



**City of Port Colborne  
Regular Meeting of Council 09-20  
Monday, March 23, 2020 – 6:30 p.m.  
Council Chambers, 3<sup>rd</sup> Floor, 66 Charlotte Street**

## **Agenda**

**NOTICE:** Although this Special Council Meeting is a public meeting, we strongly encourage residents not to attend as a precautionary measure, due to the COVID-19 concerns. We remind residents that these are unusual times and we are keeping the health and safety of our community as a priority. If you have any questions about the meeting, please contact the Clerk's Office.

**Council Meetings are streamed LIVE on our [YouTube Channel](#), courtesy of WeeStream.**

- 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) Regular meeting of Committee of the Whole 05-20, held on March 9, 2020.
  - (a) Special meeting of Council 07-20, held on March 9, 2020.
  - (b) Regular meeting of Council 08-20, held on March 9, 2020.
- 6. Determination of Items Requiring Separate Discussion:**
- 7. Approval of Items Not Requiring Separate Discussion:**
- 8. Consideration of Items Requiring Separate Discussion:**
- 9. Proclamations:**

None.
- 10. Minutes of Boards, Commissions & Committees:**

None.
- 11. Consideration of By-laws:**
- 12. Adjournment:**

**Council Items:**

Notes	Item	Description / Recommendation	Page
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>1.</p>	<p><b><u>Corporate Services Department, Clerk's Division, Report No. 2020-50 Subject: Emergency COVID-19 Preparedness</u></b></p> <p>That Corporate Services Department Report 2020-50, Emergency COVID-19 Preparedness be received; and</p> <p>That 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, be amended to appoint the Deputy Fire Chief as alternate Community Emergency Management Coordinator (CEMC), and</p> <p>That the Procedural By-law be amended to allow electronic participation of Council members in extraordinary circumstances; and</p> <p>That delegated authority be jointly given to the Mayor and Chief Administrative Officer in the event that a meeting of Council is not able to be conducted due to an emergency situation; and</p> <p>That By-law No. 6746/110/19, be amended to exempt penalty and interest charges for tax payments until April 30, 2020 in order to provide relief;</p> <p>That By-law No. 3151/22/95, and By-law No. 3424/6/97 be amended to exempt penalty charges for water, and wastewater payments respectively, during the months of March and April of 2020 in order to provide relief; and</p> <p>That the necessary by-laws be approved by Council and signed by the Mayor and City Clerk.</p>	<p>9</p>
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>2.</p>	<p><b><u>Department of Chief Administrative Officer, Report 2020-49, Subject: COVID-19 Impact on Union Negotiations</u></b></p> <p>That Council authorize the Chief Administrative Officer to negotiate and execute a one-year extension of the City's collective agreements with City and Library staff represented by the Canadian Union of Public Employees and with full-time fire fighters represented by the Port Colborne Professional Fire Fighters Association.</p>	<p>29</p>

<p>WCS RB AD</p>	<p>MB GB DK</p>	<p>EB FD HW</p>	<p>3.</p>	<p><b>Corporate Services Department, Report 2020-46, Subject: 2020 Financing for Nickel Area Storm Sewer Capital Project – Region of Niagara – Infrastructure Ontario Loan Program</b></p> <p>That the debenture by-law be approved to authorize the Regional Municipality of Niagara to apply for debentures in the amount up to \$5,000,000 through the Infrastructure Ontario Loan Program for a term of 30 years;</p> <p>That the City Treasurer be authorized to apply for a construction loan through Infrastructure Ontario for the duration of the construction of the Nickel Area Storm Sewer to accommodate cash flow;</p> <p>That the Mayor and City Clerk be authorized to sign the appropriate borrowing by-laws to authorize the issuance of debentures by the Region;</p> <p>That the Mayor, City Clerk and City Treasurer be authorized to sign the appropriate debenture/loan agreements, financing schedule, financing agreement and documentation required to receive the debentures/loans; and</p> <p>That Council approve the 2020 Storm Sewer Fees schedule as presented in this report.</p>	<p>31</p>																									
<p>WCS RB AD</p>	<p>MB GB DK</p>	<p>EB FD HW</p>	<p>4.</p>	<p><b>Engineering and Operations Department, Engineering Division, Report 2020-43, Subject: Downtown CIP Funding Strategy</b></p> <p>That Council approve the funding strategy outlined in the following chart to complete Phase 1 of the downtown CIP, which includes Clarence Street, from West Street to Catharine Street and incorporates the replacement of underground infrastructure and streetscaping from building face to building face;</p> <table border="1" data-bbox="408 1406 1361 1821"> <thead> <tr> <th>Source</th> <th>2019 Funds</th> <th>2020 Funds</th> <th>2021 Funds</th> <th>Total Funds</th> </tr> </thead> <tbody> <tr> <td>OCIF Formula Grant Funding</td> <td>\$324,300</td> <td>\$418,760</td> <td>\$400,000</td> <td>\$1,143,060</td> </tr> <tr> <td>Federal Gas Tax – Roads/Water/ Sewer/Storm</td> <td>\$221,611</td> <td>\$200,00</td> <td>\$200,000</td> <td>\$621,611</td> </tr> <tr> <td>Federal Gas Tax – additional Grant received</td> <td>\$597, 751</td> <td></td> <td></td> <td>\$597,751</td> </tr> <tr> <td>Ontario Municipal Partnership Fund (OMPF) Grant</td> <td>\$52,100</td> <td></td> <td></td> <td>\$52,100</td> </tr> </tbody> </table>	Source	2019 Funds	2020 Funds	2021 Funds	Total Funds	OCIF Formula Grant Funding	\$324,300	\$418,760	\$400,000	\$1,143,060	Federal Gas Tax – Roads/Water/ Sewer/Storm	\$221,611	\$200,00	\$200,000	\$621,611	Federal Gas Tax – additional Grant received	\$597, 751			\$597,751	Ontario Municipal Partnership Fund (OMPF) Grant	\$52,100			\$52,100	<p>39</p>
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<p>WCS MB EB RB GB FD AD DK HW</p>	<p>5.</p>	<p data-bbox="438 998 1444 1073"> <b>Corporate Services Department, Finance Division, Report 2020-48, Subject: Proposed 2020 Water and Wastewater Rates</b> </p> <p data-bbox="438 1108 1396 1143">                     That the 2020 Water and Wastewater Rates be approved as follows:                 </p> <table data-bbox="438 1164 1356 1425"> <tr> <td>Water Usage Rate</td> <td>\$1.365</td> <td>per m<sup>3</sup></td> </tr> <tr> <td>Water Service Fixed Charge</td> <td>\$395.01</td> <td>annual fixed rate</td> </tr> <tr> <td>Wastewater Usage Rate</td> <td>\$1.382</td> <td>per m<sup>3</sup></td> </tr> <tr> <td>Wastewater Service Fixed Charge</td> <td>\$535.64</td> <td>annual fixed rate</td> </tr> </table> <p data-bbox="438 1466 1420 1574">                     That the 2020 Water and Wastewater budgets as presented in Corporate Services Department, Finance Division Report 2020-48, be approved; and                      That the Water and Wastewater Rates by-laws be approved; and                      That a Wastewater Detection Program be implemented and funded \$500,000 from the Capital Infrastructure Reserve Fund with results reported to Council.                 </p> <p data-bbox="438 1792 1396 1827"> <b><u>Notes:</u> Presentation provided by Peter Senese, Acting Treasurer.</b> </p>	Water Usage Rate	\$1.365	per m <sup>3</sup>	Water Service Fixed Charge	\$395.01	annual fixed rate	Wastewater Usage Rate	\$1.382	per m <sup>3</sup>	Wastewater Service Fixed Charge	\$535.64	annual fixed rate	<p>45</p>								
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<p>WCS RB AD</p>	<p>MB GB DK</p> <p>EB FD HW</p>	<p>6.</p>	<p><b><u>2020 Operating/Capital Budget</u></b></p> <p>That the 2020 Operating/Capital Budget be received; and</p> <p>That the 2020 Operating/Capital Budget, except for additional levy increase requests above the base level of services be approved;</p> <p>That Council confirm and approve, that in compliance with Ontario regulation 284/09, the 2020 budget was developed using the cash basis and has excluded the following non-cash accrual expenses: a portion of the amortization expense and the net annual amount of post-employment benefits expense in excess of the actual retiree eligible expenses.</p> <p>That the 2020 Budget be approved as presented with the City's net overall levy for 2020 at \$19,078,401 (Operating levy of \$16,660,141 and Capital levy of \$2,418,260).</p> <p>That the operating expenditures of \$27,232,892, operating revenues/fees/reserves/OMPF funds of \$10,572,751 and capital expenditures of \$11,742,117 with capital revenues from reserves/grants of \$9,323,857 be approved.</p> <p>That the Storm Sewer budget be approved to be funded through an established flat fee schedule to include an operating/capital budget raising approximately \$770,279 annually to fund operations, the storm sewer debt and the storm sewer capital reserve for future infrastructure.</p> <p>That the Mayor and City Clerk be authorized to execute the appropriate By-law for the budget estimates for all sums required for the operations for the year 2020.</p> <p><b><u>Notes: Presentation provided by Peter Senese, Acting Treasurer.</u></b></p> <p>The 2020 Budget Package is available on the City's website at the following link: <a href="http://portcolborne.ca/page/minutes_and_agendas">http://portcolborne.ca/page/minutes_and_agendas</a></p>	<p>On-line</p>
<p>WCS RB AD</p>	<p>MB GB DK</p> <p>EB FD HW</p>	<p>7.</p>	<p><b><u>Engineering and Operations Department, Operations Division, Report 2020-44, Subject: Port Colborne Distribution System Annual Summary Report</u></b></p> <p>That Council accepts Engineering and Operations Department, Engineering Division, Report No. 2020-44, Subject: Port Colborne Distribution System Annual Summary Report, prepared in accordance with O. Reg. 170/03 for information.</p>	<p>71</p>

WCS	MB	EB	8.	<p><b>Corporate Services Department, Finance Division, Report 2020-45, Subject: Statement of Remuneration and Expenses 2019</b></p> <p>That Corporate Services Department, Finance Division, Report No. 2020-45, Subject: Statement of Remuneration and Expenses 2019 be received for information purposes as per Sections 283 and 284 of the <i>Municipal Act, 2001</i>, as amended.</p>	91
RB	GB	FD			
AD	DK	HW			
<b>Miscellaneous Correspondence</b>					
WCS	MB	EB	9.	<p><b>Memorandum from Nancy Giles, on behalf of The Social Determinants of Health Advisory Committee – Everyone Matters Re: Submission to Ontario Poverty Reduction Strategy</b></p> <p>That the Memorandum from Nancy Giles, on behalf of The Social Determinants of Health Advisory Committee – Everyone Matters Re: Submission to Ontario Poverty Reduction Strategy, be endorsed and a letter be submitted to the Poverty Reduction Strategy, by the Mayor and the Co-chairs of the Committee.</p>	95
RB	GB	FD			
AD	DK	HW			
<b>Outside Resolutions – Requests for Endorsement</b>					
None.					
<b>Responses to City of Port Colborne Resolutions</b>					
None.					

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

<b>By-law No.</b>	<b>Title</b>
6766/16/20	Being a By-law to Amend By-law 6694/58/19, Being a By-law Establishing and 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
6767/17/20	Being a By-law to Amend By-law No. 6250/76/15, Being a By-law to Govern the Proceedings of Council and Committee Meetings
6768/18/20	Being a By-law to Delegate Powers and Duties to the Mayor and Chief Administrative Officer during the COVID-19 Pandemic
6769/19/20	Being a By-law to Amend By-law No. 6746/110/19, A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020
6770/20/20	Being a By-law to Authorize the Submission of an Application to Ontario Infrastructure and Lands Corporation ("OILC") for Financing Certain ongoing Capital Work(s) of The Corporation of the City of Port Colborne (The "Lower-Tier Municipality"); to Authorize temporary Borrowing from OILC to meet Expenditures in connection with Such Capital Work(s); and to Authorize Long-Term Borrowing for such Capital Work(s) through the Issue of Debentures by the Regional Municipality of Niagara (The "Upper-Tier Municipality") to OILC
6771/21/20	Being a By-law to Adopt the Estimates for the City of Port Colborne for its Own Operations for the year 2020
6772/22/20	Being a By-law to Amend By-law No. 3151/22/95, As Amended, a By-law to Regulate the Supply of Water and to Provide for the Maintenance and Management of The Water Works and for the Imposition and Collection of Water Rates
6773/23/20	Being a By-law to Amend By-law No. 3424/6/97, As Amended, Being a By-law for the Imposition and Collection of Sewage Service Rates and Sewer Rates
6774/24/20	Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of March 23, 2020

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Report Number: 2020-50

Date: March 23 2020

**SUBJECT: Emergency COVID-19 Preparedness**

**1) PURPOSE**

The purpose of this report is to seek Council approval to establish measures to prepare for all possible implications of the COVID-19 pandemic.

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

The 2019 Novel Coronavirus (COVID-19) pandemic, as defined by the World Health Organization (WHO) has the potential to create long-term disruption to the business of the City including the Council decision making process.

Safety of staff, residents, and ensuring business continuity in order to make critical decisions during an emergency is a priority of staff. As a result it is recommended that Council put in place a variety of measures to prepare for all possible implications of COVID-19.

**3) STAFF COMMENTS AND DISCUSSIONS**

In order to ensure continuity of operations during the COVID-19 pandemic staff are recommending the following:

**Alternate CEMC**

The Community Emergency Management Coordinator (CEMC) is a position legislatively required through O. Reg. 380/04, Section 11(2) in order to lead a municipality through an emergency. The City's CEMC has activated the City of Port Colborne's Emergency Operations Centre (EOC) in order to prepare for disruptions in services. As the COVID-19 pandemic is expected to effect the City's workforce for months, it is essential that multiple alternates be established for the CEMC position. The Manager of Parks and Recreation is currently the only alternate CEMC. Staff are now recommending that the Deputy Fire Chief be added as an alternate CEMC. This position will ensure continual communication is held with the Provincial Emergency Operations Centre and the Regional Emergency Operations Centre, as well as ensure the EOC operates effectively.

**Electronic Meeting Participation**

Under Section 238(3.1) of the Municipal Act, 2001, a municipality may approve electronic participation by a Council member during a Committee of the Whole or Council meeting through their Procedural By-law. The Municipal Act, 2001 does not permit the electronic participant to count towards quorum or to vote on the items being discussed. Additionally, electronic participation is not permitted during Council meetings that are closed to the public.

The Province will be considering an amendment to the Municipal Act in order to enhance the provisions allowing for electronic participation by a member of Council in light of the pandemic. In light of this, staff are recommending an amendment to the City's Procedural By-law allowing for the broad ability to electronically participate in extraordinary circumstances in order to be prepared for the amendment.

### **Delegation of Authority**

Section 23.1 of the Municipal Act, 2001 provides that a municipality may delegate its powers and duties, subject to certain restrictions. Staff are recommending that delegated authority be given to a body consisted of the Mayor and Chief Administrative Officer in the event that a meeting of Council is not able to be conducted due to an emergency situation during the COVID-19 pandemic. Delegated authority is being recommended by local municipalities, as well as throughout the Province with the goal of ensuring business continuity if quorum becomes an issue. Decisions are intended to be essential in nature and regular communication would be provided to Council.

### **Tax and Water Penalty Exemptions**

Currently under By-law 6746/110/19, the penalty for non-payment of taxes or any instalment by the due date is a percentage charge of 1.25% and similarly, the interest for non-payment of taxes is a percentage charge of 1.25%. Under By-law No. 6648/12/19, there is a 2.5% penalty for late water payments. Under By-law No. 6649/13/19, there is a 2.5% penalty for late sewer (wastewater) payments. For both water and wastewater, there is no monthly interest calculated thereafter unless it is added to the tax bill. Staff are recommending a two-month exemption in penalty and interest charges for tax, water and wastewater payments. This exemption is recommended due to the difficulty of accessing City Hall during the public closure. Staff are also making this recommendation in order to help alleviate financial burden that may be prevalent as a result of the COVID-19 pandemic.

Staff are recommending this relief until April 30 and will assess the implications of the pandemic in the upcoming weeks. Subsequently, staff will provide further recommendations to Council as necessary.

The recommendations in this report are intended for use in the emergency situation known as the COVID-19 pandemic. Staff are confident that these measures will ensure business continuity and support the wellbeing of the residents of Port Colborne.

These recommendations can be revisited at an upcoming Council meeting as desired. Electronic participation during Council meetings will be examined in more depth during the 2020 Procedural By-law review and can be altered or removed during that time. The CEMC alternate and delegated authority by-law can be repealed at a future Council meeting as desired.

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

There are two financial considerations in the recommendations being brought forward. Electronic participation in Council meetings may require additional costs. Staff have not

fully assessed all options, but are confident that expenses incurred could be allocated in existing operational budgets. It is expected that current phones and/or ipads would be used for this practice.

The City will lose revenue by waiving penalty and interest charges for tax, water and wastewater payments. The lost revenue is difficult to estimate as additional penalties during this time would be expected. Staff estimate that lost revenue would total approximately \$100,000.

**a) Do Nothing**

If Council does not approve the recommendations residents may encounter a disruption in the quality of service provided by the City.

**b) Other Options**

It is recommended that Council approve the recommendations in order to ensure the City is prepared for the implications as a result of the COVID-19 pandemic.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not applicable.

**6) ATTACHMENTS**

- Appendix A – Draft By-law – Amending the Emergency Management Program
- Appendix B – Draft By-law – Amending Procedural By-law
- Appendix C – Draft By-law – Delegation of Authority By-law
- Appendix D – Draft By-law – Tax Penalty and Interest Charges Exemption
- Appendix E – Draft By-law – Water and Wastewater Penalty and Interest Charges Exemption

**7) RECOMMENDATION**

That Corporate Services Department Report 2020-50, Emergency COVID-19 Preparedness be received; and

That 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, be amended to appoint the Deputy Fire Chief as alternate Community Emergency Management Coordinator (CEMC), and

That the Procedural By-law be amended to allow electronic participation of Council members in extraordinary circumstances; and

That delegated authority be jointly given to the Mayor and Chief Administrative Officer in the event that a meeting of Council is not able to be conducted due to an emergency situation; and

That By-law No. 6746/110/19, be amended to exempt penalty and interest charges for tax payments until April 30, 2020 in order to provide relief;

That By-law No. 3151/22/95, and By-law No. 3424/6/97 be amended to exempt penalty charges for water, and wastewater payments respectively, during the months of March and April of 2020 in order to provide relief; and

That the necessary by-laws be approved by Council and signed by the Mayor and City Clerk.

**8) SIGNATURES**

Prepared on March 18, 2020 by:



Amber LaPointe  
Acting Director of Corporate Services/  
City Clerk

Reviewed and respectfully submitted by:



C. Scott Luey  
Chief Administrative Officer

The Corporation of the City of Port Colborne

By-law no. \_\_\_\_\_

Being a by-law to amend By-law 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 the Council of the Corporation of the City of Port Colborne enacted By-law 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, on December 9, 2019; and

Whereas at its meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne approved the recommendations of Corporate Services Department, Clerk's Division Report No. 2020-50, Subject: Emergency COVID-19 Preparedness; and

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

1. That section 8 of By-law 6694/58/19 be amended by striking out the following words:

“the Manager of Parks and Recreation be appointed as alternate C.E.M.C.”

And adding thereto the following words:

“each of the Manager of Parks and Recreation and the Deputy Fire Chief be appointed as an alternate C.E.M.C.”

2. That this by-law shall come into force and take effect on the day that it is passed by Council.

Enacted and passed this 23<sup>rd</sup> day of March, 2020.

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

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

The Corporation of the City of Port Colborne

By-law No. \_\_\_\_\_

Being a By-law to Amend By-law No. 6250/76/15, Being a By-law to Govern the Proceedings of Council and Committee Meetings

Whereas the Council of The Corporation of the City of Port Colborne enacted By-law 6250/76/15, Being A By-law to Govern the Proceedings of Council and Committee Meetings, on June 22, 2015; and

Whereas By-law 6250/76/15 has been amended from time to time; and

Whereas at its meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness; and

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

1. That Section 1 of By-law 6250/76/15, be amended by adding the following definition:

“**Electronic Participation**” means a Council member who participates in a Committee of the Whole or Council meeting remotely via electronic means in accordance with the provisions of the Municipal Act, 2001 as amended.”

2. That By-law No. 6250/75/15, be further amended by adding the following subsections under section 7:

**“7.4 Electronic Participation**

- (a) Shall be permitted only in circumstances deemed extraordinary by the Clerk;
  - (b) Shall only be permitted at Committee of the Whole meetings and any special, emergency or regular Council meetings;
  - (c) In order to Chair a meeting, a Member of Council shall be present in person at the meeting;
  - (d) The member of Council who wishes to participate in a meeting electronically shall provide the Clerk a minimum of 24 hours' notice in advance.”
3. That By-law 6250/76/15, Being A By-law to Govern the Proceedings of Council and Committee Meetings, be amended to provide for electronic participation.

The Corporation of the City of Port Colborne

By-Law No. \_\_\_\_\_

Being a by-law to delegate powers and duties to the Mayor and Chief Administrative Officer during the COVID-19 Pandemic

Whereas Section 23.1 of the *Municipal Act, 2001* provides that a municipality may delegate its powers and duties, subject to certain restrictions; and

Whereas Section 23.2 (1) of the *Municipal Act, 2001* does not authorize a municipality to delegate legislative and quasi-judicial powers under any Act except those listed in subsection (2) and the legislative and quasi-judicial powers under the listed Acts may be delegated only to:

1. one or more members of its council or a council committee;
2. a body having at least two members of whom at least 50 per cent are:
  - a) members of its council;
  - b) individuals appointed by its council;
  - c) a combination of individuals described in subclauses a) and b); or
3. an individual who is an officer, employee or agent of the municipality; and

Whereas Section 23.3 (1) of the *Municipal Act, 2001* does not authorize a municipality to delegate any of the following powers and duties:

1. The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
2. The power to pass a by-law under section 400.1 and Parts VIII, IX, IX.1 and X.
3. The power to incorporate corporations in accordance with section 203.
4. The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
5. The power to pass a zoning by-law under the *Planning Act*.
6. The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
7. The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
8. The power to adopt or amend the budget of the municipality.
9. Any other power or duty that may be prescribed. 2006; and

Whereas the Mayor and Chief Administrative Officer include anyone acting in those positions;

4. That this by-law shall come into force and take effect on the day that it is passed by Council.

Enacted and passed this 23<sup>rd</sup> day of March, 2020.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk



The Corporation of the City of Port Colborne

By-Law No. \_\_\_\_\_

Being a By-law to Amend 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 at its meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness;

And Whereas Council is desirous of amending 6746/110/19, A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020.

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

1. That 6746/110/19, A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020, be amended to by adding the following subsection:

"1.1 Non-payment penalties shall not be charged from March 23, 2020 until April 30, 2020;"
2. That 6746/110/19, A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020, be further amended to by adding the following subsection:

"2.1 Non-payment interest shall not be charged from March 23, 2020 until April 30, 2020;"
3. That this by-law shall come into force and take effect on the day that it is passed by Council.

Enacted and passed this 23rd day of March, 2020.

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

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

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

1. That a body consisting of the Mayor and Chief Administrative Officer shall be jointly delegated the powers and duties of Council under the *Municipal Act, 2001*, or any other act subject to the restrictions prescribed by law during the COVID-19 Pandemic commencing March 23, 2020;
2. That the body consisting of the Mayor and Chief Administrative Officer shall exercise such delegated powers and duties only in the event that Council is unable to hold a meeting in the time frame required to consider matters that may require the exercise of municipal authority;
3. That the body consisting of the Mayor and Chief Administrative Officer shall report the exercise of such delegated authority to Council as soon as practicable;
4. That notwithstanding the delegation of powers and duties provided for by this by-law, Council shall not part with its municipal authorities and it may continue to exercise its powers and duties under the *Municipal Act, 2001*, and any other act concurrently with the body consisting of the Mayor and Chief Administrative Officer;
5. That the delegation of powers and duties provided for by this by-law may be revoked at any time by Council without notice;
6. That the Mayor and Clerk be authorized to execute such agreements, instruments, conveyances and other related documents necessary to give effect to the transactions authorized by the Mayor and Chief Administrative Officer under the delegated authority approved until the end of the COVID-19 Pandemic; and
7. That this by-law shall come into force and take effect on the final passage thereof.

Enacted and passed this 23<sup>rd</sup> day of March, 2020.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk

The Corporation of the City of Port Colborne

By-Law No. \_\_\_\_\_

Being a By-law to Amend By-Law No. 3151/22/95, as Amended, A By-law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates

Whereas at its Meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness and Corporate Services Department, Finance Division Report 2020-48, Subject: Proposed 2020 Water and Wastewater Rates, and resolved as follows:

- that the rate for water usage for 2020 be set at \$1.365 per cubic meter
- that the fixed rate for 2020 be set at \$395.01 per year.

And Whereas Council is desirous of amending By-law No. 3151/22/95, as amended, Being a By-law for the Imposition and Collection of Water Rates.

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

1. That By-law No. 3151/22/95, as amended, Being a By-law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates, be further amended by replacing Schedule "A" thereto with Schedule "A" hereto.
2. The fixed rates established by this By-law shall be effective January 1, 2020 for large users and March 1, 2020 for bulk water haulers and shall be effective for residential and Institutional/Commercial/Industrial (ICI) quarterly billings commencing with the first quarter of 2020 and subsequent billings (subject to further amendments of the By-law).
3. The usage rate established by this By-law shall be effective March 1, 2020 for large users, March 1, 2020 for bulk water haulers and for residential and ICI quarterly billings commencing with the second billing of 2020 and subsequent billings (subject to further amendments of the By-law).

Enacted and passed this 23rd day of March, 2020.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk

**Schedule "A" to By-law No. \_\_\_\_\_  
and By-law No. 3151/22/95, As Amended**

**Water Rates**

**1. Metered Consumption Rates**

Residential, Institutional/Commercial/Industrial (ICI) consumption is subject to a metered rate of \$1.365/cubic meter per billing period. No minimum charge per billing period.

**2. Bulk Water Sales Rates**

The metered rate for bulk water sales is \$1.365/cubic meter per billing period.

The service charge is based on a 75 mm (3") meter regardless of the actual meter used and is \$4,345.11 per annum or \$362.09 per month.

**3. Fixed Rate (Service Charge)**

All users are subject to a fixed rate based on meter size. The residential service charge is \$395.01 per annum or \$32.92 per month for a 15mm (5/8") and 19 mm (3/4") meter. The ICI fixed rate is \$395.01 per annum or \$32.92 per month for a 15 mm (5/8") and 19 mm (3/4") meter.

For other size meters, the fixed rate will be based on the following meter factors:

<b><u>Meter Size</u></b>	<b><u>Service Charge Meter Factor</u></b>
25 mm (1")	1.4
38 mm ( 1 1/2")	1.8
50 mm (2")	2.9
75 mm (3")	11.0
100 mm (4")	14.0
150 mm (6")	21.0
200 mm (8")	29.0
250 mm (10")	40.0

All vacant land directly abutting the water/sewer distribution system will be charged the annual fixed rate as per the rate set out in the Sewer Rate By-law, as amended.

4. **Flat Rate (Residential)**

Rate of \$413.00 per billing period (average user) where an accurate meter reading cannot be recorded for the following:

- where service connection has been turned on at the property line but where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and/or providing access to read a water meter or reading device;
- refusing to remove any obstructions to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;
- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

**Flat Rate (Commercial)**

Rate to be calculated based on the following, where an accurate meter reading cannot be recorded for the same reasons as above for Residential:

2x the current fixed rate per Section 3, PLUS 2x the monthly average of the previous 12 months' consumption history (monthly billings)

**OR**

2x the current fixed rate per Section 3, PLUS 2x the quarterly average of the previous 3 years of the same billing cycle consumption history (quarterly billings)

5. **Water for Construction Rates**

**Flat Rate:**

Residential	\$209.00
Commercial	\$351.00
Industrial	\$351.00
Institutional	\$351.00

Upon final inspection, rates to be charged at the current consumption rates.

**6. Administration Charge**

- issuing of water shut off tags shall be charged to the property owner at a fee of \$45.00;
- water account inquiries will be provided at a fee of \$7.00;
- Reading of analog meter due to refusal to upgrade to RF meters will be provided at a fee of \$45.00 per scheduled reading dates;
- Customer request to change out from an RF meter to an analog meter will be at the customer's expense to cover the actual cost of the new analog meter plus removal and installation costs.

**7. Late Payment Fee**

A two and one half (2 ½%) percent late payment fee is charged on the first day of default to all users. This is a one-time charge on the amount billed and outstanding past the due date. Water payments must be received at the Municipal Office City Hall on or before the due date.

Late payment penalty fees shall not be charged during the months of March and April of 2020.

**8. On and Off Charges**

A single charge for turn off/on will be levied if performed on the same calendar day during regular hours.

A single charge at the after-hours/weekend rate will be levied if the turn off/on is performed within a 4 hour (maximum) period.

**9. Meter Testing**

All meter testing will require a minimum deposit of \$50.00 and will be billed at actual cost. The minimum deposit will be applied to the bill. If the meter is found to be inaccurate, creating an over billing, the deposit will be refunded.

**10. New Water Meter and Remote Reader**

5/8" X 3/4" meter complete	actual cost
3/4" meter complete	actual cost
1" meter complete	actual cost

1 1/2" meter complete	actual cost
2" meter complete and larger	actual cost

**11. Permits**

A fee for new water service installation will be charged based on the current annual Public Works Services Schedule of Rates and Fees, to be collected on the building permit.

**12. Billing Cycle**

All users with meters greater than 50 mm (2") to be billed monthly. This includes bulk water and large users. All other users to be billed quarterly, meters being read and billed between three defined areas designated by the Corporation.

The Corporation of the City of Port Colborne

By-Law No. \_\_\_\_\_

Being a By-law to Amend By-law No. 3424/6/97, As Amended, Being a By-law for the Imposition and Collection of Sewage Service Rates and Sewer Rates

Whereas at its Meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness and Corporate Services Department, Finance Division Report 2020-48, Subject: Proposed 2020 Water and Wastewater Rates, and resolved as follows:

- that the rate for sewer usage for 2020 be set at \$1.382 per cubic meter.
- that the fixed rate for 2020 be set at \$535.64 per year.

And Whereas Council is desirous of amending By-law No. 3424/6/97, as amended, Being a By-law for the Imposition and Collection of Sewage Service Rates and Sewer Rates;

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

1. That By-law No. 3424/6/97, as amended, Being a By-law for the Imposition and Collection of Sewage Service Rates and Sewer Rates, be further amended by replacing Schedule "A" thereto with Schedule "A" hereto.
2. The fixed rates established by this By-law shall be effective January 1, 2020 for large users and shall be effective for residential and Institutional/Commercial/Industrial (ICI) quarterly billings commencing with the first quarter of 2020 and subsequent billings (subject to further amendments of the By-law).
3. The usage rate established by this By-law shall be effective March 1, 2020 for large users and shall be effective for residential and ICI quarterly billings commencing with the second billing of 2020 and subsequent billings (subject to further amendments of the By-law).

Enacted and passed this 23rd day of March, 2020.

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William C Steele  
Mayor

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Amber LaPointe  
City Clerk



**Rates for Wastewater (Sanitary Sewer) System**

(1) **Metered Rates**

- (a) The Wastewater (Sewage Service) Usage Rate is subject to a metered rate of \$1.382 per cubic meter per billing period. No minimum usage charge per billing period. All sectors shall be billed at 100% of water consumed unless otherwise detailed within the by-law.
- (b) Negotiated industrial customers are subject to a metered rate of \$1.382 per cubic meter per billing period.

(2) **Wastewater Fixed Rates (Service Charge)**

- (a) All users are subject to a fixed rate based on meter size. The fixed rate is \$535.64 per annum for a 15 mm (5/8") and 19 mm (3/4") meter.
- (b) For all other meter sizes, the fixed rate will be multiplied by the following factors:

<b><u>Meter Size</u></b>	<b><u>Meter Factor</u></b>
25 mm (1")	1.4
38 mm (1 1/2")	1.8
50 mm (2")	2.9
75 mm (3")	11.0
100 mm (4")	14.0
150 mm (6")	21.0
200 mm (8")	29.0
250 mm (10")	40.0

All vacant land directly abutting the sanitary sewer system will be charged the annual fixed rate of \$535.64, to be billed through the property tax billing.

(3) **Flat Rate (Residential)**

Rate of \$418.00 per billing period (Average User) where water service is active and connected to the system but the following circumstances do not permit a water meter reading:

- where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and/or providing access to read a water meter or reading device;
- refusing to remove any obstructions to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;
- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

**Flat Rate (Commercial)**

Rate to be calculated based on the following, where an accurate meter reading cannot be recorded for the same reasons as above for Residential:

2x the current fixed rate per Section 3, PLUS 2x the monthly average of the previous 12 months' consumption history (monthly billings);

**OR**

2x the current fixed rate per Section 3, PLUS 2x the quarterly average of the previous three (3) years of the same billing cycle consumption history (quarterly billings).

(4) **Late Payment Fee**

A two and one half (2 ½%) late payment fee is charged on the first day of default to all users. This is a one-time charge on the amount billed and outstanding past the due date. Sewer payments must be received at the Municipal Office on or before the due date.

Late payment penalty fees shall not be charged during the months of March and April of 2020.

(5) **Billing Cycle**

- (a) All large users with water meters greater than 50 mm (2") are to be billed monthly.
- (b) All other users are to be billed quarterly, meters being read and billed between three (3) defined areas designated by the Corporation.
- (c) Vacant land properties will be billed annually. Seasonal properties will be billed annually.

(6) **Exemptions from Billing for Sanitary Sewer Costs**

- (a) Bulk water haulers accessing City bulk water facilities.
- (b) Port Colborne Poultry Limited.

- (c) Any property that does not directly abut any part of the sanitary sewer system.
- (d) Any other property that is covered by a separate by-law enacted by Council.

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Report Number: 2020-49

Date: March 23, 2020

Subject: COVID-19 Impact on Union Negotiations

**1) PURPOSE:**

This CAO generated report is provided to seek authorization from Council to negotiate extended collective agreements with the City's CUPE Union and Professional Fire Fighters Association.

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

The City has collective agreements with several groups of workers including the Canadian Union of Public Employees for City staff and library board employees, the Port Colborne Professional Fire Fighters Association for full-time fire fighters, and the local Association that represents volunteer fire fighters. The agreement with volunteer fire fighters has been extended and does not end until 2020, however the CUPE agreements expire on April 30, 2020 and the full-time fire fighters agreement expired on December 31, 2019.

Discussions to negotiate a new collective agreement with full time fire fighters were delayed by mutual agreement of the parties due to the absence of key staff.

**3) STAFF COMMENTS AND DISCUSSIONS**

The rapid proliferation of the COVID-19 coronavirus in Canada and Ontario has necessitated precautionary measures in Port Colborne including the reduction of staff meetings and Council meetings as well as enforcement of social distancing and other workplace measures instituted to help forestall the spread of the virus.

As such, staff recommend that collective bargaining for new agreements be suspended indefinitely. In order to maintain good relations with bargaining units, staff recommend negotiating a one-year extension of all three agreements (City staff, Library staff, full time fire fighters). Staff would propose that the CUPE bargaining units be offered a one-year extension of all of the working conditions and benefits provided in the current agreements as well as a wage increase that mirrors market conditions. The agreement with full time fire fighters provides a wage increase in accordance with the negotiated increase provided to other full-time fire departments in Niagara – staff do not recommend a change to this practice.

If staff is unable to negotiate an extension, it is presumed that the terms of the existing agreements will remain in place until new agreements are agreed upon. A one-year extension is the preferred course of action as it provides stability in the work-force and

recognizing the increased cost of living by providing a wage increase is a show of good faith to City employees.

**4) OPTIONS AND FINANCIAL CONSIDERATIONS:**

An extended contract with employees will provide a modest increase in wages, this increase is included in the City's annual budget.

**a) Do nothing.**

If Council chooses to do nothing, the existing working conditions will remain in place, however staff will not receive a negotiated annual increase based on the increased cost of living. (NOT RECOMMENDED).

