

FEBRUARY 19, 2020
MEETING OF THE PORT COLBORNE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE

Minutes of the twentieth regular meeting of the Committee Members of the Port Colborne Economic Development Advisory Committee, held in the Third Floor Committee 3 Room, City Hall, 66 Charlotte Street, Port Colborne February 19, 2020, 4:00 p.m.

The following Committee Members were in attendance:

Committee Members: Marilyn Barton, Andrea Boitor, Larry Fontaine, Kate Ostryhon-Lumsden, Kevin Reles, David Semley, Len Stolk

Council: Councillor Gary Bruno, Councillor Harry Wells

Staff: Michelle Idzenga, Julian Douglas-Kameka, Scott Luey, Karen Walsh

Regrets: Mayor Bill Steele, Angela Doyle, Betty Konc

1. WELCOME CALLED TO ORDER: 4:04 p.m.

2. CITY LOGO – Michelle Idzenga

Brief overview of the redesign of the logo.

Moved by: Marilyn Barton

Seconded by: Councillor Harry Wells

THAT the Economic Development Advisory Committee recommends council to use Option B (schooner) for the new City logo.

CARRIED

3. APPROVAL OF THE AGENDA

Moved by: Len Stolk

Seconded by: Larry Fontaine

THAT the agenda for Economic Development Advisory Committee February 19th, 2020 be approved as presented.

CARRIED

4. DISCLOSURES OF INTEREST

None

5. INFORMATION/CORRESPONDENCE

None

6. APPROVAL OF THE FOLLOWING MINUTES:

Approval of the December 4, 2019 minutes.

Moved by: Harry Wells

Seconded by: Kate Ostryhon-Lumsden

THAT the minutes from December 4, 2019 be approved as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

- a) Status of Vacancy Tax – the region has no interested in creating a new tax bracket, region is working on a commercial vacancy tax
 - Scott to send out email regarding housing development how long do development have to build.
 - Memo to council from EDAC, whereas private property owners hold vacant property land request the region request class rate, at a higher rate of tax.
 - Scott will work with Residential Development subcommittee to prepare the memo wording.
 - Recommendation to Council, Resolution from Port Colborne to other municipalities that the Region adopts a vacancy tax.
- b) Hospital/Urgent Car update/action plan – Mayor working with other Mayors. (leaving on agenda)
- c) Internal timeline for development approval and Timeline compliance rate for development approval – (attached handouts) – defer to next meeting invite David to attend a meeting give a reader's digest version of what the process is.

8. ECONOMIC DEVELOPMENT OFFICER'S REPORT (attached)

- a) Ontario report on Cruise Ships – Tourism RFP deadline March 24, report due to be done end of June
- b) Charlottetown cruise ships economic impact – requested the information and it has not been received yet.
- c) Measureable quarterly goals and achievement goals - deferred

9. COMMITTEE REPORT

- a) Industrial/Small Business – chair by Larry Fontaine
 - Deferred

- b) Tourism – chair by Betty Konc
 - Deferred
- c) Residential Development – chair by Councillor Gary Bruno
 - deferred

10. NEW BUSINESS

- a) Discussion and Confirmation of “Vision” Statement – “Port Colborne is a place to live well and enjoy life in a safe, healthy, prosperous, well-run, inclusive and respectful community.” – The City is currently working on the Strategic Plan and will go before council in two months. Workshops with Council and Staff have been conducted in 2019. Working on doing mission values,
- b) Review Economic Development Strategic Plan - deferred
- c) Economic Development Sample KPI's - deferred
- d) Other – Maclean’s – Canada’s best communities (ranking of 415 cities) <https://www.macleans.ca/best-communities-canada-2019-full-ranking-tool/>
Ratings are in the following categories: wealth & economy, affordability, demographics, taxes, commute, crime, weather, health, amenities, and culture & community.
 - Port Colborne is rate 109 with the top three categories being weather, health and wealth & economy.
 - Committee to determine communities to compare to Port Colborne and why. Set up three to five measures.
- e) AirBnB - EDO and Director of Planning are currently doing a policy. Julian to bring back the results of the AirBnB investigations. Report landscapes and then recommendations. EDAC to have input before it goes to council.

