



**City of Port Colborne
Special Council Meeting 33-19 – Public Hearing
Monday, November 25, 2019 – 6:30 p.m.
Council Chambers, 3rd Floor, 66 Charlotte Street**

Agenda

1. Call to Order: Mayor William C. Steele

2. National Anthem:

3. Confirmation of Agenda:

4. Disclosures of Interest:

5. Public Hearing Under the Planning Act:

Application for Official Plan Amendment and Zoning By-law Amendment
Planning and Development Department, Planning Division, Report 2019-181, Subject: Public Meeting Report for Official Plan and Zoning By-law Amendment for Cannabis Production

(i) Purpose of Meeting:

(ii) Method of Notice:

(iii) Explanation of Procedure to be Followed:

(iv) Presentation of Application for Official Plan Amendment and Zoning By-law Amendment:

(v) Questions of Clarification to Planning Staff:

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

(vii) Announcement Respecting Written Notice of Passage of Official Plan Amendment and Zoning By-law Amendment:

(viii) Explanation of Future Meetings:

6. Adjournment:

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Planning and Development Department
Planning Division

Report Number: 2019-181

Date: November 25, 2019

SUBJECT: Public Meeting Report for Official Plan & Zoning By-law Amendment for Cannabis Production

1) PURPOSE:

The purpose of the report is to provide Council with information regarding a proposed Official Plan Amendment and Zoning By-law Amendment introducing new policies and provisions to regulate commercial growers of cannabis in the City.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

On November 13, 2018, Council through Planning and Development Report Number: 2018-142 approved the following:

“That staff be directed to undertake a study of the City’s Official Plan policy, Zoning By-law standards and regulations and implementation procedures pertaining to retail cannabis production and report back to Council with recommendations.

That an Interim Control By-law, pursuant to Section 38 of the Planning Act, be approved for a period of up to one year, prohibiting retail cannabis production on all properties in the City.”

On November 12, 2019, Council approved a one year extension to the interim control by-law.

3) STAFF COMMENTS AND DISCUSSIONS

Notice of this Statutory Public Meeting, held pursuant to the *Planning Act* was circulated to all applicable agencies on November 4, 2019 and was advertised in the Port Colborne Leader on October 24, 2019 in addition to an open house. Public notice was also posted on the City’s website.

On November 13, 2019, an Open House was held that displayed staff’s proposed regulations for commercial cannabis facilities. Approximately 10 members of the public attended along with Councillor Bagu and Wells.

One comment was submitted by Lorie Tokala stating:

"I am in support of medical cannabis operations but feel that 70m away from residential or schools- even in an industrial zone area- is not far enough away. Please increase this number to 150m."

At the time of writing this report, staff has not received any other comments from the public, City divisions nor commenting agencies.

Attached as Appendix A and B are the proposed Official Plan and Zoning By-law changes for commercial cannabis facilities.

The Official Plan is proposed to be amended by adding the definition of a "Cannabis Production Facility", the use of a Cannabis Production Facility to the Industrial/Employment Lands, Gateway Zone, Agricultural and Rural and designations and by deleting the definition of a "Medical Marihuana Production Facility" and use within the Industrial/Employment designation.

The Official Plan for cannabis production will also be amended to ensure compatibility with neighbouring land uses through installation and operation of odour and light mitigation systems; odour and light control, maintenance and monitoring plans, servicing and maintaining appropriate setbacks from sensitive receptors as detailed in Zoning By-law 6575/30/18 and through Site Plan Control.

The Zoning By-law Amendment proposes to add the following definitions:

"Cannabis": means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marihuana shall have the same definition.

"Cannabis Production Facility": means a facility structure for the cultivation, processing, packaging and shipping where cannabis is produced by a federally licensed producer and can be for the production of medical or recreational cannabis.

The Zoning By-law Amendment also proposes that a cannabis production facility be permitted in the Light and Heavy Industrial and the Gateway Zone provided they meet the following conditions:

1. all operations related to the production, storage and processing of cannabis occur within a completely enclosed building but not a greenhouse.
2. the site is located is at least 70 metres from any property used for a school or any residential use.

The Zoning By-law Amendment also proposes to delete reference throughout of Medical Marihuana Production Facility and replace it with Cannabis Production Facility and further that cannabis cultivation is not permitted outdoors in any zone.

The current provisions for medical marihuana facilities in the Agricultural and Rural zone are proposed to be in place for a Cannabis Production Facility.

Conclusions

The Planning Division will provide Council with its recommendation report for both the Official Plan and Zoning By-law Amendments after comments have been received from the Public Meeting and the review agencies. This report will be available at a future Council meeting for Council`s consideration.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing

N/A

b) Other Options

N/A

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

Appendix A: Draft Official Plan Amendment
Appendix B: Draft Zoning By-law Amendment

7) RECOMMENDATION

That Planning and Development Department Report 2019-181, Public Meeting Report for Official Plan & Zoning By-law Amendment for Cannabis Production be received for information purposes.

8) SIGNATURES:

Prepared on November 15, 2019 by:



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

Reviewed & submitted by:



Peter Senese
Interim Chief Administrative Officer

THE CORPORATION OF THE CITY OF PORT COLBORNE

**BY-LAW NO. _____
BEING A BY-LAW TO ADOPT AMENDMENT NO. 6 TO THE
OFFICIAL PLAN FOR THE CITY OF PORT COLBORNE**

WHEREAS it is deemed expedient to further amend the Official Plan, heretofore adopted by Council for the City of Port Colborne Planning Area;

THEREFORE the Council of The Corporation of the City of Port Colborne under Section 17(22) of the Planning Act, hereby enacts as follows:

1. That Official Plan Amendment No. 6 to the Official Plan for the City of Port Colborne Planning Area, consisting of the explanatory text is hereby adopted.
2. That this By-law shall come into force and take effect on the day of passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS ____ DAY OF _____, 2019.

MAYOR

CITY CLERK

**AMENDMENT NO. 6
TO THE
OFFICIAL PLAN
FOR THE
PORT COLBORNE PLANNING AREA**

PREPARED BY:

**CITY OF PORT COLBORNE
DEPARTMENT OF PLANNING & DEVELOPMENT**

NOVEMBER 4, 2019

DRAFT

**AMENDMENT NO. 6
TO THE
OFFICIAL PLAN
FOR THE
PORT COLBORNE PLANNING AREA**

**AMENDMENT NO. 6
TO THE OFFICIAL PLAN
FOR THE
CITY OF PORT COLBORNE**

This Amendment to the Official Plan for the City of Port Colborne, which has been adopted by the Council of the Corporation of the City of Port Colborne, is hereby approved in accordance with Sections 17 and 21 of the Planning Act R.S.O. 1990, c. P.13, as Amendment No. 6 to the Official Plan for the City of Port Colborne.

Date: _____

**AMENDMENT NO. 6 TO THE OFFICIAL PLAN
FOR THE
PORT COLBORNE PLANNING AREA**

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The Statement of Components

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Purpose
Location
Basis

Part B – The Amendment

Introductory Statement
Details of the Amendment
Implementation & Interpretation

Part C – The Appendices

1. Minutes of the Public Meeting
2. Department of Planning and Development Report

DRAFT

STATEMENT OF COMPONENTS

PART A

The Preamble does not constitute part of this Amendment.

PART B

The Amendment, consisting of the following map, constitutes Amendment No. 6 to the Official Plan for the Port Colborne Planning Area.

Also attached is **PART C** – The Appendices, which do not constitute part of this Amendment. These appendices contain the background data, planning considerations and public involvement associated with this Amendment.

PART A - THE PREAMBLE

Purpose

The purpose of Official Plan Amendment No. 6 is to amend Sections 3.4.1, 3.5.1, 3.10.1, 3.11.1 and 12 of the City's Official Plan to implement recommendations on cannabis production in the City with the goal of promoting land use compatibility.

Location

The lands that are subject to this Amendment are all lands within the City of Port Colborne.

Basis

The Planning Act, R.S.O. 1990, as amended, provides that amendments may be made to the Official Plan. Policies of the Official Plan have been considered in the preparation of this Amendment and the following factors: 1. the policies will ensure compatibility with the surrounding land uses. 2. This Amendment is consistent with the Provincial Policy Statement, conforms to the Growth Plan for the Greater Golden Horseshoe and the Region of Niagara Official Plan.

PART "B" – THE AMENDMENT

1. The Official Plan adopted by By-law 5855/109/12 and approved by the Ontario Municipal Board decision of November 25, 2013, for the Port Colborne Planning Area is hereby amended by adding the following to Sections 3.4.1, and 3.5.1:

Greenhouses for a cannabis production facility will be required to ensure compatibility with neighbouring land uses through: a) Installation and operation of odour and light mitigation systems; b) Odour and light control, maintenance and monitoring plans; c) Maintaining appropriate setbacks from sensitive receptors as detailed in the Zoning By-

law and subject to Site Plan Control.

2. The Official Plan adopted by By-law 5855/109/12 and approved by the Ontario Municipal Board decision of November 25, 2013, for the Port Colborne Planning Area is hereby amended by deleting medical marihuana production facilities from Section 3.10.1 and Section 12 and adding a cannabis production facility to Sections 3.10.1, and 3.11.1.

3. That the following be added to Section 12:

“Cannabis Production Facility”: means a facility structure for the cultivation, processing, packaging and shipping where cannabis is produced by a federally licensed producer and can be for the production of medical or recreational cannabis.

4. The Official Plan adopted by By-law 5855/109/12 and approved by the Ontario Municipal Board decision of November 25, 2013, for the Port Colborne Planning Area is hereby amended by adding the following to Sections 3.10.1, and 3.11.1:

Buildings for a cannabis production facility will be required to ensure compatibility with neighbouring land uses through: a) Installation and operation of odour and light mitigation systems; b) Odour and light control, maintenance and monitoring plans; c) Maintaining appropriate setbacks from sensitive receptors as detailed in the Zoning By-law and subject to Site Plan Control.

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this amendment shall be in accordance with the respective policies of the Port Colborne Official Plan and an amendment to the City Zoning By-law to regulate commercial cannabis production.

PART C – THE APPENDICES

The following appendices do not constitute part of Amendment No. 5 but are included as information to support the Amendment.

APPENDIX I – Minutes of the Public Meeting dated November 25, 2019

APPENDIX II – Department of Planning & Development Report 2019-

DRAFT ZONING BY-LAW AMENDMENT

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. _____

**BEING A BY-LAW TO AMEND ZONING BY-LAW 6575/30/18, AS AMENDED, TO
ENCORPORATE REGULATIONS FOR CANNABIS PRODUCTION FACILITIES**

WHEREAS By-law 6575/30/18, as amended, being the Comprehensive Zoning By-law for the City of Port Colborne approved on April 23, 2018;

AND WHEREAS, subsection 34(1) of the *Planning Act*, R.S.O. 1990, c.P.13, (the Act), authorizes the Council of the Municipality to regulate the use of lands and the character, location and use of buildings and structures within the Municipality;

AND WHEREAS, Subsection 34(12) of *the Act* requires the Council before the passing of a by-law under this section of *the Act* to ensure that sufficient information is made available to the public to generally understand the zoning proposal and to hold a public meeting;

AND WHEREAS, notice of the Public Meeting was provided pursuant to Subsection 34(13) of *the Act* on October 24, 2019;

AND WHEREAS, a Public Meeting pursuant to Subsection 34(12) of *the Act* was held on November 25, 2019;

AND WHEREAS, the Council of the Corporation of the City of Port Colborne desires to amend Comprehensive Zoning By-law law 6575/30/18, as amended;

NOW, THEREFORE, the Corporation of the City of Port Colborne enacts as follows:

1. That By-law 6575/30/18 as amended, is further amended by adding thereto in alphabetical sequence the following definitions to "Section 38":

"Cannabis": means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a

plant regardless of how the substance was obtained. Marihuana shall have the same definition.

“Cannabis Production Facility”: means a facility structure for the cultivation, processing, packaging and shipping where cannabis is produced by a federally licensed producer and can be for the production of medical or recreational cannabis.

2. That By-law 6575/30/18 as amended, is further amended by deleting the following definition from “Section 38”:

“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 any successors thereto.

3. That By-law 6575/30/18 as amended, is further amended by deleting the use and reference of Medical Marihuana Production facility from Section 3.1.2, 15.2 15,8, 15.8(i) 16, 17.2(h), 17.7, 17.7(i), 26.2(g), 26.5, 26.5(h), 27.2(j), 27.5, 27.5(h), 29.2(d), 29.5, 29.5(i), and 38 (Sensitive Land Use) and replacing it with Cannabis Production Facility.
4. That Section 26.2, 27.2 and 29.2 permit a cannabis production facility with the following provisions:
 - (a) all operations related to the production, storage and processing of cannabis occur within a completely enclosed building but not a greenhouse.
 - (b) the site is located is at least 70 metres from any property used for a school or any residential use.
5. That Section 2.3 be amended to include the cultivation of cannabis for a Cannabis Production Facility is not to occur outdoors.

ENACTED AND PASSED THIS _____ DAY OF _____, 2019.

William C Steele
Mayor

Amber LaPointe
Clerk



City of Port Colborne
Regular Meeting of Committee of the Whole 28-19
Monday, November 25, 2019
following the Special Meeting of Council
Council Chambers, 3rd Floor, 66 Charlotte Street

Agenda

1. **Call to Order:** Mayor William C. Steele
2. **Introduction of Addendum and Delegation Items:**
3. **Confirmation of Agenda:**
4. **Disclosures of Interest:**
5. **Adoption of Minutes:**
 - (a) Regular meeting of Committee of the Whole 27-19, held on November 12, 2019
6. **Determination of Items Requiring Separate Discussion:**
7. **Approval of Items Not Requiring Separate Discussion:**
8. **Presentations:**
 - (a) Julian Douglas-Kameka, Economic Development Officer and Susan Therrien, Director of Library Services Re: Photo Competition 2019-2020 Campaign (Page No. 21)
9. **Delegations (10 Minutes Maximum):**
 - (a) Carolyn Ryall, Director, Niagara Region Transportation Services and Frank Tassone, Associate Director, Niagara Region Transportation Engineering Re: Overview of the Niagara Region Transportation Services 5 year forecast (Page No. 35)
 - (b) Robert Salewysch, Program Manager, Transit Services, GO Implementation Office, Niagara Region Re: Pilot Program for On-Demand Transit Options (Page No. 37)
10. **Mayor's Report:**
11. **Regional Councillor's Report:**
12. **Councillors' Items:**
 - (a) Councillors' Issues/Enquiries
 - (b) Staff Responses to Previous Councillors' Enquiries
13. **Consideration of Items Requiring Separate Discussion:**
14. **Notice of Motion:**

15. Adjournment:

Upcoming Committee of the Whole and Council Meetings

Monday, December 9, 2019 Committee of the Whole/Council – 6:30 P.M.

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

Committee Items:

Notes	Item	Description / Recommendation	Page
WCS MB EB RB GB FD AD DK HW	1.	<p><u>Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges</u></p> <p>That the Consolidated Fees and User Charges, attached as Schedule A to Y of Corporate Services Department Report 2019-166, 2020 Proposed Fees and User Charges be approved; and</p> <p>That the Mayor and City Clerk be authorized to execute the appropriate By-law.</p>	53
WCS MB EB RB GB FD AD DK HW	2.	<p><u>Fire and Emergency Services Department, Report 2019-178, Subject: Replacement of Self-Contained Breathing Apparatus</u></p> <p>That Fire Department Report 2019-178, Replacement of Self-Contained Breathing Apparatus be received; and</p> <p>That Council authorize the Fire Chief to prepare a tender document for the purchase of breathing apparatus, spare bottles and a compressor air filling system and circulate the document to companies that provide Scott breathing apparatus and air systems.</p>	103
WCS MB EB RB GB FD AD DK HW	3.	<p><u>Fire and Emergency Services Department, Report 2019-179, Subject: Fire Department Memorial</u></p> <p>That Fire Department Report 2019-179, Fire Department Memorial be received; and</p> <p>That Council approve the construction of a Fire Department Memorial at the Fire Station located at 3 Killaly Street West; and</p> <p>That funding of the Memorial be authorized as outlined within report 2019-179; and</p> <p>That Council authorize the City's Deputy Treasurer to establish a special reserve account that donations can be assigned to and issue income tax receipts, if requested to do so.</p>	113

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

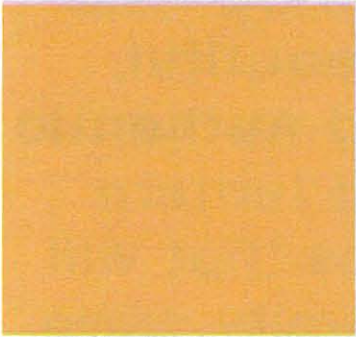
WCS RB AD	MB GB DK	EB FD HW	4.	<p><u>Engineering and Operations Department, Engineering Division, Report 2019-175, Subject: Skelton Municipal Drain</u></p> <p>That Engineering and Operations Department, Engineering Division Report 2019-175 with respect to the Skelton Municipal Drain, be received for information; and</p> <p>That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Meeting to Consider on December 9, 2019, as per Section 41, Chapter D.17 of the <i>Drainage Act R.S.O. 1990</i>.</p>	119
WCS RB AD	MB GB DK	EB FD HW	5.	<p><u>Planning and Development Department, Planning Division, Report 2019-183, Subject: Recommendation Report on Removing 700 Elm Street from the Municipal Registry of Heritage Properties</u></p> <p>That the Council of the City of Port Colborne approve the removal of the lands legally known as Plan 3252 Part of Block B and C, NP 775 Part 1 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 700 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.</p>	183
WCS RB AD	MB GB DK	EB FD HW	6.	<p><u>Planning and Development Department, Planning Division, Report 2019-184, Subject: Recommendation Report on Removing 692 Elm Street from the Municipal Registry of Heritage Properties</u></p> <p>That the Council of the City of Port Colborne approves the removal of the lands legally known as Plan 3252 Part of Block C, NP 775 and Part of Lot 3 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 692 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.</p>	193
WCS RB AD	MB GB DK	EB FD HW	7.	<p><u>Chief Administrative Officer, Economic Development Division, Report 2019-169, Subject: Port Colborne Workforce Development Initiatives</u></p> <p>That Chief Administrative Officer, Economic Development Division Report 2019-169 be received for information; and</p> <p>That Council direct staff to explore grant opportunities to assist with the development of a Workforce Development Strategy and implementation of associated actions; and</p> <p>That Council considers workforce development needs in future budget deliberations.</p>	203

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

WCS	MB	EB	8.	Chief Administrative Officer, Economic Development Division, Report 2019-170, Subject: Pilot Innovation, Creativity & Culinary Project	209
RB	GB	FD			
AD	DK	HW		That Chief Administrative Officer, Economic Development Division Report 2019-170 be received for information; and That Council direct staff to proceed with the research study and pilot program.	
Miscellaneous Correspondence					
WCS	MB	EB	9.	Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results) (PW 60-2019)	233
RB	GB	FD			
AD	DK	HW		That the correspondence received from the Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results), be received for information.	
WCS	MB	EB	10.	Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study (PDS 32-2019)	245
RB	GB	FD			
AD	DK	HW		That the correspondence received from the Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study, be received for information.	
Outside Resolutions – Requests for Endorsement					
Nil.					
Responses to City of Port Colborne Resolutions					
Nil.					

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

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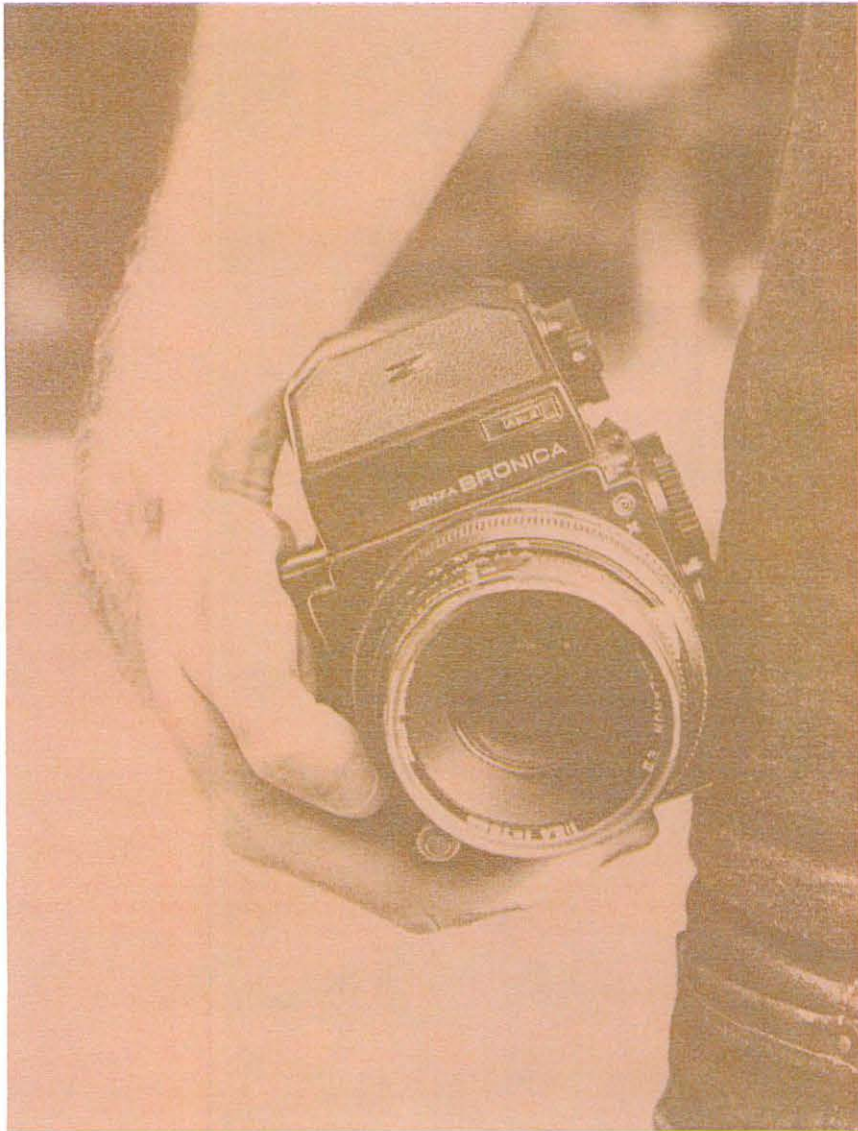
#PortColborneProud

PHOTO COMPETITION



2019-2020 CAMPAIGN



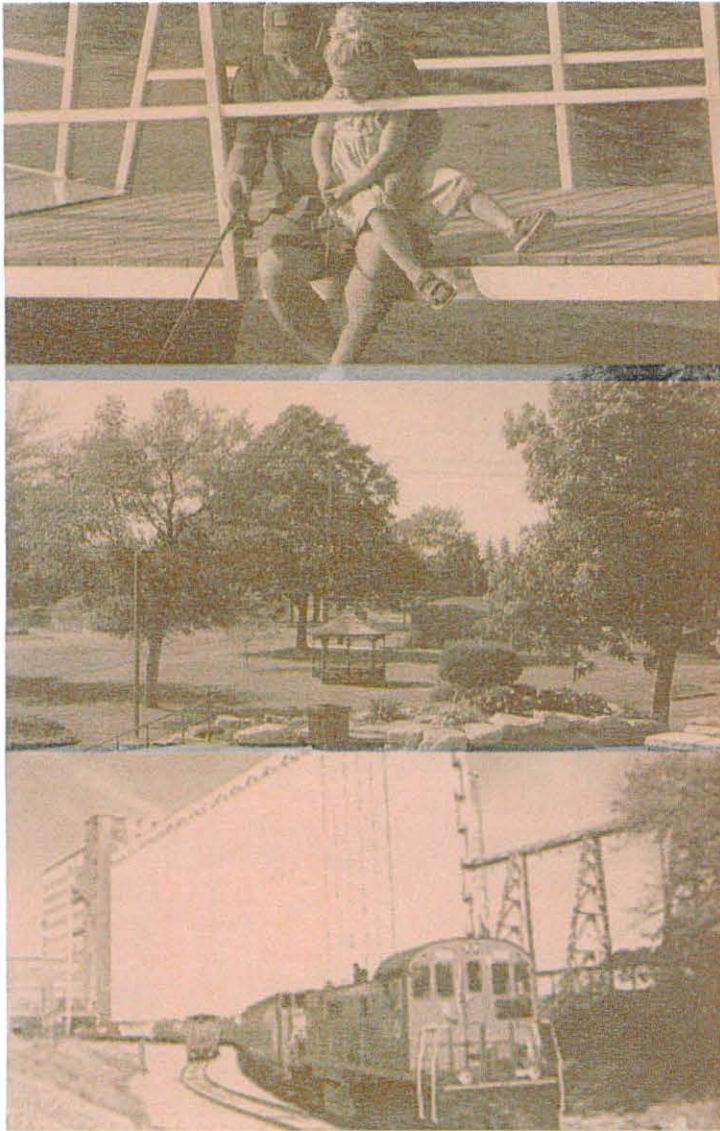


Why are we doing this?