**b) Other Options**

Council could choose to authorize the Chief Administrative Officer to negotiate a one-year extension to the City's collective agreements. Since the Council meeting schedule could be disrupted by continued precautions to halt the spread of COVID-19, staff further recommend that Council delegate authority to the Chief Administrative to Officer to execute the negotiated agreements. (RECOMMENDED).

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not Applicable.

**6) ATTACHMENTS**

None.

**7) RECOMMENDATION**

That Council authorize the Chief Administrative Officer to negotiate and execute a one-year extension of the City's collective agreements with City and Library staff represented by the Canadian Union of Public Employees and with full-time fire fighters represented by the Port Colborne Professional Fire Fighters Association.

**8) SIGNATURES**

Prepared on March 17, 2020 and respectfully submitted by:



C. Scott Luey  
Chief Administrative Officer



Report Number: 2020-46

Date: March 23, 2020

**SUBJECT: 2020 Financing for Nickel Area Storm Sewer Capital Project – Region of Niagara - Infrastructure Ontario Loan Program**

**1) PURPOSE:**

The purpose of this report is to obtain additional long term financing for the Nickel Area Storm Sewer capital project and authorize the Regional Municipality of Niagara to borrow on behalf of the City of Port Colborne to a maximum amount of \$5,000,000 through the Infrastructure Ontario Loan Program. The following capital project was previously approved in the City's 2017 capital budget:

- a) Nickel Area Storm Sewers – up to \$5,000,000, 30-year loan

As the *Municipal Act, 2001* requires that all long term financing for lower tier municipalities must be done through the Region, a resolution of Council is required by the Regional Municipality of Niagara to apply for such loans on behalf of the Municipality.

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

The Regional Municipality of Niagara requires an authorizing by-law for the issuance of loans on an annual basis to meet the capital expenditures of each municipality.

Council approved the awarding of the construction of the Nickel Area Storm Sewers on March 27, 2017 under Engineering & Operations Department Report No. 2017-44. Council approved a construction and design budget of \$8,208,038 plus taxes for a total cost of \$8,352,499. The City has received an Ontario Community Infrastructure Fund (OCIF) grant for \$2,000,000 and approved Regional CSO funding for \$1,173,303. The net debenture requirement amounted to \$5,179,196. The total debenture request was recommended to a maximum of \$5,500,000 over 30 years. In 2018, the City secured debentures in the amount of \$5,500,000.00 over 30 years with an annual debenture cost of \$299,819 amortized over 30 years at 3.56%.

Since 2017, additional work has been incurred in order to complete the project. In 2018, unfunded costs in the amount of \$3,120,019 were incurred and in 2019, unfunded costs in the amount of \$1,190,165 were incurred. It is expected that an additional \$500,000 of costs will be incurred before the completion of the additional work. It is expected that the total costs for the additional work will total approximately \$4,810,184. Therefore, the debenture requirement is recommended up to \$5,000,000. Staff will be requesting a Construction Loan through Infrastructure Ontario for cash flow purposes, until such time that the project is complete and a Debenture secured at that time.

To date, Change Orders payable to Peters Excavating Inc. total \$1,727,182. There were substantial additional costs for the removal of heavy metal contaminated material and disposal costs in the amount of \$1,364,933. Additional cost for restoration work was in the amount of \$877,955. Additional costs for sump pump work was in the amount of

\$637,046. Note that the actual debenture for the additional costs will be based on the final costing of the project up to the maximum.

a) Nickel Area Storm Sewers (Construction)

As members of Council are aware, the project has been ongoing for almost 3 years. The original Contract was awarded by the Council of the day to Peters Excavating, for the initial tendered price of \$8,352,499. This pricing was based on the design, quantities and specifications as detailed within the contract documents as prepared by WSP, Consulting Engineers, who were also the Municipality's appointed Contract Administrators for the project. As the appointed Engineers on the project, WSP had prepared all of the tender/contract documents and drawings. Based on their field investigations and field survey works, WSP developed the final tender drawings and documents for construction. Those documents were intended to address all of WSP's findings and detail all aspects of the works required within the project area.

As construction proceeded, some specific issues began to arise. These issues had not been addressed within the initial designs nor in the original Contract documents as tendered. Specifically, the issues centred on the levels of soil contamination being found within the project area and having to address that. What resulted was the need to test, then handle, and dispose of these contaminated soils in a fashion that all Provincial and Federal regulations were being adhered to.

As a result, additional costs accumulated for site dust control, soils sampling/lab costs, soils handling, transportation and disposal, tipping fees, legal costs and additional contract administration fees from the Consultant.

As the project progressed, the quantities and subsequent costs associated to excess contaminated soils, far exceeded the original Contract values. Not only was the Contract Administrator and subsequently the Municipality required to adhere to the Provincial and Federal requirements for proper handling and disposal of these contaminated soils, but additional cost were being incurred to supply and place clean materials where the contaminated soils had been removed. (This was done using clean granular backfills).

In summary, with specific reference to the cost overruns as detailed earlier within this report, approximately 70% of those costs are directly related to the handling and disposal of these excess contaminated soils, with the balance of costs attributed to the need for clean materials to replace those soils removed.

This project needed to be finalized, neither the Contract Administrators WSP nor the Municipality could have walked away from the overall project once it had progressed to that stage of completion. Council has been previously made aware of the ongoing situation during a number of in-camera meetings with Staff over the last 2 years (those meetings also involve discussions on legal matters related to this project and cannot be disclosed).



Now that this project is nearing completion, Staff is bringing this matter before Council to recommend the funding requirements and present Council with options.

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

Staff are presenting this report to obtain additional financing up to \$5,000,000 and to request for a Construction Loan through Infrastructure Ontario for cash flow purposes, until such time that the project is complete and a Debenture secured at that time.

The by-law attached in Appendix A provides the authority for the Region to apply to the Infrastructure Ontario Loan Program on behalf of the City for \$5,000,000 for a term of 30 years. The current interest rate is at 2.55% with annual debt payment of \$239,792 which may change at the time of the debenture request. The Construction Loan interest rate is currently at 2.16%.

The Treasurer has updated the Municipality's 2020 annual repayment limit respecting long term debt and financial obligations. The estimated annual amount payable in respect of the new loans will not cause the Municipality to reach or exceed the updated 2020 limit.

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

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

This is not an option as Council must finance such projects with borrowing as previously approved or reconsider the previous reports and provide other direction for financing. This is not recommended as the projects are currently in process or completed, as per previous Council approvals.

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

It is recommended that the issuance of loans be approved as described above and the Regional Municipality of Niagara be authorized to borrow on behalf of the City through the Borrowing By-law proposed in this report for up to \$5,000,000 through the Infrastructure Ontario Loan Program for a term of 30 years.

#### **Funding**

With the additional work, it is determined that an additional \$4,900,000 to \$5,000,000 of financing will be required. It is proposed that the annual cost of the additional debenture be financed from the storm sewer fees as previously approved by Council in 2019.

In order to continue with the funding formula for future storm sewer projects as presented and approved by Council in 2019 and payment of this new debenture, staff are recommending a small \$5.00 annual increase to the residential storm sewer fee for 2020. The attached Storm Sewer Fee Schedule shows the new recommended fees for 2020

and the attached Capital Funding Schedule shows the forecasted next 10 years of funding, debenture costs and accumulated funds for future capital projects.

Staff recommend that a construction loan be applied for through Infrastructure Ontario at an interest rate of approximately 2.16% to fund the ongoing construction payments until completed in order to accommodate cash flow and further to debenture the final construction cost to be amortized over a 30-year period through Infrastructure Ontario.

The City's Treasurer advises Council that the \$5,000,000 debenture request falls within the City's debenture limit. Currently, the City's imposed available debt payment limit for additional debt incurred amounts to \$3,900,000 which will accommodate the additional annual debt payment of approximately \$240,000. The City's 2020 Annual Repayment Limit imposed by the Province is \$5,138,963.

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

None.

## **6) ATTACHMENTS**

Appendix A – Debenture By-law

Appendix B – Storm Sewer Fee Schedule for 2020

Appendix C – Storm Sewer Capital Funding Schedule

## **7) RECOMMENDATION**

That the debenture by-law be approved to authorize the Regional Municipality of Niagara to apply for debentures in the amount up to \$5,000,000 through the Infrastructure Ontario Loan Program for a term of 30 years;

That the City Treasurer be authorized to apply for a construction loan through Infrastructure Ontario for the duration of the construction of the Nickel Area Storm Sewer to accommodate cash flow;

That the Mayor and City Clerk be authorized to sign the appropriate borrowing by-laws to authorize the issuance of debentures by the Region;

That the Mayor, City Clerk and City Treasurer be authorized to sign the appropriate debenture/loan agreements, financing schedule, financing agreement and documentation required to receive the debentures/loans; and

That Council approve the 2020 Storm Sewer Fees schedule as presented in this report.

## 8) SIGNATURES

Prepared on March 12, 2020 by:



Stephen Corr  
Manager of Revenue & Taxation/Deputy  
Treasurer

Reviewed and respectfully submitted by:



C. Scott Luey  
Chief Administrative Officer

Reviewed and prepared by:



Chris Lee  
Director of Engineering and Operations

CITY OF PORT COLBORNE  
STORM SEWER FEE SCHEDULE

RECOMMENDED

Description	2019 Fee Per Year	2019 Funding	2019 # of Properties	2020 Fee Per Year	2020 Funding	2020 Fee Increase
Single Family Properties	100	526,700	5,267	105.00	553,035.00	5.00
Multi-Residential 2 to 5 Units	175	69,475	397	183.75	72,948.75	8.75
Multi-Residential 6 to 9 Units	225	9,225	41	236.25	9,686.25	11.25
Institutional/Multi Res > 10 units	275	14,300	52	288.75	15,015.00	13.75
112 Charlotte St Condo 23 units	12	276	23	12.55	288.65	0.55
112 Sugarloaf St Condo 22 Units	13	286	22	13.10	288.20	0.10
72 Main St E Condo 31 Units	9	279	31	9.30	288.30	0.30
Small Commercial	175	50,925	291	183.75	53,471.25	8.75
Medium Commercial	225	2,250	10	236.25	2,362.50	11.25
Large Commercial	275	550	2	288.75	577.50	13.75
Light Industrial	375	21,375	57	393.75	22,443.75	18.75
Heavy Industrial	475	2,850	6	498.75	2,992.50	23.75
City Owned	225	24,300	108	236.25	25,515.00	11.25
CNPI Owned	225	1,125	5	236.25	1,181.25	11.25
Hydro One Owned	225	225	1	236.25	236.25	11.25
Niagara Peninsula Housing	275	825	3	288.75	866.25	13.75
Niagara Region	225	4,725	21	236.25	4,961.25	11.25
Niagara Regional Housing	275	550	2	288.75	577.50	13.75
Transport Canada Owned	225	3,150	14	236.25	3,307.50	11.25
MTO Owned	225	225	1	236.25	236.25	11.25
<b>TOTAL</b>		<u>733,616</u>			<u>770,278.90</u>	

CITY OF PORT COLBORNE  
STORM SEWER CAPITAL FUNDING SCHEDULE

YEAR	FEE COLLECTED	LESS OPERATING BUDGET	LESS CITY STORM FEES	CAPITAL FUNDING AVAILABLE	LESS DEBENTURE COSTS	ANNUAL FUNDING	ACCUMULATED CAPITAL FUNDING	Forecasted ACCUMULATED CAPITAL FUNDING
2019	730,566	212,957	22,150	495,459	299,819	195,640	195,640	225,000
2020	770,279	213,256	29,925	527,098	299,819	227,279	422,919	460,500
2021	785,685	217,521	30,524	537,640	535,000	2,640	425,559	706,710
2022	801,398	221,872	31,134	548,393	535,000	13,393	438,952	963,844
2023	817,426	226,309	31,757	559,361	535,000	24,361	463,312	932,121
2024	833,775	230,835	32,392	570,548	535,000	35,548	498,860	911,764
2025	850,450	235,452	33,040	581,959	535,000	46,959	545,819	902,999
2026	867,459	240,161	33,700	593,598	535,000	58,598	604,417	906,059
2027	884,808	244,964	34,374	605,470	535,000	70,470	674,887	921,180
2028	902,505	249,863	35,062	617,579	535,000	82,579	757,466	948,604

NOTE: 2% COST OF LIVING INCREASE ANNUALLY

NOTE: \$5 residential increase in fees in 2020

NOTE: \$5,500,000 Debenture for Nickel Area Storm Sewer project-annual cost \$299,819 over 30 years

NOTE: \$4,900,000 Debenture for Nickel Area Storm Sewer Project-annual cost \$234,687 over 30 years at 2.55% interest

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Report Number: 2020-43

Date: March 23, 2020

**SUBJECT: Downtown CIP Funding Strategy**

**1) PURPOSE:**

This report was prepared by Chris Lee, Director of Engineering and Operations, with the assistance of Peter Senese, Acting Treasurer of the City's Corporate Services Department. The purpose of this report is to update Council on the funding application previously outlined in Council Report 2018-123, Subject: Information Report on the Proposed Staging and Funding of the Downtown CIP.

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

In 2018, Staff investigated potential funding sources to complete the detailed design and construction of the Downtown CIP's Phase 1. Phase 1 includes Clarence Street from West Street to Catharine Street and incorporates the replacement of underground infrastructure and streetscaping from building face to building face. For reference, the subsequent phases are outlined below but subject to change based on future budgeting and funding opportunities.

Phase 2 - Charlotte Street (West Street to Elm Street)

Phase 3 - King Street (Elgin Street to Kent Street)

Phase 4 - West Street (Princess Street to Sugarloaf Street)

Phase 5 - Catharine Street (Princess Street to Kent Street) and Clarence Street (Catharine Street to Elm Street)

Phase 6 – Elgin Street (Catharine Street to West Street), Park Street (West Street to King Street), Princess Street (Catharine Street to West Street), Kent Street (West Street to Catharine Street) and Elm Street (Princess Street to Catharine Street)

As a result of Report 2018-123, Council directed staff to move forward with applying to funding sources that were in line with the funding strategy presented. This strategy funded the project by the following sources:

- OCIF Grant Top-Up - 2018 application for 2019 funding @ \$1,176,900
- OCIF Formula Funding - for 2019/2020, total @ \$703,000
- OMPF Funding - for 2019/2020, total @ \$200,000
- Federal Gas Tax Funding - for 2019/2020, total @ \$320,000.
- Capital Levy contribution - for 2019/2020, total @ \$400,000
- Annual Sewer and Water Budgets - for 2019/2020, total @ \$1,200,000

### 3) STAFF COMMENTS AND DISCUSSIONS:

After applying for the OCIF Grant top-up, a notice was released by the Minister of Infrastructure that the 2018 OCIF Grant top-up program was removed and the Investing in Canada Infrastructure Program was created which includes road, bridge, air, and marine infrastructure as assets eligible for funding. A significant portion of the Downtown CIP project incorporates replacing underground infrastructure, which is no longer eligible. This change severely reduced the funding that this project was eligible for, creating the need for a revised funding strategy. The revised funding strategy is outlined in the chart below.

Source	2019 Funds	2020 Funds	2021 Funds	Total Funds
OCIF Formula Grant Funding	\$324,300	\$418,760	\$400,000	\$1,143,060
Federal Gas Tax - Roads/Water/Sewer/Storm	\$221,611	\$200,000	\$200,000	\$621,611
Federal Gas Tax-additional Grant received	\$597,751			\$597,751
Ontario Municipal Partnership Fund (OMPF) Grant	\$52,100			\$52,100
Capital Infrastructure Reserve Fund	\$47,900		\$287,578	\$335,478
Water Wastewater Budget-debenture (2021)			\$1,200,000	\$1,200,000
Capital Levy	\$200,000	\$150,000	\$200,000	\$550,000
<b>Budget</b>				<b>\$4,500,000</b>

With the need to finalize design plans, staff anticipate final drawings and contract documents to be ready in the third quarter of 2021. This will allow the City to retain a contractor in the late summer or early fall of 2021 and commence construction in late fall of 2021 or early winter of 2022. The construction will continue through winter and spring of 2022 and targeted to complete in early summer before events season is in full swing. This timeline ensures all funding will be available for design and consulting purposes during 2021 and funding for construction available in 2022.

In the event that Council approves the recommendations of this report, the estimated timing of all related events are as follows:

- Budget approvals in spring of 2020.
- Staff to prepare RFP documents, issue for proposal, interview/select and report back to Council with recommendations on Consultant in the summer of 2020.
- Selected Engineering Consultants to undertake detailed field work, initiate designs in the fall of 2020 and early winter of 2021.
- Designs finalized in spring of 2021, after involvement with the public and Downtown Business Improvement Area Board of Management.
- Contract documents and drawings finalized and issued for tender in summer of 2021.
- Report to Council with a recommendation to award in late summer/early fall of 2021.
- Selected Contractor to start fall of 2021 and early winter of 2022.
- Construction to continue through winter and spring of 2022, targeted to complete in early summer.



Phases 2 through 6 could be funded in the same manner as the first phase. Should any new or additional funding options become available, the municipality could take advantage of those new funds to speed up or merge phases.

Staff are actively following grant funding announcements from the Federal and Provincial governments to determine the suitability of the Downtown CIP for grant applications. If the City was successful in obtaining grant funding and required to provide matching funds, the Capital Infrastructure Reserve Funds (proceeds of the sale of NRBN shares held in reserve) would be a recommended source of matching funds.

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

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

If no action is taken, the Downtown CIP project will be put on hold with no further action.

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

##### **Wait for Future Funding Opportunities**

Council could direct staff to put the Downtown CIP Phase 1 project on hold with staff actively seeking alternative funding opportunities. When funding sources arise, staff will report back to Council with a revised funding strategy.

##### **Proceed with Funding Phase 1 (Recommended)**

Council could direct staff to proceed with the funding strategy proposed within this report to complete construction on Phase 1 of the Downtown CIP.

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

The Downtown CBD CIP was made a priority during Council's 2009-2010 Strategic Planning sessions and reconfirmed in the 2018 Strategic Planning session.

#### **6) ATTACHMENTS**

Appendix A – Phase 1 Streetscaping Plan

#### **7) RECOMMENDATION**

That Council approve the funding strategy outlined in the following chart to complete Phase 1 of the downtown CIP, which includes Clarence Street, from West Street to Catharine Street and incorporates the replacement of underground infrastructure and streetscaping from building face to building face;

Source	2019 Funds	2020 Funds	2021 Funds	Total Funds
OCIF Formula Grant Funding	\$324,300	\$418,760	\$400,000	\$1,143,060
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Water Wastewater Budget-debenture (2021)			\$1,200,000	\$1,200,000
Capital Levy	\$200,000	\$150,000	\$200,000	\$550,000
<b>Budget</b>				<b>\$4,500,000</b>

That staff be directed to prepare a request for proposal to retain a consultant to complete the detailed design and contract administration of the project in accordance with the City's procurement policy;

That staff be directed to liaise with the Downtown Business Improvement Area Board of Management during the design phase;

That staff be directed upon design completion, to present the final design of the Downtown CIP - Phase 1 project to Council in June 2021; and

That staff be directed to retain a contractor to complete the construction of the Downtown CIP – Phase 1 project for construction to start in the winter of 2022, all in accordance with the City's procurement policy.

## 8) SIGNATURES

Prepared on March 10, 2020 by:

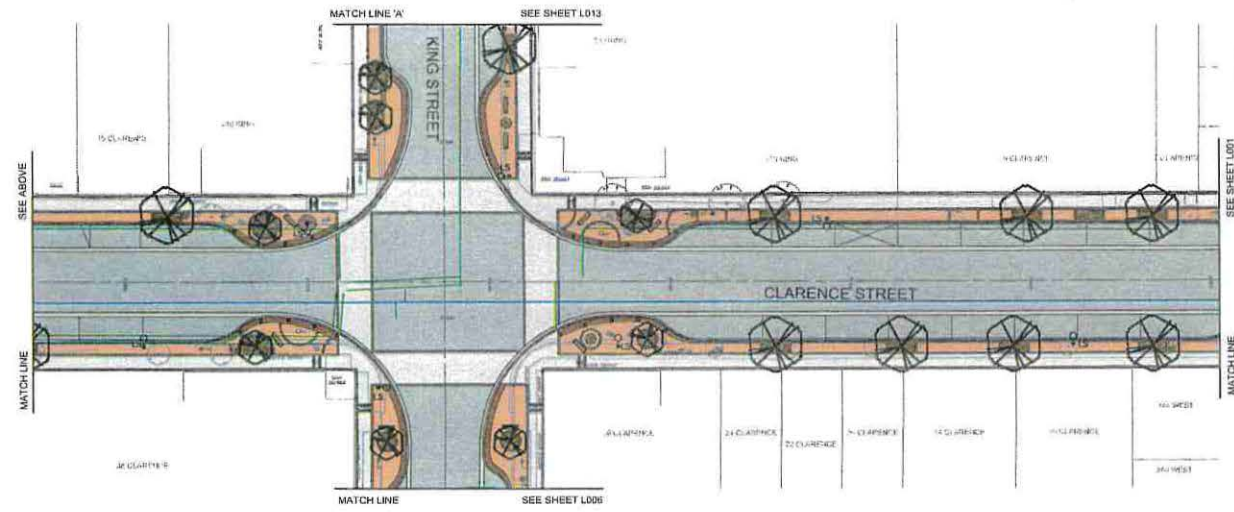
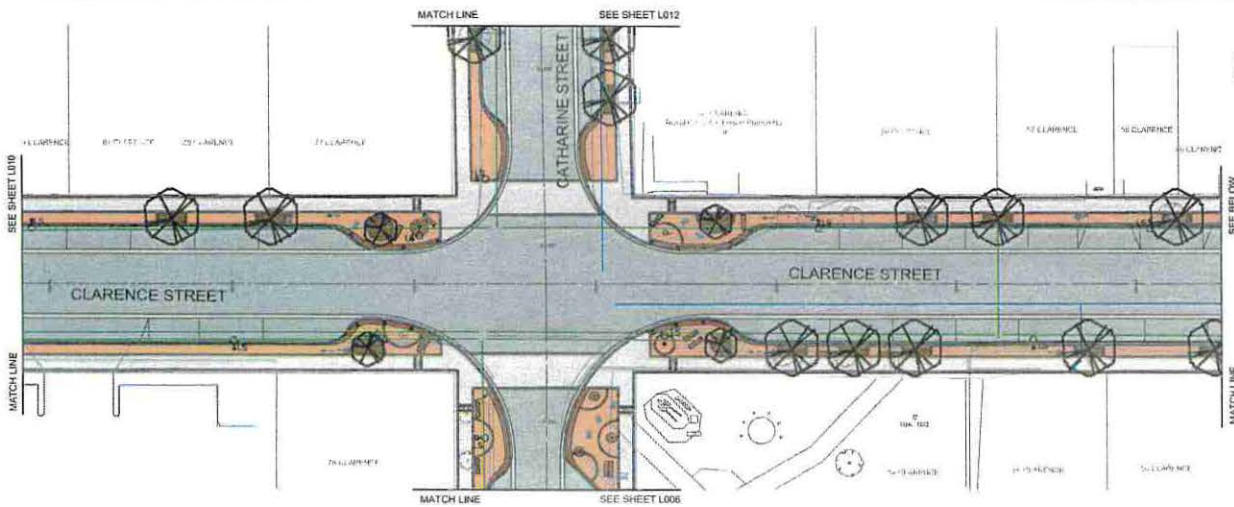
Chris Lee  
Director of Engineering and Operations

Reviewed by:

Peter Senese  
Acting Treasurer, Corporate Services

Reviewed and respectfully submitted by:

C. Scott Luey  
Chief Administrative Officer



**LEGEND**

- PROPOSED ASPHALT
- PROPOSED MUNICIPAL SIDEWALK
- PROPOSED COLOURED CONCRETE BANG
- PROPOSED CONCRETE STACKED ROAD PATTERN
- PROPOSED SOD
- PROPOSED BOLLARDS see detail
- PROPOSED DECIDUOUS TREE see detail
- PROPOSED SHRUBS see detail
- PROPOSED LIGHT STANDARD see detail
- PROPOSED DECORATIVE POLE MARKER see detail
- PROPOSED BACKLESS BENCH see detail
- PROPOSED BENCH see detail
- PROPOSED STONE SEATING WALL see detail
- PROPOSED ARMOURSTONE BOLLARD/BENCH see detail
- PROPOSED CONCRETE RECEPTACLE see detail
- PROPOSED LINE RACK see detail
- PROPOSED STEEL PLANTERS see detail
- PROPOSED WATER MAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER

5	Revised as per Client Comments	MAY12	GB
4	Updated Streetscaping for Highway Planning	APR12	GB
3	90% Streetscaping Submission	DEC11	GB
2	60% Streetscaping Submission	OCT11	GB
1	30% Streetscaping Submission	AUG11	GB



**NOTES**

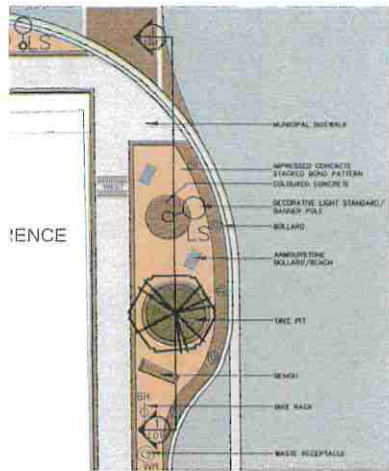
- 1) THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES PRIOR TO COMMENCING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES PRIOR TO COMMENCING WORK.
- 2) BEFORE THE START OF WORK, THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES PRIOR TO COMMENCING WORK.
- 3) ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PORT COLBORNE STREETSCAPING GUIDELINES AND THE RELEVANT AUTHORITIES REQUIREMENTS.
- 4) ALL SANITARY SEWERS, WATER MAINS AND STORM SEWERS SHALL BE INSTALLED IN ACCORDANCE WITH THE RELEVANT AUTHORITIES REQUIREMENTS.

Client:	LLM	City of Port Colborne	G.E.B.
Scale:	1:250	Date:	OCTOBER 2011

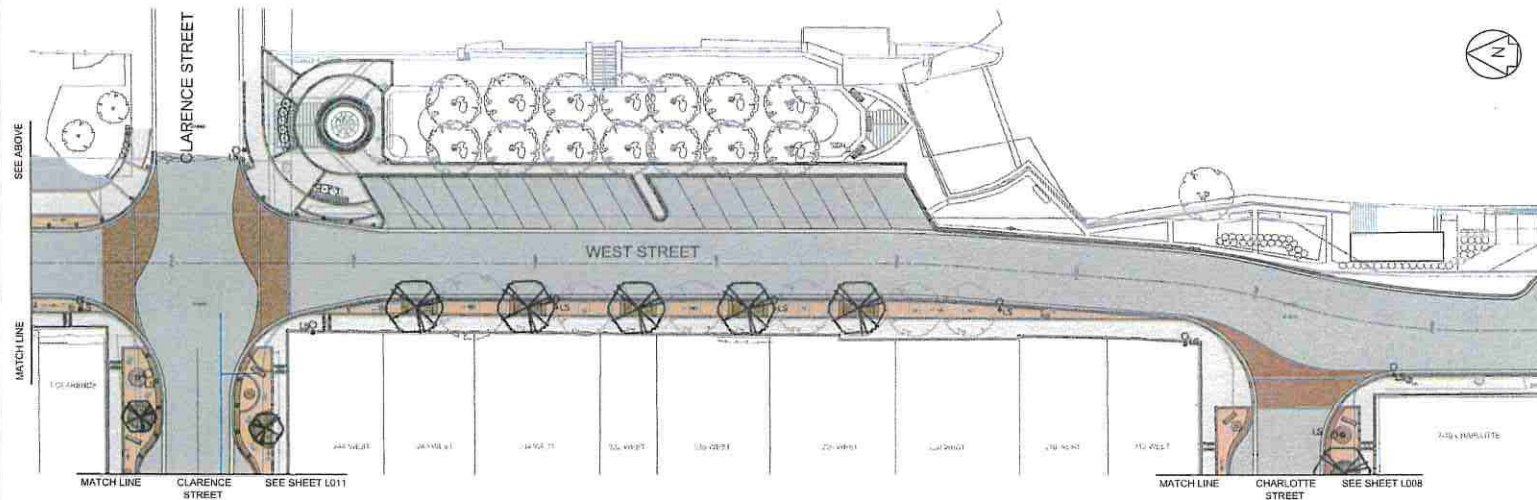
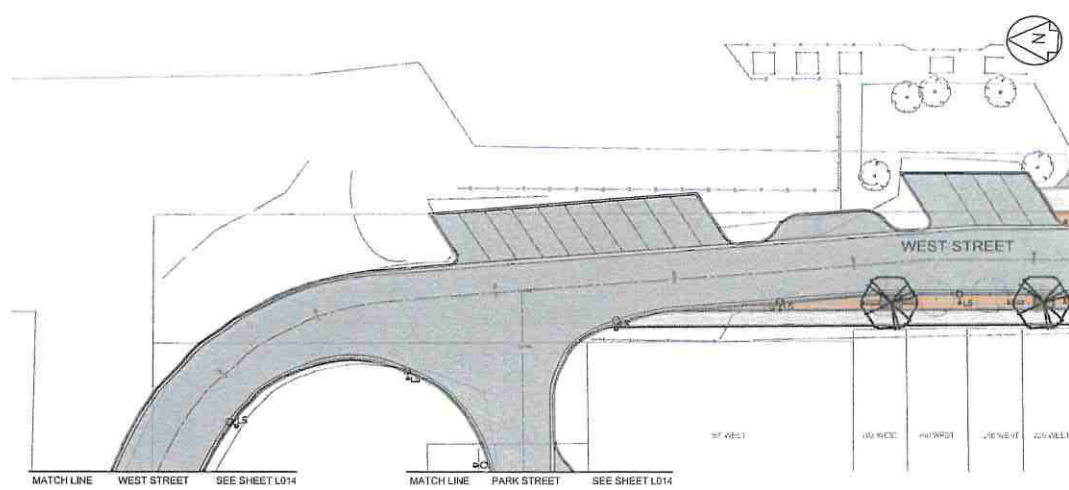


**DOWNTOWN CENTRAL BUSINESS DISTRICT  
COMMUNITY DEVELOPMENT PLAN  
CLARENCE STREET  
STREETSCAPING**

Contract No.:	1011
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TYPICAL GATEWAY FEATURE  
Scale 1:100



LEGEND

[Symbol]	PROPOSED ASPHALT
[Symbol]	PROPOSED MUNICIPAL SIDEWALK
[Symbol]	IMPRESSED COLOURED CONCRETE BOND PATTERN
[Symbol]	IMPRESSED CONCRETE STACKED BOND PATTERN
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[Symbol]	PROPOSED WATERMAIN
[Symbol]	PROPOSED SANITARY SEWER
[Symbol]	PROPOSED STORM SEWER

5	Revised as per Client Comments	MAY12	GB
4	Updated Streetscaping for Revision Package	APR12	GB
3	80% Streetscaping Submission	DEC11	GB
2	60% Streetscaping Submission	OCT11	GB
1	30% Streetscaping Submission	AUG11	GB



NOTES

1. THE POSITION OF TREE LINES, COURTESY, UTILITY MAINS SERVICES AND OTHER UTILITIES ARE NOT GUARANTEED. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION. ANY DISCREPANCY BETWEEN THE INFORMATION PROVIDED AND THE ACTUAL SITUATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
2. BEFORE CONSTRUCTION THE OWNER SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND SERVICES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND SERVICES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND SERVICES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND SERVICES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND SERVICES.
4. ALL MATERIALS, PRODUCTS, AND METHODS SHALL BE APPROVED BY THE OWNER PRIOR TO CONSTRUCTION.

DESIGNED BY	L.L.M.	CHECKED BY	G.E.B.
SCALE	1:250	DATE	OCTOBER 2011



DOWNTOWN CENTRAL BUSINESS DISTRICT  
COMMUNITY DEVELOPMENT PLAN  
WEST STREET  
STREETSCAPING

PROJECT NUMBER	DATE	L001
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Report Number: 2020-48

Date: March 24, 2020

**SUBJECT: PROPOSED 2020 WATER AND WASTEWATER RATES**

**1) PURPOSE:**

This report is prepared to present to City Council the proposed 2020 Water and Wastewater Rates for the municipality.

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

The water and wastewater rate structures are fairly complex calculations which incorporate all of the components of the total expenditure and revenues, including historical flows, maintenance items, capital components, Regional rates for purchase of water, Regional costs for wastewater treatment, unbilled water and wastewater calculations, increases to salaries and operating costs, administrative charges and takes into consideration the Water Financial Plan approved by Council on April 15, 2019. As in the past, typical low, average and high consumption households are compared to indicate the impact of any rate increases.

**3) STAFF COMMENTS AND DISCUSSIONS**

**Comparison to Water Financial Plan**

The 10 year water financial plan was approved by Council on April 15, 2019. The water budget was based on the plan and adjusted by the Regional water purchases and increased costs charged to the municipality by the Region. Based on the Regional and City expenditures, and the required changes, the water usage rate has increased to \$1.365 from \$1.291, an increase of \$0.074 (2019-\$0.037). This rate is slightly above the water financial plan proposed for 2020 at \$1.346 per cubic meter.

The fixed cost charge in the proposed budget has an increase from \$384.65 to \$395.01 or \$10.36 annually (2019-\$15.33) or 2.69% which is slightly higher than the financial plan of \$394.66.

Overall, the proposed budget estimates that an average user will have an annual cost of approximately \$768.65 (2019-\$738.06) in comparison to the water financial plan for 2020 with an annual cost of \$763.13. Therefore, the proposed rate structure and budget is \$5.52 more than the water financial plan on an annual basis. See the attached schedule.

**Wastewater**

Wastewater flows, as Council is aware, are very unpredictable, with weather having the greatest impact on annual fluctuations. The wastewater costs charged by the Region are based on a 3-year rolling average of flows to the treatment facility and must be reconciled each year based on actual flows. Additionally, the Region determines the percentage share each local municipality contributes to the Region's total annual costs to treat

wastewater and issues either an additional charge or a credit each year upon reconciliation. Therefore, depending upon the wastewater flows in a given year, and the percentage share assigned by the Region, customer sales revenue may not cover all expenses. It is very challenging to budget correctly and ensure the wastewater rates are enough to cover costs.

Weather has the greatest impact on flows due to extraneous flow, or inflow and infiltration, into the City's sanitary collection system. Extraneous flow is otherwise clean storm water or groundwater getting into the sanitary system. Extraneous flows enter the sanitary sewer by a number of pathways, some intentional, some not:

- infiltration of groundwater through cracks, unsealed pipe joints and other defects in the underground pipe network, including the sewer mains, manholes and sewer laterals
- inflow of water from inadvertent cross-connections with the storm sewer system or from surface drainage in through manhole lids
- inflow and infiltration of water from private-side sources including rooftop drainage (downspouts) and foundation drainage (connected weeping tile or sump pumps)

The amount of extraneous flow that enters the wastewater collection system may depend upon whether the precipitation occurred in the form of snow, freezing rain or rain and whether or not the ground was frozen. However, in general, years with more precipitation experience higher wastewater volumes, while years with less precipitation experience lower wastewater volumes. The challenge the City, and most other municipalities in the Province, face is the fact that the storm sewer system is not as extensive or robust as it should be to enable sources of extraneous flows (downspouts, sump pumps) to be disconnected from the sanitary sewer system.

Extraneous flows are essential "lost revenue" as the City cannot meter wastewater flows (with the exception of some large industrial customers who have separate flow meters) and can only bill customers for wastewater based on their metered water usage. The decline in actual revenue is due in part from industrial facilities reducing and/or eliminating wastewater flows into the system which helped subsidize the unaccounted for flows. The industrial sector that once contributed approximately 50% of wastewater flows is now down to 6% and has an impact on the rates to generate enough revenue to cover the cost of unaccounted for wastewater.

The City's unaccounted for and unbilled wastewater flows have fluctuated between 45% and 68% over the years and therefore the 2020 rate structure is compiled based on a 58% (2019-56%) unbilled wastewater flow projections.

