problematic not only because of the disproportioned burden on municipalities that are awarded by courts. It is also the immeasurable impact of propelling municipalities to settle out of court to avoid protracted and expensive litigation for amounts that may be excessive, or certainly represent a greater percentage than their degree of fault.

Various forms of proportionate liability have now been enacted by all of Ontario's competing Great Lakes states. In total, 38 other states south of the border have adopted proportionate liability in specific circumstances to the benefit of municipalities. Many common law jurisdictions around the world have adopted legal reforms to limit the exposure and restore balance. With other Commonwealth jurisdictions and the majority of state governments in the United States having modified the rule of joint and several liability in favour of some form of proportionate liability, it is time for Ontario to consider various options.

There is precedence in Ontario for joint and several liability reform. The car leasing lobby highlighted a particularly expensive court award made in November of 2004 against a car leasing company by the victim of a drunk driver. The August 1997 accident occurred when the car skidded off a county road near Peterborough, Ontario. It exposed the inequity of joint and several liability for car leasing companies. The leasing companies argued to the government that the settlement had put them at a competitive disadvantage to lenders. They also warned that such liability conditions would likely drive some leasing and rental companies to reduce their business in Ontario. As a result, Bill 18 amended the *Compulsory Automobile Insurance Act*, the *Highway Traffic*

Act and the Ontario *Insurance Act* to make renters and lessees vicariously liable for the negligence of automobile drivers and capped the maximum liability of owners of rental and leased cars at \$1 million. While Bill 18 has eliminated the owners of leased and rented cars as “deep pocket” defendants, no such restrictions have been enacted to assist municipalities.

A 2011 survey conducted by AMO reveals that since 2007, liability premiums have increased by 22.2% and are among the fastest growing municipal costs. Total 2011 Ontario municipal insurance costs were \$155.2 million. Liability premiums made up the majority of these expenses at \$85.5 million. Property taxpayers are paying this price.

These trends are continuing. In August of 2019, it was reported the Town of Bradford West Gwillimbury faces a 59% insurance cost increase for 2019. This is just one example. AMO encourages the municipal insurance industry to provide the government with more recent data and trends to support the industry’s own arguments regarding the impact joint and several has on premiums.

Insurance costs disproportionately affect small municipalities. For 2011, the per capita insurance costs for communities with populations under 10,000 were \$37.56. By comparison, per capita costs in large communities with populations over 75,000 were \$7.71. Property taxpayers in one northern community are spending more on insurance than their library. In one southern county, for every \$2 spent on snowplowing roads, another \$1 is spent on insurance.

In 2016, the Ontario Municipal Insurance Exchange (OMEX), a not-for-profit insurer, announced that it was suspending reciprocal underwriting operations. The organization cited, a “low pricing environment, combined with the impact of joint and several liability on municipal claim settlements” as reasons for the decision. Fewer choices fuels premium increases.

Learning from other jurisdictions is important for Ontario. The Province of Saskatchewan has implemented liability reforms to support its municipalities. As a municipal lawyer at the time, Neil Robertson, QC was instrumental in laying out the arguments in support of these changes. Now a Justice of the Court of Queen’s Bench for Saskatchewan, AMO was pleased to have Neil Robertson prepare a paper and address AMO conference delegates in 2013. Much of the Saskatchewan municipal experience (which led to reforms) is applicable to the Ontario and the Canadian municipal context. Summarised below and throughout this paper are some of Robertson’s key findings.

Robertson found that, regardless of the cause, over the years municipalities in Canada have experienced an accelerating rate of litigation and an increase in amounts of damage awards. He noted these developments challenge municipalities and raise financial, operational and policy issues in the provision of public services.

Robertson describes the current Canadian legal climate as having placed municipalities in the role of involuntary insurer. Courts have assigned municipal liability where liability was traditionally denied and apportioned fault to municipal defendants out of proportion to municipal involvement in the actual wrong.

This increased exposure to liability has had serious ramifications for municipalities, both as a deterrent to providing public services which may give rise to claims and in raising the cost and reducing the availability of insurance. The cost of claims has caused insurers to reconsider not only

what to charge for premiums, but whether to continue offering insurance coverage to municipal clients.

Robertson also makes the key point that it is reasonable for municipal leaders to seek appropriate statutory protections. He wrote:

“Since municipalities exist to improve the quality of life for their citizens, the possibility of causing harm to those same citizens is contrary to its fundamental mission. Careful management and wise stewardship of public resources by municipal leaders will reduce the likelihood of such harm, including adherence to good risk management practices in municipal operations. But wise stewardship also involves avoiding the risk of unwarranted costs arising from inevitable claims.”

And, of course, a key consideration is the reality that insurance premiums, self-insurance costs, and legal fees divert municipal funds from other essential municipal services and responsibilities.

It is in this context that AMO appreciated the commitments made by the Premier and the Attorney General to review the principle of joint and several liability, the impact it has on insurance costs, and the influence “liability chill” has on the delivery of public services. Now is the time to deliver provincial public policy solutions which address these issues.

Recommendations

AMO recommends the following measures to address these issues:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations, and whether a 1-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.
4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims, and deductible limit changes which support its, and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.

Insurance Cost Examples

The government has requested detailed information from municipalities regarding their insurance costs, coverage, deductibles, claims history, and out-of-court settlements. Municipalities have been busy responding to a long list of provincial consultations on a wide range of topics. Some of the information being sought is more easily supplied by the insurance industry. AMO's 2011 survey of insurance costs produced a sample size of 122 municipalities and assessed insurance cost increases over a five-year period. The survey revealed an average premium increase which exceeded 20% over that period.

All of the same forces remain at play in 2019 just as they were in 2011. Below are some key examples.

Ear Falls - The Township of Ear Falls reports that its insurance premiums have increased 30% over five years to \$81,686. With a population of only 995 residents (2016), this represents a per capita cost of \$82.09. This amount is a significant increase from AMO's 2011 Insurance Survey result. At that time, the average per capita insurance cost for a community with a population under 10,000 was \$37.56. While the Township has not been the subject of a liability claim, a claim in a community of this size could have significant and long-lasting financial and service implications. The Township has also had to impose stricter insurance requirements on groups that rent municipal facilities. This has had a negative impact on the clubs and volunteers' groups and as a consequence, many have cut back on the service these groups provide to the community.

Central Huron - For many years the municipality of Central Huron had a deductible of \$5,000. In 2014, the deductible was increased to \$15,000 to help reduce insurance costs. The municipality also increased its liability coverage in 2014 and added cyber security coverage in 2018. The combined impact of these changes represents a premium cost of \$224,774 in 2019, up from \$141,331 in 2010. Per capita costs for insurance alone are now \$29.67.

Huntsville - Since 2010, the Town of Huntsville reports an insurance premium increase of 67%. In 2019 this represented about 3.75% of the town's property tax levy. At the same time, Huntsville's deductible has increased from \$10,000 to \$25,000. The town also reports a reluctance to hold its own events for fear of any claims which may affect its main policy. Additional coverage is purchased for these events and these costs are not included above.

Ottawa - In August 2018, the City began working with its insurance broker, Aon Risk Solutions ("Aon"), to prepare for the anticipated renewal of the Integrated Insurance Program in April 2019. As the cost of the City's insurance premiums had risen by approximately 25% between 2017 and 2018, this early work was intended to ensure that any further increase could be properly accounted for through the 2019 budget process. Early indications of a possible further 10% premium increase prompted the City and Aon in late 2018 to explore options for a revised Program, and to approach alternative markets for the supply of insurance.

On January 11, 2019, an OC Transpo bus collided with a section of the Westboro Station transit shelter, resulting in three fatalities and numerous serious injuries. This was the second major incident involving the City's bus fleet, following approximately five years after the OC Transpo - VIA train collision in September 2013.

The January 2019 incident prompted insurance providers to re-evaluate their willingness to participate in the City Program. Despite Aon's work to secure an alternative provider, only Frank Cowan Company ("Cowan"), the City's existing insurer, was prepared to offer the City an Integrated Insurance Program. Cowan's offer to renew the City's Program was conditional on revised terms and limits and at a significant premium increase of approximately 84%, or nearly \$2.1 million per year. According to Cowan, these changes and increases were attributable to seven principle factors, including Joint and Several Liability:

1. Escalating Costs of Natural Global Disasters;
2. Joint and Several Liability;
3. Claims Trends (in the municipal sector);
4. Increasing Damage Awards;
5. Class Action Lawsuits;
6. New and/or Adverse Claims Development; and,
7. Transit Exposure.

Cowan also indicated that the primary policy limits for the 2019-2020 renewal would be lowered from \$25 million to \$10 million per occurrence, thereby raising the likelihood of increased costs for the City's excess liability policies.

Joint and Several in Action - Recent Examples

The following examples highlight joint and several in action. The following examples have occurred in recent years.

GTA Municipality – A homeowner rented out three separate apartments in a home despite being zoned as a single-family dwelling. After a complaint was received, bylaw inspectors and Fire Prevention Officers visited the property. The landlord was cautioned to undertake renovations to restore the building into a single-family dwelling. After several months of non-compliance, charges under the fire code were laid. The owner was convicted and fined. A subsequent visit by Fire Prevention Officers noted that the required renovations had not taken place. Tragically, a fire occurred which resulted in three fatalities. Despite having undertaken corrective action against the homeowner, joint and several liability loomed large. It compelled the municipality to make a payment of \$504,000 given the 1% rule.

City of Ottawa - A serious motor vehicle accident occurred between one of the City's buses and an SUV. The collision occurred at an intersection when the inebriated driver of the SUV failed to stop at a red light and was struck by the City bus. This collision resulted in the deaths of the SUV driver and two other occupants, and also seriously injured the primary Plaintiff, the third passenger in the SUV. The secondary action was brought by the family of one of the deceased passengers.

The Court ultimately concluded that the City was 20% liable for the collision, while the SUV driver was 80% at fault. Despite the 80/20 allocation of fault, the City was required to pay all of the approximately \$2.1 million in damages awarded in the primary case and the \$200,000 awarded in the secondary case, bringing the amount paid by the City to a total that was not proportionate to its actual liability. This was due to the application of the principle of joint and several liability, as well as the interplay between the various automobile insurance policies held by the SUV owner and

passengers, which is further explained below. Although the City appealed this case, the Ontario Court of Appeal agreed with the findings of the trial judge and dismissed it.

This case was notable for the implications of various factors on the insurance policies held by the respective parties. While most automobile insurance policies in Ontario provide for \$1 million in third party liability coverage, the insurance for the SUV was reduced to the statutory minimum of \$200,000 by virtue of the fact that the driver at the time of the collision had a blood alcohol level nearly three times the legal limit for a fully licensed driver. This was contrary to the requirements of his G2 license, which prohibit driving after the consumption of any alcohol. Further, while the Plaintiff passengers' own respective insurance provided \$1 million in coverage for underinsured motorists (as the SUV driver was at the time), this type of coverage is triggered only where no other party is in any way liable for the accident. As a result, the primary Plaintiff could only effectively recover the full \$2.1 million in damages if the Court attributed even a small measure of fault to another party with sufficient resources to pay the claim.

In determining that the City was at least partially responsible for the collision, the Court held that the speed of the bus – which according to GPS recordings was approximately 6.5 km/h over the posted limit of 60 kilometres an hour – and momentary inattention were contributing factors to the collision.

To shorten the length of the trial by approximately one week and accordingly reduce the legal costs involved, the parties had earlier reached an agreement on damages and that the findings regarding the primary Plaintiff would apply equally to the other. The amount of the agreement-upon damages took into account any contributory negligence on the part of the respective Plaintiffs, attributable to such things as not wearing a seat belt.

City of Ottawa, 2nd example – A Plaintiff was catastrophically injured when, after disembarking a City bus, he was struck by a third-party motor vehicle. The Plaintiff's injuries included a brain injury while his impairments included incomplete quadriplegia.

As a result of his accident, the Plaintiff brought a claim for damages for an amount in excess of \$7 million against the City and against the owner and driver of the third-party vehicle that struck him. Against the City, the Plaintiff alleged that the roadway was not properly designed and that the bus stop was placed at an unsafe location as it required passengers to cross the road mid-block and not at a controlled intersection.

Following the completion of examinations for discovery, the Plaintiff's claim against the Co-Defendant (the driver of the vehicle which struck the plaintiff) was resolved for \$1,120,000 comprising \$970,000 for damages and \$120,000 for costs. The Co-Defendant's policy limit was \$1 million. The claim against the City was in effect, a "1% rule" case where the City had been added to the case largely because the Co-Defendant's insurance was capped at \$1 million, which was well below the value of the Plaintiff's claim.

On the issue of liability, the pre-trial judge was of the view that the City was exposed to a finding of some liability against it on the theory that, because of the proximity of the bus stop to a home for adults with mental health issues, the City knew or should have known that bus passengers with cognitive and/or physical disabilities would be crossing mid-block at an unmarked crossing. This, according to the judge, could have resulted in a finding being made at trial that the City should

either have removed the bus stop or alternatively, should have installed a pedestrian crossing at this location.

The judge assessed the Plaintiff's damages at \$7,241,000 exclusive of costs and disbursements which he then reduced to \$4,602,930 exclusive of costs and disbursements after applying a reduction of 27.5% for contributory negligence and subtracting the \$970,000 payment made by the Co-Defendant's insurer.

Settlement discussions took place and the judge recommended that the matter be resolved for \$3,825,000 plus costs of \$554,750 plus HST plus disbursements.

Joint and Several Liability in Action - Other notable cases

Deering v Scugog - A 19-year-old driver was driving at night in a hurry to make the start time of a movie. She was travelling on a Class 4 rural road that had no centerline markings. The Ontario Traffic Manual does not require this type of road to have such a marking. The driver thought that a vehicle travelling in the opposite direction was headed directly at her. She swerved, over-corrected and ended up in a rock culvert. The Court found the Township of Scugog 66.7% liable. The at-fault driver only carried a \$1M auto insurance policy.

Ferguson v County of Brant - An inexperienced 17-year-old male driver was speeding on a road when he failed to navigate a curve which resulted in him crossing the lane into oncoming traffic, leaving the roadway, and striking a tree. The municipality was found to have posted a winding road sign rather than a sharp curve sign. The municipality was found 55% liable.

Safranyos et al v City of Hamilton - The plaintiff was leaving a drive-in movie theatre with four children in her vehicle at approximately 1 AM. She approached a stop sign with the intention of turning right onto a highway. Although she saw oncoming headlights she entered the intersection where she was struck by a vehicle driven 15 km/h over the posted speed limit by a man who had just left a party and was determined by toxicologists to be impaired. The children in the plaintiff's vehicle suffered significant injuries. The City was determined to be 25% liable because a stop line had not been painted on the road at the intersection.

Mortimer v Cameron - Two men were engaged in horseplay on a stairway and one of them fell backward through an open door at the bottom of a landing. The other man attempted to break the first man's fall and together they fell into an exterior wall that gave way. Both men fell 10 feet onto the ground below, one of whom was left quadriplegic. The trial judge determined both men were negligent, but that their conduct did not correspond to the extent of the plaintiff's injuries. No liability was attached to either man. The building owner was determined to be 20% and the City of London was found to be 80% liable. The Court awarded the plaintiff \$5 M in damages. On appeal, the City's liability was reduced to 40% and building owner was determined to be 60% liable. The City still ended up paying 80% of the overall claim.

2011 Review of Joint and Several Liability – Law Commission of Ontario

In February 2011 the Law Commission of Ontario released a report entitled, *"Joint and Several Liability Under the Ontario Business Corporations Act"*. This review examined the application of

joint and several liability to corporate law and more specifically the relationship between the corporation and its directors, officers, shareholders and stakeholders.

Prior to the report's release, AMO made a submission to the Law Commission of Ontario to seek to expand its review to include municipal implications. The Law Commission did not proceed with a broader review at that time, but the context of its narrower scope remains applicable to municipalities. In fact, many of the same arguments which support reform in the realm of the *Business Corporations Act*, are the same arguments which apply to municipal governments.

Of note, the Law Commission's¹ report highlighted the following in favour of reforms:

Fairness: "it is argued that it is unfair for a defendant, whose degree of fault is minor when compared to that of other defendants, to have to fully compensate a plaintiff should the other defendants be insolvent or unavailable."

Deep Pocket Syndrome: "Joint and several liability encourages plaintiffs to unfairly target defendants who are known or perceived to be insured or solvent."

Rising Costs of Litigation, Insurance, and Damage Awards: "Opponents of the joint and several liability regime are concerned about the rising costs of litigation, insurance, and damage awards."

Provision of Services: "The Association of Municipalities of Ontario identifies another negative externality of joint and several liability: municipalities are having to delay or otherwise cut back services to limit exposure to liability."

The Law Commission found that the principle of joint and several liability should remain in place although it did not explicitly review the municipal situation.

2014 Resolution by the Ontario Legislature and Review by the Attorney General

Over 200 municipalities supported a motion introduced by Randy Pettapiece, MPP for Perth-Wellington which called for the implementation a comprehensive, long-term solution in 2014. That year, MPPs from all parties supported the Pettapiece motion calling for a reform joint and several liability.

Later that year the Ministry of the Attorney General consulted on three options of possible reform:

1. The Saskatchewan Model of Modified Proportionate Liability

Saskatchewan has adopted a modified version of proportionate liability that applies in cases where a plaintiff is contributorily negligent. Under the Saskatchewan rule, where a plaintiff is contributorily negligent and there is an unfunded liability, the cost of the unfunded liability is split among the remaining defendants and the plaintiff in proportion to their fault.

¹ Law Commission of Ontario. "Joint and Several Liability Under the Ontario *Business Corporations Act*." Final Report, February 2011 Pages 22-25.

2. Peripheral Wrongdoer Rule for Road Authorities

Under this rule, a municipality would never be liable for more than two times its proportion of damages, even if it results in the plaintiff being unable to recover full damages.

3. A combination of both of the above

Ultimately, the government decided not to pursue any of the incremental policy options ostensibly because of uncertainty that insurance cost reductions would result. This was a disappointing result for municipalities.

While these reviews did not produce results in Ontario, many other common law jurisdictions have enacted protections for municipalities. What follows are some of the options for a different legal framework.

Options for Reform – The Legal Framework

To gain a full appreciation of the various liability frameworks that could be considered, for comparison, below is a description of the current joint and several liability framework here in Ontario. This description will help to reader to understand the further options which follow.

This description and the alternatives that follow are taken from the Law Commission of Ontario's February 2011 Report entitled, *"Joint and Several Liability Under the Ontario Business Corporations Act"* as referenced above.²

Understanding the Status Quo and Comparing it to the Alternatives

Where three different defendants are found to have caused a plaintiff's loss, the plaintiff is entitled to seek full payment (100%) from any one of the defendants. The defendant who fully satisfies the judgment has a right of contribution from the other liable parties based on the extent of their responsibility for the plaintiff's loss.

For example, a court may find defendants 1 (D1), 2 (D2) and 3 (D3) responsible for 70%, 20%, and 10% of the plaintiff's \$100,000 loss, respectively. The plaintiff may seek to recover 100% of the loss from D2, who may then seek contribution from D1 and D3 for their 70% and 10% shares of the loss. If D1 and/or D3 is unable to compensate D2 for the amount each owes for whatever reason, such as insolvency or unavailability, D2 will bear the full \$100,000 loss. The plaintiff will be fully compensated for \$100,000, and it is the responsibility of the defendants to apportion the loss fairly between them.

The descriptions that follow are abridged from pages 9-11 of the Law Commission of Ontario's report. These are some of the key alternatives to the status quo.

² Ibid. Page 7.

1. Proportionate Liability

a) Full Proportionate Liability

A system of full proportionate liability limits the liability of each co-defendant to the proportion of the loss for which he or she was found to be responsible. Per the above example, (in which Defendant 1 (D1) is responsible for 70% of loss, Defendant 2 (D2) for 20% and Defendant 3 (D3) for 10%), under this system, D2 will only be responsible for \$20,000 of the \$100,000 total judgement: equal to 20% of their share of the liability. Likewise, D1 and D3 will be responsible for \$70,000 and \$10,000. If D1 and D3 are unable to pay, the plaintiff will only recover \$20,000 from D2.

b) Proportionate Liability where Plaintiff is Contributorily Negligent

This option retains joint and several liability when a blameless plaintiff is involved. This option would cancel or adjust the rule where the plaintiff contributed to their loss. As in the first example, suppose the plaintiff (P) contributed to 20% of their \$100,000 loss. D1, D2 and D3 were responsible for 50%, 20% and 10% of the \$100,000. If D1 and D3 are unavailable, P and D2 will each be responsible for their \$20,000 shares. The plaintiff will remain responsible for the \$60,000 shortfall as a result of the absent co-defendants' non-payment (D1 and D3).

c) Proportionate Liability where Plaintiff is Contributorily Negligent with a Proportionate Reallocation of an Insolvent, Financially Limited or Unavailable Defendant's Share

In this option of proportionate liability, the plaintiff and remaining co-defendants share the risk of a defendant's non-payment. The plaintiff (P) and co-defendants are responsible for any shortfall in proportion to their respective degrees of fault.

Using the above example of the \$100,000 total judgement, with a shortfall payment of \$50,000 from D1 and a shortfall payment \$10,000 from D3, P and D2 must pay for the missing \$60,000. P and D2 have equally-apportioned liability, which causes them to be responsible for half of each shortfall - \$25,000 and \$5,000 from each non-paying defendant. The burden is shared between the plaintiff (if determined to be responsible) and the remaining defendants.

d) Proportionate Liability with a Peripheral Wrongdoer

Under this option, a defendant will be proportionately liable only if their share of the liability falls below a specified percentage, meaning that liability would be joint and several. Using the above example, if the threshold amount of liability is set at 25%, D2 and D3 would only be responsible for 20% and 10%, regardless of whether they are the only available or named defendants. However, D1 may be liable for 100% if it is the only available or named defendant. This system tends to favour defendants responsible for a small portion of the loss, but the determination of the threshold amount between joint and several liability and proportionate liability is arbitrary.

e) Proportionate Liability with a Reallocation of Some or All of an Insolvent or Unavailable Defendant's Share

This option reallocates the liability of a non-paying defendant among the remaining defendants in proportion to their respective degrees of fault. The plaintiff's contributory negligence does not

impact the application of this reallocation. Joint and several liability would continue to apply in cases of fraud or where laws were knowingly violated.

f) Court Discretion

Similar to the fraud exception in the option above, this option includes giving the courts discretion to apply different forms of liability depending on the case.

For example, if a particular co-defendant's share of the fault was relatively minor the court would have discretion to limit that defendant's liability to an appropriate portion.

2. Legislative Cap on Liability

Liability concerns could be addressed by introducing a cap on the amount of damages available for claims for economic loss.

3. Hybrid

A number of jurisdictions provide a hybrid system of proportionate liability and caps on damages. Co-defendants are liable for their portion of the damages, but the maximum total amount payable by each co-defendant is capped to a certain limit.

The Saskatchewan Experience

As referenced earlier in this paper, the Province of Saskatchewan responded with a variety of legislative actions to assist municipalities in the early 2000s. Some of those key developments are listed below which are abridged from *"A Question of Balance: Legislative Responses to Judicial Expansion of Municipal Liability – the Saskatchewan Experience."* The paper was written by Neil Robertson, QC and was presented to the annual conference of the Association of Municipalities of Ontario in 2013. Two key reforms are noted below.

1. Reforming joint and several liability by introducing modified proportionate liability: "The Contributory Negligence Act" amendments

The *Contributory Negligence Act* retained joint and several liability, but made adjustments in cases where one or more of the defendants is unable to pay its share of the total amount (judgement). Each of the parties at fault, including the plaintiff if contributorily negligent, will still have to pay a share of the judgement based on their degree of fault. However, if one of the defendants is unable to pay, the other defendants who are able to pay are required to pay only their original share and an additional equivalent share of the defaulting party's share.

The change in law allows municipalities to reach out-of-court settlements, based on an estimate of their degree of fault. This allows municipalities to avoid the cost of protracted litigation.

Neil Robertson provided the following example to illustrate how this works in practise:

"...If the owner of a house sues the builder for negligent construction and the municipality, as building authority, for negligent inspection, and all three are found equally at fault, they would each be apportioned 1/3 or 33.3%. Assume the damages are \$100,000. If the builder has no funds, then the municipality would pay only its share (\$33,333) and a 1/3 share of the builder's defaulting share

(1/3 of \$33,333 or \$11,111) for a total of \$44,444 (\$33,333 + \$11,111), instead of the \$66,666 (\$33,333 + \$33,333) it would pay under pure joint and several liability.”

This model will be familiar to municipal leaders in Ontario. In 2014, Ontario’s Attorney General presented this option (called the Saskatchewan Model of Modified Proportionate Liability) for consideration. At the time, over 200 municipal councils supported the adoption of this option along with the “Peripheral Wrongdoer Rule for Road Authorities” which would have seen a municipality never be liable for more than two times its proportion of damages, even if it results in the plaintiff being unable to recover full damages. These two measures, if enacted, would have represented a significant incremental step to address the impact of joint and several to Ontario municipalities.

2. Providing for uniform limitation periods while maintaining a separate limitation period for municipalities: “The Limitations Act”

This act established uniform limitation periods replacing many of the pre-existing limitation periods that had different time periods. The Municipal Acts in Saskatchewan provide a uniform one-year limitation period “from time when the damages were sustained” in absolute terms without a discovery principle which can prolong this period. This helps municipalities to resist “legacy” claims from many years beforehand. This act exempts municipalities from the uniform two-year discoverability limitation period.

Limitation periods set deadlines after which claims cannot be brought as lawsuits in the courts. The legislation intends to balance the opportunity for potential claimants to identify their claims and, if possible, negotiate a settlement out of court before starting legal action with the need for potential defendants to “close the books” on claims from the past.

The reasoning behind these limitations is that public authorities, including municipalities, should not to be punished by the passage of time. Timely notice will promote the timely investigation and disposition of claims in the public interest. After the expiry of a limitation period, municipalities can consider themselves free of the threat of legal action, and continue with financial planning without hurting “the public taxpayer purse”. Municipalities are mandated to balance their budgets and must be able to plan accordingly. Thus, legacy claims can have a very adverse affect on municipal operations.

Here in Ontario, there is a uniform limitations period of two years. Municipalities also benefit from a 10-day notice period which is required for slip and fall cases. More recently, the applicability of this limitation deadline has become variable and subject to judicial discretion. Robertson’s paper notes that in Saskatchewan, courts have accepted the one-year limitations period. A further examination of limitations in Ontario may yield additional benefits and could include the one-year example in Saskatchewan and/or the applicability of the 10-day notice period for slip and fall cases.

Other Saskatchewan reforms

Saskatchewan has also implemented other reforms which include greater protections for building inspections, good faith immunity, duty of repair, no fault insurance, permitting class actions, and limiting nuisance actions. Some of these reforms are specific to Saskatchewan and some of these currently apply in Ontario.

Insurance Related Reforms

Government Regulated Insurance Limits

The April 2019 provincial budget included a commitment to increase the catastrophic impairment default benefit limit to \$2 million. Public consultations were led by the Ministry of Finance in September 2019. AMO wrote to the Ministry in support of increasing the limit to \$2 million to ensure more adequate support those who suffer catastrophic impairment.

In 2016, the government lowered this limit as well as third-party liability coverage to \$200,000 from \$1 million. This minimum should also be increased to \$2 million to reflect current actual costs. This significant deficiency needs to be addressed.

Insurance Industry Changes

In 1989 the Ontario Municipal Insurance Exchange (OMEX) was established as a non-profit reciprocal insurance provider for Ontario's municipalities. It ceased operations in 2016 citing, "[a] low pricing environment, combined with the impact of joint & several liability on municipal claim settlements has made it difficult to offer sustainable pricing while still addressing the municipalities' concern about retro assessments."³ (Retro assessments meant paying additional premiums for retroactive coverage for "long-tail claims" which made municipal budgeting more challenging.)

The demise of OMEX has changed the municipal insurance landscape in Ontario. That joint and several liability is one of the key reasons listed for the collapse of a key municipal insurer should be a cause for significant concern. Fewer choices fuels cost. While there are other successful municipal insurance pools in Ontario, the bulk of the insurance market is dominated by for-profit insurance companies.

Reciprocal non-profit insurers are well represented in other areas across Canada. Municipalities in Saskatchewan, Alberta, British Columbia are all insured by non-profit reciprocals.

The questions for policy makers in Ontario:

Are there any provincial requirements or regulations which could better support the non-profit reciprocal municipal insurance market?

What actions could be taken to better protect municipalities in Ontario in sourcing their insurance needs?

How can we drive down insurance costs to better serve the needs of municipal property taxpayers?

³ Canadian Underwriter, August 11, 2016 <https://www.canadianunderwriter.ca/insurance/ontario-municipal-insurance-exchange-suspends-underwriting-operations-1004098148/>

Conclusion

This AMO paper has endeavoured to refresh municipal arguments on the need to find a balance to the issues and challenges presented by joint and several liability. It has endeavoured to illustrate that options exist and offer the reassurance that they can be successfully implemented as other jurisdictions have done.

Finding solutions that work will require provincial and municipal commitment. Working together, we can find a better way that is fair, reasonable, and responsible. It is time to find a reasonable balance.

**City of Port Colborne
Regular Committee of the Whole Meeting 28-19
Minutes**

Date: November 25, 2019

Time: 7:10 p.m.

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

Members Present: M. Bagu, Councillor
E. Beaugard, Councillor
G. Bruno, Councillor
R. Bodner, Councillor
F. Danch, Councillor
A. Desmarais, Councillor
D. Kalailieff, Councillor
W. Steele, Mayor (presiding officer)
H. Wells, Councillor

Staff Present: D. Aquilina, Director of Planning & Development
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
N. Halasz, Manager of Parks and Recreation
A. LaPointe, Acting Director of Corporate Services/City Clerk
C. Madden, Deputy Clerk (minutes)
P. Senese, Interim Chief Administrative Officer
S. Shypowskyj, Acting Director of Engineering and Operations

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

1. Call to Order:

Mayor Steele called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

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

That the agenda dated November 25, 2019 be confirmed, as amended.
CARRIED

4. Disclosures of Interest:

Councillor Kalailieff declared a pecuniary interest regarding item 1 (Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges) as she has a boat at the Marina. The Marina fee schedule was separated from the fees and charges report and Councillor Kalailieff refrained from discussing or voting on the Marina fee item.

Councillor Bruno declared a pecuniary interest regarding item 1 (Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges) as his son-in-law has a boat at the Marina. The Marina fee schedule was separated from the fees and charges report and Councillor Bruno refrained from discussing or voting on the Marina fee item.

5. Adoption of Minutes:**(a) Regular meeting of Committee of the Whole 27-19, held on November 12, 2019.**

Moved by Councillor A. Desmarais
Seconded by Councillor F. Danch

(a) That the minutes of the regular meeting of Committee of the Whole 27-19, held on November 12, 2019, be approved as presented.

CARRIED

6. Determination of Items Requiring Separate Discussion:

The following items were identified for separate discussion:

Items 1, 2, 3, 5, and 8.

7. Approval of Items Not Requiring Separate Discussion:

Moved by Councillor E. Beauregard
Seconded by Councillor H. Wells

That Items 1 to 10 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:**4. Engineering and Operations Department, Engineering Division, Report 2019-175, Subject: Skelton Municipal Drain**

Committee of the Whole recommends:

That Engineering and Operations Department, Engineering Division Report 2019-175 with respect to the Skelton Municipal Drain, be received for information; and

That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Meeting to Consider on December 9, 2019, as per Section 41, Chapter D.17 of the *Drainage Act R.S.O. 1990*.

6. **Planning and Development Department, Planning Division, Report 2019-184, Subject: Recommendation Report on Removing 692 Elm Street from the Municipal Registry of Heritage Properties**

Committee of the Whole recommends:

That the Council of the City of Port Colborne approves the removal of the lands legally known as Plan 3252 Part of Block C, NP 775 and Part of Lot 3 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 692 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

7. **Chief Administrative Officer, Economic Development Division, Report 2019-169, Subject: Port Colborne Workforce Development Initiatives**

Committee of the Whole recommends:

That Chief Administrative Officer, Economic Development Division Report 2019-169 be received for information; and

That Council direct staff to explore grant opportunities to assist with the development of a Workforce Development Strategy and implementation of associated actions; and

That Council considers workforce development needs in future budget deliberations.

9. **Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results) (PW 60-2019)**

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results), be received for information.

10. Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study (PDS 32-2019)

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study, be received for information.

CARRIED.

8. Presentations:

(a) Julian Douglas-Kameka, Economic Development Officer and Susan Therrien, Director of Library Services Re: Photo Competition 2019-2020 Campaign

Julian Douglas-Kameka, Economic Development Officer and Susan Therrien, Director of Library Services provided a presentation with respect to their organizing of the upcoming 2019-2020 Photo Competition Campaign taking place beginning on November 28, 2019 and ending on January 31, 2020. A copy of the presentation is attached.

(b) Carolyn Ryall, Director, Niagara Region Transportation Services and Frank Tassone, Associate Director, Niagara Region Transportation Engineering Re: Overview of the Niagara Region Transportation Services 5 year forecast

Carolyn Ryall, Director, Niagara Region Transportation Services and Frank Tassone, Associate Director, Niagara Region Transportation Engineering provided a presentation with respect to the five year overview of the capital projects being undertaken in Port Colborne by the Niagara Region's Transportation Services Department, as well as its Regional vision. A copy of the presentation is attached.