The purpose of the Photo Contest is to showcase what's **Beautiful, Creative, Innovative and Authentic** about Port Colborne and feature original, engaging photos that will evoke a sense of community pride in residents and inspire visitors to discover Port Colborne and explore all the City has to offer.

Goal of the Campaign

To Refresh current inventory of marketing images and develop an image bank of diverse and high quality images.



Campaign Objectives

#PORTCOLBORNEPROUD

COMMUNITY ENGAGEMENT

The Campaign seeks to engage local residents in capturing the community through their eyes. It provides residents with an opportunity to be involved in the marketing of the community.

SHOWCASE LOCAL TALENT AND CREATIVITY

Photos taken by local residents will be included in various forms of City Community, Tourism and Economic Development Marketing initiatives. Finalist entries will also be exhibited on the City website as well as on exhibition at the Public Library and other venues throughout the city.

COMMUNITY PRIDE

The campaign seeks to refresh the current image of Port Colborne and invoke a sense of community pride.

Campaign Organizers

#PORTCOLBORNEPROUD



PORT COLBORNE

*City of Port Colborne
Economic Development
Division*

*Port Colborne Public
Library*



PORT COLBORNE
PUBLIC LIBRARY

*The campaign is organized by Port Colborne
Economic Development and Public Library with the
support of Corporate Communications.*

Campaign Description

#PORTCOLBORNEPROUD

The 2019 Contest entries can be based on one of two themes:

- **Heritage, Arts and Culture:** entries depicting Port Colborne's rich history and cultural elements, as well as the creativity and innovation within the community.
- **Outdoor Adventure:** entries depicting Port Colborne's unique natural and man-made areas and/or experiences.

The digital photo submission contest allows entrants to compete to submit a "Photo", which is defined as a digital .jpeg, .jpg, .gif or .png.

- a. entrants may submit up to two (2) photos (one submission per category) maximum.
- b. Photos may be submitted in one (1) or both categories.
- c. All pictures must be taken in the City of Port Colborne.

Eligibility

#PORTCOLBORNEPROUD

1 ***19 YEARS OF AGE
(OR OLDER)***

2 ***ENTRIES ARE LIMITED TO
AMATEURS ONLY***

3 ***OPEN TO ALL RESIDENTS AND
VISITORS OF PORT
COLBORNE, WHO ARE
RESIDENTS OF CANADA
(EXCEPT RESIDENTS OF
QUEBEC)***

4 ***NON-EMPLOYEES OF THE
CITY OF PORT COLBORNE,
PUBLIC LIBRARY AND THEIR
IMMEDIATE FAMILY
MEMBER***

• EMPLOYEES/FAMILY MAY SUBMIT PICTURES BUT ARE NOT
ELIGIBLE FOR PRIZES



How to Enter

- Digital entries only will be accepted.
- Entrants who require assistance are invited to visit the Port Colborne Public Library.
- Each Entrant can enter a maximum of two (2) Photos to the Contest.

<http://portcolborne.ca/page/PortColborneProud>

• SNAP IT

Take a photo depicting what makes Port Colborne Beautiful, Creative, Innovative and Authentic to you.

2. SUBMIT IT

The Entrant must complete an entry form. Photo entries can be uploaded electronically as .jpeg, .jpg, .gif or .png files or entrants may insert the link to download the file (WeTransfer, Dropbox, GoogleDrive) in the registration form at PortColborne.com/page/PortColborneProud.

3. WIN IT

Win cash and gift prizes, as well as public recognition of your achievement.

Next

SHARE & TAG IT

• along with the campaign hash-tag (#PortColborneProud) and mention @portcolborne @portcolbornelib in your post.

COMPETITION SUBMISSION

SUBMISSION DATES AND DEADLINE

November 25, 2019 and ending on January 31, 2020.

All online entries must be received by January 31, 2020, 11:59 p.m. EDT (the "Submission Deadline").

HOW TO ENTER

SNAP IT

Take a photo depicting what makes Port Colborne Beautiful, Creative, Innovative and Authentic to you.

SUBMIT IT

The entrant must complete an entry form. Photo entries can be uploaded electronically as .jpeg, .jpg, .gif or .png files or entrants may insert the link to download the file (WeTransfer, Dropbox, GoogleDrive) in the registration form.

[SUBMIT NOW](#)

WIN IT

Win cash and gift prizes, as well as public recognition of your achievement.

Entrants are encouraged to **SHARE & TAG IT**: Share photo on your social media channels, along with the campaign hash-tag (#PortColborneProud) and mention @portcolborne@portcolborne.lib in your post.

FINALIST PHOTO EXHIBITION

Finalists will be on display on the City of Port Colborne Website and on Exhibition at

Port Colborne Public Library, 310 King St, Port Colborne and,

2019-2020 PHOTO COMPETITION



The purpose of the 2019-2020 Photo Contest is to showcase what's **Beautiful, Creative, Innovative and Authentic** about Port Colborne and feature original, engaging photos that will evoke a sense of community pride in residents and inspire visitors to discover Port Colborne and explore all the City has to offer.

COMPETITION GOALS AND OBJECTIVES

GOALS OF THE COMPETITION

To Refresh current inventory of marketing images and develop an image bank of diverse and high quality images.

OBJECTIVES OF THE COMPETITION

COMMUNITY ENGAGEMENT

The Campaign seeks to engage local residents in capturing the community through their eyes. It provides residents with an opportunity to be involved in the marketing of the community.

SHOWCASE LOCAL TALENT AND CREATIVITY

Photos taken by local residents will be included in various forms of City Community, Tourism and Economic Development Marketing initiatives. Finalist entries will also be exhibited on the City website as well as on exhibition at the Public Library and other venues throughout the city.

COMMUNITY PRIDE

Campaign Period

#PORTCOLBORNEPROUD

- Contest entries will be accepted online starting **November 25, 2019 and ending on January 31, 2020.**
- All online entries must be received by January 31, 2020, 11:59 p.m. EDT (the “Submission Deadline”).
- The City of Port Colborne and Port Colborne Public Library reserves the right to cancel or suspend this Contest in the event of any accident, printing, administrative, or other error of any kind without prior notice or obligation.

1ST PLACE

The First place winner from each of the two (2) photo categories will win a total prize valued at approximately \$500 in cash and prizes.

1ST RUNNER-UP

The 2nd place winner from each of the two (2) photo categories will win a total prize valued at approximately \$250 in cash and prizes.

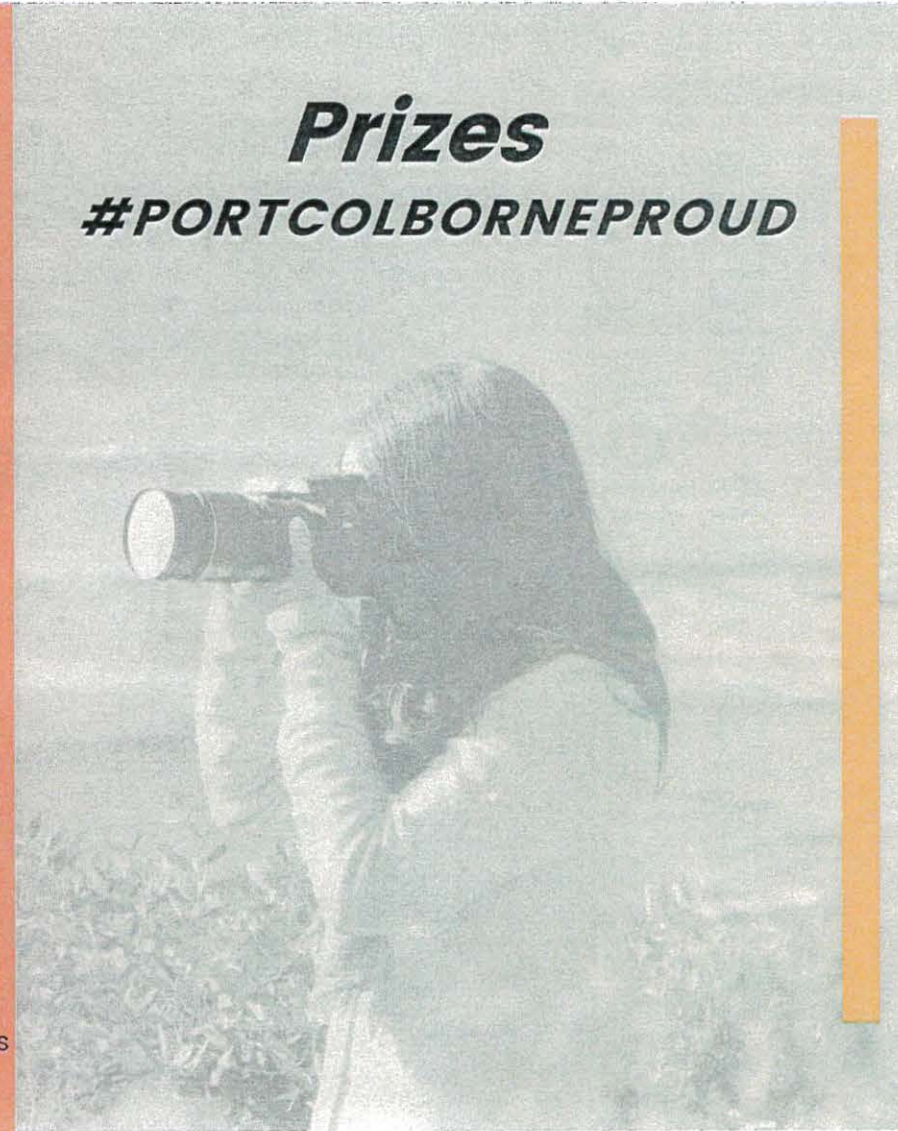
ALL OTHER SELECTED FINALISTS

- All selected finalists not chosen as First place and 1st Runner-Up winners will be awarded a \$25 gift cards/vouchers.

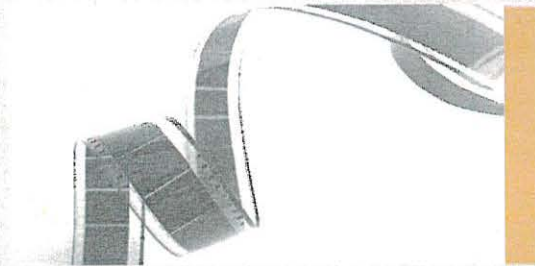
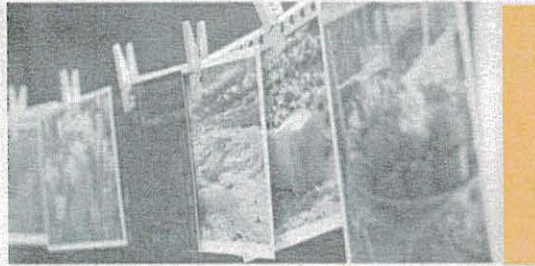
The specifics of the prize shall be solely determined by the City of Port Colborne Economic Development Division and Public Library. The organizers reserves the right to substitute a prize or a prize component with one of equal or greater quality/value.

Prizes

#PORTCOLBORNEPROUD



FINALIST AND WINNER SELECTION



PANEL OF JUDGES

A panel of judges appointed by the Competition Organizers will judge all photos submitted on the basis of alignment with purpose of the campaign, tourism relevance, creativity and originality, and quality.

FIRST PRIZE WINNERS

The first prize winners will be chosen from the selected finalists by public vote

PUBLIC VOTE

Public vote will take place online at PortColborne.com/page/PortColborneProud or in person at:

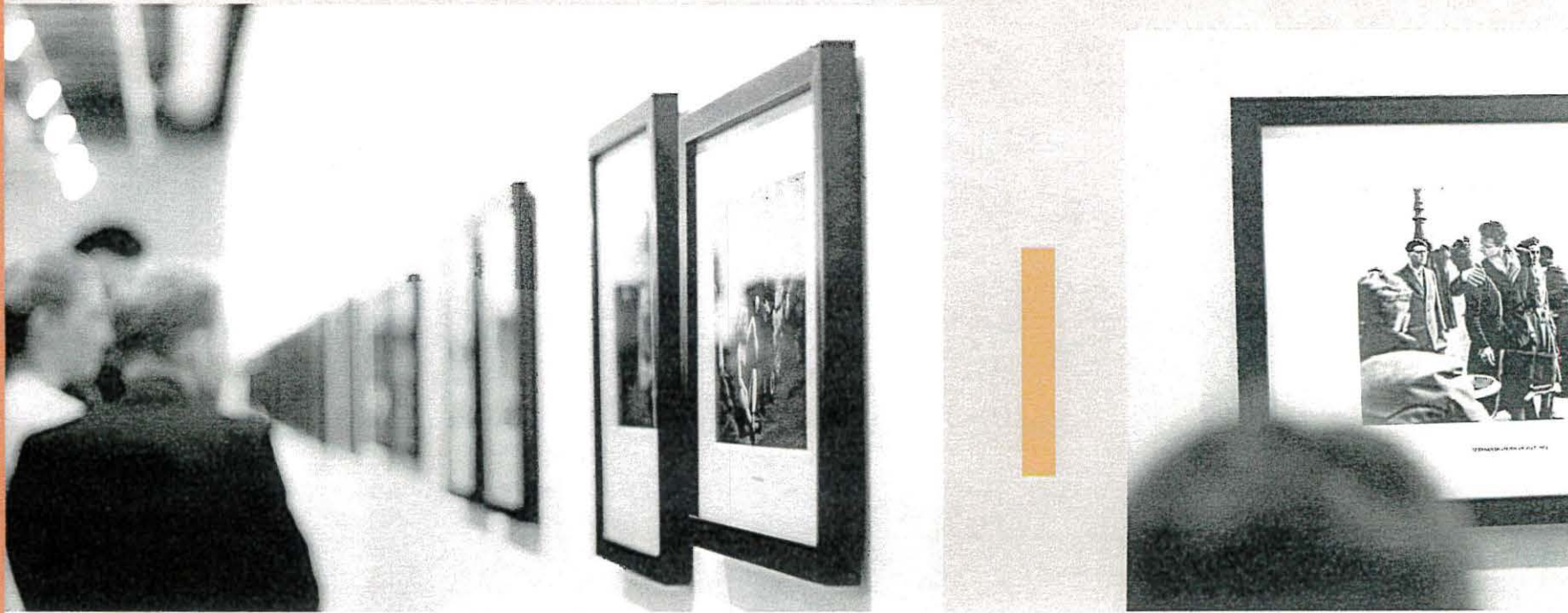
- City of Port Colborne City Hall, 66 Charlotte Street
- Port Colborne Public Library, 310 King St, Port Colborne, from February 8-22, 2020.

Photo Exhibition

FINALIST PUBLIC PHOTO EXHIBITION

Finalists will be on display on the City of Port Colborne Website and on Exhibition at

- Port Colborne Public Library, 310 King St, Port Colborne and,
- Select locations throughout the City of Port Colborne.



THANK YOU

PRESENTED BY:

**ECONOMIC DEVELOPMENT DIVISION-JULIAN DOUGLAS-KAMEKA
AND
PORT COLBORNE PUBLIC LIBRARY- SUSAN THERRIEN**

From: "MacPherson, Judy" <Judy.MacPherson@niagararegion.ca>
To: "chrislee@portcolborne.ca" <chrislee@portcolborne.ca>, "cityclerk@portcolborne.ca" <cityclerk@portcolborne.ca>
Date: 2019-07-15 12:34 PM
Subject: Council presentation - Port Colborne

Good afternoon Chris,

Nov. 25

Please confirm our presentation to Council on ~~September 23~~, as well as the meeting time and address of Council Chambers.

The purpose of the presentation is to give an overview of the Niagara Region Transportation Services 5 year forecast, in order to make Port Colborne Council more aware of the projects we will be working on in the current term of Council.

We will have a powerpoint presentation to submit to you in advance.

Presenters will be:

1. Carolyn Ryall, Director, Niagara Region Transportation Services
2. Frank Tassone, Associate Director, Niagara Region Transportation Engineering

Please do not hesitate to contact me with questions or concerns.

Regards,

Judy MacPherson
Transportation Services Coordinator
Public Works, Niagara Region
1815 Sir Isaac Brock Way, PO Box 1042
Thorold ON L2V 4T7
Direct: 905-980-6000 Ext: 3559 / Toll Free: 1-800-263-7215

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From: "Robinson, Matt" <Matt.Robinson@niagararegion.ca>
To: "Butters, Barbara" <Barbara.Butters@niagararegion.ca>, "Steele, Bill" <Bill.Steele@niagararegion.ca>
Cc: "petersenese@portcolborne.ca" <petersenese@portcolborne.ca>, "Tripp, Ron" <Ron.Tripp@niagararegion.ca>, "Bradley, Jim" <Jim.Bradley@niagararegion.ca>, "Rigby, Tim" <tim.rigby@niagararegion.ca>, "Barnhart, Daryl" <Daryl.Barnhart@niagararegion.ca>
Date: 2019-11-19 11:37 AM
Subject: Niagara Region transit staff presentation at Port Colborne Council - November 25

Good morning Councillors:

This is to advise that Niagara Region transit staff will be delivering a presentation to Port Colborne City Council on Monday, November 25th.

This is being delivered at the request of City staff and will examine the options for potential enhancements to local and/or inter-municipal transit based on the planned introduction of on-demand service in West Niagara in 2020. After numerous staff level meetings to explore potential partnerships and options, Regional staff will present those scenarios to City Council for their consideration.

This is further to the Linking Niagara Transit Committee presentation and recent November 5 approval of PW 60-2019 at Public Works Committee.

Staff's presentation will be submitted to the City Clerk tomorrow and should you require a copy or have any additional questions, please do not hesitate to contact me directly.

Kind regards,

Matt Robinson | Director
GO Implementation Office
Niagara Region
905-980-6000 ext. 3198
matt.robinson@niagararegion.ca

The Regional Municipality of Niagara Confidentiality Notice The information contained in this communication including any attachments may be confidential, is intended only for the use of the recipient(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, disclosure, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and permanently delete the original and any copy of it from your computer system. Thank you.