Staff are requesting that Council approve an influx of funding towards the wastewater infiltration matter to find and fix areas where larger amounts of flows are entering the system and being treated by the Region. As this is an ongoing concern of high extraneous flows, staff believe this can be reduced with a concentrated exercise to combat this issue. Staff are requesting that \$500,000 be allocated to this program from the Capital Infrastructure Reserve Fund and will report back to council on the results.

## Water and Wastewater Rate Structure

Staff plan to manage the increases required to generate sufficient revenue for both water and wastewater budgets, to be sustainable in the future with the new 10-year Water Financial Plan approved in 2019.

The Regional increases to both water and wastewater have been incorporated into the costs of purchasing water and the treatment of wastewater. The Regional net increase was 5.15% including 3.79% for water.

Staff recommends rate increases in 2020 for an overall annual budget increase of 4.77% or \$76.54 annually. The proposed operating budget rates for 2020 for the average user of 0.75 cubic metres per day incorporates an increase to the water usage rate from \$1.291 to \$1.365 or \$20.23 annually, an increase to the annual water fixed charge from \$384.65 to \$395.01 (\$10.36), the wastewater usage rate from \$1.327 to \$1.382 or \$15.18 annually and the annual wastewater fixed charge from \$504.86 to \$535.64 (\$30.78).

### Average User Annual Cost for Water

The water rate has a blended increase for capital and usage rates of 4.14% (2019-3.54%) for the average residential user, which is based on a usage rate increase of \$20.23 and the fixed cost charge increase of \$10.36. The total increase amounts to a \$30.59 annual increase or \$2.55 a month.

### Average User Annual Cost for Wastewater

The wastewater rate has a blended increase for capital and usage rates of 5.29% (2019 – 5.33%) for the average residential user which is based on a usage rate increase of \$15.18 and the fixed cost charge in the proposed budget increase of \$30.78. The total increase amounts to a \$45.95 annual increase or \$3.83 a month.

## 2020 Water and Wastewater Rates

The rates proposed in this report for the average user consuming 0.75 m<sup>3</sup> per day, will have an approximate increase of \$76.54 (2019 - \$69.42) for the year or \$6.38 (2019 - \$5.78) per month or 4.77% (2019–4.49%) increase.

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

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

The water and wastewater rates would remain at the 2019 levels resulting in a shortage of revenues and a deficit to the water and wastewater operating systems.  
(Not recommended)

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

1. Council can approve alternate rates for water and wastewater. This is not recommended as each system is required to be self-sufficient and currently the revenues are not being attained.

2. Staff is presenting for Council's consideration a reasonable budget and rate structure which takes into consideration the phasing generation of sufficient revenue for both water and wastewater budgets to be sustainable in the future and in compliance with the new 10-year Water Financial Plan approved by Council.
3. Staff are requesting that \$500,000 be allocated to a wastewater detection program from the Capital Infrastructure Reserve Fund and will report back to council on the results.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

To comply with the April 15, 2019 Water Financial Plan as approved by Council.

**6) ATTACHMENTS**

- Proposed Water & Wastewater Rates (typical consumptions)
- Anticipated Future Water Rates (10 Year Water Financial Plan-2019 to 2029)
- Water Budget
- Wastewater Budget
- Operations Project # OPS-05 Equipment and Tools
- Operations Project # OPS-06 Association Memberships
- Operations Project # OPS-14 Scholfield Pumping Station Upgrade
- Operations Project # OPS-16 Student (approved in Financial Plan)

**7) RECOMMENDATION**

That the 2020 Water and Wastewater Rates be approved as follows:

Water Usage Rate	\$ 1.365	per m <sup>3</sup>
Water Service Fixed Charge	\$ 395.01	annual fixed rate
Wastewater Usage Rate	\$ 1.382	per m <sup>3</sup>
Wastewater Service Fixed Charge	\$ 535.64	annual fixed rate; and

That the 2020 Water and Wastewater budgets as presented in Corporate Services Department, Finance Division Report 2020-48, be approved; and

That the Water and Wastewater Rates by-laws be approved; and

That a Wastewater Detection Program be implemented and funded \$500,000 from the Capital Infrastructure Reserve Fund with results reported to Council.



8) **SIGNATURES**

Prepared on March 13, 2020 by:

Reviewed by:



Peter Senese  
Director of Corporate Services



Chris Lee  
Director of Engineering & Operations

Reviewed and Respectfully Submitted:



C. Scott Luey  
Chief Administrative Officer

# 2020 Proposed Water and Wastewater Rates

total fixed water costs at 49.32% includes Regional costs fixed at 52.81%

2019		2020		Annual Increase	Total %	
Annual Cost	Rate	Rate	Annual cost			
<b>Average User</b> <span style="color: #000080;">.75 Cubic Meter Per Day</span>						
\$1,606.19			\$1,682.73	\$76.54	4.77%	
\$353.41	<b>\$1.291</b>	WATER USAGE RATE	<b>\$1.365</b>	\$373.64	\$20.23	5.73%
\$384.65	<b>\$384.65</b>	WATER SERVICE FIXED CHARGE	<b>\$395.01</b>	\$395.01	\$10.36	2.69%
\$363.27	<b>\$1.327</b>	SEWER USAGE RATE	<b>\$1.382</b>	\$378.44	\$15.18	4.18%
\$504.86	<b>\$504.86</b>	SEWER SERVICE FIXED CHARGE	<b>\$535.64</b>	\$535.64	\$30.78	6.10%
<b>High Usage</b> <span style="color: #000080;">1.2 Cubic Meter Per Day</span>						
\$2,036.19			\$2,133.98	\$97.79	4.80%	
\$565.46	<b>\$1.291</b>	WATER USAGE RATE	<b>\$1.365</b>	\$597.83	\$32.37	
\$384.65	<b>\$384.65</b>	WATER SERVICE FIXED CHARGE	<b>\$395.01</b>	\$395.01	\$10.36	
\$581.23	<b>\$1.327</b>	SEWER USAGE RATE	<b>\$1.382</b>	\$605.51	\$24.28	
\$504.86	<b>\$504.86</b>	SEWER SERVICE FIXED CHARGE	<b>\$535.64</b>	\$535.64	\$30.78	
<b>Low Usage</b> <span style="color: #000080;">0.58 Cubic Meter Per day</span>						
\$1,443.74			\$1,512.26	\$68.52	4.75%	
\$273.30	<b>\$1.291</b>	WATER USAGE RATE	<b>\$1.365</b>	\$288.95	\$15.65	
\$384.65	<b>\$384.65</b>	WATER SERVICE FIXED CHARGE	<b>\$395.01</b>	\$395.01	\$10.36	
\$280.93	<b>\$1.327</b>	SEWER USAGE RATE	<b>\$1.382</b>	\$292.66	\$11.74	
\$504.86	<b>\$504.86</b>	SEWER SERVICE FIXED CHARGE	<b>\$535.64</b>	\$535.64	\$30.78	
<b>Single User</b> <span style="color: #000080;">.25 Cubic Meter Per day</span>						
\$1,128.40			\$1,181.34	\$52.94	4.69%	
\$117.80	<b>\$1.291</b>	WATER USAGE RATE	<b>\$1.365</b>	\$124.55	\$6.74	
\$384.65	<b>\$384.65</b>	WATER SERVICE FIXED CHARGE	<b>\$395.01</b>	\$395.01	\$10.36	
\$121.09	<b>\$1.327</b>	SEWER USAGE RATE	<b>\$1.382</b>	\$126.15	\$5.06	
\$504.86	<b>\$504.86</b>	SEWER SERVICE FIXED CHARGE	<b>\$535.64</b>	\$535.64	\$30.78	
<span style="color: #000080;">One Cubic Meter Per day</span>						
\$1,845.08			\$1,933.43	\$88.35	4.79%	
\$471.22	<b>\$1.291</b>	WATER USAGE RATE	<b>\$1.365</b>	\$498.19	\$26.98	
\$384.65	<b>\$384.65</b>	WATER SERVICE FIXED CHARGE	<b>\$395.01</b>	\$395.01	\$10.36	
\$484.36	<b>\$1.327</b>	SEWER USAGE RATE	<b>\$1.382</b>	\$504.59	\$20.24	
\$504.86	<b>\$504.86</b>	SEWER SERVICE FIXED CHARGE	<b>\$535.64</b>	\$535.64	\$30.78	

City of Port Colborne  
Anticipated Future Water Rates  
10 Year Financial Plan Approved by Council

	2019	2020	Proposed 2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Cost per cu.m	<b>\$1.291</b>	<b>\$1.346</b>	<b>\$1.365</b>	<b>\$1.408</b>	<b>\$1.467</b>	<b>\$1.508</b>	<b>\$1.546</b>	<b>\$1.583</b>	<b>\$1.619</b>	<b>\$1.660</b>	<b>\$1.697</b>	<b>\$1.735</b>
		4.26%	5.73%	4.61%	4.19%	2.79%	2.52%	2.39%	2.27%	2.53%	2.23%	2.24%
Annual fixed cost	<b>\$384.65</b>	<b>\$394.66</b>	<b>\$395.01</b>	<b>\$407.54</b>	<b>\$420.89</b>	<b>\$434.67</b>	<b>\$448.66</b>	<b>\$461.34</b>	<b>\$473.85</b>	<b>\$489.64</b>	<b>\$503.33</b>	<b>\$516.66</b>
		2.60%	2.69%	3.26%	3.28%	3.27%	3.22%	2.83%	2.71%	3.33%	2.80%	2.65%
Annual Cost .75 m3 per day	<b>\$353.41</b>	<b>\$368.47</b>	<b>\$373.67</b>	<b>\$385.44</b>	<b>\$401.59</b>	<b>\$412.82</b>	<b>\$423.22</b>	<b>\$433.35</b>	<b>\$443.20</b>	<b>\$454.43</b>	<b>\$464.55</b>	<b>\$474.96</b>
Total Annual cost	<b>\$738.06</b>	<b>\$763.13</b>	<b>\$768.68</b>	<b>\$792.98</b>	<b>\$822.48</b>	<b>\$847.49</b>	<b>\$871.88</b>	<b>\$894.69</b>	<b>\$917.05</b>	<b>\$944.07</b>	<b>\$967.88</b>	<b>\$991.62</b>
Percentage Increase		3.40%	4.15%	3.91%	3.72%	3.04%	2.88%	2.62%	2.50%	2.95%	2.52%	2.45%
Dollar Increase		\$25.07	\$30.62	\$29.85	\$29.50	\$25.00	\$24.39	\$22.81	\$22.37	\$27.01	\$23.82	\$23.73



**Water Services  
Budget**

**Run Date: 13-Mar-2020**

	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
<b>6 Water</b>						
<b>595 Water Services</b>						
63400 Fees, Service Chg & Donations						
6-595-63400-2603 RETURNED CHEQUE FEES	-750	-600	-600	-600	-600	
<b>Total 63400 Fees, Service Chg &amp; Donations</b>	-750	-600	-600	-600	-600	
63500 Other Revenue						
6-595-63500-2920 SALE OF WATER METERS	-511	-6,000	-6,000	-6,000	-6,000	
<b>Total 63500 Other Revenue</b>	-511	-6,000	-6,000	-6,000	-6,000	
64400 Water Revenue						
6-595-64400-2410 RESIDENTIAL	-992,297	-1,242,215	-1,242,215	-1,242,215	-1,268,898	
6-595-64400-2411 COMMERCIAL	-320,242	-336,009	-336,009	-336,009	-343,227	
6-595-64400-2412 LARGE CONSUMER & BULK HAULERS	-777,636	-967,299	-967,299	-967,299	-988,076	
6-595-64400-2413 PENALTIES	-15,647	-16,000	-16,000	-16,000	-16,000	
6-595-64400-2416 SERVICE/FIXED CHARGES	-2,529,022	-2,463,697	-2,463,697	-2,463,697	-2,530,023	
6-595-64400-2422 MISCELLANEOUS REVENUE	-1,573	-3,000	-3,000	-3,000	-3,000	
6-595-64400-2850 SERVICE MAINTENANCE		-500	-500	-500	-500	
6-595-64400-2851 SERVICE INSTALLATIONS		-3,000	-3,000	-3,000	-3,000	possibly remove as this will tie in with SS Municipal Consent revisions
6-595-64400-2853 TURN ON/OFF FEES	-5,694	-7,000	-7,000	-7,000	-7,000	
6-595-64400-2854 METER READINGS/DOOR TAG CHGS	-15,539	-13,000	-13,000	-13,000	-13,000	
6-595-64400-2855 HYDRANT MAINTENANCE	-1,858	-500	-500	-500	-500	
<b>Total 64400 Water Revenue</b>	-4,659,508	-5,052,220	-5,052,220	-5,052,220	-5,173,224	
74415 Water-Vehicle/Equip Operations						
6-595-74415-3101 SALARIES & WAGES - REGULAR	5,086					
6-595-74415-3103 DISTRIBUTED SALARIES & WAGES		8,013	8,013	8,013	8,013	
6-595-74415-3104 OVERTIME	22					
6-595-74415-3135 EMPLOYEE BENEFITS	1,874					
6-595-74415-3136 DISTRIBUTED EMPLOYEE BENEFITS		3,121	3,121	3,121	3,121	
6-595-74415-3204 AUTO SUPPLIES - GAS & OIL	20,487	18,450	18,911	18,837	18,837	RD
6-595-74415-3206 AUTO SUPPLIES - PARTS	19,437	15,375	15,759	15,698	15,698	RD
6-595-74415-3215 OTHER TYPES OF MATERIAL	2,694	2,050	2,101	2,093	2,093	RD
6-595-74415-3307 INSURANCE	508	508	508	536	536	RD
6-595-74415-3309 WATER VEHICLE/EQUIP - TELEPHONE/MOBI					3,592	
6-595-74415-3328 CONTRACT SERVICES	15,251	15,000	15,375	11,723	11,723	Transfer \$3,592 to new line item 6-595-74415-3309 (see email I sent to Brenda and Stephen outlining additional line items and GLs) (RD).
6-595-74415-3900 ASSET PURCHASES	6,202					RD



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	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
<b>Total 74415 Water-Vehicle/Equip Operations</b>	71,561	62,517	63,788	60,021	63,613	
76310 Water Purchases From Region						
6-595-76310-3600 WATER/SEWER BILLINGS-REGION	1,540,503	1,786,874	1,831,546	1,824,398	1,820,366	
6-595-76310-3601 REGION FIXED CAPITAL CHARGE	588,468	588,466	603,178	600,824	610,016	
<b>Total 76310 Water Purchases From Region</b>	<b>2,128,971</b>	<b>2,375,340</b>	<b>2,434,724</b>	<b>2,425,222</b>	<b>2,430,382</b>	
76315 Water Mains Maintenance						
6-595-76315-3101 SALARIES & WAGES - REGULAR	126,934					
6-595-76315-3102 SALARIES & WAGES PART-TIME	261					
6-595-76315-3103 DISTRIBUTED SALARIES & WAGES		69,736	69,736	69,736	69,736	
6-595-76315-3104 OVERTIME	3,148	1,000	1,000	1,000	1,000	
6-595-76315-3110 WATER MAINS MAINTENANCE V ACATION	12					
6-595-76315-3111 WATERMAIN MAINTENANCE - STAT HOLID	238					
6-595-76315-3135 EMPLOYEE BENEFITS	42,291					
6-595-76315-3136 DISTRIBUTED EMPLOYEE BENEFITS		27,143	27,143	27,143	27,143	
6-595-76315-3201 HYDRO	545	400	400	410	410	RD
6-595-76315-3215 OTHER TYPES OF MATERIAL	14,130	15,375	15,759	12,619	12,619	Transfer \$1,782 to 6-595-76345-3233 and \$1,297 to 6-595-76345-3234 (RD).
6-595-76315-3233 SAFETY DEVICES	2,820	700	718	-3		Delete line item and create a new line item 5-595-76345-3233 (as stated in the email to Brenda and Stephen). Transfer funds to this new line item (RD).
6-595-76315-3234 EQUIPMENT AND TOOLS	6,194	4,100	4,203	-17		Delete line item and create a new line item 5-595-76345-3234 (as stated in the email to Brenda and Stephen). Transfer funds to this new line item (RD).
6-595-76315-3306 REPAIRS & MAINTENANCE	33,310	25,000	25,625	25,525	25,525	RD



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	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
6-595-76315-3323 COMPUTER PROGRAMS & MAINT	1,483	1,500	1,538	4,994		Delete this line item and create a new line item in 6-595-76345-3323 (RD).  \$820 is a one-time fee to subscribe to the mobile component of a water sampling program currently being used by the Utilities Department - Water Trax (RD).  Transfer \$1,782 from 3215 to new line item 6-595-76345-3323 (RD).  Add \$860 of new money to this line item to fund the upgrade for our Water Operators to be able to use the mobile version of Water Trax in the field while taking regulatory samples. Additionally, this money will increase the number of user licences of the software to allow each of our Water Operators to utilize this software. Presently, the number of user licences does not equal our current staff complement (RD).
6-595-76315-3328 WATER MAINS MAINT. - CONTRACT SERVICE	134,921	25,625	26,266	26,163	26,163	RD
6-595-76315-3342 EQUIPMENT RENTAL - OWN	8,338	8,338	8,546	8,513	8,513	
<b>Total 76315 Water Mains Maintenance</b>	<b>374,625</b>	<b>178,917</b>	<b>180,934</b>	<b>176,083</b>	<b>171,109</b>	
<b>76320 Fire Hydrants</b>						
6-595-76320-3101 SALARIES & WAGES - REGULAR	39,148					
6-595-76320-3102 SALARIES & WAGES PART-TIME	495					
6-595-76320-3103 DISTRIBUTED SALARIES & WAGES		16,093	16,093	16,093	16,093	
6-595-76320-3104 OVERTIME	478					
6-595-76320-3110 FIRE HYDRANTS VACATION PAY	20					
6-595-76320-3135 EMPLOYEE BENEFITS	13,988					
6-595-76320-3136 DISTRIBUTED EMPLOYEE BENEFITS		6,223	6,223	6,223	6,223	
6-595-76320-3215 OTHER TYPES OF MATERIAL	7,638	2,050	2,101	4,093	4,093	Transfer \$2,000 from 3328 (RD).
6-595-76320-3306 REPAIRS & MAINTENANCE	28,816	15,000	15,375	25,315	25,315	Transfer \$10,000 from 3328 (RD).
6-595-76320-3311 ADVERTISING		750	769	766	766	
6-595-76320-3328 CONTRACT SERVICES	9,945	25,000	25,625	13,525	13,525	\$2,000 to 3215 and \$10,000 to 3306 (RD).
6-595-76320-3342 EQUIPMENT RENTAL - OWN	9,449	9,449	9,685	9,647	9,647	
6-595-76320-3900 ASSET PURCHASES	3,134	2,000	2,050	2,042	2,042	RD
<b>Total 76320 Fire Hydrants</b>	<b>113,111</b>	<b>76,565</b>	<b>77,921</b>	<b>77,704</b>	<b>77,704</b>	
<b>76325 Meters</b>						
6-595-76325-3101 SALARIES & WAGES - REGULAR	32,600					
6-595-76325-3103 DISTRIBUTED SALARIES & WAGES		48,279	48,279	48,279	48,279	



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	2019	2019	2020	2020	2020	Comments
	YTD	Annual	Base	Department	Administration	
	Actual	Budget	Budget	Budget	Budget	
6-595-76325-3104 OVERTIME	729					
6-595-76325-3135 EMPLOYEE BENEFITS	13,085					
6-595-76325-3136 DISTRIBUTED EMPLOYEE BENEFITS		18,775	18,775	18,775	18,775	
6-595-76325-3210 COST OF WATER METERS SOLD	34,784					RD
6-595-76325-3215 OTHER TYPES OF MATERIAL	489	2,500	2,563	2,553	2,553	RD
6-595-76325-3234 EQUIPMENT AND TOOLS	407	1,500	1,538	1,532	1,532	RD
6-595-76325-3306 REPAIRS & MAINTENANCE	3,768	5,125	5,253	5,233	5,233	RD
6-595-76325-3328 CONTRACT SERVICES	7,774	10,000	10,250	10,210	10,210	RD
6-595-76325-3342 EQUIPMENT RENTAL - OWN	6,115	6,115	6,268	6,243	6,243	
6-595-76325-3409 TRANSFER TO RESERVES		15,000	15,000	15,000	15,000	water meter replacement
<b>Total 76325 Meters</b>	<b>99,751</b>	<b>107,294</b>	<b>107,926</b>	<b>107,825</b>	<b>107,825</b>	
<b>76330 Services (Includes thaws)</b>						
6-595-76330-3101 SALARIES & WAGES - REGULAR	38,312					
6-595-76330-3103 DISTRIBUTED SALARIES & WAGES		31,113	31,113	31,113	31,113	
6-595-76330-3104 OVERTIME	1,036	1,000	1,000	1,000	1,000	
6-595-76330-3135 EMPLOYEE BENEFITS	13,774					
6-595-76330-3136 DISTRIBUTED EMPLOYEE BENEFITS		12,123	12,123	12,123	12,123	
6-595-76330-3215 OTHER TYPES OF MATERIAL	12,805	9,225	9,456	9,419	9,419	RD
6-595-76330-3234 EQUIPMENT AND TOOLS	4,349	2,050	2,101	-8		Transfer \$2,101 to new line item 5-595-76345-3234 (as stated in email to Brenda and Stephen) (RD).
6-595-76330-3306 REPAIRS & MAINTENANCE	7,040	15,750	16,144	12,731	12,731	Transfer \$3,350 to new line item 5-595-76345-3234 (as stated in email to Brenda and Stephen) (RD).
6-595-76330-3328 CONTRACT SERVICES	33,778	40,625	41,641	38,128	38,128	Transfer \$3,350 to new line item 5-595-76345-3234 (as stated in email to Brenda and Stephen) (RD).
6-595-76330-3342 EQUIPMENT RENTAL - OWN	17,787	17,787	18,232	18,161	18,161	
6-595-76330-3343 EQUIPMENT RENTAL - OTHER		2,000	2,050	2,042	2,042	RD
<b>Total 76330 Services (Includes thaws)</b>	<b>128,881</b>	<b>131,673</b>	<b>133,860</b>	<b>124,709</b>	<b>124,717</b>	
<b>76335 Leak Detection</b>						
6-595-76335-3101 SALARIES & WAGES - REGULAR	7,729					
6-595-76335-3103 DISTRIBUTED SALARIES & WAGES		21,457	21,457	21,457	53,643	
6-595-76335-3104 OVERTIME	483					
6-595-76335-3135 EMPLOYEE BENEFITS	2,837					
6-595-76335-3136 DISTRIBUTED EMPLOYEE BENEFITS		8,368	8,368	8,368	21,028	
6-595-76335-3215 OTHER TYPES OF MATERIAL	1,194	2,000	2,050	492	492	Transfer \$1,550 to 3328 (RD).
6-595-76335-3306 REPAIRS & MAINTENANCE		6,000	6,150	-24		Delete this line item and transfer funds to 3328 (RD).



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	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
6-595-76335-3328 CONTRACT SERVICES	39,183	4,100	4,203	52,476	52,476	The following funds are transferred to this line item to account for the increase:  \$1,550 from 3215 \$6,150 from 3306 \$13,325 from 6-595-76336-3215 \$25,215 from 6-595-76336-3328 \$2,050 from 6-595-76336-3343 (RD).
6-595-76335-3342 EQUIPMENT RENTAL - OWN	2,780	2,780	2,850	2,838	15,323	
6-595-76335-3900 ASSET PURCHASES		2,000	2,050	2,042	2,042	RD
<b>Total 76335 Leak Detection</b>	<b>54,206</b>	<b>46,705</b>	<b>47,128</b>	<b>87,649</b>	<b>145,004</b>	
<b>76336 Water Leak Detection Repairs</b>						
6-595-76336-3101 SALARIES & WAGES - REGULAR	11,428					
6-595-76336-3102 SALARIES & WAGES PART-TIME	51					
6-595-76336-3103 DISTRIBUTED SALARIES & WAGES		32,186	32,186	32,186		
6-595-76336-3104 OVERTIME	1,299					
6-595-76336-3110 WATER LEAK DETECTION VACATION PAY	2					
6-595-76336-3135 EMPLOYEE BENEFITS	3,498					
6-595-76336-3136 DISTRIBUTED EMPLOYEE BENEFITS		12,660	12,660	12,660		
6-595-76336-3215 OTHER TYPES OF MATERIAL	22,395	13,000	13,325	-52		Delete this entire GL. Transfer funds in this line item to 6-595-76335-3328 (RD).
6-595-76336-3328 CONTRACT SERVICES	40,490	24,600	25,215	-98		Delete this entire GL. Transfer funds in this line item to 6-595-76335-3328 (RD).
6-595-76336-3342 EQUIPMENT RENTAL - OWN	12,228	12,228	12,534	12,485		
6-595-76336-3343 EQUIPMENT RENTAL - OTHER	477	2,000	2,050	-8		Delete this entire GL. Transfer funds in this line item to 6-595-76335-3328 (RD).
6-595-76336-3900 WATER LEAK DETECTION ASSET PURCHASE	1,949					RD
<b>Total 76336 Water Leak Detection Repairs</b>	<b>93,817</b>	<b>96,674</b>	<b>97,970</b>	<b>57,173</b>		
<b>76340 Water Billing &amp; Collection</b>						
6-595-76340-3101 SALARIES & WAGES - REGULAR	191					
6-595-76340-3135 EMPLOYEE BENEFITS	52					
6-595-76340-3141 ADMINISTRATION FEE		132,027	135,328	134,800	134,800	
6-595-76340-3207 OFFICE SUPPLIES/STATIONERY		1,500	1,538	1,532	1,532	
6-595-76340-3308 POSTAGE & COURIER	20,251	19,475	19,962	19,884	19,884	
6-595-76340-3311 ADVERTISING		750	769	766	766	
6-595-76340-3323 COMPUTER PROGRAMS & MAINT		1,025	1,051	1,047	1,047	
6-595-76340-3407 WATER REFUNDS / WRITE OFFS	289	2,050	2,101	2,093	2,093	
6-595-76340-3409 TRANSFER TO RESERVES		205,930	205,930	205,930	205,930	Rate Stabilization reserve
<b>Total 76340 Water Billing &amp; Collection</b>	<b>20,783</b>	<b>362,757</b>	<b>366,679</b>	<b>366,052</b>	<b>366,052</b>	





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	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
<b>76342 Locates-Water</b>						
6-595-76342-3101 SALARIES & WAGES - REGULAR	6,526					
6-595-76342-3104 OVERTIME	384					
6-595-76342-3135 EMPLOYEE BENEFITS	2,362					
6-595-76342-3215 OTHER TYPES OF MATERIAL	1,149	800	820	817	817	RD
6-595-76342-3234 EQUIPMENT AND TOOLS	722	750	769	766	766	RD
6-595-76342-3290 LOCATE DAMAGE REPAIRS		1,538	1,576	-6		Transfer \$1,576 to 6-595-76345-3313. Keep line item to track costs of any future locate damage repairs (RD).
6-595-76342-3320 ASSOCIATION MEMBERSHIPS	100	150	154	-1		Transfer \$125 to new line item 6-595-76345-3320, eliminate the \$29 balance and delete this line item (RD).
6-595-76342-3323 COMPUTER PROGRAMS & MAINT	2,951	2,927	3,000	3,988	3,988	Increase budget to \$4,000 to account for Utililocate software subscription required to produce Underground Locate Reports as mandated by Ontario ONE Call. The cost of the a software has increased due to the number of users licences we require as the staff complement in Utilities has increased. This subscription cost is split with 7-590-76235-3323.
6-595-76342-3328 CONTRACT SERVICES	60,769	4,203	4,308	2,983	2,983	Transfer \$1,308 to 6-595-76345-3313 (RD).
<b>Total 76342 Locates-Water</b>	<b>74,963</b>	<b>10,368</b>	<b>10,627</b>	<b>8,547</b>	<b>8,554</b>	
<b>76345 General Administration</b>						
6-595-76345-3101 SALARIES & WAGES - REGULAR	165,286	280,095	280,095	280,095	311,152	
6-595-76345-3102 SALARIES & WAGES PART-TIME					9,600	
6-595-76345-3103 DISTRIBUTED SALARIES & WAGES		11,265	11,265	11,265	11,265	
6-595-76345-3104 OVERTIME	27,343	5,364	5,364	5,364	5,364	
6-595-76345-3106 IN LIEU	18,962					
6-595-76345-3109 STANDBY	24,175	12,240	12,240	12,240	12,485	
6-595-76345-3110 VACATION PAY	22,036					
6-595-76345-3111 STATUTORY HOLIDAYS	18,776					
6-595-76345-3112 SICK LEAVE	4,713					
6-595-76345-3113 BEREAVEMENT	206					
6-595-76345-3120 WATER GEN ADMIN ACCRUED WAGES	201					
6-595-76345-3135 EMPLOYEE BENEFITS	79,469	109,529	109,529	109,529	111,943	
6-595-76345-3136 DISTRIBUTED EMPLOYEE BENEFITS		4,399	4,399	4,399	4,399	
6-595-76345-3139 WATER GEN ADMIN - TRAVEL EXPENSE	1,151	557	571	569	569	RD
6-595-76345-3143 PUBLIC WORKS ADMIN CHARGES		132,033	135,334	134,806	134,806	RD
6-595-76345-3215 WATER GEN ADMIN - OTHER TYPES OF MA	570	2,000	2,050	642	642	Transfer \$1,400 to 3216 (RD).



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	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
6-595-76345-3216 WATER GEN ADMIN - PROTECTIVE CLOTHI	7,516	3,331	3,414	4,801	4,801	Transfer \$1,400 from 3215 (RD).
6-595-76345-3222 INVENTORY ALLOWANCE (SCRAP)	12,416	3,000	3,075	3,063	3,063	RD
6-595-76345-3233 WATER GEN ADMIN - SAFETY DEVICES					2,497	allocated from other accounts
6-595-76345-3234 WATER GEN ADMIN - EQUIPMENT & TOOL					12,750	allocated from other accounts
6-595-76345-3305 PROPERTY RENTAL/LEASE	412	436	447	445	445	RD
6-595-76345-3308 GENERAL ADMIN POSTAGE & COURIER	119					RD
6-595-76345-3309 TELEPHONE/MODUM/RADIO	8,316	6,000	6,000	6,120	6,120	RD
6-595-76345-3313 WATER GEN ADMIN STAFF DEVELOPMENT	21,048	10,000	10,250	18,960	18,884	Transfer \$1,576 from 6-595-76342-3290 (RD). Transfer \$1,308 from 6-595-76342-3328 (RD). Transfer \$500 from 6-595-76353-3328 (RD). Transfer \$500 from 6-595-76354-3328 (RD). Add \$4,790 for Operators training and cross training
6-595-76345-3319 CONSULTANT FEES	402					RD
6-595-76345-3320 WATER GEN ADMIN - ASSOCIATION MEME					1,625	allocated from other accounts
6-595-76345-3323 WATER GEN ADMIN - COMPUTER PROGRA					3,212	allocated from other accounts
6-595-76345-3328 CONTRACT SERVICES	961	513	526	524	524	RD
6-595-76345-3330 MISCELLANEOUS	545					RD
6-595-76345-3342 EQUIPMENT RENTAL - OWN	557	557	571	569	569	
6-595-76345-3369 WATER QUALITY AUDIT	8,298	8,500	8,713	8,679	8,679	RD
6-595-76345-3409 TRANSFER TO RESERVES		123,101	123,101	123,101	123,101	equip \$53101 debt reserve \$70000
6-595-76345-3410 TRANSFER TO CAPITAL FUNDS	72,368	72,368	72,368	72,368	72,368	meter pits reserve
6-595-76345-3900 ASSET PURCHASES		1,000	1,025	1,021	1,021	RD
<b>Total 76345 General Administration</b>	<b>495,846</b>	<b>786,288</b>	<b>790,337</b>	<b>798,560</b>	<b>861,884</b>	
<b>76346 Water Recoverable Works</b>						
6-595-76346-3101 SALARIES & WAGES - REGULAR	859					
6-595-76346-3103 DISTRIBUTED SALARIES & WAGES		2,146	2,146	2,146	2,146	
6-595-76346-3104 OVERTIME	411					
6-595-76346-3135 EMPLOYEE BENEFITS	457					
6-595-76346-3136 DISTRIBUTED EMPLOYEE BENEFITS		858	858	858	858	
6-595-76346-3215 OTHER TYPES OF MATERIAL	2,241	513	526	524	524	JP
6-595-76346-3328 CONTRACT SERVICES		1,025	1,051	1,047	1,047	JP
6-595-76346-3342 EQUIPMENT RENTAL - OWN	2,223	2,223	2,279	2,270	2,270	
<b>Total 76346 Water Recoverable Works</b>	<b>6,191</b>	<b>6,765</b>	<b>6,860</b>	<b>6,845</b>	<b>6,845</b>	
<b>76350 Water Main Construction</b>						
6-595-76350-3410 TRANSFER TO CAPITAL FUNDS	536,851	536,851	536,851	536,851	536,851	capital
6-595-76350-3503 DEBENTURE - INTEREST	55,087	55,087	55,087	55,087	52,610	
6-595-76350-3510 DEBENTURE - PRINCIPLE	70,957	70,957	70,957	70,957	73,434	



**Water Services**

**Budget**

Run Date: 13-Mar-2020

	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
<b>Total 76350 Water Main Construction</b>	662,895	662,895	662,895	662,895	662,895	
76352 Water Meter Installation						
6-595-76352-3101 SALARIES & WAGES - REGULAR	1,238					
6-595-76352-3103 DISTRIBUTED SALARIES & WAGES		536	536	536	536	
6-595-76352-3135 EMPLOYEE BENEFITS	295					
6-595-76352-3136 DISTRIBUTED EMPLOYEE BENEFITS		215	215	215	215	
6-595-76352-3410 TRANSFER TO CAPITAL FUNDS	-100,000	-100,000	-100,000	-100,000	-100,000	capital
6-595-76352-3503 DEBENTURE - INTEREST	38,224	38,224	38,224	38,224	34,686	
6-595-76352-3510 DEBENTURE - PRINCIPLE	200,112	200,112	200,112	200,112	203,569	
<b>Total 76352 Water Meter Installation</b>	139,869	139,087	139,087	139,087	139,006	
76353 Elm St. Bulk Water Depot						
6-595-76353-3103 DISTRIBUTED SALARIES & WAGES		1,040	1,040	1,040	1,040	
6-595-76353-3136 DISTRIBUTED EMPLOYEE BENEFITS		406	406	406	406	
6-595-76353-3233 ELM ST. BULK WTR - SAFETY DEVICES					500	
6-595-76353-3301 BLDG & EQUIP REPAIRS & MAINT	47	3,000	3,075	2,563	2,563	Transfer \$500 to new line item 6-595-76353-3233 (RD).
6-595-76353-3309 TELEPHONE/MODUM/RADIO	476	513	513	523	523	RD
6-595-76353-3328 CONTRACT SERVICES		1,500	1,538	1,532	1,032	Transfer \$500 to 6-595-76345-3313 (RD).
6-595-76353-3342 EQUIPMENT RENTAL - OWN	1,112	1,112	1,140	1,135	1,135	
<b>Total 76353 Elm St. Bulk Water Depot</b>	1,635	7,571	7,712	7,199	7,199	
76354 Elizabeth St. Bulk Water Depot						
6-595-76354-3101 SALARIES & WAGES - REGULAR	86					
6-595-76354-3103 DISTRIBUTED SALARIES & WAGES		1,040	1,040	1,040	1,040	
6-595-76354-3104 ELIZABETH ST FILLING STATION - OVERTIME	129					
6-595-76354-3135 EMPLOYEE BENEFITS	34					
6-595-76354-3136 DISTRIBUTED EMPLOYEE BENEFITS		406	406	406	406	
6-595-76354-3201 HYDRO	993	1,500	1,500	1,538	1,538	RD
6-595-76354-3301 BLDG & EQUIP REPAIRS & MAINT	1,581	1,500	1,538	1,032	1,032	Transfer \$500 to new line item 6-595-76354-3323 (RD).
6-595-76354-3309 TELEPHONE/MODUM/RADIO	394	308	308	314	314	RD
6-595-76354-3323 ELIZABETH ST. BULK WTR - COMPUTER PR					500	
6-595-76354-3328 CONTRACT SERVICES		1,538	1,576	1,570	1,070	Transfer \$500 to 6-595-76345-3313 (RD).
6-595-76354-3342 EQUIPMENT RENTAL - OWN	1,112	1,112	1,140	1,135	1,135	
<b>Total 76354 Elizabeth St. Bulk Water Depot</b>	4,329	7,404	7,508	7,035	7,035	
<b>Total 595 Water Services</b>	-189,335		77,136	53,786		