(c) Robert Salewysch, Program Manager, Transit Services, GO Implementation Office, Niagara Region Re: Pilot Program for On-Demand Transit Options

Robert Salewysch, Program Manager, Transit Services, GO Implementation Office, Niagara Region provided a presentation with

information in regards to an on-demand transit option as opposed to a fixed-route option, in Port Colborne in response to an identified need for Crystal Beach and Sherkston connectivity. A copy of the presentation is attached.

Moved by Councillor A. Desmarais
Seconded by Councillor H. Wells

Direct the Interim Chief Administrative Officer to bring forward transit options in the 2020 budget proposal including the urban boundary and municipal boundary on-demand options, the Saturday pilot program, and the current transit system.

CARRIED

9. Delegations:

Nil.

10. Mayor's Report:

A copy of the Mayor's Report is attached.

11. Regional Councillor's Report:

Councillor Butters reported that she and the Mayor recently participated in Regional Budget workshops which provided context for how the Agencies', Boards' and Commissions' requests fit into the 2020 levy. She reported that the levy budget excludes the water/waste water and waste management systems, but includes all other Regional departments, including the ABC's which are: Niagara Regional Police Services (38% of the budget), Niagara Regional Housing (7% of the budget), Niagara Peninsula Conservation Authority (1% of the budget) and the court services (1% of the budget). The rest of the departments account for 53% of the budget. The next workshop is scheduled for November 28, 2019, which will address the budget for water/waste water.

12. Councillors' Items:

(a) Tree Stumping and Hot Patches (Kalailieff)

Councillor Kalailieff thanked staff for completing tree stumping on West Street as well as Charlotte Street and received confirmation from the Acting Director of Engineering and Operations that hot patches have been used to fill in certain areas as a safety precaution temporarily until the spring.

(b) 133 Glenwood Avenue (Kalailieff)

In response to Councillor Kalailieff's inquiry, the Acting Director of Engineering and Operations informed Council that the contractor had not yet been to the property of 133 Glenwood Avenue to complete the concrete work, but that it is the first property on the list for when the contractor arrives.

(c) By-law Enforcement's Snow Removal Letter to Businesses (Kalailieff)

Councillor Kalailieff requested whether snow removal letters could be sent only to the owners who don't reside or carry on business on their property since those are the properties that don't ordinarily have the snow shoveled off of the sidewalks. The Director of Planning & Development stated that the By-law Enforcement Division annually delivers notice to all businesses to ensure that owners are aware of their responsibility to clear the snow and ice from sidewalks. Councillor Kalailieff further inquired as to whether it would be the tenant or the owner who receives notice of non-compliance in the event that a particular property does not clear the sidewalk after a snowfall. The Director of Planning & Development confirmed that if enforcement is required, then notice would be sent to the property owner, not the tenant.

(d) Asphaltting the Road by New A&W (Danch)

In response to Councillor Danch's inquiry with regards to whether or not asphalt would be laid on the right side of the road leading into the new A&W on Main Street West, the Acting Director of Engineering and Operations reported that there will be a right turning lane that leads into the new A&W and that the work is being completed by the Niagara Region. The Acting Director of Engineering and Operations stated that he will circulate the plan from the Niagara Region and ensure that there will be a hard surface leading into that property.

(e) Clock at the Visitor's Centre (Danch)

Councillor Danch expressed appreciation towards staff for fixing the light in the clock located outside of the City's Visitor Centre on Main Street West.

(f) City Snow Removal (Beauregard)

In response to Councillor Beauregard's inquiry regarding whether the potential pilot project of having the City take responsibility for clearing snow off of particular sidewalks would be brought forth during budget deliberations, the Acting Director of Engineering and Operations confirmed that two options with different pricing could be brought forth to Council; one with primary routes and another that covers more of the City.

(g) By-law Enforcement's Snow Removal Letter to Businesses (Bruno)

Councillor Bruno spoke to Councillor Kalailief's item regarding the Snow Removal letters. He inquired as to whether this could be addressed at the next Directors Meeting and noted that, moving forward, it may be preferable to have the Communications Officer review these letters and all other communications that are sent out to the mass population so that it aligns with the branding of the Corporation. The Interim Chief Administrative Officer confirmed that this matter will be addressed.

(h) Speeding on Barrick Road (Bruno)

In response to Councillor Bruno's report of receiving complaints about out-of-Province trucks speeding on Barrick Road, Mayor Steele advised that he would send a letter to the Company receiving these trucks in that area requesting that they inform their truck drivers of the speed limits.

(i) Signs on Telephone Poles (Bruno)

In response to Councillor Bruno's concern, the Acting Director of Engineering and Operations reported that staff will arrange for the removal of signs that have been posted on numerous telephone poles around the City as well as notify the owners of those signs to let them know that they are not allowed to be posted.

(j) New Deputy Clerk (Bruno)

Councillor Bruno welcomed the Corporation's new Deputy Clerk, Charlotte Madden.

(k) Contractor for Trench Patching (Bagu)

In response to Councillor Bagu's report of receiving complaints with regards to trenches in the roads at various areas around town, the Acting Director of Engineering and Operations informed Council that the contractor is expected to be coming in to perform the work within two weeks.

(l) Let's Talk Event (Desmarais)

Councillor Desmarais reported about the upcoming "Let's Talk about... Supporting Loved Ones with Mental Health and/or Addiction Issues" event which is scheduled for this upcoming Wednesday November 27, 2019 at the Port Colborne Library.

(m) Lighthouse at Lock 8 Park (Desmarais)

In response to a request for an update by Councillor Desmarais, the Acting Director of Engineering and Operations advised that staff has inspected the building, new siding will be proposed for in the 2020 budget along with additional minor repairs and that interim repairs are being completed in order to make it safe for the time being.

(n) Sharps Containers (Desmarais)

Councillor Desmarais expressed concern about the lack of sharps containers not being placed in public areas and spaces. Councillor Desmarais requested that staff bring the purchase of more sharps containers forward in the budget, prepare a list of the proposed spaces for those purchased sharps containers and propose timelines as to when these sharps containers could be installed in the event that it's approved on the budget.

(o) 72 Nickel Street (Desmarais)

Councillor Desmarais expressed concern about the state of the property located at 72 Nickel Street and reported that it has been the subject of many complaints she has received from citizens, especially after the wind storm when much of the siding had detached and blew onto neighbouring properties. The Mayor requested that staff clean up the portion of the siding that had blown onto the neighbouring property owned by the City.

Moved by Councillor A. Desmarais
Seconded by Councillor E. Beauregard

Direct the Director of Planning and Development to investigate 72 Nickel Street and move forward with any legal options to clean up the property including acquiring the property or tearing it down.

CARRIED

(p) Historical Property Issues (Wells)

In response to Councillor Desmarais' concerns about the state of the property located at 72 Nickel Street, Councillor Wells expressed similar concerns for various properties in Ward 4 that have a history of by-law issues. The Mayor requested that staff provide a report regarding the potential options of enforcement with regards to having owners bring their properties into compliance.

Moved by Councillor Wells
Seconded by Councillor Kalailieff

Direct the Director of Planning and Development to establish an action plan to address historical property issues; and

Direct staff to be proactive when dealing with the noted properties.
CARRIED

(q) Bethel Community Centre (Wells)

Councillor Wells expressed appreciation towards the Acting Director of Engineering and Operations for sending in a crew to repair the ceiling and electrical in the Bethel Community Centre.

(r) Ditching (Wells)

In response to Councillor Wells' request for an update with regards to ditching, the Acting Director of Engineering and Operations informed Council that during the next 2 weeks crews will be transitioning over to complete ditching in some of the major areas where there have been issues in the past.

(s) House Trailers (Wells)

In response to Councillor Wells' reports of house trailers being present in various areas around Ward 4 as well as his inquiry as to whether it is permitted for people to be living in these house trailers, the Director of Planning & Development confirmed that this was not permitted and that in order to enforce, he would need to receive the exact addresses of where the trailers are located.

(t) Road Washing (Wells)

In response to Councillor Wells' reports of concerned citizens on Beach Road with regards to road washing in the winter and the hazards it will pose on driving, the Acting Director of Engineering and Operations informed Council that the roads will be watered three times a week, dependent on weather. In below zero temperatures, the street sweeper will instead clear the roads.

(u) Tight turns (Wells)

In response to Councillor Wells expressing concern with regards to trucks taking tight turns on the corner of Beach and Empire Roads, the Acting Director of Engineering and Operations informed Council that this particular corner has been extended to accommodate truck traffic and so this corner will be repaired and cleaned off to ensure that excess water drains into the ditch.

(v) Information Meeting for Ward 4 (Wells)

Councillor Wells reported that he and Councillor Bodner will be holding an information meeting for the residents of Ward 4 at the Bethel Community Centre on December 3, 2019 between 6-8 p.m. In addition, Councillor Wells reported that the Niagara Region Public Health will be in attendance at this meeting in order to educate rural residents on safe drinking water as well as safe and operational use of septic systems.

Staff responses to Councillors' enquiries:**(a) Alarms (Chief Cartwright)**

The Chief reminded citizens to ensure their alarm systems are working in their homes as the holiday season approaches. He indicated the Fire Department can be contacted to assist with proper installation and maintenance.

(b) Burning By-Law (Chief Cartwright)

The Chief provided a status on the preparation of the Burning By-law. He reported that a meeting is scheduled with Legal on December 5, 2019 and that the report will be ready for Council in January, 2020.

(c) Wind Warning (Chief Cartwright)

The Chief reported that there is a wind warning for Wednesday, November 27 and Thursday, November 28.

(d) Meeting regarding Wind Storm on October 31 and November 1 (Chief Cartwright)

The Chief thanked the Niagara Regional Police, the Region of Niagara, the Mayor, Councillor Bagu, and various City staff for attending the meeting on November 19 which discussed the previous wind storm that took place on October 31, and November 1, 2019.

(e) Live Wires (Chief Cartwright)

The Chief warned residents to avoid wires that are on the ground as well as live wires that are hanging because it is a serious safety concern. He also informed Council that staff is researching mechanisms to better secure roadways.

(f) Davis Street Incident (Chief Cartwright)

The Chief advised Council that various staff have investigated this property and it is a reoccurring issue.

(g) Rail on Sugarloaf and Elm Streets (Shypowskyj)

The Acting Director of Engineering and Operations informed Council that after Trillium and the contractor meet on November 26, 2019 to review the Sugarloaf and Elm Street rail, he is hoping to have some dates to provide as to when the work will take place.

13. Consideration of Items Requiring Separate Discussion:**1. Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges**

Due to the disclosures of interest the motion was separated and Councillors Kalilieff and Bruno did not vote on the first motion.

Moved by Councillor A. Desmarais
Seconded by Councillor E. Beauregard

That the Consolidated Fees and User Charges, attached as Schedule L and M of Corporate Services Department Report 2019-166, 2020 Proposed Fees and User Charges be approved;

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

CARRIED.

Moved by Councillor R. Bodner
Seconded by Councillor M. Bagu

That the Consolidated Fees and User Charges, attached as Schedule A to K, and N to Y of Corporate Services Department Report 2019-166, 2020 Proposed Fees and User Charges be approved; and

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

CARRIED.

2. Fire and Emergency Services Department, Report 2019-178, Subject: Replacement of Self-Contained Breathing Apparatus

Moved by Councillor M. Bagu

Seconded by Councillor E. Beauregard

That Fire Department Report 2019-178, Replacement of Self-Contained Breathing Apparatus be received; and

That Council authorize the Fire Chief to prepare a tender document for the purchase of breathing apparatus, spare bottles and a compressor air filling system and circulate the document to companies that provide Scott breathing apparatus and air systems.

CARRIED

**3. Fire and Emergency Services Department, Report 2019-179,
Subject: Fire Department Memorial**

Moved by Councillor A. Desmarais
Seconded by Councillor E. Beauregard

That Fire Department Report 2019-179, Fire Department Memorial be received; and

That Council approve the construction of a Fire Department Memorial at the Fire Station located at 3 Killaly Street West; and

That funding of the Memorial be authorized as outlined within report 2019-179; and

That Council authorize the City's Deputy Treasurer to establish a special reserve account that donations can be assigned to and issue income tax receipts, if requested to do so.

Moved in amendment Councillor A. Desmarais
Seconded by Councillor E. Beauregard

That the main motion be amended by removing "as outlined within report 2019-179" from the third paragraph and inserting "through grants, fundraising, and donations".

CARRIED.

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

That Fire Department Report 2019-179, Fire Department Memorial be received; and

That Council approve the construction of a Fire Department Memorial at the Fire Station located at 3 Killaly Street West; and

That funding of the Memorial be authorized through grants, fundraising, and donations; and

That Council authorize the City's Deputy Treasurer to establish a special reserve account that donations can be assigned to and issue income tax receipts, if requested to do so.

CARRIED.

5. Planning and Development Department, Planning Division, Report 2019-183, Subject: Recommendation Report on Removing 700 Elm Street from the Municipal Registry of Heritage Properties

Moved by Councillor G. Bruno

Seconded by Councillor E. Beauregard

That the Council of the City of Port Colborne approve the removal of the lands legally known as Plan 3252 Part of Block B and C, NP 775 Part 1 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 700 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

CARRIED

8. Chief Administrative Officer, Economic Development Division, Report 2019-170, Subject: Pilot Innovation, Creativity & Culinary Project

Moved by Councillor H. Wells

Seconded by Councillor A. Desmarais

That Chief Administrative Officer, Economic Development Division Report 2019-170 be received for information; and

That Council direct staff to proceed with the research study and pilot program.

CARRIED

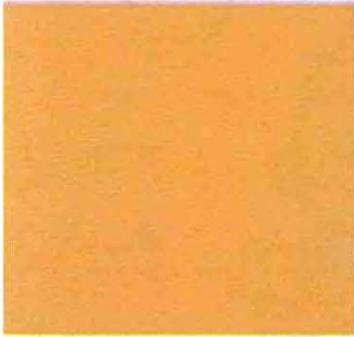
14. Notice of Motion:

Councillor Bagu provided notice of his intention to introduce a motion at the December 9, 2019 Committee of the Whole/Council meeting with respect to a grant for residential led-lined water service replacement.

15. Adjournment:

Mayor Steele adjourned the meeting at approximately 10:11 p.m.
CARRIED.

AL/cm

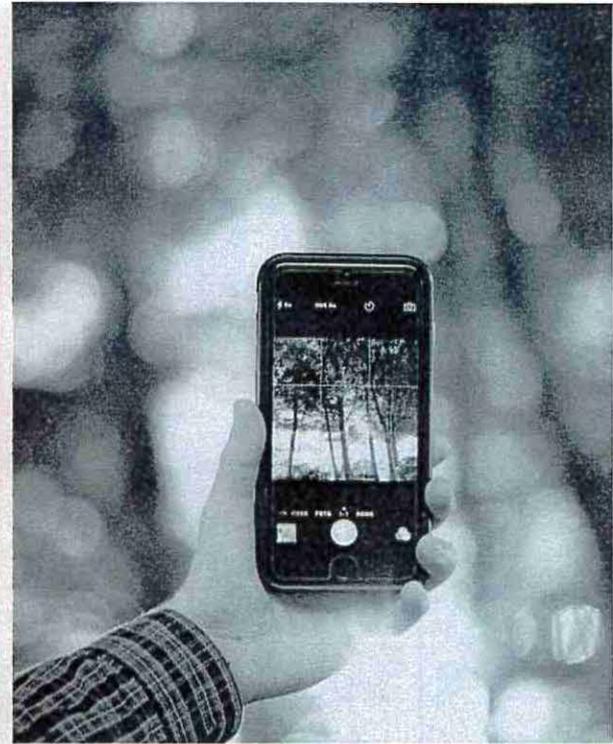


#PortColborneProud

PHOTO COMPETITION



2019-2020 CAMPAIGN



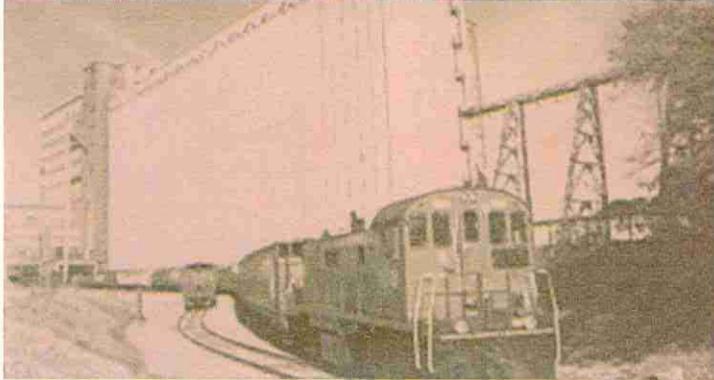


Why are we doing this?

The purpose of the Photo Contest is to showcase what's **Beautiful, Creative, Innovative and Authentic** about Port Colborne and feature original, engaging photos that will evoke a sense of community pride in residents and inspire visitors to discover Port Colborne and explore all the City has to offer.

Goal of the Campaign

To Refresh current inventory of marketing images and develop an image bank of diverse and high quality images.



Campaign Objectives

#PORTCOLBORNEPROUD

COMMUNITY ENGAGEMENT

The Campaign seeks to engage local residents in capturing the community through their eyes. It provides residents with an opportunity to be involved in the marketing of the community.

SHOWCASE LOCAL TALENT AND CREATIVITY

Photos taken by local residents will be included in various forms of City Community, Tourism and Economic Development Marketing initiatives. Finalist entries will also be exhibited on the City website as well as on exhibition at the Public Library and other venues throughout the city.

COMMUNITY PRIDE

The campaign seeks to refresh the current image of Port Colborne and invoke a sense of community pride.

Campaign Organizers

#PORTCOLBORNEPROUD

*City of Port Colborne
Economic Development
Division*

*Port Colborne Public
Library*

*The campaign is organized by Port Colborne
Economic Development and Public Library with the
support of Corporate Communications.*



PORT COLBORNE



PORT COLBORNE
PUBLIC LIBRARY

Campaign Description

#PORTCOLBORNEPROUD

The 2019 Contest entries can be based on one of two themes:

- **Heritage, Arts and Culture:** entries depicting Port Colborne's rich history and cultural elements, as well as the creativity and innovation within the community.
- **Outdoor Adventure:** entries depicting Port Colborne's unique natural and man-made areas and/or experiences.

The digital photo submission contest allows entrants to compete to submit a "Photo", which is defined as a digital .jpeg, .jpg, .gif or .png.

- a. entrants may submit up to two (2) photos (one submission per category) maximum.
- b. Photos may be submitted in one (1) or both categories.
- c. All pictures must be taken in the City of Port Colborne.

Eligibility

#PORTCOLBORNEPROUD

1 **19 YEARS OF AGE
(OR OLDER)**

2 **ENTRIES ARE LIMITED TO
AMATEURS ONLY**

3 **OPEN TO ALL RESIDENTS AND
VISITORS OF PORT
COLBORNE, WHO ARE
RESIDENTS OF CANADA
(EXCEPT RESIDENTS OF
QUEBEC)**

4 **NON-EMPLOYEES OF THE
CITY OF PORT COLBORNE,
PUBLIC LIBRARY AND THEIR
IMMEDIATE FAMILY
MEMBER**

• EMPLOYEES/FAMILY MAY SUBMIT PICTURES BUT ARE NOT
ELIGIBLE FOR PRIZES



How to Enter

- Digital entries only will be accepted.
- Entrants who require assistance are invited to visit the Port Colborne Public Library.
- Each Entrant can enter a maximum of two (2) Photos to the Contest.

<http://portcolborne.ca/page/PortColborneProud>

• SNAP IT

Take a photo depicting what makes Port Colborne Beautiful, Creative, Innovative and Authentic to you.

2. SUBMIT IT

The Entrant must complete an entry form. Photo entries can be uploaded electronically as .jpeg, .jpg, .gif or .png files or entrants may insert the link to download the file (WeTransfer, Dropbox, GoogleDrive) in the registration form at PortColborne.com/page/PortColborneProud.

3. WIN IT

Win cash and gift prizes, as well as public recognition of your achievement.

Next

SHARE & TAG IT

• along with the campaign hash-tag (#PortColborneProud) and mention @portcolborne @portcolbornelib in your post.

COMPETITION SUBMISSION

SUBMISSION DATES AND DEADLINE

November 25, 2019 and ending on January 31, 2020.

All online entries must be received by January 31, 2020, 11:59 p.m. EDT (the "Submission Deadline").

HOW TO ENTER

SNAP IT

Take a photo depicting what makes Port Colborne Beautiful, Creative, Innovative and Authentic to you.

SUBMIT IT

The entrant must complete an entry form. Photo entries can be uploaded electronically as .jpeg, .jpg, .gif or .png files or entrants may insert the link to download the file (WeTransfer, Dropbox, GoogleDrive) in the registration form.

[SUBMIT NOW](#)

WIN IT

Win cash and gift prizes, as well as public recognition of your achievement.

Entrants are encouraged to **SHARE & TAG IT**: Share photo on your social media channels, along with the campaign hash-tag (#PortColborneProud) and mention @portcolborne @portcolborne1ib in your post.

FINALIST PHOTO EXHIBITION

Finalists will be on display on the City of Port Colborne Website and on Exhibition at

Port Colborne Public Library, 310 King St, Port Colborne and,

2019-2020 PHOTO COMPETITION



The purpose of the 2019-2020 Photo Contest is to showcase what's **Beautiful, Creative, Innovative and Authentic** about Port Colborne and feature original, engaging photos that will evoke a sense of community pride in residents and inspire visitors to discover Port Colborne and explore all the City has to offer.

COMPETITION GOALS AND OBJECTIVES

GOALS OF THE COMPETITION

To Refresh current inventory of marketing images and develop an image bank of diverse and high quality images.

OBJECTIVES OF THE COMPETITION

COMMUNITY ENGAGEMENT

The Campaign seeks to engage local residents in capturing the community through their eyes. It provides residents with an opportunity to be involved in the marketing of the community.

SHOWCASE LOCAL TALENT AND CREATIVITY

Photos taken by local residents will be included in various forms of City Community, Tourism and Economic Development Marketing initiatives. Finalist entries will also be exhibited on the City website as well as on exhibition at the Public Library and other venues throughout the city.

COMMUNITY PRIDE



Campaign Period

#PORTCOLBORNEPROUD

- Contest entries will be accepted online starting **November 25, 2019 and ending on January 31, 2020.**
- All online entries must be received by January 31, 2020, 11:59 p.m. EDT (the “Submission Deadline”).
- The City of Port Colborne and Port Colborne Public Library reserves the right to cancel or suspend this Contest in the event of any accident, printing, administrative, or other error of any kind without prior notice or obligation.

1ST PLACE

The First place winner from each of the two (2) photo categories will win a total prize valued at approximately \$500 in cash and prizes.

1ST RUNNER-UP

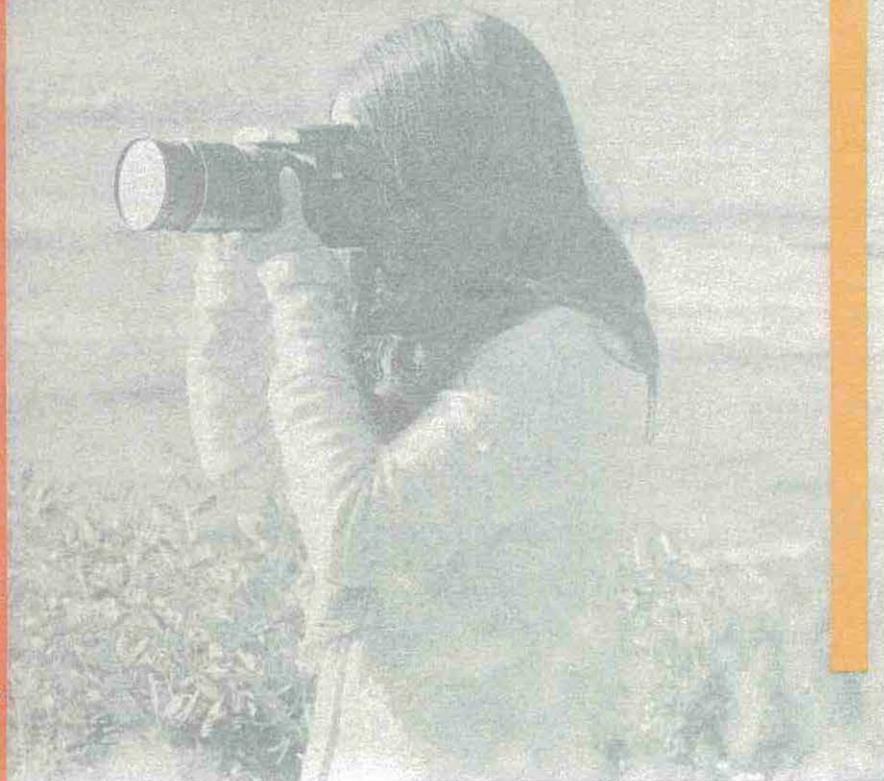
The 2nd place winner from each of the two (2) photo categories will win a total prize valued at approximately \$250 in cash and prizes.

ALL OTHER SELECTED FINALISTS

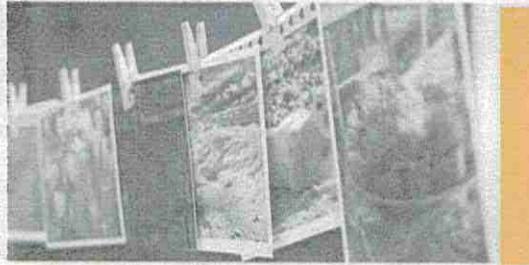
- All selected finalists not chosen as First place and 1st Runner-Up winners will be awarded a \$25 gift cards/vouchers.

The specifics of the prize shall be solely determined by the City of Port Colborne Economic Development Division and Public Library. The organizers reserves the right to substitute a prize or a prize component with one of equal or greater quality/value.

Prizes **#PORTCOLBORNEPROUD**

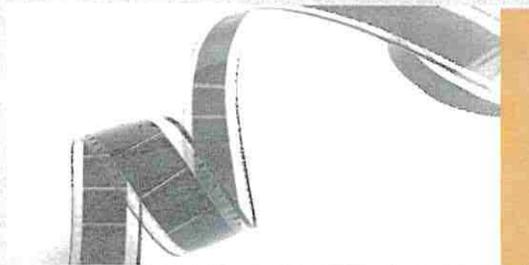


FINALIST AND WINNER SELECTION



PANEL OF JUDGES

A panel of judges appointed by the Competition Organizers will judge all photos submitted on the basis of alignment with purpose of the campaign, tourism relevance, creativity and originality, and quality.



FIRST PRIZE WINNERS

The first prize winners will be chosen from the selected finalists by public vote



PUBLIC VOTE

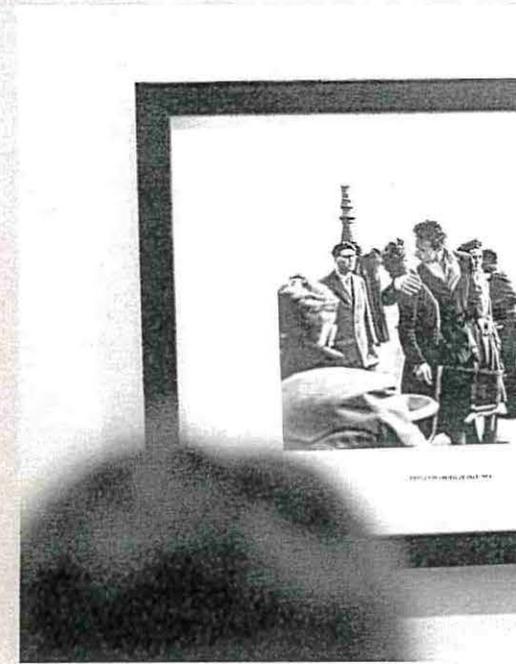
Public vote will take place online at PortColborne.com/page/PortColborneProud or in person at:

- City of Port Colborne City Hall, 66 Charlotte Street
- Port Colborne Public Library, 310 King St, Port Colborne, from February 8-22, 2020.

FINALIST PUBLIC PHOTO EXHIBITION

Finalists will be on display on the City of Port Colborne Website and on Exhibition at

- Port Colborne Public Library, 310 King St, Port Colborne and,
- Select locations throughout the City of Port Colborne.