On-Demand Transit

Presentation to Port Colborne City Council

November 25, 2019

Matt Robinson – Director, GO Implementation Office, Niagara Region

Robert Salewytch – Program Manager – Transit Services, Niagara Region

**MOVING
TRANSIT
FORWARD**

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

Niagara  Region

Agenda

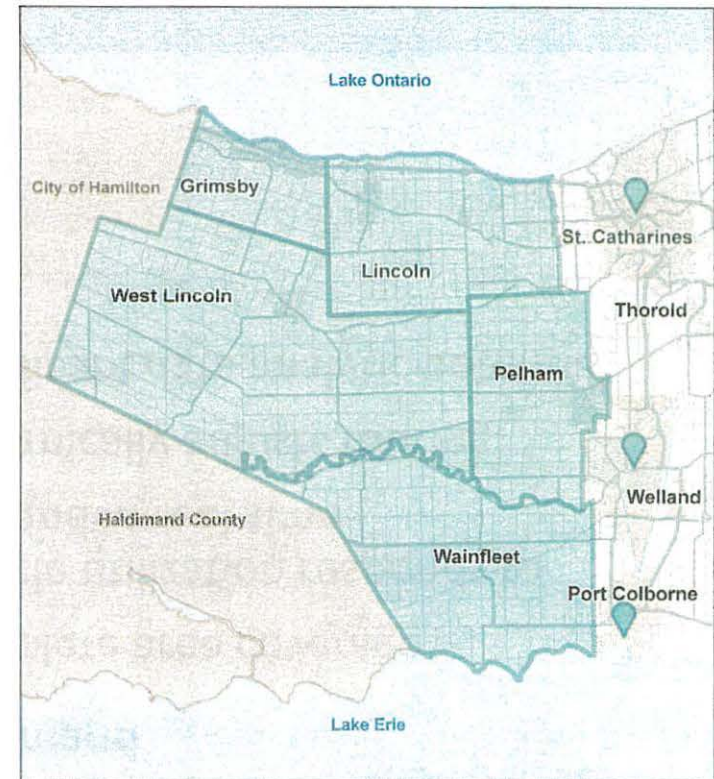
- Background
- IMT West Expansion
- Fixed-Route versus On-Demand
- Why Via?
- Port Colborne Pilot
- Next Steps

Background – IMT Expansion

- Upload of Port/Fort Link routes to Region retroactive to January 1, 2019 ✓
 - With uploads, Region now providing all inter-municipal routes across Niagara network
- IMT Service Enhancement Implementation Strategy (LNTC-C 21, 22, 23, 2018)
 - Identified NRT expansion pilot projects for Niagara West, as well as Pelham and Lincoln connections
- *Niagara Transit Service Delivery and Governance Strategy* (Dillion, 2017)
 - Identified need for Crystal Beach and Sherkston connectivity

IMT West Expansion

- Connectivity to:
 - Existing transit network
 - GO Transit stations
- Seamless rider experience
- Concept approved by Regional Council
 - Pending budget approval – Dec. 12
 - Tentative Q1 2020 deployment



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Niagara Region

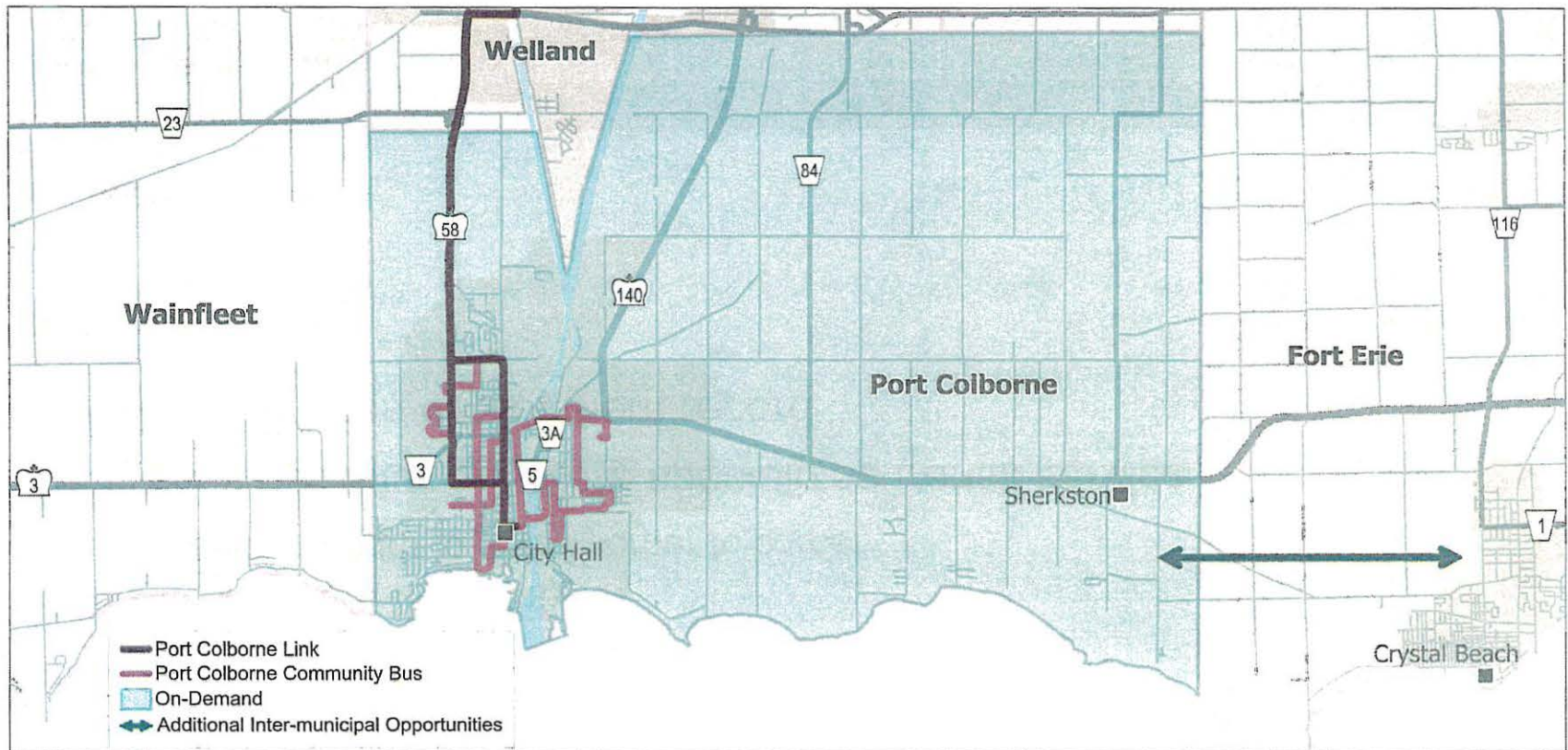
Fixed-Route versus On-Demand

Fixed-Route

- Limited area coverage
- Relies on peak demand to maximize vehicle utilization
- Requires 4 months to adjust schedules and routing
- Limited data potential

On-Demand

- Complete area coverage
- Vehicle utilization responds to demand in real-time
- Dynamically adjusts routing
- Significant data analytic potential



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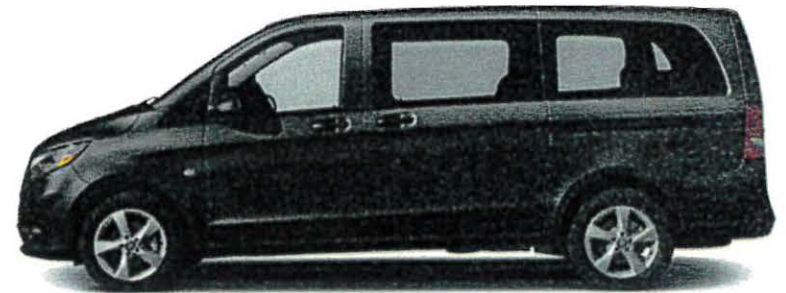
Niagara  Region

On-Demand Benefits - Providers

- Maximizes coverage areas – access for everyone
- Cost containment
- Increased ridership potential
- Operating model flexibility
 - door to door / curb to curb / corner to corner
- Eliminates need for separate specialized transit service
- Worldwide proven deployment record
- Big Data

On-Demand Benefits - Riders

- Unique user profile
- Accessible vehicles
- Multiple booking options
 - Phone & App
- Improved connectivity
- Consistent pricing
- Real-time vehicle arrival information



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Why Use Via?

Consulting and Planning

In-depth analysis using proprietary approaches and tools to understand the potential for innovative mobility



Microtransit Platform (SaaS)

Licensing Via's on-demand shuttle system to transit agencies and operators who prefer to use their own vehicles and drivers



Microtransit Operations (TaaS)

Turnkey solution that includes technology plus drivers, vehicles, and operations management



New Mobility Solutions

Mobility-as-a-Service (MaaS) products, demand management tools, school bus platforms, and more...



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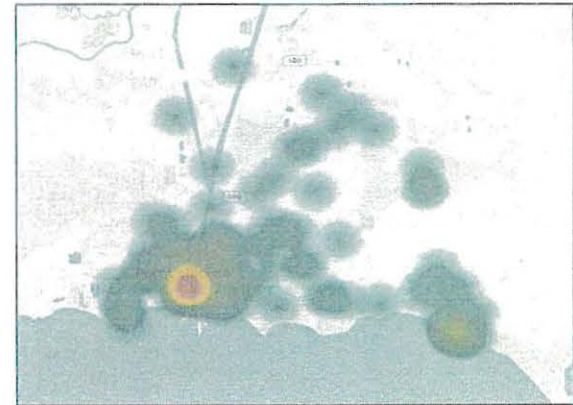
Port Colborne Pilot

Purpose:

- Test feasibility of a fully on-demand system powered by Via

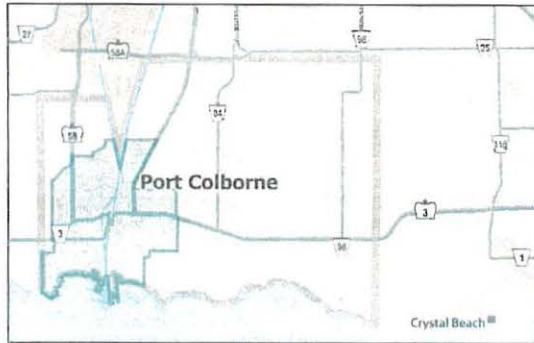
Demand:

- Community bus - **40 - 60 trips / day within urban boundary**
- On-demand service - **50 - 150+ trips / day across the entire municipality with 3-4 vehicles**



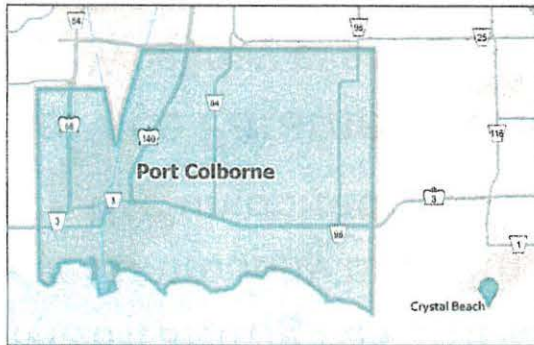
Heat map and service area used to simulate on-demand transit

Options for Port Colborne



Option 1 – Urban Boundary

- Local Trips only
- No connectivity with Sherkston or Crystal Beach
- Led by Municipal staff
- Requires 1-2 vehicles



Option 2 – Municipal Boundary

- IMT Connection to Fort Erie Transit, includes Regional funding contribution
 - Sherkston – local and intermunicipal connections
 - Crystal Beach – intermunicipal connection only
- Leveraging Niagara Region’s partnership with Via
- Requires 3-4 vehicles

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Additional Considerations

- Maintaining relationship with Welland Transit
 - Community bus with software + supplemental Via vehicles where needed
 - Use unionized staff where possible
- Service Parameters Define Costs
 - Weekday evenings
 - Saturday midday
 - # of vehicles
- Suggested pilot duration of one year, plus additional 12 month option
 - Extend Community Bus Service Agreement with Welland Transit to match pilot duration

Next Steps

Service Model Design and Simulation

Hours of operation, number of vehicles, zone identification

Advanced microtransit simulation measuring demand and expected quality of service (wait times, trip lengths, etc)

01

Model Confirmation

Approved by Regional Council November 14

Confirm budget and local partnerships

02

Localization and Implementation

Finalize service design and prepare for implementation

Roll out applications and service for testing in preparation of launch

03

Continuous Optimization

Ongoing support to ensure targets are being reached

04

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Niagara  Region

Questions?

Matt Robinson
Director
GO Implementation Office
Matt.Robinson@niagararegion.ca
905-980-6000 ext. 3198

Rob Salewytch
Program Manager | Transit Services
GO Implementation Office
Robert.Salewytch@niagararegion.ca
905-980-6000 ext. 3232

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Report Number: 2019-166

Date: November 25, 2019

SUBJECT: 2020 Proposed Fees and User Charges

1) PURPOSE:

The purpose of this report is to seek Council approval for the 2020 proposed departmental fees and user charges as well as the authorization to execute the corresponding by-law.

2) BACKGROUND:

Fees and user charges are a significant source of revenue for the City. An annual review and update of fees and user charges is part of the budget process. Rate adjustments reflect the budget guidance increase of 2.1% as per direction received through Report 2019-147 Budget Timeline and Guidance. In some areas, rates may have been increased to better reflect market rates and/or cost recovery.

3) STAFF COMMENTS AND DISCUSSIONS:

This report updates departmental fees and user charges. The proposed increases will become effective January 1, 2020. Staff have also provided a user fee forecast for the budget years 2021 and 2022.

Staff will be prepared to answer inquiries about rate changes as required and advise Council to contact the appropriate Director with any questions prior to the meeting to ensure that staff have the appropriate time to review and provide a response at the meeting.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Approve Proposed Fees and User Charges

Council may approve the proposed fees and user charges schedules.

b) Do Nothing

Council may choose not to approve the proposed fees and user charges. Staff will continue to charge the rates for services established under By-law No. 6638/02/19.

c) Other Options

Council may direct staff to make further changes to the attached user fee schedules and bring a new fees and user charges report to Council for approval.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

An increase to fees and user charges, in accordance with budget guidance established in Report 2019-147 Budget Timeline and Guidance, will allow staff the necessary resources to achieve Council's strategic goals for the City of Port Colborne.

6) ATTACHMENTS:

- Schedule A: Commemorative Park Bench, Tree, Stone, Marker Stone and Plaque
- Schedule B: Dog Licensing
- Schedule C: Services by Fire and Emergency Division
- Schedule D: Services by Engineering and Operations Division
- Schedule E: Vale Health and Wellness Centre and Arena
- Schedule F: Advertising
- Schedule G: Recreation Programs
- Schedule H: Parks and Pavilions
- Schedule I: Playing Fields and Sports Courts
- Schedule J: Nickel Beach
- Schedule K: Roselawn Centre
- Schedule L: Sugarloaf Marina
- Schedule M: Storage and Service Rate
- Schedule N: Event Services
- Schedule O: Tax Registration and Tax Sales
- Schedule P: Corporate Services
- Schedule Q: Port Colborne Historical and Marine Museum
- Schedule R: L. R. Wilson Heritage Research Archives
- Schedule S: Port Colborne Market
- Schedule T: Services by By-Law Enforcement
- Schedule U: Cemeteries of the City of Port Colborne
- Schedule V: Services by Planning and Development Division
- Schedule W: Maintenance and Occupancy of Property
- Schedule X: Permits for Construction
- Schedule Y: User Group Liability Insurance

7) RECOMMENDATION:

That the Consolidated Fees and User Charges, attached as Schedule A to Y of Corporate Services Department Report 2019-166, 2020 Proposed Fees and User Charges be approved; and

That the Mayor and City Clerk be authorized to execute the appropriate By-law.

8) SIGNATURES:

Prepared on October 15, 2019 by:



Brenda Garrett
Director of Corporate Services

Reviewed and respectfully submitted by:



Peter Senese
Interim Chief Administrative Officer/Deputy
Treasurer

Schedule A
Commemorative Park Bench, Tree, Stone, Marker Stone and Plaque

Commemorative Items	Size	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Contour Bench Maintenance <small>Price includes installation and concrete pad for bench</small>	6'	\$1,245.00 \$104.00	\$1,245.00 \$106.00	\$1,245.00 \$108.00	\$1270.00 \$110.00
Tree Variety: Silver Queen Maple Tree Sugar Maple Tree Shademaster, Honey Locust Tree London Plane Tree	10 Gallon Pot, 8' Tall	\$311.00 \$301.00 \$306.00 \$332.00	\$311.00 \$301.00 \$306.00 \$332.00	\$317.00 \$307.00 \$312.00 \$339.00	\$317.00 \$307.00 \$312.00 \$339.00
Oak, Red, Pin, Bur, Etc Tree Linden, Greenspire Maintenance <small>Prices include tree planting. Specific tree requests for individual parks are subject to approval of the Parks Division Gardener.</small>	20 Gallon Pot, 8' Tall	\$311.00 \$301.00 \$104.00	\$311.00 \$301.00 \$106.00	\$317.00 \$307.00 \$108.00	\$317.00 \$307.00 \$110.00
Muskoka Chairs Maintenance <small>Price includes installation and concrete pad for chair</small>			\$425.00 \$106.00	\$425.00 \$108.00	\$425.00 \$110.00
Pet Waste Systems (in memory of your four legged loved one) Maintenance <small>Price includes installation</small>			\$500.00 \$106.00	\$500.00 \$108.00	\$500.00 \$110.00
Playground equipment <small>Pricing individual priced.</small>					

**Schedule B
Dog Licensing**

Dog Licensing **	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
1. Early purchase discount rate on or before March 15 th of each year:				
Licence, Neutered/Spayed dog*	\$15.00	\$15.00	\$15.00	\$15.00
Licence, Un-Neutered/Un-Spayed dog	\$25.00	\$26.00	\$27.00	\$28.00
Vicious Dog	\$100.00	\$102.00	\$104.00	\$106.00
2. After March 15 th of each year where sections 3 and 4 of this Schedule are not applicable:	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Licence, Neutered/Spayed dog*				
Licence, Un-Neutered/Un-Spayed dog	\$25.00	\$26.00	\$27.00	\$28.00
Vicious Dog	\$35.00	\$36.00	\$37.00	\$38.00
	\$100.00	\$102.00	\$104.00	\$106.00
3. Replacement Tag – verification of original tag purchase required	\$5.00	\$5.00	\$5.00	\$5.00
4. Application for Hearing – non refundable	\$184.00	\$188.00	\$192.00	\$196.00
Kennel Licensing	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Kennel License	\$80.00	\$82.00	\$84.00	\$86.00

Notes:

* Proof is required

** No HST is applicable

Schedule C
Services by Fire and Emergency Division

<i>All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing. Administrative Fee of \$50.00 to be charged to all invoices.</i>				
Emergency Response	2019	Proposed 2020	Proposed 2021	Proposed 2022
*Nuisance false alarms and nuisance deployments First false alarm in any calendar year:	Nil	Nil	Nil	Nil
Subsequent false alarms in calendar year:	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Billing for firefighting services using a third party, as necessary.	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs	Actual Costs	Actual Costs
Hourly Rate of Personnel	Current	Current	Current	Current
*Motor vehicle accident/vehicle fire and providing firefighting or other emergency services to a non-resident: a) For the first hour or any part thereof b) For each additional one half hour or part thereof <i>Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.</i>	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Response to fires on or beside rail lines caused by Railway Company - owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs	Actual Costs	Actual Costs
*For attending a natural gas incident a) For the first hour or any part thereof b) For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

Emergency Response (continued)	2019	Proposed 2020	Proposed 2021	Proposed 2022
Extraordinary expenses - Owner responsible for any and all additional expenses that the Fire Chief or Deputy Fire Chief determines to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs	Actual Costs	Actual Costs
*For responding to non-emergency requests a) For the first hour or any part thereof b) For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Fire Prevention				
<i>Commercial (GROUP A, D&E OCCUPANCY) Refreshment Vehicle</i>	\$125.00	\$125.00	\$125.00	\$128.75
Inspect base building, less than 3,000 sq. ft. (gross area)	\$250.00	\$250.00	\$250.00	\$257.50
Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00	\$128.75
Plus inspect each suite in addition to base building	\$25.00	\$25.00	\$25.00	\$25.75
Day Cares:	\$75.00	\$75.00	\$75.00	\$77.25
Home Day Cares with less than 5 children	\$150.00	\$150.00	\$150.00	\$154.50
Licensed Day Cares with occupant load of 40 or less	\$250.00	\$250.00	\$250.00	\$257.50
Licensed Day Cares with occupant load of more than 40				
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25
<i>Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)</i>				
Inspect base building, less than 3,000 sq. ft. (gross area)	\$275.00	\$275.00	\$275.00	\$283.25
- Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00	\$128.75
- Plus each dwelling/unit/sleeping room in addition to base building	\$10.00	\$10.00	\$10.00	\$10.30
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25

Fire Prevention (Continued)	2019	Proposed 2020	Proposed 2021	Proposed 2022
<i>Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments and Bed and Breakfast)</i>				
Small building – 3,000 sq. ft. or less – containing single dwelling units	\$75.00	\$75.00	\$75.00	\$77.25
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$300.00	\$300.00	\$300.00	\$309.00
Large building – more than 3,000 sq. ft. OR contains				
3 to 5 dwelling units/suites of residential occupancy	\$500.00	\$500.00	\$500.00	\$515.00
6 to 18 dwelling units/suites of residential occupancy	\$750.00	\$750.00	\$750.00	\$772.50
More than 18 dwelling units/suites of residential occupancy	\$1,500.00	\$1,500.00	\$1,500.00	\$1,545.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25
Bed and Breakfast – up to four (4) sleeping rooms	\$275.00	\$275.00	\$275.00	\$283.25
<i>Industrial (GROUP F OCCUPANCY)</i>				
Inspect base building, less than 3,000 sq. ft. (gross area)	\$175.00	\$175.00	\$175.00	\$180.25
Plus inspect each additional 3,000 sq. ft.	\$75.00	\$75.00	\$75.00	\$77.25
Plus inspect each suite in addition to base building	\$25.00	\$25.00	\$25.00	\$25.75
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25
<i>Miscellaneous Inspections/Application Review</i>				
Open Air Burning Site Inspection and Clearance	\$75.00	\$75.00	\$75.00	\$77.25
Fireworks Vendor-Site Inspection	\$75.00	\$75.00	\$75.00	\$77.25
Propane Licence Application Review (Basic)	\$100.00	\$100.00	\$100.00	\$103.00
Propane Licence Application Review (Complex)	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$250.00	\$250.00	\$250.00	\$257.500
Review of Site Plans	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Sale of Consumer Fireworks Vendor Permit	\$100.00/annually	\$100.00/annually	\$100.00/annually	\$103.00/annually
Display Fireworks Discharge Permit	\$150.00/per event	\$150.00/per event	\$150.00/per event	\$154.50/per event
Fire Department Assistance				
Fire Watch	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Securing Buildings	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Fire Prevention Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Training Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
File Reports and File Searches				
File Search/File Reports - Environmental Issues	\$250.00	\$250.00	\$250.00	\$257.50
File Search/File Reports - Information	\$175.00	\$175.00	\$175.00	\$180.25
Letters and Produce Incident Reports to Insurance Companies	\$175.00	\$175.00	\$175.00	\$180.25
LLBO - Letters of Compliance	\$175.00	\$175.00	\$175.00	\$180.25

Smoke and Carbon Monoxide Alarm Installations	2019	Proposed 2020	Proposed 2021	Proposed 2022
Installation of Smoke Alarm	\$10.00 each	\$10.00 each	\$10.00 each	\$10.00 each
Installation of Carbon Monoxide Alarm (Plug-In)	\$25.00 each	\$25.00 each	\$25.00 each	\$25.00 each
Installation of Carbon Monoxide Alarm (Combination)	\$30.00 each	\$30.00 each	\$30.00 each	\$30.00 each
Fire Department Services				
Refilling of Air Cylinders	\$12.00 each	\$12.00 each	\$12.00 each	\$12.36 each
Fire Extinguisher Rentals	\$10.00 each	\$10.00 each	\$10.00 each	\$10.30 each
Photographs	\$5.00 each	\$5.00 each	\$5.00 each	\$5.15 each
I.D. Photos	\$10.00 each	\$10.00 each	\$10.00 each	\$10.30 each
Meeting Room Rental	\$100.00 daily	\$100.00 daily	\$100.00 daily	\$103.00 daily
911 Sign Installation	\$100.00 each	\$100.00 each	\$100.00 each	\$103.00 each
911 Sign Replacement	\$50.00 each	\$50.00 each	\$50.00 each	\$51.50 each