Incubator – (included with staff report). Feasibility study for next meeting

11. NEXT MEETING

May 13, 2020 4:00 p.m.

12. ADJOURNMENT

Moved by: Councillor Gary Bruno

Resolved that we do now adjourn.
CARRIED

Time of adjournment 5:49 p.m.



DEPARTMENT OF PLANNING & DEVELOPMENT
MEMORANDUM

TO: Economic Development Advisory Committee

FROM: David Schulz, Planner

DATE: February 19th, 2020

RE: Agenda item 6 (f) (i & ii) (development approval timelines)

The Planning Division has been requested to provide an update/background of timelines regarding development approval applications. Staff has prepared a rough step-by-step application process for Official Plan and Zoning By-law Amendments that can give an understanding of the application process from start to finish.

It is tough to provide specifics on how long applications may take to be processed because there is no such thing as a standard application. Most development applications require review by the Niagara Region and the Niagara Peninsula Conservation Authority – sometime multiple departments within those organizations are reviewing applications. In addition, development applications in Port Colborne frequently require review by the Ministry of Transportation, Department of Fisheries and Oceans, St Lawrence Seaway Authority, Hydro One, Canadian Niagara Power and Enbridge. All of these external agency reviews are in addition to the City's internal review, which often requires Engineering and Operations, Fire and Emergency Services, as well as the By-law Division and Building Division of the Planning and Development Department.

For Official Plan and Zoning By-law Amendments, as well as Consents and Minor Variances, the Planning Division plays a lead role in the file. For other types of applications, such as site plan agreements and plans of subdivision, the Planning Division plays more of an administrative role in collecting and disseminating submissions and compiling comments. It is only when the final agreements are ready to be drafted that the role of the planner intensifies.

When applications involve multiple external agencies, as listed above, the City's ability to control the application process timelines is greatly diminished. While Planning Division typically aims for a one-month turnaround when reviewing site plan control submissions, provincial or federal agencies can sometimes take two months or more to conduct their reviews.

The application process can also be slowed down by required studies. For instance, the Niagara Region or Niagara Peninsula Conservation Authority will sometime require "four

season” – one year – environmental impact studies. Studies, such as traffic impact studies, may also require multiple revisions, which further delays the process. Staff also find that the quality of the planning or engineering consultant has a direct impact on the application process.

All staff in Planning and Building Services do their utmost to expedite development applications, especially for larger projects. However, there are many causes of delay in the process that are beyond the control of City staff. Ultimately, the *Planning Act* has timelines in place for decisions to be rendered by the City, and if the City is unable to meet these timelines applicants can appeal to the Local Planning Appeals Tribunal. There have been no such appeals files in recent memory.

Regards,

A handwritten signature in black ink, appearing to read 'David Schulz', with a large loop at the end.

David Schulz
Planner

cc. Dan Aquilina, Director of Planning and Development

Official Plan and Zoning By-law Amendment Rough Timeline

Pre-application Consultation Meeting

- Required for submission of any development application
- Meetings held every second and fourth Thursdays of the month
- On average, it takes over a month to schedule a meeting as review agencies require sufficient notice
- Depending on the complexity of the proposal, certain studies, fees, reports and supporting documentation will be required. Some studies can take well over a year to complete
- These indicated studies and fees are required to be submitted for an application

Submission of Application

- All fees, studies, reports etc. identified in the pre-consultation meeting are required to be submitted with the application
 - If they are not submitted, the application will not be processed
 - The City of Port Colborne has 30 days to issue a letter of complete/incomplete application.

Application Circulation

- After the application is deemed complete, a Notice of Public Meeting and Open House can be prepared and the application can be circulated
- Notice must be circulated at least 20 days prior to the meeting

Public Open House

- Informational session allowing members of the public to ask questions to the applicant and staff

Public Meeting

- Informational presentation to Council where members of the public are allowed to submit oral presentations in front of Council
- Agencies will typically provide comments around the date of the meeting
- No decision can be made on the application at this point

Response to Applicant

- After the meeting, the applicant will have a chance to address concerns raised at the Public Meeting
- On average, this will take sufficient time for the applicant to address

Council Decision

- At a later date, typically with the applicant's knowledge, the application will return to Council for a decision

- Council can refer the report back to staff if they wish to request changes (this can happen multiple times)
- Following a Council decision, there is a 20-day appeal period.