**Wastewater Services  
Budget**

**Run Date: 13-Mar-2020**

	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
<b>7 Wastewater</b>						
<b>590 Wastewater Services</b>						
63400 Fees, Service Chg & Donations						
7-590-63400-2802 SEWER LATERALS		-2,000	-2,000	-2,000	-2,000	change description to blocked sewer laterals private side
7-590-63400-2803 SANITARY SEWER SERVICE IN	-5,357	-2,000	-2,000	-2,500	-2,500	JP
<b>Total 63400 Fees, Service Chg &amp; Donations</b>	<b>-5,357</b>	<b>-4,000</b>	<b>-4,000</b>	<b>-4,500</b>	<b>-4,500</b>	
63500 Other Revenue						
7-590-63500-2500 WASTEWATER GAIN/LOSS S					-8,000	scholfield pumps
7-590-63500-2909 TRANSFER FROM RESERVES		-200,000	-200,000	-200,000	-47,330	scholdfield pump
7-590-63500-F403 OTHER REVENUE - FROM R S					-200,000	
<b>Total 63500 Other Revenue</b>		<b>-200,000</b>	<b>-200,000</b>	<b>-200,000</b>	<b>-255,330</b>	
64200 Wastewater Revenue						
7-590-64200-2410 RESIDENTIAL	-1,005,044	-1,708,271	-1,708,271	-1,708,271	-1,924,848	
7-590-64200-2411 COMMERCIAL	-321,530	-427,067	-427,067	-427,067	-481,212	
7-590-64200-2412 LARGE CONSUMER & BULK H	-388,292	-136,298	-136,298	-136,298	-153,578	
7-590-64200-2413 PENALTIES	-19,206	-10,000	-10,000	-10,000	-15,000	
7-590-64200-2416 SERVICE/FIXED CHARGES	-3,242,518	-3,205,857	-3,205,857	-3,205,857	-3,401,291	
<b>Total 64200 Wastewater Revenue</b>	<b>-4,976,590</b>	<b>-5,487,493</b>	<b>-5,487,493</b>	<b>-5,487,493</b>	<b>-5,975,929</b>	
74420 Sewer-Vehicle/Equip Operations						
7-590-74420-3101 SALARIES & WAGES - REGUL	2,020					
7-590-74420-3103 DISTRIBUTED SALARIES & WA		6,437	6,437	6,437	6,437	
7-590-74420-3104 OVERTIME	269					
7-590-74420-3135 EMPLOYEE BENEFITS	768					
7-590-74420-3136 DISTRIBUTED EMPLOYEE BEN		2,468	2,468	2,468	2,468	
7-590-74420-3204 AUTO SUPPLIES - GAS & OIL	1,609	1,200	1,230	1,225	1,225	RD
7-590-74420-3206 AUTO SUPPLIES - PARTS	1,152	3,000	3,075	3,063	3,063	RD
7-590-74420-3215 OTHER TYPES OF MATERIAL	204	1,025	1,051	1,047	1,047	RD
7-590-74420-3307 INSURANCE	1,101	1,101	1,101	1,162	1,162	RD
7-590-74420-3328 CONTRACT SERVICES		5,000	5,125	5,105	5,105	RD
<b>Total 74420 Sewer-Vehicle/Equip Operations</b>	<b>7,123</b>	<b>20,231</b>	<b>20,487</b>	<b>20,507</b>	<b>20,507</b>	
74850 Colborne/Johnson St Pump Stn						
7-590-74850-3101 SALARIES & WAGES - REGUL	1,604					
7-590-74850-3103 DISTRIBUTED SALARIES & WA		3,755	3,755	3,755		
7-590-74850-3105 COLBORNE/JO-SHIFT PREMIU	6					
7-590-74850-3135 EMPLOYEE BENEFITS	559					
7-590-74850-3136 DISTRIBUTED EMPLOYEE BEN		1,449	1,449	1,449		
7-590-74850-3200 PROPERTY TAX EXPENSE	8,466	6,000	6,150	6,126		RD
7-590-74850-3201 HYDRO	5,441	4,750	4,750	4,869		RD
7-590-74850-3202 WATER	880	836	836	857		RD



**Wastewater Services  
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	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
7-590-74850-3301 BLDG & EQUIP REPAIRS & MAINT	2,442	4,000	4,100	4,084		Further discussion required with Steve S (RD).
7-590-74850-3302 Colborne Pump Stn-Facility MAINT	3,492					SS - Move to Facilities (All 3302)
7-590-74850-3309 TELEPHONE/MODUM/RADIO		500	500	510		JP
7-590-74850-3328 CONTRACT SERVICES	648	10,000	10,250	10,210		Can we reallocate funds from Johnson to Scholfield. Further discussion required with Engineering (RD).
7-590-74850-3338 Colborne Pump Stn-Facility MAINT	3,284					
7-590-74850-3342 EQUIPMENT RENTAL - OWN	1,668	1,668	1,710	1,703		
<b>Total 74850 Colborne/Johnson St Pump Stn</b>	<b>28,490</b>	<b>32,958</b>	<b>33,500</b>	<b>33,563</b>		
<b>74855 Scholfield Pumping Station</b>						
7-590-74855-3101 SALARIES & WAGES - REGULAR	2,050					
7-590-74855-3104 OVERTIME	509					
7-590-74855-3135 EMPLOYEE BENEFITS	654					
7-590-74855-3201 HYDRO	19,630	18,000	18,000	18,450	15,030	RD
7-590-74855-3301 BLDG & EQUIP REPAIRS & MAINT	1,759	5,125	5,253	5,233	5,233	RD
7-590-74855-3302 SCHOFIELD - FACILITIES MAINT	872					SS- Move to Facilities
7-590-74855-3328 CONTRACT SERVICES	12,744	4,000	4,100	4,084	13,084	RD
7-590-74855-3900 ASSET PURCHASES		10,000	10,250	10,210	69,000	See OPS-14 (RD).
<b>Total 74855 Scholfield Pumping Station</b>	<b>38,218</b>	<b>37,125</b>	<b>37,603</b>	<b>37,977</b>	<b>102,347</b>	
<b>74860 Sugarloaf Pumping Station</b>						
7-590-74860-3101 SALARIES & WAGES - REGULAR	227					
7-590-74860-3103 DISTRIBUTED SALARIES & WAGES		3,755	3,755	3,755	3,755	
7-590-74860-3135 EMPLOYEE BENEFITS	58					
7-590-74860-3136 DISTRIBUTED EMPLOYEE BENEFITS		1,449	1,449	1,449	1,449	
7-590-74860-3301 BLDG & EQUIP REPAIRS & MAINT		4,100	4,203	4,186	4,186	RD
7-590-74860-3328 CONTRACT SERVICES		1,538	1,576	1,570	1,570	RD
<b>Total 74860 Sugarloaf Pumping Station</b>	<b>285</b>	<b>10,842</b>	<b>10,983</b>	<b>10,960</b>	<b>10,960</b>	
<b>76100 Construction Of Sanitary Sewer</b>						
7-590-76100-3410 TRANSFER TO CAPITAL FUND	508,853	508,853	508,853	508,853	508,853	capital projects
<b>Total 76100 Construction Of Sanitary Sewer</b>	<b>508,853</b>	<b>508,853</b>	<b>508,853</b>	<b>508,853</b>	<b>508,853</b>	
<b>76210 Sewer Mains</b>						
7-590-76210-3101 SALARIES & WAGES - REGULAR	2,663					
7-590-76210-3103 DISTRIBUTED SALARIES & WAGES		7,510	7,510	7,510	7,510	
7-590-76210-3135 EMPLOYEE BENEFITS	902					
7-590-76210-3136 DISTRIBUTED EMPLOYEE BENEFITS		2,897	2,897	2,897	2,897	
7-590-76210-3215 OTHER TYPES OF MATERIAL		4,000	4,100	4,084	4,084	RD
7-590-76210-3233 SAFETY DEVICES		1,000	1,025	-4		Delete this line item from this cost centre. Create a new line item in 7-590-76240-3233 and use \$1,025 to fund this new line item (RD).



**Wastewater Services  
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	2019	2019	2020	2020	2020	Comments
	YTD	Annual	Base	Department	Administration	
	Actual	Budget	Budget	Budget	Budget	
7-590-76210-3234 EQUIPMENT AND TOOLS	1,268	2,000	2,050	-8		Delete this line item from this cost centre. Create a new line item in 7-590-76240-3234 and use \$2,050 to fund this new line item (RD).
7-590-76210-3328 CONTRACT SERVICES		7,000	7,175	7,147	7,147	RD
7-590-76210-3342 EQUIPMENT RENTAL - OWN	2,779	2,779	2,848	2,837	2,837	
7-590-76210-3409 TRANSFER TO RESERVES		206,357	206,357	206,357	206,357	rate stabilization reserve
<b>Total 76210 Sewer Mains</b>	<b>7,612</b>	<b>233,543</b>	<b>233,962</b>	<b>230,820</b>	<b>230,832</b>	
76215 Region Sewage Flow Billing						
7-590-76215-3600 WATER/SEWER BILLINGS-REG	4,076,745	4,076,742	4,178,661	4,162,354	4,544,117	
7-590-76215-3602 WASTEWATER RECONCILIAT	382,000					
7-590-76215-3603 Leachate Credits	-90,757					
<b>Total 76215 Region Sewage Flow Billing</b>	<b>4,367,988</b>	<b>4,076,742</b>	<b>4,178,661</b>	<b>4,162,354</b>	<b>4,544,117</b>	
76220 Sanitary Sewer Laterals						
7-590-76220-3101 SALARIES & WAGES - REGULA	17,865					
7-590-76220-3102 SALARIES & WAGES PART-TIM	209					
7-590-76220-3103 DISTRIBUTED SALARIES & WA		35,405	35,405	35,405	35,405	
7-590-76220-3104 OVERTIME	609					
7-590-76220-3110 SANITARY - VACATION PAY	11					
7-590-76220-3135 EMPLOYEE BENEFITS	6,390					
7-590-76220-3136 DISTRIBUTED EMPLOYEE BEN		13,840	13,840	13,840	13,840	
7-590-76220-3215 OTHER TYPES OF MATERIAL	11,927	7,200	7,380	7,351	7,351	RD
7-590-76220-3301 BLDG & EQUIP REPAIRS & MA	2,651	11,000	11,275	11,231		Delete this line item and replace it with 3306 Repairs and Maintenance (RD).
7-590-76220-3306 WASTEWATER SANITARY SEP					11,231	
7-590-76220-3328 CONTRACT SERVICES	49,649	20,000	20,500	20,420	20,420	RD
7-590-76220-3342 EQUIPMENT RENTAL - OWN	12,228	12,228	12,534	12,485	12,485	
7-590-76220-3900 ASSET PURCHASES		2,000	2,050	2,042	2,042	RD
<b>Total 76220 Sanitary Sewer Laterals</b>	<b>101,539</b>	<b>101,673</b>	<b>102,984</b>	<b>102,774</b>	<b>102,774</b>	
76230 Sanitary Manholes						
7-590-76230-3101 SALARIES & WAGES - REGULA	491					
7-590-76230-3103 DISTRIBUTED SALARIES & WA		10,729	10,729	10,729	10,729	
7-590-76230-3135 EMPLOYEE BENEFITS	133					
7-590-76230-3136 DISTRIBUTED EMPLOYEE BEN		4,184	4,184	4,184	4,184	
7-590-76230-3215 OTHER TYPES OF MATERIAL		2,000	2,050	2,042	2,042	RD
7-590-76230-3301 BLDG & EQUIP REPAIRS & MA		4,000	4,100	4,084	4,084	RD
7-590-76230-3328 CONTRACT SERVICES		46,125	47,278	42,094	42,094	Transfer \$5,000 to new line item in 7-590-76240-3234 (RD).
7-590-76230-3342 EQUIPMENT RENTAL - OWN	4,446	4,446	4,557	4,539	4,539	
7-590-76230-3900 ASSET PURCHASES		4,000	4,100	4,084	4,084	RD
<b>Total 76230 Sanitary Manholes</b>	<b>5,070</b>	<b>75,484</b>	<b>76,998</b>	<b>71,756</b>	<b>71,756</b>	



**Wastewater Services**

**Budget**

**Run Date: 13-Mar-2020**

	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
<b>76235 Locates - Sanitary Sewer</b>						
7-590-76235-3101 SALARIES & WAGES - REGUL	1,207					
7-590-76235-3103 DISTRIBUTED SALARIES & WA		16,093	16,093	16,093	16,093	
7-590-76235-3135 EMPLOYEE BENEFITS	421					
7-590-76235-3136 DISTRIBUTED EMPLOYEE BEN		6,223	6,223	6,223	6,223	
7-590-76235-3215 OTHER TYPES OF MATERIAL	770	800	820	817	817	RD
7-590-76235-3234 EQUIPMENT AND TOOLS	221	1,500	1,538	1,532	1,532	RD
7-590-76235-3290 LOCATE DAMAGE REPAIRS		1,500	1,538	-6		Transfer \$1,538 to 7-595-76240-3313 (RD).
7-590-76235-3320 ASSOCIATION MEMBERSHIP	100	150	154	-1		Transfer \$125 to new line item 7-590-76240-3320, eliminate \$29 balance and delete this line item (RD).
7-590-76235-3323 COMPUTER PROGRAMS & M	2,951	2,927	3,000	3,988	3,988	Transfer \$1,000 from 3328 to increase budget to \$4,000 to account for Utililocate software subscription required to produce Underground Locate Reports as mandated by Ontario ONE Call. The cost of the software has increased due to the number of users licences we require as the staff complement in Utilities has increased. This subscription cost is split with 6-595-76342-3323 (RD).
7-590-76235-3328 CONTRACT SERVICES	59,075	10,000	10,250	2,960	2,960	Transfer \$3,250 to new line item 7-590-76240-3234 (RD). Transfer \$3,000 to 7-590-76240-3313 (RD). transfer \$1,000 to 3323 (RD).
<b>Total 76235 Locates - Sanitary Sewer</b>	<b>64,745</b>	<b>39,193</b>	<b>39,616</b>	<b>31,606</b>	<b>31,613</b>	
<b>76240 General Operation</b>						
7-590-76240-3101 SALARIES & WAGES - REGUL	1,732	111,153	111,153	111,153	137,808	
7-590-76240-3104 OVERTIME	726	2,040	2,040	2,040	2,040	
7-590-76240-3109 STANDBY	4,711					
7-590-76240-3111 STATUTORY HOLIDAYS	306					
7-590-76240-3135 EMPLOYEE BENEFITS	1,888	41,899	41,899	41,899	48,458	
7-590-76240-3141 ADMINISTRATION FEE		108,329	111,037	110,604	110,604	admin fees to general budget
7-590-76240-3143 PUBLIC WORKS ADMIN CHAF		108,329	111,037	110,604	110,604	admin fees to general budget
7-590-76240-3215 OTHER TYPES OF MATERIAL	223					RD
7-590-76240-3216 WASTEWATER GEN OPER - P	1,401	4,000	4,100	4,084	4,084	RD
7-590-76240-3222 INVENTORY ALLOWANCE (SC	1,594					RD
7-590-76240-3233 WASTEWATER GEN OPER - S					1,021	allocated from other accounts
7-590-76240-3234 WASTEWATER GEN OPER - E					10,292	allocated from other accounts
7-590-76240-3305 PROPERTY RENTAL/LEASE	102	109	112	111	111	RD
7-590-76240-3313 STAFF DEVELOPMENT---Staff	5,232	5,125	5,253	9,771	9,765	Transfer \$1,538 from 7-590-76235-3290 and \$3,000 from 7-590-76235-3328 (RD).
7-590-76240-3320 WASTEWATER GEN OPER - A					1,625	allocated from other accounts



**Wastewater Services  
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	2019	2019	2020	2020	2020	
	YTD	Annual	Base	Department	Administration	Comments
	Actual	Budget	Budget	Budget	Budget	
7-590-76240-3323 COMPUTER PROGRAMS & M		1,000	1,025	1,021	1,021	RD
7-590-76240-3328 SEWER GENERAL OPS - CONT	239					RD
7-590-76240-3342 EQUIPMENT RENTAL - OWN	1,112	1,112	1,140	1,135	1,135	
7-590-76240-3407 WASTEWATER REFUNDS/WR		1,000	1,025	1,021	1,021	RD
<b>Total 76240 General Operation</b>	<b>19,266</b>	<b>384,096</b>	<b>389,821</b>	<b>393,443</b>	<b>439,589</b>	
76245 San Sewer Recoverable Works						
7-590-76245-3103 DISTRIBUTED SALARIES & WA		1,073	1,073	1,073	1,073	
7-590-76245-3136 DISTRIBUTED EMPLOYEE BEN		429	429	429	429	
7-590-76245-3342 EQUIPMENT RENTAL - OWN	1,668	1,668	1,710	1,703	1,703	
<b>Total 76245 San Sewer Recoverable Works</b>	<b>1,668</b>	<b>3,170</b>	<b>3,212</b>	<b>3,205</b>	<b>3,205</b>	
76249 Other Capital Projects						
7-590-76249-3410 TRANSFER TO CAPITAL FUND	36,720	36,720	36,720	36,720	36,720	equipment reserve
<b>Total 76249 Other Capital Projects</b>	<b>36,720</b>	<b>36,720</b>	<b>36,720</b>	<b>36,720</b>	<b>36,720</b>	
76250 Extraneous Flows						
7-590-76250-3101 SALARIES & WAGES - REGUL	250					
7-590-76250-3103 DISTRIBUTED SALARIES & WA		38,495	38,495	38,495	38,495	
7-590-76250-3104 OVERTIME	351					
7-590-76250-3135 EMPLOYEE BENEFITS	223					
7-590-76250-3136 DISTRIBUTED EMPLOYEE BEN		15,086	15,086	15,086	15,086	
7-590-76250-3215 OTHER TYPES OF MATERIAL	86	2,500	2,563	2,553	2,553	JP
7-590-76250-3313 STAFF DEVELOPMENT--Staff		4,000	4,100	4,084	4,084	carry forward 6500 from 3313 and 3215 into this account for 2020 training (reserve for extraneous flow mandatory training)
7-590-76250-3316 EXTRANEIOUS FLOWS - LEGAL	1,125					
7-590-76250-3328 CONTRACT SERVICES	122,757	62,000	63,550	63,302	63,302	JP - Move to Levy
7-590-76250-3342 EQUIPMENT RENTAL - OWN	7,782	7,782	7,977	7,945	7,945	
7-590-76250-3343 EQUIPMENT RENTAL		1,000	1,025	1,021	1,021	
<b>Total 76250 Extraneous Flows</b>	<b>132,574</b>	<b>130,863</b>	<b>132,796</b>	<b>132,486</b>	<b>132,486</b>	
<b>Total 590 Wastewater Services</b>	<b>338,204</b>		<b>114,703</b>	<b>85,031</b>		





**Project Information**

<b>Budget Year</b> 2020	<b>Department</b> Operations	<b>Project #</b> OPS-05
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<b>Project Details</b>	<b>Type of Project:</b>	Business Case to Increase Operating Base Budget
	<b>Project Title:</b>	Create a new line item: 6-595-76345-3234
	<b>Location/Facility:</b>	NA
	<b>Project Description:</b>	<p>Create a new line item in 6-595-76345-3234 Equipment and Tools            Set the budget for 2020 to \$12,750 and increase by inflation over 5-year forecast. See below for composition of line item funds:            Transfer \$1,297 from 6-595-76315-3215            Transfer \$2,101 from 6-595-76330-3234            Transfer \$3,350 from 6-595-76330-3306            Transfer \$3,350 from 6-595-76330-3328            from Small Equipment Reserve <span style="float: right;">Transfer \$2,652</span></p>
	<b>Project Justification:</b>	<p>Deleting the line item 3234 from multiple cost centres and converging them in to one cost centre (76345) will provide the Utilities Supervisor a more effective means to track costs associated with equipment and tool purchases.</p>
<b>Capital Request:</b>		\$ -

<b>Project Financing</b>	<b>Funding Source:</b>	<b>Funding Request:</b>
	New Debt	\$ -
	<b>Total Funding Request:</b>	\$ -

<b>Future Impact(s)</b>	
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Project Information

Budget Year 2020	Department Operations	Project # OPS-06
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Project Details	Type of Project:	Business Case to Increase Operating Base Budget
	Project Title:	Create a new line item: 6-595-76345-3320/7-590-76240-3320
	Location/Facility:	NA
	Project Description:	<p>Create a new line items: 6-595-76345-3320 and 7-590-76240-3320 - Association Memberships            Set the budget for 2020 to \$1,625.00 each and increase by inflation over 5-year forecast. See below for composition of line item funds:</p> <p>-Transfer \$125 from 6-595-76342-3320 to 6-595-76345-3320 -            Transfer \$125 from 7-590-76235-3320 to 7-590-76240-3320 - Add an additional \$1,500 to both 6-595-76345-3320 and 7-590-76240-3320 for a total additional funds of \$3,000</p>
	Project Justification:	<p>The additional funds will provide membership to the following associations: - Ontario Water Works Association (OWWA). Member benefits include: networking and learning from recognized industry leaders. Obtaining discounts for OWWA seminars, workshops, the OWWA Annual Conference as well as AWWA conferences and online training. Receiving up-to-date information on what is current in the water industry with subscriptions to: OWWA Quarterly Magazine—Pipeline and AWWA Publications –Journal AWWA and Opflow. Member discounts on books, standards, manuals, software, and training videos through the AWWA bookstore. Utility members receive AWWA standards, utility alerts and advisories.</p> <p>- Ontario Municipal Water Association (OMWA). Member benefits include: Access to association conferences and education days at preferred rates. A future member’s handbook. A copy of the quarterly magazine, Pipeline. A listing in any member handbook and on the OMWA website. OMWA’s email newswire. Eligibility to participate on committees. Sponsorship opportunities at Water Symposium, other events and access to the members-only section of the OMWA website (those areas and files restricted to municipal members and not associate members). OMWA policy papers.</p>
Capital Request:		

Project Financing	Funding Source:	Funding Request:
	New Debt	\$ 3,000

Pr	Total Funding Request:	\$ 3,000
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Future Impact(s)	<p>Becoming members of the OWWA and OMWA will assist Port Colborne's Utilities Department in remaining current in the industry as it relates to technological advances, equipment, techniques, education and processes. Consequently, this will aid the team members in this department to continually improve in the delivery and maintainance of the municipality's distribution system.</p>
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Project Information

Budget Year 2020	Department Operations	Project # OPS-14
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Project Details	Type of Project:	Operating Project
	Project Title:	Pump upgrade at Scholfield Pumping Station
	Location/Facility:	Scholfield Pumping Station
	Project Description:	This project will replace the pumps and discharge pipe at the Scholfield Pump Station. This upgrade will provide a reliable pump for the future and reduce pump failure, emergency reponse after-hours in response to pump failure, annual electrical costs, safety concerns surrounding the access to the current pump during maintenance, and redcued risk for neighhbouring property flooding.
	Project Justification:	Scholfield Pumping Station is designed to prevent infiltration and surcharging of the sanitary sewer system in the neighbouring area from ground water infiltration. Currently, the pump installed in the pumping station is inadequately capable of discharging the required litres per second this station requires to meet the ground water demand. The pump performs inefficiently from a power usage perspective and is prone to failing or fail prematurely due to over demand. Presently, the current pump performs for approximately 3,000 hours, at which time it requires a rebuild due to the risk of failure or complete failure. The cost incurred to service and rebuild the existing pump is approximately \$8,000. Based on the pump demand, a service and rebuild could occur up to three times per year. With the estimated service cost savings of \$16,000-\$24,000 per year, the capital invested in the prposed pump will be recovered in 3-4 years. A properly fitted and sized pump will perform for approximately 12,000 hours prior to requiring service. The cost to service the proposed pump is comparable to the servicing cost for the current pump. Moreover, due to the high lake levels and ground water levels in the area, the pump presently operates twenty-four hours per day, seven days a week. This equates to servicing the pumps every 125 days. Furthermore, the proposed upgraded pump will operate at a 79% efficiency rating as opposed to the current 60% efficiency rating. With the installation of an adequately suited pump operating, at an optimum pumping curve, it is estimated an annual savings of \$3,420 in electrical costs will be achieved. Presently, the budegted electrical costs for this pumping station is \$18,000. It is also anticipated that the current pump will have a trade-in value of \$4,000. There is an inventory of three pumps, two of which can be surplusd as revnue, one of which will be held in reserve as a spare unit during service periods. This equates to a revenue of \$8,000. The proposed upgrade is estimated to cost \$69,000. Taking in to consideration the annual electrical savings, reduced rebuild costs, revenue from the sale of the existing pumps, and the proposed \$10,250 in the 2020 Asset Purchases line item in the cost centre dedicated to Scholfield Pumping Station (7-590-74855-3900), the total funds requested is \$47,330.

	<b>Capital Request:</b>	
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<b>Project Financing</b>	<b>Funding Source:</b>	<b>Funding Request:</b>
	New Debt	\$ 47,330
	<b>Total Funding Request:</b>	<b>\$ 47,330</b>

<b>Future Impact(s)</b>	Improvement to the overall operation and efficiency of the Scholfield Pumping Station.
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**Project Information**

Budget Year 2020	Department Operations	Project # OPS-16
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<b>Project Details</b>	Type of Project:	Business Case to Increase Operating Base Budget
	Project Title:	Add a student employee to the Water Department for Maintenance Purposes
	Location/Facility:	NA
	Project Description:	Employ a student for a period of 18 weeks from May 4, 2020 to September 4, 2020 to aid the Water Department to painting water distribution appurtanences such as fire hydrants and sampling stations on an annual basis. The estimated cost is \$9334.
	Project Justification:	The water distribution system has 648 fire hydrants and XXX sampling stations. The exterior of these appurtanences should be maintained on an annual basis. This is menial work and can be performed by a summer student. This will allow our Water Operators to focus on the maintenance of the system to ensure we meet and exceed our DWQMS.
Capital Request:		

<b>Project Financing</b>	Funding Source:	Funding Request:
	New Debt	\$ 9,600
	<b>Total Funding Request:</b>	<b>\$ 9,600</b>

<b>Future Impact(s)</b>	
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Report Number: 2020-44

Date: March 23, 2020

**SUBJECT: Port Colborne Distribution System Annual Summary Report**

**1) PURPOSE:**

This report has been prepared in accordance with Schedule 22 "Summary Reports for Municipalities", of O.Reg. 170/03, under the *Safe Drinking Water Act, 2002* (SDWA).

Under the Schedule, it is a requirement that Council be presented with the Annual Summary Report, summarizing the water quality results from the previous calendar year by March 31. Therefore, submission of the report at this time will ensure the City has met this requirement.

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

The *Safe Drinking Water Act, 2002* and associated O.Reg. 170/03 (Drinking Water Systems), dictate the City's legislated reporting requirements with respect to the Port Colborne Distribution System (PCDS). Section 11 of O.Reg. 170/03 details the information to be included in the annual report, as well as the deadline (February 28) for preparing the report. Additionally, this section indicates that the public must be notified that the report is ready and available, that the report must be made available free of charge and how the report must be made available. The reports are posted to the City's website, with copies available at the Engineering and Operations Centre located at 1 Killaly Street West. Notification of report completion is posted to the City's website and advertised in City Hall News.

The contents of this report to Council are, as indicated above, dictated by Schedule 22 of O.Reg. 170/03. The regulation states:

*22-2(2) The report must,*

- (a) List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and*
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure*

*22-2(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:*

- 1. A summary of the quantities and flow rates of the water supplied during the*

*period covered by the report, including monthly average and maximum daily flows*

2. *A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water license, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5(4), to the flow rates specified in the written agreement.*

A list of the Acts and Regulations that apply to the Port Colborne Distribution System have been provided in Appendix A. The regulated report requirements are discussed in section 3 below.

On December 31, 2012, Section 19 of the *Safe Drinking Water Act, 2002*, also known as the Statutory Standard of Care clause, came into force. In part, Section 19(1) requires "every person who oversees the accredited operating authority and every person who exercises decision making authority over the system" to:

- (a) exercise the level of care, diligence and skill... that a reasonably prudent person would be expected to exercise in a similar situation; and*
- (b) act honestly, competently and with integrity, with a view to ensuring the protection and safety of the users of the municipal drinking water system*

It is important to note that "Failure to comply with section 19 of the SDWA is an offence and could result in the prosecution of an individual, corporation, or both." This report not only meets the regulated reporting requirements, but also ensures Council is informed and helps meet Standard of Care responsibilities.

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

The Annual Drinking Water Quality Report was prepared on February 7, 2020, meeting the February 28 deadline. A copy of the Report is provided in Appendix B. The report and a notification of the report's availability will be posted to the City's website after Council approves this report. Notification of the report's availability will also be published in the next edition of City Hall News.

Results from 2019 sampling, testing and monitoring activities, as detailed in the Annual Drinking Water Quality Report (Appendix B), indicate that there were three (3) reportable adverse water quality incidents (AWQIs) in 2019.

One of the AWQIs was due to a low free chlorine level (<0.05 mg/L) in the distribution system. For this instance, nearby hydrants were immediately flushed to restore the free chlorine levels to at least 0.20 mg/L, and this area was monitored more frequently and flushed as required to maintain adequate free chlorine levels.

The remaining two (2) AWQIs were microbiological adverse samples. Total Coliforms were detected in both adverse samples. Follow up samples in both cases indicated that the water was microbiologically safe, and Staff suspect that sample contamination was responsible for the AWQIs, as the free chlorine residuals at the time the samples were



collected were more than adequate to ensure bacteria was not present in the water.

In all cases, the AWQIs were reported as required to the Ministry of Environment, Conservation and Parks (MECP) and to Public Health, and all corrective actions were completed to the satisfaction of all parties.

Although there were reportable AWQIs in 2019, at no time was the safety of the drinking water in Port Colborne compromised, nor were any orders issued by MECP against the system.

The City does not measure the quantities and flow rates of water within the distribution system. This information is provided to the City by the Region in the Port Colborne Water Treatment Plant Annual Summary Report prepared by the Region's Water and Wastewater Services Division. According to the Region's Summary Report, a copy of which is attached in Appendix C, the WTP is operating on average, at 20.2% of capacity, and has sufficient capacity to meet the City's long-term growth demands. Note the anomaly in the Region's flow data in April 2019. There was a significant spike in the maximum daily flow rate which was over 106% of the rated capacity of the water treatment plant. This spike occurred due to a major watermain break in the PCDS which occurred on April 4, 2019 and caused an estimated loss of 4,500 m<sup>3</sup> of water.

The water distribution system meets present needs, but will require upgrades and extensions to satisfy growth demands as they are identified. Council previously received the results of the Water Infrastructure Need Study in Engineering and Operations Report No. 2014-31, which recommended future capital improvement projects. These recommendations, together with the outcomes from the annual Infrastructure Review form the basis for future watermain builds and replacements.

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

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

Not applicable – report must be submitted to Council to meet regulatory requirements.

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

None – report is submitted to meet regulatory requirements

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

Not Applicable.

#### **6) ATTACHMENTS**

- Appendix A - Port Colborne Distribution System Applicable Acts and Regulations
- Appendix B - Port Colborne Distribution System Annual Drinking Water Quality Report

**7) RECOMMENDATION**

That Council accepts Engineering and Operations Department, Operations Division Report No. 2020-44, Subject: Port Colborne Distribution System Annual Summary Report, prepared in accordance with O.Reg. 170/03 for information.

**8) SIGNATURES**

Prepared on March 10, 2020 by:



Darlene Suddard  
Environmental Compliance Supervisor

Reviewed by:



Peter Paget  
Utilities Supervisor

Reviewed by:



Richard Daniel  
Manager of Operations

Reviewed by:



Chris Lee  
Director, Engineering & Operations

Reviewed and Respectfully Submitted:



C. Scott Luey  
Chief Administrative Officer

**7) RECOMMENDATION**

That Council accepts Engineering and Operations Department, Engineering Division Report No. 2020-44, Subject: Port Colborne Distribution System Annual Summary Report, prepared in accordance with O.Reg. 170/03 for information.

**8) SIGNATURES**

Prepared on March 10, 2020 by:



Darlene Suddard  
Environmental Compliance Supervisor

Reviewed by:



Peter Paget  
Utilities Supervisor

Reviewed by:



Richard Daniel  
Manager of Operations

Reviewed by:



Chris Lee  
Director, Engineering & Operations

Reviewed and Respectfully Submitted:



C. Scott Luey  
Chief Administrative Officer

**Port Colborne Distribution System  
Applicable Acts and Regulations**

*Safe Drinking Water Act, 2002*

- O.Reg. 128/04: Certification of Drinking Water System Operators and Water Quality Analysts
- O.Reg. 169/03: Ontario Drinking Water Quality Standards
- O.Reg. 170/03: Drinking Water Systems
- O.Reg. 171/03: Definitions of Words and Expressions Used in the Act
- O.Reg. 172/03: Definitions of “Deficiency” and “Municipal Drinking Water System”
- O.Reg. 188/07: Licensing of Municipal Drinking Water Systems
- O.Reg. 248/03: Drinking Water Testing Services
- O.Reg. 252/05: Compliance and Enforcement
- O.Reg. 453/07: Financial Plans

# Port Colborne Distribution System Annual Drinking Water Quality Report

Prepared on February 7, 2020  
In Accordance with O.Reg. 170/03  
January 1, 2019 to December 31, 2019

Prepared by:



Rocco Arillotta  
Water/Wastewater Operator

Reviewed by:



Darlene Suddard  
Environmental Compliance Supervisor

Reviewed by:



Peter Paget  
Utilities Supervisor

Approved by:



Richard Daniel Manager of Operations

Approved by:



Chris Lee Director of Engineering and  
Operations

Drinking Water System number: 260001643  
Drinking Water System category: Large Municipal Residential  
Owned and operated by: The Corporation of the City of Port Colborne

# Port Colborne Distribution System Annual Drinking Water Quality Report

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## Introduction

The City of Port Colborne is required, under O.Reg.170/03 - *Drinking Water Systems*, to prepare an annual report detailing the operation of the Port Colborne Distribution System. The regulation specifies in Section 11 what the report must contain, and sets a February 28 deadline for having the report prepared and made available to the public.

Therefore, to ensure compliance with the regulation, this report is prepared in accordance with Section 11, and is available to the public on the City's website at [www.portcolborne.ca](http://www.portcolborne.ca), under the Water Quality link

## Water Supply and Distribution

The Corporation of the City of Port Colborne (City) is the Owner and Operating Authority of the Port Colborne Distribution System (PCDS), which serves approximately 16,000 residents. The PCDS is a stand-alone, Class 1, distribution system, with no downstream connections, and obtains water from the Regional Municipality of Niagara's (RMON) Port Colborne Drinking Water System (water treatment plant - WTP). Treated water is purchased from RMON on a volume basis and distributed through the City owned distribution system via Region owned trunk mains. The WTP draws water from the Welland Canal, treats it at the WTP, and RMON is responsible for sampling, testing and monitoring water at and leaving the WTP.

The City of Port Colborne does not perform any secondary disinfection, as the WTP sufficiently chlorinates the water to meet the minimum requirement of >0.05 mg/L free chlorine residual. The only water treatment chemical used by the City is 12% sodium hypochlorite, and this is used solely when making repairs to or performing maintenance on the distribution system to perform the required disinfection to protect the drinking water. The distribution system has an average pressure of 58 psi, with pressure maintained by the Barrick Road Water Tower together with the Fielden Avenue Reservoir, which are owned, operated and maintained by RMON.

The Regional Municipality of Niagara prepares an annual report for the Port Colborne Drinking Water System, providing information on the treatment methodology, the type of chemicals used, water quality reports and any significant maintenance, repair or upgrades to the WTP. RMON is also required to make their reports available on the internet.

Contact information is provided under the section entitled “Where to Obtain Additional Information”.