Engineering & Operations Service Costs

1 Killaly Street West,
Port Colborne, ON,
L3K 6H1
905-835-2900

Last Updated: October, 2019

Service Type	Name	Description	2020 Cost	Minimum Charge	2021 Cost	2021 Min Charge	2022 Cost	2022 Min Charge
Engineering	Municipal Consent Permit Fee	Includes review, permit and inspection for all occupancy within the roadway	\$188.00	-	\$191.76	-	\$195.60	-
Roads	Driveway Culvert	Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade	\$450.00/meter	-	\$459.00/meter	-	\$468.18/meter	-
Roads	Driveway Culvert	Install HDPE driveway culvert over 600mm in diameter; includes stone backfill and compaction to grade	Actual Cost	-	Actual Cost	-	Actual Cost	-
Roads	Asphalt Driveway Installation	Includes preparation and installation of a residential asphalt driveway apron to City standards	\$51.00/square meter	\$153.00	\$52.02/square meter	\$156.06	\$53.06/square meter	\$159.18
Roads	Curb Cut	Cut existing curb to accommodate a new entrance	\$135.00/meter	\$405.00	\$137.70/meter	\$413.10	\$140.45/meter	\$421.35
Roads	Curb Installation	Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb	\$180.00/meter	\$360.00	\$183.60/meter	\$367.20	\$187.27/meter	\$374.54
Roads	Sidewalk Repair	Replace existing sidewalk panels	\$150.00/square meter	\$300.00	\$153.00/square meter	\$306.00	\$156.06/square meter	\$312.12
Water	Water Service Turn On/Off	Turn off and on, during Operations regular business hours for a valve up to 100mm	\$53.87/event	-	\$54.95/event	-	\$56.05/event	-
Water	Water Service Turn On/Off	Turn off and on, during Operations regular business hours for a valve 100mm and larger	\$128.64/event	-	\$131.21/event	-	\$133.83/event	-
Water	Water Service Turn On/Off	Turn off and on, outside of Operations regular business hours	\$369.34/event	-	\$376.73/event	-	\$384.26/event	-
Water	Unscheduled Water Meter Reading	Water meter reading as requested by user	\$93.41/event	-	\$95.28/event	-	\$97.19/event	-
Water	Water Meter Testing	Testing of water meter	Actual Cost	-	Actual Cost	-	Actual Cost	-
Water	Water Service Tapping	Watermain tapping for water service up to 50mm	\$184.81/each	-	\$188.51/each	-	\$192.28/each	-
Water	Water Service Tapping	Watermain tapping for water service over 50mm	Actual Cost	-	Actual Cost	-	Actual Cost	-
Water	Installation of Water Service	Installation of water service 25mm in diameter as per City standards	\$409.44/ linear meter	\$4,094.40	\$417.63/ linear meter	\$4,176.30	\$425.98/ linear meter	\$4,259.80
Water	Installation of Water Service	Installation of water service greater than 25mm and less than 50mm in diameter as per City standards	\$450.38/ linear meter	\$4,503.80	\$459.39/ linear meter	\$4,593.90	\$468.58/ linear meter	\$4,685.80
Water	Installation of Water Service	Installation of water service 50mm in diameter as per City standards	\$470.86/ linear meter	\$4,708.60	\$480.28/ linear meter	\$4,802.80	\$489.89/ linear meter	\$4,898.90
Water	Installation of Water Service	Installation of water service over 50mm in diameter as per City standards	Actual Cost	-	Actual Cost	-	Actual Cost	-
Sewer	Sewer Rodding	Sewer rodding during Operations regular hours	\$312.28/event	-	\$318.53/event	-	\$324.90/event	-

Service Type	Name	Description	2020 Cost	Minimum Charge	2021 Cost	2021 Min Charge	2022 Cost	2022 Min Charge
Sewer	Sewer Rodding	Sewer rodding outside of Operations regular hours	\$731.83/event	-	\$731.83/event	-	\$731.83/event	-
Sewer	Sanitary Sewer Service Tapping	Sewer tapping for up to 125mm diameter sanitary lateral	\$210.00/each	-	\$214.20/each	-	\$218.48/each	-
Sewer	Sanitary Sewer Service Tapping	Sewer tapping for sanitary lateral larger than 125mm diameter	Actual Cost	-	Actual Cost	-	Actual Cost	-
Sewer	Installation of Sanitary Sewer Service	Installation of a sanitary sewer service up to 125mm diameter	\$491.32/meter	\$4,913.20	\$501.15/meter	\$5,011.50	\$511.17/meter	\$5,111.70
Sewer	Installation of Sanitary Sewer Service	Installation of a sanitary sewer service over 125mm diameter	Actual Cost	-	Actual Cost	-	Actual Cost	-
Sewer	Installation of Storm Sewer Service	Installation of a storm sewer service 125mm diameter or greater	\$491.32/meter	\$4,913.20	\$501.15/meter	\$5,011.50	\$511.17/meter	\$5,111.70
Sewer	Installation of Storm Sewer Service	Installation of a sanitary sewer service over 125mm diameter	Actual Cost	-	Actual Cost	-	Actual Cost	-
General	Service Decommissioning	Decommissioning of a water service or sanitary/storm lateral	\$1579.56/service	-	\$1611.15/service	-	\$1643.37/service	-
General	Rock Removal	Removal of Rock for Trench Work	\$131.00/hour	-	\$133.62/hour	-	\$136.29/hour	-
General	Street Sweeping	Street sweeping for general cleanliness of the roadways	\$138.00/hour	\$552.00	\$140.76/hour	\$563.04	\$143.58/hour	\$574.32
General	Cart Retrieval Fee	Retrieval and storage of a single cart	\$50.00/cart	-	\$50.00/cart	-	\$50.00/cart	-
General	Supervisor Call Out	Cost for a Supervisor to attend site due to a Municipal Consent permit for any reasons beyond the items outlined above during regular business hours	\$65.31/hour	-	\$66.62/hour	-	\$67.95/hour	-
General	Supervisor Call Out	Cost for a Supervisor to attend site due to a Municipal Consent permit for any reasons beyond the items outlined above after regular business hours	\$107.18/hour	-	\$109.32/hour	-	\$111.51/hour	-

Notes:

1. The Municipal Consent permit is applicable for all occupancy within the road allowance and on City property.
2. All works taking place on private property must have proper permitting from the City's Building Department. A Municipal Consent permit for servicing will only be issued upon approved permits from the Building Department.
3. All service installations within the right of way (Water, Sanitary, Storm) must be witnessed by the City's Engineering & Operations Department. Please contact the City at 905-835-2900 ext. 233 to arrange an inspection.
4. All private service connections at the property line must be witnessed by the City's Building Department. Please contact the City's Building Division at 905-835-2900 ext. 229 to arrange an inspection.
5. Operations hours are 7:00am to 3:00pm from the first Monday in May to the third Friday in September and 8:00am to 4:00pm outside of the listed dates.
6. All fees and charges listed are exclusive of any applicable taxes.

Schedule E
Vale Health and Wellness Centre and Arena

Arena		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Adult Prime (Mon to Sat 5.00pm – 10.00pm and Sun 8.00am – 10.00pm)	Per hour	\$193.00	\$193.00	\$197.00	\$197.00
Adult Non-Prime (Mon to Fri 8.00am – 4.00pm)	Per hour	\$137.00	\$137.00	\$140.00	\$140.00
Adult League/Tournament *Rental of 3 or more hours for Adults	Per hour	\$182.00	\$182.00	\$186.00	\$186.00
Minor Hockey	Per hour	\$128.00	\$128.00	\$131.00	\$131.00
Junior Hockey Team - Game	Per hour	\$159.00	\$159.00	\$162.00	\$162.00
Junior Hockey Team - Practice	Per hour	\$79.00	\$79.00	\$80.50	\$80.50
Individual Training (half ice) *per player w/one coach, *50% of minor hockey	Per hour	\$64.00	\$64.00	\$65.00	\$65.00
Public/Catholic Schools – Physical Education Classes	Per hour	\$49.00	\$49.00	\$50.00	\$50.00
Public/Catholic Schools – Varsity Team Practices	Per hour	\$59.00	\$59.00	\$60.00	\$60.00
Public/Catholic Schools – Varsity Hockey Team – Games	Per hour	\$128.00	\$128.00	\$131.00	\$131.00
Youth Prime *non-affiliated minor hockey organization i.e. school group	Per hour	\$128.00	\$128.00	\$131.00	\$131.00
Youth Non-Prime (Adult Supervision) (Mon to Fri 8.00am – 4.00pm)	Per hour	\$79.00	\$79.00	\$80.50	\$80.50
Walk-in/Day of Rental	Per hour	\$104.00	\$104.00	\$106.00	\$106.00
Ice time rental agreements for the season September 2019 to March 2020, will pay the 2019/2020 rates listed above.					
Ice time rental agreements for the season September 2020 to March 2021, will pay the 2020/2021 rates listed above.					
Ice time rental agreements for the season September 2020 to March 2021, will pay the 2021/2022 rates listed above.					
Ice time rental agreements for the season September 2020 to March 2021, will pay the 2022/2023 rates listed above.					
Family and Public Ice Skating		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Students	Per session	\$2.65	\$2.65	\$2.65	\$2.65
Adults	Per session	\$3.54	\$3.54	\$3.54	\$3.54
Seniors	Per session	\$2.65	\$2.65	\$2.65	\$2.65
Seniors Pay-As-You-Play (PAYP)	Per session	\$2.65	\$2.65	\$2.65	\$2.65
PAYP	Per session	\$4.42	\$4.42	\$4.42	\$4.42
Stick and Puck (*Adult and 1 child)	Per session	\$4.42	\$4.42	\$4.42	\$4.42
*Each additional child	Per session	\$2.65	\$2.65	\$2.65	\$2.65
Tots and Adults	Per session	\$4.42	\$4.42	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$8.85	\$8.85	\$8.85	\$8.85

Summer Arena Floor/Facility Rental (No Ice)		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Rink 2 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$48.96	\$48.96	\$49.93	\$49.93
Rink 2 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$73.44	\$73.44	\$74.91	\$74.91
*Does not include associated staging and removal costs and access to the Golden Puck Community Room					
Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
For Profit/Commercial Use (Full Room)	Daily	\$289.00	\$289.00	\$295.00	\$295.00
	Hourly	\$63.00	\$63.00	\$64.25	\$64.25
Not for Profit/Community Groups (Full Room)	Daily	\$144.00	\$144.00	\$147.00	\$147.00
	Hourly	\$34.00	\$34.00	\$35.00	\$35.00
For Profit/Commercial Use (Half Room)	Daily	\$144.00	\$144.00	\$147.00	\$147.00
	Hourly	\$31.00	\$31.00	\$32.00	\$32.00
Not for Profit/Community Groups (Half Room)	Daily	\$72.00	\$72.00	\$73.50	\$73.50
	Hourly	\$17.00	\$17.00	\$17.25	\$17.25
Additional Tables	Each	\$2.50	\$2.50	\$2.55	\$2.55
Additional Chairs	Each	\$1.00	\$1.00	\$1.05	\$1.05
*Tournaments and Trade Shows will have access with floor/facility booking at negotiated rates					
Other Rates		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Upper or Lower Lobby – Not for Profit/Community Group	Hourly	\$17.34	\$17.34	\$17.70	\$17.70
	Hourly	\$31.62	\$31.62	\$32.25	\$32.25
Upper or Lower Lobby – For Profit/Commercial	Each/Daily	\$31.62	\$31.62	\$32.25	\$32.25
Dressing Room (special events/tournaments)	Each	\$11.22	\$11.22	\$11.45	\$11.45
Swipe Card (Replacement)	Each	\$11.22	\$11.22	\$11.45	\$11.45
Keys (Additional)	Each	\$16.32	\$16.32	\$16.65	\$16.65
Power Cart & Hydro	Each	\$42.84	\$42.84	\$43.70	\$43.70
Stairs – mandatory for events/trade shows*					
*To comply with occupancy and emergency exit regulations					
Staffing		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Assistant Arena Attendant Chargeback*	Per hour	\$6.12	\$6.12	\$6.25	\$6.25
*Trade shows, tournaments, large scale events, etc.					

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.

**Schedule F
Advertising**

Advertising Subject to developing policy framework for Advertising and Licensing Agreements		2019 Fees	2020 Proposed Fees	2021 Proposed Fees	2022 Proposed Fees
West Side Road MESSAGE BOARD (STATIC) Community Groups and Organisations	Per week	\$38.00	\$38.00	\$39.00	\$39.00
Vale Health and Wellness Centre MARQUE (SCROLL)	Per week	\$19.00	\$19.00	\$20.00	\$20.00
Vale Health and Wellness Centre VIDEO MONITORS	Per week	\$38.00	\$38.00	\$39.00	\$39.00
Discount - Not for Profit/Community Group *with proof of Registered Charitable Number		50%	50%	50%	50%
Discount - Multi-Booking *If 2 or more outlets are reserved for 2 or more weeks *Only one (1) discount can be applied		25%	25%	25%	25%
Vale Health and Wellness Centre - Hockey Dressing Rooms	Each/Yearly	\$209.00	\$209.00	\$213.00	\$213.00
Rink 1 - 4x8 Boards	Each/Yearly	\$1,250.00	\$1,250.00	\$1,275.00	\$1,275.00
Rink 1 - Press Box Wrap	Each/Yearly	\$7,290.00	\$7,290.00	\$7,435.80	\$7,435.80
Rink 1 - Score Clock *Contract terms are based on 5 years	Each/Yearly	\$2,604.00	\$2,604.00	\$2,656.00	\$2,656.00

Ice Logos**	2019 Fees			Ice Logo's**	2020 Proposed Fees		
	Year 1	Year 2	Year 3		Year 1	Year 2	Year 3
Rink 1 - Logo #2	\$1,479.00	\$676.00	\$676.00	Rink 1 - Logo #2	\$1,479.00	\$676.00	\$676.00
Rink 2 - Logo #2	\$1,301.00	\$536.00	\$536.00	Rink 2 - Logo #2	\$1,301.00	\$536.00	\$536.00
Rink 1&2 - Logo #2 - 1 yr term	\$2,363.00	N/A	N/A	Rink 1&2 - Logo #2 - 1 yr term	\$2,363.00	N/A	N/A
Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,780.00	\$821.00	\$821.00	Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,780.00	\$821.00	\$821.00
Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,428.00	\$1,176.00	\$1,176.00	Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,428.00	\$1,176.00	\$1,176.00
Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,224.00	\$953.00	\$953.00	Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,224.00	\$953.00	\$953.00

Ice Logos**	2021 Proposed Fees			Ice Logos**	2022 Proposed Fees		
	Year 1	Year 2	Year 3		Year 1	Year 2	Year 3
Rink 1 - Logo #2	\$1,508.00	\$690.00	\$690.00	Rink 1 - Logo #2	\$1,508.00	\$690.00	\$690.00
Rink 2 - Logo #2	\$1,327.00	\$547.00	\$547.00	Rink 2 - Logo #2	\$1,327.00	\$547.00	\$547.00
Rink 1&2 - Logo #2 - 1 yr term	\$2,410.00	N/A	N/A	Rink 1&2 - Logo #2 - 1 yr term	\$2,410.00	N/A	N/A
Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,836.00	\$837.00	\$837.00	Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,836.00	\$837.00	\$837.00
Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,456.00	\$1,200.00	\$1,200.00	Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,456.00	\$1,200.00	\$1,200.00
Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,248.00	\$972.00	\$972.00	Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,248.00	\$972.00	\$972.00

*15% discount does not apply for 2 logos on the same ice surface.

**The design and creation of logo not included.

The opportunity to bundle advertising/sponsorship to be negotiated using approved rates.

**Schedule G
Recreation Programs**

Recreation Programs	Term	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Private Lessons (Child 0-14 years)*	8-10 weeks	\$102.00 - \$138.00	\$102.00 - \$138.00	\$104.00 - \$141.00	\$104.00 - \$141.00
Private Lessons (Adult 15+ years)	8 weeks	\$115.00 - \$127.00	\$115.00 - \$127.00	\$117.00 - \$130.00	\$117.00 - \$130.00
Private Lessons (Adult 15+ years)	10 weeks	\$144.00 - \$156.00	\$144.00 - \$156.00	\$146.00 - \$159.00	\$146.00 - \$159.00
Child/Youth Recreation Programs (0-14 years)*	1-10 weeks	\$25.00 - \$160.00	\$25.00 - \$160.00	\$25.50 - \$163.00	\$25.50 - \$163.00
Adult/Older Adult Recreation Programs (15+ years)	1-10 weeks	\$33.00 - \$149.00	\$33.00 - \$149.00	\$34.00 - \$152.00	\$34.00 - \$152.00
Pickle Ball - Adult (15+ years) PAYP	Per week	\$8.85	\$8.85	\$8.85	\$8.85
Pickle Ball - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43	\$4.43
Zumba - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43	\$4.43
Yoga - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43	\$4.43
*HST exempt					
Additional Fees: \$1.00 capital surcharge to programs Administrative Charge (Approved Refund/Withdrawal) – 15% charge against program fee.					

**Schedule H
Parks and Pavilions**

Park Pavilions	Term	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
HH Knoll – Large		\$35.70	\$35.70	\$36.50	\$36.50
HH Knoll – Small		\$30.60	\$30.60	\$31.20	\$31.20
Bandshell		\$51.00	\$51.00	\$52.00	\$52.00
Lock 8		\$35.70	\$35.70	\$36.40	\$36.40
Lock 8 Pavilion Fire Pit (on request)		\$15.30	\$15.30	\$5.60	\$5.60
Cedar Bay Centennial – North		\$35.70	\$35.70	\$36.40	\$36.40
Cedar Bay Centennial – South		\$35.70	\$35.70	\$36.40	\$36.40
Additional Picnic Tables	Each	n/a	n/a	n/a	n/a
Hydro	Per Booking	\$5.10	\$5.10	5.20	5.20
Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day	\$46.92	\$46.92	\$47.86	\$47.86
Washroom Damage Deposit (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day	\$102.00	\$102.00	\$104.00	\$104.00
Parks Labour (Refer to Parks Division cost recovery as per payroll costs) (after hours before Labour Day Weekend or after Thanksgiving)					
Park Permit (events) *Park permit does not include pavilion fee		\$76.50	\$76.50	\$78.00	\$78.00
Production Application Fee		\$51.00	\$51.00	\$52.00	\$52.00

Schedule I
Playing Fields and Sport Courts

Playing Fields and Sport Courts	Term	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Soccer Fields – Youth	Per game (2 hours)	\$7.28	\$7.28	\$7.43	\$7.43
Soccer Fields – Youth Tournament	Per field/Per hour	\$7.28	\$7.28	\$7.43	\$7.43
Soccer Fields – Adult	Per game (2 hours)	\$54.00	\$54.00	\$55.08	\$55.08
Soccer Fields – Adult Tournament	Per field/Per hour	\$26.00	\$26.00	\$26.50	\$26.50
Lighting	Add/Per field	\$14.50	\$14.50	\$14.80	\$14.80
Lining	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Baseball/Softball Diamonds – Youth	Per game (2 hours)	\$7.286	\$7.28	\$7.43	\$7.43
Baseball/Softball Diamonds – Youth Tournament	Per field/Per hour	\$7.28	\$7.28	\$7.43	\$7.43
Baseball/Softball Diamonds – Adult	Per game (2 hours)	\$55.00	\$55.00	\$56.10	\$56.10
Baseball/Softball Diamonds – Adult Tournament	Per field/Per hour	\$26.00	\$26.00	\$26.50	\$26.50
Floating	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Lighting	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Lining	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Tennis Courts Cedar Bay Centennial or West Side Tennis Courts *Tournaments on request	Per court/Per hour	\$4.43	\$4.43	\$4.52	\$4.52
Volleyball Courts Cedar Bay Centennial Park *Tournaments on request	Per court/Per hour	\$9.74	\$9.74	\$9.93	\$9.93
Horse Paddock Skateboard & BMX Park *Sanctioned OR Un-Sanctioned Competitions terms to be negotiated					

**Schedule J
Nickel Beach**

Nickel Beach	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Daily Pass Weekdays (Per vehicle)	\$13.28	\$13.28	\$13.28	\$13.28
Daily Pass Weekends & Statutory Holidays (per vehicle)	\$17.70	\$17.70	\$17.70	\$17.70
Walk-ins	Nil	Nil	Nil	Nil
<i>Season Passes:</i>				
Resident – 1 st car	\$106.20	\$106.20	\$106.20	\$106.20
Resident – 2 nd car	Nil	Nil	Nil	Nil
Non-Resident – 1 st car	\$132.74	\$132.74	\$132.74	\$132.74
Non-Resident – 2 nd car	Nil	Nil	Nil	Nil
Resident Senior – 1 st car	\$88.50	\$88.50	\$88.50	\$88.50
Resident Senior – 2 nd car	Nil	Nil	Nil	Nil
Non-Resident Senior – 1 st car	\$106.20	\$106.20	\$106.20	\$106.20
Non-Resident Senior – 2 nd car	Nil	Nil	Nil	Nil
<i>Public Restricted Production Permits:</i>				
Half Day Permit (4/- hours)	\$450	\$450	\$450	\$450
Full Day Permit (4/+ hours)	\$800	\$800	\$800	\$800

**Schedule K
Roselawn Centre**

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Present's Room Rental		\$190.00	\$194.00	\$194.00	\$198.00
Double Parlour		\$163.00	\$166.00	\$166.00	\$170.00
Sun Porch		\$109.00	\$111.00	\$111.00	\$113.00
Back Stage Area		\$163.00	\$166.00	\$166.00	\$170.00
Roselawn – All Rooms		\$544.00	\$555.00	\$555.00	\$566.00
Bar Opening		\$27.00	\$27.50	\$27.50	\$28.00
Table Linens	Per bar	\$4.25	\$4.35	\$4.35	\$4.45
Linen Napkins	Per table	\$1.00	\$1.05	\$1.05	\$1.10
Cruiser Tables	Per napkin	\$2.50	\$2.55	\$2.55	\$2.60
Outdoor Garden (Tents, tables and chairs are not supplied)	Per table	\$190.00	\$194.00	\$194.00	\$198.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$50.00	\$51.00	\$51.00	\$52.00
Menu rates are driven by seasonal market rates for food/beverage and the range of food services being provided. Negotiated rates will include food preparation, service and gratuity. Menus are market driven and Roselawn staff will provide the best possible service and value to meet your budget requirements.					
Bar pricing: Roselawn is licensed under the AGCO and is governed by the Municipal Alcohol Policy. Food and beverage pricing is subject to change.					
		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Beer	Per serving	\$3.98	\$3.98	\$3.98	\$3.98
House Wine	Per serving	\$3.98	\$3.98	\$3.98	\$3.98
House Wine	Per bottle	\$25.00	\$25.00	\$25.00	\$25.00
Mixed Drinks	Per serving	\$5.31	\$5.31	\$5.31	\$5.31
Bar Shot	Each	\$6.64	\$6.64	\$6.64	\$6.64
Coffee/Tea/Water (with rental)	Per person	\$1.25	\$1.25	\$1.25	\$1.25
Coffee/Tea/Water (at bar)	Per serving	\$0.88	\$0.88	\$0.88	\$0.88
Pop/Juice (at bar)	Per serving	\$1.33	\$1.33	\$1.33	\$1.33
Punch (with rental)	Per person	\$2.00	\$2.00	\$2.00	\$2.00
Corkage Fee		\$10.00	\$10.00	\$10.00	\$10.00
Gratuity charge		15%	15%	15%	15%
Dishwasher Fee (Dish rental) (Refer to Gratuity Policy) Rental rates are based on a 6 hour event use.	Per hour	\$11.25	\$11.50	\$11.50	\$11.50

Theatre Rental and Box Office Charges		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Box Office Administration/Ticket sales/Dispensing (*Negotiable item up to \$2.00, but not less than \$1.50 per ticket)		\$1.50 - \$2.00	\$1.50 - \$2.00	\$1.50 - \$2.00	\$1.50 - \$2.00
Ticket Printing (on request)	Per ticket	\$1.00	\$1.00	\$1.00	\$1.00
Capital Recovery cost (*Per tickets valued at \$8.00 or more)		\$1.00	\$1.00	\$1.00	\$1.00
Ticket/Seat Exchange/Transfer		\$4.42	\$4.42	\$4.42	\$4.42
Technician (4 hours minimum)	Per hour	\$66.00	\$66.00	\$66.00	\$66.00
Additional house cleaning (4 hours minimum)	Per hour	\$21.00	\$21.00	\$21.00	\$21.00
Bartender	Per hour	\$14.00	\$14.00	\$14.00	\$14.00
House Manager	Per hour	\$14.00	\$14.00	\$14.00	\$14.00
Server	Per hour	\$14.00	\$14.00	\$14.00	\$14.00
AV/Sound System	Per day	\$100.00	\$102.00	\$102.00	\$102.00
Microphone	Per unit/day	\$5.00	\$5.10	\$5.10	\$5.10
Lighting		As quoted	As quoted	As quoted	As quoted
Theatre Set Up		As quoted	As quoted	As quoted	As quoted
Theatre – Per performance		\$721.00	\$735.00	\$750.00	\$765.00
Two performances in the same day		\$1,054.00	\$1,075.00	\$1096.00	\$1,118.00
Theatre – Non-performance move in and move out (A day is comprised of an 8 hour period – includes Dressing Room and Green Room)	Per day	\$194.00	\$198.00	\$202.00	\$206.00
Cancellation Fee – Non Refundable		\$150.00	\$150.00	\$150.00	\$150.00
Damage Deposit – conditional refund		\$500.00	\$500.00	\$500.00	\$500.00
SOCAN Fee		3%	3%	3%	3%
Consignment Sale items (Gross sales)		10-15%	10-15%	10-15%	10-15%
Conditions of Performance Ticket Sales (Box Office)					
Info is stated on back of every ticket:					
*NO CASH REFUNDS					
*48 Hours' notice is required on all ticket exchanges plus \$5.00 per order admin fee.					
*In the interest of all patrons, latecomers will be seated at the discretion of the House Manager.					
*Please check your tickets for date and curtain times.					