THANK YOU

PRESENTED BY:

**ECONOMIC DEVELOPMENT DIVISION-JULIAN DOUGLAS-KAMEKA
AND
PORT COLBORNE PUBLIC LIBRARY- SUSAN THERRIEN**

TRANSPORTATION SERVICES

CAPITAL PROJECTS - 5 YR OVERVIEW

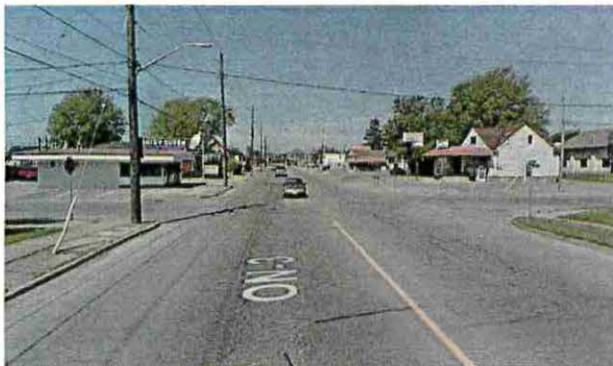


I-5 Year Capital Forecast

Regional Road 3 Main Street E From Highway 140 to Barber Dr

- Road reconstruction

RR 3 (Main Street E) looking west to Dolphin St



Agenda

➤ I-5 Year Capital Forecast

➤ Niagara Region's Capital Budget is broken down into four (4) main areas:

- Network Expansion
- Intersection Improvement Program
- Roads Rehabilitation Program
- Structure Rehabilitation Program

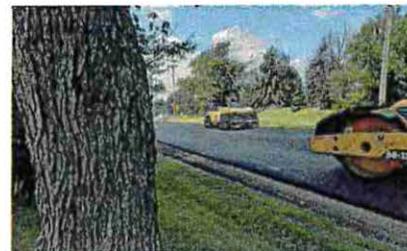
➤ Regional Vision



I-5 Year Capital Forecast

Hot Mix Resurfacing Candidates

- RR3 Main St W from Townline Rd to Elm St
- RR98 Wilhelm Rd from Hwy 3 to RR98 Forks Rd



6-10 Year Capital Forecast

Townline Road Bridge Structure Rehabilitation

Townline Road Bridge – looking south



Townline Road Bridge – west elevation



Regional Vision

- Complete Streets
 - 6 Typologies
- Regional Wayfinding
- Safety Initiatives
- Niagara Escarpment Crossing
- Developments



Thank-you

On-Demand Transit

Presentation to Port Colborne City Council

November 25, 2019

Matt Robinson – Director, GO Implementation Office, Niagara Region

Robert Salewytch – Program Manager – Transit Services, Niagara Region

**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region

Agenda

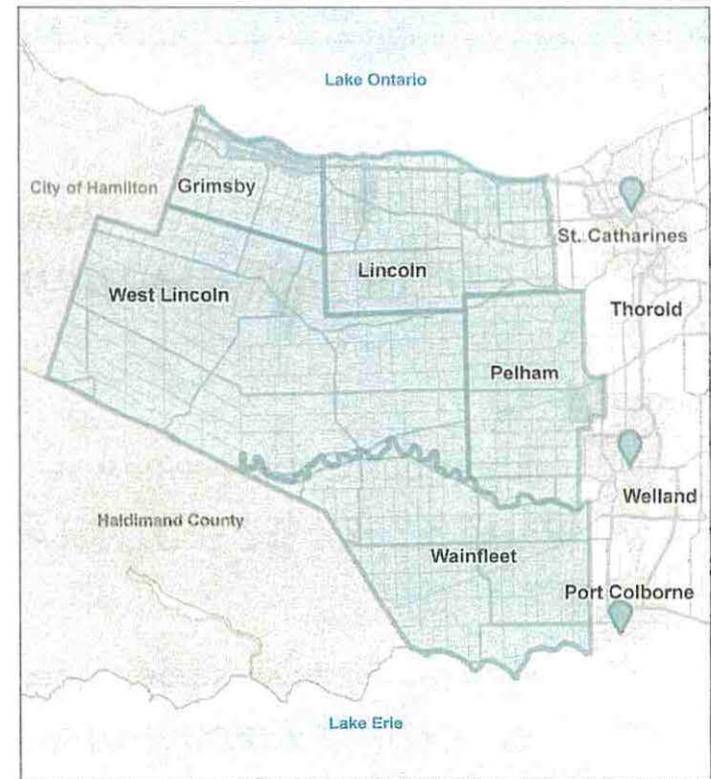
- Background
- IMT West Expansion
- Fixed-Route versus On-Demand
- Why Via?
- Port Colborne Pilot
- Next Steps

Background – IMT Expansion

- Upload of Port/Fort Link routes to Region retroactive to January 1, 2019 ✓
 - With uploads, Region now providing all inter-municipal routes across Niagara network
- IMT Service Enhancement Implementation Strategy (LNTC-C 21, 22, 23, 2018)
 - Identified NRT expansion pilot projects for Niagara West, as well as Pelham and Lincoln connections
- *Niagara Transit Service Delivery and Governance Strategy* (Dillion, 2017)
 - Identified need for Crystal Beach and Sherkston connectivity

IMT West Expansion

- Connectivity to:
 - Existing transit network
 - GO Transit stations
- Seamless rider experience
- Concept approved by Regional Council
 - Pending budget approval – Dec. 12
 - Tentative Q1 2020 deployment



**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region

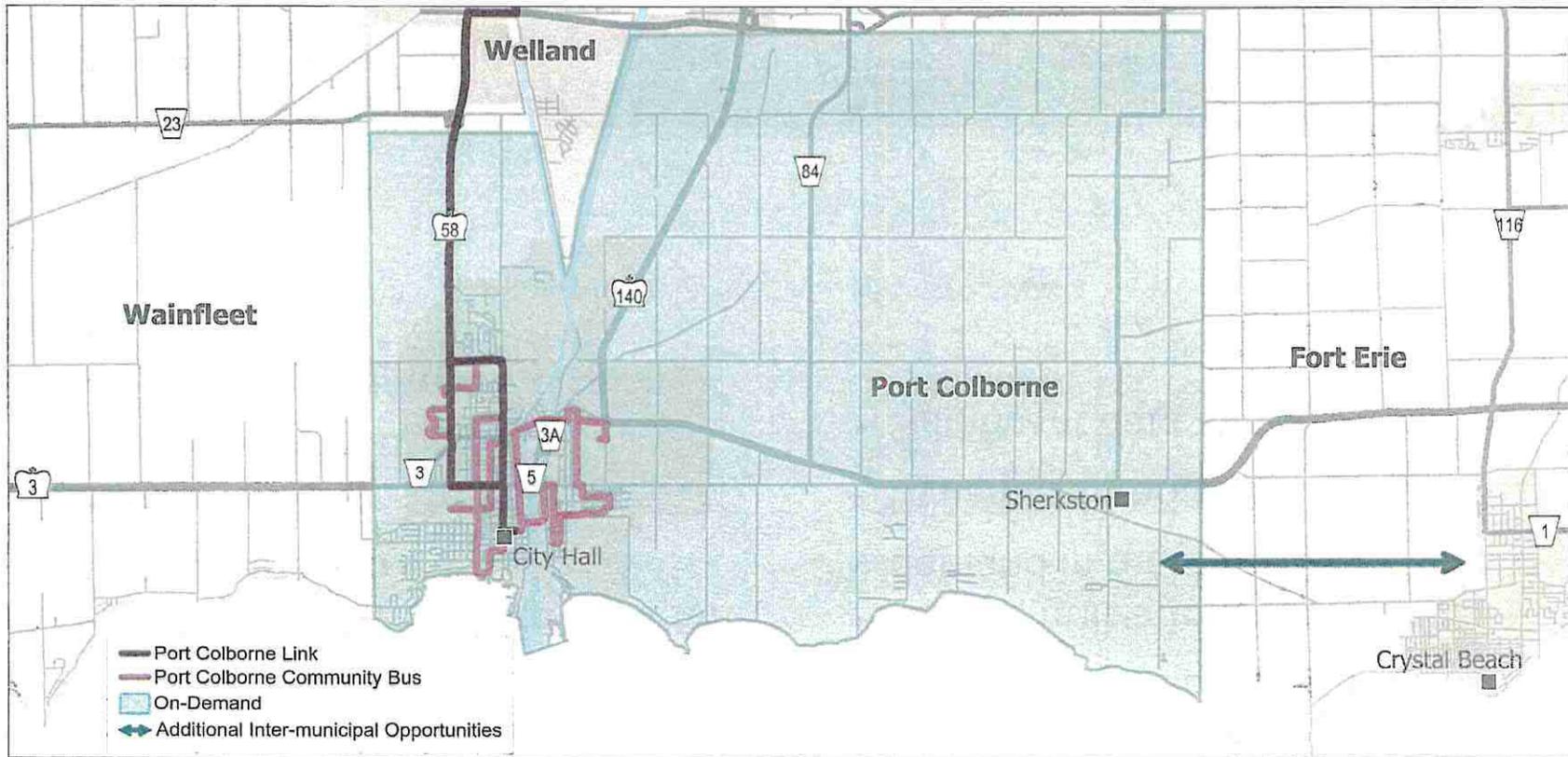
Fixed-Route versus On-Demand

Fixed-Route

- Limited area coverage
- Relies on peak demand to maximize vehicle utilization
- Requires 4 months to adjust schedules and routing
- Limited data potential

On-Demand

- Complete area coverage
- Vehicle utilization responds to demand in real-time
- Dynamically adjusts routing
- Significant data analytic potential



**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

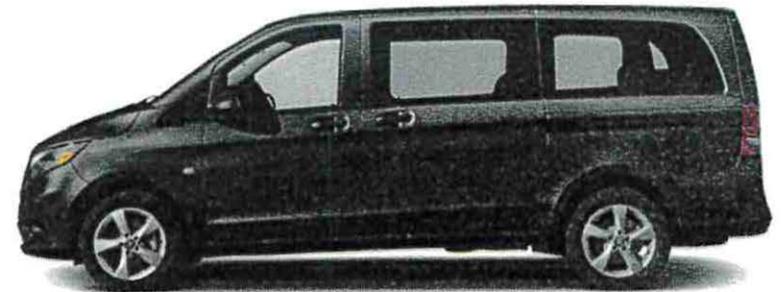
Niagara  Region

On-Demand Benefits - Providers

- Maximizes coverage areas – access for everyone
- Cost containment
- Increased ridership potential
- Operating model flexibility
 - door to door / curb to curb / corner to corner
- Eliminates need for separate specialized transit service
- Worldwide proven deployment record
- Big Data

On-Demand Benefits - Riders

- Unique user profile
- Accessible vehicles
- Multiple booking options
 - Phone & App
- Improved connectivity
- Consistent pricing
- Real-time vehicle arrival information



**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region

Why Use Via?

Consulting and Planning

In-depth analysis using proprietary approaches and tools to understand the potential for innovative mobility



Microtransit Platform (SaaS)

Licensing Via's on-demand shuttle system to transit agencies and operators who prefer to use their own vehicles and drivers



Microtransit Operations (TaaS)

Turnkey solution that includes technology plus drivers, vehicles, and operations management



New Mobility Solutions

Mobility-as-a-Service (MaaS) products, demand management tools, school bus platforms, and more...



**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara Region

Via's Global Presence: Via, ViaVan and Partners

Global Deployments

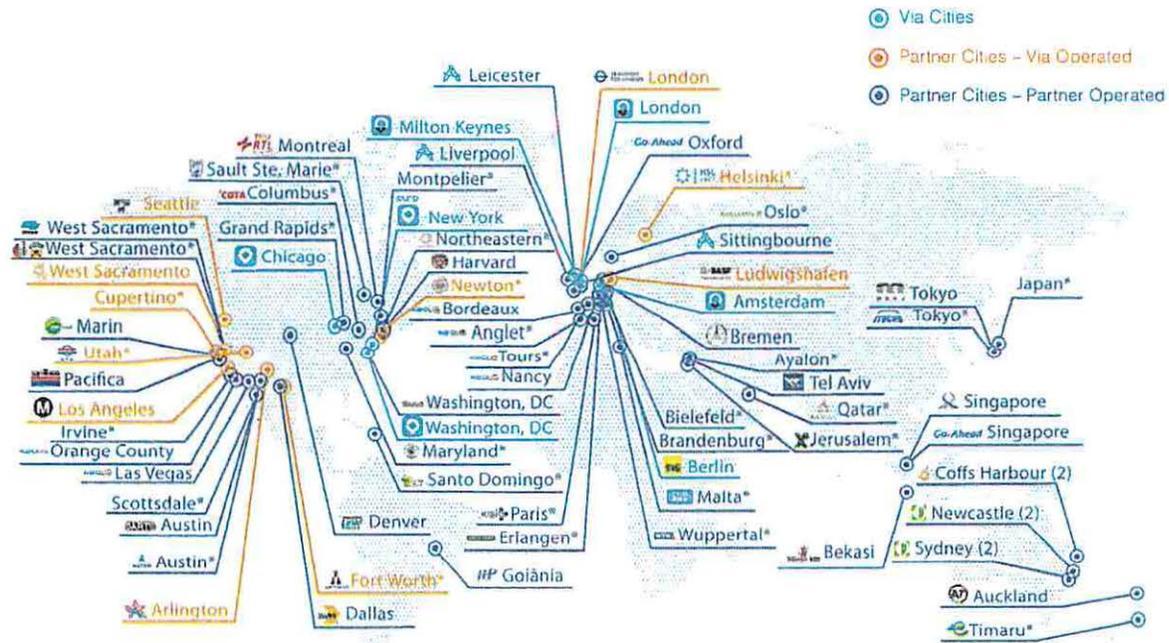
80+

Rides/Month

2m+

Engineers

225+



*Coming soon

**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region

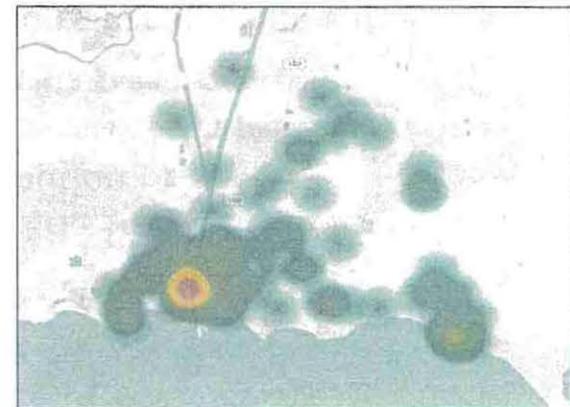
Port Colborne Pilot

Purpose:

- Test feasibility of a fully on-demand system powered by Via

Demand:

- Community bus - **40 - 60 trips / day** within urban boundary
- On-demand service - **50 - 150+ trips / day** across the entire municipality with 3-4 vehicles



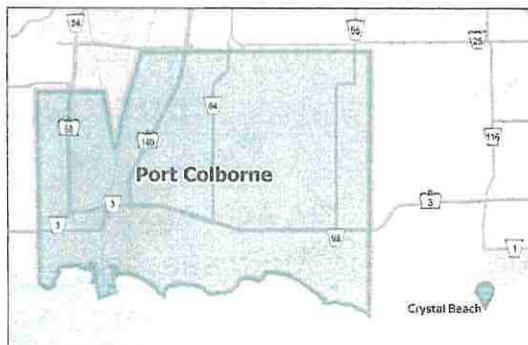
Heat map and service area used to simulate on-demand transit

Options for Port Colborne



Option 1 – Urban Boundary

- Local Trips only
- No connectivity with Sherkston or Crystal Beach
- Led by Municipal staff
- Requires 1-2 vehicles



Option 2 – Municipal Boundary

- IMT Connection to Fort Erie Transit, includes Regional funding contribution
 - Sherkston – local and intermunicipal connections
 - Crystal Beach – intermunicipal connection only
- Leveraging Niagara Region’s partnership with Via
- Requires 3-4 vehicles

**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region

Additional Considerations

- Maintaining relationship with Welland Transit
 - Community bus with software + supplemental Via vehicles where needed
 - Use unionized staff where possible
- Service Parameters Define Costs
 - Weekday evenings
 - Saturday midday
 - # of vehicles
- Suggested pilot duration of one year, plus additional 12 month option
 - Extend Community Bus Service Agreement with Welland Transit to match pilot duration

Next Steps

Service Model Design and Simulation

Hours of operation, number of vehicles, zone identification

Advanced microtransit simulation measuring demand and expected quality of service (wait times, trip lengths, etc)

01

Model Confirmation

Approved by Regional Council November 14

Confirm budget and local partnerships

02

Localization and Implementation

Finalize service design and prepare for implementation

Roll out applications and service for testing in preparation of launch

03

Continuous Optimization

Ongoing support to ensure targets are being reached

04

**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region

Questions?

Matt Robinson
Director
GO Implementation Office
Matt.Robinson@niagararegion.ca
905-980-6000 ext. 3198

Rob Salewytch
Program Manager | Transit Services
GO Implementation Office
Robert.Salewytch@niagararegion.ca
905-980-6000 ext. 3232

**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region



MAYOR'S REPORT – NOVEMBER 25, 2019

UPCOMING CHRISTMAS EVENTS

Several events are happening as the City of Port Colborne steps into the Christmas season.

We kick off with a Grand Old Christmas on the Museum grounds on Sunday, December 1st from 12 – 4 p.m.

Come join the Museum as they celebrate Christmas in Black and White with hot chestnuts, apple cider, candle making, carriage rides, blacksmiths at work and Christmas cards printed on the old printing press.

Enjoy Christmas pudding and tea at Arabella`s Tea Room on Sunday and continuing for the entire following week.

There is fun for whole family.

On Saturday December 7th Santa Claus comes to town first on the tugboat in the afternoon on West Street, followed by our evening lighted parade.

Enjoy over 60 floats decorated for the season. The parade starts at 6:30 p.m. from Port Colborne High School and travels into the downtown area along Steele and Clarence Street.

A parade favorite - The West Seneca Marching Band will be back in town this year.

Bundle up and join us with the entire family.

Hot chocolate will be served at the Guild Hall following the parade.



**City of Port Colborne
Regular Meeting of Council 35-19
Monday, December 9, 2019
following Committee of the Whole Meeting
Council Chambers, 3rd Floor, 66 Charlotte Street**

Agenda

- 1. Call to Order:** Mayor William C. Steele
- 2. Introduction of Addendum Items:**
- 3. Confirmation of Agenda:**
- 4. Disclosures of Interest:**
- 5. Adoption of Minutes:**
 - (a) Special meeting of Council 33-19, held on November 25, 2019
 - (b) Regular meeting of Council 34-19, held on November 25, 2019
- 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 Canal Days Advisory Committee Meeting of September 11, 2019 and October 22, 2019
 - (b) Minutes of the Senior Advisory Council Meeting of August 15, 2019 and September 19, 2019
 - (c) Minutes of the Port Colborne Active Transportation Advisory Committee Meeting of July 15, 2019 and September 16, 2019
 - (d) Minutes of the Port Colborne Public Library Board Meeting of October 8, 2019
 - (e) Minutes of the Grant Policy Committee Meeting of July 31, 2019
- 11. Consideration of By-laws:**
- 12. Council in Closed Session:**
 - (i) Motion to go into Closed Session

That Council do now proceed into closed session in order to address the following matter(s):

- (a) Minutes of the closed session portion of the following Council meeting:
November 25, 2019.
- (b) Planning and Development Report 2019-159, regarding property investigations, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Subsection 239(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
 - 1. The meeting is held for the purpose of educating or training members.
 - 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- (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	Page
WCS MB EB RB GB FD AD DK HW	1.	<p><u>Engineering and Operations Department, Engineering Division, Report 2019-176, Subject: Skelton Municipal Drain Meeting to Consider</u></p> <p>That the Mayor and Clerk be directed to execute a by-law to provisionally adopt the Skelton Municipal Drain Engineer's Report, dated October 29, 2019, prepared by Brandon Widner, P. Eng. of Spriet Associates Engineers & Architects, under Section 78, Chapter D.17 of the <i>Drainage Act R.S.O. 1990</i>.</p> <p>That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Court of Revision, as per Section 46(1), Chapter D.17 of the <i>Drainage Act R.S.O. 1990</i>.</p> <p>That Councillor _____ and Councillor _____ be appointed as a member of the Skelton Municipal Drain Court of Revision and Councillor _____ be appointed as an alternate to be tentatively scheduled for January 21, 2020, and to be confirmed with the adjoining municipalities.</p>	
WCS MB EB RB GB FD AD DK HW	2.	<p><u>Community and Economic Development Department, Parks and Recreation Division, Report 2019-190, Subject: Presentation of Parks and Recreation Master Plan (Draft)</u></p> <p>That the Parks and Recreation Master Plan, as presented in Community and Economic Development, Parks and Recreation Report 2019-190, Subject: Presentation of Parks and Recreation Master Plan (Draft), be endorsed;</p> <p>That the Director of Community and Economic Development be directed to commence implementation of the recommendations found within the Parks and Recreation Master Plan, including the submission of items for Council approval through the annual capital and operating budget process, and report back annually on implementation progress.</p> <p>Note: The complete Parks & Recreation Master Plan (Draft) can be found at the following link: http://portcolborne.ca/page/prmp</p>	

<p>WCS MB EB RB GB FD AD DK HW</p>	<p>3.</p>	<p><u>Motion by Councillor Bagu Re: Grant Monies for Residential Lead- Lined Water Service Replacement</u></p> <p>That staff bring forward a request in the 2020 water/wastewater budget process for the implementation of a 1 year trial grant program for homeowners to receive assistance when replacing their lead / leaking service lines.</p>	<p>-----</p>
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>4.</p>	<p><u>Fire and Emergency Services Department, Report 2019-189, Subject: Municipal Establishing and Regulating By-law</u></p> <p>That the proposed by-law be adopted as the City of Port Colborne's Fire Department Establishing and Regulating By-law, and that By-law No. 6606/61/18 be repealed; and</p> <p>That the Mayor and City Clerk be authorized to execute the appropriate documents.</p>	
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>5.</p>	<p><u>Corporate Services Department, Finance Division, Report 2019-177, Subject: Cancellation, Reduction or Refund of Realty Tax</u></p> <p>That the applications pursuant to Section 357/358 of the <i>Municipal Act, 2001</i>, as amended, 2019-07, 2019-08 and 2018-11 be approved to cancel or reduce taxes in the total amount of \$6,028.59.</p>	
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>6.</p>	<p><u>Corporate Services Department, Report 2019-185, Subject: Approval of Spending Limits During the Interval Prior to the Approval of the 2020 Budget Estimates</u></p> <p>That until such time that the 2020 Current Budget is adopted, the following be approved:</p> <ol style="list-style-type: none"> 1. City Departments, Boards, and Agencies be allowed to incur operating costs to a level of 50% of the departmental expenditure of the prior year. 2. New capital items deemed essential by a department be approved by the respective Standing Committee or Board, or Agency and the Council of the City of Port Colborne prior to purchase. 3. That this policy be communicated to all Department Directors, Boards, and Agencies. 	

WCS RB AD	MB GB DK	EB FD HW	7.	<p><u>Corporate Services Department, Report 2019-186, Subject: Penalty Charges and Interest Rates for 2020</u></p> <p>That the Penalty Charges and Interest Charges by-law be adopted to establish the 2020 late payment charges on payments due to the municipality.</p>
WCS RB AD	MB GB DK	EB FD HW	8.	<p><u>Corporate Services Department, Report 2019-187, Subject: 2020 Interim Tax Billing</u></p> <p>That a by-law be adopted to authorize the 2020 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established.</p>
WCS RB AD	MB GB DK	EB FD HW	9.	<p><u>Corporate Services Department, Report 2019-188, Subject: 2020 Borrowing By-law</u></p> <p>That Council adopt a by-law to authorize temporary borrowing, as required, of up to \$4,000,000.00 for operating cash flow to meet the current expenditures of the Corporation until property taxes are billed and collected.</p>
WCS RB AD	MB GB DK	EB FD HW	10.	<p><u>Planning and Development Department, Report 2019-192, Subject: Department of Planning and Development 2019 Activity Report</u></p> <p>That Department of Planning and Development Report 2019-192, 2019 Activity Report be received for information.</p>
WCS RB AD	MB GB DK	EB FD HW	11.	<p><u>Engineering and Operations Department, Operations Division, Report 2019-193, Subject: Port Colborne Drinking Water Quality Management System (DWQMS) Re-accreditation Audit</u></p> <p>That Engineering and Operations Department Report 2019-193, Port Colborne Drinking Water Quality Management System Re-accreditation Audit be received for information.</p>

Miscellaneous Correspondence				
WCS	MB	EB	12.	<p><u>Juli Longaphie, Main Street BIA Secretary Re: Main Street Business Improvement Area - Appointment of Board Members</u></p> <p>That Stephen Williams, Marsha Cox, and Dee Tilbrook be appointed to the Main Street Business Improvement Area Board for a term ending December 31, 2022.</p>
RB	GB	FD		
AD	DK	HW		
WCS	MB	EB	13.	<p><u>Memorandum from Nancy Giles, Executive Assistant Re: Report from Grant Policy Committee – Policy and Application Changes</u></p> <p>That the memorandum from Nancy Giles, Executive Assistant on behalf of the Grant Policy Committee Re: Report from the Grant Policy Committee – Policy and Application changes, be received; and That Council approve the request from the Grant Policy Committee regarding changes to the Grant Policy and Grant Application.</p>
RB	GB	FD		
AD	DK	HW		
WCS	MB	EB	14.	<p><u>Region of Niagara Re: Analysis of Niagara Region’s Role in Tourism (ED Report 12-2019)</u></p> <p>That the correspondence received from the Region of Niagara Re: Analysis of Niagara Region’s Role in Tourism, be received for information; and</p> <p>That the Economic Development Officer to provide comment to the Niagara Region.</p>
RB	GB	FD		
AD	DK	HW		
WCS	MB	EB	15.	<p><u>Niagara Regional Housing Re: Niagara Regional Housing Quarterly Report – July 1 to September 30, 2019</u></p> <p>That the correspondence received from the Region of Niagara Re: Niagara Regional Housing Quarterly Report – July 1 to September 30, 2019, be received for information.</p>
RB	GB	FD		
AD	DK	HW		
Outside Resolutions – Requests for Endorsement				
WCS	MB	EB	16.	<p><u>Township of Wainfleet Re: Municipal Liability and Insurance Costs</u></p> <p>That the resolution received from the Township of Wainfleet Re: Municipal Liability and Insurance Costs, be received for information.</p>
RB	GB	FD		
AD	DK	HW		
Responses to City of Port Colborne Resolutions				
Nil.				

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

By-law No.	Title
6694/58/19	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-law No. 6555/10/18
6743/107/19	Being a By-law to Designate 380 King Street, in the City of Port Colborne, Regional Municipality of Niagara, to be of Cultural Heritage Value or Interest pursuant to the provisions of the Ontario Heritage Act, R.S.O. 1990, Chapter O. 18, as amended
6744/108/19	Being a By-law to Provide for a Section 78 Engineer's Report for a Drainage Works in the City of Port Colborne in the Regional Municipality of Niagara Known as the Skelton Municipal Drain (First and Second Reading)
6745/109/19	Being a By-law to Establish and Regulate the City of Port Colborne Fire and Emergency Services (Composite)
6746/110/19	A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020
6747/111/19	Being a By-law to Provide for an Interim Tax Levy for the Year 2020
6748/112/19	Being a By-law to Authorize the Temporary Borrowing of \$4,000,000.00 for 2020
6749/113/19	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 December 9, 2019

This page intentionally left blank.

The Corporation of the City of Port Colborne

By-law no. 6694/58/19

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-law no. 6555/10/18

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 Manager of Legislative Services, City Clerk be designated as the City of Port Colborne's Emergency Management Program Coordinator.
7. That the Manager of Legislative Services, City Clerk be designated Emergency Management Co-ordinator, C.E.M.C. (effective 2019).
8. That the Manager of Parks and Recreation be appointed as alternate C.E.M.C.
9. 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.
10. That the City of Port Colborne's Corporate Communications Officer is designated as the Public Information Officer.
11. 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.
12. That By-law No. 6555/10/18 be hereby repealed in its entirety.
13. This by-law shall come into force and effect on the day it is passed.

Enacted and passed this 24th day of June, 2019.

William Steele
Mayor

Amber LaPointe
City Clerk

The Corporation of the City of Port Colborne

By-law No. 6743/107/19

Being a by-law to designate 380 King Street, in the City of Port Colborne, Regional Municipality of Niagara, to be of cultural heritage value or interest pursuant to the provisions of the *Ontario Heritage Act*, R.S.O. 1990, Chapter O. 18, as amended

Whereas Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, Chapter O. 18, as amended, authorizes the Council of a municipality to enact by-laws to designate real property, including all the buildings structures thereon, to be of cultural heritage value or interest; and

Whereas the Municipal Heritage Advisory Committee (Port Colborne Museum Board) supports the designation of the property described herein; and

Whereas a Notice of Intention to Designate was served on the Trust, property owner and published in the Niagara This Week newspaper on November 7th, 2019 in accordance with the Act; and

Whereas no Notice of Objection has been served on the City Clerk of the City of Port Colborne as of December 9th, 2019;

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

1. That By-law 2831/10/93 be repealed;
2. That the property at 380 King Street, being Lot 9 and the adjacent 7.92 metres of Lot 8 on the Merritt Survey, now known as Plan 987, 988 and 989, City of Port Colborne, Regional Municipality of Niagara, more particularly described in Schedule "A", is hereby designated as being of cultural heritage value or interest pursuant to Part IV on the *Ontario Heritage Act*;
3. That a copy of this By-law be registered against the property described in Schedule "A" to this By-law in the proper Land registry Office;
4. That a copy of this By-law be served on the owners of the property at 380 King street and the Ontario Heritage Trust;
5. That a notice of this By-law be published in a local newspaper having a general circulation in the City of Port Colborne as required by the *Ontario Heritage Act*; and
6. That this By-law shall take effect on the date of its passing.

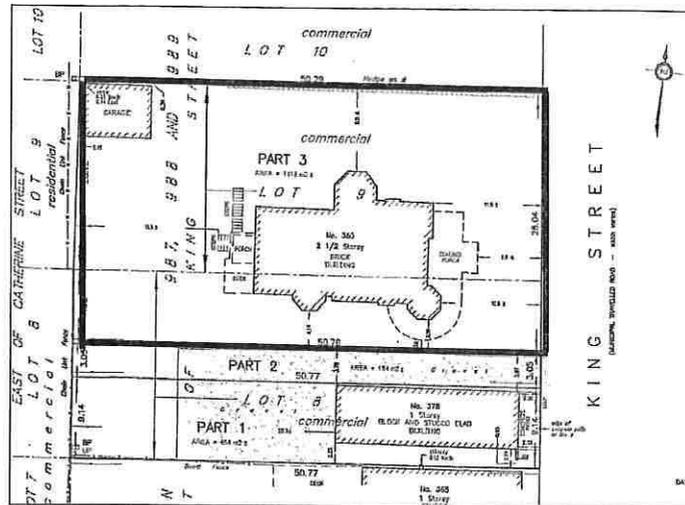
Enacted and passed this 9th day of December, 2019.

William C. Steele, Mayor

Amber LaPointe, Clerk

SCHEDULE "A"

Description of Property



 - Property subject to amending By-law

The property at 380 King Street is located on the west side of King Street, north of Delhi Street. The amending By-law is in reference to Part 3 shown on the sketch above.

Legal Description

Lot 9 and the adjacent 7.92 metres of Lot 8 on the Merritt Survey, now known as Plan 987, 988 and 989, City of Port Colborne, Regional Municipality of Niagara.

Through the consent process, the legal description will change to recognize the merging of Parts 1 and 2 shown above. Part 3 will retain its heritage designation while Part 2 will be removed.

Statement of Cultural Heritage Value or Interest

Design/Physical Value:

The house is the only example in Port Colborne of the Romanesque Revival style in both shape (broken wall lines, bay windows, and tower), and in the choice of materials. This includes the dark red brick, heavy cut stone lintels and sills, and the unglazed terra cotta tiles set just below the eaves.

The large verandah, with its field stone wall and raised ribbon mortar joints is derived from the Queen Anne period. The general shape of the verandah, especially the circular portion surrounding the octagonal tower is very typical of that style, as are the simple rounded wooden pillars.

The truncated hip roof, with its several dormers, was covered with red painted galvanized steel tiles (rectangular on the main roof, and file scales on the tower), three dimensional sheet metal cresting and the ornament surmounting the tower roof (incorporating a six pointed star). Of special note are the triangular dormers and windows in the tower roof.

Two other distinctive features of the house are: one, the wide rounded arch window on the first floor, with its etched leaded glass, and two, the triangular multi-paned window of the attic, with its diagonal muntins.

Interior features of note include the ornate wood trim and doors with egg and dart motif and/or inset leaded glass, the wooden archway with classical columns located in the waiting room at the north east corner of the first floor, the fireplace located in the same room, and ornate plaster cover moldings. The interior egg and dart motif reflects the pattern of the exterior terra cotta tiles.

Contextual Value:

The property is part of a parcel of land that at one time belonged to William Hamilton Merritt. In 1907 Thomas Euphronius Reeb (a member of the Reeb family, one of the earliest families to settle this area) purchased the land and erected the present building. In 1941 John Horne Jr. a well-known developer and councillor purchased the property and converted the building into a series of apartments, for a time occupied by teachers at the local school, and later by the Red Cross.

Cultural Heritage Attributes:

Important to the conservation of 380 King Street are the following cultural heritage attributes:

Exterior:

- Dark red brick
- Heavy cut stone lintels and sills
- Unglazed terra cotta tiles
- The large verandah with field stone wall and raised ribbon mortar joints
- The truncated hip roof
- Red painted galvanized steel tiles (rectangular on the main roof, fish scales on the tower)
- Three dimensional sheet metal cresting and the ornament surmounting the tower roof
- Triangular dormers and windows in the tower roof
- Wide rounded arch window, with etched leaded glass
- Triangular multi-paned window of the attic, with diagonal muntins

Interior:

- Ornate wood trim and doors with egg and dart motif and/or inset leaded glass
- Wooden archway with classical columns located in the north east corner of the first floor
- The fireplace
- Ornate plaster cove moldings

This page intentionally left blank.

The Corporation of the City of Port Colborne

By-Law No. 6744/108/19

Being a By-law to Provide for a Section 78 Engineer's Report for a Drainage Works in the City of Port Colborne in the Regional Municipality of Niagara Known as the Skelton Municipal Drain

Whereas the Skelton Drain is a municipal drain within the limits of The Corporation of the City of Port Colborne, having status under the *Drainage Act R.S.O. 1990*; and

Whereas the Skelton Drain is a municipal drain tributary of the Biederman Municipal Drain, situate in the City of Port Colborne; and

Whereas on the 27th day of May, 2013, the Council of the City of Port Colborne appointed Spriet Associates Engineers & Architects, to prepare a new report; and

Whereas pursuant to Section 78 of the *Drainage Act*, R.S.O. 1990, the Council of The Corporation of the City of Port Colborne, in the Regional Municipality of Niagara, has procured a report titled Skelton Municipal Drain, dated October 29, 2019, prepared by Brandon Widner, P. Eng., of Spriet Associates Engineers & Architects, which report was filed with the City Clerk on November 8, 2019, containing plans, profiles and assessment schedules for the construction and future maintenance of the Skelton Municipal Drain, and is attached hereto and forms part of this by-law; and

Whereas the total estimated cost the Skelton Drain, inclusive of the Engineer's report, construction, contract administration and HST (net) is \$240,000; and

Whereas \$1000 is the total estimated cost assessed to the private lands and road within the City of Welland; and

Whereas \$125,170 is the total estimated cost assessed to the private lands and roads within the Township of Wainfleet; and

Whereas \$43,808 is the total estimated cost assessed to the private lands and roads within the City of Port Colborne; and

Whereas \$23,644 is the total estimated cost assessed to the Ministry of Transportation for their road; and

Whereas \$46,378 is the total estimated cost assessed to the City of Port Colborne for their roads; and

Whereas on the 9th day of December, 2019 the Council of the City of Port Colborne directed staff, by resolution, to proceed to the "Meeting to Consider", under Section 41 of the *Drainage Act*, R.S.O. 1990, in accordance with the recommendations laid out in Engineering & Operations Report 2019-176; and

Whereas the Council of The Corporation of the City of Port Colborne, at its meeting of December 9, 2019 approved the Department of Engineering & Operations, Engineering Division, Report No. 2019-176, Skelton Municipal Drain Meeting to Consider, whereby the proposed drainage works was deemed necessary and desirable.

Now therefore the Council of The Corporation of the City of Port Colborne under the *Drainage Act R.S.O. 1990*, enacts as follows:

1. The report dated as October 29, 2019, may be amended by pronouncement(s) of Courts of Revision and Final Decisions/Orders of the Agriculture, Food and Rural Affairs Appeals Tribunal and/or Referee, and appended hereto as Schedule "A" is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be maintained in accordance therewith.

2. The Corporation of the City of Port Colborne may borrow on the credit of the Corporation the amount of \$90186.00, excluding HST, being the amount assessed in the City, necessary for payment of the cost of the said drainage works.
3. The Corporation may arrange for the issue of debentures on its behalf for the amount borrowed less the total amount of,
 - a) grants received under Section 85 of the Act;
 - b) commuted payments made in respect of lands and roads assessed within the municipality;
 - c) money paid under subsection 61(3) of the Act; and,
 - d) money assessed in and payable by any another municipality;and such debentures shall be made payable within 5 years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
4. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in Schedule "B" hereto to be collected in the same manner and at the same time as other taxes are collected.
5. For paying the amount of \$46,378.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the City of Port Colborne in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. If the actual of the drainage works varies from the estimated costs as set out in schedule "B" forming part of this By-law, the actual cost shall be assessed, levied and collected upon and from the said parcels of lands and roads and parts of parcels in the same proportions and in the same manner as provided in the Schedule "B" forming part of this by-law, as revised by the Court of Revision and Final Decisions of the Agriculture, Food and Rural Affairs Appeal Tribunal and/or Referee.
7. That all assessments of \$50.00 or less are payable the first year in which the assessment is imposed upon the land assessed, as provided for under Section 61(3) of the *Drainage Act*, R.S.O. 1990.
8. This By-law may be cited as "The Skelton Municipal Drain By-law" and shall come into force on the day of its final passing.