## Water Quality Monitoring

The City of Port Colborne is required to supply safe drinking water that meets the requirements of the Safe Drinking Water Act and associated regulations. To ensure the City meet these requirements, the City has assigned the following individuals as responsible persons for the distribution system:

Table 1: Port Colborne Distribution System Responsible Persons

Position	Name	Phone number
Director of Engineering and Operations	Chris Lee	905-835-2901 ext. 223
Manager of Operations (Overall Responsible Operator)	Richard Daniel	905-835-2901 ext. 234
Utilities Supervisor (Primary Operator-in-Charge)	Peter Paget	905-835-2901 ext. 255
Environmental Compliance Supervisor	Darlene Suddard	905-835-2901 ext. 256

The City has identified the Engineering and Operations Department as the Operating Authority for the Port Colborne Distribution System (PCDS). The Water Department operates under the Engineering and Operations Department, and is specifically responsible for the daily operation of the distribution system. As such, the Water Department is responsible for assigning Certified Water Operators to conduct both the routine, weekly water quality sampling and testing and to conduct non-routine sampling (i.e., during and after watermain breaks). These activities ensure the water quality meets the Ontario Drinking Water Quality Standards (O.Reg. 169/03) at all times and under all conditions. The Water Department also ensures that the Operational Checks, Sampling and Testing requirements specified in the Drinking Water Systems Regulation (O.Reg. 170/03) are conducted and recorded. If it is determined that the water quality or an operational parameter does not meet the regulated requirements or exceeds the regulated limits, Certified Operators immediately implement corrective action to ensure the continued supply of safe drinking water. The operational checks, sampling and testing requirements, which the City must conduct, are outlined in Table 4.

The Region operates the Port Colborne Water Treatment Plant, the Fielden Avenue Reservoir and Barrick Road Water Tower, and as such, is required to conduct operational checks, sampling, and testing activities. Details regarding the Region’s requirements are summarized in their Annual Report; information on how to obtain a copy of their report is provided under the section entitled “Where to Obtain Additional Information”.

## Water Quality Test Results

As per the sampling and testing requirements detailed in Table 4, the City conducted the following sampling in the period of January 1, 2019 to December 31, 2019:

### Microbiological Analysis

In accordance with the requirements of Schedule 10, section 10-2 (1) of O.Reg.170/03, samples are collected and submitted for analysis on a weekly basis. Additionally, samples are collected and submitted for analysis after watermain breaks, during hydrant flushing activities and in response to some water quality complaints etc.

In 2019, a total of 428 samples were collected and analyzed for the presence of *E.coli* and Total Coliforms. (412 routine samples, 16 non-routine samples) Laboratory results indicated that Total Coliforms were detected on two (2) occasions (*Table 5*). Details about the adverse results are discussed below.

To monitor the potential deterioration of the water quality, 409 samples were collected and analyzed for Heterotrophic Plate Count (HPC). Laboratory results indicated that in 2019, HPC was detected at very low levels, between 0-29 colonies/mL. (*Table 5*).

### Operational Parameters

The City monitors the operational parameter, free chlorine on a twice weekly basis, and on an as-required basis in response to watermain breaks, hydrant flushing, and complaints etc. Turbidity is measured weekly, and on an as-required basis. In 2019, this resulted in the collection and analysis of 1,829 chlorine samples (856 routine and 973 non-routine) and 227 turbidity samples (69 routine and 158 non-routine). There was one (1) adverse free chlorine sample in 2019, with overall free chlorine levels ranging between 0.00 to 1.72 mg/L (*Table 5*). Details about the adverse results are discussed below.

Turbidity levels ranged from 0.05 to 4.95 NTU (*Table 5*).

### Lead Testing (Schedule 15.1) Results

The City is no longer required to collect samples from plumbing systems and is only required to collect samples from the distribution system. Under O.Reg. 170/03 distribution system samples are required to be collected twice annually, with one set collected during the winter sampling cycle (December 15 to April 15) and another set during the summer sampling cycle (June 15 to October 15). The collected samples are tested for alkalinity and pH in year one and two, with lead



sampled in year three. 2019 was year one; therefore, samples were collected from four locations in the distribution system and analyzed for alkalinity and pH. In total, eight samples were collected. Alkalinity values ranged from 79 to 92 mg/L, while pH values ranged from 7.01 to 7.64, all values were well within the recommended guidelines (*Table 5*).

The City is not required under the Regulation to collect plumbing samples to be analyzed for lead concentrations, unless requested by a homeowner. In 2019, the City received four (4) requests from homeowners to have their water tested for lead. The results from all samples collected were well under the regulatory limit of 0.010 mg/L (*Table 5*).

### Organic Parameters

The City is required to sample for trihalomethanes (THMs) and haloacetic acids (HAAs) on a quarterly basis.

THM results from 2019 continue to indicate that THMs are not a concern in the distribution system, as the running annual average concentration was 0.027 mg/L, much less than the 0.10 mg/L regulated limit (*Table 5*). None of the individual samples exceeded half the standard prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.

While the City has been sampling for HAA's since January 1, 2017, the results are not reportable until January 1, 2020. However, results from the five (5) samples collected in 2019 continue to indicate that HAA's are not a concern in the distribution system. HAAs were below detection limits in four of the samples, and in the one sample where HAA's were detected, the level was only 0.0131 mg/L, much less than the 0.08 mg/L regulated limit (*Table 5*).

In 2019, there were three (3) reportable adverse water quality incidents. Two (2) adverse results were due to the presence of total coliforms. The final adverse result was due to a free chlorine level less than 0.05 mg/L. Details about the adverse samples are discussed below.

## Regulatory Non-Compliances

There were three (3) reportable adverse water quality incidents in 2019.

Table 2 below summarizes the date the adverse occurred, the adverse parameter, the corrective action taken by the City and the date the corrective action was taken:

Table 2: Summary of Adverse Test Results - 2018

Sample Date	Date Adverse Reported to City	Parameter	Result	Corrective Action Date	Corrective Action
June 10, 2019	June 12, 2019	Total Coliforms	4 cfu/100mL	June 12, 2019	Immediately flush and resample (two consecutive sets 24 and 48 hours apart). Total coliforms were absent from the resamples and free chlorine residuals >0.20 mg/L were maintained at all points in the affected part of the distribution system.
June 10, 2019	June 12, 2019	Total Coliforms	1 cfu/100mL	June 12, 2019	
Sep 16, 2019	Sep 16, 2019	Free Chlorine	0.00 mg/L	Sep 16, 2019	Immediately flush the water mains and restore secondary disinfection to ensure that a free chlorine residual of 0.05 mg/L or higher was achieved at all points in the affected parts of the distribution system.

It is important to note that although two (2) adverse microbiological results, and one adverse free chlorine sample were observed in 2019, (representing less than 0.5% of the total samples collected), the immediate action by the City’s certified Operators ensured that the adverse incidents were addressed in a timely manner. This timely response ensured that the safety of the drinking water was maintained, as indicated by the results of special follow up sampling and evaluation, which found the water to be safe.

### Our Commitment to Providing Safe Drinking Water

To ensure that residents, businesses and visitors to our community continue to receive the safest drinking water, the City has incorporated the following practices into the routine operations of the Distribution System:

- Exceed the minimum regulatory sampling requirements, by sampling additional sites for both operational and microbiological parameters
- Comprehensive flushing program targeting “dead ends”, where water use is not very high, to ensure chlorine levels are at least 0.10 mg/L
- Prompt response to watermain breaks and customer complaints
- Increase the number of samples collected following a main break or distribution system improvements

In addition, the City has the following plans for 2020:

- Decommissioning of Elm Street Bulk water station and construction of a new bulk water station on Stonebridge Drive at an estimated cost of \$300,000.
- Completion of the Janet Street watermain replacement project at a cost of approximately \$50,000.

Major expenditures for 2019 included the following:

- Installation of a fire service water meter and chamber at two facilities, to ensure water usage of fire services is metered, at a total cost of \$236,330.
- Watermain replacement on Carter Avenue at a total cost of \$383,942
- Watermain replacement on Janet Street, at a total cost of \$1,247,528. The City received federal funding for both the Janet Street and Carter Street projects.

## What's New?

The City's Municipal Drinking Water Licence and Drinking Water Works Permit both expired in October 2019. The City applied for renewal in April 2019, and a new Licence and Permit were issued to the City in October 2019, and are valid for five years.

The City prepared and submitted the City of Port Colborne Distribution System Financial Plan, in accordance with O.Reg. 453/07 – Financial Plans. Council adopted the Financial Plan through a resolution on April 15, 2019, and the Plan was submitted to the Ministry of Municipal Affairs and Housing on April 17, 2019. The Financial Plan is a “living document” and will be examined on a regular basis to ensure it remains current. The Financial Plan is available on the City's website at [www.portcolborne.ca/page/financial\\_reporting](http://www.portcolborne.ca/page/financial_reporting)

SAI Global accredited the City's Drinking Water Quality Management System to the Drinking Water Quality Management Standard 2.0 in November 2019. The City's Operational Plan is available on the City's website at: [http://www.portcolborne.ca/page/drinking\\_water\\_quality\\_management\\_system](http://www.portcolborne.ca/page/drinking_water_quality_management_system)

## Where to Obtain Additional Information

Copies of this annual report are available, free of charge, at the Engineering and Operations Centre, 1 Killaly Street West. It can also be downloaded from the internet at [http://portcolborne.ca/page/water\\_quality\\_reports](http://portcolborne.ca/page/water_quality_reports). Copies may also be obtained by contacting the City numbers listed below.

Additionally, all laboratory test results are available at the Engineering and Operations Centre, 1 Killaly Street West. Copies may also be obtained by contacting the City numbers listed below.

The Regional Municipality of Niagara provides an annual report for the Port Colborne Water Treatment Plant, and it can be downloaded from the Region's website: <https://www.niagararegion.ca/living/water/water-quality-reports/default.aspx> Copies may also be obtained by contacting any of the numbers listed below:

Table 3: Contact Information for the City and Region

Organization	Department	Phone Number
City of Port Colborne	Engineering and Operations Centre	905-835-2900
Regional Municipality of Niagara	Water and Wastewater Division	905-685-1571

Table 4: Distribution System Water Quality Sampling and Testing Requirements

Parameter	Sampling and Analysis	Distribution System Standards	Comments
Microbiological	Required to collect a minimum of 24 samples each month, however, the City collects 32 samples per month and tests for total coliforms and/or <i>E.coli</i> . Minimum 50% of all samples collected weekly analyzed for heterotrophic plate count	<ul style="list-style-type: none"> <li>• <i>E.coli</i> – NONE detected</li> <li>• Total Coliforms – NONE detected</li> <li>• Heterotrophic plate count - &lt;500 cfu/mL</li> </ul>	<ul style="list-style-type: none"> <li>• 8 samples collected each week</li> <li>• Samples sent to an accredited laboratory for analysis</li> <li>• Adverse results are immediately reported by the lab to the City</li> </ul>
Free Chlorine Residual	Required to collect a minimum of 28 samples per month, however the City collects 64 samples per month and tests for free chlorine. Collected twice weekly (at least 48 hours apart) from representative areas of the distribution system	<ul style="list-style-type: none"> <li>• Minimum residual chlorine 0.05 mg/L</li> <li>• City targets 0.20 mg/L</li> <li>• City's acceptable low limit is 0.10 mg/L</li> </ul>	<ul style="list-style-type: none"> <li>• City flushes all hydrants annually and known dead ends on a regular basis to ensure at least 0.10 mg/L is maintained at all areas of the distribution system</li> </ul>
Turbidity	Frequency of sampling not specified, however, City collects a minimum of 1 sample weekly from the bulk water depots, and during non-routine sampling (i.e. flushing, watermain breaks) in system	<ul style="list-style-type: none"> <li>• 5.0 NTU maximum aesthetic objective</li> </ul>	<ul style="list-style-type: none"> <li>• Turbidity generally not an issue in the distribution system, however City flushes on a regular basis to ensure turbidity levels remain low.</li> </ul>
Trihalomethanes (THMs)	Required to collect at least one sample quarterly, however the City collects 2 samples quarterly, and submits for analysis	<ul style="list-style-type: none"> <li>• 0.10 mg/L maximum acceptable concentration</li> </ul>	<ul style="list-style-type: none"> <li>• Based on a four-quarter progressive annual average of test results (average of all test results each quarter) at points that are likely to have an elevated potential for the formation of THMs</li> </ul>

Table 4: Distribution System Water Quality Sampling and Testing Requirements (continued)

Parameter	Sampling and Analysis	Distribution System Standards	Comments
Haloacetic Acids (HAAs)	Sampled quarterly. Required to collect one (1) sample per quarter.	<ul style="list-style-type: none"> <li>0.08 mg/L maximum acceptable concentration (comes into effect January 1, 2020)</li> </ul>	<ul style="list-style-type: none"> <li>Based on a four-quarter progressive annual average of test results (average of all test results each quarter) at points that are likely to have an elevated potential for the formation of HAAs</li> </ul>
Lead	<p>Regulatory amendments late in 2009 and the City's historical results from 2008/09 resulted in the City qualifying for exemption from having to collect samples from plumbing.</p> <p>Required to collect 4 samples twice annually (between Dec 15 and Apr 15 and between Jun 15 and Oct 15) from 4 locations in the distribution system and analyze the samples for pH and alkalinity for two years, and then in the third year, perform the pH and alkalinity analysis and lead analysis.</p>	<ul style="list-style-type: none"> <li>No standard for alkalinity or pH, these parameters are monitored so that, should they change, the potential for lead levels to increase is analyzed</li> <li>Maximum acceptable concentration for lead is 0.010 mg/L</li> </ul>	<ul style="list-style-type: none"> <li>Distribution system samples are generally collected from water sampling stations and/or fire hydrants</li> <li>If a lead exceedance occurs in future, the City may be required to resume standard sampling.</li> </ul>

Table 5: Distribution System Water Quality Sampling and Testing Results – January 1 to December 31, 2019

Parameter	Requirement	Number of samples		Results			Comments
		Routine	Non-Routine	Range	Unit	# of Adverse	
<b>Microbiological Analysis</b>							
<i>E. coli</i>	ND	412*	16	ND- >200	cfu/100 mL	0	Presence of <i>E. coli</i> indicates presence of fecal matter
Total Coliforms	ND	412*	16	ND- >200	cfu/100 mL	2	Presence of Total Coliforms indicates possible presence of pathogenic bacteria
Heterotrophic Plate Count	<500	409*	4	ND- >500	colonies/mL	N/A	Presence of HPC indicates water quality deterioration
<b>Operational Parameters</b>							
Free Chlorine	Minimum 0.05	856*	973	0.00 – 1.72	mg/L	1	Level of disinfectant present
Turbidity	5.0	69*	158	0.08 – 4.92	NTU	N/A	Not a reportable parameter; 5.0 NTU is aesthetic guideline
<b>Lead Testing Results</b>							
Alkalinity	30 - 500	8		79 – 92	mg/L	N/A	Neither are reportable parameters; guidelines are the recommended operational level. Low alkalinity and/or low pH may accelerate corrosion, which may cause lead from soldering or lead lines to be released into drinking water.
pH	6.5 – 8.5	8		7.01 – 7.64		N/A	
Lead	Plumbing	0.010 mg/L	4	0.00004-0.00251	mg/L	0	Corrosion of lead or lead soldered plumbing/distribution systems may cause lead to be released into drinking water
	Distribution		0				
<b>Organic Parameters</b>							
Trihalomethanes	0.10	8		(Running Annual Avg) 0.027	mg/L	0	By-product of chlorination; forms when chlorine reacts with suspended organics.
Haloacetic Acids	0.08 (Jan 1, 2020)	5		(Running Annual Avg) <MDL	mg/L	N/A	By-product of chlorination; forms when chlorine reacts with suspended organics.

\*Note – operational checks are routine samples. Only routine microbiological samples, collected in accordance with Schedule 10, section 10-2 (1) of O.Reg. 170/03, are analyzed for Heterotrophic Plate Count (HPC) to meet the required 25%. Non-routine sampling includes sampling after watermain breaks, complaints, annual hydrant flushing and dead end flushing.

ND = non-detectable

MDL = Minimum Detection Limit

NTU = nephelometric turbidity unit



**REGIONAL MUNICIPALITY OF NIAGARA**  
**Public Works Department**  
**Water & Wastewater Services Division**

# **PORT COLBORNE WATER TREATMENT PLANT**

## **ANNUAL SUMMARY REPORT**

(Prepared under Ontario Regulation 170/03)

**January 1 to December 31, 2019**

**Ministry of the Environment, Conservation and Parks**

**Drinking Water Works Permit # 007-201**  
**Municipal Drinking Water License # 007-101**



1. Failure to meet with the requirements of the Act, the regulation, the system's approval:

The Port Colborne Water Treatment Plant was operated in such a way that at no time did it fail to meet or exceed the requirements of the Safe Drinking Water Act, associated regulations, the system's approval or any order that may have been issued for this reporting period.

2. A summary of flows for the reporting period January 1, 2019 – December 31, 2019:

2019	TOTAL FLOW		AVERAGE DAY		MAX. DAY	MIN. DAY	MAX. FLOW RATE	MIN. FLOW RATE	WASTE SLUDGE
Date	Raw (ML)	Treated (ML)	Raw (ML)	Treated (ML)	Treated (ML)	Treated (ML)	Treated (ML/d)	Treated (ML/d)	(ML)
Jan	256.970	245.010	8.289	7.904	8.790	6.090	17.518	3.282	1.551
Feb	240.000	232.250	8.571	8.295	12.390	6.720	15.487	4.390	1.470
Mar	259.330	249.370	8.365	8.044	9.170	6.700	17.262	4.256	1.660
Apr	242.670	232.550	8.089	7.752	10.340	6.310	38.226	2.892	1.507
May	232.410	222.120	7.497	7.165	8.420	5.030	16.267	4.390	1.736
Jun	220.650	215.920	7.355	7.197	8.460	5.230	12.759	4.349	2.025
Jul	236.980	235.350	7.645	7.592	10.530	5.047	16.749	3.651	2.010
Aug	221.870	221.410	7.157	7.142	8.420	5.290	16.903	2.456	1.834
Sep	200.450	198.200	6.682	6.607	7.960	4.780	15.415	3.990	1.773
Oct	197.230	194.050	6.362	6.260	7.500	4.560	27.202	3.836	1.975
Nov	199.930	194.460	6.664	6.482	7.810	4.940	16.308	2.061	2.051
Dec	220.430	215.350	7.111	6.947	8.420	5.090	13.477	3.713	1.777
<b>TOTAL</b>	<b>2728.920</b>	<b>2656.040</b>							<b>21.369</b>
<b>MIN</b>						<b>4.560</b>		<b>2.061</b>	<b>1.470</b>
<b>MAX</b>					<b>12.390</b>		<b>38.226</b>		<b>2.051</b>
<b>AVG</b>			<b>7.482</b>	<b>7.282</b>					<b>1.781</b>

\*The flow rates are moments in time, and can be affected by various circumstances, such as pump changes or valve position and therefore not unusual to have higher or lower than normal flow.

3. A comparison of actual flows to that of the flow rates set out in the system's approval:

Flow rates as set in:

- Drinking Water Works Permit # 007-201
- Municipal Drinking Water License # 007-101

Maximum daily flow        36.000 ML  
 Maximum flow rate        36.000 ML/day

2019	AVERAGE DAY	% OF RATED CAPACITY	MAX. DAY	% OF RATED CAPACITY	MAX. FLOW RATE	% OF RATED CAPACITY
Date	Treated (ML)		Treated (ML)		Treated (ML/d)	
Jan	7.904	22.0%	8.79	24.4%	17.518	48.7%
Feb	8.295	23.0%	12.39	34.4%	15.487	43.0%
Mar	8.044	22.3%	9.17	25.5%	17.262	48.0%
Apr	7.752	21.5%	10.34	28.7%	38.226	106.2%
May	7.165	19.9%	8.42	23.4%	16.267	45.2%
Jun	7.197	20.0%	8.46	23.5%	12.759	35.4%
Jul	7.592	21.1%	10.53	29.3%	16.749	46.5%
Aug	7.142	19.8%	8.42	23.4%	16.903	47.0%
Sep	6.607	18.4%	7.96	22.1%	15.415	42.8%
Oct	6.260	17.4%	7.5	20.8%	27.202	75.6%
Nov	6.482	18.0%	7.81	21.7%	16.308	45.3%
Dec	6.947	19.3%	8.42	23.4%	13.477	37.4%

Report Number: 2020-45

Date: March 23, 2020

**SUBJECT: Statement of Remuneration and Expenses 2019**

### 1) PURPOSE

This report is written to provide Council with information for total remuneration, benefits and expenses paid, in respect of services as a member of Council as well as each person appointed by the municipality to serve as a member of any body, including a local board, for the year 2019.

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

Pursuant to Section 283 of the *Municipal Act, 2001*, as amended, a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board.

Pursuant to Section 284 of the *Municipal Act, 2001*, as amended, the City Treasurer shall, on or before March 31 provide to Council an itemized Statement of Remuneration and Expenses paid in the previous year to each member of Council and each person appointed by the municipality to serve as a member of any body, including a local board, in respect of services as a member of Council or member of any body.

The following by-laws authorize the payment of such remuneration and expenses:

- By-law No. 4609/140/04 Being a By-law to Provide for the Remuneration of the Mayor and to Repeal By-law No. 2864/43/93
- By-law No. 4610/141/04 Being a By-law to Provide for the Remuneration of the Councillors and to Repeal By-law No. 2922/101/93
- By-law No. 5141/47/08 Being a By-law to Amend By-law No. 4896/121/06 a By-law to Establish a Conference and Seminar Policy for Members of Council
- By-law No. 5719/150/11 Being a By-law to Establish Remuneration of Committee of Adjustment Members

### 3) STAFF COMMENTS AND DISCUSSIONS

The attached Statement of Remuneration and Expenses for the twelve-month period January 1 to December 31, 2019 was prepared pursuant to Sections 283 and 284 of The *Municipal Act, 2001*, as amended.

**4) OPTIONS AND FINANCIAL CONSIDERATIONS**

Not applicable.

**5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not applicable.

**6) ATTACHMENTS**

Appendix A - Statement of Remuneration and Expenses 2019

Appendix B - Detail of Conference Expenses 2019

**7) RECOMMENDATION**

That Corporate Services Department, Finance Division, Report No. 2020-45, Subject: Statement of Remuneration and Expenses 2019 be received for information purposes as per Sections 283 and 284 of the *Municipal Act, 2001*, as amended.

**8) SIGNATURES**

Prepared on March 3, 2020 by:

Reviewed & approved by:



Deborah Salmon  
Accounting Clerk

Stephen Corr  
Manager of Revenue & Taxation/  
Deputy Treasurer

Reviewed & approved by:

Reviewed and respectfully submitted:



Amber LaPointe  
Acting Director of Corporate Services/  
City Clerk

C. Scott Luey  
Chief Administrative Officer

CITY OF PORT COLBORNE													
STATEMENT OF REMUNERATION AND EXPENSES 2019													
	Payroll Remuneration	Fringe Benefits	Car Allowance	Per Diem*	TOTAL	Remuneration	Membership/ Training	Conference Expenses**	Travel	Mobile Service	TOTAL	GRAND TOTAL	
<b>Council</b>													
Mayor Bill Steele	41,919.02	10,027.60	2,520.00		54,466.62			3,528.30	1,082.41	793.80	5,404.51	59,871.13	
Councillor Mark Bagu	11,031.80	6,853.76			17,885.56			104.83		122.16	226.99	18,112.55	
Councillor Eric Beauregard	11,031.80	3,187.24			14,219.04			3,637.36		122.16	3,759.52	17,978.56	
Councillor Ron Bodner	11,031.80	5,790.18			16,821.98			0.00		122.16	122.16	16,944.14	
Councillor Gary Bruno	11,031.80	5,855.05		480.00	17,366.85			3,036.25	214.67	122.16	3,373.08	20,739.93	
Councillor Frank Danch	11,031.80	6,870.01			17,901.81			0.00		122.16	122.16	18,023.97	
Councillor Angie Desmarais	11,031.80	6,870.01			17,901.81			2,054.04		122.16	2,176.20	20,078.01	
Councillor Donna Kalailieff	11,031.80	6,853.76			17,885.56			2,821.45	448.67	122.16	3,392.28	21,277.84	
Councillor Harry Wells	11,031.80	6,853.76			17,885.56			45.80		122.16	167.96	18,053.52	
<b>Committee of Adjustment</b>													
Councillor Eric Beauregard						750.00	150.00				900.00	900.00	
Councillor Gary Bruno						685.00	150.00				835.00	835.00	
Councillor Angie Desmarais						750.00	150.00				900.00	900.00	
Councillor Donna Kalailieff						750.00	150.00				900.00	900.00	
Dan O'Hara						720.00	150.00			122.16	992.16	992.16	
Yvon Doucet						75.00					75.00	75.00	
Bea Kenny						75.00					75.00	75.00	
Bill Steele						75.00					75.00	75.00	
<b>TOTALS</b>	<b>130,173.42</b>	<b>59,161.37</b>	<b>2,520.00</b>	<b>480.00</b>	<b>192,334.79</b>	<b>3,880.00</b>	<b>750.00</b>	<b>15,228.03</b>	<b>1,745.75</b>	<b>1,893.24</b>	<b>23,497.02</b>	<b>215,831.81</b>	
* Per Diem - for additional meetings (out of town business)												215,831.81	Proof
** Conference Expenses - see Detail of Conference Expenses 2019													

<b>City of Port Colborne</b>								
<b>Detail of Conference Expenses 2019</b>								
	FCM	AMO	ROMA/OGRA	GLSLCI	OACA	Other Conferences & Seminars	CONFERENCE EXPENSES TOTAL	
Mayor Bill Steele	47.05			2,370.02		1,111.23	<b>3,528.30</b>	
Councillor Mark Bagu						104.83	<b>104.83</b>	
Councillor Eric Beauregard	2,668.42					968.94	<b>3,637.36</b>	
Councillor Ron Bodner							-	
Councillor Gary Bruno	2,668.42					367.83	<b>3,036.25</b>	
Councillor Frank Danch							-	
Councillor Angie Desmarais					1,414.96	639.08	<b>2,054.04</b>	
Councillor Donna Kalailieff		2,601.60				219.85	<b>2,821.45</b>	
Councillor Harry Wells						45.80	<b>45.80</b>	
<b>TOTALS</b>	<b>5,383.89</b>	<b>2,601.60</b>	<b>-</b>	<b>2,370.02</b>	<b>1,414.96</b>	<b>3,457.56</b>	<b>15,228.03</b>	
<b>FCM - Federation of Canadian Municipalities</b>							15,228.03	<i>Proof</i>
<b>AMO - Association of Municipalities of Ontario</b>								
<b>ROMA/OGRA - Rural Ontario Municipal Association/Ontario Good Roads Association</b>								
<b>GLSLCI - Great Lakes &amp; St Lawrence Cities Initiative</b>								
<b>OACA - Ontario Association of Committees of Adjustment and Consent Authorities</b>								

**MAYOR'S OFFICE**

**905-835-2900 Ext. 301**

**TO: Members of City Council**

**FROM: Social Determinants of Health Advisory Committee – Everyone Matters**

**DATE: March 23, 2020**

**RE: Submission to Ontario Poverty Reduction Strategy**

Every five years (as mandated by the Poverty Reduction Act, 2009) the provincial government is required to consult on and develop a new Poverty Reduction Strategy.

The Ministry of Children, Community and Social Services (MCCSS), in collaboration with other provincial ministries, is seeking input from municipal partners, Ontario residents, employers and service providers to identify opportunities for action to reduce poverty. Submissions are due by March 31, 2020.

Niagara Region Community Services Department, who are largely responsible for programs and services directed at reducing poverty have prepared a report for submission.

The Social Determinants of Health Advisory Committee – Everyone Matters discussed this matter and proposed response at their meeting on February 6, 2020. The co-chairs and mayor were directed to prepare a submission for council's consideration.

As you can see from the attached submission, the committee supports the report from Niagara Region with additional recommendations related directly to Port Colborne. As the time of preparation of this memo, Niagara Region Public Health and Social Services Committee supported their report COM 5-2020, and are awaiting approval from Regional Council on March 19<sup>th</sup>. Should there be any changes to Niagara Region's report after their meeting on March 19<sup>th</sup>, we will ensure the updated report is attached.

We are seeking council's approval to submit this letter under the signature of the mayor and co-chairs.



PORT COLBORNE

CITY OF PORT COLBORNE

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

MAYOR'S OFFICE

March 24, 2020

Poverty Reduction Strategy  
315 Front Street West, 3rd Floor  
Toronto, Ontario  
M7A 0B8

Dear Sir/Madam:

Re: Consultation: developing a new Poverty Reduction Strategy for Ontario

On behalf of members of Port Colborne City Council, our Social Determinants of Health Committee and the residents of Port Colborne, we would like to provide you with some feedback as you develop a new Poverty Reduction Strategy for Ontario.

As a member community in the Niagara Region, we have had an opportunity to review Report COM5-2020 (attached) prepared by the Niagara Region Community Services Department and endorsed by their Public Health and Social Services Committee and Regional Council.

Recommendations made in this report reflect of needs of all 13 communities in the Niagara Region and we would encourage you to consider their recommendations.

In addition, our Social Determinants of Health Committee would like to make the following additional recommendations:

**Income:**

Introduce a basic living wage (the minimum income necessary for workers to meet their basic needs), which would make it possible for people living in poverty to pull themselves out, be in a position to obtain and keep a full-time job where possible and reduce the stress that creates physical and mental health issues.

**Housing:**

Through the Provincial Policy Statement, support land use policy that encourages and, in some cases, mandates the development of attainable/affordable housing in mixed use developments.

Establish legislation to regulate short-term accommodation platforms to ensure local housing and rental stock is protected.



**Health:**

Accelerate investments in telemedicine and e-health records to ensure that rural patients can find timely, patient-centred care with equal access to urban specialists.

Continue investments in publicly funded dental care to improve access for low income working age adults aged 18-64 who are without employer provided benefits or the means to pay.

**Rural Poverty:**

Increase access to services and make funding commitments to rural communities to tackle issues related to: food, health, social supports, legal services and transportation.

We look forward to a continued dialogue to ensure that the strategies and initiatives designed to reduce poverty meet the needs of those living in Port Colborne and the entire province of Ontario.

Sincerely,

William C. Steele  
Mayor

Angie Desmarais, Co-Chair  
Social Determinants of Health Committee

Lori Kleinsmith, Co-Chair  
Social Determinants of Health Committee

Encl.

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**Subject:** Local Considerations to Inform the Development of the next Ontario Poverty Reduction Strategy

**Report to:** Public Health and Social Services Committee

**Report date:** Tuesday, March 10, 2020

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## Recommendations

That this report **BE APPROVED** as a written submission to the Ministry of Children, Community and Social Services further to their request for local recommendations to inform the next provincial Poverty Reduction Strategy.

## Key Facts

- Every five years (as mandated by the Poverty Reduction Act, 2009) the provincial government is required to consult on and develop a new Poverty Reduction Strategy.
- The Ministry of Children, Community and Social Services (MCCSS), in collaboration with other provincial ministries, is seeking input from municipal partners, Ontario residents, employers and service providers to identify opportunities for action to reduce poverty.
- Niagara Region's Community Services department, with input from Public Health and Economic Development, Niagara Regional Housing, and the Niagara Poverty Reduction Network, has developed a proposed submission, which includes recommendations based on local needs and experiences of poverty reduction efforts.
- This proposed submission seeks to respond to the MCCSS call for feedback to inform the next provincial Poverty Reduction Strategy, with a focus on key service areas (housing and homelessness prevention, seniors supports and long-term care, child care and support for families, and social assistance and employment), and seeks to align with the following priorities outlined by the Province:
  - Encouraging job creation and providing employment opportunities
  - Providing people with the right supports and services
  - Lowering the cost of living and making life more affordable
- Poverty reduction strategies and investment in their associated initiatives must remain focused on improving outcomes for low-income individuals and families, and account for the current cost of poverty.

- In many cases, maintaining investments in critical social services is a cost-effective approach to improving health and social outcomes, and produces positive multiplying economic effects that should be considered in the next provincial Poverty Reduction Strategy.

## **Financial Considerations**

There are no financial implications associated with this report.

## **Analysis**

### **Background**

Niagara Region's Community Services department, with input from Public Health and Economic Development, Niagara Regional Housing and the Niagara Poverty Reduction Network, sought to review the current provincial Poverty Reduction Strategy to assess existing initiatives and identify opportunities for improvement, in order to better the economic and social conditions of those living in poverty in Niagara.

The current provincial Poverty Reduction Strategy, "Realizing Our Potential" (2014-2019) emphasizes commitments to: break the cycle of poverty for children and youth, move towards employment and income security, establish a long-term goal to end homelessness, and use evidence-based policy to measure success. At that time, indicators identified to cover key aspects of health, education, income security, material deprivation and housing security included: birth weights, school readiness (Early Development Instrument), educational progress (combined grade 3 and grade 6), high school graduation rates, low income measure, depth of poverty, Ontario housing measure, youth and young adults not in education, employment or training (NEET), long-term unemployment, poverty rates of vulnerable populations.

### **Tracking Niagara's Progress to Reduce Poverty**

Data identified at the launch of the first provincial Poverty Reduction Strategy in 2008-2009 continues to be used as a baseline to measure against for subsequent provincial poverty reduction strategies. A number of these initial and additional indicators are not available at a regional or local level, or have since been replaced with different measures of need.

The summary below provides a high-level overview of comparable data specific to Niagara region to understand the local context of poverty.

Economic indicators for the St. Catharines-Niagara Census Metropolitan Area demonstrates a relatively strong economy, with indicators such as a low unemployment rate (5.8%), growing levels of international trade and an increasing number of businesses operating in the Niagara region. However, household income per capita is substantially lower than the provincial average (Niagara: \$42,511 vs. Ontario: \$48,473), and has not kept up with inflation.

When inflation outpaces income growth, individuals and families with low-incomes may be even further challenged to keep up with the growing cost of living in Niagara. In fact, those living in Niagara who work, but continue to live in poverty<sup>1</sup> are a growing number (2006: 6.5% of employed population vs. 2016: 8.13% of employed population). This may indicate that low-income individuals and families are not necessarily benefitting from a growing local economy.

In examining other indicators used to understand the local context of poverty, it is important to consider the growing level of core housing need<sup>2</sup> both in Niagara and across Ontario. Between 2006 and 2016, the rate of this growth in Niagara has been higher than the provincial average (Niagara: +1.5% vs. Ontario: +0.8%). Households in core housing need may also be identified as at risk of experiencing homelessness.

In examining Early Development Instrument data between 2008 and 2018, children in Niagara and across Ontario have become more vulnerable in their overall developmental health and well-being. Again, in Niagara the rate of increase in vulnerability has been higher than the provincial average (Niagara: +5.2% vs. Ontario: +1.1%)<sup>3</sup>.

In Niagara, 19.4% of newborns are below or above normal birth weight, which can be associated with risk factors of poverty later in life. Babies born in low-income families are more likely to be below or above normal weight. For instance, in Niagara, there are

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<sup>1</sup> An individual is counted among the working poor if they meet the following conditions: (i) has an after-tax income below the Low Income Measure, (ii) has earnings of at least \$3000 a year (income threshold for receiving the Working Income Tax Benefit), (iii) is not a student, (iv) lives independently (non-institutional population).

<sup>2</sup> Core housing need is an indicator used to identify households living in housing considered unsuitable, inadequate or unaffordable, and whose income levels are such that they could not afford alternative suitable and adequate housing in their community.

<sup>3</sup> The three areas where children in Niagara are particularly vulnerable includes physical readiness for the school day (e.g. coming to school with appropriate clothing, shoes and food), overall social competence with peers, and aggressive behaviour.

three times more babies born with a low birth weight in the most materially deprived 20% of the population compared to the least deprived 20% of the population.<sup>4</sup>

### **Investments in Social Services: A Cost-Effective Approach to Improving Outcomes with Associated Positive Economic Effects**

Poverty reduction strategies and investment in their associated initiatives must remain focused on improving outcomes for low-income individuals and families, and account for the current cost of poverty. According to the Public Health Agency of Canada (2016), Canadians in the lowest income group (20% of the population) account for 60% of the total direct economic burden of health including costs for acute care inpatient hospitalizations, prescription medication, and physician consultations.