Rental Status

Roselawn Centre Rooms and Theatre Rental Rates are discounted by 50% for registered 'Not for Profit' organisations, local community groups and school boards with proof of a Registered Charitable Number.

Note: Roselawn Centre currently facilitates the Sewing and Knitters Club and has grandfathered their former Oakwood Park/Scout Hall rental rate of \$10 per session per week for 2016-2022.

Additional Rentals		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Screen	Per rental	\$5.50	\$5.60	\$5.60	\$5.60
Projector	Per rental	\$32.00	\$32.60	\$32.60	\$32.60
Laptop	Per rental	\$21.00	\$21.40	\$21.40	\$21.40
Screen, Projector and Laptop Package	Per rental	\$53.00	\$54.00	\$54.00	\$54.00

NOTE: **Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.**

SCHEDULE L - SUGARLOAF MARINA RATES & FEES							
	2019	2020	HST	Total	Increase of 'x'	Forecasting into 2021 and 2022	
						2021	2022
Dock #3, A or J Run Only – 16 & 17 foot docks un-serviced							
Boats up to 16 ft.	\$530.00	\$540.00	\$70.20	\$610.20	\$10.00	\$550.00	\$560.00
Boats 17-19 ft.	\$630.00	\$640.00	\$83.20	\$723.20	\$10.00	\$650.00	\$660.00
Boats >19 ft. (max. 21' subject to Marina Supervisor approval)	\$830.00	\$840.00	\$109.20	\$949.20	\$10.00	\$850.00	\$860.00
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00
B Run (20' dock to max. 22') Service Optional for fee	\$930.00	\$945.00	\$122.85	\$1,067.85	\$15.00	\$960.00	\$975.00
Oversized boats on B Run (> 22') add (per foot)	\$80.00	\$80.00	\$10.40	\$90.40	nil	\$80.00	\$80.00
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00
30 Amp shore power required add	\$80.00	\$80.00	\$10.40	\$90.40	nil	\$80.00	\$80.00
Dock #4 (21' dock to max. 23') un-serviced	\$960.00	\$980.00	\$127.40	\$1,107.40	\$20.00	\$1,000.00	\$1,020.00
Oversized boats on Dock #4 (> 23') add (per foot)	\$85.00	\$85.00	\$11.05	\$96.05	nil	\$85.00	\$85.00
I Run (23' dock to max. 25') Service Optional for fee	\$990.00	\$1,100.00	\$143.00	\$1,243.00	\$20.00	\$1,120.00	\$1,140.00
Oversized boats on I Run (> 25') add (per foot)	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00
30 Amp shore power required add	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00
C & H Run (24' dock to max. 26') Service Optional for fee	\$1,040.00	\$1,060.00	\$137.80	\$1,197.80	\$20.00	\$1,080.00	\$1,100.00
Oversized boats on C & H Run (>26') add (per foot)	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00
30 Amp shore power required add	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00
Dock #6 (25' unserviced dock to max. 26')	\$1,060.00	\$1,080.00	\$140.40	\$1,220.40	\$20.00	\$1,100.00	\$1,120.00
Oversized boats on dock #6 (> 26') add (per foot)	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00
Dock #5 (25' serviced dock to max. 26')	\$1,310.00	\$1,335.00	\$173.55	\$1,508.55	\$25.00	\$1,360.00	\$1,385.00
Oversized boats on dock #5 (>26') add (per foot)	\$100.00	\$100.00	\$13.00	\$113.00	nil	\$100.00	\$100.00
D, G, E & F Run (27' serviced dock to max. 32')	\$1,510.00	\$1,540.00	\$200.20	\$1,740.20	\$30.00	\$1,570.00	\$1,600.00
Oversized boats on 27' dock (>32') add (per foot)	\$115.00	\$115.00	\$14.95	\$129.95	nil	\$115.00	\$115.00
Dock #1, #5 & F Run (30' serviced dock to max. 35')	\$1,630.00	\$1,660.00	\$215.80	\$1,875.80	\$30.00	\$1,690.00	\$1,720.00
Oversized boats on 30' dock (>35') add (per foot)	\$250.00	\$250.00	\$32.50	\$282.50	nil	\$250.00	\$250.00
Dock #2 (35' serviced dock to max. 42')	\$1,960.00	\$2,000.00	\$260.00	\$2,260.00	\$40.00	\$2,040.00	\$2,080.00
Oversized boats on dock #2 (>42') add (per foot)	\$250.00	\$250.00	\$32.50	\$282.50	nil	\$250.00	\$250.00
E Run (36' serviced dock to max. 39')	\$2,040.00	\$2,080.00	\$270.40	\$2,350.40	\$40.00	\$2,120.00	\$2,160.00
Oversized boats on 36' dock (>39') add (per foot)	\$250.00	\$250.00	\$32.50	\$282.50	nil	\$250.00	\$250.00
F Run (40' serviced dock to max. 46') \$2,000.00	\$2,180.00	\$2,230.00	\$289.90	\$2,519.90	\$50.00	\$2,280.00	\$2,330.00
Oversized boat on 40' dock (>46') add (per foot)	\$400.00	\$400.00	\$52.00	\$452.00	nil	\$400.00	\$400.00
Along Main Runs (various sizes) inquire with Marina Supervisor							
Second Boat (Must be same owner w/valid proof of insurance)	2019	2020	HST	Total	Increase of 'x'	2021	2022
On A or J Run (16 ft. dock)	\$170.00	\$180.00			\$10.00	\$190.00	\$200.00
On Dock #3 (17 ft. dock)	\$190.00	\$200.00			\$10.00	\$210.00	\$220.00

On all other docks 50% of regular price							
Transient Rates (per foot)	2019	2020	HST	Total	Increase of 'x'	2021	2022
Daily	\$1.70	\$1.70			\$0.00	\$1.75	\$1.75
Weekly	\$8.90	\$8.90			\$0.00	\$9.00	\$9.00
Monthly (un-serviced)	\$22.50	\$22.50			\$0.00	\$23.00	\$23.00
Monthly (serviced)	\$26.50	\$26.50			\$0.00	\$27.00	\$27.00
Launch Ramp Rates							
Pay & Display Daily Launch Pass	\$13.27	\$13.27	\$1.73	\$15.00	nil	\$13.27	\$13.27
Seasonal Pass (Regular)	\$101.77	\$79.64	\$10.36	\$90.00	nil	\$79.64	\$88.49
Seasonal Pass (Senior)	\$61.95	\$79.64	\$10.36	\$90.00	nil	\$79.64	\$88.49
Additional Fees							
Trailer Storage (season)	\$90.00	\$95.00			\$5.00	\$95.00	\$100.00
Trailer Storage (wk. or less)	\$10.00	\$10.00			nil	\$10.00	\$10.00
Dock Box Rental (season)	\$85.00	\$85.00			\$0.00	\$90.00	\$90.00
Pump-out (Seasonal boaters)	N/C	N/C					
Pump-out (Transient boaters)	\$15.00	\$15.00			nil	\$15.00	\$15.00

Marina Pavilion Fees & Rates							
Full day rental is based up to a 6 hr. period; half day rental based up to a 3 hr. period.							
All Pavilion rentals include tables & chairs based on rental agreement, however additional charges may apply.							
Pavilion Capacity = 224							
			2019	2019	2020	2021	2022
Organization			Full Day	Half Day			
Seasonal boaters			\$75.00	\$50.00	same	same	same
Transient boaters			\$150.00	\$75.00	same	same	same
Business/Corporate			\$450.00	\$300.00	same	same	same
Registered Not-For-Profit			\$225.00	\$125.00	same	same	same
General Public			\$350.00	\$200.00	same	same	same
Additional charges:							
BBQ (incl. propane)			\$75.00	\$75.00	same	same	same
Clean-up fee is charged			\$25.00	\$25.00	same	same	same
Commercial rental clean-up fee			\$75.00	\$75.00	same	same	same
Bar set-up			NA	NA			
Additional chairs & tables			\$1.50 -2.50	\$1.50-\$2.50	same	same	same
Damage deposit (refundable w/o damage to property)			\$200.00	\$200.00	same	same	same
Portable Stage			\$12/section	\$12/section	same	same	same
Set-up and tear down min. 2.5h			\$50.00	\$50.00	same	same	same
Additional time for set-up or tear down charged			\$15/30 min.	\$15/30 min.	same	same	same
Ice per bag			\$2.50	\$2.50	same	same	same
Note: Table covers/linens/cutlery/plates and serving dishes are the responsibility of the renter.							
Sugarloaf Marina Pavilion Cancellation Policy							
1. Rentals are required to be paid in full upon the completion and return of required documents and service agreement.							
2. A Cancellation fee applicable to 50% of the total rental will be applied to all bookings if cancelled 14 days prior to the rental.							
3. NO refunds will be issued for cancellations made within 14 days of the rental agreement.							
4. For boat clubs unable to make the journey due to weather conditions, a full refund will be issued.							

**Schedule M
Sugarloaf Marina**

Storage and Service Rates 2018-2019

Storage and Service	Seasonal Slip holder	Non Seasonal Slip holder
Winter Storage for Seasonal Slip Holders	\$1.05/ sq. ft.	\$2.10/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.35/sq. ft.
Launch	\$8.50/ft.	\$9.50/ft.
Haul Out	\$8.50/ft.	\$9.50/ft.
Block & Stand Rental	\$5.50/ft.	\$6.00/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.75/ft.
Mid Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.
Mid Season Lift (After 1st hour)	\$50 per hour	\$60 per hour
Yard Equipment Fee	\$ 100.00 per hour	\$ 115.00.00 per hour
Mast Stepping - Prepared	\$ 2.25 per foot LOA	\$ 3.50 per foot LOA
Mast Stepping - Unprepared	\$ 3.50 per foot LOA	\$ 5.00 per foot LOA
Mast Storage (per season)	\$ 1.50 per foot LOA	\$ 2.65 per foot LOA
Cradle Storage (per season)	\$0	\$75

Proposed Storage and Service Rates 2019-2020

Storage and Service	Seasonal Slip holder	Non Seasonal Slip holder
Winter Storage for Seasonal Slip Holders	\$1.26/ sq. ft.	\$2.52/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.75/sq. ft.
Launch	\$8.50/ft.	\$9.50/ft.
Haul Out	\$8.50/ft.	\$9.50/ft.
Block & Stand Rental	\$5.50/ft.	\$6.00/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.75/ft.
Mid Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.
Mid Season Lift (After 1st hour)	\$50 per hour	\$60 per hour
Yard Equipment Fee	\$ 100.00 per hour	\$ 115.00.00 per hour
Mast Stepping - Prepared	\$ 2.25 per foot LOA	\$ 3.50 per foot LOA
Mast Stepping - Unprepared	\$ 3.50 per foot LOA	\$ 5.00 per foot LOA
Mast Storage (per season)	\$ 1.50 per foot LOA	\$ 2.65 per foot LOA
Cradle Storage (per season)	\$85.00	\$170.00

Proposed Storage and Service Rates 2020-2021

Storage and Service	Seasonal Slip holder	Non Seasonal Slip holder
Winter Storage for Seasonal Slip Holders	\$1.26/ sq. ft.	\$2.52/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.75/sq. ft.
Launch	\$8.50/ft.	\$9.50/ft.
Haul Out	\$8.50/ft.	\$9.50/ft.
Block & Stand Rental	\$5.50/ft.	\$6.00/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.75/ft.
Mid Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.
Mid Season Lift (After 1st hour)	\$50 per hour	\$60 per hour
Yard Equipment Fee	\$ 100.00 per hour	\$ 115.00.00 per hour
Mast Stepping - Prepared	\$ 2.25 per foot LOA	\$ 3.50 per foot LOA
Mast Stepping - Unprepared	\$ 3.50 per foot LOA	\$ 5.00 per foot LOA
Mast Storage (per season)	\$ 1.50 per foot LOA	\$ 2.65 per foot LOA
Cradle Storage (per season)	\$90.00	\$170.00

Proposed Storage and Service Rates 2021-2022

Storage and Service	Seasonal Slip holder	Non Seasonal Slip holder
Winter Storage for Seasonal Slip Holders	\$1.28/ sq. ft.	\$2.57/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.80/sq. ft.
Launch	\$8.65/ft.	\$9.75/ft.
Haul Out	\$8.65/ft.	\$9.75/ft.
Block & Stand Rental	\$5.60/ft.	\$6.15/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.80/ft.
Mid Season Lift (1 hour booking)	\$8.65/ft.	\$9.75/ft.
Mid Season Lift (After 1st hour)	\$55 per hour	\$65 per hour
Yard Equipment Fee	\$ 110.00 per hour	\$ 125.00.00 per hour
Mast Stepping - Prepared	\$ 2.30 per foot LOA	\$ 3.60 per foot LOA
Mast Stepping - Unprepared	\$ 3.60 per foot LOA	\$ 5.10 per foot LOA
Mast Storage (per season)	\$ 1.55 per foot LOA	\$ 2.75 per foot LOA
Cradle Storage (per season)	\$95.00	\$170.00

**Schedule N
Event Services**

Vender Type	2019 Fee				2020 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,550	\$2,050	\$2,550	\$3,050	\$1,550	\$2,050	\$2,550	\$3,050
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,850	\$2,350	\$2,850	\$3,350	\$1,850	\$2,350	\$2,850	\$3,350
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,050	\$1,550	\$2,050	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,350	\$1,850	\$2,350	\$2,850	\$1,300	\$1,850	\$2,350	\$2,850
Retail Vendor – Commercial	\$1,050	\$1,550	\$2,500	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Retail Vendor – Artisan	\$800	\$1,150	\$1,500	\$1,850	\$800	\$1,150	\$1,500	\$1,850
Community Groups & Organizations	\$175	\$275	\$375	\$475	\$175	\$275	\$375	\$475
Sea Container Unit					\$2,000	\$2,500		

Vender Type	2021 Proposed Fee				2022 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,550	\$2,050	\$2,550	\$3,050	\$1,550	\$2,050	\$2,550	\$3,050
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,850	\$2,350	\$2,850	\$3,350	\$1,850	\$2,350	\$2,850	\$3,350
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,050	\$1,550	\$2,050	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,300	\$1,850	\$2,350	\$2,850	\$1,300	\$1,850	\$2,350	\$2,850
Retail Vendor – Commercial	\$1,050	\$1,550	\$2,050	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Retail Vendor – Artisan	\$800	\$1,150	\$1,500	\$1,850	\$800	\$1,150	\$1,500	\$1,850
Community Groups & Organizations	\$175	\$275	\$375	\$475	\$175	\$275	\$375	\$475
Sea Container Unit	\$2,000	\$2,500			\$2,000	\$2,500		

Cruise Tickets* <small>*Cruise ticket fees include HST</small>	Age	2019 Fee	2020 Proposed Fee	2021 Proposed Fees	2022 Proposed Fees
Cruise Through the Locks	0 – 12 years	\$115.00	\$115.00	\$115.00	\$115.00
Cruise Through the Locks	13-59 years	\$120.00	\$120.00	\$120.00	\$120.00
Cruise Through the Locks	60+ years	\$115.00	\$115.00	\$115.00	\$115.00
Fireworks/Dinner Cruise	0 – 12 years	\$95.00	\$95.00	\$95.00	\$95.00
Fireworks/Dinner Cruise	13-59 years	\$100.00	\$100.00	\$100.00	\$100.00
Fireworks/Dinner Cruise	60+ years	\$95.00	\$95.00	\$95.00	\$95.00
Dinner Cruise	0 – 12 years	\$75.00	\$75.00	\$75.00	\$75.00
Dinner Cruise	13-59 years	\$80.00	\$80.00	\$80.00	\$80.00
Dinner Cruise	60+ years	\$75.00	\$75.00	\$75.00	\$75.00
Morning/Afternoon/Evening Cruise	0 – 12 years	\$25.00	\$25.00	\$25.00	\$25.00
Morning/Afternoon/Evening Cruise	13-59 years	\$30.00	\$30.00	\$30.00	\$30.00
Morning/Afternoon/Evening Cruise	60+ years	\$25.00	\$25.00	\$25.00	\$25.00
Morning Special Family Package (2 Adults, 2 Children)	n/a	n/a	\$75.00	\$75.00	\$75.00

	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Event Application Fee	\$25.00	\$25.00	\$25.50	\$25.50

Mayor's Cup Hockey Tournament		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
SportsFest Non-Resident	Per Team	\$700.00	\$700.00	\$714.00	\$714.00
SportsFest Resident	Per Team	\$500.00	\$500.00	\$510.00	\$510.00

Equipment*		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Steel Barricade Fencing	Per 8' section	\$2.55	\$2.55	\$2.60	\$2.60
Plastic Snow Fencing	Per 10' section	\$1.02	\$1.02	\$1.04	\$1.04
Waste Containers, including garbage bags	Each	\$1.02	\$1.02	\$1.04	\$1.04
Recycle Containers, Apply through region	Each	N/A	N/A	N/A	N/A
Parking Barricades	Each	N/A	N/A	N/A	N/A
Traffic Cones	10x10	N/A	N/A	N/A	N/A
Tents	Rectangle	\$5.10	\$5.10	\$5.20	\$5.20
Tables	Round	\$3.06	\$3.06	\$3.12	\$3.12
Tables		\$3.06	\$3.06	\$3.12	\$3.12

* A Damage Deposit of \$50.00 is required when equipment is rented, which is refunded when equipment is returned undamaged.

Schedule O
Procedures for Tax Registration and Tax Sales

Whereas Section 385 of the *Municipal Act, 2001* provides that a municipality may fix a scale of costs to be charged as reasonable costs of proceedings under Part XI of said Act, the scale of costs per property shall be as follows:

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Tax Registration	Per address	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Tax Sale	Per address	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Extension Agreement Prepare Extension Agreement and present to Council for consideration		\$255.00	\$255.00	\$255.00	\$255.00
Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee).					

**Schedule P
Corporate Services**

Corporate Services	2019 Fee	Proposed 2020	Proposed 2021	Proposed 2022
Tax Arrears Certificate (includes water arrears)	\$40.00	\$40.00	\$40.00	\$40.00
Paper Copy - Tax Inquiry / Water Inquiry Returned	\$7.00	\$7.00	\$7.00	\$7.00
Cheque Charge	\$25.00	\$25.00	\$25.00	\$25.00
Marriage License	\$125.00	\$125.00	\$125.00	\$125.00
Commissioner for Taking Affidavits (including HST) (per oath or declaration) (City business and pensions exempt)	\$15.00	\$15.00	\$15.00	\$15.00
Death Registrations	\$20.00	\$20.00	\$20.00	\$20.00
Photocopying (per page)	\$0.25	\$0.25	\$0.25	\$0.25
Certified Copy of Document	\$15.00	\$15.00	\$15.00	\$15.00
Lease Agreements - Application	\$300.00	\$300.00	\$300.00	\$300.00
- Annual Minimum	\$100.00	\$100.00	\$100.00	\$100.00

Schedule Q
Port Colborne Historical and Marine Museum

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Research Fees: The following applies to research conducted by Museum staff for others.					
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required)					
Artifact/ Photograph	Per item	\$20.00	\$20.00	\$20.00	\$20.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed					
Commercial Use	Per image	\$30.00	\$50.00	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00	\$30.00	\$20.00
Publication (print, digital)	Per image	\$50.00	\$100.00	\$100.00	\$100.00
Photocopies: *Copyright Restrictions Apply					
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50	\$0.50	\$0.50
Colour Copy	Per page	\$2.00	\$2.00	\$2.00	\$2.00
(Retrieval fees may apply)					
Tours:					
Group Tours (Minimum 5 people)	Per person	\$2.00	\$5.00	\$5.00	\$5.00
School Tours	Per student	\$2.00	\$5.00	\$5.00	\$5.00
Off Site Tours – Cemetery, West St Humberstone, etc.	Per person	\$5.00	\$5.00	\$5.00	\$5.00
Admission Fees:					
Museum & Village		Donation Box	Donation Box	Donation Box	Donation Box
Canal Days		Sponsored	Sponsored	Sponsored	Sponsored
Christmas Festival		By Donation	By Donation	By Donation	By Donation
Membership Fees:					
Students/Seniors (60+)		\$3.00	\$5.00	\$5.00	\$5.00
Individual		\$5.00	\$8.00	\$8.00	\$8.00
Family		\$10.00	\$10.00	\$10.00	\$10.00
Life Patron		\$100.00	\$100.00	\$100.00	\$100.00
Sustaining (Corporate)		By Donation	By Donation	By Donation	By Donation

Schedule R
L.R. Wilson Heritage Research Archives

		2019 Fee	2020 Fee	2021 Fee	2022 Fee
Research Fees: The following applies to research conducted by Museum staff for others.					
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required)					
Artifact/Archive/Photograph	Per item	\$20.00	\$20.00	\$20.00	\$20.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed					
Commercial Use	Per image	\$50.00	\$50.00	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00	\$30.00	\$20.00
Publication (print, digital)	Per Image	\$20.00	\$100.00	\$100.00	\$100.00
Photocopies: *Copyright Restrictions Apply					
Black & White 8.5 x 11 & 8.5 x 14 copy paper	Per copy	\$0.25	\$0.25	\$0.25	\$0.25
Black & White > 11 x 17 copy paper	Per copy	\$0.50	\$0.50	\$0.50	\$0.50
Colour Copy (Retrieval fees may apply)	Per page	\$2.00	\$2.00	\$2.00	\$2.00
Rental Fees for MacDonald Conference Hall: Contract must be signed					
4 hour rental		\$60.00	\$75.00	\$75.00	\$75.00
8 hour rental		\$100.00	\$120.00	\$120.00	\$120.00
Use of the following within MacDonald Conference Hall:					
Overhead Projector and Screen		\$5.00	\$5.00	\$5.00	\$10.00
Digital Projector and Screen		\$10.00	\$10.00	\$10.00	\$10.00