Read a First and Second time and provisionally adopted this 9th day of December, 2019.

William Steele
Mayor

Amber La Pointe
City Clerk

Read a Third time and enacted this _____ Day of _____ 2020.

Head of Council

Clerk

SKELTON DRAIN
City of Port Colborne



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
E-mail MAIL@SPRIET.ON.CA

Our Job No. 219039

October 29, 2019

SKELTON DRAIN

City of Port Colborne

To the Mayor and Council of
the City of Port Colborne

Mayor and Council:

We are pleased to present our report on the reconstruction of the Skelton Municipal Drain serving parts of Lots 30 to 33, Concession 4 in the (geographic Humberstone) City of Port Colborne Part of Lot 33 Concession 4 in the (geographic Humberstone) City of Welland and parts of Lots 1 to 3, Concession 4 in the Township of Wainfleet. The total watershed area contains approximately 380 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by some of the affected landowners. Spriet Associates London Ltd. was appointed under by-law 5713/144/11, to complete these works.

HISTORY

The Skelton Drain was originally constructed pursuant to a report submitted by G. Ross, P. Eng., dated July 31, 1919 and consisted of approximately 1,507 meters of open ditch construction with all the work being located in the Township of Wainfleet. The drain was later reconstructed downstream in the Township of Humberstone, now the City of Port Colborne, pursuant to a report submitted by J.R. Scott, P.Eng., dated November 3, 1939 and consisted of approximately 2,255 meters of open ditch out letting into the Biederman Drain.

EXISTING DRAINAGE CONDITIONS

A site meeting was held on February 28, 2019 with respect to the project, and through later discussions, the owners reported the following:

- many owners indicated that the drain has not been properly maintained for many years, however some maintenance work was recently completed in the Township of Wainfleet
- the landowner, Triple G Farms Inc., owns multiple properties along the drain and indicated that the lane crossings on their properties were in disrepair and are too narrow for crossing the drain safely with today's larger equipment



EXISTING DRAINAGE CONDITIONS (cont'd)

- multiple residential owners were in attendance and had expressed no issues with the functioning of the drain

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the Skelton Drain outlets into the Biederman Drain, which then outlets into the Welland Canal, and is subject to seasonal water level fluctuations controlled by the Saint Lawrence Seaway Authority and beyond the control of the drain
- that the drain has silted in due to a lack of maintenance over the years and would benefit from a cleanout
- the maintenance work that was completed recently by the Township of Wainfleet in the upper portion to help alleviate some localized flooding, but that portion of the drain would still benefit from a cleanout
- that the culverts on the drain are in disrepair, narrow, or too shallow, and should be replaced
- that several locations along the drain are experiencing erosion due to surface water entering the drain from surface runs.
- that some of the cultivated lands have some grassed buffer but some locations have less than the recommended width

Preliminary design, cost estimates and assessments were prepared and an informal public meeting was held on October 16, 2019 to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. Based on the proposed design it was decided to proceed with the report.

DESIGN CONSIDERATIONS

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

The new road culverts being installed on Nugent Road, Townline Road, and Youngs Road were designed to a 10 - year storm event, and the farm and access culverts were designed to a 2 - year design storm event.

RECOMMENDATIONS

We are therefore recommending the following:

- that the drain be cleaned out for its entire length, from the Biederman Drain in Lot 30, Concession 4 (formerly Humberstone) now the City of Port Colborne, to its upper reach at the lot line between Lot 2 and 3, Concession 4, in the Township of Wainfleet



RECOMMENDATIONS (cont'd)

- that the drain be brushed and cleared of debris for its entire length
- that the excavated material be levelled where specified and left windrowed for the owners who requested to level the excavated material themselves
- that the exposed bank and buffer strips be re-seeded upon completion of the ditch work
- that the existing road culverts under Nugent Road, Townline Road, and Youngs Road be replaced with new, adequately sized C.S.P's
- that the existing farm culverts in the Triple G Farms Inc. property (Roll No. 039-175 and Roll No. 7-033), the S. & M. Thorton property (Roll No. 7-033-10) and the J. & K. Burton property (Roll No. 7-035) be replaced with new C.S.P./H.D.P.E. culverts
- that the multiple surface runs and outlet pipes be protected with quarry stone rip-rap to minimize erosion and sediment to the ditch
- that concrete culverts under Highway No. 58, be cleaned through and included as part of the drain for future maintenance purposes
- that the waterlevels in the drain will vary depending on the Seaway Authority and are not controlled by the cleanout

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

There is a significant wetland within and adjacent the affected watershed area and south of the route of the drain, this is referred to as the Wainfleet Bog Wetland Complex. There are records of species in the area which are noted as a special concern, those being Grass Pickerel, Eastern Ribbonsnake, and Massasauga Rattlesnake.

This project has been reviewed by the Fisheries Protection Program of Fisheries & Oceans Canada, File Number (19-HCAA-00277) and recommended the following be incorporated into the project:

Sta 0+000 – Sta 1+000 (Biederman Drain to Nugent Road) – Class C Classification

- Conduct a staged cleanout in the C portion of the drain so that fish will have refuge spots during the works
- Incorporate 1-2 refuge pools/sediment traps in this portion
- Work in the dry or during periods of low flow
- Ensure floodplain connection is maintained by leaving adjacent terrestrial vegetation



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

Sta 1+000 – Sta 3+860 (Nugent Road to Upstream Limit) – Class F Classification

- Conduct in-water undertakings and activities during periods of low flow
- Limit the duration of in-water works, undertakings and activities so that it does not diminish the ability of fish to carry out one or more of their life processes (spawning, rearing, feeding, migrating)
- Implement erosion and sediment control plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity.

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- a cleanout of the ditch bottom only has been specified so that the existing bank vegetation is not disturbed. However, where the existing banks are unstable, or may become unstable, they are to be re-sloped and seeded as noted on the plans
- a 3-meter-wide grassed buffer strip between the top of the bank and any adjacent cultivated lands on the working side of the ditch is to be incorporated and/or be constructed in accordance with the attached plans
- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch

It is to be noted that both the existing and newly vegetated banks as well as the existing natural and newly created buffer strips along each side of the ditch are permanent parts of the Skelton Municipal Drain and shall not be disturbed or destroyed.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 3,860 lineal meters of open ditch cleanout including quarry stone rip-rap bank protection, bank seeding, construction of farm and road culverts, and sediment basins.

The following is a summary of the work to be completed on each individual property:

Sta. 0+000 – Sta. 0+356 Unopened Road Allowance/ E. Brevich (Roll No. 039-151)

- Work to be completed from the north side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (2 locations)
- 1 refuge pool/sediment trap in this portion
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips

SUMMARY OF PROPOSED WORK (cont'd)Sta. 0+356 – Sta. 0+400 Highway 58

- Clean through existing 3m span concrete culvert under Highway No. 58
- Excavated material to be removed and disposed of off site

Sta. 0+400 – Sta. 1+000 Nugent Road

- Work to be completed from West side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (2 locations)
- 1 refuge pool/sediment trap in this portion
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips
- Remove and dispose of existing road culvert
- Installation of 16m – 1800mm dia. C.S.P culvert as new road culvert

Sta. 1+000 – Sta. 1+405 J. Li (Roll No. 039-170)

- Work to be completed from the South side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (4 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips

Sta. 1+405 – Sta. 1+613 Triple G Farms Inc (Roll No.039-175)

- Work to be completed from the North side
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Protect existing surface runs with quarry stone rip-rap (2 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Remove and dispose of existing farm culvert
- Installation of 16m -1500mm dia. C.S.P culvert as new farm culvert

Sta. 1+613 – Sta. 1+810 J. Borkovsky (Roll No. 039-181-01)

- Work to be completed from the North side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips

Sta. 1+810 – Sta. 1+830 Unopened Road Allowance

- Work to be completed from the North side
- Mechanical brushing and clearing of trees
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be levelled
- Seeding of ditch banks and buffer strips



SUMMARY OF PROPOSED WORK (cont'd)Sta. 1+830 – Sta. 2+255 *Triple G Farms Inc (Roll No. 039-178-00)*

- Work to be completed from the North side
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (7 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips

Sta. 2+255 – Sta. 2+275 *Townline Road*

- Remove and dispose of existing road culvert
- Installation of 16m – 1500mm dia. C.S.P culvert as new road culvert

Sta. 2+275 – Sta. 2+697 *Besthome Farms Inc. (Roll No 007-032)*

- Work to be completed from the North side
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (6 locations)
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips

Sta. 2+697 – Sta. 2+717 *Youngs Road*

- Remove and dispose of existing road culvert
- Installation of 16m – 1200mm dia. C.S.P culvert as new road culvert

Sta. 2+717 – Sta. 2+934 *Triple G Farms Inc (Roll No. 007-033) / Youngs Road*

- Work to be completed from the West South side
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Remove and disposed of existing culvert
- Installation of 24m - 900mm dia. C.S.P culvert as new farm entrance / road turnaround existing concrete blocks to be salvaged and left for owner

Sta. 2+934 – Sta. 3+022 *S. & M. Thornton (Roll No. 007-033-10) / Youngs Road*

- Work to be completed from East side / Youngs Roads
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated materials to be hauled and left for adjacent owner Triple G Farms Inc. (Roll No.007-033)
- Seeding of ditch banks and buffer strips
- Remove and disposed of existing entrance culvert
- Installation of 14m - 900mm dia. C.S.P culvert as new entrance

Sta. 3+022 – Sta. 3+658 *Triple G Farms Inc (007-033-00)/ Youngs Road*

- Work to be completed from West / South sides
- Cleanout of existing ditch bottom banks to be left undisturbed where possible
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (2 locations)
- Remove and dispose of existing culvert
- Installation of 14m - 900mm dia. C.S.P culvert as new farm culvert



SUMMARY OF PROPOSED WORK (cont'd)

Sta. 3+658 – Sta. 3+860 *J. & K. Burton (Roll No. 007-035-00)*

- Work to be completed from South side
- Cleanout of existing ditch bottom, banks to be left undisturbed where possible
- Excavated material to be left windrowed for owner
- Seeding of ditch banks and buffer strips
- Protect existing surface runs / outlet pipes with quarry stone rip-rap (2 locations)
- Remove and dispose of existing culvert
- Installation of 12m - 525mm dia. H.D.P.E. culvert as new farm culvert

SCHEDULES

Four schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, Schedule 'C' - Assessment for Construction, and Schedule 'D' - Assessment for Maintenance.

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 240,000.00. This estimate includes engineering and administrative costs associated with this project. The estimated cost in the City of Port Colborne is \$ 129,910.00 and the estimated cost in the Township of Wainfleet is \$ 110,090.00.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No.'s 1 and 2, Job No. 219039, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain.

The amounts granted are based on the following:

- a) for open ditch work with excavated material levelled adjacent to drain - \$4,647.00/ha.
- b) for open ditch work through bush with excavated material levelled adjacent to drain - \$2,500.00/ha.

These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



ALLOWANCES (cont'd)

RIGHT-OF-WAY Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$25,000.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands, is deemed to have already been granted.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

BENEFIT as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

OUTLET liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments were then extracted from each section.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands.



ASSESSMENT (cont'd)

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet and for special assessments as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Ministry of Transportation being the increased cost to the drainage work for cleaning through the existing concrete culvert across their road allowance on the Drain due to the construction and operation of Highway No. 58. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Span	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
3m Span Conc. Culvert	\$12,500.00	\$5,000.00	\$440.00	\$17,940.00

The above special assessments shall not apply for future maintenance purposes.

If the Ministry of Transportation elects to perform the work themselves, the above Special Assessment shall be reduced by \$12,500.00. Otherwise this portion of the work shall be included in the general contract.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the City of Port Colborne being the increased cost to the drainage work for installing a C.S.P. pipe across their road allowance on the Drain due to the construction and operation of Nugent Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Size	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
1800mm dia.	\$20,700.00	\$4,200.00	\$620.00	\$25,520.00

The above special assessments shall not apply for future maintenance purposes.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the City of Port Colborne and the Township of Wainfleet being the increased cost to the drainage work for installing a C.S.P. culvert across their road allowance on the Drain due to the construction and operation of Townline Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

SPECIAL ASSESSMENT (cont'd)

Size	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
1500mm dia.	\$18,400.00	\$4,200.00	\$580.00	\$23,180.00

The Special Assessment to Townline Road shall be borne equally by both the Township of Wainfleet and the City of Port Colborne as shown in Schedule 'C' - Assessment for Construction.

The above special assessments shall not apply for future maintenance purposes.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Wainfleet being the increased cost to the drainage work for installing a C.S.P. culvert across their road allowance on the Drain due to the construction and operation of Youngs Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Size	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
1200mm dia.	\$14,900.00	\$4,200.00	\$480.00	\$19,580.00

The above special assessments shall not apply for future maintenance purposes.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments. There is a second crossing shown on Triple G Farms Inc (Roll No. 7-033) which is shown separately and does not receive agricultural grant.

MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.



MAINTENANCE (cont'd)

After completion, the portion of the Skelton Drain located within the City of Port Colborne shall be maintained by the City of Port Colborne and the portion of the Skelton Drain located within the Township of Wainfleet shall be maintained by the Township of Wainfleet at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Special Assessments shall **not** be pro-rated for future maintenance purposes.

Repairs or improvements to any road culvert or bridge or sub-surface road crossing required by the performance of this work and for future repair and/or replacement, shall be the responsibility of the applicable Road Authority, entirely at their cost.

After completion, the new farm culverts constructed under this report shall be maintained by their respective municipality at the expense of all upstream lands and roads assessed in the following in the following manner, maintenance repair or replacement costs shall be levied 50% to the affected owner and the remainder shall be pro-rated over the upstream outlet assessments.



BW:bv

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

B. Widner, P.Eng.



SCHEDULE 'A' - ALLOWANCES

SKELTON DRAIN

City of Port Colborne

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN					
City of Port Colborne					
4	Pt.29 & 30	39-151 (E. Barevich)	\$	\$ 2,480.00	\$ 2,480.00
4	Pt. 31	39-170 (J. Li)	910.00	2,820.00	3,730.00
4	Pt.31 & 32	39-175 (Triple G Farms Inc.)	470.00	1,450.00	1,920.00
4	Pt. 32	39-181-01 (J. Borkovsky)	440.00	890.00	1,330.00
4	Pt. 33	39-178 (Triple G Farms Inc.)	960.00	2,960.00	3,920.00
Total Allowances			\$ 2,780.00	\$ 10,600.00	\$ 13,380.00
TOTAL ALLOWANCES IN THE City of Port Colborne					\$ 13,380.00
Township of Wainfleet					
4	Pt. 1	7-032 (Bestholme Farms Inc.)	\$ 950.00	\$ 2,940.00	\$ 3,890.00
4	Pt. 2	7-033 (Triple G Farms Inc.)	650.00	2,010.00	2,660.00
4	Pt. 2	7-035 (J. & K. Burton)	450.00	1,410.00	1,860.00
Total Allowances			\$ 2,050.00	\$ 6,360.00	\$ 8,410.00
TOTAL ALLOWANCES IN THE Township of Wainfleet					\$ 8,410.00
TOTAL ALLOWANCES ON THE SKELTON DRAIN					\$ 21,790.00

SKELTON DRAIN**City of Port Colborne**

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

MAIN DRAIN

Sta. 0+000 - Sta 3+860

Mechanical brushing & clearing of trees on one side for excavation work
(Approx. 3860m) \$ 9,000.00

3860 meters of open ditch cleanout including two sediment basins/refuge pools \$ 24,000.00

Levelling of excavated material beside ditch (where specified)
(Approx. 1150m) \$ 2,500.00

Seeding of ditch banks and buffer strips (Approx 12000m²) \$ 5,000.00

Sta. 0+367 - Sta 0+387

Clean through the Highway No.58 Culvert to grade including removal
and disposal of excavated material and traffic control. \$ 12,500.00

Construct the following helical corrugated aluminized steel pipe as new road / farm culvert
including removal of existing C.S.P.'s and disposal of excess material where required

Sta. 0+983 - Sta 0+999 (Nugent Road)

Supply & delivery of 16m - 1800mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 10,600.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material including traffic control \$ 8,000.00

Supply and installation of quarry stone riprap (Approx. 14m³ Q.S. required) \$ 2,100.00

Sta. 1+410 - Sta 1+426 (Triple G Farms Inc.)

Supply & delivery of 14m - 1500mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 7,500.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material \$ 6,300.00

Supply and installation of quarry stone riprap (Approx. 12m³ Q.S. required) \$ 1,800.00

Sta. 2+257 - Sta 2+273 (Townline Road)

Supply & delivery of 16m -1500mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 8,600.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material including traffic control \$ 8,000.00

Supply and installation of quarry stone riprap (Approx. 12m³ Q.S. required) \$ 1,800.00

Sta. 2+699 - Sta 2+715 (Young Road)

Supply & delivery of 16m - 1200mm dia, 2.8mm thick, 125mm x 25mm cor. \$ 6,600.00

Installation of pipe including supply and installation of bedding and backfill
material and disposal of any unacceptable material including traffic control \$ 6,800.00

Supply and installation of quarry stone riprap (Approx. 10m³ Q.S. required) \$ 1,500.00

Sta. 2+891 - Sta 2+915 (Triple G Farms Inc.)

Supply & delivery of 24m - 900mm dia, 2.8mm thick, 68mm x 13mm cor. \$ 6,000.00

Installation of pipe including supply and installation of bedding and backfill material
and disposal of any unacceptable material including salvaging existing conc. blocks \$ 6,000.00

Supply and installation of quarry stone riprap (Approx. 8m³ Q.S. required) \$ 1,200.00

SKELTON DRAIN
City of Port Colborne

MAIN DRAIN (cont'd)

Sta. 2+968 - Sta 2+982 (S. & M. Thorton)	
Supply & delivery of 14m - 900mm dia, 2.8mm thick, 68mm x 13mm cor.	\$ 3,500.00
Installation of pipe including supply and installation of bedding and backfill material and disposal of any unacceptable material including traffic control	\$ 3,900.00
Supply and installation of quarry stone riprap (Approx. 8m ³ Q.S. required)	\$ 1,200.00
Sta. 3+474 - Sta 3+488 (Triple G Farms Inc.)	
Supply & delivery of 14m - 900mm dia, 2.8mm thick, 68mm x 13mm cor.	\$ 3,500.00
Installation of pipe including supply and installation of bedding and backfill material and disposal of any unacceptable material	\$ 3,500.00
Supply and installation of quarry stone riprap (Approx. 8m ³ Q.S. required)	\$ 1,200.00
Sta. 3+844 - Sta 3+856 (J. & K. Burton)	
Supply & delivery of 12m - 525mm dia. H.D.P.E. pipe	\$ 1,000.00
Installation of pipe including supply and installation of bedding and backfill material and disposal of any unacceptable material	\$ 1,800.00
Supply and installation of quarry stone riprap (Approx. 6m ³ Q.S. required)	\$ 900.00
Sta. 0+000 - Sta. 3+860	
Protect existing outlets entering ditch with quarry stone as noted on drawings (Approx. 27 locations & 40m ³ quarry stone required)	\$ 6,500.00
Sta 2+934 - Sta. 3+022	
Hauling of excavated material to adjacent landowner	\$ 600.00
Exposing and locating existing utilities	\$ 2,000.00
Contingency	\$ 7,500.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 21,790.00
ADMINISTRATION	
Interest and Net Harmonized Sales Tax	\$ 5,310.00
Survey, Plan and Final Report	\$ 29,900.00
Expenses	\$ 3,600.00
Supervision and Final Inspection	\$ 6,500.00
TOTAL ESTIMATED COST	\$ 240,000.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

SKELTON DRAIN

City of Port Colborne

Job No. 219039

October 29, 2019

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN						
City of Port Colborne						
<i>(Geographic Humberstone)</i>						
4	Pt.29 & 30	5.7	39-151 (E. Barevich)	\$ 2,890.00	\$ 59.00	\$ 2,949.00
4	Pt. 31	3.0	39-168 (C. Gravel-Willie)		205.00	205.00
4	Pt. 31	1.1	39-169 (D. Kolacz)		75.00	75.00
4	Pt. 31	37.5	39-170 (J. Li)	5,570.00	1,501.00	7,071.00
4	Pt. 31	1.2	39-170-01 (2466739 Ontario Inc.)		108.00	108.00
4	Pt. 31	6.9	39-171 (Macro Industries Corp.)		627.00	627.00
4	Pt. 31	4.1	39-174 (B. White)		93.00	93.00
4	Pt.31 & 32	48.1	39-175 (Triple G Farms Inc.)	11,830.00	3,194.00	15,024.00
4	Pt. 32	18.4	39-177 (Triple G Farms Inc.)		1,430.00	1,430.00
4	Pt. 32	14.4	39-181-01 (J. Borkovsky)	2,710.00	560.00	3,270.00
4	Pt. 32	1.8	38-287-01 (J. Borkovsky)		70.00	70.00
4	Pt. 32	1.9	38-287-02 (Triple G. Farms Inc.)		65.00	65.00
4	Pt. 33	66.8	39-178 (Triple G Farms Inc.)	5,850.00	6,195.00	12,045.00
4	Pt. 33	0.8	39-180 (W. Johnston)		123.00	123.00
4	Pt. 33	2.5	39-181 (J. Sardo)		384.00	384.00
4	Pt. 33	3.8	38-287 (Triple G Farms Inc.)		269.00	269.00
TOTAL ASSESSMENT ON LANDS				\$ 28,850.00	\$ 14,958.00	\$ 43,808.00
Con. 3/4 Unopened		2.5	City of Port Colborne	\$ 2,890.00	\$ 183.00	\$ 3,073.00
Highway No.58		4.8	Ministry of Transportation	5,010.00	694.00	5,704.00
Nugent Road		1.3	City of Port Colborne	4,650.00	207.00	4,857.00
Lot 32/33 Unopened		3.5	City of Port Colborne	280.00	289.00	569.00
Townline Road (50%)		1.8	City of Port Colborne	140.00	629.00	769.00
TOTAL ASSESSMENT ON ROADS				\$ 12,970.00	\$ 2,002.00	\$ 14,972.00
SPECIAL ASSESSMENT against the Ministry of Transportation for the increased cost of cleaning through their concrete culvert on Highway No.58						\$ 17,940.00
SPECIAL ASSESSMENT against the City of Port Colborne for the increased cost of installing 1800mm dia. C.S.P. under Nugent Road						\$ 25,520.00
SPECIAL ASSESSMENT against the City of Port Colborne for their portion for the increased cost of installing a 1500mm Dia. C.S.P. under Townline Road						\$ 11,590.00
TOTAL ASSESSMENT IN THE CITY OF PORT COLBORNE						\$ 113,830.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

SKELTON DRAIN
City of Port Colborne

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN (cont'd)						
City of Welland						
<i>(Geographic Humberstone)</i>						
4	Pt. 33	9.0	2-075 (Triple G. Farms Inc.)	\$	\$ 926.00	\$ 926.00
TOTAL ASSESSMENT ON LANDS				\$	\$ 926.00	\$ 926.00
Townline Road (50%)				\$	\$ 74.00	\$ 74.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 74.00	\$ 74.00
TOTAL ASSESSMENT IN THE CITY OF WELLAND						\$ 1,000.00
Township of Wainfleet						
4	Pt. 1	0.8	7-029-01 (A. Timmerman)	\$	\$ 149.00	\$ 149.00
4	Pt. 1	1.8	7-029-02 (J. & D. Dobrindt)	480.00	329.00	809.00
4	Pt. 1	18.5	7-029-04 (Triple G. Farms Inc.)	1,270.00	3,314.00	4,584.00
4	Pt. 1	8.2	7-030 (M. & Mi. Petrisic & N. Stojkovic)		1,458.00	1,458.00
4	Pt. 1	0.3	7-031 (R. Scott)		89.00	89.00
4	Pt. 1	43.5	7-032 (Bestholme Farms Inc.)	4,070.00	6,863.00	10,933.00
4	Pt. 1	2.0	7-001-01 (Management Board Secretariat)		130.00	130.00
4	Pt. 2	4.5	7-029 (N. D'Aurizio)		1,096.00	1,096.00
4	Pt. 2	35.9	7-033 (Triple G Farms Inc.)	10,788.00	16,390.00	27,178.00
			Non- Grantable	9,740.00		9,740.00
4	Pt. 2	0.9	7-033-10 (S. & M. Thornton)	5,565.00	310.00	5,875.00
4	Pt. 2	1.0	7-034-01 (A. & H. Skrubbletrang)		582.00	582.00
4	Pt. 2	0.5	7-034-04 (T. & C. Pahowski)		318.00	318.00
4	Pt. 2	16.0	7-035 (J. & K. Burton)	5,010.00	9,162.00	14,172.00
TOTAL ASSESSMENT ON LANDS				\$ 36,923.00	\$ 40,190.00	\$ 77,113.00
Townline Road (50%)				\$ 140.00	\$ 706.00	\$ 846.00
Youngs Road				10,888.00	5,153.00	16,041.00
TOTAL ASSESSMENT ON ROADS				\$ 11,028.00	\$ 5,859.00	\$ 16,887.00
SPECIAL ASSESSMENT against the Township of Wainfleet for their portion for the increased cost of installing a 1500mm Dia. C.S.P. under Townline Road						\$ 11,590.00
SPECIAL ASSESSMENT against the Township of Wainfleet for the increased cost of installing 1200mm dia. C.S.P. under Youngs Road						\$ 19,580.00
TOTAL ASSESSMENT IN THE Township of Wainfleet						\$ 125,170.00
TOTAL ASSESSMENT ON THE SKELTON DRAIN						\$ 240,000.00

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

SKELTON DRAIN

City of Port Colborne

Job No. 219039

October 29, 2019

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
MAIN DRAIN				
City of Port Colborne				
<i>(Geographic Humberstone)</i>				
4	Pt.29 & 30	5.7	39-151 (E. Barevich)	1.5 %
4	Pt. 31	3.0	39-168 (C. Gravel-Willie)	0.2
4	Pt. 31	1.1	39-169 (D. Kolacz)	0.1
4	Pt. 31	37.5	39-170 (J. Li)	4.4
4	Pt. 31	1.2	39-170-01 (2466739 Ontario Inc.)	0.1
4	Pt. 31	6.9	39-171 (Macro Industries Corp.)	0.6
4	Pt. 31	4.1	39-174 (B. White)	0.1
4	Pt.31 & 32	48.1	39-175 (Triple G Farms Inc.)	4.8
4	Pt. 32	18.4	39-177 (Triple G Farms Inc.)	1.5
4	Pt. 32	14.4	39-181-01 (J. Borkovsky)	2.0
4	Pt. 32	1.8	38-287-01 (J. Borkovsky)	0.1
4	Pt. 32	1.9	38-287-02 (Triple G. Farms Inc.)	0.1
4	Pt. 33	66.8	39-178 (Triple G Farms Inc.)	9.4
4	Pt. 33	0.8	39-180 (W. Johnston)	0.1
4	Pt. 33	2.5	39-181 (J. Sardo)	0.4
4	Pt. 33	3.8	38-287 (Triple G Farms Inc.)	0.3
				=====
TOTAL ASSESSMENT ON LANDS				25.7 %
				=====
Con. 3/4 Unopened		2.5	City of Port Colborne	1.8 %
Highway No.58		4.8	Ministry of Transportation	3.5
Nugent Road		1.3	City of Port Colborne	2.7
Lot 32/33 Unopened		3.5	City of Port Colborne	0.5
Townline Road (50%)		1.8	City of Port Colborne	0.7
				=====
TOTAL ASSESSMENT ON ROADS				9.2 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE IN THE CITY OF PORT COLBORNE				34.9 %

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

SKELTON DRAIN
City of Port Colborne

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST	
City of Welland					
<i>(Geographic Humberstone)</i>					
4	Pt. 33	9.0	2-075 (Triple G. Farms Inc.)	1.0 %	
				=====	
TOTAL ASSESSMENT ON LANDS				1.0 %	
				=====	
Townline Road (50%)		0.2	City of Welland	0.1 %	
				=====	
TOTAL ASSESSMENT ON ROADS				0.1 %	
				=====	
TOTAL ASSESSMENT FOR MAINTENANCE IN THE CITY OF WELLAND				1.1 %	
<hr/>					
Township of Wainfleet					
4	Pt.	1	0.8	7-029-01 (A. Timmerman)	0.2 %
4	Pt.	1	1.8	7-029-02 (J. & D. Dobrindt)	0.6
4	Pt.	1	18.5	7-029-04 (Triple G. Farms Inc.)	4.1
4	Pt.	1	8.2	7-030 (M. & Mi. Petrisic & N. Stojkovic)	1.5
4	Pt.	1	0.3	7-031 (R. Scott)	0.1
4	Pt.	1	43.5	7-032 (Bestholme Farms Inc.)	9.2
4	Pt.	1	2.0	7-001-01 (Management Board Secretariat)	0.1
4	Pt.	2	4.5	7-029 (N. D'Aurizio)	1.1
4	Pt.	2	35.9	7-033 (Triple G Farms Inc.)	20.1
4	Pt.	2	0.9	7-033-10 (S. & M. Thornton)	3.2
4	Pt.	2	1.0	7-034-01 (A. & H. Skrubbletrang)	0.6
4	Pt.	2	0.5	7-034-04 (T. & C. Pahowski)	0.3
4	Pt.	2	16.0	7-035 (J. & K. Burton)	10.9
				=====	
TOTAL ASSESSMENT ON LANDS				52.0 %	
				=====	
Townline Road (50%)		2.0	Township of Wainfleet	0.8 %	
Youngs Road		3.4	Township of Wainfleet	11.2	
				=====	
TOTAL ASSESSMENT ON ROADS				12.0 %	
				=====	
TOTAL ASSESSMENT FOR MAINTENANCE IN TOWNSHIP OF WAINFLEET				64.0 %	
				=====	
TOTAL ASSESSMENT FOR MAINTENANCE ON THE SKELTON DRAIN				100.0 %	
				=====	

SCHEDULE OF NET ASSESSMENT

SKELTON DRAIN

City of Port Colborne

(FOR INFORMATION PURPOSES ONLY)

Job No. 219039

October 29, 2019

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
City of Port Colborne				
39-151 (E. Barevich)	\$ 2,949.00	\$ 983.00	\$ 2,480.00	\$ -514.00
39-168 (C. Gravel-Willie)	205.00	68.00		137.00
* 39-169 (D. Kolacz)	75.00			75.00
39-170 (J. Li)	7,071.00	2,357.00	3,730.00	984.00
* 39-170-01 (2466739 Ontario Inc.)	108.00			108.00
* 39-171 (Macro Industries Corp.)	627.00			627.00
* 39-174 (B. White)	93.00			93.00
39-175 (Triple G Farms Inc.)	15,024.00	5,008.00	1,920.00	8,096.00
39-177 (Triple G Farms Inc.)	1,430.00	477.00		953.00
* 39-181-01 (J. Borkovsky)	3,270.00		1,330.00	1,940.00
* 38-287-01 (J. Borkovsky)	70.00			70.00
38-287-02 (Triple G. Farms Inc.)	65.00	22.00		43.00
39-178 (Triple G Farms Inc.)	12,045.00	4,015.00	3,920.00	4,110.00
* 39-180 (W. Johnston)	123.00			123.00
* 39-181 (J. Sardo)	384.00			384.00
38-287 (Triple G Farms Inc.)	269.00	90.00		179.00
* Con. 3/4 Unopened	3,073.00			3,073.00
* Highway No.58	5,704.00			5,704.00
* Special Assessment	17,940.00			17,940.00
* Nugent Road	4,857.00			4,857.00
* Special Assessment	25,520.00			25,520.00
* Lot 32/33 Unopened	569.00			569.00
* Townline Road (50%)	769.00			769.00
* Special Assessment	11,590.00			11,590.00
City of Welland				
2-075 (Triple G. Farms Inc.)	926.00	309.00		617.00
Townline Road (50%)	74.00			74.00

SCHEDULE OF NET ASSESSMENT (cont'd)

SKELTON DRAIN
City of Port Colborne

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
Township of Wainfleet				
* 7-029-01 (A. Timmerman)	149.00			149.00
* 7-029-02 (J. & D. Dobrindt)	809.00			809.00
7-029-04 (Triple G. Farms Inc.)	4,584.00	1,528.00		3,056.00
* 7-030 (M. & Mi. Petrisic & N. Stojkovic)	1,458.00			1,458.00
* 7-031 (R. Scott)	89.00			89.00
7-032 (Bestholme Farms Inc.)	10,933.00	3,644.00	3,890.00	3,399.00
* 7-001-01 (Management Board Secretariat)	130.00			130.00
7-029 (N. D'Aurizio)	1,096.00	365.00		731.00
7-033 (Triple G Farms Inc.)	27,178.00	9,059.00	2,660.00	15,459.00
* Non- Grantable	9,740.00			9,740.00
* 7-033-10 (S. & M. Thornton)	5,875.00			5,875.00
* 7-034-01 (A. & H. Skrubbletrang)	582.00			582.00
* 7-034-04 (T. & C. Pahowski)	318.00			318.00
7-035 (J. & K. Burton)	14,172.00	4,724.00	1,860.00	7,588.00
* Townline Road (50%)	846.00			846.00
* Special Assessment	11,590.00			11,590.00
* Youngs Road	16,041.00			16,041.00
* Special Assessment	19,580.00			19,580.00
TOTALS	\$ 240,000.00	\$ 32,649.00	\$ 21,790.00	\$ 185,561.00

**SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS**

GENERAL INDEX

SECTION A	General Conditions	Pages 1 to 9
SECTION B	Open Drain	Pages 10 to 12
SECTION C	Tile Drain	Pages 13 to 18
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL CONDITIONS

INDEX

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
A.1 SCOPE.....	1
A.2 TENDERS.....	1
A.3 DRAWINGS AND SPECIFICATIONS.....	1
A.4 PAYMENT.....	1
A.5 SUPERINTENDENT.....	1
A.6 COMMENCEMENT AND COMPLETION OF WORK.....	2
A.7 WORKING AREA AND ACCESS.....	2
A.8 SUPERVISION.....	2
A.9 INSPECTION.....	2
A.10 ALTERATIONS AND ADDITIONS.....	2
A.11 MAINTENANCE	3
A.12 INSURANCE.....	3
A.13 LIMITATIONS OF OPERATIONS.....	3
A.14 LOSSES.....	3
A.15 SUB-CONTRACTORS.....	3
A.16 PERMITS, NOTICES, LAWS AND RULES.....	3
A.17 ROAD CROSSINGS.....	4
A.18 FENCES.....	6
A.19 LIVESTOCK.....	6
A.20 STANDING CROPS	6
A.21 SURPLUS GRAVEL	6
A.22 RAILWAYS, HIGHWAYS, UTILITIES.....	6
A.23 LOCATION OF UTILITIES.....	7
A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY.....	7
A.25 ERRORS AND UNUSUAL CONDITIONS.....	7
A.26 IRON BARS	7
A.27 STAKES.....	7
A.28 RIP-RAP.....	8
A.29 GABION BASKETS.....	8
A.30 RESTORATION OF LAWNS.....	8
A.31 RESTORATION OF ROADS AND LANEWAYS.....	9

SECTION A

GENERAL CONDITIONS

A.1 SCOPE

The work to be done under this specification consists of supplying all labour, materials and equipment to construct the work as outlined on the drawing(s). In some Municipalities, the Contractor shall supply all materials while in other Municipalities, he shall supply only certain materials. The form of Tender and Agreement lists which materials are to be supplied by the Contractor.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as set out in the Form of Tender and Agreement.