As the provincial government considers its future spending, investments in social services are viewed as one of the most cost-effective means to improve health and social outcomes. For example, a recent study<sup>5</sup> published in the *Canadian Medical Association Journal* indicates that:

- Every \$10 spent on housing and supports for those experiencing chronic homelessness, saves \$21.72 in the areas of health, justice and social service systems.
- Every one cent spent on social services per dollar spent on health, would increase life expectancy by an additional 5% and decrease potentially avoidable mortality by an additional 3% in one year.

Furthermore, research analyzing investments in critical social services not only demonstrates a cost-effective approach to achieving better population health and social outcomes, but also produces positive economic effects. As examples, public investment in early years and child care has been viewed to have a multiplying effect – every dollar invested in child care results in an economic output of \$2.27<sup>6</sup>. Through the construction of new housing units, and repair and retrofitting of existing stock, investments in community housing have also demonstrated to result specifically in local job creation. In fact, the Ontario Non-Profit Housing Association and the Co-operative Housing

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<sup>4</sup> The Ontario Marginalization Index is a data tool that combines a wide range of demographic indicators into four distinct dimensions of marginalization: residential instability, material deprivation, dependency and ethnic concentration. Material deprivation includes factors such as: education, unemployment, lone-parent families, and households needing major repairs.

<sup>5</sup> Dutton, D. J. et al. (2018). Effect of provincial spending on social services and health care on health outcomes in Canada: an observational longitudinal study. *CMAJ Journal*, 190(3), 66-71.

<sup>6</sup> Fairholm, R. (2011). Economic Impacts of Early Learning and Care, Early Education Economic Forum, University of Toronto.

Federation of Canada (Ontario Region) reports that the development of one affordable housing unit is estimated to generate between 2 to 2.5 new local jobs<sup>7</sup>.

### **Housing & Homelessness Prevention**

Ending homelessness and ensuring access to safe, adequate and affordable housing reduces poverty and supports employment.

**Building on existing progress**, it is recommended that provincial levels of government continue to:

- Enhance Community Homelessness Prevention Initiative funding to continue to build on the work to reduce homelessness and poverty, and ensure Niagara Region receives an equitable allocation informed by indicators of need
- Invest in capital and operating funding for supportive housing as a means of ending homelessness (e.g. Home for Good program), and to support those with mental health and/or addictions issues, seniors and those with developmental disabilities
- Maintain Ontario Priorities Housing Initiative (OPHI) housing allowances at current levels
- Hire more landlord adjudicators to address backlogs at the Landlord Tenant Board

**To further improve poverty reduction efforts**, it is recommended that provincial levels of government:

- Increase funding to build and maintain community housing – most stock is between 20-50 years old and requires significant capital repairs
- Invest in initiatives aimed to increase the supply of rental and community housing
- Ensure that government policy does not inadvertently increase consumer debt burdens and inflate housing prices further
  - E.g., Align annual allowable rent increases with increases to minimum wage and social assistance rates so as to not further disadvantage those who are precariously housed and living in poverty
- Consider funding the new Canada-Ontario Housing Benefit at 100% of average market rent, as opposed to 80% to encourage households to come off the waitlist
- Develop new measures to understand homelessness which leverage community-based data through the implementation of coordinated access systems

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<sup>7</sup> Canada Mortgage and Housing Corporation. (2000). *Economic Impacts of Residential Construction*. Research Highlight, "Socio-Economic Series, Issue 69." (Ottawa: Canada Mortgage and Housing Corporation); Dunning, W. (2012). *Economic and Fiscal Impacts of Residential Construction – 2012* (Ottawa: Canadian Home Builders' Association); National National Association of Home Builders. (2009.) *The Local Impact of Home Building in a Typical Metro Area: Income, Jobs, and Taxes Generated* (Washington DC: NAHB).

### **Seniors Supports and Long-Term Care**

Supporting seniors both in the community and within long-term care homes can reduce poverty and ensure seniors are connected with the right supports and services to ensure a high quality of life.

**Building on existing progress**, it is recommended that provincial levels of government continue to:

- Invest in the Ontario Seniors Dental Program, and expand eligibility to include those with marginally higher incomes than current threshold requirements
- Provide financial assistance to individuals accessing the Assistive Devices Program, and expand coverage for low-income individuals from 75% to 100% of the cost of equipment such as wheelchairs and mobility aids

**To further improve poverty reduction efforts**, it is recommended that provincial levels of government:

- Develop an integrated human resources strategy for health care to address staffing shortages, focused on education and training, recruitment, retention and technology. For example:
  - Provide tuition relief for students in health-care related programs
  - Support organizations in providing paid placements and on-the-job training through apprenticeship programs
  - Support the creation of more living classrooms<sup>8</sup> for PSWs in training
  - Focus on targeted solutions for rural and remote communities, such as incentives and assistance for people to work in regions where they are most needed
  - Provide incentives to organizations to provide growth and development opportunities, including career laddering for PSWs and RPNs
- Enhance funding to the community support sector (e.g. support with homemaking, meals and personal care) to ensure seniors are not forced into long-term care prematurely
- Coordinate programs between the Ministry of Health, the Ministry of Long-Term Care and the Ministry of Municipal Affairs and Housing, and provide additional funding to expand supportive housing for seniors
- Expand assessments for health benefits (e.g. Ontario Seniors Dental Program, Assistive Devices Program, etc.) beyond solely income and marital status which can

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<sup>8</sup> Living classrooms are interprofessional education programs delivered in a long-term care home, where post-secondary educators, students and those **living** and working in the long-term care home engage in a culture of interactive learning.

skew the potential impacts on discretionary income such as: housing, housing modifications, transportation, dental, vision, medical supplies, and additional services with user fees

- Consider expansion of tax deductible health care services for caregivers accessing additional supports (e.g. Adult Day Program is not a nursing model of service and does not qualify as a tax deductible expense)
- Consider more measures to address financial abuse (i.e. calls/scams)
- Consider tax incentives to home modification and adaptive aids to support seniors aging-in-place

### **Child Care and Support for Families**

Quality, affordable child care and support for families breaks the cycle of child poverty and allows parents to secure meaningful employment.

**Building on existing progress**, it is recommended that provincial levels of government continue to:

- Increase investments in licensed child care spaces and ensure proportionate investments in operational funding
- Offer the CARE tax credit while recognizing that it may disproportionately benefit households who can afford to pay upfront child care costs until they receive a tax rebate
- Invest in the Wage Enhancement Grant to ensure that Early Childhood Educators (ECE) within the licensed child care system earn an adequate wage, and continue to address the critical ECE shortage (largely recognized to be a function of poor wages)
- Invest in the Nurse-Family Partnership (NFP) program<sup>9</sup> as an evidence-based home-visiting program that improves the health, well-being and economic self-sufficiency of first-time parents and their children
- Maintain funding for Healthy Smiles Ontario and expand eligibility requirements for higher income levels
- Maintain full-day kindergarten to support high quality early learning
- Invest in the Healthy Babies, Healthy Children Program

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<sup>9</sup> NFP pairs expecting mothers with a Public Health Nurse to receive ongoing home visitation throughout pregnancy, infancy and into toddlerhood (until age two).



**To further improve poverty reduction efforts**, it is recommended that provincial levels of government:

- Prioritize, maintain or increase investments in child care fee subsidies, special needs resourcing, EarlyON centres and before and after-school programs
- Increase eligible household income levels for child care fee subsidy to better support low-income families, proportionate to further investment in fee subsidy:
  - Current:
    - \$0 to \$20,000 is fully-subsidized with no cost to parents
    - \$20,001 to \$60,000 is subsidized on a sliding scale
  - Proposed:
    - \$0 to \$40,000 is fully subsidized with no cost to parents
    - \$40,001 to \$80,000 is subsidized on a sliding scale

### **Social Assistance and Employment Considerations**

**Building on existing progress**, it is recommended that provincial levels of government continue to:

- Target further investment in mental health and addictions services to those receiving social assistance and experiencing multiple barriers to life stabilization and employment
- Remove barriers and invest in incentives that encourage people receiving social assistance to find meaningful employment, without losing vital benefits such as dental and drug coverage

**To further improve poverty reduction efforts**, it is recommended that provincial levels of government:

- Review social assistance rates, and rent and utility scales to address inflation and rising costs of living
- Consider possible unintended consequences (e.g. a potential increase of OW caseloads by up to 30%) prior to changing the definition of disability or the requirements related to ODSP
- Review Temporary Care Assistance to align with strategies to break the cycle of poverty for children and youth (i.e. eligibility for youth in transition programs)
- Review health benefits for clients accessing Ontario Works to align with ODSP benefits (e.g. dental coverage)
- Index minimum wage to inflation to ensure low-income individuals and families can afford rising costs of living

- Invest in literacy, training and skills development to produce desired employment outcomes, help reduce caseloads and ensure job retention

#### **Additional Considerations**

- Investments in mental health and addictions supportive housing using a Housing First approach, may provide individuals with the stability necessary in order to pursue employment opportunities
- Recognized as an efficient tool of poverty reduction, affordable local transportation connects people to services and jobs in their communities, and should be considered in tandem with encouraging job creation
- Investments in broadband services (i.e. Wi-Fi internet) similarly plays a critical role in connecting people to the right services and supports
- Poverty reduction efforts require flexible approaches that take into account variation across local economies. For example, the top two employment sectors in Niagara (retail trade, and accommodation and food services) may be indicative of the seasonal and/or precarious nature of work.

#### **Conclusion**

Poverty reduction strategies and investment in their associated initiatives must remain focused on improving outcomes for low-income individuals and families, and account for the current cost of poverty. In many cases, maintaining investments in critical social services is a cost-effective approach to improving health and social outcomes, and produces positive multiplying economic effects that should be considered in the next provincial Poverty Reduction Strategy.

Niagara Region's Community Services commits to continuing collaboration with other Regional departments, post-secondary institutions, and non-profit service providers in the community – through tables such as the Niagara Poverty Reduction Network – to evaluate the effectiveness of poverty reduction initiatives in Niagara. In particular, it is important to note that Brock University is currently evaluating the Niagara Prosperity Initiative (a place-based grant program intended to address poverty) and anticipates bringing forward a final report with associated recommendations to Council in 2021 (see COM 2-2020 for further details).

Community Services staff also appreciates the opportunity provided by MCCSS to offer feedback on the provincial Poverty Reduction Strategy, and looks forward to continued dialogue with Ministry counterparts to ensure that the strategies and initiatives designed to reduce poverty meet the needs of those living in Niagara.

**Alternatives Reviewed**

Not applicable.

**Relationship to Council Strategic Priorities**

Healthy and Vibrant Community.

**Other Pertinent Reports**

- COM 2-2020: Niagara Prosperity Initiative Update

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**Prepared by:**

Michelle Johnston, MA  
Policy Advisor  
Community Services

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**Recommended by:**

Adrienne Jugley, MSW, RSW, CHE  
Commissioner  
Community Services

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**Submitted by:**

Ron Tripp, P.Eng.  
Acting Chief Administrative Officer

*This report was reviewed in consultation with Cassandra Ogunniyi, Strategic and Health Equity Initiatives Coordinator, Public Health & Emergency Services, Blake Landry, Manager, Economic Research and Analysis, Economic Development, and Marc Todd, Manager, Social Assistance & Employment Opportunities, Community Services.*

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The Corporation of the City of Port Colborne

By-law no. 6766/16/20

Being a by-law to amend By-law 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 the Council of the Corporation of the City of Port Colborne enacted By-law 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, on December 9, 2019; and

Whereas at its meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne approved the recommendations of Corporate Services Department, Clerk's Division Report No. 2020-50, Subject: Emergency COVID-19 Preparedness; and

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

1. That section 8 of By-law 6694/58/19 be amended by striking out the following words:

"the Manager of Parks and Recreation be appointed as alternate C.E.M.C."

And adding thereto the following words:

"each of the Manager of Parks and Recreation and the Deputy Fire Chief be appointed as an alternate C.E.M.C."

2. That this by-law shall come into force and take effect on the day that it is passed by Council.

Enacted and passed this 23<sup>rd</sup> day of March, 2020.

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

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

The Corporation of the City of Port Colborne

By-law No. 6767/17/20

Being a By-law to Amend By-law No. 6250/76/15, Being a By-law to Govern the Proceedings of Council and Committee Meetings

Whereas the Council of The Corporation of the City of Port Colborne enacted By-law 6250/76/15, Being A By-law to Govern the Proceedings of Council and Committee Meetings, on June 22, 2015; and

Whereas By-law 6250/76/15 has been amended from time to time; and

Whereas at its meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness; and

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

1. That Section 1 of By-law 6250/76/15, be amended by adding the following definition:

“**Electronic Participation**” means a Council member who participates in a Committee of the Whole or Council meeting remotely via electronic means in accordance with the provisions of the Municipal Act, 2001 as amended.”

2. That By-law No. 6250/75/15, be further amended by adding the following subsections under section 7:

**“7.4 Electronic Participation**

- (a) Shall be permitted only in circumstances deemed extraordinary by the Clerk;
- (b) Shall only be permitted at Committee of the Whole meetings and any special, emergency or regular Council meetings;
- (c) In order to Chair a meeting, a Member of Council shall be present in person at the meeting;
- (d) The member of Council who wishes to participate in a meeting electronically shall provide the Clerk a minimum of 24 hours' notice in advance.”

3. That By-law 6250/76/15, Being A By-law to Govern the Proceedings of Council and Committee Meetings, be amended to provide for electronic participation.
4. That this by-law shall come into force and take effect on the day that it is passed by Council.

Enacted and passed this 23<sup>rd</sup> day of March, 2020.

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

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

The Corporation of the City of Port Colborne

By-Law No. 6768/18/20

Being a by-law to delegate powers and duties to the Mayor and Chief Administrative Officer during the COVID-19 Pandemic

Whereas Section 23.1 of the *Municipal Act, 2001* provides that a municipality may delegate its powers and duties, subject to certain restrictions; and

Whereas Section 23.2 (1) of the *Municipal Act, 2001* does not authorize a municipality to delegate legislative and quasi-judicial powers under any Act except those listed in subsection (2) and the legislative and quasi-judicial powers under the listed Acts may be delegated only to:

1. one or more members of its council or a council committee;
2. a body having at least two members of whom at least 50 per cent are:
  - a) members of its council;
  - b) individuals appointed by its council;
  - c) a combination of individuals described in subclauses a) and b); or
3. an individual who is an officer, employee or agent of the municipality; and

Whereas Section 23.3 (1) of the *Municipal Act, 2001* does not authorize a municipality to delegate any of the following powers and duties:

1. The power to appoint or remove from office an officer of the municipality whose appointment is required by this Act.
2. The power to pass a by-law under section 400.1 and Parts VIII, IX, IX.1 and X.
3. The power to incorporate corporations in accordance with section 203.
4. The power to adopt an official plan or an amendment to an official plan under the *Planning Act*.
5. The power to pass a zoning by-law under the *Planning Act*.
6. The powers to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7).
7. The power to adopt a community improvement plan under section 28 of the *Planning Act*, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of this Act.
8. The power to adopt or amend the budget of the municipality.
9. Any other power or duty that may be prescribed. 2006; and

Whereas the Mayor and Chief Administrative Officer include anyone acting in those positions;

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

1. That a body consisting of the Mayor and Chief Administrative Officer shall be jointly delegated the powers and duties of Council under the *Municipal Act, 2001*, or any other act subject to the restrictions prescribed by law during the COVID-19 Pandemic commencing March 23, 2020;
2. That the body consisting of the Mayor and Chief Administrative Officer shall exercise such delegated powers and duties only in the event that Council is unable to hold a meeting in the time frame required to consider matters that may require the exercise of municipal authority;
3. That the body consisting of the Mayor and Chief Administrative Officer shall report the exercise of such delegated authority to Council as soon as practicable;

4. That notwithstanding the delegation of powers and duties provided for by this by-law, Council shall not part with its municipal authorities and it may continue to exercise its powers and duties under the *Municipal Act, 2001*, and any other act concurrently with the body consisting of the Mayor and Chief Administrative Officer;
5. That the delegation of powers and duties provided for by this by-law may be revoked at any time by Council without notice;
6. That the Mayor and Clerk be authorized to execute such agreements, instruments, conveyances and other related documents necessary to give effect to the transactions authorized by the Mayor and Chief Administrative Officer under the delegated authority approved until the end of the COVID-19 Pandemic; and
7. That this by-law shall come into force and take effect on the final passage thereof.

Enacted and passed this 23<sup>rd</sup> day of March, 2020.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk



The Corporation of the City of Port Colborne

By-Law No. 6769/19/20

Being a By-law to Amend 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 at its meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness;

And Whereas Council is desirous of amending 6746/110/19, A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020.

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

1. That 6746/110/19, A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020, be amended to by adding the following subsection:

"1.1 Non-payment penalties shall not be charged from March 23, 2020 until April 30, 2020;"

2. That 6746/110/19, A By-law to Establish Penalty Charges and Interest Charges on Payments Due to the Municipality for 2020, be further amended to by adding the following subsection:

"2.1 Non-payment interest shall not be charged from March 23, 2020 until April 30, 2020;"

3. That this by-law shall come into force and take effect on the day that it is passed by Council.

Enacted and passed this 23rd day of March, 2020.

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

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

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. 6770/20/20

BEING A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC") FOR FINANCING CERTAIN ONGOING CAPITAL WORK(S) OF THE CORPORATION OF THE CITY OF PORT COLBORNE (THE "LOWER-TIER MUNICIPALITY"); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK(S); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES BY THE REGIONAL MUNICIPALITY OF NIAGARA (THE "UPPER-TIER MUNICIPALITY") TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the "Act") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Lower-tier Municipality has passed the by-law(s) enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law ("**Schedule "A"**") authorizing the capital work(s) described in column (2) of Schedule "A" (the "**Capital Work(s)**") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A", subject in each case to approval by OILC of the financing for such Capital Work(s) requested by the Lower-tier Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Lower-tier Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the "**Regulation**"), the Council of the Lower-tier Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "**Updated Limit**"), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "**Authorized Expenditure**" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Lower-tier Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Lower-tier Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is a lower-tier municipality in a regional municipality and it has approved the work and the upper-tier municipality has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 401(3) of the Act provides that a lower-tier municipality in a regional municipality does not have the power to issue debentures and accordingly the Lower-tier Municipality intends that the Upper-tier Municipality will issue debentures in respect of the Capital Work(s) and will request that the Upper-tier Municipality do so;

AND WHEREAS subsection 403(1) of the Act provides that a by-law of an upper-tier municipality authorizing the issuing of debentures for the purposes or joint purposes of one or more of its lower-tier municipalities may require those lower-tier municipalities to make payments in each year to the upper-tier municipality in the amounts and on the dates specified in the by-law;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act and subsection 403(7) of the Act provides that all debentures issued under a by-law passed by an upper-tier municipality under section 403 are direct, joint and several obligations of the upper-tier municipality and its lower-tier municipalities;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital work(s) to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Lower-tier Municipality requested the Upper-tier Municipality to issue debentures for the Capital Work(s) and in this connection the Upper-tier Municipality and the Lower-tier Municipality completed and submitted or is in the process of submitting an application to OILC, as the case may be (the "**Application**") to request financing for the Capital Work(s) by way of long-term borrowing pursuant to section 403 of the Act through the issue of debentures by the Upper-tier Municipality to OILC and by way of temporary borrowing by the Lower-tier from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved or will notify the Lower-tier Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS the Upper-tier Municipality has approved the issue of debentures for the Capital Work(s) to OILC in the maximum aggregate principal amount of **\$5,000,000.00** (the "**Debentures**"); and OILC has indicated that pending the issue of the Debentures it will provide financing by way of temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

AND WHEREAS the Lower-tier Municipality will enter into a financing agreement with OILC pursuant to the terms of which OILC will provide temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

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

1. The Council of the Lower-tier Municipality hereby confirms, ratifies and approves the execution by the **Treasurer** of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC, in cooperation with the Upper-tier Municipality, for the financing of the Capital Work(s) by way of temporary borrowing from OILC, pending the issue of the Debentures, in the maximum aggregate principal amount of **\$5,000,000.00**, substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2. The **Mayor and the Treasurer** are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Lower-tier Municipality a financing agreement (a "**Financing Agreement**") with OILC that provides for temporary borrowing from OILC under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.

3. The **Mayor and/or the Treasurer** are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Lower-tier Municipality, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Lower-tier Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Lower-tier Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Lower-tier Municipality, amounts not exceeding the amounts that the Lower-tier Municipality fails to pay to OILC on account of any unpaid indebtedness of the Lower-tier Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be (the "**Obligations**") and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Lower-tier Municipality shall provide for raising in each year as part of the general lower-tier levy the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6. (a) The **Mayor and the Treasurer** are hereby authorized to enter into, execute and deliver the Financing Agreement, one or more of **the Clerk and the Treasurer** are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Lower-tier Municipality in order to perform the Obligations of the Lower-tier Municipality under the Financing Agreement, to request and receive any temporary borrowing, and the **Treasurer** is authorized to affix the Lower-tier Municipality's municipal seal to any such documents and papers.  
  
(b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures by the Upper-tier Municipality, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

7. This By-law takes effect on the day of passing.

Enacted and passed this 23<sup>rd</sup> day of March, 2020.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk

**Schedule "A" to By-Law No. 6770/20/20  
(Ongoing Capital Work(s))**

(1)	(2)	(3)	(4)
<u>By-Law Number/ Capital Work Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
1	Nickel Area Storm Sewers	\$5,000,000	\$5,000,000

**Schedule "B"**  
**to By-Law No. 6770/20/20**

**Please insert the OILC Application into Schedule "B".**

The Corporation of the City of Port Colborne

By-law No. 6771/21/20

Being a By-law to Adopt the Estimates for the City of Port Colborne for its Own Operations for the Year 2020

Whereas Section 290(1) of the *Municipal Act, 2001*, as amended, provides that a Council shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and

Whereas it is necessary for the Council of The Corporation of the City of Port Colborne (Council) to raise for the year 2020 certain sums; and

Whereas Council deems it necessary to comply with *Ontario Regulation 284/09*, regarding budgeting using the cash basis and excluding accrued amortization and post-employment benefits expenses; and

Whereas Council, during its budget deliberations, considered and accepted the budget estimates and requirements of the municipality for the year 2020; and

Whereas Council has established a Storm Sewer Utility budget and fees structure; and

Whereas at its meeting of March 23, 2020, Council approved the recommendations of a tax levy increase of 5.24%, funding allocations of OMPF, OCIF and Federal Gas Tax grants, the Capital Budget, the Debt Reserve Continuity and Corporate Services, Finance Division Report No. 2020-46, regarding Storm Sewer Fees and Capital Funding, the Downtown BIA and Main St BIA budgets.

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

1. (a) (i) That the 2020 budget was developed using the cash basis and has excluded the following accrual expenses: a portion of the amortization expense and a portion of post-employment benefits expense.
    - (ii) That the budget estimates set out in Department of Corporate Services, Finance Division Budget Package, attached hereto and forming part of this By-law, be and are hereby adopted.
    - (iii) That the summary of 2020 budget estimates as set out in Schedule "A", attached hereto, be and are hereby adopted.
    - (iv) That the Storm Sewer Fees as set out in Schedule "B", attached hereto, be and are hereby adopted.
  - (b) That the budget estimates to be raised by tax levy as set out in Schedule "A", attached hereto, be and are hereby adopted.
  - (c) That the budget estimates for the Storm Sewer operating and capital funding to be raised by the Storm Sewer Fees as set out in Schedule "B", attached hereto, be and are hereby adopted.
2. That this by-law shall come into force and take effect on the date of passing.

Enacted and passed this 23rd day of March, 2020.

\_\_\_\_\_  
William C. Steele  
MAYOR

\_\_\_\_\_  
Amber LaPointe  
CITY CLERK



SCHEDULE "A" to By-law No. 6771/21/20

2020 BUDGET

	<u>REVENUE</u>	<u>EXPENDITURES</u>
General Operations	10,572,751	27,232,892
Capital (Levy Funded)	9,323,857	11,742,117
	<hr/>	<hr/>
	19,896,608	38,975,009

Tax Levy

General Operation	16,660,141
Capital	2,418,260
Business Improvement Area-Downtown	34,333
Business Improvement Area-Main Street	10,000

SCHEDULE "B" to By-law No. 6771/21/20

**2020 BUDGET**

**Storm Sewer Fees Schedule**

<b><u>Property Description</u></b>	<b><u>\$ Flat Fee per Year</u></b>
Single Family Properties	105.00
Multi-Residential 2 to 5 Units	183.75
Multi-Residential 6 to 9 Units	236.25
Institutional/Multi Res > 10 Units	288.75
Small Commercial	183.75
Medium Commercial	236.25
Large Commercial	288.75
Light Industrial	393.75
Heavy Industrial	498.75
City Owned	236.25
CNPI Owned	236.25
Hydro One Owned	236.25
Niagara Peninsula Housing	288.75
Niagara Region	236.25
Niagara Regional Housing	288.75
Transport Canada Owned	236.25
MTO Owned	236.25

**Storm Sewer Operating/Capital Budget**

Operating Costs	\$213,256
City Portion of Fees	\$ 29,925
Debenture	\$299,819
Capital Reserve	<u>\$227,279</u>
Total Budget	<u>\$770,279</u>

The Corporation of the City of Port Colborne

By-Law No. 6772/22/20

Being a By-law to Amend By-Law No. 3151/22/95, as Amended, A By-law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates

Whereas at its Meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness and Corporate Services Department, Finance Division Report 2020-48, Subject: Proposed 2020 Water and Wastewater Rates, and resolved as follows:

- that the rate for water usage for 2020 be set at \$1.365 per cubic meter
- that the fixed rate for 2020 be set at \$395.01 per year.

And Whereas Council is desirous of amending By-law No. 3151/22/95, as amended, Being a By-law for the Imposition and Collection of Water Rates.

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

1. That By-law No. 3151/22/95, as amended, Being a By-law to Regulate the Supply of Water and to Provide for the Maintenance and Management of the Water Works and for the Imposition and Collection of Water Rates, be further amended by replacing Schedule "A" thereto with Schedule "A" hereto.
2. The fixed rates established by this By-law shall be effective January 1, 2020 for large users and March 1, 2020 for bulk water haulers and shall be effective for residential and Institutional/Commercial/Industrial (ICI) quarterly billings commencing with the first quarter of 2020 and subsequent billings (subject to further amendments of the By-law).
3. The usage rate established by this By-law shall be effective March 1, 2020 for large users, March 1, 2020 for bulk water haulers and for residential and ICI quarterly billings commencing with the second billing of 2020 and subsequent billings (subject to further amendments of the By-law).

Enacted and passed this 23rd day of March, 2020.

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William C. Steele  
Mayor

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Amber LaPointe  
City Clerk

**Schedule "A" to By-law No. 6772/22/20  
and By-law No. 3151/22/95, As Amended**

**Water Rates**

**1. Metered Consumption Rates**

Residential, Institutional/Commercial/Industrial (ICI) consumption is subject to a metered rate of \$1.365/cubic meter per billing period. No minimum charge per billing period.

**2. Bulk Water Sales Rates**

The metered rate for bulk water sales is \$1.365/cubic meter per billing period.

The service charge is based on a 75 mm (3") meter regardless of the actual meter used and is \$4,345.11 per annum or \$362.09 per month.

**3. Fixed Rate (Service Charge)**

All users are subject to a fixed rate based on meter size. The residential service charge is \$395.01 per annum or \$32.92 per month for a 15mm (5/8") and 19 mm (3/4") meter. The ICI fixed rate is \$395.01 per annum or \$32.92 per month for a 15 mm (5/8") and 19 mm (3/4") meter.

For other size meters, the fixed rate will be based on the following meter factors:

<u>Meter Size</u>	<u>Service Charge Meter Factor</u>
25 mm (1")	1.4
38 mm ( 1 1/2")	1.8
50 mm (2")	2.9
75 mm (3")	11.0
100 mm (4")	14.0
150 mm (6")	21.0
200 mm (8")	29.0
250 mm (10")	40.0

All vacant land directly abutting the water/sewer distribution system will be charged the annual fixed rate as per the rate set out in the Sewer Rate By-law, as amended.

**4. Flat Rate (Residential)**

Rate of \$413.00 per billing period (average user) where an accurate meter reading cannot be recorded for the following:

- where service connection has been turned on at the property line but where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and/or providing access to read a water meter or reading device;
- refusing to remove any obstructions to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;

- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

**Flat Rate (Commercial)**

Rate to be calculated based on the following, where an accurate meter reading cannot be recorded for the same reasons as above for Residential:

2x the current fixed rate per Section 3, PLUS 2x the monthly average of the previous 12 months' consumption history (monthly billings)

**OR**

2x the current fixed rate per Section 3, PLUS 2x the quarterly average of the previous 3 years of the same billing cycle consumption history (quarterly billings)

**5. Water for Construction Rates**

**Flat Rate:**

Residential	\$209.00
Commercial	\$351.00
Industrial	\$351.00
Institutional	\$351.00

Upon final inspection, rates to be charged at the current consumption rates.

**6. Administration Charge**

- issuing of water shut off tags shall be charged to the property owner at a fee of \$45.00;
- water account inquiries will be provided at a fee of \$7.00;
- Reading of analog meter due to refusal to upgrade to RF meters will be provided at a fee of \$45.00 per scheduled reading dates;
- Customer request to change out from an RF meter to an analog meter will be at the customer's expense to cover the actual cost of the new analog meter plus removal and installation costs.

**7. Late Payment Fee**

A two and one half (2 ½%) percent late payment fee is charged on the first day of default to all users. This is a one-time charge on the amount billed and outstanding past the due date. Water payments must be received at the Municipal Office City Hall on or before the due date.

Late payment penalty fees shall not be charged during the months of March and April of 2020.

**8. On and Off Charges**

A single charge for turn off/on will be levied if performed on the same calendar day during regular hours.

A single charge at the after-hours/weekend rate will be levied if the turn off/on is performed within a 4 hour (maximum) period.

**9. Meter Testing**

All meter testing will require a minimum deposit of \$50.00 and will be billed at actual cost. The minimum deposit will be applied to the bill. If the meter is found to be inaccurate, creating an over billing, the deposit will be refunded.

**10. New Water Meter and Remote Reader**

5/8" X 3/4" meter complete	actual cost
3/4" meter complete	actual cost
1" meter complete	actual cost
1 1/2" meter complete	actual cost
2" meter complete and larger	actual cost

**11. Permits**

A fee for new water service installation will be charged based on the current annual Public Works Services Schedule of Rates and Fees, to be collected on the building permit.

**12. Billing Cycle**

All users with meters greater than 50 mm (2") to be billed monthly. This includes bulk water and large users. All other users to be billed quarterly, meters being read and billed between three defined areas designated by the Corporation.

The Corporation of the City of Port Colborne

By-Law No. 6773/23/20

Being a By-law to Amend By-law No. 3424/6/97, As Amended, Being a By-law for the Imposition and Collection of Sewage Service Rates and Sewer Rates

Whereas at its Meeting of March 23, 2020, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Corporate Services Department, Clerk's Division Report 2020-50, Subject: Emergency COVID-19 Preparedness and Corporate Services Department, Finance Division Report 2020-48, Subject: Proposed 2020 Water and Wastewater Rates, and resolved as follows:

- that the rate for sewer usage for 2020 be set at \$1.382 per cubic meter.
- that the fixed rate for 2020 be set at \$535.64 per year.

And Whereas Council is desirous of amending By-law No. 3424/6/97, as amended, Being a By-law for the Imposition and Collection of Sewage Service Rates and Sewer Rates;

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

1. That By-law No. 3424/6/97, as amended, Being a By-law for the Imposition and Collection of Sewage Service Rates and Sewer Rates, be further amended by replacing Schedule "A" thereto with Schedule "A" hereto.
2. The fixed rates established by this By-law shall be effective January 1, 2020 for large users and shall be effective for residential and Institutional/Commercial/Industrial (ICI) quarterly billings commencing with the first quarter of 2020 and subsequent billings (subject to further amendments of the By-law).
3. The usage rate established by this By-law shall be effective March 1, 2020 for large users and shall be effective for residential and ICI quarterly billings commencing with the second billing of 2020 and subsequent billings (subject to further amendments of the By-law).

Enacted and passed this 23rd day of March, 2020.

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

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

**Schedule "A" to By-law No. 6773/23/20  
and By-law No. 3424/6/97, As Amended**

**Rates for Wastewater (Sanitary Sewer) System**

**(1) Metered Rates**

- (a) The Wastewater (Sewage Service) Usage Rate is subject to a metered rate of \$1.382 per cubic meter per billing period. No minimum usage charge per billing period. All sectors shall be billed at 100% of water consumed unless otherwise detailed within the by-law.
- (b) Negotiated industrial customers are subject to a metered rate of \$1.382 per cubic meter per billing period.

**(2) Wastewater Fixed Rates (Service Charge)**

- (a) All users are subject to a fixed rate based on meter size. The fixed rate is \$535.64 per annum for a 15 mm (5/8") and 19 mm (3/4") meter.
- (b) For all other meter sizes, the fixed rate will be multiplied by the following factors:

<u>Meter Size</u>	<u>Meter Factor</u>
25 mm (1")	1.4
38 mm (1 1/2")	1.8
50 mm (2")	2.9
75 mm (3")	11.0
100 mm (4")	14.0
150 mm (6")	21.0
200 mm (8")	29.0
250 mm (10")	40.0

All vacant land directly abutting the sanitary sewer system will be charged the annual fixed rate of \$535.64, to be billed through the property tax billing.

**(3) Flat Rate (Residential)**

Rate of \$418.00 per billing period (Average User) where water service is active and connected to the system but the following circumstances do not permit a water meter reading:

- where no meter has been installed (water meter refusal);
- refusing to provide a meter reading and/or providing access to read a water meter or reading device;
- refusing to remove any obstructions to reading a meter or reading device;
- refusing to provide for meter or reading device repairs for accurate meter readings;
- the tampering with or alteration of the water meter or reading device and meter readings cannot be obtained.

**Flat Rate (Commercial)**

Rate to be calculated based on the following, where an accurate meter reading cannot be recorded for the same reasons as above for Residential:



2x the current fixed rate per Section 3, PLUS 2x the monthly average of the previous 12 months' consumption history (monthly billings);

**OR**

2x the current fixed rate per Section 3, PLUS 2x the quarterly average of the previous three (3) years of the same billing cycle consumption history (quarterly billings).

(4) **Late Payment Fee**

A two and one half (2 ½%) late payment fee is charged on the first day of default to all users. This is a one-time charge on the amount billed and outstanding past the due date. Sewer payments must be received at the Municipal Office on or before the due date.

Late payment penalty fees shall not be charged during the months of March and April of 2020.

(5) **Billing Cycle**

- (a) All large users with water meters greater than 50 mm (2") are to be billed monthly.
- (b) All other users are to be billed quarterly, meters being read and billed between three (3) defined areas designated by the Corporation.
- (c) Vacant land properties will be billed annually. Seasonal properties will be billed annually.

(6) **Exemptions from Billing for Sanitary Sewer Costs**

- (a) Bulk water haulers accessing City bulk water facilities.
- (b) Port Colborne Poultry Limited.
- (c) Any property that does not directly abut any part of the sanitary sewer system.
- (d) Any other property that is covered by a separate by-law enacted by Council.

The Corporation of the City of Port Colborne

By-Law no. 6774/24/20

Being a by-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of March 23, 2020

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

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

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of March 23, 2020 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 23<sup>rd</sup> day of March, 2020.

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

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

**City of Port Colborne  
Regular Committee of the Whole Meeting 05-20  
Minutes**

**Date:** March 9, 2020

**Time:** 6:30 p.m.

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

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

Absent: A. Desmarais, Councillor

**Staff Present:** D. Aquilina, Director of Planning & Development  
A. LaPointe, Acting Chief Administrative Officer  
C. Madden, Deputy Clerk (minutes)  
N. Halasz, Acting Director of Community and Economic Development  
D. Suddard, 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:**

None.

**3. Confirmation of Agenda:**

Moved by Councillor F. Danch  
Seconded by Councillor E. Beauregard

That the agenda dated March 9, 2020 be confirmed, as circulated or as amended.