Schedule S
Port Colborne Farmers Market

Schedule of Fees		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Large Stalls A, B, C, D (72 & 73) (1 & 1A), (15 & 16), (45 & 45A), (59 & 60), (61 & 62)	Per year Per year	\$240.00 \$230.00	\$245.00 \$235.00	\$250.00 \$240.00	\$255.00 \$245.00
All Others 3 stalls 2 stalls 1½ stalls 1 stall	Per year Per year Per year Per year	N/A \$220.00 \$190.00 \$155.00	\$255.00 \$225.00 \$194.00 \$158.00	\$260.00 \$230.00 \$198.00 \$161.00	\$265.00 \$235.00 \$202.00 \$164.00
Fee Per Use Additional stalls – yearly vendors (one only per vendor where feasible) 1 stall – daily vendors ½ stall – yearly & daily vendors	Per use Per use Per use	\$42.00 \$42.00 \$30.00	\$43.00 \$43.00 \$31.00	\$44.00 \$44.00 \$32.00	\$45.00 \$45.00 \$33.00
Electrical Supply One outlet:	Per year Per month Per day	\$100.00 \$22.00 \$7.25	\$101.00 \$23.00 \$7.75	\$103.00 \$24.00 \$8.25	\$105.00 \$25.00 \$8.75
Insurance* Yearly vendors Daily vendors	Per year Per day	\$28.50 \$6.25	\$29.00 \$6.50	\$30.00 \$6.75	\$30.50 \$7.00
*HST Exempt					
Daily Stall Cost* Rate Insurance Total	Per day Per day Per day	\$48.75 \$6.25 \$55.00	\$49.75 \$6.50 \$56.00	\$50.75 \$6.75 \$57.00	\$51.75 \$7.00 \$58.00
*HST included					

Schedule T - Services of By-Law Enforcement

Miscellaneous Fees

Schedule of Fees	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Fence By-Law				
Fence Variance (non-refundable)	\$459.00	\$468.00	\$477.00	\$487.00
Fence By-Law Order to Comply – application fee	\$208.00	\$212.00	\$216.00	\$220.00
Removal of Snow and Ice By-Law				
Snow clearing - per meter	\$11.00	\$11.00	\$11.00	\$11.00
Snow and Ice Removal By-Law Order to Comply – application fee	\$208.00	\$212.00	\$216.00	\$220.00
Regulate Noise By-Law				
Noise Variance – Private function taking place on private property (non-refundable)	\$153.00	\$156.00	\$159.00	\$162.00
Noise Variance – Private function taking place on City property (non-refundable)	\$102.00	\$104.00	\$106.00	\$108.00
On Street Parking Permits				
Initial Fee (per vehicle)	\$26.00	\$27.00	\$28.00	\$29.00
Replacement Fee (per vehicle)	\$41.00	\$42.00	\$43.00	\$44.00
Fail to display permit prominently	\$26.00	\$27.00	\$28.00	\$29.00
Park without permit	\$51.00	\$52.00	\$53.00	\$54.00
Encroachment Agreements				
Application	\$350.00	\$357.00	\$364.00	\$371.00
Annual	\$100.00	\$102.00	\$104.00	\$106.00

Schedule T - Services of By-Law Enforcement (Continued)

**Maintenance of Property and Land
(Lot Maintenance By-law)**

Schedule of Fees	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Re-inspection fee*	\$97.00	\$99.00	\$101.00	\$103.00
Minimum maintenance fee	\$174.00	\$177.00	\$181.00	\$185.00
Administration fee	Add 15%	Add 15%	Add 15%	Add 15%
Mailing fee	\$26.00	\$27.00	\$28.00	\$29.00
*Re-inspection fee is payable where violation still exists.				

**Cutting Grasses and Weeds
(Lot Maintenance By-law)**

Lot Size	2019 Fee	2020 Fee	2021 Fee	2022 Fee
1 to 7,500 square feet	Actual Costs	Actual Costs	Actual Costs	Actual Costs
7,501 to 15,000 square feet				
15,001 to 30,000 square feet				
30,000 square feet to 1 acre				
> 1 acre to 1.5 acres				
> 1.5 acres to 2 acres				
Each additional acre				

Schedule T - Services of By-Law Enforcement (Continued)

Erection and Maintenance of Signs and Other Advertising Devices

(Sign By-law)

Sign Type	Size		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Awning	Each		\$51.00	\$52.00	\$53.00	\$54.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$16.00	\$16.00	\$16.00	\$16.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$31.00	\$32.00	\$33.00	\$34.00
Billboard	Maximum 50 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Facia	Maximum 15 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Ground	Maximum 10 square meters		\$51.00	\$52.00	\$53.00	\$54.00
Mall		Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Pole / Pylon	Maximum 20 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Portable	Maximum 9 square meters	Per 15 days	\$16.00	\$16.00	\$16.00	\$16.00
Projecting	Maximum 10 square meters		\$51.00	\$52.00	\$53.00	\$54.00
Roof	Maximum 50 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Fees						
Sign Variance (non-refundable)			\$714.00	\$728.00	\$743.00	\$758.00
Order to Comply – administration fee			\$208.00	\$212.00	\$216.00	\$220.00

Schedule T - Services of By-Law Enforcement (Continued)

Site Alteration

Schedule of Fees		2019	2020	2021	2022
		Fee	Proposed Fee	Proposed Fee	Proposed Fee
Basic fee for affected land area of 1 hectare for a 6 month permit	Per application	\$102.00	\$104.00	\$106.00	\$108.00
Additional fee per hectare or fraction thereof over one hectare	Per hectare	\$21.00	\$21.00	\$21.00	\$21.00
(Example: 15 ha site = \$100 +(\$20 x 14 ha) = \$380)					
Maximum fee for a 6 month permit	Per application	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00
NOTE: Fees include inspection of control plans and site					
Permit extension fee – per hectare	Per hectare	\$21.00	\$21.00	\$21.00	\$21.00
(Example: same 15 ha site = (\$20 x 15 ha) = \$300)					

Trees

Schedule of Fees		2019	2020	2021	2022
		Fee	Fee	Fee	Fee
Tree Trimming	Per hour	\$204.00	\$208.00	\$212.00	\$216.00
Tree Removal	Per hour	\$306.00	\$312.00	\$318.00	\$324.00
Stump Removal	Per hour	\$102.00	\$104.00	\$106.00	\$108.00
Tree Replacement	Per tree	\$357.00	\$364.00	\$371.00	\$378.00
Tree Inspection – by Arborist	Per report	\$510.00	\$520.00	\$530.00	\$541.00
Municipal Consent for Tree Removal		Nil	Nil	Nil	Nil

Respecting the Keeping of Animals

(Exotic Animals By-law)

Schedule of Fees		2019	2020	2021	2022
		Fee	Fee	Fee	Fee
For the first animal of each species		\$21.00	\$21.00	\$21.00	\$21.00
For the second and third animal of each species		\$2.50	\$3.00	\$3.00	\$3.00
For each species the aggregate of which exceed three in		\$1.50	\$2.00	\$2.00	\$2.00
Maximum Licensing fee*		\$5,100.00	\$5,202.00	\$5,306.00	\$5,412.00
*regardless of the number of animals, animal species or sub-species held in a single location					

Schedule U
Cemeteries of the City of Port Colborne

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Opening and Closing Fees and Charges					
Regular Single Grave					
Summer (April – November): Grave Opening and Closing	Monday to Friday	\$969.00	\$969.00	\$969.00	\$989.00
Summer (April – November): Grave Opening and Closing	Saturday and Holidays	\$1,071.00	\$1,071.00	\$1,071.00	\$1,092.00
Winter (December – March): Grave Opening and Closing	Monday to Friday	\$1,173.00	\$1,173.00	\$1,173.00	\$1,197.00
Winter (December – March): Grave Opening and Closing	Saturday and Holidays	\$1,275.00	\$1,275.00	\$1,275.00	\$1,300.00
Baby Grave Opening and Closing	Monday to Friday	\$357.00	\$357.00	\$357.00	\$364.00
Baby Grave Opening and Closing	Saturday and Holidays	\$377.00	\$377.00	\$377.00	\$385.00
Cremation Openings (no vault, cremation plot or lot)	Monday to Friday	\$510.00	\$510.00	\$510.00	\$520.00
Cremation Openings (no vault, cremation plot or lot)	Saturday and Holidays	\$586.00	\$600.00	\$600.00	\$612.00
Cremation Openings (plus vault no larger than 15" x 15")	Monday to Friday	\$571.00	\$571.00	\$571.00	\$583.00
Cremation Openings (plus vault no larger than 15" x 15")	Saturday and Holidays	\$663.00	\$680.00	\$680.00	\$694.00
Cremation Lot Fee (2 nd , 3 rd , 4 th)	On Existing Plot	\$204.00	\$204.00	\$204.00	\$208.00
Columbarium Openings and Closing	Monday to Friday	\$128.00	\$250.00	\$250.00	\$255.00
Columbarium Openings and Closing	Saturday and Holidays	\$200.00	\$400.00	\$400.00	\$408.00
Cemetery Services and Interment Rights Prices					
Columbarium, each crypt (includes perpetual care of 40%)	R1 Top	\$1,530.00	\$1,530.00	\$1,530.00	\$1,560.00
	R2	\$1,479.00	\$1,479.00	\$1,479.00	\$1,508.00
	R3	\$1,428.00	\$1,428.00	\$1,428.00	\$1,457.00
	R4	\$1,377.00	\$1,377.00	\$1,377.00	\$1,405.00
Single Lot or Grave (includes perpetual care of 40%)	3.5' x 9.0'	\$1,377.00	\$1,377.00	\$1,377.00	\$1,405.00
Cremation Lot (includes perpetual care of 40%)	2' x 2'	\$485.00	\$485.00	\$485.00	\$495.00
Baby Lot (includes perpetual care of 40%)	Size determinant	\$357.00	\$357.00	\$357.00	\$365.00
Corner Posts	Per set of four	\$230.00	\$230.00	\$230.00	\$235.00
Installation of footing foundation for marker or monument	Per cubic foot	\$40.00	\$40.00	\$40.00	\$41.00
Monument or marker (>42" above grade)	Per inch	\$25.00	\$25.00*	\$25.00	\$25.00
Perpetual care markers (owner supplied)	Flat stone on grade	\$50.00	\$50.00*	\$50.00	\$50.00
Perpetual care markers (owner supplied)	Marker above grade	\$100.00	\$100.00*	\$100.00	\$100.00
Disinter (opening fee plus actual cost to disinter)		\$969.00	\$969.00	\$969.00	\$989.00
Transfer Fee		\$26.00	\$26.00	\$26.00	\$27.00

*Regulated by Bereavement Authority of Ontario

Schedule V
Services by Planning and Development Division

Application	2019	2020	2021	2022
	Fee	Proposed Fee	Proposed Fee	Proposed Fee
Official Plan				
Official Plan Amendment	\$4,488	\$4,578	\$4,670	\$4,763
Adjournment of an Official Plan Amendment (at applicant's request)	\$714	\$728	\$743	\$758
Zoning By-Law				
Zoning By-Law Amendment	\$3,978	\$4,058	\$4,139	\$4,222
Adjournment of a Zoning By-Law (at owner's request)	\$714	\$728	\$743	\$758
Removal of a Holding Symbol	\$1,020	\$1,040	\$1,061	\$1,082
Temporary Use By-Law	\$3,978	\$4,058	\$4,139	\$4,222
Preparation of a Temporary Use Agreement	\$1,836	\$1,873	\$1,910	\$1,948
Extension of a Temporary Use	\$1,530	\$1,561	\$1,592	\$1,624
Plan of Subdivision				
Draft Plan Approval of Subdivision	\$6,630	\$6,763	\$6,898	\$7,036
Redline Revisions/Change of Conditions to Draft Plan	\$2,040	\$2,081	\$2,123	\$2,165
Extension to Draft Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Final Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Amendment to Subdivision Agreement	\$2,040	\$2,081	\$2,123	\$2,165
Part Lot Control	\$1,020	\$1,040	\$1,061	\$1,082
Deeming By-Law	\$408	\$416	\$424	\$432
Discharge of a Subdivision Agreement	\$1,020	\$1,040	\$1,061	\$1,082
Validation Order	N/A	N/A	N/A	N/A
Plan of Condominium				
Draft Plan Approval of Condominium	\$6,630	\$6,763	\$6,898	\$7,036
Redline Revisions/Change of Conditions to Draft Plan	\$2,040	\$2,081	\$2,123	\$2,165
Extension to Draft Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Final Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Condominium Conversion	\$6,630	\$6,763	\$6,898	\$7,036
Amendment to Condominium Agreement	\$2,040	\$2,081	\$2,123	\$2,165
Discharge of a Condominium Agreement	\$1,020	\$1,040	\$1,061	\$1,082
Condominium Exemption Request	N/A	\$1,500	\$1,530	\$1,561
Site Plan Control				
Site Plan Control Approval	\$3,468	\$3,537	\$3,608	\$3,680
Amendment to Site Plan Agreement	\$1,530	\$1,561	\$1,592	\$1,624
Discharging of a Site Plan Agreement	\$1,020	\$1,040	\$1,061	\$1,082
Committee of Adjustment				
Minor Variance/Expansion of Non-Conforming Use	\$1,173	\$1,196	\$1,220	\$1,244
Minor Variance (Building without a Permit)	\$1,530	\$1,561	\$1,592	\$1,624
Consent (new lot)	\$1,632	\$1,665	\$1,698	\$1,732
Easement	\$1,122	\$1,144	\$1,167	\$1,190
Lot Addition/Boundary Adjustment	\$1,122	\$1,144	\$1,167	\$1,190
Adjournment of a Consent or Variance (at applicant's request)	\$510	\$520	\$530	\$541
Changes to Consent Conditions	\$510	\$520	\$530	\$541
Final Certification Fee	\$204	\$208	\$212	\$216
Validation of Title	\$918	\$936	\$955	\$974

Miscellaneous	2019	2020	2021	2022
Quarry/Pit Establishment or Expansion	\$61,200	\$62,424	\$63,672	\$64,945
Telecommunication Facilities Consultation Process	\$1,530	\$1,561	\$1,592	\$1,624
Compliance Letter	\$127.50	\$130	\$133	\$136
Compliance Letter Express (within 3 days)	\$183.60	\$187	\$191	\$195
Development Agreement	\$2,448	\$2,497	\$2,547	\$2,598
Discharging of a Development Agreement	\$918	\$936	\$955	\$974
Front Ending Agreement	\$1,530	\$1,561	\$1,592	\$1,624
OMB Subpoena - first day	\$612	\$624	\$636	\$649
OMB Subpoena - thereafter	\$408	\$416	\$424	\$432
Pre-consultation Report (when requested)	N/A			
Combined Applications				
Official Plan & Zoning By-Law Amendments	\$7,650	\$7,803	\$7,959	\$8,118
Official Plan, Zoning by-Law Amendments & Draft Plan of Subdivision/Condo	\$12,750	\$13,005	\$13,265	\$13,530
Zoning By-Law Amendment & Draft Plan of Subdivision/Condo	\$8,670	\$8,843	\$9,020	\$9,200
Official Plan & Zoning By-Law Amendment & Site Plan Control	\$9,690	\$9,884	\$10,082	\$10,284
Zoning By-Law Amendment & Site Plan Control	\$5,610	\$5,722	\$5,836	\$5,953
Consent & Minor Variance	\$2,142	\$2,185	\$2,229	\$2,274
Consent & Development Agreement	\$3,570	\$3,641	\$3,714	\$3,788
Consent/Lot Addition & Zoning By-Law Amendment	\$4,590	\$4,682	\$4,776	\$4,872
Minor Variance & Development Agreement	\$3,060	\$3,121	\$3,183	\$3,247

Submission Deadlines and Accelerated Applications

Please be advised that the Planning Act requires Notice of Public Hearing be given no later than 20 days before a scheduled public meeting for a Zoning By-law Amendment and Official Plan Amendment, 14 days for a Plan of Subdivision and Consent Application, and 10 days for a Minor Variance application. In order to allow sufficient review time of an application, all applications should be submitted at least 14 days before the last day for giving Notice of Public Hearing under the Planning Act.

While it is an objective of the Planning and Development Division to process applications in an expeditious manner within the time frame established in the Planning Act, an applicant may wish to consider an accelerated application in the event processing is needed immediately and City resources and/or notice requirements are limited. Fees for an accelerated application will be assessed based on overtime incurred by staff to process the application at the rates listed below:

Staff Rates:

Director of Planning and Development	\$220/hour
Planner	\$150/hour
Planning Technician I Clerical	\$100/ hour

Applicants should note that no application shall take priority over other applications being processed solely on the basis of the applicant having paid an accelerated fee.

Refund of Fees

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded . If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation Report is prepared, twenty five percent (25%) of the fee will be refunded.

Reactivation

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

Notes:

Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.

A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the OldeHumberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan and EastWaterfront Community Improvement Plan.

The Regional Municipality of Niagara shall be exempt from this Fee Schedule.

Schedule W

Maintenance and Occupancy of Property (Property Standards By-law)					
Schedule of Fees		2019	2020	2021	2022
		Fee	Proposed Fee	Proposed Fee	Proposed Fee
Issuance of Certificate of Compliance					
1-5 Dwelling Units	Per Dwelling Unit	\$51.00	\$52.00	\$53.00	\$54.00
More than 5, but not exceeding 25 Dwelling Units	Per certificate	\$255.00	\$260.00	\$265.00	\$270.00
<i>PLUS</i>	Per Dwelling Unit	\$10.50	\$11.00	\$11.00	\$11.00
More than 25 Dwelling Units	Per certificate	\$408.00	\$416.00	\$424.00	\$432.00
<i>PLUS</i>	Per Dwelling Unit	\$10.50	\$11.00	\$11.00	\$11.00
Other		\$77.00	\$79.00	\$81.00	\$83.00
Vacant Property		\$102.00	\$104.00	\$106.00	\$108.00
Inspection Fees					
Registering Order on Title	Per Title	\$51.00	\$52.00	\$53.00	\$54.00
Compliance Inspection & Removing Order	Per Order	\$102.00	\$104.00	\$106.00	\$108.00
<i>(Inspection Fee, Removal and Response to Lawyer)</i>					
Additional Inspection for Compliance	Each	\$31.00	\$32.00	\$33.00	\$34.00
Appeal Fees					
Apply for an Appeal (non-refundable)	Per Appeal	\$255.00	\$260.00	\$265.00	\$270.00
Other Fees					
Order to Comply		\$208.00	\$212.00	\$216.00	\$220.00

Schedule X
Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

Construction					
New Building Construction and Additions^{6,8}	Permit Fee Details¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Minimum Fee for all Building Permits ⁹		\$115.00	\$120.00	\$120.00	\$125.00
Major Occupancy⁷					
Group A – Assembly Occupancies Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other	Per square foot	\$1.23	\$1.60	\$1.63	\$1.66
Group B – Institutional Occupancies Examples: Hospital, retention facility, nursing home, other	Per square foot	\$1.53	\$1.80	\$1.84	\$1.87
Group C – Residential Occupancies					
Single detached dwelling	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Semi-detached dwelling, duplex dwelling	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Townhouse	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Multiple unit dwellings, apartment building, townhouse	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Hotels, motels	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Other residential	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Group D – Business/Personal Services Occupancies Examples: Office, bank, medical, police station, other	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Group E – Mercantile Occupancies Examples: Store, shopping mall/plaza, shop, market, retail, other	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Group F – Industrial Occupancies Examples:					
Industrial mall/plaza/garage, plant, factory, warehouse, other	Per square foot	\$0.77	\$1.00	\$1.02	\$1.04
Industrial buildings with no partitions, no plumbing and no mechanical	Per square foot	\$0.46	\$0.75	\$0.76	\$0.78
New Building Construction and Additions^{6,8 (continued)}	Permit Fee Details¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Special Categories/Occupancies					
Farm building, greenhouse	Per square foot	\$0.29	\$0.29	\$0.30	\$0.30
Park Model Trailer		\$200.00	\$200.00	\$200.00	\$200.00
Tent, temporary fabric structure	Each	\$200.00	\$200.00	\$200.00	\$200.00
Renewable Energy Projects		See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)
Houses and Accessory to Houses:¹⁴					
Garage, carport	Per square foot	\$0.57	\$0.70	\$0.71	\$0.73
Covered deck/porch	Per square foot	\$0.35	\$0.45	\$0.46	\$0.47
Uncovered deck/porch	Per square foot	\$0.35	\$0.45	\$0.46	\$0.47
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$0.67	\$0.70	\$0.71	\$0.73
Shed/accessory building	Per square foot	\$0.57	\$0.70	\$0.71	\$0.73
Alterations	Permit Fee Details¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Unfinished basement (new or replaced foundation)	Per square foot	\$0.28	\$0.28	\$0.28	\$0.28
Under pinning foundation		See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)
Roof structure	Per square foot	\$0.12	\$0.15	\$0.15	\$0.16
Fireplace, woodstove, chimney		\$115.00	\$120.00	\$122.40	\$124.85
Interior Alterations:					
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.55	\$0.60	\$0.61	\$0.62
Finishing basement	Per square foot	\$0.55	\$0.60	\$0.61	\$0.62
Other minor alteration		See note 12	See note 12	See note 12	See note 12

Partial Permit/Staged Construction ¹¹	2019 Fee	2020 Fee	2021 Fee	2022 Fee
All partial permits subject to a surcharge applied to the stage permit value	50%	50%	50%	50%
Foundation Stage¹¹ Complete to grade including or excluding underground services within building	15%	15%	15%	15%
Building Shell Stage¹¹ Completed structural shell stage	40%	40%	40%	40%
Completed architectural shell stage	80%	80%	80%	80%
Building Completion Stage¹¹ Includes completed building stage	100%	100%	100%	100%

Plumbing Only	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$9.11	\$8.92	\$9.09	\$9.28
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear loot	\$1.15	\$1.20	\$1.22	\$1.25
Water distribution pipe inside a building	Each	\$115.00	\$120.00	\$122.40	\$124.85
Residential¹⁴ Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	\$200.00	\$200.00	\$200.00	\$200.00
Mechanical HVAC Only	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Group A, B, C (except houses), D E	Per square foot	\$0.08	\$0.10	\$0.10	\$0.10
Houses		\$115.00	\$120.00	\$122.40	\$124.85
Group F	Per square foot	\$0.07	\$0.10	\$0.10	\$0.10
Commercial type Kitchen Exhaust		See note 12	See note 12	See note 12	See note 12

Pool	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Public pool	\$331.00	\$331.00	\$337.62	\$344.37
Private pool	\$131.00	\$140.00	\$142.80	\$145.66

Designated Structure	2019 Fee	2020 Fee	2021 Fee	2022 Fee
As defined in the Ontario Building Code	See note 12	See note 12	See note 12	See note 12

Demolition	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Each	\$115.00	\$150.00	\$153.00	\$156.06
Other demolitions	Per square foot	\$0.07	\$0.10	\$0.10	\$0.10

Conditional ¹⁵	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Surcharge	50%	50%	50%	50%

Change of Use	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Permit for the change of use of a building or part thereof (additional fees apply where construction is proposed)	\$120.00	\$120.00	\$120.00	\$120.00

Occupancy	2019 Fee	2020 Fee	2021 Fee	2022 Fee	
<i>Permit to allow occupancy</i>					
Houses, semi-detached dwellings, townhouses	Each	\$110.00	\$120.00	\$120.00	\$125.00
Other buildings	Each	\$110.00	\$120.00	\$120.00	\$125.00
<i>Permit to allow partial occupancy</i>					
For area of building to be occupied (per square foot gross floor to be occupied)		\$0.07	\$0.07	\$0.07	\$0.07
Review of proposed application	Per hour	\$100.00	\$100.00	\$100.00	\$100.00

Transfer	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Transfer of permit to a new owner	\$110.00	\$120.00	\$120.00	\$120.00

Deposits Required for Permits	2019 Fee	2020 Fee	2021 Fee	2022 Fee	
New Main Buildings	Houses	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
	Other than Houses	\$525.00	\$525.00	\$525.00	\$525.00
Additions, Accessory	Houses	\$525.00	\$525.00	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00	\$525.00	\$525.00
Alterations	Houses	\$525.00	\$525.00	\$525.00	\$525.00
	Other than Houses	\$525.00	\$525.00	\$525.00	\$525.00
Demolitions	Main Building	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00
	Accessory, Partial	\$525.00	\$525.00	\$525.00	\$525.00
Pools	In ground and On-Ground	\$525.00	\$525.00	\$525.00	\$525.00
Other		\$525.00	\$525.00	\$525.00	\$525.00
New Main Buildings, Additions and Renovations	Industrial, Commercial Institutional and Residential other than Houses	\$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
Lot Grading Deposit	All categories of construction (as necessary)	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00

Notes for Deposits:
<ol style="list-style-type: none"> 1. No deposit is required for the following: <ol style="list-style-type: none"> a) Uncovered decks on piers b) Tents and fabric structures 2. "Houses" includes single detached, semi-detached, duplexes, triplexes and townhouses. 3. "Other than Houses" includes Plumbing only, Mechanical HVAC only, Designated Structures, etc. 4. The requirement for a new deposit may be waived where the City already holds a deposit with an owner on the same property with respect to an open permit file with the City, provided: <ol style="list-style-type: none"> a) The deposit already held is equal or larger than the amount specified in this Schedule. b) There is no existing damage to City property as a result of work on the lot. c) The existing deposit is recorded on all applicable permit files as being held as security for other permits.