A.3 DRAWINGS AND SPECIFICATIONS

The tenderer must satisfy himself that he understands the meaning and intent of the drawings and specifications before submission of his tender. The standard specifications have been separated into sections for reference purpose only. They shall be considered complementary and, where a project is controlled under one of the sections, the remaining sections will still apply for miscellaneous works. In case of any inconsistency or conflict in the Tender Documents, the following order of precedence shall apply:

- Contract Drawings
- Form of Tender and Agreement
- General Conditions
- Standard Specifications (Open Drain, Tile Drain, Specifications for Municipal Drain Crossing County Roads)
- Standard Drawings

A.4 PAYMENT

Progress payments equal to 87±% of the value of the work done and materials incorporated in the work will be made to the Contractor on the written request of the Contractor to the Engineer. An additional 10±% will be paid 45 days after the final acceptance by the Engineer. Before this payment is released, the Contractor shall provide the Municipality with a Statutory Declaration that all material and/or labour incorporated in the work has been fully paid for, along with a Certificate of Clearance from the Workplace Safety and Insurance Board stating that all compensation has been paid. The Municipality will reserve 3%± of the Contract Price for one year as warranty. After the completion of the work, any part of this reserve may be used to correct defects which may develop within that time from faulty workmanship or material or loose backfill, provided that notice shall first be given to the Contractor and that he may promptly make good such defects, if he desires.

A.5 SUPERINTENDENT

The word "Superintendent", as used hereinafter in these specifications, shall refer to a Drainage Superintendent, appointed by the Municipality. The Superintendent will act as the Engineer's representative. The Superintendent shall have the power to direct the execution of the work and to make any necessary minor adjustments. Adjustments in tile sizes or gradients shall not be made without the approval of the Engineer. Any instructions given by the Superintendent, which changes considerably the proposed work or with which the Contractor does not agree, shall be referred to the Engineer for his decision.

A.6 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions, the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

The Contractor shall give the Engineer and Superintendent a minimum of forty-eight (48) hours notice before commencement of work on any municipal drain. As noted on the plan, he can then arrange for a meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling and other details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

A.7 WORKING AREA AND ACCESS

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

A.8 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.9 INSPECTION

Final inspection by the Engineer will be made within twenty days after he has received notice in writing from the Contractor that the work is complete.

Periodic inspections by the Engineer or Superintendent will be made during the performance of the work. These interim inspections are required to check such items as location of drainage course and structures, tile grades prior to backfilling, backfilling and miscellaneous work items.

A.10 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the drawings or specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the contract shall be increased or decreased as the case may require according to a fair and reasonable valuation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Superintendent, the Contractor, and the Engineer, but in all cases, the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render void the contract. No claim for variations or alterations in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and/or Superintendent and notice of such claims made in writing before commencement of such work. In no case shall the Contractor commence work which he considers to be extra work before receiving the Engineer's and/or Superintendent's approval in writing.

A.11 MAINTENANCE

The Contractor shall repair and make good any damages or faults in the drain that may appear within one year after its completion (as dated on the final completion certificate) as the result of imperfect or defective work done or materials furnished by the Contractor. Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done.

A.12 INSURANCE

- 1) Bodily Injury Liability: The Contractor shall effect and maintain, a Comprehensive General Liability Policy or its equivalent, covering claims for bodily injury, including death arising from and during operations under his Contract whether performed by himself, by a sub-contractor or by anyone directly or indirectly employed by either of them in the sum of \$ 2,000,000.00.
- 2) Property Damage: The Contractor shall effect and maintain Property Damage Liability Insurance to cover his and the sub-contractor's operations in the sum of \$ 1,000,000.00.
- 3) Fire Insurance: The Contractor shall procure fire and extended coverage insurance on the work to 100% of the Contract Amount.
- 4) The following are to be named as co-insured:
 - Successful Contractor
 - Sub-Contractor
 - Municipality
 - Spriet Associates London Limited
- 5) Within 7 days of award of Contract and prior to commencing work, the successful Contractor shall file with the Municipality, a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the work including the making good of faulty work or materials; except that coverage of completed operations liability shall in any event be maintained for twelve (12) months from the date of final completion as certified by the Engineer.

A.13 LIMITATIONS OF OPERATIONS

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry on his operations under the contract on Sundays without permission in writing of the Municipality.

A.14 LOSSES

The Contractor shall take all risks from floods or casualties of any kind.

A.15 SUB-CONTRACTORS

The Contractor shall not sublet the whole or any part of the contract without the approval of the Engineer or Superintendent:

A.16 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall ensure that all necessary permits or licences required for the execution of the work have been obtained (but this shall not include M.T.O. encroachment permits, County Road Permit, permanent easements or rights of servitude). The Contractor shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations (including the Occupational Health and Safety Act) relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expenses incurred by the Contractor shall constitute an addition to the contract price.

A.17 ROAD CROSSINGS

.1 General

- .1 Scope: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 Road Occupancy Permit: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 Road Closure Request and Construction Notification: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 Traffic Control: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.
- .5 Site Meeting/Inspection: A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 Weather: No construction shall take place during inclement weather or periods of poor visibility.
- .7 Equipment: No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 Jacking and Boring

- .1 Material: The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 Installation: The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.

.2 Jacking and Boring (cont'd)

- .4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 Tile Connections: Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 Backfill: Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 Restoration: The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 Acceptance: All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

.3 Open Cut

- .1 Material: The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 Installation: The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 Tile Connections: Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 Backfill: Backfill from the top of the cover material up to the under side of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

.3 Open Cut (cont'd)

The excavated material from the trench beyond a point 1.25 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.18 FENCES

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

A.19 LIVESTOCK

The Contractor shall provide each property owner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

A.20 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

A.21 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.22 RAILWAYS, HIGHWAYS, UTILITIES

A minimum of forty-eight (48) hours notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours notice is required.

A.23 UTILITIES

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials, or if he should fail to make prompt payment to sub-contractors or for material or labour or persistently disregarding laws, ordinances, or the instruction of the Engineer, or otherwise being guilty of a substantial violation of the provisions of the contract, then the Municipality, upon the certification of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the contractor written notice, terminate the employment of the contractor and take possession of the premises and of all materials, tools and appliances, thereon, and complete the work by whatever method the Engineer may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the contract price exceeds the expense of completing the work, including compensation to the Engineer for his additional services, such excess shall be paid to the Contractor. If such expense does not exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. Where a Contractor fails to commence work within seven (7) days of his commencement date as indicated by him on his Tender Form, and such extension of time as allowed due to poor weather or ground conditions, then the Municipality shall have the option, after providing the Contractor with seven (7) days notice of their intention to terminate the contract, award the contract to another Contractor at their discretion by retendering the project, inviting bids or by appointment. The additional costs of the above or retendering, and all other administration costs shall be deducted from the Contractor's bid deposit and the balance, if any, returned to him.

A.25 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual condition which may be found. Any attempt by the Contractor to make changes because of the error or unusual condition on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy a wrong decision on his part shall be borne by the Contractor.

The Engineer shall make the alteration necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project. The contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.26 IRON BARS

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

A.27 STAKES

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.

A.28 RIP-RAP

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone:** shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 : 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete:** may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock:** shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

A.29 GABION BASKETS

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

A.30 RESTORATION OF LAWNS

- .1 **General:** Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil:** Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:

Seeding and sodding	-	minimum depth of 100mm
Gardens	-	minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to contractors operations, imported topsoil from acceptable sources shall be imported at the contractors expense to provide the specified depths. Topsoil shall be uniformly spread, graded and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized and any roots or foreign matter shall be raked up and removed as directed.

.3 Sodding

- .1 **Materials:** Nursery sod to be supplied by the contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer:** Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod:** Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

A.30 **RESTORATION OF LAWNS** (cont'd)

On slopes steeper than 3:1, and in unstable areas, the engineer may direct the contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions.

No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

.4 **Seeding**: Seed to be supplied by the contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the suppliers original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the suppliers recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

.5 **Settlement**: The contractor shall be responsible during the one year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

A.31 **RESTORATION OF ROADS AND LANEWAYS**

.1 **Gravel**: Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.

.2 **Asphalt and Tar and Chip**: Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:

- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
- .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.

SECTION B - OPEN DRAIN

I N D E X

<u>SECTION NUMBER</u>		<u>PAGE NUMBER</u>
B.1	PROFILE.....	10
B.2	ALIGNMENT.....	10
B.3	CLEARING AND GRUBBING.....	10
B.4	EXCAVATION.....	10
B.5	EXCAVATED MATERIAL.....	11
B.6	EXCAVATION THROUGH BRIDGES AND CULVERTS.....	11
B.7	PIPE CULVERT.....	11
B.8	MOVING DRAINS OFF ROADS.....	11
B.9	TRIBUTARY OUTLETS.....	12
B.10	SEDIMENT BASINS AND TRAPS.....	12
B.11	SEEDING.....	12

SECTION B**OPEN DRAIN****B.1 PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

B.2 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

B.3 CLEARING AND GRUBBING

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the sideslope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

B.4 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

B.5 EXCAVATED MATERIAL

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoilbank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50:1 unless instructed otherwise. The edge of the spoilbank away from the ditch shall be feathered down to the existing ground; the edge of the spoilbank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

B.7 PIPE CULVERTS

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

B.8 MOVING DRAINS OFF ROADS

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

B.9 TRIBUTARY OUTLETS

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.

B.10 SEDIMENT BASINS AND TRAPS

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

B.11 SEEDING

- .1 **Delivery:** The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding:** Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

Primary Seed (85 kg/ha.):	50% Creeping Red Fescue 40% Perennial Ryegrass 5% White Clover
Nurse Crop	Italian (Annual) Ryegrass at 25% of Total Weight
Fertilizer (300 kg/ha.)	8-32-16
Hydraulic Mulch (2000 kg/ha.)	Type "B"
Water (52,700 litres/ha.)	

Seeding shall not be completed after September 30.

- .3 **Hand Seeding:** Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.

SECTION C - TILE DRAIN

INDEX

<u>SECTION NUMBER</u>		<u>PAGE NUMBER</u>
C.1	PIPE MATERIALS.....	13
C.2	TESTING.....	13
C.3	LINE.....	13
C.4	CLEARING AND GRUBBING.....	14
C.5	PROFILE.....	14
C.6	GRADE.....	14
C.7	EXCAVATION.....	15
C.8	INSTALLATION.....	15
C.9	ROAD AND LANEWAY SUB-SURFACE CROSSINGS.....	16
C.10	BACKFILLING.....	16
C.11	UNSTABLE SOIL.....	16
C.12	ROCKS.....	16
C.13	BROKEN, DAMAGED OR EXCESS TILE.....	16
C.14	TRIBUTARY DRAINS.....	16
C.15	OUTLET PIPES.....	17
C.16	CATCHBASINS AND JUNCTION BOXES.....	17
C.17	BLIND INLETS.....	18
C.18	GRASSED WATERWAY.....	18
C.19	BACKFILLING EXISTING DITCHES.....	18
C.20	RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM.....	18

SECTION CTILE DRAINC.1 PIPE MATERIALS

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified all metal pipe shall be corrugated, rivetted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
 i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
 ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.
 Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No. 1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection..
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

C.2 TESTING

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tile tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

C.3 LINE

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

C.3 LINE (cont'd)

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed and all broken tile shall be disposed of off site.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15 meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

C.4 CLEARING AND GRUBBING

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

C.5 PROFILE

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

C.6 GRADE

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

C.7 EXCAVATION

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.
- .2 **Scalping:** Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator:** Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation.
Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
 - a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
 - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
 - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch:** Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

C.8 INSTALLATION

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Mirafi 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or superintendent.

C.10 BACKFILLING

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

C.11 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

C.12 ROCKS

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fenceline, or such other convenient location as approved by the Landowners(s).

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

C.14 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.

C.14 TRIBUTARY DRAINS (cont'd)

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a pre-fabricated adaptor. All other connections shall be made with pre-fabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

C.15 OUTLET PIPES

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

C.16 CATCHBASINS AND JUNCTION BOXES

.1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

.2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.

.3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

.4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

C.16 CATCHBASINS AND JUNCTION BOXES (cont'd)

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.

C.17 BLIND INLETS

Where specified, blind inlets shall be installed along the course of the drain. In accordance with details on the drawings.

C.18 GRASSED WATERWAY

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
 - 25% Koket Chewings Fescue
 - 30% Rebel Tall Fescue
 - 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

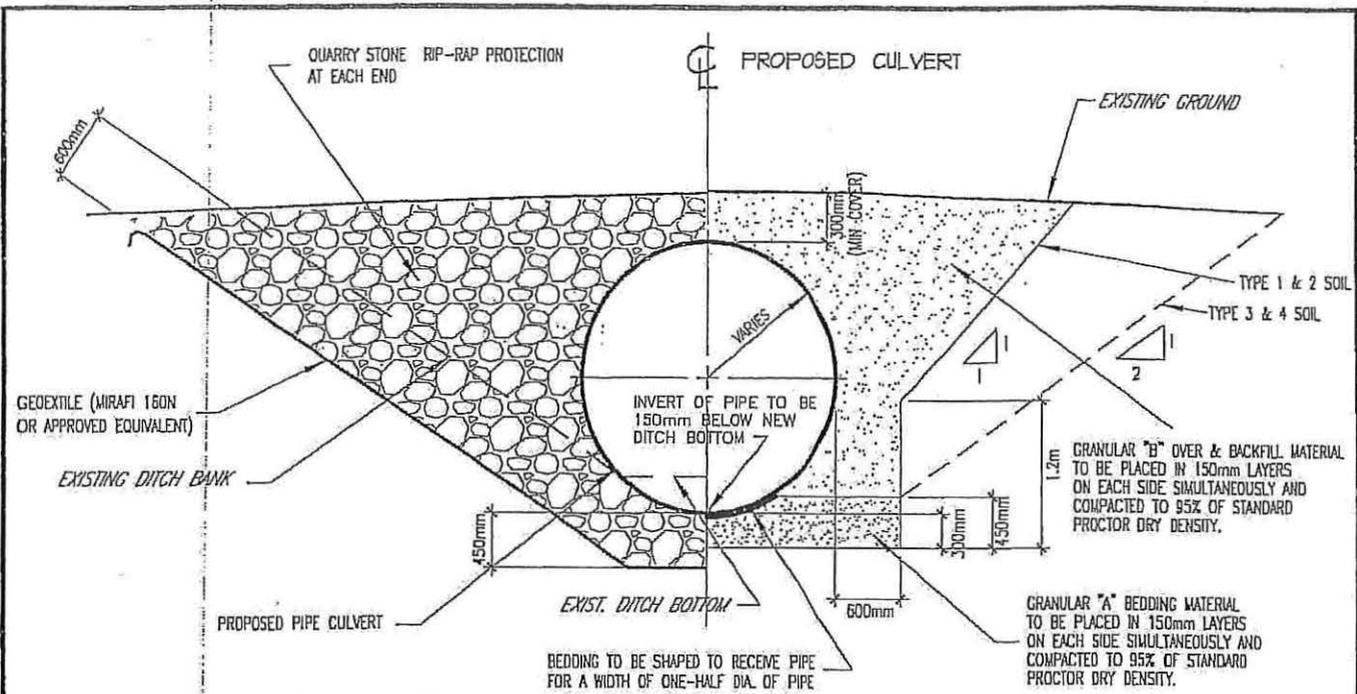
C.19 BACKFILLING EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

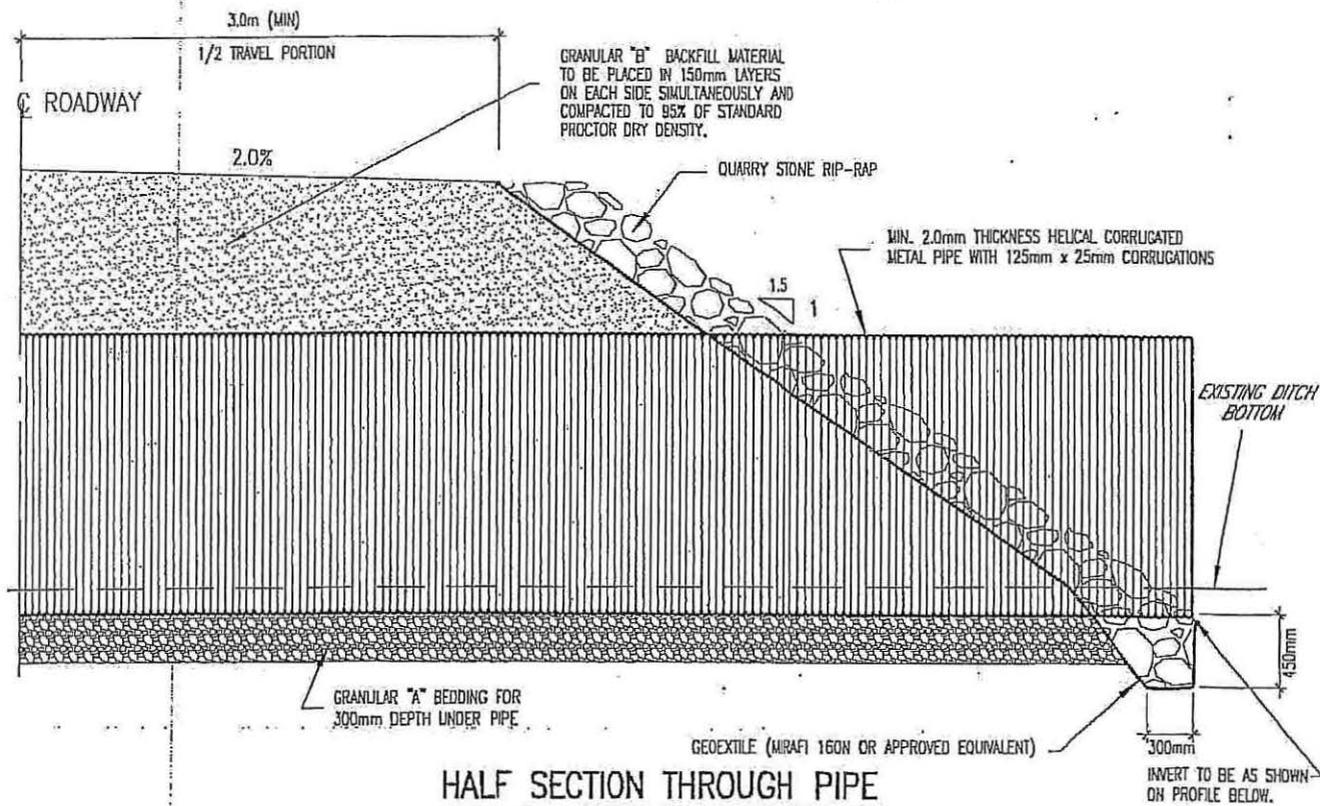
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.



HALF ELEVATION

HALF SECTION

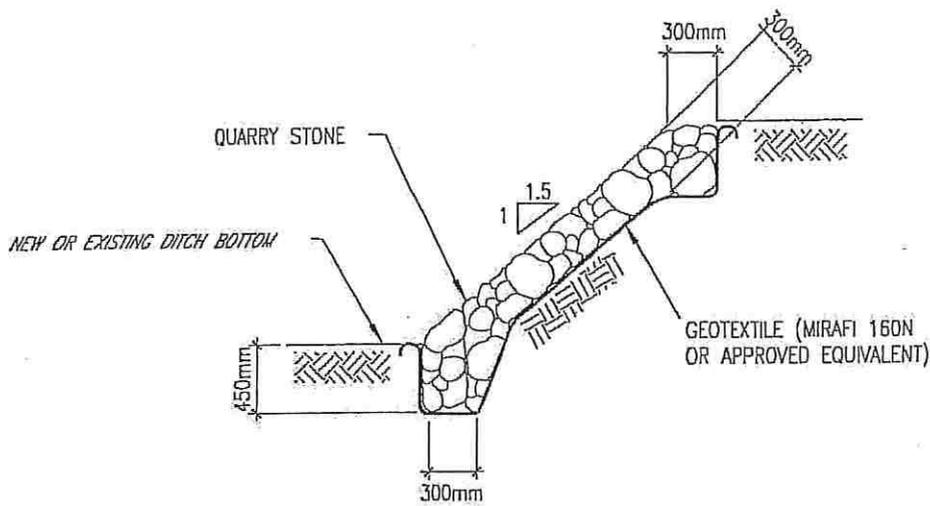


HALF SECTION THROUGH PIPE

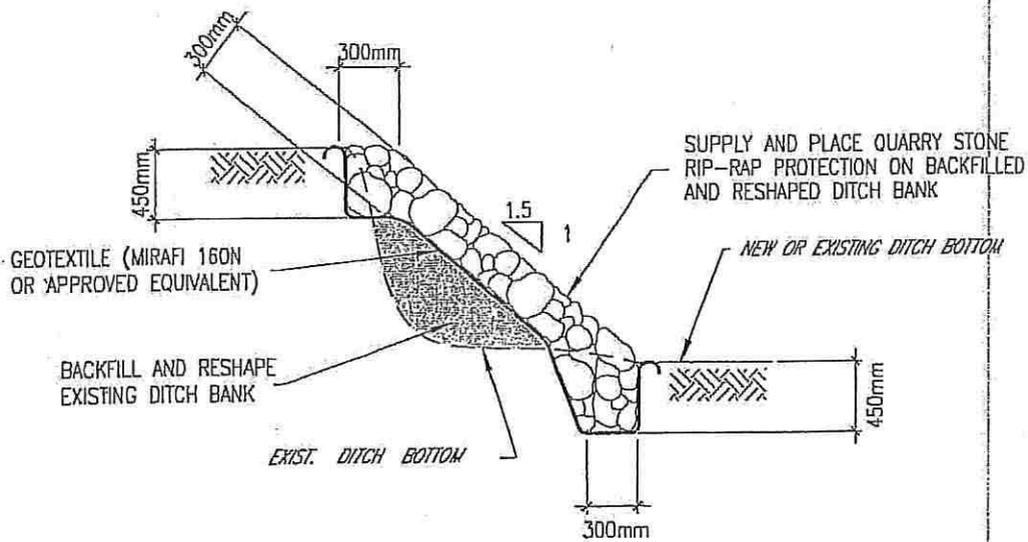
NOTES

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 01

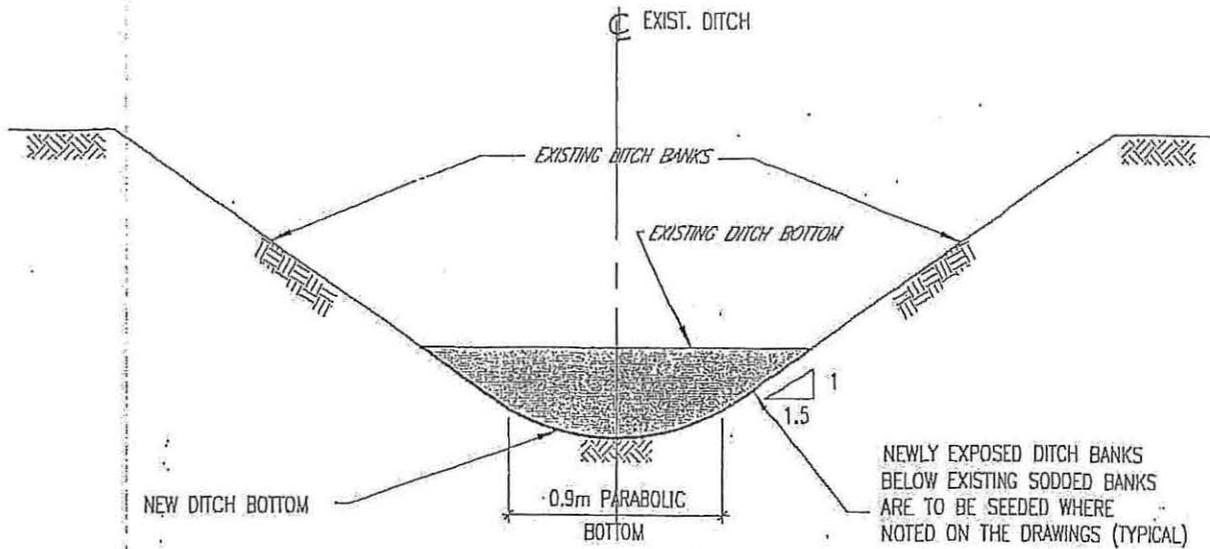


TYPICAL DITCH BANK RIP-RAP

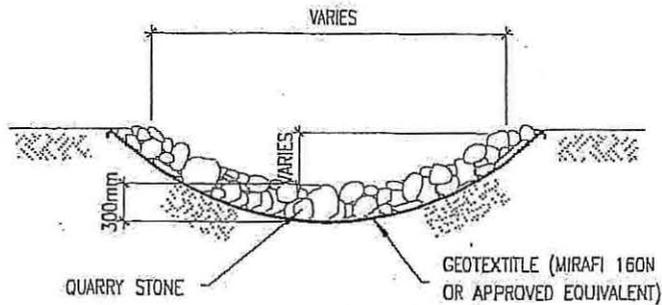
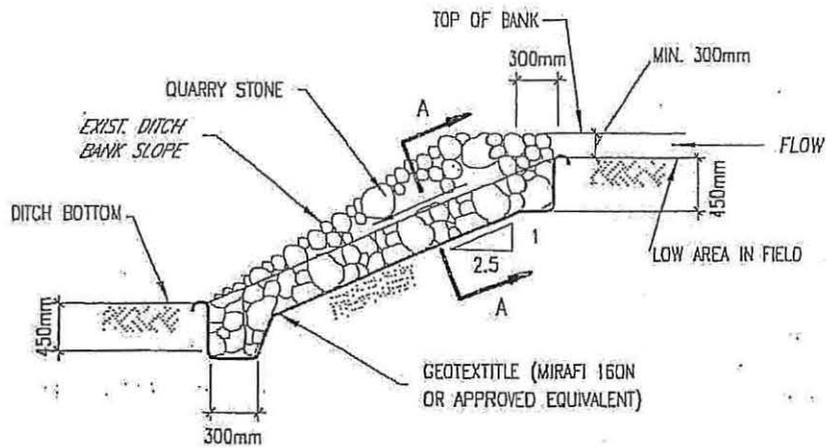


**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

TYPICAL DITCH BANK RIP-RAP DETAILS		
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000
SECTIONS		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 04 321



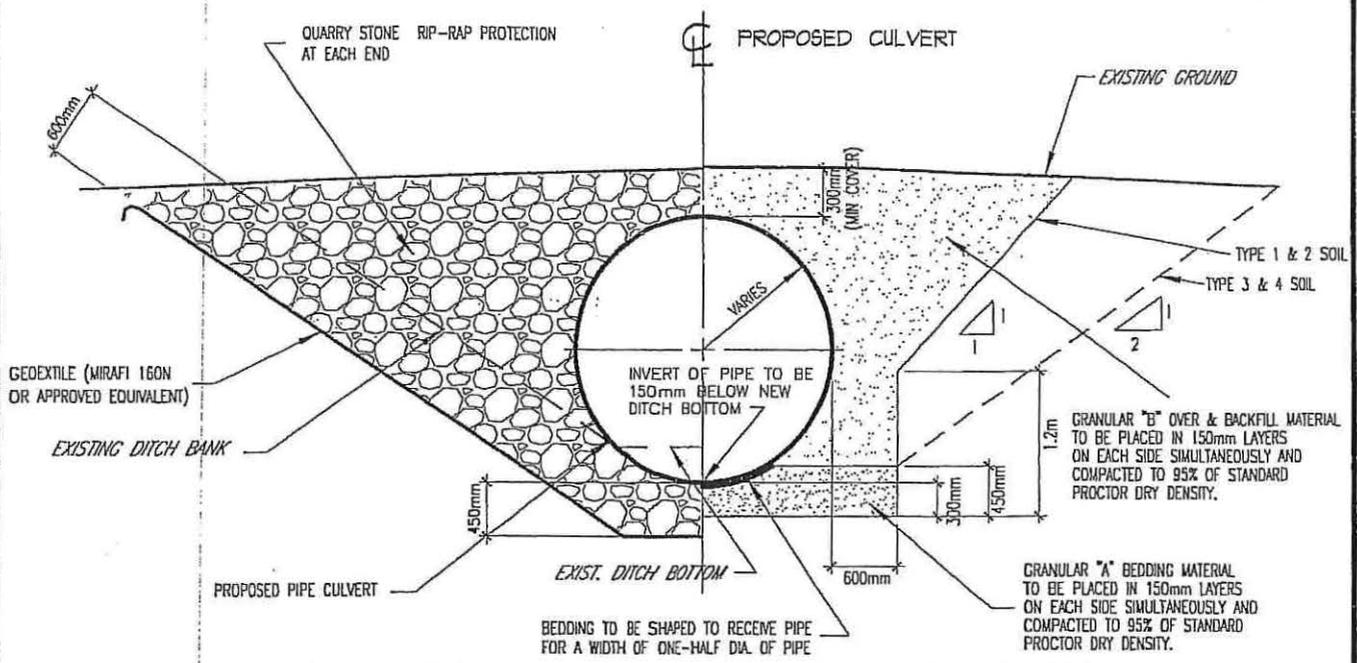
TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