By-law in Effect

- If no appeals are received, the By-law will be put into effect



City of Port Colborne

Economic Development and Tourism

Quarterly Activity Report

DATE OF LAST EDAC MEETING: December, 2019

MONTH OF REPORT: February 2020

ECONOMIC DEVELOPMENT AND TOURISM ACTIVITIES UNDERTAKEN SINCE LAST MEETING

Investment Readiness

- **Goal/Outcome: Land/Infrastructural Development**
- ✓ Working with Engineering Dept to identify properties to be earmarked as surplus.
- ✓ Working with St Lawrence Seaways to market “Riverlands” property. 1 prospect in the pipeline.
- ✓ 3 potential residential developers enquiries facilitated and referred to Vale to negotiate land sales.
- ✓ 1 offer for the purchase of municipal land on Invertose Drive received.
- **Goal/Outcome: Investment Attraction**
- ✓ Site selection campaign showed engagement above industry average.
- **Goal/Outcome: Promotion and Marketing**
- ✓ Ran Port Colborne promotional Ads 308,160 x 5-second spots on network of 107 screens in 30 residential condominiums and commercial towers from Feb 1-March 31.
- ✓ Port Colborne featured in Condo Nest Magazine which is distributed in Condos in the major Canadian metropolitan cities.

Entrepreneurship / Small Business Development

- **Goal/Outcome: Support Entrepreneurship and BR&E**
- ✓ Small business capacity building sessions: 2 small business tax workshops scheduled for February and March.
- ✓ Working with secondary schools on the 2020 Youth Entrepreneurship initiatives.
- ✓ Port Colborne Co-working Space (Innovation Hub) Feasibility research underway. Stakeholder interviews conducted, and survey open and information workshop scheduled for March 2, 2020.
- ✓ Pilot Co-working Space/Incubator pilot project launched. Applications open with 3 expressions of interest received to date and are under review.

Tourism and Destination Development

- ✓ Tourism Strategic Plan and Cruise Destination Development Business case RFP developed and released to the public. Deadline for submissions is March 24, 2020.
- ✓ Initiated plans for a Tourism Stakeholder engagement and capacity building session (late spring/early summer)
- ✓ Port Colborne Proud: Photo competition closed for submission and in the judging phase.
- ✓ Facilitated site/community tours/meetings with Vikings, Victory and The Great Lakes Cruising Coalition.

ECONOMIC DEVELOPMENT AND TOURISM STAKEHOLDER ACTIVITIES, INITIATIVES AND DELIVERABLES

Staff participated in the following partner discussions and events

- Ontario Waterfront Tourism Summit

ECONOMIC DEVELOPMENT AND TOURISM OUTCOMES ACHIEVED

- Tourism Strategic Plan and Cruise Destination Development Business Case RFP developed and released to the public.
- 5 clients in the investment pipeline during this period.
- Increased visibility of Port Colborne in the GTA
- Port Colborne Pilot Co-working Space (Innovation Hub) launched
- Port Colborne Pilot Co-working Space (Innovation Hub) Feasibility study deliverables

FOLLOW UP

- Innovation Hub Feasibility study
- Co-Working Space Pilot project
- Surplus land inventory
- Port Colborne Proud-Photo Competition
- Tourism Strategic Plan and Cruise Destination Development Business Case
- Youth Entrepreneurship initiatives

ACTIVITIES THAT WERE PRE-APPROVED BY CITY COUNCIL

- Tourism Strategic Plan and Cruise Destination Development Business Case
- Innovation Hub Feasibility study
- Co-Working Space Pilot project

OTHER COMMENTS

NEXT EDAC MEETING: June, 2020

REPORT PREPARED BY: Julian Douglas-Kameka