Additional Fees and Charges	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Discharge of an Order from property title	\$772.00	\$788.00	\$788.00	\$788.00
Submitting an application for Permit	\$115.00	\$120.00	\$120.00	\$120.00
<small>Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee.</small>				
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law.	100%	100%	100%	100%
Alternative Solution application (per hour, minimum 4 hours)	\$100.00	\$100.00	\$100.00	\$100.00

Refund of Permit Fees	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Permit Issued. Administration functions only have been performed. No field inspections have been performed.	50%	50%	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$50.00	\$50.00	\$50.00	\$50.00
Notes for Refunds:				
<ol style="list-style-type: none"> 1. No refund will apply one year after date of permit issuance. 2. If the calculated refund is less than the minimum fee applicable to any permit, no refund shall be made of the fees paid. 3. No permit fee shall be refunded where the permit has been revoked by the Chief Building Official in accordance with the Act. 				

General Notes:

- ¹ Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- ² Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- ³ Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- ⁴ \$120.00 paid at time of application plus \$50.00 for each additional inspection in excess of one where the building is not ready for occupancy and which must be paid prior to issuance of Occupancy Permit.
- ⁵ There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
- ⁶ Cellars, unfinished basements and crawl spaces are not used in the fee calculation for new construction.
- ⁷ Major occupancy is based upon the Ontario Building Code.
- ⁸ New construction and additions include plumbing, HVAC and all other regulated building services/components.
- ⁹ Minimum permit fee is \$120.00
- ¹⁰ Revision or amendment to an open permit is a minimum \$50.00 fee plus \$50.00 per hour of administration time.
- ¹¹ For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- ¹² If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$14.00 for each \$1,000.00 value of work proposed.
- ¹³ Houses in Special Categories and Alterations includes semi-detached, duplexes, triplexes, and townhouses.
- ¹⁴ See "Deposits Required for Permits" for applicable deposits.
- ¹⁵ The fee for a Conditional Permit is equal to the regular permit fee described above plus an additional administrative surcharge of 50% of the regular permit fee. If the Conditional Permit also happens to be a Partial Permit, the Partial Permit fee already increased by 50% must be increased by an additional 50% to obtain the required total fee.
- ¹⁶ A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the Olde Humberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan, Brownfield Community Improvement Plan and East Waterfront Community Improvement Plan. No fee reduction will be applied where the 'Work Without Permit' fee is applicable.
- ¹⁷ Third Party Review of applications are undertaken at the discretion of the Chief Building Official and may be required for very large or complex developments. The Chief Building Official may require that the estimated or actual costs associated with the third party review be payable at any time prior to permit issuance.



Schedule Y - User Group Liability Insurance

**FACILITY USER GROUP INSURANCE PROGRAM
SUMMARY OF INSURANCE COVERAGE (6400100)**

Insured: Policy No.: Insurance Company:	City of Port Colborne "User Groups" (as on file) GAME02997-001 GameDay Insurance Inc. Underwritten by Aviva Insurance Company of Canada
The Insurance coverage under this Master Policy is valid only to those users and/or renters who have PURCHASED and PAID for coverage under this program and only for those dates reported in their Rental Agreement on file with the City of Port Colborne	

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy; and as more fully described in said policy and any endorsements attached thereto.

COVERAGE	LIMITS OF LIABILITY
Commercial General Liability-Per Occurrence	\$2,000,000
Participant Liability	\$2,000,000
Tenants' Legal Liability-Any one premises	\$2,000,000
Medical Expense-Non participant third party	\$10,000
Aggregate Limit-Products & Completed Operations Hazard	\$2,000,000
Bodily Injury/Property Damage & Legal Expense Deductible	\$500 / \$500
<i>**Host Liquor Liability Coverage Included when Liquor Liability Premium has been paid. **</i>	

Insured's include your employees, volunteers, executives, managers, coaches, trainers and participants while acting within the scope of their duties on your behalf.

Note: A sub-contractor, vendor or exhibitor is **not** considered an employee and therefore not covered under your policy.

Additional Insured: City of Port Colborne are added as an additional insured but only with respect to liability arising out of the operations performed by the City of Port Colborne "User Groups" (as per list on file).

ENDORSEMENT

Incidental Medical Malpractice Liability, Additional Insured, Additional Insured-Blanket Basis, Employers Liability Extension, Abuse Exclusion, Excluded Activities.

Excluded Activities: - Alpine Skiing, Bouncy Castles, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

IMPORTANT NOTES

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. The typical types of claims filed against you include spectator slip/trip/fall injuries and injuries to sports participants. **The Liability Policy DOES NOT provide Benefits for Medical Expenses incurred as a result of an injury sustained by an insured member, while participating in a sanctioned insured activity. The Liability Policy PROTECTS YOU IN THE EVENT OF A LAWSUIT against claims of bodily injury or property damage. Insurance coverage ONLY applies to the activity and dates disclosed on the permit application**

This is only a summary of the insurance provided under the Policy and constitutes a statement of the facts as of the date of issuance. These facts are so represented only to the addressee. This document does not list all policy wordings, limitations, exclusions and warranties that form part of the policy. The actual wording of the policy governs in all situations.



STANDARD FACILITY USER GROUP RATES (6400000)

MEETINGS/WORKSHOPS

(Without alcohol - if alcohol refer to event rates)

- Arts, crafts, bridge, religious services, speakers, workshops/ classroom instruction i.e. Computers and language (refer other types)

EVENTS

(With or without alcohol)

- Anniversaries, art shows and exhibits, auctions, banquet, bazaars, adult birthday parties, dance parties, dinners, exhibits, family celebrations to include; christenings, showers, stags, weddings, etc., fashion shows, festival/concert, garage sale for local neighbourhood ONLY at municipal facility, graduation, photo shoots, picnics, theatre performances, music and dance recitals/ performances, retirement, dance and talent shows, reunions
- Note: For events such as festivals where there is an organizer and vendors, the user group coverage provides coverage for the organizer. As the vendors are separate legal entities they require their own coverage

SPORT ACTIVITIES

LOW RISK ACTIVITIES:

- Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Shuffle Board, Table Tennis, Tennis, Tai Chi, Public Skating, Bocce Ball.

MEDIUM RISK ACTIVITIES:

- Baseball, Basketball, Broomball, Cricket, Dodge ball, Field Hockey, Ball/Roller/Floor Hockey, Handball, Racquetball, Soccer, Softball, Slo-pitch, Squash, Swimming with Lifeguard, T-ball, Non-contact Touch/Flag Football, Synchronized Swimming, Fitness Classes, Track & Field, Ultimate Frisbee, Volleyball, Yoga, Figure Skating, Non-Contact Martial Arts, Non-Contact Pick-up Lacrosse, *Non-Contact Minor Pick-up Hockey, Ringette
- Note: The non-contact minor pick-up hockey rate category is meant to accommodate one-offs i.e. parents taking a group of children out for a game of shinny. We do not cover minor hockey league games or practices

EXCLUDED ACTIVITIES:

- Alpine Skiing, Bouncy Castles, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

Refer to Erion Insurance Group for all other sports.



Broker: Erion Insurance Group
 177 Niagara Blvd.
 Fort Erie, ON L2A3G7

FACILITY USER GROUP RATING SCHEDULE

\$2,000,000 COMMERCIAL GENERAL LIABILITY/PER OCCURRENCE
 DEDUCTIBLE: \$500

Type of Event	# of Participants	Premium		
		Low	Medium	High
Hourly Rate for Sports-occasional use Maximum Coverage - up to 1 Day *Excludes Adult Non-Contact Hockey, see Adult Non-Contact Hockey rates listed below	1-50	\$ 0.76	\$ 1.51	Refer
	51-100	\$ 1.51	\$ 3.02	Refer
	101-250	\$ 2.27	\$ 6.05	Refer
One Day Sporting Events/Tournaments	1-50	\$ 27.00	\$ 54.00	Refer
	51-100	\$ 37.80	\$ 81.00	Refer
	101-250	\$ 54.00	\$108.00	Refer
Two or Three day Sporting Events/Tournaments	1-50	\$ 54.00	\$ 81.00	Refer
	51-100	\$ 75.60	\$108.00	Refer
	101-250	\$ 91.80	\$135.00	Refer
Events/Tournaments over 250 participants or more than three days	Refer for a Quote			
All Season Sporting Activities - Flat Rate Maximum Coverage - up to one year	1-50	\$ 81.00	\$108.00	Refer
	51-100	\$108.00	\$135.00	Refer
	101-250	\$135.00	\$162.00	Refer
	over 250	Refer	Refer	Refer
Occasional Pool Use Only-Hourly Rate (if applicable)	Recreational Pool Activities	\$5.40 / hour		
Adult Non-Contact Hockey				
Hourly Rate/occasional use	Pickup Hockey Per Team	\$5.40 / hour		
Seasonal Rate/seasonal use Maximum Coverage - up to one year	Pickup Hockey Max. 30 players	\$135.00 per group per season		
	League Hockey	\$243.00 per team per season		
Tournaments	Up to 8 teams \$270.00 9-16 teams \$405.00 Refer larger tournaments			
Beer Gardens Separate Coverage for Host Liquor Liability * Rate is in addition to Sport Tournament Rate	Beer Gardens			
	1-100	\$108/day		
	101-250	\$162/day		
	251-500	\$216/day		
	over 500	refer		

*All non-Canadian User Groups must be referred to Erion Insurance Group *
 ALL PREMIUMS INCLUDE 8% Tax



Type of Event	# Participants	Premium	
Meetings - Flat rate	1 - 250 251 - 500	\$2.70 per meeting - max 1 day \$5.40 per meeting - max 1 day	
Events - Flat Rate	1- 100 101-250 251-500 501-1000 over 1000	No Alcohol	With Alcohol Including Beer Garden
		\$ 54.00 \$108.00 \$162.00 \$270.00 Refer	\$135.00 \$243.00 \$297.00 Refer Refer
Special Events - Flat Rate Applicable to the following events only Family Showers, Family Christenings, Family Dinners, Retirements, Picnics	1-100	No Alcohol	With Alcohol
		\$27.00	\$54.00
2-3 Day Meetings/Events		Twice Daily Rate	
4-5 Day Meetings/Events		Triple Daily Rate	
Annual Monthly Meetings - weekly or monthly		Five Times Meeting Rate	
<u>Children's Birthday Parties</u> Birthday Party/Meeting Room Birthday Party/Meeting Room/Sports (includes gym/pool/arena use)	UNLIMITED	\$2.16/hour \$4.32/hour	
<u>Camp Programs - Including Multi-Sport</u> Coverage applicable Per Camp Session (Maximum 2 weeks)	Up to 100 Over 101	\$108.00/flat rate \$2.16/per participant	

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Report Number: 2019-178

Date: November 25, 2019

SUBJECT: REPLACEMENT OF SELF-CONTAINED BREATHING APPARATUS

1) PURPOSE

The Fire Chief prepared this report seeking Councils permission to prepare a tender to be circulated to suppliers for the replacement of the Fire Department's breathing apparatus, as well as the compressor system.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Council received Report 2017-142 on October 10, 2017. The report identified several major capital purchases that were forecast to occur within the Fire Department over the next several years.

The replacement of the Department's breathing apparatus, as well as the entire compressor air refilling system and spare air cylinders, was identified as part of that report. The projected cost was \$435,000.00.

The Department has since mid 2017 been testing various breathing apparatus, both on an individual basis and against one another. The Department's Health and Safety Committee have been assisting in this effort.

S.C.B.A. were provided by manufactures for periods of time in an effort for personnel to wear the breathing apparatus and document the results of the testing. Three manufacturers were invited to provide their equipment for testing:

- a) Drager
- b) M.S.A.
- c) Scott

The evaluation process was lengthy with a decision to be made in late 2019. Within Report 2017-142 it was indicated that our current packs would have to be replaced within three (3) to four (4) years. Our current packs were purchased in 2006. They are currently two (2) editions behind in the recognized standard issued by the National Fire Protection Association (N.F.P.A.) standard set for breathing apparatus.

In addition, our current packs are becoming more difficult to maintain, as costs continue to rise and the manufacturer has advised that repairs/parts are becoming more difficult to stock.

Additionally, a significant change has occurred within the N.F.P.A. Standards that shortens the length of time that personnel can work with our current breathing apparatus. Due to this change, the Department will be moving from thirty (30) minute bottles and packs to forty five (45) minute bottles and packs. This will enable us to work within situations requiring the use of S.C.B.A. for a longer period of time, rather than a shorter period of time.

Compressor Air Fill Station Replacement

It has been determined that the compressor, as well as the fill station, will have to be replaced. As was pointed out in Report 2017-142 a determination has been made that the entire system will require replacement. This will allow us to maximize the capacity of our new breathing apparatus and fill the cylinders to their maximum capacity, thus extending work time.

S.C.B.A. Spare Bottles

The transition to the forty five (45) minute breathing apparatus will also require the replacement of our air cylinders. All new cylinders will hold 4,500 P.S.I. of air versus 2,216 P.S.I. of air on our current cylinders. We currently have approximately ninety (90) spare cylinders. With the implementation of the new S.C.B.A. we will be purchasing approximately sixty-five (65) to seventy (70) spare cylinders.

3) STAFF COMMENTS AND DISCUSSIONS

The Fire Chief is requesting Councils authorization to prepare a tender for the purchase of Scott breathing apparatus, as well as a compressor air refill system and spare breathing apparatus bottles.

This authorization for the purchase of Scott breathing apparatus is the result of at least a two (2) year testing period of various breathing apparatus and the recommendation of the Committee that provided oversight of the process.

Once Council authorizes the Fire Chief to move forward with the project, the following time lines are envisioned:

- a) Prepare tender document – year end 2019
- b) Circulate tender to bidders – February 2020
- c) Report back to Council with results – March 2020
- d) Award successful bidder – April 2020
- e) Delivery and training – June/July 2020

4) OPTIONS AND FINANCIAL CONSIDERATIONS

- i) The 2018 and 2019 budget process outlined options to fund this purchase. Council approved Corporate Services Report-Finance Division 2019-37 2019 Operating/Capital Budget which identified the preferred option to repurpose the matured 2018 Fire Station and Marina debt payments to fund the balance of the

Operations Centre debt for \$114,094 and the Fire Department Self Contained Breathing Apparatus in 2020. The following funding was approved:

Fire Hall Debt Payment	306,430
OPS Centre Debt to 2047	<u>(114,094)</u>
Balance to Reserve-2019	192,336
Fire Hall Debt Payment-2020	192,336
Marina Debt Payment-2019	<u>73,268</u>
	<u>457,940</u>

The financing of this purchase can be done in a similar manner or through a new debenture.

The final decision can be made once staff determine the cost at the conclusion of the tendering process.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable at this time.

6) ATTACHMENTS

Appendix "A" – Report 2017-142

7) RECOMMENDATION

That Fire Department Report 2019-178, Replacement of Self-Contained Breathing Apparatus be received; and

That Council authorize the Fire Chief to prepare a tender document for the purchase of breathing apparatus, spare bottles and a compressor air filling system and circulate the document to companies that provide Scott breathing apparatus and air systems.

8) SIGNATURES

Prepared on November 13, 2019



Thomas B. Cartwright,
City Fire Chief

Reviewed and respectfully submitted by:



Peter Senese,
Interim Chief Administrative Officer/
Deputy Treasurer



Fire & Emergency Services Department

Report Number: 2017-142

Date: October 10, 2017

SUBJECT: Fire Department "Major Capital Expenditures"

1) PURPOSE

The Fire Chief prepared this report in an effort to provide Council with expected Major Capital Expenditures over the next four (4) to five (5) years.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

As Council may recall, the Fire Chief provided Council with Report 2017-127 – Rural Fire Station, for information purposes concerning further Fire Department Capital needs. Within that same report the Fire Chief suggested that Council may want to consider setting-up funding for a major Capital Reserve Fund.

The Fire Department has several major funding needs that Council should have an understanding of and timelines and costs associated with those needs.

The following items cannot be funded with current levels of annual budgets. The Capital money currently within this annual budget is inadequate to fund these items:

- a) Replacement of self-contained breathing apparatus (end of life) 3 – 4 years, as well as cylinders and compressor
- b) Communication Upgrades
- c) Hydraulic Rescue Equipment
- d) Engine No. 2 (2000 E-One)

a) Replacement of Self-Contained Breathing Apparatus

The Fire Department's Scott Air Packs were purchased in 2006. There are currently (30) air packs, two (2) rescue kits and two (2) remote units and ninety (90) spare air bottles.

The Fire Department was informed by its maintenance and service provider that the air packs are near the end of life. Scott SCBA, the supplier, will not support parts within their system beyond the next three (3) to four (4) years. Additionally, the National Fire Protection Association (NFPA) Standards for air packs has changed and another change can be expected within the next two (2) years.

There are a number of issues at play with regards to air packs. A determination will have to be made with regards to the following:

- i) Type
- ii) Duration of air supply
- iii) Compressor capability
- iv) Air storage tank capability
- v) Number of cylinders
- vi) Type of cylinders

All of these items will have a financial impact on the total cost of converting air packs to meet the NFPA Standard of the day, as well as meeting our Department's needs. For example, a single air pack could cost between \$8,000 and \$9,000 including a single air cylinder and face piece. That price may increase, but using pricing available today, \$8,000 would be the bottom price.

Once a determination has been made as to what air packs meet the Fire Department's needs; that decision could involve changing air cylinders, as well as the compressor and main air bank.

b) Compressor and Main Air Bank

Both the compressor and the main air bank were purchased with the new Fire Station. They are tested and certified yearly. Air quality is tested every six (6) months.

The issue at play is whether purchase of new breathing apparatus will require replacement of this equipment. That process has only just begun. In preliminary discussions, it would appear that if any significant change were to occur with regards to air cylinder volumes it is questionable as to whether the current compressor and main air bank could meet those needs.

Once a full review of applicable standards of the day have been accessed and a final determination of what breathing apparatus are to be recommended for purchase; the compressor and main air bank can be determined. If the process concludes that both require replacement due to capacity or maintenance requirements, the projected cost could be \$75,000 or more.

c) Air Bottles for S.C.B.A.

Depending on the outcome of the SCBA replacement, a total of sixty (60) spare air cylinders would be required. The cost per cylinder in today's dollars is approximately \$1,500. Total cost of cylinders is \$90,000.

The combined budget implications for a), b) and c) above is \$435,000.

d) Communications Upgrade

Council has established a reserve fund as a result of budget deliberations over the last few budgets. The Fire Chief requested this action as a result of information provided concerning upgrading communications being done by our service provider

– St. Catharines Fire Services. The current communications system is 1950 technology and becoming antiquated. Newer technology is available that provides safer operations, more flexibility and better radio communication penetration inside buildings. This technology is expensive and the transition will include significant capital costs as well as increasing dispatch costs.

The conversion to the new system may provide one (1) option. The projected cost of purchase is \$260,000. Additionally, there will be a user fee, of at least \$30,000. The Agreement would be for fifteen (15) years. In addition to those costs, there will also be annual dispatch costs. The annual cost for 2017 is \$73,000. Staff expects those costs to increase by 3% a year.

To Purchase	\$260,000
User Fee	\$30,000

Total Projected Cost - \$290,000

Council will be receiving a report from the Fire Chief in the near future regarding a new Dispatching Agreement with the City of St. Catharines.

e) Hydraulic Rescue Equipment

The Fire Department's current rescue equipment was purchased in 2001 and it has been advised that it is nearing end of life. Code Four Rescue who are the sole source supplier for the equipment has indicated that parts and various components of current equipment are becoming difficult to stock and repairs of the aging equipment will not be possible in the not too distant future. If a major failure were to occur, replacement may be the only option.

At that point, a determination will have to be made as to whether new technology, now available, should be transitioned to electric/battery operated or remain with hydraulic or a combination of both. Either way, a projected cost of between \$25,000 and \$35,000 can be expected.

Projected Cost - \$35,000.00

f) Replacement of Engine No. 2

Engine No. 2 was purchased in 2001. The cost at that time was approximately \$350,000.00. Obviously, a projected cost is somewhat difficult as the value of the Canadian dollar versus the US dollar plays a significant role in the final price. Even if the truck is built in Canada, all of the major components of a Fire Apparatus are made in the United States.

Inflation also plays a role in these prices. The cost of the same truck purchased in 2001 equipped similarly would be in the \$500,000 range today. The projected cost into 2021 can be expected to be higher than the price indicated.

Projected Cost - \$500,000.00 to \$550,000

The total projected Capital Cost of all of these items is \$1,310,000.

Additional Financial Cost

The following financial estimates are based on today's price estimates and may increase in the future.

i) Bunker Gear

The Fire Department currently has fifty (50) sets of bunker gear. Bunker gear must be replaced every ten (10) years. A total of five (5) sets are required to be replaced annually.

The current cost of a set of bunker gear purchased through a co-operative purchasing arrangement with other municipalities is approximately two thousand two hundred dollars (\$2,200).