CARRIED

**4. Disclosures of Interest:**

Councillor Beauregard declared a pecuniary interest regarding item 1 (Community and Economic Development Department, Parks and Recreation Division, Report 2020-30, Subject: Draft Agreement with Lighthouse Festival Theatre Corporation Respecting Theatre Management Services at Roselawn Centre for the Arts) as he is employed by Sullivan Mahoney and the firm has provided legal advice with respect to this item. Councillor Beauregard refrained from discussing and voting on item 1.

**5. Adoption of Minutes:**

**(a) Regular meeting of Committee of the Whole 04-20, held February 24, 2020.**

Moved by Councillor H. Wells  
Seconded by Councillor M. Bagu

- (a) That the minutes of the regular meeting of Committee of the Whole 04-20, held on February 24, 2020, be approved as presented.

CARRIED

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

The following items were identified for separate discussion:

Items 1, 2, 10, 11, 12, and 13.

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

Moved by Councillor R. Bodner  
Seconded by Councillor M. Bagu

That Items 1 to 13 on the agenda be approved, with the exception of items that have been deferred, deleted or listed for separate discussion, and the recommendation contained therein adopted.

**Items:**

**3. Memorandum from Richard Daniel, Manager of Operations Re: Request for Proclamation of Dig Safe Month, April 2020**

Committee of the Whole recommends:

That April 1 – 30, 2020 be proclaimed as “Dig Safe Month” in the City of Port Colborne in accordance with the request received from Richard Daniel, Manager of Operations.

**4. Niagara Regional Broadband Network Re: Request for Letter of Support to Provide Highspeed Internet Service to Underserved and Unserved Areas of Niagara Region and Port Colborne**

Committee of the Whole recommends:

That Port Colborne City Council supports the Niagara Regional Broadband Network (NRBN) initiative to provide highspeed internet access to underserved and unserved areas of Niagara Region; and

That the Mayor provide a letter of support for the initiative.

**5. Upper Canada Consultants Re: Rosedale Subdivision (26T-87018) Update on Planning Progress**

Committee of the Whole recommends:

That the correspondence from Craig Rohe, Senior Planner, Upper Canada Consultants Re: Rosedale Subdivision – Update of Planning Progress, be received for information.

**6. Region of Niagara Re: Ecological Land Classification Mapping Update (PDS 3-2020)**

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: Ecological Land Classification Mapping Update, be received for information.

**7. Niagara Regional Housing Re: Niagara Regional Housing (NRH) Quarterly Report – October 1 to December 31, 2019**

Committee of the Whole recommends:

That the correspondence received from Niagara Regional Housing Re: NRH Quarterly Report – October 1 to December 31, 2019, be received for information.

**8. Ministry of Municipal Affairs and Housing Re: Provincial Policy Statement – 2020**

Committee of the Whole recommends:

That the correspondence received from Steve Clark, Minister, Ministry of Municipal Affairs and Housing Re: Provincial Policy Statement – 2020, be received for information.

**9. Vance Badawey, Member of Parliament, Niagara Centre Re: Single Sport Betting**

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Committee of the Whole recommends:

That the correspondence received from Vance Badawey, Member of Parliament, Niagara Centre Re: Single Sport Betting, be received for information.

CARRIED

**8. Presentations:**

- (a) Mario Madia, Vice-President, Finance, Administration & IT, YMCA of Niagara provided an Operations report with respect to the Port Colborne Vale Centre YMCA and responded to questions received from Council. A copy of his presentation is attached.

**9. Delegations:**

None.

**10. Mayor's Report:**

A copy of the Mayor's Report is attached.

**11. Regional Councillor's Report:**

Regional Councillor Butters provided a report that informed Council of various items; namely, a Provincial Poverty Reduction Strategy presentation from the Ministry of Children, Community and Social Services, a 5.8% unemployment rating in the Niagara Region, a Region report coming forward with respect to finding a new Region Chief Administrative Officer, a number of policies being brought forth for approval, and a report with respect to a statement of remuneration and expenses for members of Council coming forward.

**12. Councillors' Items:**

**Staff responses to Previous Councillors' enquiries:**

None.

**Councillors' Issues/Enquiries:****(a) Sherkston Community Centre Chili Cook-off (Bodner)**

Councillor Bodner announced to Council that on Sunday, March 8, Sherkston Community Centre held a chili cook-off and the event was very successful.

**(b) Safety on Stanley Street (Kalailieff)**

In response to Councillor Kalailieff's request for an update on the safety issue on Stanley Street, the Acting Director of Engineering and Operations stated that inquiries will be made with staff and an update will be provided at the next Committee of the Whole meeting.

**(c) Niagara Region Public Meeting (Bagu)**

Councillor Bagu informed Council that there is a Niagara Region public meeting taking place in Port Colborne on March 31 from 6 p.m. to 8 p.m. at the Vale Health and Wellness Centre regarding the Region's Woodland By-law Review.

**(d) Eagle Marsh Drain (Bagu)**

In response to Councillor Bagu's request for an update on the status of the Eagle Marsh Drain screw replacements, the Acting Director of Engineering and Operations confirmed that they would be brought forth through the Engineer's Report.

**(e) Removal of Ash Trees (Bagu)**

In response to Councillor Bagu's request for an update on the status of removing ash trees from City owned properties as well as his inquiry regarding replacing the trees that have been removed, the Acting Director of Engineering and Operations informed Council that to the department's knowledge, there are no longer any ash trees located along the streets on City owned property but confirmed that there is currently a contractor removing dead trees in the rural area three days a week along the brush line. The Acting Director of Engineering and Operations also reported that a tree inventory is being brought forth as an item during the budget process. Further, the Acting Director of Community and Economic Development informed Council that 90% of ash trees have been removed from the City owned parks and trails and that a new initiative is starting this year for the replacement of trees which involves potting larger trees along West Street during the summer months and then planting those trees in parks around the City during the winter months.

**(f) Volunteer to Adopt Road (Wells)**

Councillor Wells informed Council that there is a volunteer in Ward 4 who would like to adopt a mud road in order to obtain responsibility of cutting the grass and maintaining the garbage. The Acting Director of Engineering and Operations stated that inquiries will be made with staff in order to determine what is required to recognize the adoption of the road.

**13. Consideration of Items Requiring Separate Discussion:****1. Community and Economic Development, Parks and Recreation Division, Report 2020-30, Subject: Draft Agreement with Lighthouse Festival Theatre Corporation Respecting Theatre Management Services at Roselawn Centre for the Arts**

Councillor Beauregard declared a conflict with this item and therefore did not vote.

Nicole Halasz, Manager of Parks and Recreation provided a presentation and answered questions received from Council.

Moved by Councillor G. Bruno  
Seconded by Councillor R. Bodner

That the Director of Community and Economic Development be directed to finalize the process for entering into an agreement with Lighthouse Festival Theatre Corporation for the operation and management of the "theatre side" of Roselawn Centre for the Arts;

That the Director of Community and Economic Development, be directed to allocate \$2,500 in the Department's 2020 budget for displaced employee support services; and

That upon finalization, the Director of Community and Economic Development be granted approval and authorization to enter into the agreement with Lighthouse Festival Theatre.

CARRIED

**2. Planning and Development Department, Planning Division, Report 2020-25, Subject: Mineral Aggregate Operation Zone**

Jack Hellinga, 770 Highway #3, expressed concern with regards to how Mineral Aggregate Operation Zone is outlined in the current Zoning By-law. A copy of his presentation is attached.



Moved by Councillor H. Wells  
Seconded by Councillor R. Bodner

That Planning and Development Department, Planning Division,  
Report 2020-25, Subject: Mineral Aggregate Operation Zone, be  
received for information.

CARRIED

**10. Vance Badawey, Member of Parliament, Niagara Centre Re: Re-Branding the Gas Tax Fund – Building Communities Partnership Fund – Federal-Municipal Program**

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Moved by Councillor G. Bruno  
Seconded by Councillor E. Beauregard

That the correspondence received from Vance Badawey, Member of  
Parliament Niagara Centre Re: Re-Branding the Gas Tax Fund –  
Building Communities Partnership Fund – Federal-Municipal  
Program, be endorsed.

CARRIED

**11. Vance Badawey, Member of Parliament, Niagara Centre Re: Great Lakes**

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Moved by Councillor G. Bruno  
Seconded by Councillor E. Beauregard

That the correspondence received from Vance Badawey, Member of  
Parliament, Niagara Centre Re: Great Lakes, be endorsed.

CARRIED

**12. Vance Badawey, Member of Parliament, Niagara Centre Re: Skilled Trades**

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Moved by Councillor G. Bruno  
Seconded by Councillor E. Beauregard

That the correspondence received from Vance Badawey, Member of  
Parliament, Niagara Centre Re: Skilled Trades, be endorsed.

CARRIED

**13. Vance Badawey, Member of Parliament, Niagara Centre Re: Niagara-Hamilton Trade Corridor Phase 1**

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Moved by Councillor G. Bruno  
Seconded by Councillor E. Beauregard

That the correspondence received from Vance Badawey, Member of Parliament, Niagara Centre Re: Niagara-Hamilton Trade Corridor Phase 1, be endorsed.

CARRIED

**14. Notice of Motion:**

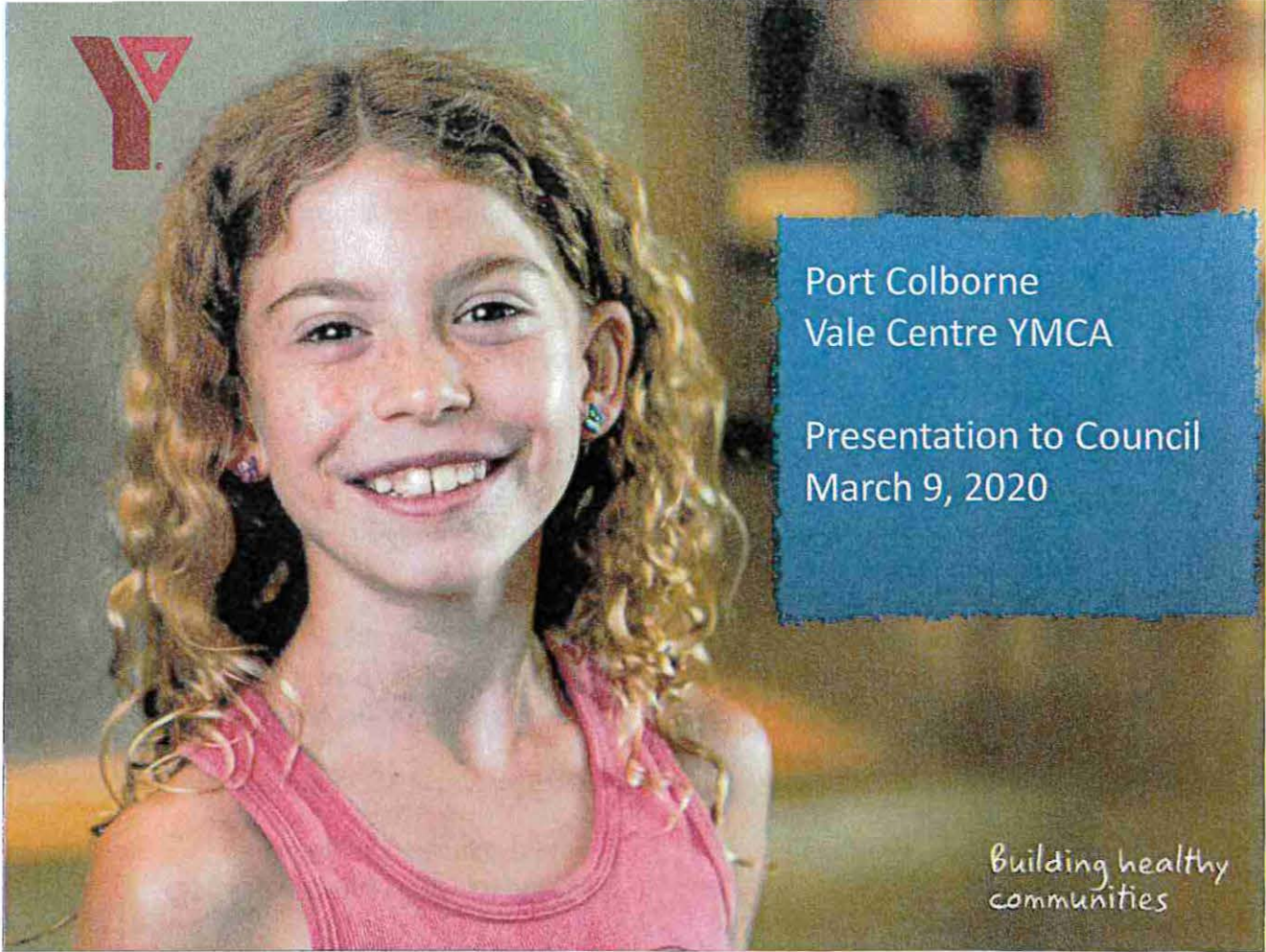
None.

**15. Adjournment:**

Mayor Steele adjourned the meeting at approximately 9:27 p.m.

CARRIED

AL/cm

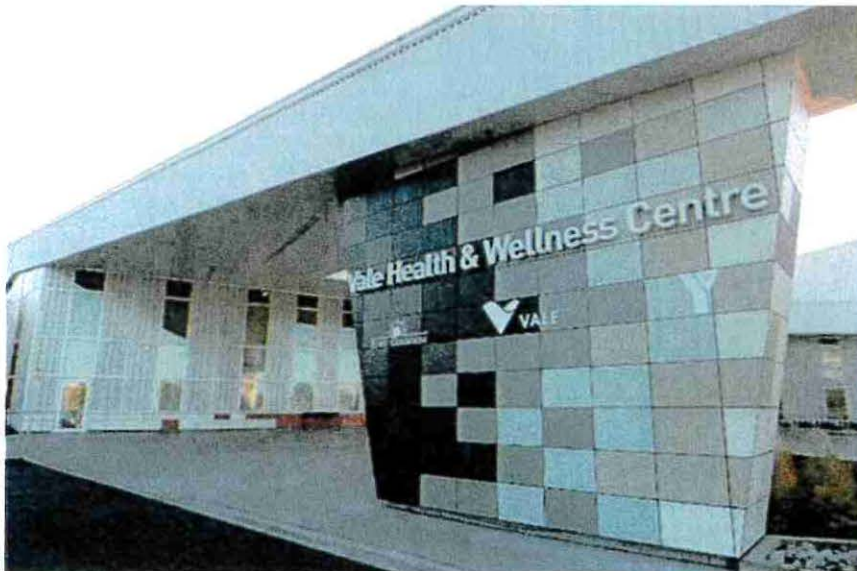


Port Colborne  
Vale Centre YMCA

Presentation to Council  
March 9, 2020

*Building healthy  
communities*

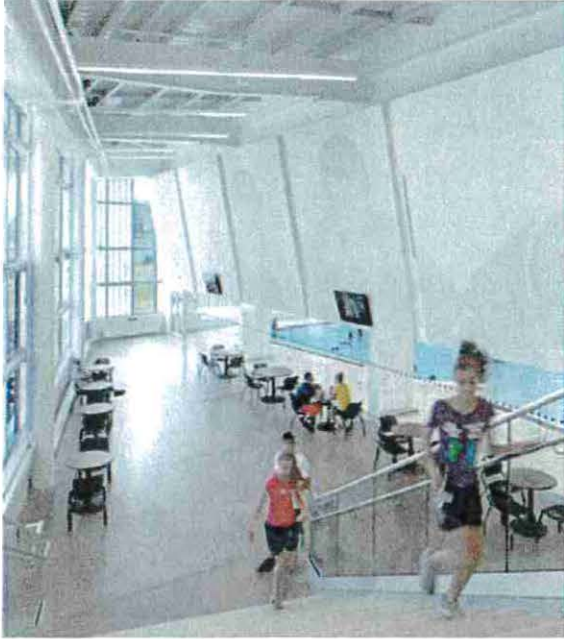
## Topics



- Highlights from the 2018-19 Year 7 Port Colborne YMCA
- What is New in 2019-20?
- Fitness Appointments YThrive
- Budget 2018-19
- Projection of 2020-24: the Next 4 Year Forecast



# Port Colborne YMCA Year 7 Highlights



- Leadership and development of more than 75 staff
- 1,252 volunteer hours provided by 74 volunteers
- Served an average of 2172 members on roll throughout the year
- Supported over 400 children, individuals and families through YMCA Financial Assistance
- Engaged over 450 children and youth continuously or in swim lessons strengthening their skills
- Partnered with 19 Community Organizations
- Engaged children and youth participants with 1409 camper days



# Port Colborne YMCA Year 7 Highlights

## Non-Member Access Highlights – Drop In:

- 5025 Swim Passes (Child, Adult and Family)
- 1230 Swimming visits by School Groups
- 6633 Day Pass / Guest Pass users
- 3907 Other (Day Camp, Aquatic Enrichment, Babysitting)



**Total of all non-member access visits - 16 795 / year**  
**Total of all member access visits – 118 162 / year**  
**Total average access visits – 11 246 / month**



# Total Programs and Hours Per Week

## Access Report

PROGRAM AREA		PARTICIPATION	PORT COLBORNE YEAR 7 (2018-2019)		TOTAL PROGRAM HOURS PER WEEK	TOTAL NUMBER OF PROGRAMS
			HOURS PER WEEK	PROGRAMS PER WEEK		
AQUATICS PROGRAMS	Preschool Swim Lessons		18	36	50.50	87.00
	Children Swim Lessons		23	40		
	Adult Lessons		1	2		
	Private Swim Lessons		3.5	7		
	Aquatic Certification		5	2	150.25	81.00
	Open Swim		88	40		
	Family Swim		10.75	7		
	Lane Swim		51.5	34		
	Aquatic Fitness		6.75	9		
	Other Aquatics		1	1	7.75	10.00
FITNESS PROGRAMS	Group Fitness Classes (Step, Gentiefit, On the ball, Zumba, Body Sculpt)		19	24	47.00	52.00
	Adult Rec Sports		13	9		
	Individual Fitness Orientations		15	19		
PRESCHOOL PROGRAMS	Preschool Programs		11	7	51.25	32.00
	Play Centre (child minding/babysitting for parents active in YMCA at a fee for service)		20	10		
	Family Gym		20.25	15		
YOUTH PROGRAMS	Youth Programs (Get Connected, Games Galore, Saturday Morning Club)		10	6	21.50	15.00
	Individual Youth Fitness Orientations		2	4		
	Leader Corp		1.5	1		
	Youth Rec Sports		5	3		
	Youth Action Drop in		3	1		
<b>TOTAL</b>			<b>328.25</b>	<b>277.00</b>	<b>328.25</b>	<b>277.00</b>



## Port Colborne YMCA and Community Involvement



YMCA has been actively involved in many City of Port Colborne events including:

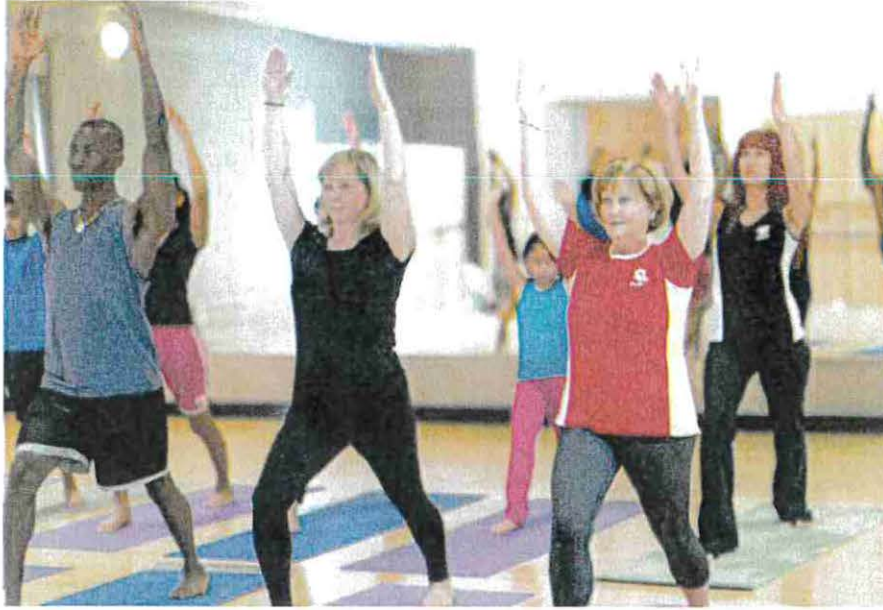
- Canal Days
- Canada Day Event
- Community Awareness Day
- Sports Fest
- Vale Day
- New Year's Eve Event
- Family Day

YMCA continues to provide leadership for several community events:

- National Child Day
- Healthy Kids Day
- Hallowe'en



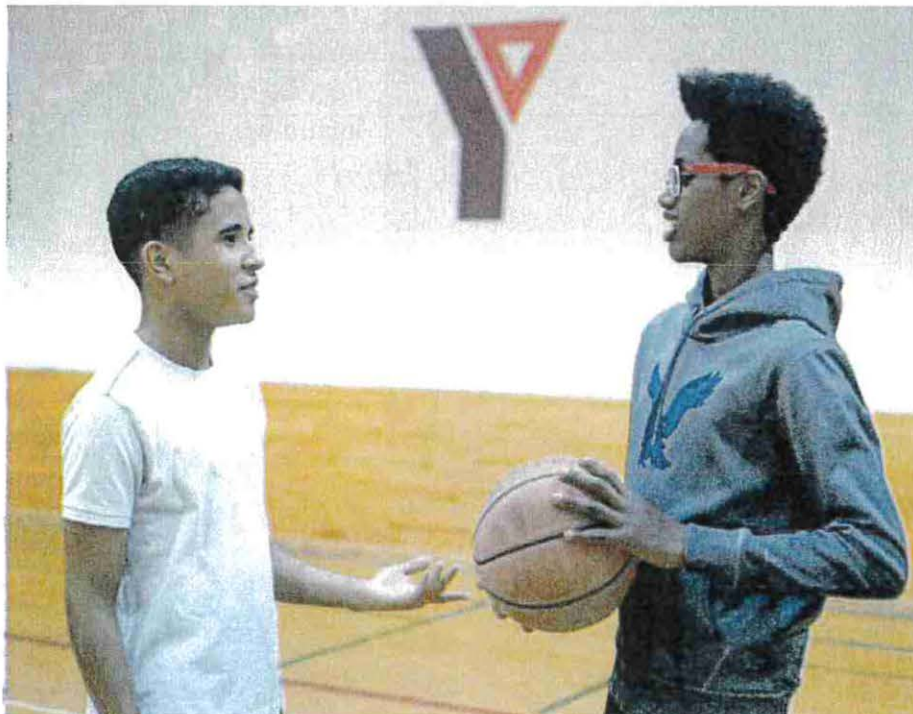
## New/Expanded Program Investments for 2019 - 2020



Launch of new adult programs Arriba, Family Drumfit AND expanded offerings in Aquafit & Yoga!



## New/Expanded Program Investments for 2019 - 2020



Additional skill-based youth programming in Badminton, Basketball and Soccer!



## New/Expanded Program Investments for 2019 - 2020



New  
Drop-in  
Band & Body  
Weight  
Class!



## Fitness Appointments - YThrive



### **Fitness Appointments**

Our goal is to help you be successful. Our Fitness staff can recommend an exercise program to assist you in achieving your fitness goals and objectives.

*It doesn't matter where you are now with your fitness and health goals,  
it matters where you're going.*



# Fitness Appointments - YThrive



## YThrive

Is the easiest way to get into the best shape of your life. Whether you're looking to enhance your athletic performance, lose weight, increase your energy or reduce your stress, our team of dedicated fitness experts has designed a program to fit your life.

*It doesn't matter where you are now with your fitness and health goals,  
it matters where you're going.*



## March 2020 Promo

A promotional image for the March 2020 promo. It features five people in a gym setting. A woman in the center is jumping with her arms raised. To her left, a woman in a black jacket is pointing. To her right, a man in a red tank top is clapping, and a woman in a black tank top is holding a basketball. A large red banner across the middle reads "WE'RE HERE FOR THEIR ACHIEVEMENTS". Below the banner, white text on a blue background says "Join the YMCA and Pay No Join Fee!". In the bottom right corner, a red circular badge says "Save up to \$150". A large 'Y' logo is in the top left corner of the image.





# March 2020 Promo

## Benefits for the whole family!

- No locked-in contract
- Unlimited free adult fitness and aquatics classes
- Free YThrive fitness program and ongoing coaching
- Free swim lessons for all ages, drop in family swim times and lane swimming
- A free one-on-one fitness orientation to support new members
- Flexible membership hold options
- Gymnasium for recreational sports (basketball, volleyball, etc.)
- Customized personal training programs

Visit any YMCA of Niagara location to get started.

Walker Family YMCA  
25 YMCA Drive  
St. Catharines

E.J. Freeland YMCA  
1555 Garrison Road  
Fort Erie

Niagara Falls YMCA,  
MacBain Community Centre  
7150 Montrose Road, Niagara Falls

Niagara Centre YMCA  
310 Woodlawn Road  
Welland

Niagara West YMCA  
325 Main Street East  
Grimsby

Port Colborne YMCA,  
Vale Health and Wellness Centre  
550 Elizabeth Street, Port Colborne

[ymcaofniagara.org](http://ymcaofniagara.org)



Everyone is welcome. Financial assistance is available to those in need.

Save  
— up to —  
**\$150**

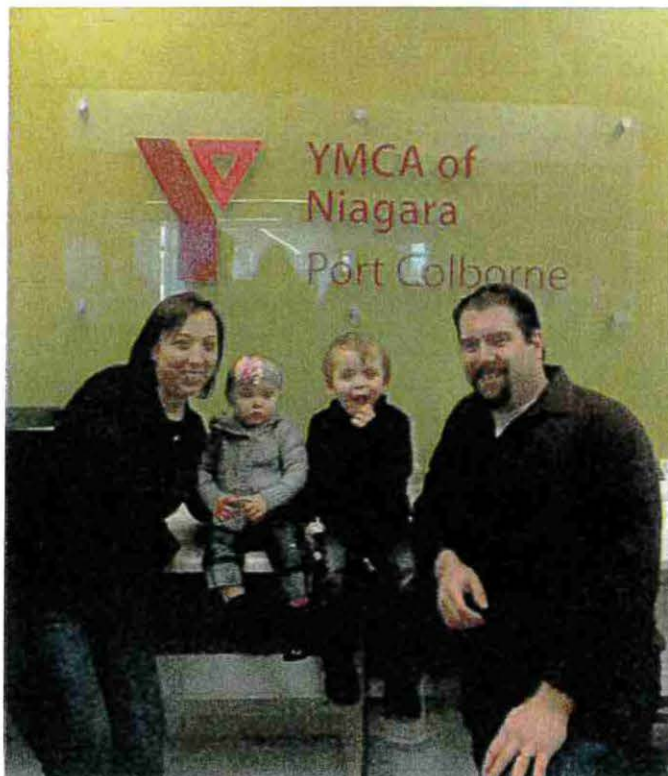
Bring this card in to YMCA  
and we'll waive the join fee!



Offer expires March 31, 2020. This introductory offer is available to those new to the YMCA and upon registration for a continuous YMCA membership. This voucher has no cash value, is non-refundable, and cannot be applied if lost or stolen. Not to be combined with any other offer.



## Supporting Participation for All YMCA Financial Assistance



The YMCA Financial Assistance program serves individuals and families who have the greatest need in our community.

18.3% of Port Colborne  
YMCA Members  
(400 individuals)  
benefited from YMCA  
Financial Assistance.



# How we did last Fiscal Year vs. Projection?

Port Colborne YMCA	2018/19 Actuals	2018/19 Projection	Variance
<b>Members On-roll, Year-to-date Average</b>	<b>2172</b>	<b>2398</b>	<b>(226)</b>
<b>Budgeted Revenue and Expenses</b>			
<b>Revenue</b>			
Operating Service Fund	300,000	300,000	-
Common Area Cleaning Fee	50,959	49,860	1,099
Membership Fees & Day Passes	932,091	979,252	(47,161)
Building Fee	6,358	10,195	(3,837)
Membership Assistance	(77,774)	(73,062)	(4,712)
Strong Kids Campaign	13,080	10,985	2,095
<b>Total Revenue</b>	<b>1,224,713</b>	<b>1,277,230</b>	<b>(52,517)</b>
<b>Expenses</b>			
Wages & Benefits	898,693	936,705	(38,012)
Supplies - Program, Cleaning and Maintenance	85,997	83,993	2,004
Other Direct Expenses (repairs, training, etc.)	49,960	52,330	(2,370)
<b>Total Expenses</b>	<b>1,034,650</b>	<b>1,073,028</b>	<b>(38,377)</b>
<b>Operating Net</b>	<b>190,063</b>	<b>204,203</b>	<b>(14,140)</b>
Deferred Capital Depreciation	136,286	146,286	(10,000)
Administrative Overhead (10% of total expenses)	103,465	107,303	(3,838)
<b>Total Net</b>	<b>(49,688)</b>	<b>(49,386)</b>	<b>(302)</b>
<b>Additional Funding from City of Port Colborne</b>	<b>22,500</b>		
<b>Net Surplus (Deficit)</b>	<b>(27,188)</b>		



# Port Colborne YMCA 2019/20 Budget & 4 Year Forecast

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Members On-roll, Year-to-date Average</b>	<b>2172</b>	<b>2227</b>	<b>2249</b>	<b>2272</b>	<b>2294</b>	<b>2317</b>
<b>Budgeted Revenue and Expenses</b>	<b>Annual Actuals</b>	<b>Annual Budget</b>	<b>Annual Forecast</b>	<b>Annual Forecast</b>	<b>Annual Forecast</b>	<b>Annual Forecast</b>
<b>Revenue</b>						
Operating Service Fund	300,000	300,000	300,000	300,000	300,000	300,000
Common Area Cleaning Fee	50,959	51,288	51,801	52,319	52,842	53,370
Membership Fees & Day Passes	932,091	962,035	981,276	1,000,901	1,020,919	1,041,338
Building Fee	6,358	6,197	6,259	6,322	6,385	6,449
Membership Assistance	(77,774)	(77,585)	(79,137)	(80,719)	(82,334)	(83,980)
Strong Kids Campaign	13,080	9,965	10,164	10,367	10,575	10,786
<b>Total Revenue</b>	<b>1,224,713</b>	<b>1,251,900</b>	<b>1,270,363</b>	<b>1,289,190</b>	<b>1,308,387</b>	<b>1,327,962</b>
<b>Expenses</b>						
Wages & Benefits	898,693	909,501	927,692	946,245	965,170	984,474
Supplies - Program, Cleaning and Maintenance	85,997	70,988	74,537	78,264	82,177	86,286
Other Direct Expenses (repairs, training, etc.)	49,960	37,176	39,035	40,987	43,036	45,188
<b>Total Expenses</b>	<b>1,034,650</b>	<b>1,017,665</b>	<b>1,041,264</b>	<b>1,065,496</b>	<b>1,090,384</b>	<b>1,115,948</b>
<b>Operating Net</b>	<b>190,063</b>	<b>234,234</b>	<b>229,099</b>	<b>223,693</b>	<b>218,003</b>	<b>212,015</b>
Deferred Capital Depreciation	136,286	137,671	159,057	155,443	135,737	30,000
Administrative Overhead (10% of total expenses)	103,465	101,767	104,126	106,550	109,038	111,595
<b>Total Net</b>	<b>(49,688)</b>	<b>(5,204)</b>	<b>(34,084)</b>	<b>(38,299)</b>	<b>(26,772)</b>	<b>70,420</b>





**Thank you and  
Questions?**

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**Delegation to Council on Monday, March 9, 2020**

---

ack Hellinga [REDACTED]

6 March 2020 at 16:3

o: Jack Hellinga [REDACTED]

Amber,

Please add me as a Delegate to the Council Meeting on Monday, March 9, 2020.

I wish to address the Planning and Development Report Number 2020-25 regarding the Mineral Aggregate Operation Zone.

Specifically, my question 5. was regarding Asphalt **Recycling**. The answer was for asphalt **manufacturing**.

Also, the definition of Mineral Aggregate Operations allows "...derived products such as asphalt and concrete, or the production of secondary products."

Although reference is made to "These uses are common throughout the Province....", the uses are not common in an aquifer. In fact, the proposed amendments to the Aggregate Resources Act (ARA) currently posted on the Environmental Registry Ontario (ERO) prohibit these operations within 2 m of the "Top of the Water Table", i.e. the aquifer. I would suggest this is scientific recognition that this does pose a risk to the aquifer.

The Interim Control By-Law did not permit Mineral Aggregate Operations and its broad definition, part of which is quoted earlier.

In the Consolidated Zoning Bylaw posted with the April 23, 2018 Council Package, Section 2.3 Uses Prohibited in all Zones,"b) Asphalt and Cement Manufacturing;" was deleted as prohibited. To my understanding, if it is not prohibited, it is permitted.

I would respectfully request P&DD Report 2020-25 be returned to staff for amendment, and the CZBL be amended to protect the aquifer.

Respectfully,

JACK S HELLINGA

770 Highway #3, Port Colborne, ON L3K 5V3

convenience and health of employees such as tuck shops, cafeterias, training, medical and recreational and fitness facilities.

**Marina:** means a premises containing docking facilities and which is located on a navigable waterway, where boats or boat accessories are stored, serviced, repaired, launched or kept for sale and where a full range of marine services may be provided including but not limited to fuelling and sewage pump out facilities, showers, foodstuffs and laundry facilities and ancillary restaurants.

**Marine Sales and Service:** means a building or part thereof and associated lands where a dealer displays new and used boats and marine accessories for sale or rent and where marine equipment is serviced or repaired and may include boat storage facilities.

**Medical Clinic:** means a place where a medical doctor, dentist or other lawfully qualified health care practitioner has his or her practice and includes a medical or dental laboratory.

**Medical Marihuana Production Facility:** means a building or structure used for the cultivation, processing, testing, destruction, packaging and shipping of marihuana used for medicinal purposes as permitted under the Federal Government's Marihuana for Medical Purpose Regulations (MMPR), as amended from time to time, or an successors thereto.

**Mineral Aggregate Operation:** means

a) An operation other than wayside pits and quarries, conducted under a license or permit under the Aggregate Resources Act or successors thereto: and

b) Associated accessory facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregate resources and derived products such as asphalt and concrete, or the production of secondary related products.

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**Minimum Distance Separation Formulae:** means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

**Mobile Home:** means a residence that is designed and manufactured to be transported on its own chassis and is equipped for year-round occupancy.

**Mobile Home Park:** means two or more occupied mobile homes housed on the same lot.

## Section 28: Mineral Aggregate Operation Zone (MAO)

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### 28.1 General

- a) No person shall make or establish any pit or quarry, or use any lot or erect, alter or use any building or structure in any Mineral Aggregate Operation (MAO) Zone except in accordance with the applicable provisions of Sections 2, 3 and 28.
- b) In addition to Section 28.1 (a), any lot may be subject to additional regulations or restrictions by the City, upper tier government or agencies as indicated in Section 1.3.

### 28.2 Permitted Uses

- a) Mineral Aggregate Operations;
- b) Making or establishment of pits and quarries for the purpose of extracting natural materials from the earth including soil, clay, sand, gravel, stone, rock, shale and minerals;
- c) Processing of natural materials including screening, sorting, washing, crushing, storing and other similar operations related to an extractive industrial operation;
- d) Agricultural uses;
- e) Uses, structures and buildings accessory thereto excepting any building or structure used for human habitation.

### 28.3 Zone Requirements

- a) No building or structure other than a fence shall be located within 30 metres of any lot line or within 90 metres of any occupied dwelling or Residential Zone.
- b) No pit, quarry or excavation shall be made or established within 15 metres of any lot line which does not abut a public street or 90 metres of any lot line which abuts a Provincial Highway or 30 metres of any lot line which abuts any other public street.

**Deleted:** c) A new extractive operation involving the blasting of consolidated rock or the processing of quarry stone shall be prohibited within 300 metres of a dwelling or dwelling unit or area zoned for residential purposes where such lands are held under distinct and separate ownership.