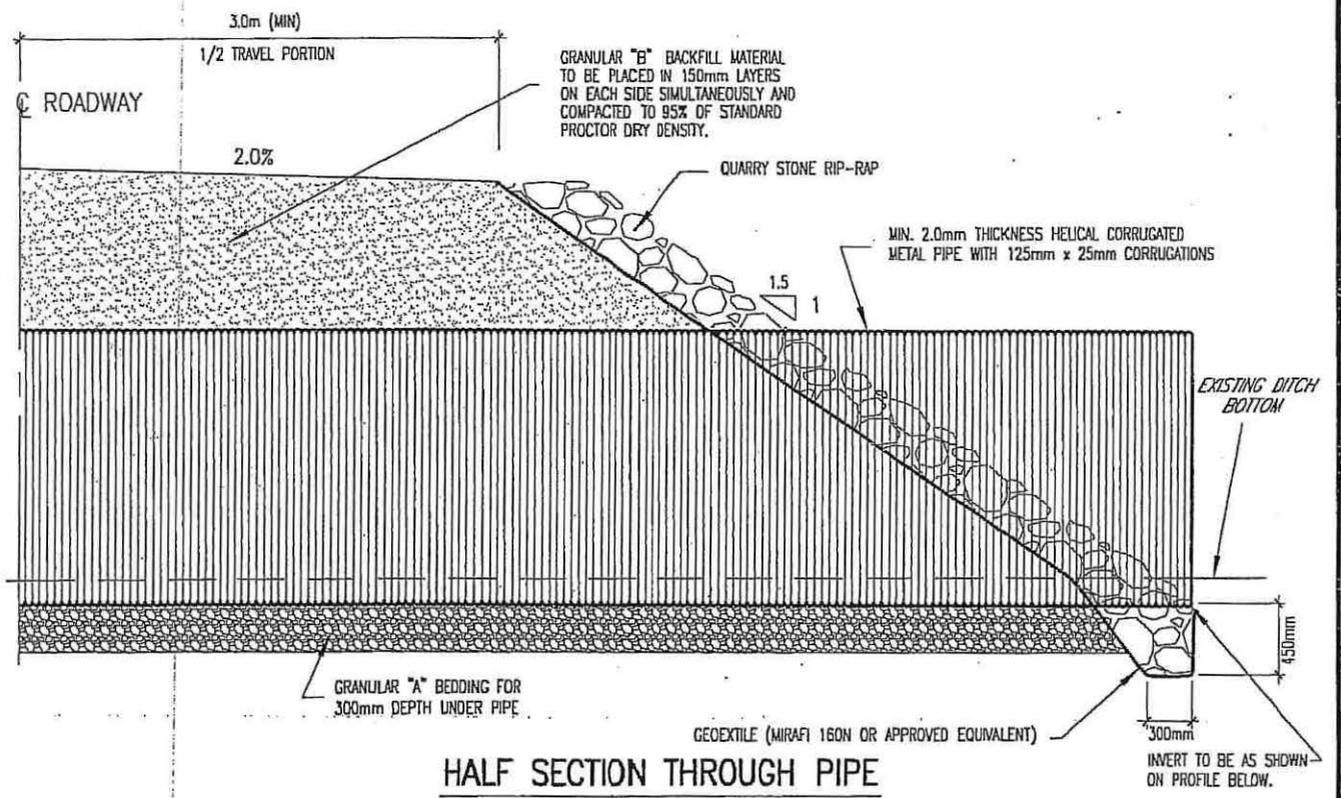
TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
SPRIET ASSOCIATES LONDON LIMITED		



HALF ELEVATION

HALF SECTION



HALF SECTION THROUGH PIPE

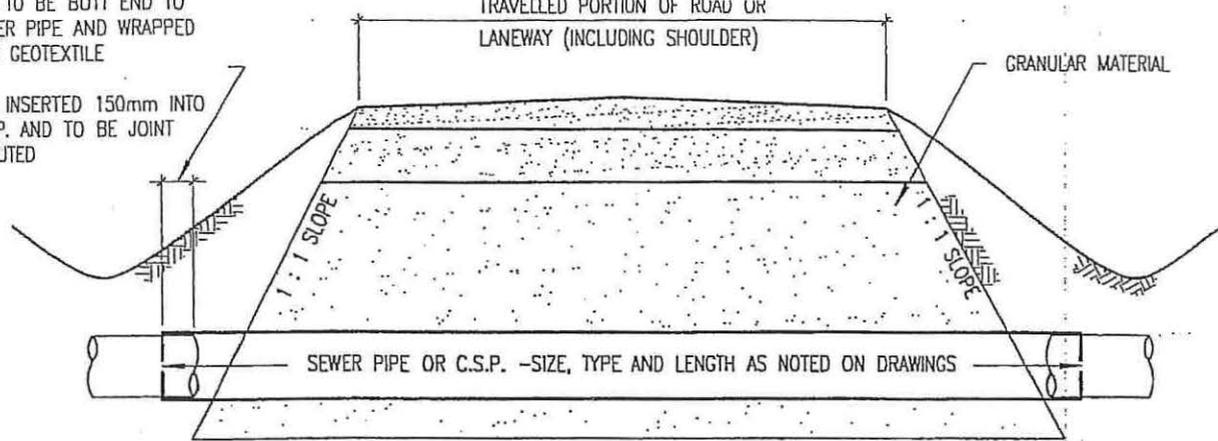
NOTES

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

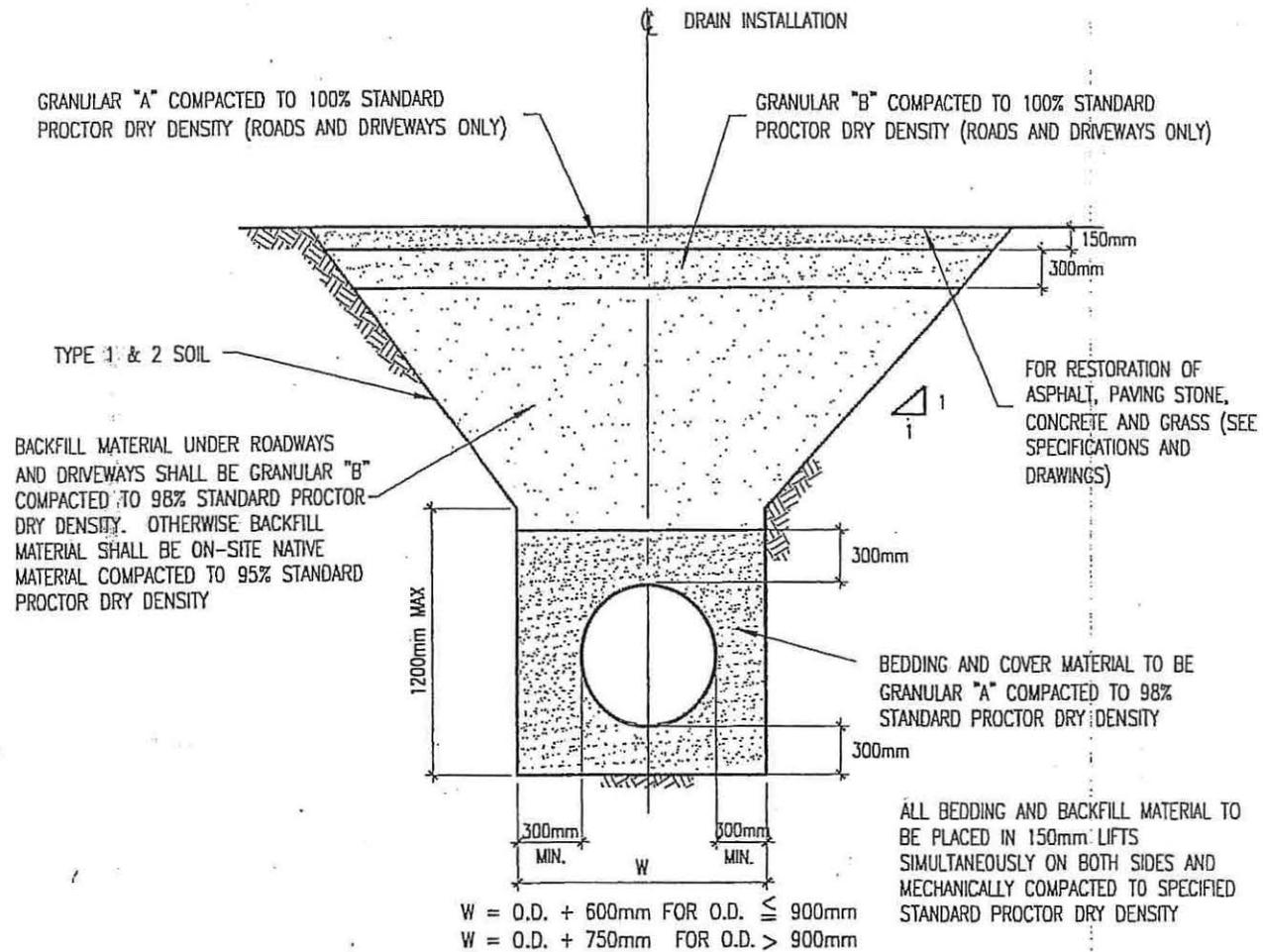
TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 01
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		

1. TILE TO BE BOTH END TO SEWER PIPE AND WRAPPED WITH GEOTEXTILE

2. TILE INSERTED 150mm INTO C.S.P. AND TO BE JOINT GROUTED

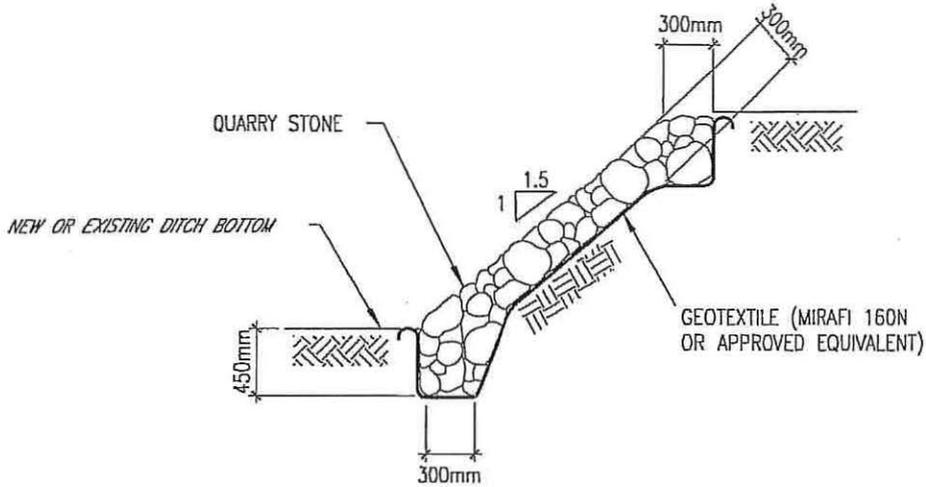


SECTION THROUGH PIPE

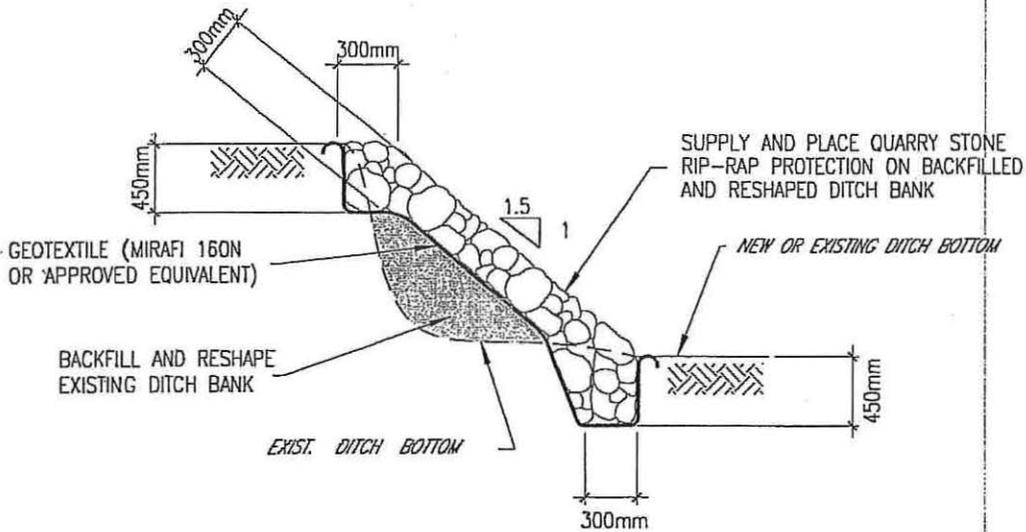


CROSS SECTION

TYPICAL INSTALLATION DETAIL FOR FLEXIBLE PIPE		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 02
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		

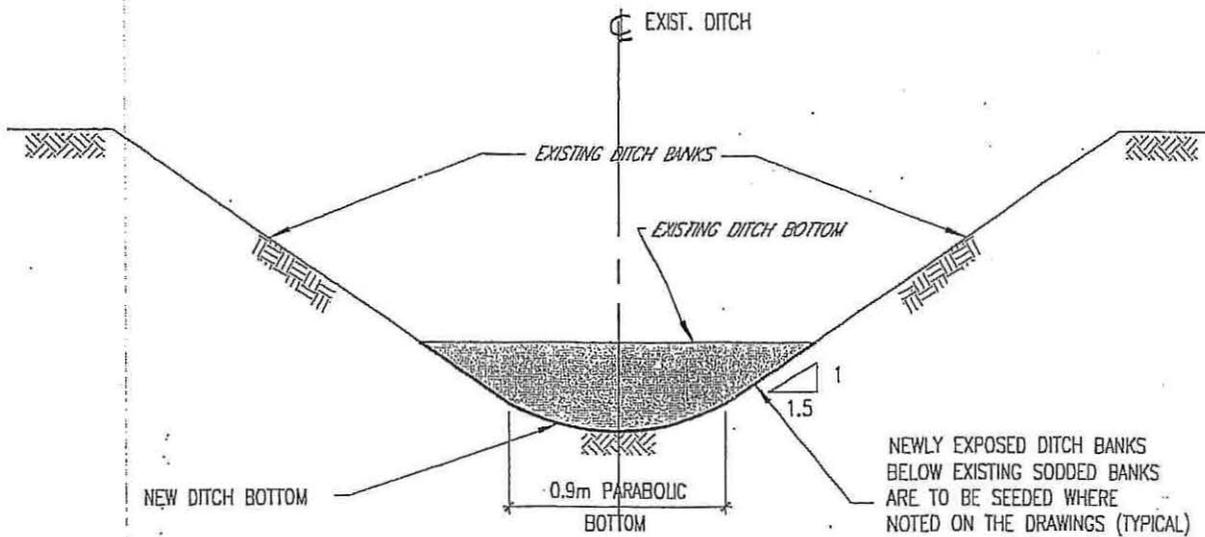


TYPICAL DITCH BANK RIP-RAP

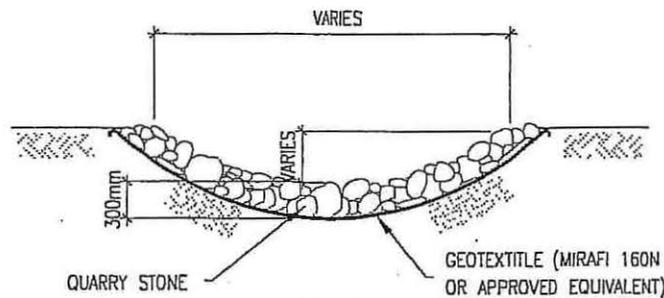
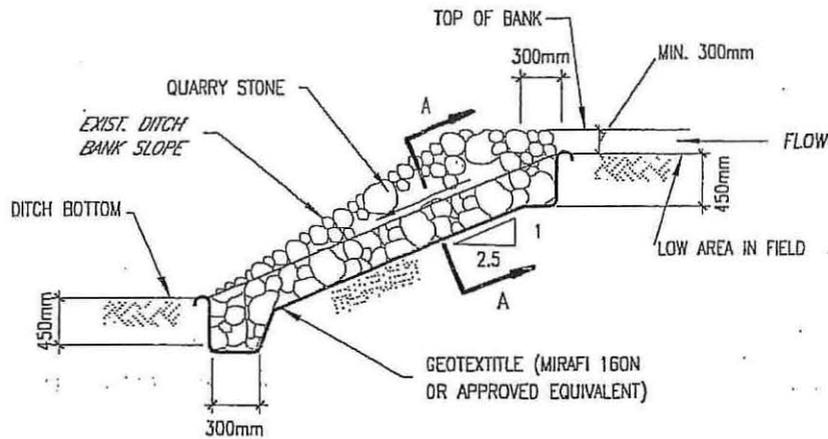


TYPICAL DITCH BANK RIP-RAP WITH BACKFILLING OF WASHOUT

TYPICAL DITCH BANK RIP-RAP DETAILS		
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000
SECTIONS		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 04



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by: M.P.D.	Date: November 2000
Drawn by: jk		Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

SKELTON DRAIN

City of Port Colborne

Job No. 219039

October 29, 2019

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN						
City of Port Colborne						
<i>(Geographic Humberstone)</i>						
4	Pt.29 & 30	5.7	39-151 (E. Barevich)	\$ 2,890.00	\$ 59.00	\$ 2,949.00
4	Pt. 31	3.0	39-168 (C. Gravel-Willie)		205.00	205.00
4	Pt. 31	1.1	39-169 (D. Kolacz)		75.00	75.00
4	Pt. 31	37.5	39-170 (J. Li)	5,570.00	1,501.00	7,071.00
4	Pt. 31	1.2	39-170-01 (2466739 Ontario Inc.)		108.00	108.00
4	Pt. 31	6.9	39-171 (Macro Industries Corp.)		627.00	627.00
4	Pt. 31	4.1	39-174 (B. White)		93.00	93.00
4	Pt.31 & 32	48.1	39-175 (Triple G Farms Inc.)	11,830.00	3,194.00	15,024.00
4	Pt. 32	18.4	39-177 (Triple G Farms Inc.)		1,430.00	1,430.00
4	Pt. 32	14.4	39-181-01 (J. Borkovsky)	2,710.00	560.00	3,270.00
4	Pt. 32	1.8	38-287-01 (J. Borkovsky)		70.00	70.00
4	Pt. 32	1.9	38-287-02 (Triple G. Farms Inc.)		65.00	65.00
4	Pt. 33	66.8	39-178 (Triple G Farms Inc.)	5,850.00	6,195.00	12,045.00
4	Pt. 33	0.8	39-180 (W. Johnston)		123.00	123.00
4	Pt. 33	2.5	39-181 (J. Sardo)		384.00	384.00
4	Pt. 33	3.8	38-287 (Triple G Farms Inc.)		269.00	269.00
TOTAL ASSESSMENT ON LANDS				\$ 28,850.00	\$ 14,958.00	\$ 43,808.00
Con. 3/4 Unopened		2.5	City of Port Colborne	\$ 2,890.00	\$ 183.00	\$ 3,073.00
Highway No.58		4.8	Ministry of Transportation	5,010.00	694.00	5,704.00
Nugent Road		1.3	City of Port Colborne	4,650.00	207.00	4,857.00
Lot 32/33 Unopened		3.5	City of Port Colborne	280.00	289.00	569.00
Townline Road (50%)		1.8	City of Port Colborne	140.00	629.00	769.00
TOTAL ASSESSMENT ON ROADS				\$ 12,970.00	\$ 2,002.00	\$ 14,972.00
SPECIAL ASSESSMENT against the Ministry of Transportation for the increased cost of cleaning through their concrete culvert on Highway No.58						\$ 17,940.00
SPECIAL ASSESSMENT against the City of Port Colborne for the increased cost of installing 1800mm dia. C.S.P. under Nugent Road						\$ 25,520.00
SPECIAL ASSESSMENT against the City of Port Colborne for their portion for the increased cost of installing a 1500mm Dia. C.S.P. under Townline Road						\$ 11,590.00
TOTAL ASSESSMENT IN THE CITY OF PORT COLBORNE						\$ 113,830.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

SKELTON DRAIN
City of Port Colborne

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN (cont'd)						
City of Welland						
<i>(Geographic Humberstone)</i>						
4	Pt. 33	9.0	2-075 (Triple G. Farms Inc.)	\$	\$ 926.00	\$ 926.00
TOTAL ASSESSMENT ON LANDS				\$	\$ 926.00	\$ 926.00
Townline Road (50%)		0.2	City of Welland	\$	\$ 74.00	\$ 74.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 74.00	\$ 74.00
TOTAL ASSESSMENT IN THE CITY OF WELLAND						\$ 1,000.00
Township of Wainfleet						
4	Pt. 1	0.8	7-029-01 (A. Timmerman)	\$	\$ 149.00	\$ 149.00
4	Pt. 1	1.8	7-029-02 (J. & D. Dobrindt)	480.00	329.00	809.00
4	Pt. 1	18.5	7-029-04 (Triple G. Farms Inc.)	1,270.00	3,314.00	4,584.00
4	Pt. 1	8.2	7-030 (M. & Mi. Petrisic & N. Stojkovic)		1,458.00	1,458.00
4	Pt. 1	0.3	7-031 (R. Scott)		89.00	89.00
4	Pt. 1	43.5	7-032 (Bestholme Farms Inc.)	4,070.00	6,863.00	10,933.00
4	Pt. 1	2.0	7-001-01 (Management Board Secretariat)		130.00	130.00
4	Pt. 2	4.5	7-029 (N. D'Aurizio)		1,096.00	1,096.00
4	Pt. 2	35.9	7-033 (Triple G Farms Inc.)	10,788.00	16,390.00	27,178.00
			Non- Grantable	9,740.00		9,740.00
4	Pt. 2	0.9	7-033-10 (S. & M. Thornton)	5,565.00	310.00	5,875.00
4	Pt. 2	1.0	7-034-01 (A. & H. Skrubbletrang)		582.00	582.00
4	Pt. 2	0.5	7-034-04 (T. & C. Pahowski)		318.00	318.00
4	Pt. 2	16.0	7-035 (J. & K. Burton)	5,010.00	9,162.00	14,172.00
TOTAL ASSESSMENT ON LANDS				\$ 36,923.00	\$ 40,190.00	\$ 77,113.00
Townline Road (50%)		2.0	Township of Wainfleet	\$ 140.00	\$ 706.00	\$ 846.00
Youngs Road		3.4	Township of Wainfleet	10,888.00	5,153.00	16,041.00
TOTAL ASSESSMENT ON ROADS				\$ 11,028.00	\$ 5,859.00	\$ 16,887.00
SPECIAL ASSESSMENT against the Township of Wainfleet for their portion for the increased cost of installing a 1500mm Dia. C.S.P. under Townline Road						\$ 11,590.00
SPECIAL ASSESSMENT against the Township of Wainfleet for the increased cost of installing 1200mm dia. C.S.P. under Youngs Road						\$ 19,580.00
TOTAL ASSESSMENT IN THE Township of Wainfleet						\$ 125,170.00
TOTAL ASSESSMENT ON THE SKELTON DRAIN						\$ 240,000.00

The Corporation of the City of Port Colborne

By-law no. 6745/109/19

Being a by-law to establish and regulate the
City of Port Colborne Fire and Emergency Services (Composite)

Whereas the *Fire Protection and Prevention Act, 1997, S.O. 1997* permits the Council to enact a by-law to establish and regulate a fire department.

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

1. In this by-law, unless the context otherwise requires;
 - a) "approved" means approved by Council.
 - b) "Chief Administrative Officer" means the person appointed by Council to act as Chief Administrative Officer for the Corporation.
 - c) "Corporation" means the Corporation of the City of Port Colborne.
 - d) "Fire Fighter" means a Fire Chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes a volunteer fire fighter.
 - e) "Council" means the Council of the City of Port Colborne.
 - f) "Deputy Fire Chief" means the person appointed by Council to act as the Deputy Fire Chief.
 - g) "Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the *Fire Protection and Prevention Act*.
 - h) "Fire Department" means the City of Port Colborne Fire and Emergency Services.
 - i) "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
 - j) "Member" means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services, and includes officers, full-time and part-time volunteer fire fighters.
 - k) "Volunteer" means a fire fighter who provides fire protection services for a nominal consideration.
2. A department for the City of Port Colborne to be known as the City of Port Colborne Fire and Emergency Services is hereby established and the head of the department shall be known as the fire chief.
3. In addition to the fire chief, the department personnel may consist of deputy fire chief, fire prevention officer, and such number of full-time captains, acting captains, volunteer captains and such number of full-time staff and volunteer staff as from time to time may be deemed necessary by Council.
4. If a city approved medical examiner finds a member is physically unfit to perform assigned duties, Council may assign the member to another

position, if available; deal with them in accordance with the collective agreement.

5. The department shall be structured in conformance with the approved organizational chart Appendix "A", forming part of this by-law.
6. The fire chief shall be appointed by by-law passed by the council of the City of Port Colborne and shall hold office until such by-law is rescinded.
7. The fire chief may recommend to the chief administrative officer the appointment of any qualified person as a fire fighter of the department, subject to the approved hiring policies of the City of Port Colborne.
 - (a) Full-time officers below the rank of fire chief shall be appointed by the chief administrative officer, after successfully completing the requirements within the collective agreements or city policy.
 - (b) Volunteer fire fighters shall be appointed as members by the fire chief following approval by the chief administrative officer of the City of Port Colborne. Persons approved and accepted as volunteers will serve a twelve (12) month probationary period in good standing before final acceptance.
 - (c) Full-time employees employed in suppression or prevention may also be members of the volunteer section in their off-duty time, if approved by the fire chief in consultation with the chief administrative officer.
 - (d) A volunteer fire fighter must be able to respond to fire department headquarters within thirty (30) minutes of the sounding of a general alarm from their residence; following fire department policies and guidelines and the Highway Traffic Act.
 - (e) A volunteer fire fighter shall not be eligible for a uniform until they have served one (1) year in the department.
8.
 - (a) The fire chief may reprimand, suspend, or recommend dismissal of any member for insubordination, inefficiency, misconduct, tardiness, or for non-compliance with any provision of this by-law or general orders, department rules and regulations that in the opinion of the fire chief would be detrimental to the discipline and efficiency of the department.

Following the suspension of a member, the fire chief shall immediately report, in writing, the suspension and recommendation to the chief administrative officer.
 - (b) Any member of the department feeling grieved by the fire chief's decision has the right to follow the grievance procedures in place for both the full-time and volunteer members.
9. The remuneration of all fire fighters of the department shall be determined by the Council through contract negotiations and the budgetary process.
10. The fire chief is responsible to the chief administrative officer and Council for the proper administration and operation of the department, for the discipline of its members, and:
 - a) May make such general orders, departmental rules, operational guidelines and set policy, as may be necessary for the protection of the department and generally for the efficient operation of the department, provided that such general orders and rules,

operational guidelines and policies, do not conflict with the provision of any by-laws of the municipality.

- b) Shall review periodically the policies, procedures, strategic plan and operational guidelines of the department. The fire chief may establish an advisory committee structured as he may determine from time to time to assist him/her in these duties.
 - c) Shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the fire chief shall be empowered to authorize:
 - pulling down or demolishing any building or structure to prevent the spread of fire.
 - all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.
 - recovery of expenses incurred by such necessary actions for the Corporation in the manner provided through the Municipal Act, the Fire Protection and Prevention Act and the City's Fee Schedule, including costs incurred during fire investigations.
 - d) Is responsible for the enforcement of this by-law and the general orders and departmental rules and regulations which forms part of this by-law as Appendix "B".
 - e) Shall report all fires to the Fire Marshal as required by the Fire Protection and Prevention Act.
 - f) The fire chief shall submit to council, chief administrative officer and the director of finance for approval, the annual budget estimates for the department; an annual report and any other specific reports requested by the chief administrative officer or council.
11. The deputy fire chief shall report to the fire chief on the activities of the sections that are their responsibility and carry out the orders of the chief, and in the absence of the chief, has authority and shall perform all the duties of the chief.
12. The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:
- a) that in the opinion of the fire chief, or in the absence of the fire chief, the deputy fire chief, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality,
 - b) in a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid.
 - c) on property with respect to which an approved agreement has been entered into with any person or corporation to provide fire protection services.
 - d) at the discretion of the fire chief, to a municipality authorized to participate in a Provincial or Regional Mutual Aid Plan established by a fire co-ordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.

- e) on property beyond the municipal boundary where the fire chief or their designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assumes command or establishes alternative measures, acceptable to the fire chief or designate
13. The officer in charge of the department at any fire may cause any obstacle or any out-structure to be removed or torn down, if such removal or tearing down appears necessary to prevent the spread of fire.
 14. No person shall impede, interfere with or hinder any officer or fire fighter in the discharge of his/her duties at a fire, in responding to a fire alarm or at a practice, and no person shall damage apparatus, equipment and supplies, and no unauthorized person shall put to use any apparatus, equipment and supplies.
 15. No person or persons shall:
 - a) wantonly or maliciously injure or damage any fire engine, hose, ladders or other apparatus and equipment belonging to the Department;
 16. Proper training is a requirement on a continuous basis for the safe operation of the fire service. To promote this, the following regulations will apply:
 - a) It is the responsibility of every Volunteer member of the fire department to attend at least 60% of all training and 30% of all general alarms.
 - b) Attendance will be reviewed once yearly. Members - failing to meet their obligation will be notified in writing.
 - c) Those that have been notified in writing will have their attendance reviewed in six (6) months and notified of their continuing failure to meet the attendance requirements.
 - d) Attendance will once again be reviewed in six (6) months. A member failing to meet the attendance requirements for two (2) years will be removed from the roll call sheets and considered to be dismissed.
 17. The Fire Chief or their designate has the sole authority to take a fire fighter out of service for reasons of health and safety.
 18. Any person contravening Sections 14 or 15, of this by-law shall be liable for conviction under the Provincial Offences Act and shall be subject to a fine not less than \$500.00 and not exceeding \$2,000.00 exclusive of costs or to imprisonment for any term not exceeding one (1) year or to both such fine and imprisonment.
 19. In case the provisions of this by-law conflict with the provisions of any other by-law, the provisions of this by-law shall prevail.
 20. This By-law repeals By-law No. 6606/61/18 being a by-law to establish and regulate the City of Port Colborne Fire and Emergency Services (Composite).
 21. The Fire Department's Strategic Plan and Core Services forms part of this by-law as Appendix "C".
 22. Council by by-law may make modifications and changes to any or all of the appendices attached to and making part of this by-law.

23. This by-law shall take effect on the day of passing.

Enacted and passed this 9th day of December, 2019.

William Steele
Mayor

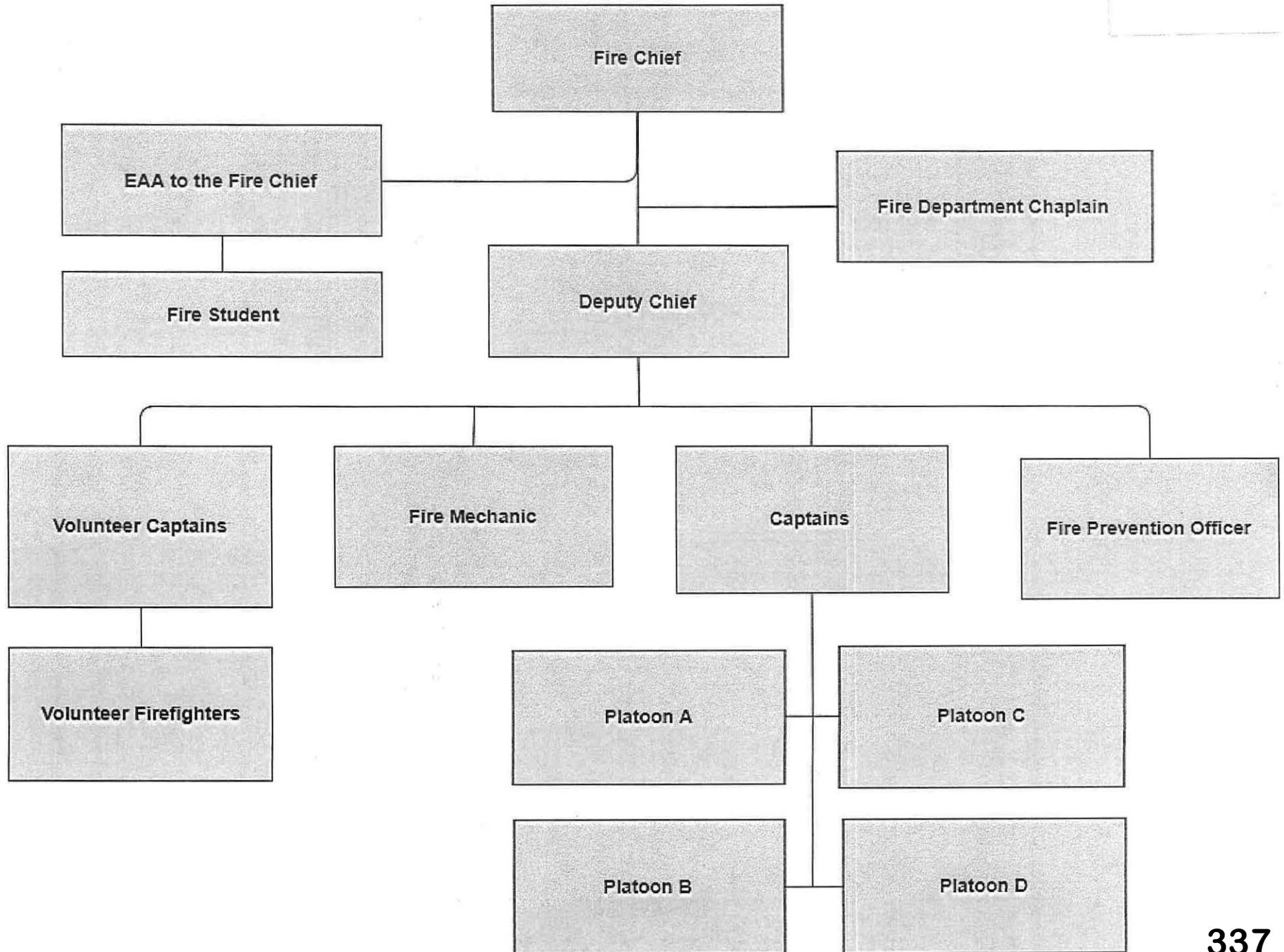
Amber LaPointe
Clerk

This page intentionally left blank.

Fire Services

City of Port Colborne Organizational Chart

Appendix A



This page intentionally left blank.



Port Colborne Fire and Emergency Services General Orders, Rules and Regulations

1. Every member of the on-duty platoon shall report for duty at the prescribed time on duty and remain on duty until relieved.
2. Members shall show courtesy and respect at all times in dealing with the public.
3. Members shall render due respect and courtesy towards superior officers at all times.
4. When a member alleges unfair treatment, they may make a written complaint to the Fire Chief.
5. Members when on duty, shall not leave unless permission is granted by a superior officer who is authorized to grant such permission (command).
6. No member, directly or indirectly, shall solicit or accept from anyone, gifts, money or other articles as a reward for services rendered in the carrying out of their duties.
7. Every member shall advise the office of any change in address within seven (7) days, or telephone number within twenty-four (24) hours of such change.
8. With the exception of drivers duly authorized and designated to fulfill this duty, no member shall start, put into action any apparatus of the Department.
9. No member shall supply information relative to the Department or operation thereof unless authorized by the Chief, or their designate of the Department, or in their absence, their designate.
10. When valuables (money, jewelry, etc.) are found during a fire, members shall notify the Officer in charge of operations who shall submit a detailed report, along with the articles, to the Chief of the Department.
11. No member shall use profane or indecent language, or conduct themselves in a manner which may be prejudicial to the good reputation, order and discipline of the department.

General Orders, Rules and Regulations

12. Every member is responsible for any damage to or the destruction or loss of uniforms or any equipment issued due to negligence. The cost of replacing the items will become the members responsibility.
The members will report this to the Chief as soon as possible.
13. All traffic laws applicable to vehicles of the Department shall be obeyed and extreme precautions shall be exercised at all times.
14. All apparatus and equipment shall be tested in accordance with the Policy and Operational Guidelines issued for that purpose.
15. A member injured while on duty shall immediately report the injury to the officer in charge who shall immediately notify the Fire Chief or their designate and submit a written report to the Chief of the Department and complete the corporate documentation.
16.
 - a) A member involved in an accident while on duty shall immediately report the accident to the officer in charge, who shall immediately notify the Fire Chief or their designate and submit a written report to the Chief of the Department and complete the corporate documentation.
 - b) Where apparatus is involved in an accident, the driver shall immediately report the accident to the officer in charge, who shall immediately notify the Fire Chief or their designate and submit a written report to the Chief of the Department and complete the corporate documentation. Where appropriate, Police are to be notified.
17. A member exposed to any hazardous substance or material shall have this fact entered on their medical record, including the name of the substance or material and the nature and duration of their possible exposure. Medical treatment will be sought immediately. An exposure form must be filled out.
18. Members on duty shall wear the full issue of protective clothing, including fire fighter's helmet, bunker clothing, rubber boots and gloves unless otherwise authorized by the officer in charge, while working at an emergency scene or at training.
19. Members must be in possession of a valid Ontario Class "A", "B", "C" or "D", and if necessary, a "Z" endorsement valid licence.
20. Roll calls for fires shall be completed prior to leaving the scene or at the discretion of the officer in charge.
21. No members shall receive more than one (1) leave of absence in a three (3) year period. Maximum allowable leave of absence will be three (3) months. Leave of absences will not be credited to any members years of service with the Department.
22. All members will respond safely and promptly to all alarms.

General Orders, Rules and Regulations

23. Any person who has been off on sick leave or worker's compensation shall be required to have a medical examination by the department physician prior to being reinstated as a member of the fire department. Re-training shall be successfully completed as may be determined by the Fire Chief/designate.
24. Training shall be conducted as may be determined by the Fire Chief.
25. All members will be clean-shaven for a members own safety, in accordance with C.S.A. Standard Z94.4.
26. No member shall drive or attempt to drive a Department vehicle or attend any training or emergencies while under the influence of any substance that could prove detrimental to the safe operation of the vehicle or the members welfare. A Zero Tolerance Policy is in place.
27. The appointment of volunteer officers shall be recommended by the Fire Chief to the Chief Administrative Officer for promotion.
28. a) Volunteer Officers – the honorarium for Volunteer Officers shall be determined through the annual budgetary process.
29. Private cars of members shall not be used for fire service purposes without authorization from the Fire Chief, or their designate, of the department.
30. All members of the department shall be aware of the safety policies and procedures contained within the City of Port Colborne Safety Manual as applicable to the Fire Service and Guidance Notes provided by the Section 21 Committee of the Ministry of Labour, and the Operational Guidelines currently maintained by the Department, as well as Corporate Policies
31. Fire fighting clothing damaged or ruined in service shall be replaced by the department.
32. All members leaving Port Colborne Fire and Emergency Services shall immediately return all Department equipment supplied within 24 hours.
33. These rules and regulations shall be reviewed at least once per year by the Fire Chief, with any changes to be recommended to the C.A.O. Any changes approved by the C.A.O. shall take effect upon written confirmation of the changes by the C.A.O. to the Fire Chief.
34. All members will act in accordance with the general orders, rules and regulations of Port Colborne Fire and Emergency Services to uphold the finest traditions of the Fire Service for the good and welfare of our citizens and community.

This page intentionally left blank.



**Strategic Plan
For the
City of Port Colborne
Fire and Emergency
Services**

"Proudly protecting People and Property"

December, 2019

Index

	Page
Vision and Mission Statements.....	1
1. Education	2
2. Prevention.....	3
3. Investigation.....	4
4. Training.....	5
5. Rescue.....	6
6. Fire Suppression.....	7
7. Haz Mat	8
8. Life Support.....	9
9. Administration.....	10

**Strategic Plan
Fire and Emergency Services**

Vision/ Objectives:

We are the City of Port Colborne Fire and Emergency Services – respected by our community and peers for being proactive, consultative, customer – focused, and cost-effective. “Community First” and “Community Pride” are what drive us to service excellence. A dedicated staff of multi-talented professionals, we are skilled, flexible and involved in our community.

Our Public Education Programs are enthusiastically attended because they are relevant and informative. We take pride in working together with residents, businesses and builders to educate and assist with Fire Code requirements and life safety matters. Our highly trained and equipped emergency response team is quick to the rescue, and caring and compassionate in its approach. We are here to serve – proudly – and to make a contribution in a partnership with our community.

Mission/ Goals:

To protect life, property and the environment in Port Colborne through education, prevention, investigation, training, rescue, fire suppression, dangerous goods containment and life support services.

Values:

The City of Port Colborne Fire and Emergency Services is dedicated to Team Management/Leadership through the values of:

- Customer Service
- Employee Involvement
- Open Communications
- Integrity
- Accountability
- Flexibility
- Commitment
- Efficiency
- Pro-activity

Strategic Plan Fire and Emergency Services

Education:

Objectives:

- 1.1 To increase the fire safety awareness level of all citizens.
- 1.2 To educate target groups in specific fire safety knowledge.
- 1.3 To develop the required programs.

Actions:

- 1.1 (a) Research and implement "Contemporary Fire Prevention & Safety Education Programs" in all schools in the City.
- 1.2 (b) Research and implement "Contemporary Fire Prevention & Safety" Education Programs in all nursery schools and daycare centres.
- 1.1 (c) Assess public fire safety awareness on a continual basis.
- 1.1 (d) Research and utilize all forms of media to inform and educate the public regarding fire safety.
- 1.1 (e) Research and develop effective adult education programs.
- 1.2 Research and identify the target groups and their needs.
- 1.3 (a) Research, identify and recommend staff and resources required to meet education objectives.
- 1.4 (b) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate education programs.

Strategic Plan Fire and Emergency Services

Investigation:

Objectives:

- 3.1 To determine the cause and origin of all emergencies within the jurisdiction of the Fire Department.
- 3.2 To develop an effective and co-operative relationship with all appropriate investigating agencies.
- 3.3 To ensure that a complete current investigation information and statistical data base is available.

Actions:

- 3.1 Conduct timely and effective investigations.
- 3.2 (a) Participate in and influence decisions made by all appropriate public/private agencies.
- 3.2 (b) Develop liaison and two-way information sharing programs with appropriate agencies.
- 3.3 Research, identify, select and implement the appropriate technology to support a complete current investigation information and statistical data base.

**Strategic Plan
Fire and Emergency Services**

Training:

Objectives:

4.1 To train Fire Department staff to meet recognized standards.

4.2 Mandatory Training

Actions:

4.1 (a) Research and identify appropriate performance standards.

4.1 (b) Develop and implement training programs to meet identified standards and the needs of the City.

4.1 (c) Research and monitor fire and emergency response trends to assess the Fire Department's effectiveness and develop appropriate training programs.

4.1 (d) Receive and maintain accreditation from recognized accreditation agencies where appropriate.

4.2 Mandatory training shall be identified on a yearly basis by Administration.

Strategic Plan Fire and Emergency Services

Rescue:

Objectives:

- 5.1 To reduce injuries and death from all causes within areas of jurisdiction of the Fire Department with all due consideration to the safety of all staff.

- 5.2 To develop an effective and co-operative relationship with all appropriate support agencies.

Actions:

- 5.1 (a) Conduct timely and effective rescues.

- 5.1 (b) Research, identify, select and implement the appropriate technology and support for victim entrapment.

- 5.2 (a) Participate in and influence decisions made by all appropriate support agencies

- 5.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Strategic Plan
Fire and Emergency Services

Fire Suppression

Objectives:

6.1 To reduce injuries, deaths, property loss and damage to the environment from fire and its consequences.

6.2 To develop an effective and co-operative relationship with all appropriate support agencies.

Actions:

6.1 (a) Conduct timely and effective fire suppression activities.

6.1 (b) Research, identify, select and implement the appropriate technology and support.

6.2 (a) Participate in and influence decisions made by all appropriate support agencies.

6.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Haz Mat (Dangerous Goods Containment)

Objectives:

7.1 Reduce injuries, deaths, property loss and damage to the environment from fire, dangerous goods releases and their consequences.

Actions:

- 7.1 (a) Conduct timely and effective haz mat operations.
- 7.1 (b) To provide all personnel with training to the Awareness Level and where appropriate Operations Level. Participate in the Region's CBRNE Team.
- 7.1 (c) To work with other area Municipalities in establishing a hazardous material response procedure, and enter into Agreements with Council's concurrence, when necessary.

Strategic Plan
Fire and Emergency Services

Life Support

Objectives:

8.1 To prevent death, relieve pain and reduce shock.

8.2 To increase our ability and role to provide advanced life support.

Actions:

8.1 (a) Provide timely and effective life support services.

8.1 (b) Research, identify, select and implement the appropriate technology and support.

8.2 (a) Participate in and influence decisions made by all appropriate support agencies and enter into a tiered response.

8.2 (b) Develop liaisons and two-way information sharing programs with all support agencies.

Strategic Plan Fire and Emergency Services

Administration

Objectives:

- 9.1 To have a management team which anticipates, initiates, communicates, and manages change effectively.
- 9.2 To ensure that the Fire Service is delivered in a superior and cost-effective manner.
- 9.3 To ensure responsible, timely, and effective decisions are made for the provisions of the Fire Department.
- 9.4 To develop a positive customer focus in the Fire Department service delivery.

Actions:

- 9.1 (a) Monitor, identify and anticipate all trends affecting the Fire Department and take the appropriate action.
- 9.1 (b) Develop an effective management team through research, training, education and dynamic team building.
- 9.2 (a) Advise Council regarding the resources and numbers of staff required to deliver timely and effective fire and emergency services.
- 9.2 (b) Manage the staff and resources allocated by Council to provide the most efficient and effective fire and emergency services.
- 9.2 (c) Investigate opportunities for the Fire Department to assume additional roles.
- 9.3 (a) Prepare a long range Master plan for the provision of Fire Department services.
- 9.3 (b) Amend the enabling By-law to reflect current Fire Department services delivery and update it as needed.
- 9.4 (a) Develop a customer service training service program.
- 9.4 (b) Train all staff in customer service.

The Corporation of the City of Port Colborne

By-law No. 6746/110/19

A By-law to Establish Penalty Charges and Interest Charges
on Payments Due to the Municipality for 2020

Whereas Section 345(1) of the Municipal Act, 2001, as amended, authorizes that Council may, by by-law, impose late payment charges for non-payment of taxes or any instalment by the due date; and

Whereas Section 345(2)(3) of the *Municipal Act, 2001*, as amended, authorizes that Council may, by by-law, impose a penalty charge and interest charges, not to exceed 1 1/4% for non-payment of taxes on the first day of default and each month thereafter on the amount of taxes due and unpaid but interest may not start to accrue before the first day of default; and

Whereas at its meeting of December 9, 2019 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Report 2019-186, Subject: Penalty Charges and Interest Rates for 2020.

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

1. There shall be imposed, a penalty for non-payment of taxes or any instalment by the due date and unpaid, a percentage charge of 1 1/4% on the first day of default, in accordance with Section 345(2) of the *Municipal Act, 2001*, as amended.
2. There shall be imposed, an interest charge for non-payment of taxes of 1 1/4% each month of the amount of taxes due and unpaid, in accordance with Section 345(3) of the *Municipal Act, 2001*, as amended.
3. No interest or penalty added to taxes shall be compounded.
4. Interest and penalties added to taxes form part of such taxes and shall be collected as taxes.
5. Interest on payments due to the Municipality, other than taxes and water/sewer utility billings, shall be added to the account at a percentage rate of 1 1/4% on the first day of the month which follows the billing date by at least thirty days, and shall be added the first day of each month thereafter until the amount billed is paid.
6. Payments to the Municipality not received at the Municipal Offices on or before the due date, are subject to penalty and interest charges.
7. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 9th day of December, 2019.

William Steele
MAYOR

Amber LaPointe
CITY CLERK

The Corporation of the City of Port Colborne

By-Law no. 6747/111/19

Being a by-law to provide for an Interim tax levy for the year 2020

Whereas Section 317 of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

Whereas the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality.

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

In this by-law, the following words shall be defined as:

"Minister" shall mean the Minister of Finance

"MPAC" shall mean the Municipal Property Assessment Corporation

1. The amounts levied shall be as follows:

1.1 For the Residential, Pipeline, Farm, Farmland Awaiting Development, Railway Right-of-Way, and Managed Forest property classes, there shall be imposed and collected an interim levy of:

- a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or;
- b) 50%, if no percentage is prescribed, of the total annualized taxes for municipal and school purposes levied on property in the year 2019.

1.2 For the Multi-Residential, New Multi-Residential, Commercial, Parking Lot, Shopping Centre, Industrial and Large Industrial property classes, there shall be imposed and collected an interim levy of:

- a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or,
- b) 50%, if no percentage is described, of the total annualized taxes for municipal and school purposes levied on property in the year 2019.

The amounts shall be levied on the assessment according to the Assessment Roll, as returned by MPAC.

2. For the purposes of calculating the total amount of taxes for the year 2019 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2019 because assessment was added to the Collector's Roll during 2019, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

3. The provisions of this by-law apply in the event that assessment is added for the year 2020 to the Collector's Roll after the date this by-law is passed and an interim levy shall be imposed and collected.

4. All taxes levied and collected under this by-law shall be payable to the Office of the Treasurer, or any financial institution within the City of Port Colborne. Payment must be received at City Hall on or before the due dates in accordance with the provisions of this by-law.

5. The interim tax levy imposed by this by-law shall have a date of demand being February 6th, 2020 and shall be paid in two instalments due on the following dates:

5.1 One-half thereof on the **28th day of February of 2020;**

5.2 One-half thereof on the **30th day of April of 2020;**

Non-payment of the amount on the dates stated above shall constitute default and any subsequent instalments shall forthwith become payable.

Properties registered for the preauthorized monthly payment program will have their taxes payable in automatic instalments at the first of the month beginning January 2, 2020 or the beginning of the month following enrolment.

6. The Treasurer may mail or cause to be mailed a notice specifying the amount of taxes payable and due dates for payment to the address of the residence or place of business of each person taxed under this by-law, unless the taxpayer directs the Treasurer, in writing, to send the bill to another address, in which case it shall be sent to that address. This direction will continue until revoked by the taxpayer in writing.

7. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be on the tax bill under Section 343 of the *Municipal Act*.

8. The final levy for the year 2020 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.

9. The provisions of s. 317 of the *Municipal Act*, as amended, apply to this by-law with necessary modifications.

10. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment or late payment of any taxes or any instalment of taxes.

11. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.

12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.

13. This by-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this 9th day of December, 2019.

William C. Steele
Mayor

Amber LaPointe
City Clerk

The Corporation of the City of Port Colborne

By-law No. 6748/112/19

Being a By-law to Authorize the Temporary Borrowing
of \$4,000,000.00 for 2020

Whereas the Council of The Corporation of the City of Port Colborne (hereinafter called the "Corporation") may, by by-law, at any time during the fiscal year authorize the Head of Council and Treasurer to temporarily borrow such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Corporation for the year including the amounts required for sinking and retirement funds, principal and interest falling due upon any debt of the Corporation, school purposes, the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default, and other purposes for which the Corporation is required by law to provide; and

Whereas Section 407 of the *Municipal Act, 2001*, as amended, provides for Council to pass such a by-law; and

Whereas at its meeting of December 9, 2019 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Report 2019-188, Subject: 2020 Borrowing By-law.

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

1. The Head of Council and Treasurer are hereby authorized, on behalf of the Corporation, to borrow temporary funds, a sum or sums not to exceed the aggregate of \$4,000,000.00, from the Canadian Imperial Bank of Commerce, to meet, until taxes are collected, the current expenditures of the Corporation, and to give, on behalf of the Corporation, to the Bank, a promissory note or notes sealed with the Corporate Seal and signed by the Head of Council and Treasurer for the monies so borrowed with interest at such rate as may be agreed upon from time to time, with the bank.
2. All sums borrowed pursuant to the authority of this by-law, as well as all other sums borrowed in this year and in previous years from the said Bank for any or all of the purposes mentioned, in accordance with Section 407 of the *Municipal Act, 2001*, as amended, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year, and for all preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply, in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for such purpose.
4. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 9th day of December, 2019.

William C. Steele
MAYOR

Amber LaPointe
CITY CLERK

The Corporation of the City of Port Colborne

By-Law no. 6749/113/19

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 December 9, 2019

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 December 9, 2019 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; 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 9th day of December, 2019.

William C. Steele
Mayor

Amber LaPointe
City Clerk

This page intentionally left blank.

**City of Port Colborne
Special Council Meeting 33-19
Minutes**

Date: November 25, 2019

Time: 6:30 p.m.

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

Members Present: M. Bagu, Councillor
E. Beaugard, Councillor
G. Bruno, Councillor
R. Bodner, Councillor
F. Danch, Councillor
A. Desmarais, Councillor
D. Kalailieff, Councillor
W. Steele, Mayor (presiding officer)
H. Wells, Councillor

Staff Present: D. Aquilina, Director of Planning & Development
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
A. LaPointe, Acting Director of Corporate Services/City Clerk
S. Shypowskyj, Acting Director of Engineering and Operations
H. Mahon, Planning Technician/Clerk (minutes)
C. Madden, Deputy Clerk
P. Senese, Interim Chief Administrative Officer

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

1. Call to Order:

Mayor Steele called the meeting to order.

2. National Anthem:

Those in attendance stood for O Canada.

3. Confirmation of Agenda:

No. 198 Moved by Councillor H. Wells
Seconded by Councillor G. Bruno

That the agenda dated November 25, 2019 be confirmed, as circulated or as amended.

CARRIED.

4. Disclosures of Interest:

Nil

5. Public Hearing Under the Planning Act:

Application for Official Plan Amendment and Zoning By-law Amendment
Planning and Development Department, Planning Division, Report 2019-181,
Subject: Public Meeting Report for Official Plan and Zoning By-law Amendment
Cannabis Production

(i) Purpose of Meeting:

Mr. Aquilina advised that the purpose of this meeting, pursuant to Sections 22 and 34 of the Planning Act, is to present proposed cannabis production facility policies and regulations to Council and the Public.

(ii) Method of Notice:

Mr. Aquilina advised that Notice of the Public Meeting was administered in accordance with Sections 22 and Sections 34 of the Planning Act, as amended, and Section 3 of Ontario Regulation 543/06 and Section 5 of Ontario Regulation 545/06.

Notice of this Statutory Public Meeting was circulated to all applicable agencies on November 4, 2019 and was advertised in the Port Colborne Leader on October 24, 2019. Public notice was also posted on the City's website.

Mr. Aquilina also advised that on November 13, 2019, an Open House was held that displayed staff's proposed regulations for commercial cannabis facilities. Approximately 10 members of the public attended including Councillors Bagu and Wells.

(iii) Explanation of Procedure to be Followed:

Mr. Aquilina advised that the procedure to be followed this evening will be to present Department of Planning & Development Report 2019-189, to hear any comments from the applicant, to receive questions of clarification from Council to Planning Staff, to open the meeting to the public for comments and questions, to announce the requirements under the Planning Act for written notice of passage of the proposed official plan and

zoning by-law amendment, and to provide a brief explanation of future meetings regarding the application.

(iv) Presentation of Application for Official Plan and Amendment and Zoning By-law Amendment:

Mr. Aquilina provided some background information. He noted that cannabis production is not permitted due to an Interim Control By-law enacted by Council. The 1 year Interim Control By-law has been extended to allow new regulations to be put into place. The Planning report proposes to redefine the definition of “Medical Marihuana Facility” to that of a “Cannabis Production Facility” and to recognise that a cannabis production facility be permitted in the Light and Heavy Industrial zones as well as the Gateway Zone provided they meet certain conditions. The conditions are that operations can only occur within a completely enclosed building and not within a greenhouse. The production site must also be located at least 70m from any sensitive land use ie; a school and residential use. Current provisions for Medical Marihuana facilities in the Agricultural and Rural zones are also proposed for a Cannabis Production facility.

Mr. Aquilina advised that during the Public Open House a comment was received from Lorie Tokala stating that she is in support of medical cannabis operations but believes that the distance of 70m should be increased to 150m.

Mr. Aquilina also advised that the Official Plan will be amended to include the new definition of a “Cannabis Production Facility” to the Industrial, Gateway, Agricultural and Rural zone and to delete the definition of “Medical Marihuana Facility” and use within the Industrial/Employment designation. Mr. Aquilina further outlined the definition of “Cannabis” and “Cannabis Production Facility”.

Mr. Aquilina advised that Regional comments had been received and their only objection to the proposed changes are that they did not want to exclude cultivation of cannabis from outdoor facilities.

(v) Questions of Clarification to Planning Staff:

Councillor Wells questioned Mr. Aquilina on enforcement of odour and lighting. Mr. Aquilina advised that it would be enforced as part of a site plan agreement. Other licensing requirements are under Federal regulation. Councillor Wells questioned how the distance of 70m from a sensitive land use was determined. Mr. Aquilina advised that the 70m would pertain only to lands within the urban area. Lands zoned Agricultural and Rural would require a 150m separation distance.

Councillor Bodner noted the difficulty in dealing with Health Canada regarding complaints about odor. He questioned whether tougher regulations could be put into place. Mr. Aquilina advised that this could be done through site plan agreements. Mr. Aquilina also noted that what was permitted back in 2014 is different from what is permitted today. Cannabis Production is only permitted in industrial type buildings in the urban area where the odor is contained and not in greenhouses.

Councillor Bodner questioned whether the City will be challenged by the Region if Cannabis Production is not permitted outdoors. Mr. Aquilina advised that he will speak to them further on this matter.

Councillor Danch questioned whether the regulations will affect the operation of greenhouses now. Mr. Aquilina advised that the existing businesses have been grandfathered in. Any new facilities will be governed by the new regulations.

Councillor Kalailieff questioned whether this means medical marijuana will be permitted on Welland Street as it has been rezoned to Light Industrial. Mr. Aquilina advised that Council did not permit its use in that location.

Councillor Bruno questioned Mr. Aquilina as to whether any new applications have been made. Mr. Aquilina advised that he was approached several months ago but he does not have any applications at this time.

Councillor Bruno questioned Mr. Aquilina on whether any similar decisions or LPAT cases have been made by other municipalities, as well as what timeframe is being considered. Mr. Aquilina responded that he plans to bring forward his report to Council in the New Year. He noted that not many municipalities have this bylaw in place. Pelham, Niagara Falls, and N-O-T-L have citizen advisory groups who are to bring forward their proposals in the summer.

Councillor Bruno questioned the proposed distance as it pertains to odor and lighting and whether this can be dealt with first. Mr. Aquilina responded that the intent is for Council to address the whole by-law.

Councillor Desmarais advised that Norfolk County has dealt with this issue and suggested that Mr. Aquilina contact them for more information. Councillor Bodner also requested that staff provide a map to help identify the affected areas such as the Gateway zone. Mr. Aquilina agreed to contact Norfolk County for more information and to provide the mapping with his report.

(vi) Oral Presentations and/or Questions by Public:

Melissa Bigford of 173 Chippawa Road addressed Council. Ms. Bigford stated that she would like to see the setback made greater especially for the sensitive areas. She asked that conditions such as odor and lighting be included in the actual By-law rather than site plan agreements. Mr. Aquilina advised that there are policies in place in the Official Plan and that he will look into it for the Zoning By-law.

Mayor Steele advised that two delegations Anna Marie Fazari and Alexander Fazari of 3359 Concession 3 had requested to make an oral presentation, however they were not in attendance at this time.

Mayor Steele questioned Mr. Aquilina on whether a decision on the distance separation needed to be made by Council at this time. Mr. Aquilina advised that he will do some more research and bring it back to Council at a later date.

Councillor Bodner questioned the status of any existing or new Medical Marihuana facilities and how they are being regulated. Mr. Aquilina advised that the existing one along Highway 3 has been grandfathered in and there has not yet been a building permit issued for this facility. Mr. Aquilina also noted that any new facilities would need to comply with the new licensing requirements as well as having to make a Site Plan agreement.

Mr. Aquilina advised the public of a sign in sheet located at the rear of the room for those who wish to be notified of any future notices regarding this application. He then read the following cautionary statements:

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

And;

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

- (vii) Announcement Respecting Written Notice of Passage of the Official Plan and Zoning By-law Amendment:

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

- (viii) Explanation of Future Meetings:

Mr. Aquilina advised that this concludes the Public Hearing Under the *Planning Act*. The proposed amendments will be placed on Council's agenda at a future meeting.

6. **Adjournment:**

Mayor Steele adjourned the meeting at approximately 7:10 p.m.

William C. Steele
Mayor

Amber LaPointe
City Clerk

Minutes prepared by the Department of Planning and Development.

/hm

Proposed Official Plan and Zoning By-law Amendment for Cannabis Production Facility

File: D09-01-19 and D14-04-19

Purpose of Application

- The Official Plan is proposed to be amended by adding the definition of a “Cannabis Production Facility”, the use of a Cannabis Production Facility to the Industrial/Employment Lands, Gateway Zone, Agricultural and Rural and designations and by deleting the definition of a “Medical Marihuana Production Facility” and use within the Industrial/Employment designation.
- The Official Plan for cannabis production will also be amended to ensure compatibility with neighbouring land uses through installation and operation of odour and light mitigation systems; odour and light control, maintenance and monitoring plans, servicing and maintaining appropriate setbacks from sensitive receptors as detailed in Zoning By-law 6575/30/18 and through Site Plan Control.

The Zoning By-law Amendment proposes that a cannabis production facility be permitted in the Light and Heavy Industrial and the Gateway Zone provided they meet the following conditions:

1. all operations related to the production, storage and processing of cannabis occur within a completely enclosed building but not a greenhouse.
2. the site is located is at least 70 metres from any property used for a school or any residential use.

The Zoning By-law Amendment also proposes to delete reference throughout of Medical Marihuana Production Facility and replace it with Cannabis Production Facility and further that cannabis cultivation is not permitted outdoors in any zone.

The current provisions for medical marihuana facilities in the Agricultural and Rural zone are proposed to be in place for a Cannabis Production Facility.

The Zoning By-law Amendment proposes to add the following definitions:

“Cannabis”: means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marihuana shall have the same definition.

“Cannabis Production Facility”: means a facility structure for the cultivation, processing, packaging and shipping where cannabis is produced by a federally licensed producer and can be for the production of medical or recreational cannabis.

Existing

Zone Requirements – Medical Marihuana Production Facility

- | | | |
|----|--|---|
| a) | Minimum Lot Frontage | 75 metres |
| b) | Minimum Lot Area | Permitted only on an existing lot having a minimum size of 3 hectares |
| c) | Maximum Lot Coverage | |
| | i) Lots less than 5 hectares | 30 percent |
| | ii) Lots 5 hectares to 10 hectares | 10 percent |
| | iii) Lots greater than 10 hectares | 5 percent |
| d) | Minimum Front Yard | 30 metres |
| e) | Minimum Interior Side Yard | 16 metres |
| f) | Minimum Corner Side Yard | 30 metres |
| g) | Minimum Rear Yard | 30 metres |
| h) | Minimum Separation to Sensitive Land Use | 150 metres |
| i) | Where a lot line of a lot containing a Medical Marihuana Production Facility abuts a sensitive land use, then that part of said lot directly adjoining such lot line shall be used for no purpose other than a planting strip having a minimum width of 1.5 metres, measured perpendicularly to said lot line. | |
| j) | Outside storage of goods, materials or other supplies is not permitted. | |
| k) | Where a building or structure consists of more than 40% glass and where artificial lighting is required an opaque fence shall be provided and maintained adjacent to every portion of any lot line that abuts a sensitive land use. | |
| l) | 1 parking space shall be provided for every employee on the largest shift. | |
| m) | Servicing for the facility shall be designed by a Qualified Professional, identifying the source of irrigation water, water quantities required and the effects of same on the groundwater table and nearby wells. | |

Permitted in the following zones:

Rural, Agricultural, Light and Heavy Industrial and the Gateway Zone

This page intentionally left blank.

**City of Port Colborne
Regular Council Meeting 34-19
Minutes**

Date: November 25, 2019

Time: 10:11 p.m.

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

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

Staff Present: D. Aquilina, Director of Planning & Development
T. Cartwright, Fire Chief
A. Grigg, Director of Community and Economic Development
N. Halasz, Manager of Parks and Recreation
A. LaPointe, Acting Director of Corporate Services/City Clerk
C. Madden, Deputy Clerk (minutes)
P. Senese, Interim Chief Administrative Officer
S. Shypowskyj, Acting Director of Engineering and Operations

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

1. Call to Order:

Mayor Steele called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

No. 199 Moved by Councillor M. Bagu
Seconded by Councillor G. Bruno

That the agenda dated November 25, 2019 be confirmed, as circulated.

CARRIED

4. Disclosures of Interest:

Councillor Kalailieff declared a pecuniary interest regarding item 1 (Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges) as she has a boat at the Marina. The Marina fee schedule was separated from the fees and charges report and Councillor Kalailieff refrained from discussing or voting on the Marina fee item.

Councillor Bruno declared a pecuniary interest regarding item 1 (Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges) as his son-in-law has a boat at the Marina. The Marina fee schedule was separated from the fees and charges report and Councillor Bruno refrained from discussing or voting on the Marina fee item.

5. Adoption of Minutes:

No. 200 Moved by Councillor D. Kalailieff
Seconded by Councillor R. Bodner

- (a) That the minutes of the regular meeting of Council 33-19, held on November 12, 2019, be approved as presented.

CARRIED.

6. Determination of Items Requiring Separate Discussion:

The following items were identified for separate discussion:

Item 1.

7. Approval of Items Not Requiring Separate Discussion:

No. 201 Moved by Councillor G. Bruno
Seconded by Councillor E. Beauregard

That Items 1 to 10 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:

- (a) **Robert Salewytch, Program Manager, Transit Services, GO Implementation Office, Niagara Region Re: Pilot Program for On-Demand Transit Options**

Council Resolved:

Direct the Interim Chief Administrative Officer to bring forward transit options in the 2020 budget proposal including the urban boundary and municipal boundary on-demand options, the Saturday pilot program, and the current transit system.

(b) 72 Nickel Street

Council Resolved:

Direct the Director of Planning and Development to investigate 72 Nickel Street and move forward with any legal options to clean up the property including acquiring the property or tearing it down.

(c) Historical Property Issues

Council Resolved:

Direct the Director of Planning and Development to establish an action plan to address historical property issues; and

Direct staff to be proactive when dealing with the noted properties.

Items:**2. Fire and Emergency Services Department, Report 2019-178, Subject: Replacement of Self-Contained Breathing Apparatus**

Council Resolved:

That Fire Department Report 2019-178, Replacement of Self-Contained Breathing Apparatus be received; and

That Council authorize the Fire Chief to prepare a tender document for the purchase of breathing apparatus, spare bottles and a compressor air filling system and circulate the document to companies that provide Scott breathing apparatus and air systems.

3. Fire and Emergency Services Department, Report 2019-179, Subject: Fire Department Memorial

Council Resolved:

That Fire Department Report 2019-179, Fire Department Memorial be received; and

That Council approve the construction of a Fire Department Memorial at the Fire Station located at 3 Killaly Street West; and

That funding of the Memorial be authorized through grants, fundraising, and donations; and

That Council authorize the City's Deputy Treasurer to establish a special reserve account that donations can be assigned to and issue income tax receipts, if requested to do so.

4. Engineering and Operations Department, Engineering Division, Report 2019-175, Subject: Skelton Municipal Drain

Council Resolved:

That Engineering and Operations Department, Engineering Division Report 2019-175 with respect to the Skelton Municipal Drain, be received for information; and

That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Meeting to Consider on December 9, 2019, as per Section 41, Chapter D.17 of the *Drainage Act R.S.O. 1990*.