## Section 29: Gateway Industrial Zone (GI)

---

### 29.1 General

- a) No person shall use any lot or erect, alter or use any building or structure in any Gateway Industrial (GI) Zone except in accordance with the applicable provisions of Sections 2, 3 and 29.
- b) In addition to Section 29.1 (a), any lot may be subject to additional regulations or restrictions by the City, upper tier government or agencies as indicated in Section 1.3.

### 29.2 Permitted Uses

- a) Contractor's Yard;
- b) Education Facility;
- c) Industry, Light;
- d) Medical Marihuana Production Facility;
- e) Multi-modal Storage Facility;
- f) Public Use;
- g) Research Facility;
- h) Transportation Depot; and
- i) Uses, structures and buildings accessory thereto and does not include obnoxious, dangerous or offensive trades

### 29.3 Permitted Uses – Accessory

- a) Employee Convenience Facility;
- b) Retail Store;
- c) Restaurant, Fast-Food;
- d) Restaurant, Full-Service; and
- e) Restaurant, Take-Out

### 29.4 Zone Requirements

- a) Minimum Lot Frontage 30 metres
- b) Minimum Front Yard 7.5 metres
- c) Minimum Front Yard abutting a Residential or Agricultural Zone 15 metres

- b) Where the area of a lot is reduced by means of an acquisition of part of the lot by a public agency for the purpose of providing a public service, and where such acquisition causes the lot as reduced, or any building or structure existing lawfully on the lot on the date of such acquisition to have a lot area, lot frontage, lot depth, lot coverage, front yard depth, side yard depth or rear yard depth that does not conform to the requirements hereof for the zone in which such lot is located, then the lot as reduced shall continue to be used as if no such acquisition had taken place provided that:
  - i) No change is made in the dimensions or area of the lot as reduced, subsequent to the date of such acquisition, that would increase the extent of the said non-conformity; and
  - ii) No building, structure or addition is erected on the lot as reduced, subsequent to the date of such acquisition, except in accordance with all of the provisions hereof for the zone in which such lot is located.

**2.2 Uses Permitted in All Zones**

- a) Nothing in this By-law shall prevent the use of any land as a public use provided by or on behalf of the City, Regional Municipality of Niagara or Province of Ontario for the erection of buildings or structures, or the installation of other facilities essential to the operation of water works, street lighting, cable and telephone lines, railways and works for the transmission of gas, oil, water or electrical power or energy, or wayside pits and quarries, provided that any such use, building or structure provided that:
  - i) Any buildings or structures shall be in compliance with the relevant provisions of this By-law;
  - ii) Any building, structure or use shall not adversely affect the character or amenity of the neighbourhood in which it is located.
- b) Nothing in this By-law shall prevent the erection of any properly authorized traffic sign or signal, or any sign or notice of any local or other government department of authority.

**2.3 Uses Prohibited in All Zones**

- a) Abattoir;
- c) Mobile Home Park;
- d) Salvage Yard;
- e) Solid Waste Disposal Facility;

Deleted: b) Asphalt and Cement Manufacturing;



- f) Trailer Park;
  - g) Sites for the treatment and disposal of liquid waste, hazardous waste, or any other waste which requires special treatment;
  - h) Locating or storing on any land for any purpose whatsoever any disused railroad car, sea container or similar shipping container, streetcar body, truck body or trailer without wheels, whether or not the same is situated on a foundation, except, in the Industrial Zones and Site Specific Zones that permit industrial type uses and City owned lands Zoned Public and Park located on the City's Island (Mellanby Avenue/Killaly Street West); and
  - i) Any use where its nature or the material used therein is considered a noxious use as defined in Section 39.
- 
- a) Nothing in this By-law shall prevent the use of any land as a public use provided by or on behalf of the City, Regional Municipality of Niagara or Province of Ontario for the erection of buildings or structures, or the installation of other facilities essential to the operation of water works, street lighting, cable and telephone lines, railways and works for the transmission of gas, oil, water or electrical power or energy, or wayside pits and quarries, provided that any such use, building or structure provided that:
    - i) Any buildings or structures shall be in compliance with the relevant provisions of this By-law;
    - ii) Any building, structure or use shall not adversely affect the character or amenity of the neighbourhood in which it is located.
  - b) Nothing in this By-law shall prevent the erection of any properly authorized traffic sign or signal, or any sign or notice of any local or other government department of authority.
  - f) Sites for the treatment and disposal of liquid waste, hazardous waste, or any other waste which requires special treatment;
  - g) Locating or storing on any land for any purpose whatsoever any disused railroad car, sea container or similar shipping container, streetcar body, truck body or trailer without wheels, whether or not the same is situated on a foundation, except, in the Industrial Zones and Site Specific Zones that permit industrial type uses and City owned lands Zoned Public and Park located on the City's Island (Mellanby Avenue/Killaly Street West); and
  - h) Any use where its nature or the material used therein is considered a noxious use as defined in Section 39.

**2.3.1 Source Water Protection**



Report Number: 2020-25

Date: March 9, 2020

**SUBJECT: Mineral Aggregate Operation Zone**

**1) PURPOSE:**

The purpose of the report is to provide Council with information in response to questions received regarding the Mineral Aggregate Operation (MAO) zone in the City of Port Colborne's Zoning By-law No. 6575/30/18, as amended.

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

At the Regular Committee of the Whole meeting that took place on February 10, 2020, Jack Hellinga was registered as a delegate and presented the following questions:

1. Does an existing land use require a secondary plan if there is no change in use?
2. Does an existing MAO land use require a secondary plan if the land use continues as MAO?
3. Does a rezoning from, say Agricultural, to MAO, outside the Urban boundary require a secondary plan?
4. Is a local Municipal Zoning By-Law restricted from being more stringent than the Provincial Policy Statement (PPS) and the Region Official Plan (ROP) as long as it doesn't conflict with either?
5. Given the following quote of Permitted Uses and Definition of MAO in the Port Colborne Consolidated Zoning By-Law,

28.2 Permitted Uses

- a) Mineral Aggregate Operations;

Mineral Aggregate Operation: means

- a) An operation other than wayside pits and quarries, conducted under a license or permit under the Aggregate Resources Act or successors thereto; and

- b) Associated accessory facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregate resources and derived products such as asphalt and concrete, or the production of secondary related products.

Is a pit or quarry zoned MAO prohibited from Asphalt Recycling on the quarry floor?

- 6. Given the Permitted Uses and Definition of MAO, is a pit or quarry zoned MAO prohibited from manufacturing asphalt or concrete on the quarry floor?
- 7. Does the current MAO zoning in the Consolidated Zoning By-Law (CZBL) protect the aquifer from contamination by the permitted uses in the MAO zoned properties?

### 3) STAFF COMMENTS AND DISCUSSIONS

The following answers are provided in numerical order in response to the questions posed by Mr. Hellinga outlined above:

- 1. No, an existing land use must be in compliance with the zoning by-law or considered a non-conforming (grandfathered) use. A secondary plan is a tool which helps understand opportunities and address issues related to land use through specific policies for those areas of the City where more detailed direction is needed for matters beyond the general framework provided by the Official Plan.
- 2. No, an existing MAO land use must be in compliance with the zoning by-law or considered a non-conforming (grandfathered) use. A secondary plan is a tool which helps understand opportunities and address issues related to land use through specific policies for those areas of the City where more detailed direction is needed for matters beyond the general framework provided by the Official Plan.
- 3. No, a zoning application from Agricultural to MAO regardless of its location, requires an official plan amendment application as well. The presumption is that an application to support that change in land use would be accompanied by all supporting studies (hydrogeological, land use compatibility, agricultural assessment, air quality, noise, traffic, archaeological, etc.).
- 4. No, provided there are supporting policies in the City's Official Plan to be more restrictive.
- 5. Asphalt manufacturing is a prohibited use in the Zoning By-law. Successful Zoning By-law and Official Plan amendment applications are required to permit asphalt manufacturing in the MAO zone.

6. Asphalt manufacturing is a prohibited use in the Zoning By-law. Successful Zoning By-law and Official Plan amendment applications are required to permit asphalt manufacturing in the MAO zone.
7. The MAO zone permits the following uses:
  - a) Mineral Aggregate Operations;
  - b) Making or establishment of pits and quarries for the purpose of extracting natural materials from the earth including soil, clay, sand, gravel, stone, rock, shale and minerals;
  - c) Processing of natural materials including screening, sorting, washing, crushing, storing and other similar operations related to an extractive industrial operation;
  - d) Agricultural uses;
  - e) Uses, structures and buildings accessory thereto excepting any building or structure used for human habitation.

These uses are common throughout the Province in respective municipal zoning by-laws and have been in place for decades. To staff's knowledge, an aquifer has not been contaminated by allowing these uses. The Province of Ontario is currently proposing that new quarries must identify the proposed maximum depth of extraction in relation to the water table. In addition, applications that propose to extract below the ground water table must include a hydrogeological report ("water report") with the objective to identify any potential adverse effects to ground water and surface water resources and their uses (e.g., private and municipal wells, aquifers, waterbodies). If the potential for adverse effects is identified, an impact assessment is required to determine the significance of the effects and the feasibility of mitigation.

Mr. Hellinga raised concern in his presentation regarding the definition of Mineral Aggregate Operation and questioned if it would allow asphalt or concrete manufacturing.

On March 26, 2018, during a public presentation on the new zoning by-law, Mr. Hellinga had requested the following:

"I would respectfully ask the City to amend the current wording of Permitted Uses for "a) Mineral Aggregate Operations" to read:  
a) Mineral Aggregate Operations, except for Asphalt Plant and Concrete Batching Plant facilities".

Asphalt manufacturing was subsequently changed in the zoning by-law to prohibit it. A concrete batching plant is not a permitted use and would require a successful rezoning application to allow the use.

For Council's information, in order to permit any new uses in Pits 1 and 2 of the Port Colborne Quarry facility located in the MAO zone and in the urban service boundary under application files D09-01-16 and D14-05-16, first requires the completion of a draft secondary plan. The plan would address policy requirements and supporting study that would involve government agency and the public's participation in its completion.

There was also concern that the interim control By-law "provided stricter requirements in the MAO zone".

The interim control by-law was put in place to address permitted uses and prohibited uses through the official plan study in the MAO zone but not the:

- a) Making or establishment of pits and quarries for the purpose of extracting natural materials from the earth including soil, clay, sand, gravel, stone, rock, shale and minerals;
- b) Processing of natural materials including screening, sorting, washing, crushing, storing and other similar operations related to an extractive industrial operation;
- c) Uses, structures and buildings accessory thereto excepting any building or structure used for human habitation.

As staff prohibited asphalt manufacturing and did not permit any other use in the MAO zone at the time of new zoning by-law consideration coupled with current applications for Pits 1 and 2 for future land use, staff did not move forward with the study of official plan policy to determine new or prohibited uses.

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

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

N/A. The report is for informational purposes only.

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

N/A. The report is for informational purposes only.

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

N/A

#### **6) ATTACHMENTS**

N/A

#### **7) RECOMMENDATION**

That Planning and Development Department, Planning Division, Report No. 2020-25

Subject: Mineral Aggregate Operation Zone, be received for information.

8) **SIGNATURES**

Prepared on February 28, 2020 by:

Reviewed and Respectfully Submitted:



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



C. Scott Luey  
Chief Administrative Officer



## MAYOR'S REPORT – MARCH 9, 2020

### **REMEMBRANCE OF OUR SERVICE PERSONNEL**

Tomorrow we will be hanging yellow ribbons on the lampposts in front of City Hall, as we have done every year since 2009, when Corporal Tyler Crooks lost his life in Afghanistan.

These yellow ribbons symbolize our remembrance not only of Tyler and his ultimate sacrifice while serving his country, but of all past veterans and current personnel serving our country.

I would ask everyone to stand for a moment of silence as we remember.

*Stand for one minute.*

Thank you.

### **MARCH BREAK**

March break begins on Friday. If you are looking for activities for the kids, check out our Public Library and Vale Health & Wellness Centre for exciting programming. (see list)

And remember, to watch for the kids out playing as we head into spring.

### **BUDGET MEETINGS**

Our budget meeting schedule has now been set and the draft budget should be posted online shortly.

The first meeting will be on Tuesday, March 24<sup>th</sup> at 6:30 p.m., followed by Saturday, March 28<sup>th</sup> at 10 a.m. and 2 p.m. and if needed, Monday, March 31<sup>st</sup> at 6:30 p.m.

All meetings are open to the public and will be held here in the Council Chambers and streamed live on YouTube.

## **COMPLAINTS TO MAYOR'S OFFICE OR ANYONE AT THE CITY**

I have to say, I got a little frustrated last week when I received this letter in my mailbox, from someone, I don't know who, because they didn't sign their name, complaining that I had done nothing about a complaint that was supposedly registered two weeks earlier by some other unknown person, dealing with a parking issue on Hampton.

I take all complaints very seriously.

First, there is no record either in my office or in the By-law office of a complaint about parking on Hampton.

Please, if you have an issue, call us and file a formal complaint in the proper manner with the by-law intake clerk.

Don't assume your neighbor did it because you talked about it.

We can't act if we don't know.

And you need to give us your contact information.

This information remains confidential and is not released to anyone.

## **NHL LINESMAN DEREK AMELL**

On Saturday afternoon in Pittsburgh, Port Colborne native NHL Linesman Derek Amell skated in his 1,500th NHL Regular Season Game between the Pittsburgh Penguins and Washington Capitals.

Derek worked his first NHL Regular Season Game back on October 11th, 1997 in that same city of Pittsburgh (Carolina Hurricanes vs Penguins) at the old Civic Arena across the street from where he achieved this amazing milestone on Saturday.

I remember Derek from his days in minor hockey.

He started officiating when he was 21 and in his second year at Durham College in Oshawa taking Chemical Engineering Technology.

He used to play hockey with the referee assigner's son and after running into him, his friend said that his dad was looking for referees.

After talking to the assigner he ended up going to the next officiating clinic, got certified and was assigned to Novice out of Harman Arena and went from there.



He moved up the ranks pretty quick due to his size and calm demeanor on the ice and he worked his first Ontario Hockey League game three years later at the age of 24.

He worked the OHL for four years as a linesman. On his fourth year, the Montreal Canadiens relocated their American Hockey League (AHL) affiliate team to Hamilton, Ontario creating a need for the AHL to form a staff of local linesmen in the area.

Amell was selected along with five other Southern Ontario linesmen to work the games that year.

That year he ended up working the OHL Finals and also got the chance to work the AHL Calder Cup Finals because the Hamilton Bulldogs made it to the Final! In the summer of 1997, the National Hockey League offered him a minor league contract (40-40) as a linesman splitting his duties between the AHL and the NHL.

He was promoted to a full-time NHL linesman status in the summer of 1998 and hasn't looked back.

Derek has officiated at World Cup Hockey, Winter Classics, All-Star Games, Winter Olympics and NHL playoffs and Stanley Cup finals.

Derek was also voted by his peers to sit on the NHLOA executive committee in the fall of 2017, a position that he still occupies today.

We are Port Colborne proud of you Derek.

## **INTERNATIONAL WOMEN'S DAY**

Yesterday was International Women's Day, a global day celebrating the social, economic, cultural and political achievements of women.

Growing up my mother and Aunt Olive were two very important women in my life and then, of course, my wife Debby.

I am fortunate to be surrounded by many strong women here at the City, from councillors to staff.

We will continue to celebrate on Wednesday at the Guild Hall for Port Colborne International Women's Day celebration with guest speakers Falynn Shaw and Debbie Zimmerman.

## **FAKE ENERGY AUDITOR**

I also want to remind residents to be vigilant with door-to-door sales individuals.

Recently OPP in Haldimand Country received a complaint about a person claiming to be an energy auditor who scheduled a late afternoon appointment with a resident in Dunnville.

The unknown person went inside the home for an inspection and proceeded to ask to see utility bills.

The suspect informed the resident they qualified for a monthly rebate and would apply for the rebate on their behalf.

The contact number supplied by the suspect after his visit was out of service when the resident attempted to reach out to confirm the rebate.

The resident reached out to the Ontario Energy Board and was told there were no applications filed under their name.

OPP has received several more queries about a representative from Save On Energy visiting homes.

We have had people trying to sell water purification systems, furnaces and telecommunication systems.

Please, please don't let anyone into your house you don't know and trust.

## **COVID-19 CORONAVIRUS INFO**

I wanted to touch briefly on the Coronavirus or COVID-19 as it is now known.

As a community, we are relying on Niagara Region Public Health for advice and direction.

Information for the public is available on their website at [niagararegion.ca](http://niagararegion.ca)

The government of Ontario also has information on their website – [Ontario.ca](http://Ontario.ca), which is being updated daily at 10:30 a.m. and 5:30 p.m.

As an employer our senior staff have met to discuss worker safety, business continuity planning and a planned response if the virus becomes prevalent in Niagara.

Currently there are no cases in Niagara and the risk of infection is extremely low.



**City of Port Colborne  
Regular Council Meeting 08-20  
Minutes**

**Date:** March 9, 2020

**Time:** 9:33 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  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor

Absent: A. Desmarais, Councillor

**Staff Present:** D. Aquilina, Director of Planning & Development  
A. LaPointe, Acting Chief Administrative Officer  
C. Madden, Deputy Clerk (minutes)  
N. Halasz, Acting Director of Community and Economic Development  
D. Suddard, 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:**

None.

**3. Confirmation of Agenda:**

**No. 34** Moved by Councillor D. Kalailieff  
Seconded by Councillor E. Beauregard

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

**4. Disclosures of Interest:**

Councillor Beauregard declared a pecuniary interest regarding item 1 (Community and Economic Development Department, Parks and Recreation Division, Report 2020-30, Subject: Draft Agreement with Lighthouse Festival Theatre Corporation Respecting Theatre Management Services at Roselawn Centre for the Arts) as he is employed by Sullivan Mahoney and the firm has provided legal advice with respect to this item. Councillor Beauregard refrained from discussing and voting on item 1.

**5. Adoption of Minutes:**

**No. 35** Moved by Councillor H. Wells  
Seconded by Councillor M. Bagu

(a) That the minutes of the regular meeting of Council 06-20, held on February 24, 2020, 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. 36** Moved by Councillor R. Bodner  
Seconded by Councillor H. Wells

That Items 1 to 13 on the agenda be approved, with the exception of items that have been deferred, deleted or listed for separate discussion, and the recommendation contained therein adopted.

**Items:****2. Planning and Development Department, Planning Division, Report 2020-25, Subject: Mineral Aggregate Operation Zone**

Council Resolved:

That Planning and Development Department, Planning Division, Report 2020-25, Subject: Mineral Aggregate Operation Zone, be received for information.

3. **Memorandum from Richard Daniel, Manager of Operations Re: Request for Proclamation of Dig Safe Month, April 2020**

Council Resolved:

That April 1 – 30, 2020 be proclaimed as “Dig Safe Month” in the City of Port Colborne in accordance with the request received from Richard Daniel, Manager of Operations.

4. **Niagara Regional Broadband Network Re: Request for Letter of Support to Provide Highspeed Internet Service to Underserved and Unserved Areas of Niagara Region and Port Colborne**

Council Resolved:

That Port Colborne City Council supports the Niagara Regional Broadband Network (NRBN) initiative to provide highspeed internet access to underserved and unserved areas of Niagara Region; and

That the Mayor provide a letter of support for the initiative.

5. **Upper Canada Consultants Re: Rosedale Subdivision (26T-87018) Update on Planning Progress**

Council Resolved:

That the correspondence from Craig Rohe, Senior Planner, Upper Canada Consultants Re: Rosedale Subdivision – Update of Planning Progress, be received for information.

6. **Region of Niagara Re: Ecological Land Classification Mapping Update (PDS 3-2020)**

Council Resolved:

That the correspondence received from the Region of Niagara Re: Ecological Land Classification Mapping Update, be received for information.

7. **Niagara Regional Housing Re: Niagara Regional Housing (NRH) Quarterly Report – October 1 to December 31, 2019**

Council Resolved:

That the correspondence received from Niagara Regional Housing Re: NRH Quarterly Report – October 1 to December 31, 2019, be received for information.

**8. Ministry of Municipal Affairs and Housing Re: Provincial Policy Statement – 2020**

Council Resolved:

That the correspondence received from Steve Clark, Minister, Ministry of Municipal Affairs and Housing Re: Provincial Policy Statement – 2020, be received for information.

**9. Vance Badawey, Member of Parliament, Niagara Centre Re: Single Sport Betting**

Council Resolved:

That the correspondence received from Vance Badawey, Member of Parliament, Niagara Centre Re: Single Sport Betting, be received for information.

**10. Vance Badawey, Member of Parliament, Niagara Centre Re: Re-Branding the Gas Tax Fund – Building Communities Partnership Fund – Federal-Municipal Program**

Council Resolved:

That the correspondence received from Vance Badawey, Member of Parliament Niagara Centre Re: Re-Branding the Gas Tax Fund – Building Communities Partnership Fund – Federal-Municipal Program, be endorsed.

**11. Vance Badawey, Member of Parliament, Niagara Centre Re: Great Lakes**

Council Resolved:

That the correspondence received from Vance Badawey, Member of Parliament, Niagara Centre Re: Great Lakes, be endorsed.

**12. Vance Badawey, Member of Parliament, Niagara Centre Re: Skilled Trades**

Council Resolved:



That the correspondence received from Vance Badawey, Member of Parliament, Niagara Centre Re: Skilled Trades, be endorsed.

**13. Vance Badawey, Member of Parliament, Niagara Centre Re: Niagara-Hamilton Trade Corridor Phase 1**

Council Resolved:

That the correspondence received from Vance Badawey, Member of Parliament, Niagara Centre Re: Niagara-Hamilton Trade Corridor Phase 1, be endorsed.

CARRIED

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

**1. Community and Economic Development, Parks and Recreation Division, Report 2020-30, Subject: Draft Agreement with Lighthouse Festival Theatre Corporation Respecting Theatre Management Services at Roselawn Centre for the Arts**

Councillor Beauregard declared a conflict with this item and therefore did not vote.

Moved by Councillor G. Bruno  
Seconded by Councillor R. Bodner

That the Director of Community and Economic Development be directed to finalize the process for entering into an agreement with Lighthouse Festival Theatre Corporation for the operation and management of the "theatre side" of Roselawn Centre for the Arts;

That the Director of Community and Economic Development, be directed to allocate \$2,500 in the Department's 2020 budget for displaced employee support services; and

That upon finalization, the Director of Community and Economic Development be granted approval and authorization to enter into the agreement with Lighthouse Festival Theatre.

CARRIED

**9. Proclamations:**

**(a) Dig Safe Month, April 2020**

**No. 37**            Moved by Councillor H. Wells  
                          Seconded by Councillor G. Bruno

That April 1-30, 2020 be proclaimed as "Dig Safe Month" in the City of Port Colborne in accordance with the request received from Richard Daniel, Manager of Operations.

CARRIED

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

**No. 38**

Moved by Councillor F. Danch  
Seconded by Councillor D. Kalailieff

- (a) Minutes of the Port Colborne Economic Development Advisory Committee Meeting of December 4, 2019
- (b) Minutes of the Port Colborne Historical & Marine Museum Board of Management Meeting of January 21, 2020
- (c) Minutes of the Main Street BIA Meeting of January 20, 2019, March 26, 2019, April 6, 2019 and September 23, 2019

CARRIED

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

**No. 39**

Moved by Councillor H. Wells  
Seconded by Councillor M. Bagu

That the following by-laws be enacted and passed:

- |            |  |
|------------|--|
| 6763/13/20 | Being a By-law to Amend Zoning By-law 6575/30/18 Respecting lands Legally Described as Part of Lot 13 on Plan 843, in the City of Port Colborne, Regional Municipality of Niagara, municipally known as 180 Fares Street |
| 6764/14/20 | Being a By-law to Authorize Entering Into a Lease Agreement with Lighthouse Theatre Corporation  |
| 6762/12/20 | Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Special and Regular Meetings of March 9, 2020  |

CARRIED

**12. Council in Closed Session:**

**Motion to go into Closed Session – 9:37 p.m.:**

**No. 40** 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: February 24, 2020
- (b) Memo from Councillor Gary Bruno and Councillor Ron Bodner regarding Niagara Central Dorothy Rungeling Airport (NCDRA), pursuant to the *Municipal Act, 2001*, Subsection 239(2)(c) a proposed or pending acquisition of disposition of land by the municipality or local board and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

**Motion to Rise With Report:**

**No. 41** Moved by Councillor H. Wells  
Seconded by Councillor M. Bagu

That Council do now rise from closed session with report at approximately 10:05 p.m.

CARRIED

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

None.

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

- (a) **Memo from Councillor Gary Bruno and Councillor Ron Bodner regarding Niagara Central Dorothy Rungeling Airport (NCDRA), pursuant to the *Municipal Act, 2001*, Subsection 239(2)(c) a proposed or pending acquisition of disposition of land by the municipality or local board and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board**

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

**15. Adjournment:**

Mayor Steele adjourned the meeting at approximately 10:06 p.m.

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William C. Steele  
Mayor

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Charlotte Madden  
Deputy Clerk

AL/cm

**City of Port Colborne  
Special Council Meeting 07-20**

- Date:** March 9, 2020
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** M. Bagu, Councillor  
E. Beauregard, Councillor  
G. Bruno, Councillor  
R. Bodner, Councillor  
F. Danch, Councillor  
D. Kalailieff, Councillor  
W. Steele, Mayor (presiding officer)  
H. Wells, Councillor
- Absent: A. Desmarais, Councillor
- Staff Present:** D. Aquilina, Director of Planning & Development  
A. LaPointe, Acting Chief Administrative Officer  
C. Madden, Deputy Clerk  
N. Halasz, Acting Director of Community and Economic Services  
D. Suddard, Acting Director of Engineering and Operations  
D. Schulz, Planner

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. 34** Moved by Councillor R. Bodner  
Seconded by Councillor E. Beauregard

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

**4. Disclosures of Interest:**

Nil.

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

Application for Zoning By-law Amendment  
Planning and Development Department, Planning Division, Report No. 2020-36,  
Subject: Public Meeting Report for Proposed “Housekeeping” Zoning By-law  
Amendment (File No. D14-01-20)

**(i) Purpose of Meeting:**

David Schulz advised that the purpose of this meeting, pursuant to Section 34 of the Planning Act, is to consider an application to amend the City of Port Colborne Zoning By-law 6575/30/18, as amended.

The Zoning By-law Amendment is a proposed “housekeeping amendment” initiated by City Planning staff. Minor amendments to Zoning By-law 6575/30/18 are proposed to add or revise provisions and correct technical errors.

**(ii) Method of Notice:**

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

The Notice of Public Meeting and Open House was published in the “Niagara This Week – Port Colborne Leader” on February 13, 2020. Notice was also circulated to required agencies on February 18, 2020.

The Planning and Development Department hosted a public open house for this application on March 3, 2020. The open house was attended by roughly six members of the public.

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

Mr. Schulz advised that the procedure to be followed this evening will be to present Planning and Development Department Report 2020-36, receive questions of clarification from Council to Planning Staff, open the meeting to the public for comments and questions, announce the requirements under the Planning Act for written notice of passage of the proposed zoning by-law amendment, and a brief explanation of future meetings regarding the application.

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

At this time, Mr. Schulz presented highlights from the Planning and Development Public Hearing Report 2020-36.

Mr. Schulz advised that the specific details of the amendments are in Appendix “A” of the report for Council’s information.

Mr. Schulz summarized the amendments as follows:

- Addition under section 2.1 to allow adjacent lots under common ownership to be considered one parcel for the purpose of development.
- Revision under section 2.3 to allow principle buildings to be built using sea containers provided a building permit is obtained.
- Revision under section 2.4 allowing a trailer to be used on a temporary basis for dwellings undergoing renovations provided a development agreement is first entered into.
- Revision under section 2.8.1 to increase the permitted height of an accessory building from 4.6m to 4.9m.
- Revision under section 2.8.1 to clarify that accessory buildings are permitted in the front and corner side yard for properties the abut Lake Erie.
- Addition under section 2.8.2 to clarify that decks are included in the accessory lot coverage calculation.
- Revision under section 2.9.2.1 to allow home based businesses to occupy garages and accessory buildings.
- Revision under section 2.22 to decrease the required setback from a municipal drain from 15m to 10m.
- Revision under section 3.1.1 to reduce the parking space requirement for apartment buildings from 1.5 to 1.25 spaces per unit.
- Addition under section 3.1.2 for uses that have not had parking requirements identified.
- Revision to zones that abut Lake Erie removing the 30m setback requirement from the 1-in-100 year flood line, as this setback is determined by the NPCA.
- Revision under section 8.2 to add boarding and lodging house, and duplex as permitted uses.
- Revision under section 8.8 to apply the R2 zone requirements for single-detached dwellings rather than the R1 requirements.
- Revisions under the industrial zones to increase the building height from 11m to 15m.
- Addition under section 37.2 for a past zoning by-law amendment for 322 King Street allowing a bed and breakfast and tea room.

- Addition of a new definition under section 38 – Boarding and Lodging House
- Mapping revisions under schedule A6
  - Revise the lands west of Welland Street and north of Fraser Street which do not have a zoning to zone them as R4-CH (Fourth Density Residential with a Conversion Holding). Shown as Schedule “A” within Appendix A.
- Mapping revisions under schedule A7
  - Rezoning the Stormwater easement in the Heron Pointe Plan of Subdivision. Planning staff have determined that this is no longer required.
  - 322 King Street, update map to reflect the past zoning by-law amendment.
  - 602 Elm Street, update map to reflect the past zoning by-law amendment from R2 to R3.
- Administrative changes to correct spelling, formatting and cross-referencing errors.

Mr. Schulz advised that written correspondence has been received by Grant and Melissa Munday from 130 Hampton Avenue who had concerns regarding the accessory building height amendment, they wished to see this increased further to 6m-7.5m. They also had concerns regarding decks being included in the accessory lot coverage calculation.

Mr. Schulz advised that other general correspondence was heard from a few members of the public that advised they would like to speak at the meeting.

Mr. Schulz summarized the comments from the Niagara Region and they concluded that overall the amendment is consistent with the Provincial Policy Statement and conforms to the intent of Provincial and Regional policies. The Region does not object to the proposed amendments.

Planning staff is expecting comments from the Niagara Peninsula Conservation Authority, however, they have yet to be received.

**(v) Questions of Clarification to Planning Staff:**

Councillor Bodner questioned Mr. Schulz regarding section 2.4 where trailers are permitted on a temporary basis for dwellings undergoing renovation provided the owner enters into a development agreement with the City. Mr. Schulz responded that the time frame for a temporary basis is set by Council at the time of the development agreement.

Councillor Danch questioned section 2.8.2 regarding decks being included in the accessory lot coverage calculation. Mr. Schulz advised that Planning Staff would look into this section further for the recommendation report.



Councillor Beauregard questioned section 2.3(h) and whether sea container homes were being permitted. Mr. Schulz responded in the affirmative.

Councillor Bruno questioned if Planning Staff advise people of the ongoing amendment process when inquiring. Mr. Schulz advised that Planning has been letting people know about these proposed changes and staff will look into having information available at the front counter.

Councillor Bagu questioned what other municipalities have for height limits for accessory buildings. Mr. Schulz advised that he will look into it further for the recommendation report.

Councillor Wells questioned section 2.1 and what will happen if two lots are zoned differently. Mr. Schulz advised that it depends on where the proposed use is located on the property as the zoning for where it is located takes precedence. Councillor Wells also questioned why the Building Code was not listed for sea container buildings. Mr. Schulz advised that the Building Code was left out in order to avoid confusion between acts, codes and by-laws. Councillor Wells that the front yard be more clearly defined with reference to allowing accessory buildings in the front yard for lots in the Lakeshore Residential zone. Mr. Schulz advised that this can be looked at further for the recommendation report.

Councillor Kalailieff thanked Mr. Schulz for how helpful the Open House was and advised members of the public to attend these for beneficial information.

Councillor Beauregard questioned how this amendment will address the upcoming changes to the Provincial Policy Statement. Mr. Schulz advised that a comprehensive review would likely be required after the fact to address those changes.

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

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

And;

“If a person or public body does not make oral submissions at a public meeting, or make written submission to the City of Port Colborne before a decision on the proposed Zoning By-law Amendment is passed by Council, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning

Appeal Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.”

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

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

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

Larry Rosnuk of 62 Fraser Street addressed Council. Mr. Rosnuk noted that he objects to all amendments that reduce setbacks from environmental features. He noted the reduction in setbacks lead to a number of environmental issues. Mr. Rosnuk also objected to the mapping change along Canal/Welland Rd. He advised that it should be designated environmental sensitive. Mr. Rosnuk also objected to the Heron Pointe Plan of Subdivision mapping change.

Councillor Bruno asked for some background information on the setback reduction for properties fronting Lake Erie.

Mr. Schulz advised that a discussion was had with the NPCA. He noted that the Ontario Regulation under the Conservation Authorities Act gives the NPCA jurisdiction to regulate the setbacks in regulated areas.

Councillor Bruno further questioned why removing it is necessary.

Mr. Schulz responded that the NPCA has the tools and expertise necessary to mitigate flooding concerns along the Lakeshore and the City does not have to get involved.

Councillor Kalailieff questioned further if the ditch would be filled in along Canal/Welland Rd.

Mr. Schulz advised the ditch would not be filled in and any entrances would likely require Seaway permission.

Jack Hellinga of 770 Highway 3 addressed Council. Mr. Hellinga noted issues regarding the quarry operation in relation to his well. He also raised concerns regarding the MAO zoning and past interim control by-law.

Councillor Bodner questioned if we can add the restriction of asphalt manufacturing in this amendment.

Mr. Schulz advised that such an amendment cannot be addressed through the housekeeping amendment as proper notice has not been given to the public.

Councillor Bruno questioned the types of studies that may be required regarding asphalt manufacturing.

Mr. Schulz advised that questioned would have to be addressed in another report.

Grant Munday of 130 Hampton Avenue addressed Council. Mr. Munday thanked Mr. Schulz for the great job he did at the open house as everything was very clear and helpful. Mr. Munday noted that he had concerns regarding the accessory building height amendment, they wished to see this increased further to 6m-7.5m. He also had concerns regarding decks being included in the accessory lot coverage calculation.

Councillor Bruno questioned the rationale behind this correction. He also questioned if the City would have any measures to stop somebody from decking their entire property if decks were to not be included. Finally, the Councillor asked if Mr. Schulz could look into other municipalities regarding these amendments for when the report comes back to Council.

Mr. Schulz advised that it was to help clarify the section. He also advised that there are other measure to prevent that and he would look into other municipalities.

Councillor Beauregard asked Mr. Munday to clarify one of his statements. Mr. Munday responded.

Jack Bernardi of 123 Parkway, Welland, addressed Council. He added information regarding the deletion of the 30m setback along the Lake Erie shoreline. He also noted that in his experience, a deck did not count for lot coverage.

Rick and Erika Froese 1575 Firelane 2 addressed Council. They supported the deletion of the 30m setback along the Lake Erie shoreline.

Barbara Butters of 1152 Weaver Road addressed Council regarding the quarry operations. Ms. Butters questioned Mr. Schulz with a number of questions regarding the quarry operation.

Mr. Schulz advised that issues regarding the quarry cannot be addressed in the housekeeping amendment as proper notice has not been given to the public.

Ron Baarda of 5474 Firelane 22 addressed Council. He questioned the definition of a deck. He also asked if there is anything preventing a person from having an all-concrete property with no grass.

Mr. Schulz advised that he would have to look into the definition for a deck. He also added landscaped provisions of the by-law would likely prevent someone from paving their entire property.

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

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

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

Mr. Schulz advised that this concludes the Public Hearing under the Planning Act.

The proposed Zoning By-law Amendment will be placed on Council's agenda at a future date.

**(ix) Recommendation:**

**No. 35** Moved by Councillor M. Bagu  
Seconded by Councillor H. Wells

That Planning and Development Department, Planning Division, Report No. 2020-36, Subject: Public Meeting Report for Proposed “Housekeeping” Zoning By-law Amendment (File No. D14-01-20) be received for information.

CARRIED

**6. Adjournment:**

Mayor Steele adjourned the meeting at approximately 7:40 p.m.

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

\_\_\_\_\_  
Charlotte Madden  
Deputy Clerk

Minutes prepared by the Department of Planning and Development.