5. Planning and Development Department, Planning Division, Report 2019-183, Subject: Recommendation Report on Removing 700 Elm Street from the Municipal Registry of Heritage Properties

Council Resolved:

That the Council of the City of Port Colborne approve the removal of the lands legally known as Plan 3252 Part of Block B and C, NP 775 Part 1 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 700 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

6. Planning and Development Department, Planning Division, Report 2019-184, Subject: Recommendation Report on Removing 692 Elm Street from the Municipal Registry of Heritage Properties

Council Resolved:

That the Council of the City of Port Colborne approves the removal of the lands legally known as Plan 3252 Part of Block C, NP 775 and Part of Lot 3 on Plan 59R6290, City of Port Colborne, Regional

Municipality of Niagara; municipally known as 692 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

7. Chief Administrative Officer, Economic Development Division, Report 2019-169, Subject: Port Colborne Workforce Development Initiatives

Council Resolved:

That Chief Administrative Officer, Economic Development Division Report 2019-169 be received for information; and

That Council direct staff to explore grant opportunities to assist with the development of a Workforce Development Strategy and implementation of associated actions; and

That Council considers workforce development needs in future budget deliberations.

8. Chief Administrative Officer, Economic Development Division, Report 2019-170, Subject: Pilot Innovation, Creativity & Culinary Project

Council Resolved:

That Chief Administrative Officer, Economic Development Division Report 2019-170 be received for information; and

That Council direct staff to proceed with the research study and pilot program.

9. Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results) (PW 60-2019)

Council Resolved:

That the correspondence received from the Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results), be received for information.

10. Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study (PDS 32-2019)

Council Resolved:

That the correspondence received from the Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study, be received for information.

CARRIED

8. Consideration of Items Requiring Separate Discussion:

1. Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges

Due to the disclosures of interest the motion was separated and Councillors Kalilieff and Bruno did not vote on the first motion.

Moved by Councillor H. Wells
Seconded by Councillor R. Bodner

That the Consolidated Fees and User Charges, attached as Schedule L and M of Corporate Services Department Report 2019-166, 2020 Proposed Fees and User Charges be approved;

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

CARRIED.

Moved by Councillor R. Bodner
Seconded by Councillor M. Bagu

That the Consolidated Fees and User Charges, attached as Schedule A to K, and N to Y of Corporate Services Department Report 2019-166, 2020 Proposed Fees and User Charges be approved; and

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

CARRIED

9. Proclamations:

Nil.

10. Minutes of Boards, Commissions & Committees:

Nil.

11. Consideration of By-laws:

No. 202 Moved by Councillor E. Beauregard
Seconded by Councillor A. Desmarais

That the following by-laws be enacted and passed:

- | | |
|-------------|---|
| 6739/103/19 | Being a by-law to extend an Interim Control by-law for all lands within the City of Port Colborne |
| 6740/104/19 | Being a By-law to Appoint a Deputy Clerk (Charlotte Madden) |
| 6741/105/19 | Being a by-law to establish fees and charges for various services and to repeal by-law 6638/02/19 |
| 6742/106/19 | Being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the City of Port Colborne at its Special and Regular Meetings of November 25, 2019 |

CARRIED

12. Council in Closed Session:

Motion to go into Closed Session – 10:15 p.m.:

No. 203 Moved by Councillor F. Danch
Seconded by Councillor R. Bodner

That Council do now proceed into closed session in order to address the following matter(s):

- (a) Minutes of the closed session portion of the following Council meeting: November 12, 2019
- (b) Human Resources Report 2019-157, concerning the performance appraisal of the Chief Administrative Officer, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.
- (c) Community and Economic Development Department Report 2019-180, concerning the Roselawn Centre for the Arts, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

Motion to Rise With Report:

No. 204 Moved by Councillor F. Danch
Seconded by Councillor A. Desmarais

That Council do now rise from closed session with report at approximately 10:55 p.m.

CARRIED

13. Disclosures of Interest Arising From Closed Session:

Mayor Steele stated that Councillor Beauregard declared a pecuniary interest regarding item (c) (Community and Economic Development Department Report 2019-180) as he is employed by Sullivan Mahoney. Councillor Beauregard left the closed meeting during the discussion of the item.

14. Report/Motions Arising From Closed Session:

(b) Human Resources Report 2019-157, concerning the performance appraisal of the Chief Administrative Officer, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees _____

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

(c) Community and Economic Development Department Report 2019-180, concerning the Roselawn Centre for the Arts, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees _____

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

15. Adjournment:

Mayor Steele adjourned the meeting at approximately 10:58 p.m.

William C. Steele
Mayor

Amber LaPointe
City Clerk

AL/cm

City of Port Colborne
RECEIVED
NOV 27 2019
CORPORATE SERVICES
DEPARTMENT

CANAL DAYS ADVISORY COMMITTEE MEETING
Wednesday, September 11 – 5:15 p.m.
Library 3rd Floor, City Hall

Present: Mayor Bill Steele, Councilor Eric Beauregard, , Councilor Donna Kalailieff

Staff: Morena Bertholds, Michelle Cuthbert, Nicole Halasz, Luke Rowe,

Regrets: Councillor Ron Bodner

1) Welcome Call meeting to order at 5:15 p.m.

2) Approval of the Agenda

Moved by: Councillor Donna Kalailieff
Seconded by: Councillor Eric Beauregard
THAT the agenda be approved as present.
CARRIED

3) Approval of the July 22, 2019 minutes

Moved by: Councillor Eric Beauregard
Seconded by: Councillor Donna Kalailieff
THAT the minutes of July 22, 2019 be approved as present.
CARRIED

4) Declarations of Interest
none

5) Entertainment

Moved by: Councillor Eric Beauregard
Seconded by: Councillor Donna Kalailieff

THAT City of Port Colborne enter into a contractual agreement to have TNR act as an agent of the City in the negotiation and coordination of Ashen White Audio Visual Executives activities, including but not limited to, delivery, assembly, and operation of all technical equipment and services associated with Canal Days 2020, 2021 and 2022. AND

The booking, management, coordination and show/stage management of entertainment for, and during, the festival, as directed by the City.

CARRIED

Moved by: Councillor Eric Beauregard
Seconded by: Councillor Donna Kalailieff

THAT the City of Port Colborne approve TNR Productions to begin negotiations with potential entertainment acts for the 2020 Canal Days.

CARRIED

6) Helco Portables

Tabled for October 22, 2019 meeting

7) Marketing Update

- 105, 000 reached on Facebook (July 9 – August 5, 2019)
- 47, 000 post engagements (July 9 – August 5, 2019)
- 1000 new likes on Facebook since June 2019
- QR code not overly successful

8) Survey

- 639 responses. A favourable segment for first time conducting the survey independently.
- 827 were collected by outside company in 2018 and 600 in 2015.

9) Volunteers

- 104 Volunteers helped with the event
- 1430 total volunteer hours. (In Kind contribution valuing \$30 000)
- Use of Minor Sports Team organization a huge success
- Volunteer appreciation banquet September 17, 2019

10)Next Meeting Date

October 22, 2019

Items to discuss: Canal Days Visioning session.

11)Other Business

none

12) Adjournment – 6:40 p.m.

NOV 27 2019

CORPORATE SERVICES
DEPARTMENT

CANAL DAYS ADVISORY COMMITTEE MEETING
Tuesday, October 22 – 5:15 p.m.
3rd Floor, City Hall

Present: Mayor Bill Steele, Councilor Eric Beauregard, Councilor Donna Kalailieff, Councilor Ron Bodner

Staff: Morena Bertholds, Nicole Halasz, Luke Rowe,

Regrets: Ashley Grigg

1) Welcome Call meeting to order at 5:20 p.m.

2) Approval of the Agenda

Moved by: Councilor Ron Bodner
Seconded by: Councillor Eric Beauregard
THAT the agenda be approved as present.
CARRIED

3) Approval of the September 11, 2019 minutes

Moved by: Councillor Donna Kalailieff
Seconded by: Councillor Eric Beauregard
THAT the minutes of September 11, 2019 be approved as present.
CARRIED

4) Declarations of Interest
None

5) Entertainment

Moved by: Councillor Eric Beauregard
Seconded by: Councillor Donna Kalailieff

- a) Contract extension signed to 2022 with TNR Production within that is talent buy. 15% commission on talent buy. Amounts allocated for contract coordination and backstage coordination.
- b) Four days of entertainment. Budget for talent is \$95,000. Without Sunday it would be \$68,000. Concert costs for 2019 were \$34,000. After revenues and expenses and our grant of \$27,000 we were in the negative for \$7,000. We do not have government dollars for 2020. There will be a Federal grant for the above as per Mayor Steele re: Vance Badaway.

- c) Discussion centered on making Friday night Classic Rock Night and Free. Make Saturday and Sunday paid or Sunday have a cover band. Ask Dave Rapelje what \$10 is going to cost us and recommendation to investigate Friday and Saturday.

Motion that talent direction is via Country on Saturday, cover on Friday and Classic Rock on Sunday with gate fee and four days of entertainment and a \$95,000 budget.

Moved by: Councillor Donna Kalailieff
Seconded by: Councillor Eric Beauregard

- 6) Vessels have a \$92,000 budget. US Brigg – yes - \$30,000
St. Lawrence II \$4,500/day
Direction to book Empire Sandy, Brigg, and Cotter and go ahead and look at more ships. Luke to find out more information from St. Lawrence II and costs.
- 7) Sanctioned events
 - a) Car Show - keep to Sunday, helps Optimist Club art show which draws 1,000 people to the arena on Saturday and 3,000 on Sunday.
 - b) Kite Show will not move to Vale Center. Discuss opening up to weekend before as part of a 150th Anniversary event. As part of the Anniversary event discussions – have bands parade from Museum to HH Knoll Park with bands like the Niagara Regional Police Pipe and Drum band and the Burlington Band.
 - c) Strong Man Competition was discussed. They would want from us: barricades, access to hydro, and would like us to pay certificate of insurance. They would be available Saturday at Canal Days from 11a.m. to 5 p.m. Luke to ask if they can theme this.
- 8) Other Business
 - Discussion of tying into the weekend before with a Thursday night car show and fishing event. Reach out to the BIA about doing an event downtown ie dinner night. Luke to present to the BIA along the lines of a Taste of Port Colborne night and advertise this as part of a 150th Anniversary night with either a food truck night or restaurant night. Councillor Donna Kalailieff to introduce the 150th idea to the B.I.A.
 - Nicole to approach the Friends of the Lighthouse to run an event as a themed marine heritage event.
 - Look at having food trucks the weekend before. We have limited hydro on Clarence Street, we would need to add more. Look at upgrades with electrical panels. Opening weekend Anniversary look at having two or three bands to march to the park.

Look at having the kite show the weekend before at HH Knoll Park. Luke to send vendor and West Street redesign to fire and police for suggestions. Luke to measure for vendors and hydro suggestions.

9) Next Meeting Date

Tuesday, November 26th, 2019

10) Adjournment - 7:20 p.m.

This page intentionally left blank.



Senior Advisory Council
August 15, 2019 10:00 a.m.
Committee Room 3, 3rd Floor City Hall

Present: Nancy Busch, Audrey Garrett, Heidi Grzesina, Valerie King,
Betty Konc
Council: Councillor Angie Desmarais
Staff: Terry Shaubel
Regrets: Sue Brown, Phyllis Brown, Connie Butler, Maggie Wahl –
Horne, Ashley Grigg, Karen Walsh

1. Call to order 10:03 a.m.
2. Introductions of new members and staff – Terry Shaubel, Heidi Grzesina,
Nancy Busch
3. Motion to pass confirmation of the agenda for August 15, 2019.
Moved by: Audrey Garrett
Seconded by: Val King
THAT the agenda for August 15, 2019 be accepted.
CARRIED
4. Disclosure of Interest.
none
5. Motion to pass the minutes of July 18, 2019.
Moved by: Councillor Angie Desmarais
Seconded by: Val King
THAT the minutes of July 18, 2019 be accepted.
CARRIED
6. Business arising from the minutes.

- Age Friendly business document sent out Angie forgot to bring it, she will email it out for review and can be discussed at next meeting.
- Nancy Busch found out about the seniors advisory council at the market and didn't even know that this council existed, very happy to be part of it and know about it.

7. Business

a. Terms of Reference

Motion to accept committee name as Seniors Advisory Council.

Moved by: Heidi Grzesina

Seconded by: Betty Konc

THAT the Seniors Advisory Council be accepted.

CARRIED

Motion to accept the Terms of Reference as presented

Moved by: Audrey Garrett

Seconded by: Heidi Grzesina

THAT the Terms of Reference be accepted.

CARRIED

Terms of Reference to be send to Council.

b. Age Friendly Business

Age Friendly logo - Communication department is sending out a branding RFP which would include this.

Defer to September meeting.

c. Alzheimer Niagara – Coffee Break going to council September 9th, Friday that week is Friday, September 13th.

Change Alzheimer Niagara is presentation to council on September 23rd, 2019.

Farmer's Market on Friday September 27th, 2019.

Karen to book with Alzheimer and Farmer's Market.

Need city staff to set up at the Market 9 a.m. to noon.

Committee member present at council meeting.

Motion to accept Alzheimer Niagara dates.

Moved by: Val King

Seconded by: Angie Desmarais

THAT the dates for the Alzheimer Niagara Farmer's Market be Friday, September 27th, 2019.

CARRIED

8. New Business

- World Health Organization – Decade of Healthy Ageing 2020-2030.
- City of Port Colborne needs a Seniors Strategy Plan funding packages are available.
- September meeting discuss goals and tasks.
- Congratulations to Michelle Cuthbert or doing an amazing job on all the statistics provided from the internet.
- Thank you card or letter of appreciation to Judy Wade.
- Article in the newspaper regarding seniors staying in their homes too long. (attached)

9. Information/Correspondence

none

10. Adjournment at 10:48 a.m.

THAT we do now adjourn.

CARRIED

Next meeting: Thursday, September 19, 2019

This page intentionally left blank.



Senior Advisory Council
September 19, 2019 10:00 a.m.
Committee Room 3, 3rd Floor City Hall

City of Port Colborne
RECEIVED
NOV 27 2019
CORPORATE SERVICES
DEPARTMENT

Present: Phyllis Brown, Connie Butler, Audrey Garrett, Valerie King,
Betty Konc, Maggie Wahl – Horne

Staff: Karen Walsh

Regrets: Nancy Busch, Sue Brown, Councillor Angie Desmarais, Heidi
Grzesina

Guest: Darlene Upper, Community Support Services of Niagara

1. Call to order 10:02 a.m.

2. Motion to accept the agenda for September 19, 2019.

Moved by: Audrey Garrett

Seconded by: Val King

THAT the agenda for September 19, 2019 be accepted.

CARRIED

3. Disclosure of Interest.

none

4. Motion to accept the minutes of August 15, 2019.

Moved by: Maggie Wahl-Horne

Seconded by: Val King

THAT the minutes of August 15, 2019 be accepted.

CARRIED

5. Business arising from the minutes.

- Val spoke with the writer of the article on Seniors staying at home longer means trouble for others
- Resend out the Age friendly document

- Terms of Reference – have been sent to City Clerk

6. Business

- a. Age Friendly Business
Questionnaire for businesses

- b. Alzheimer Niagara –
Alzheimer Society presented Coffee Break at council on September 9th. On Friday, September 27th Senior Advisory Council booked for Farmer's Market in Market Square

- c. Port Colborne Senior Advisory Council – Strategic Planning Sessions
 - Look at previous Aging Strategic for Port Colborne - attached timelines, and quarterly look at it;
 - Create Mission, Vision and Values;
 - Goals of the objectives;
 - Parks and Rec Masterplan – include seniors exercise equipment in city parks.

7. New Business

- Signage for outside exercise equipment at VHWC;
- Presentation to Council with the Senior Advisory Council, goals and objectives the committee is working on;
- Age Friendly Niagara – Strategy and Action plan
- Bus benches, chat
- Services of 211
- Snowbuddies, leaf buddies – looking for volunteers, - went to high schools, word out to parents – Community Support Services of Niagara
- Community Services of Niagara – First Event – Taste of Niagara, Oct 6, 2019, 11:30 p.m. sign up event 12:00 p.m. Tickets are \$50
- Business with ramp program – organization, need to talk to high schools about building the ramps. – Yvon Doucet was to talk to the

schools. Liability issues. Talk to by-law. Welland might have done it
Doug Rapelji.

- Urgent Care will be closed when the new hospital opens in Niagara Falls. Discussion took place on the doctors in Port Colborne. Include in presentation to Council. Senior health will be compromised through the closure of the Urgent Care.

Motion to include Urgent Care as part of the delegation to City Council

Moved by: Audrey Garrett

Seconded: Maggie Wahl – Horne

THAT we include Urgent Care as part of the delegation to City Council

CARRIED

Presentation have a sub committee meeting on Thursday, October 3rd at 10 a.m. in the library on 3rd Floor of City Hall.

8. Information/Correspondence

None

9. Adjournment at 11:38 a.m.

THAT we do now adjourn.

CARRIED

Next meeting: Thursday, October 17, 2019

This page intentionally left blank.

CITY OF PORT COLBORNE
RECEIVED

NOV 27 2019

CORPORATE SERVICES
DEPARTMENT

July 15, 2019
MEETING OF THE PORT COLBORNE ACTIVE TRANSPORTATION
ADVISORY COMMITTEE

Minutes of the fourteenth regular meeting of the Committee Members of the Port Colborne Active Transportation Advisory Committee, held in Committee Room 3, Third Floor Library, City Hall, 66 Charlotte Street, Port Colborne July 15, 2019, 5:00 p.m.

The following Committee Members were in attendance:

Committee Members: Tom Harrietha, Ann Kennerly, George McKibbon
Council: Councillor Angie Desmarais
Staff: Stefanie DeCicco, Nicole Halasz, Karen Walsh
Regrets: Michael Scott, Wade Smith
Guests: Staff Sergeant Rob Laplante, from Niagara Regional Police

1. CALLED TO ORDER: 4:58 p.m.

2. CONFIRMATION OF PREVIOUS MINUTES:

Moved by: George McKibbon
Seconded by: Tom Harrietha

THAT the minutes from the June 17, 2019 be accepted as presented.
CARRIED

3. BUSINESS ARISING FROM THE MINUTES:

- Waste Recyclable working with Environmental Committee.
- George meeting with the Students for walkabout throughout the city.
- ATN – minutes, Port Colborne is hosting next meeting.
- Four bike racks are in place, Nickel Beach, Marina, VHWC, City Hall.

4. STAFF REPORT

Farmer's Market – Spencer at the Farmer's Market for Active Transportation.
Trail update – Spencer and Courtney going along the trails and doing a report back.

5. BUSINESS

- a) Niagara Regional Police Services – Welcome Staff Sergeant Rob Laplante
- Willing to partnership with ATAC if we are interested.
 - Multi-use trail, enforcement, public awareness & Education (examples ATV and Golf carts on trails) – is enforce through the Highway traffic act, off-road vehicle act, trespassing act.

- ATV and Golf cart are vehicles in the Highway Traffic Act, the same regulations – they are required to have license, insurance, safety equipment including lights.
- Educating the public on social media, festivals and city run events about trails and restrictions for ATV and golf carts, also the pedestrians crossing.
- Canada Safety Council would have brochures.
- Partner with Quad Niagara – enforcement – trail warden (similar to Ontario Snowmobile), do control as much as we can. Minimum of two officers to go out. Big ride please notify the police when organize trail dates.
- Complaint has to be immediately - Something that can be act on. If you see something call in right away. If you see someone riding in an unsafe matter call in right away.
- ATV and golf carts can be stopped for safety check and insurance. It is timely.
- Tent city - one person living in the tent – couldn't find the person, haven't been receiving reports on it. If you see any notify the police and they will look into and work with them. Don't wonder onto people's property.
- If they are off the trail, property owner the police act on the property owner behave, we can move them along but not force them to get help example have mental health. Charge is \$65 for trespassing. If it is criminal. Mechanism are there through city's by-law.
- Welfare check – are they capable to take care of themselves, and will not cause harm to themselves or others. They can not be arrest. You are never faulted for calling in on a welfare check. Volunteer help if they want help. (agencies include police, addiction, housing, community services – Bridges, Port Colborne). The intervention team works and gets them help. 60 people have been helped. Port Colborne is the only municipality in Niagara doing this.
- Success stories from other Niagara Municipalities - having similar issues.
- We don't chase ATV – too much risk and liabilities, enforcement can be difficult. Education people. Reach out to the police.
- The chart of vehicle types and permit use - Very informative and well done.
- Double check with legal and insurance companies.
- Page 15 electronic and motorize scooters and mopeds. – not too many in Port Colborne
- School Crossing Guard risk.
- Ontario Travel Council May 2017 otc.org has training.
- Guard is there no cars can go through if the guard on the road. Pedestrian can cross when there is a gap.

- Attending accidents along the trails and road way – none that comes to mind. Robin Hood – not save, East Side just did some clearing and widen it.
- Elizabeth and Killaly Street East – accidents.
- Fielding more complaints last year compared to this year.
- Around Port Colborne hot spots – could depending on any neighbour with a person calling.

b) Active School Travel – article attached.

- forward to Lisa at the region to do in McKay School
- looked at the school premises, did not do walk routes to school
- behavior for where you feel comfortable walking, walk on different – the way the sidewalk is design helps the walk (people walk on the further distance direct to best
- good data on how the kids would walk.
- (include map in next agenda).
- Walking school bus.

c) School Crossing Guard count – numbers attached

- Map together to for the numbers and location.
- Crossing check data with the

d) Trail update

e) Walkabout in the City

- George and Spencer, create a map how the city is perceived by walking, using the samples from Draft ... distributed by George at last meeting. Have some good paths to walk on.
- Sidewalks are not any worse then anywhere else.
- EAC – boulevard trees – walking down a tunnel.

6. NEW BUSINESS

- Stefanie – touch a truck event (emergency), Fire Prevention event, Open house with departments, awareness with tent, ATV club. Donation with Niagara Nutrition Breakfast Club (funds kept in Port Colborne). Awareness about Crossing Guide, Trial etiquette. October 5th at Operations Centre and Fire Hall.
- Clean it, green it.
- Delivery trucks on West Street parking on the side where there is no parking are causing an issue.
- Trees on boulevard.

7. INFORMATION/CORRESPONDENCE

None

8. ADJOURNMENT:

Moved by: Tom Harriettha
Seconded by: Stefanie DeCicco

Resolved that we do now adjourn.
CARRIED

Time of adjournment 6:15 p.m.

Next Meeting: Monday, September 16, 2019 at 5:00 p.m.

Invite Patti Moss to September meeting.

NOV 27 2019

CORPORATE SERVICES
DEPARTMENT

**SEPTEMBER 16, 2019
MEETING OF THE PORT COLBORNE ACTIVE TRANSPORTATION
ADVISORY COMMITTEE**

Minutes of the fiftieth regular meeting of the Committee Members of the Port Colborne Active Transportation Advisory Committee, held in Committee Room 3, Third Floor Library, City Hall, 66 Charlotte Street, Port Colborne September 16, 2019, 5:00 p.m.

The following Committee Members were in attendance:

Committee Members: Gregg Dame, Wade Smith
Council: Councillor Angie Desmarais
Staff: Nicole Halasz, Karen Walsh
Regrets: Tom Harrietha, Ann Kennerly, George McKibbon, Michael Scott
Guest: Cassandra Magazzeni

1. **CALLED TO ORDER:** 5:07 p.m.
Meeting notes
2. **WELCOME NEW MEMBER**
Introduction of everyone.
3. **TERMS OF REFERENCE UPDATE (CHANGE TO MINIMUM)**
Change terms of reference to minimum, vote by email.
4. **CONFIRMATION OF PREVIOUS MINUTES:**

Deferred

3. BUSINESS ARISING FROM THE MINUTES:

None

4. STAFF REPORT

Cruise Ship Excursions (Type of excursions that can be offered for passengers on the cruise ships) such as bikes excursions - bikes from the Broken Spoke program can be used, Nickel Beach.

ATN meeting be held in Port Colborne on Thursday, October 24th at Vale Health & Wellness Centre.

5. BUSINESS

- a) Niagara Regional Police Services

Karen to invite NRPS to attend meetings.

b) Trail update

Handouts from Courtney & Spencer

- Funding for trail clean up – looking at doing on Dain City route,
- Collaborating with JBL to clean up the trails of stones.
- A formal request from this committee. A letter, from the committee to JBL to help clean up the trail.
- Add mile markers.
- Local businesses – sponsors to be advertise how long to your business.
- Slow roll – trailers on the back, bottleneck at the some gates
- Secure them just the bit, to allow more access.
- Attack it a different way.
- Include police number on new signs.
- Look out for other ways to create a barrier.
- Mudlake is overgrown and full of dead ash. – Contact the conservation.
- Conductively to Gord Harry trail, Clarence Street is wide enough to have bike lanes, - Masterplan will address this.
- Next year, students ride the trails

c) Walkabout in the City

Handout from George

Deferred to next meeting.

d) Touch a truck event on Saturday, October 5th, 2019 at the Operation Centre and Fire Station.

Handout

Looking for volunteers

e) Active School Travel

McKay Map included in Agenda Package

Google maps, walk, cycle, drive time, drop off points away from school.

Town of Pelham has drive times.

f) School Wayfinding signs grant

Investing in Canada Infrastructure Program – Small-scale Improvements to address accessibility including wayfinding signs.

Karen to reach out Lisa

g) Harvest Festival on September 28th – Slow Ride

Map included in Agenda Package - Some of the roads used on the Slow Ride are unsafe.

6. NEW BUSINESS

Marketing
Winter Activities – riding on trails, beaches,

Draft report for Parks and Recreation Masterplan – currently staff is looking at and we will share the report with committee members.

Widening sidewalks, are they putting in bike lanes.

Letter to Chris Lee and CAO, and Mayor.

CAO – request for funding for bike lane on Welland Street from Clarence St to Nickel Beach.

7. INFORMATION/CORRESPONDENCE

none

8. ADJOURNMENT:

Time of adjournment 5:55 p.m.

Next Meeting: Monday, October 21, 2019 at 5:00 p.m.

This page intentionally left blank.

MINUTES of the 8th Regular Board Meeting of 2019

Tuesday, October 8, 2019, 6:15 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Bryan Ingram (Vice-Chair), Councilor Mark Bagu, Brian Beck, Valerie Catton, Harmony Cooper, Cheryl MacMillan
Staff: Scott Luey (CEO), Susan Therrien (Director of Library Services/Board Secretary)
Regrets: Jeanette Frenette, Ann Kennerly

1. Call to Order:

The Chair called the meeting to order at 6:15 p.m.

2. Chair's Remarks:

Mr. Cooper welcomed the Board and guest Craig Shufelt, Fort Erie Public Library CEO.

3. Declaration of Conflict of Interest:

Nil.

4. Adoption of the Agenda:

Moved by H. Cooper
Seconded by B. Ingram
19:054 That the agenda be adopted.
CARRIED.

5. Approval of the Minutes of the Previous Meeting of August 13, 2019:

Moved by V. Catton
Seconded by B. Beck
19:055 That the minutes of the August 13, 2019 meeting be adopted as circulated.
CARRIED.



6. Business Arising from the Minutes:

Nil.

7. Delegations and Presentations:

Craig Shufelt, CEO, Fort Erie Public Library, presented information on LiNC (Libraries in Niagara Cooperative) and Evergreen Integrated Library System.

8. Consent Items:

- 8.1. Circulation Report
- 8.2. Financial Statement
- 8.3. Director's Report
- 8.4. Public Relations Report
- 8.5. Media Items

Moved by H. Cooper

Seconded by B. Beck

19:056 That Consent Items 8.1 to 8.5 be received for information purposes.
CARRIED.

9. Discussion Items:

9.1. Integrated Library System

Moved by V. Catton

Seconded by H. Cooper

19:057 That the Port Colborne Public Library will not renew its ILS contract with SirsiDynix and will migrate to Evergreen; and,
That the Port Colborne Public Library submits a formal letter of interest to apply for admission to the Libraries in Niagara Cooperative (LiNC).
CARRIED.

9.2. Budget 2020

Moved by B. Ingram

Seconded by C. MacMillan



- 19:058 That the Draft 2020 Capital and Operating Budgets be approved with amendments as recommended.
CARRIED.

9.3. Indigenous Awareness and Reconciliation Policy

The Board discussed the policy as presented. The Director will re-present the policy at the November 2019 meeting with amendments as recommended. V. Catton requested a report from staff on recent items added to the collections relating to Indigenous cultures, languages and peoples, and titles by and about First Nations communities.

9.4. Progress Report on the Strategic Plan

Deferred to the November 2019 meeting.

9.5. Funding Sources

9.5.1. Friends of the Library

As recommended by staff, the library will not establish a Friends Group to assist with fundraising at the present time.

9.5.2. CanadaHelps

CanadaHelps is a registered charity and fundraising platform that assists registered Canadian charities maximize donations online. Library staff will register with CanadaHelps and add a donation feature to the library's website.

9.6. Trustee Council Meeting

The meeting will be held November 9, 2019, in Hamilton.

9.7. Ontario Public Library Week, October 20 – 26, 2019

Plans to celebrate Ontario Public Library Week include a contest and Patron Appreciation Day (sponsored by Sobeys).



10. Decision Items:

10.1. Policies

10.1.1. Library Reserves

10.1.2. Meeting Room

10.1.3. Community Information

10.1.4. King Street Sign

10.1.5. Accessibility and Staff

10.1.6. Indigenous Awareness and Reconciliation

Moved by H. Cooper

Seconded by B. Ingram

19:059 That policy items 10.1.2 to 10.1.5 be approved as presented; and,
That policy items 10.1.1 and 10.1.6 be deferred to the November 2019 meeting.
CARRIED

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Monday, November 4, 2019 at 6:15 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

14. Adjournment:

Moved by C. MacMillan

Seconded by V. Catton

19:060 That the meeting be adjourned at 7:52 p.m.
CARRIED.



Michael Cooper
Board Chair
November 4, 2019

Susan Therrien, Director of Library Services
Board Secretary
November 4, 2019

3 page intentionally left blank.



PORT COLBORNE

City of Port Colborne
RECEIVED

DEC 04 2019

CORPORATE SERVICES
DEPARTMENT

MEMORANDUM

MAYOR'S OFFICE

905-835-2900 Ext. 301

TO: Amber LaPointe, City Clerk
FROM: Nancy Giles
DATE: December 3, 2019
RE: Minutes of Grant Policy Committee

Please find attached the minutes of the July 31, 2019 meeting of the Grant Policy Committee that were approved at our October 21, 2019 meeting.

July 31, 2019
MEETING OF THE GRANT POLICY COMMITTEE

Minutes of the Grant Policy Committee held on July 31, 2019 at 5:00 p.m. in the Committee Room 3 at City Hall, 66 Charlotte Street, Port Colborne.

The following Committee Members and Staff were present:

Committee Members	Chairman Bea Kenny Mayor William Steele Councillor Eric Beauregard Councillor Gary Bruno Brenda Haymes Nancy Giles, Executive Assistant to the Mayor/CAO
-------------------	---

CALL TO ORDER:

Chairman Kenny called the meeting to order at 5:25 p.m.

APPROVAL OF THE AGENDA

Moved by B. Haymes
Seconded by E. Beauregard

That the agenda as presented be approved.
CARRIED.

APPROVAL OF THE MINUTES OF THE FEBRUARY 13, 2019 MEETING

Moved by E. Beauregard
Seconded by G. Bruno

That the minutes of the February 13, 2019 meeting be approved as presented.
CARRIED.

CORRESPONDENCE

Thank you letters were received from Women's Place of South Niagara, Education Foundation of Niagara and Port Colborne Operatic Society.

DONATION/SPONSORSHIP APPLICATIONS

The purpose of the meeting was to review the donation/sponsorship applications received from various organizations.

Bea Kenny declared a conflict of interest with respect to the application by Port Colborne Fair Trade Town Committee as she is a member of the committee.

Moved by G. Bruno
Seconded by B. Haymes

That donation/sponsorship requests be approved for a total of \$10,325 for the second allocation for the year 2019 as follows:

Community Living Port Colborne Wainfleet	\$1700
Friends of Port Colborne Lighthouses	\$1400
Friends of Roselawn Centre	\$1200
Niagara Nutrition Partners	\$2500
Port Colborne Fair Trade Town Committee	\$725
Port Colborne Historical & Marine Museum Auxiliary	\$2800

CARRIED.

Letters will be sent to all applicants advising them of the committee's decision and inviting them to a future council meeting.

OTHER BUSINESS

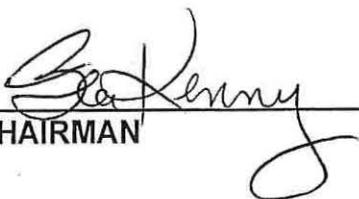
CHANGES TO GRANT POLICY

Members agreed to review the policy in detail and this will be discussed at a separate meeting in October.

ADJOURNMENT:

Moved by B. Haymes
Seconded by E. Beauregard

That we do now adjourn. Time of adjournment 6:15 p.m.
CARRIED.



CHAIRMAN



SECRETARY

This page intentionally left blank.