The annual replacement cost of bunker gear is approximately \$11,000.

ii) Bunker Gear Maintenance and Certification

Bunker gear must be tested and certified on a bi-annual basis or after every serious use involving a fire in which decontamination is required. The cost of testing and certification is approximately \$120 per set.

Any repairs are an additional cost. The additional cost will be reflected in the Fire Department's Operating Budget in the 2018 request.

iii) Helmets

The Fire Department currently has some sixty (60) fire fighting helmets. Those helmets are required to be replaced every ten (10) years. The cost of a helmet is approximately \$400 each. The total replacement cost is \$24,000.

iv) Equipment Requiring Annual or Six (6) Month Certification

In an effort to provide Council with further insight into costs associated with operating Fire Department equipment and ensuring compliance with standards, following is a list and testing requirements.

a) Self-Contained Breathing Apparatus	Annually
b) Hydraulic Rescue Equipment	Annually
c) Rescue Chains	Annually
d) Ladders	Annually
e) Air Bottles	3 years/5 years
f) Compressed Breathing Air	6 months
g) Fire Engine Pumps	Annually
h) Aerial Truck Ladder Assembly	Annually
i) Rescue Ropes (After Every Use)	5 Years

3) STAFF COMMENTS AND DISCUSSIONS

The Fire Chief has provided Council with this information concerning major capital costs associated with on-going operations of the City's Fire Department. As part of the Corporation's financial planning process for the immediate and future funding requirements.

None of the issues/items are new to the Department's operations. These costs are associated with replacement of end of life equipment and apparatus. The costs also involve new technology that has become available or has driven the replacement up. Until now, funding for the Fire Department has been provided on an as-needed basis.

Given the ever increasing cost associated with various City needs, Councils of the day struggle with fulfilling those needs. Funding options usually result in debenturing capital needs. Those debenture payments affect operational costs on an annual basis for the term of the debenture.

4) OPTIONS AND FINANCIAL CONSIDERATIONS

- i) Continue to use equipment until it fails or can no longer be maintained or repaired.

Rejected

- ii) Increase Annual Capital Funding

The Fire Department currently receives \$70,000 in annual Capital funding. That funding is identified for various Capital needs. Given the needs of the Department over the next four (4) to five (5) years, the required increase to the Fire Department's capital needs would impact the tax levy. A major influx of funds would be needed to meet those needs.

Rejected

- iii) Use the debenture payment currently being set aside for the Fire Station.

The Fire Station located at 3 Killaly Street West will be paid for in 2018. The payment of \$307,000 yearly is currently within the City's budget. Council could direct that all or a portion of that payment be identified as Fire Department Major Capital Needs Funding. There would be no added impact on the City's tax levy.

Preferred

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Option No. iii) would provide a stable means by which major capital items would have a means of funding for Fire Department needs. Within the next four (4) to five (5) years those needs could amount to as much as \$1,310,000.

The projected costs were determined through research and discussions with current suppliers. Projected costs will fluctuate depending on economic circumstances of the day, inflation and the cost of purchasing the products that are built/purchased from the United States.

6) ATTACHMENTS

None.

7) RECOMMENDATION

That Report No. 2017-142 with respect to Fire Department Major Capital Expenditures be received for information; and

That during 2018 budget deliberations, Option No. iii) "Use the debenture payment currently being set aside for the Fire Station" be considered.

8) SIGNATURES

Prepared on August 23, 2017

Reviewed By:



Thomas B. Cartwright,
City Fire Chief

Peter Senese,
Director of Community & Corporate
Services

Reviewed and respectfully submitted by:



C. Scott Luey,
Chief Administrative Officer

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Report Number: 2019-179

Date: November 25, 2019

SUBJECT: FIRE DEPARTMENT MEMORIAL

1) PURPOSE

The Fire Chief prepared this report requesting City Council's support for a Fire Department memorial that will be constructed honoring those fire fighters that have lost their lives in the line of duty while serving our City.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

As Council may recall, the Fire Chief had requested funding of this memorial as part of the 2019 budget, and the funding source was from within the Fire Department capital budget allocation. Council removed this request from the budget and it was not funded and the Fire Department lost \$30,000.00 of its allocated Capital funding.

The Fire Chief is of the belief that the City should revisit the memorial and, if necessary, fund it through the 2020 budget process.

3) STAFF COMMENTS AND DISCUSSIONS

A City of Port Colborne memorial would recognize three Fire Department personnel whom were lost to line of duty death circumstances.

The Fire Chief is proposing that the memorial be built at the Fire Station located at 3 Killaly Street West. Drawings have been prepared (see attached as Appendix "A"), as well as a brief video that depicts the concept of the memorial.

Site Preparation:

The site preparation will be done by City Departments. It is envisioned that Parks and Recreation, as well as the Engineering/Operations Division will have roles in the construction of the site.

Monument

The actual monument itself will be built and installed by a local company, Glenmount Monuments, of Gasline. They have worked with the Fire Chief in designing the memorial and have prepared both pictures, as well as a video as part of the presentation involving this proposal.

4) **OPTIONS AND FINANCIAL CONSIDERATIONS**

Options

- i) Do Nothing. Not Recommended

City to recognize the lives of those who died in the line of duty.

- ii) Construct the Memorial. Recommended

Build the memorial at the Fire Station as has been previously outlined recognizing the members of the Fire Department who have given their lives for our City.

Financial

The Fire Chief will be investigating various funding options in an effort to fund the construction of the memorial.

- a) Grants
- b) Fundraising
- c) Donations
- d) Future budget request

Once Council has authorized the concept of the fire fighter memorial, fundraising will begin. Once all the funds are in place, the construction of the memorial will take place.

The costs projected at this time are:

- i) **Site Preparation**

The Parks and Recreation Department have projected a cost of \$8,000.00.

- ii) **Monument Costs**

Glenmount Memorials have projected a cost of \$34,200.00.

5) **COMPLIANCE WITH STRATEGIC PLAN INITIATIVES**

Not applicable at this time.

6) **ATTACHMENTS**

Appendix "A" – Two drawings of Proposed Memorial
Video to be shown

7) RECOMMENDATION

That Fire Department Report 2019-179, Fire Department Memorial be received; and

That Council approve the construction of a Fire Department Memorial at the Fire Station located at 3 Killaly Street West; and

That funding of the Memorial be authorized as outlined within report 2019-179; and

That Council authorize the City's Deputy Treasurer to establish a special reserve account that donations can be assigned to and issue income tax receipts, if requested to do so.

8) SIGNATURES

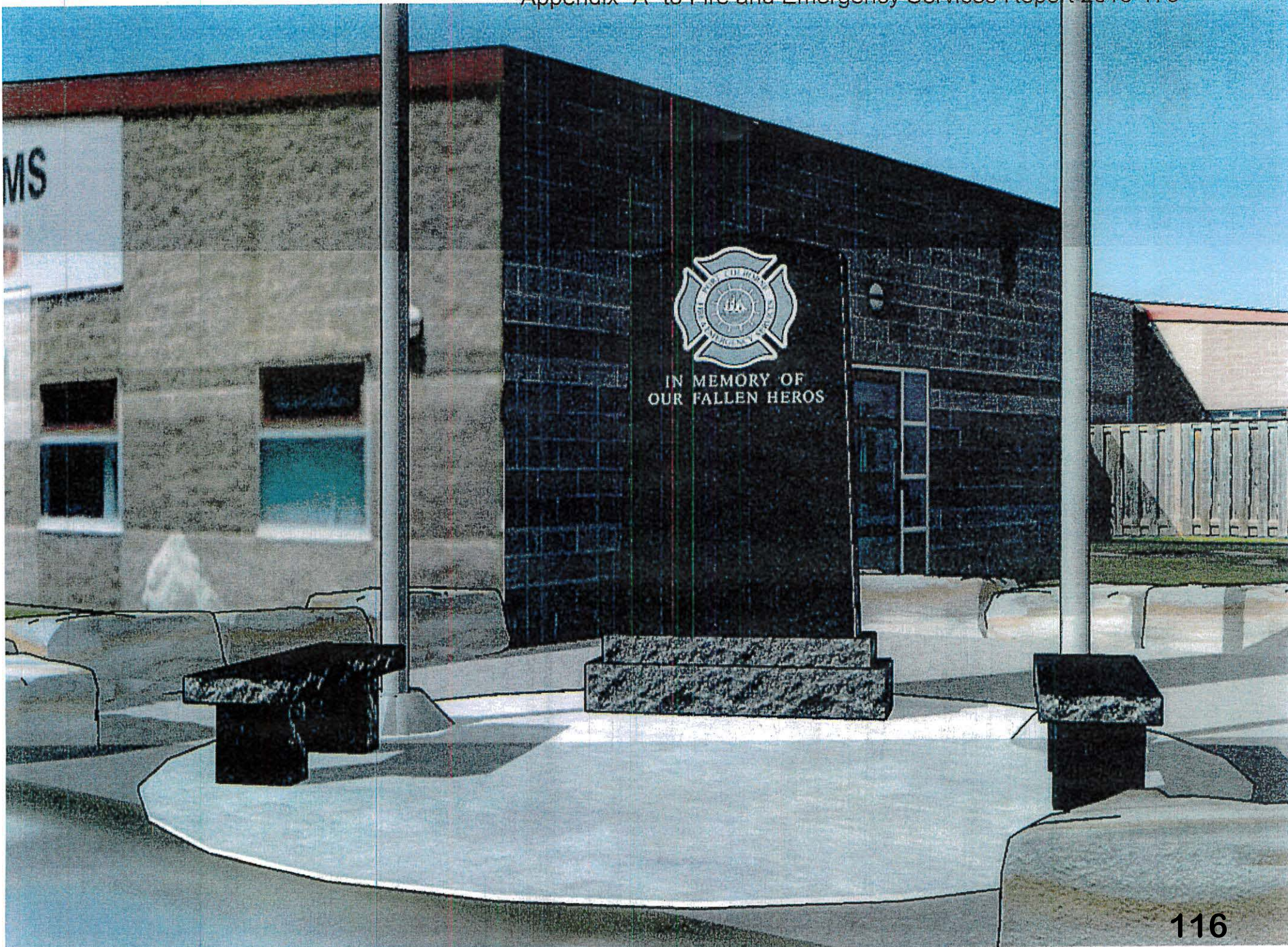
Prepared on November 13, 2019

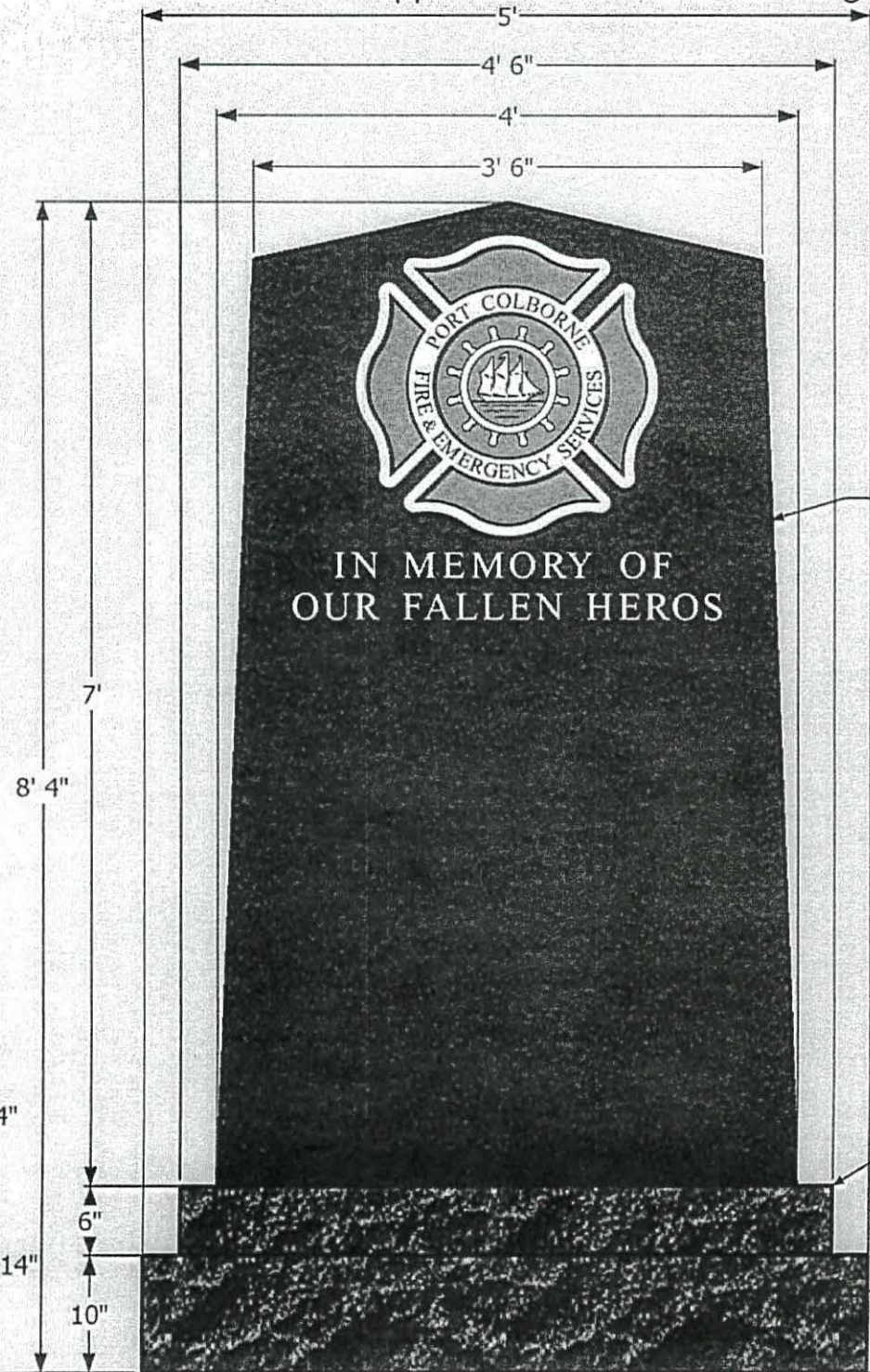
Reviewed and respectfully submitted by:



Thomas B. Cartwright,
City Fire Chief

Peter Senese,
Interim Chief Administrative Officer/
Deputy Treasurer





IN MEMORY OF
OUR FALLEN HEROS

Tablet 48" x 10" x 84"

Bench Seat
48" x 16" x 4"

Legs x2
12" x 6" x 14"

Sub Base
54" x 14" x 6"

Base
60" x 18" x 10"

1' 4"

1'

4"

1' 2"

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Report Number: 2019-175

Date: November 25, 2019

SUBJECT: Skelton Municipal Drain

1. PURPOSE:

This report, prepared by Alana Vander Veen, Drainage Superintendent, and authorized by Chris Lee, Director of Engineering and Operations, is being initiated in response to the final delivery of the Skelton Municipal Drain Engineer's Report, as prepared by Brandon Widner, P. Eng of Spriet Associates Engineers & Architects. This drain is situated in the Township of Wainfleet (vicinity of Youngs Road and Townline Road) and the City of Port Colborne (vicinity of Townline Road and Provincial Highway #58). The purpose of this report is to provide Council with an update on the Engineer's Report and requisite actions pertaining to the Meeting to Consider.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Further to Operational Services Division Director's Report (Engineering & Operations) Report No. 2013-27, which presented Council with the background and rationale leading up to the appointment of an engineer to prepare a new Engineer's Report for the Skelton Municipal Drain and the appointment of an Engineer within the firm, the following update is provided.

Current information/research indicates that the Skelton Municipal Drain dates back to 1919. The drain was originally constructed under a report submitted by G. Ross and consisted of 1,507 meters of open ditch construction with all the work being located in the Township of Wainfleet. The drain was reconstructed, in the downstream municipality of the Township of Humberstone, now the City of Port Colborne, in 1939 under a report submitted by R.J. Scott and consisted of approximately 2,255 meters of open ditch, which outlets into the Biederman Municipal Drain.

A number of changes have occurred since the last report, which include the building of the culvert structure and retaining/erosion wall along the section that intersects Provincial Highway #58 and the addition of a few field culverts. For this reason and the reason of requiring a new assessment schedule, this report has been revised again in 2019. The final version of the Engineer's Report by Spriet Associates Engineers & Architects was delivered to the City of Port Colborne on November 4, 2019 and subsequently filed with the City Clerk on November 8, 2019.

3) STAFF COMMENTS AND DISCUSSIONS

With respect to the expanse of time to prepare the Section 4, *Drainage Act R.S.O. 1990* Engineer's Report for the Skelton Municipal Drain, there is very little to offer. The original appointment took place under previous Drainage Superintendent Henri

Bennemeer in 2013. This appointment took place with the drainage works known as the Brown's Tap Municipal Drain. The original intention of appointing both drains together was that the Brown's Tap would be a better outlet for the Skelton Drain. It was determined through the process of survey work for the Brown's Tap drain that this was not the case.

An on-site meeting was held on February 28, 2019 to have discussions with the property owners of the watershed and determine any needs or requirements for the proposed works. All members were in favor of the works.

A preliminary meeting was held on October 16, 2019 to provide the members of the watershed with the final designs of the drain and also a preliminary look at the proposed assessments. Again, all members were in favor of the works.

The new Engineer's Report as it currently stands, indicates a total estimated cost of \$240,000, for the construction of the Skelton Municipal Drain including the engineering, administration, Interest and HST (net). The total estimated cost of construction for the drain is \$194,690, with the balance of \$45,310 for engineering and administration.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

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

b) Other Options

An up to date Engineer's Report allows for drain maintenance and roadside ditching programs, which in turn allows staff to provide a reasonable level of service moving forward.

All administration and financing will be borne by the City of Port Colborne as the initiating municipality. Once the report is adopted and the construction is completed, the financing or cost of the project will be expensed to the Township of Wainfleet for their proportionate share, and to the City of Port Colborne property owners, according to the assessment schedule contained in the report. There will of course be some assessment to the general levy for City roads and properties within the watershed.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

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

6) ATTACHMENTS

Appendix A - Spriet Associates Engineers & Architects, Skelton Municipal Drain Report, dated October 29, 2019.

7) RECOMMENDATION

That Engineering and Operations Department, Engineering Division Report 2019-175 with respect to the Skelton Municipal Drain, be received for information; and

That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Meeting to Consider on December 9, 2019, as per Section 41, Chapter D.17 of the *Drainage Act R.S.O. 1990*.

8) SIGNATURES

Prepared on November 15, 2019



Alana Vander Veen
Drainage Superintendent

Reviewed by:



Steve Shypowskyj
Acting Director of Engineering &
Operations

Reviewed and respectfully submitted by:



Peter Senese
Interim Chief Administrative Officer/Deputy
Treasurer

SKELTON DRAIN
City of Port Colborne



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

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London, Ontario N6A 1A8
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E-mail MAIL@SPRIET.ON.CA

SKELTON DRAIN
City of Port Colborne

To the Mayor and Council of
the City of Port Colborne

Mayor and Council:

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

AUTHORIZATION

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

HISTORY

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

EXISTING DRAINAGE CONDITIONS

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

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



EXISTING DRAINAGE CONDITIONS (cont'd)

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

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

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

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

DESIGN CONSIDERATIONS

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

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

RECOMMENDATIONS

We are therefore recommending the following:

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



RECOMMENDATIONS (cont'd)

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

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

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

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

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

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



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

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

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

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

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

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

SUMMARY OF PROPOSED WORK

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

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

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

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



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

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

Sta. 0+400 – Sta. 1+000 Nugent Road

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

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

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

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

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

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

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

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

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



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

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

Sta. 2+255 – Sta. 2+275 *Townline Road*

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

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

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

Sta. 2+697 – Sta. 2+717 *Youngs Road*

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

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

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

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

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

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

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

SUMMARY OF PROPOSED WORK (cont'd)

Sta. 3+658 – Sta. 3+860

J. & K. Burton (Roll No. 007-035-00)

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

SCHEDULES

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

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

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

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

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

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

ALLOWANCES

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

The amounts granted are based on the following:

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

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



ALLOWANCES (cont'd)

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

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

ASSESSMENT DEFINITIONS

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

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

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

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

ASSESSMENT

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

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

ASSESSMENT (cont'd)

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

SPECIAL ASSESSMENT

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

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

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

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

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

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

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

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

SPECIAL ASSESSMENT (cont'd)

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

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

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

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

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

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

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

GRANTS

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

MAINTENANCE

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

MAINTENANCE (cont'd)

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

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

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

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



BW:bv

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

B. Widner, P.Eng.

SCHEDULE 'A' - ALLOWANCES

SKELTON DRAIN

City of Port Colborne

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

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

SKELTON DRAIN

City of Port Colborne

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

MAIN DRAIN

Sta. 0+000 - Sta 3+860

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

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

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

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

Sta. 0+367 - Sta 0+387

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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SKELTON DRAIN
City of Port Colborne

MAIN DRAIN (cont'd)

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

ADMINISTRATION

Interest and Net Harmonized Sales Tax	\$ 5,310.00
Survey, Plan and Final Report	\$ 29,900.00
Expenses	\$ 3,600.00
Supervision and Final Inspection	\$ 6,500.00

TOTAL ESTIMATED COST **\$ 240,000.00**

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

SKELTON DRAIN

City of Port Colborne

Job No. 219039

October 29, 2019

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

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

SKELTON DRAIN
City of Port Colborne

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

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

SKELTON DRAIN

City of Port Colborne

Job No. 219039

October 29, 2019

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

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

SKELTON DRAIN
City of Port Colborne

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

SCHEDULE OF NET ASSESSMENT

SKELTON DRAIN

City of Port Colborne

(FOR INFORMATION PURPOSES ONLY)

Job No. 219039

October 29, 2019

* = Non-agricultural

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

SCHEDULE OF NET ASSESSMENT (cont'd)

SKELTON DRAIN
City of Port Colborne

* = Non-agricultural

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

SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS

GENERAL INDEX

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STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



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SECTION A - GENERAL CONDITIONS

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SECTION A

GENERAL CONDITIONS

A.1 SCOPE

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

A.2 TENDERS

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

A.3 DRAWINGS AND SPECIFICATIONS

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

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

A.4 PAYMENT

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

A.5 SUPERINTENDENT

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

A.6 COMMENCEMENT AND COMPLETION OF WORK

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

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

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

A.7 WORKING AREA AND ACCESS

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

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

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

A.8 SUPERVISION

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

A.9 INSPECTION

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

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

A.10 ALTERATIONS AND ADDITIONS

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

A.11 MAINTENANCE

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

A.12 INSURANCE

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

A.13 LIMITATIONS OF OPERATIONS

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

A.14 LOSSES

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

A.15 SUB-CONTRACTORS

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

A.16 PERMITS, NOTICES, LAWS AND RULES

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

A.17 ROAD CROSSINGS

.1 General

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

.2 Jacking and Boring

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

.2 Jacking and Boring (cont'd)

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

.3 Open Cut

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

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

.3 Open Cut (cont'd)

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

A.18 FENCES

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

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

A.19 LIVESTOCK

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

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

A.20 STANDING CROPS

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

A.21 SURPLUS GRAVEL

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

A.22 RAILWAYS, HIGHWAYS, UTILITIES

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

A.23 UTILITIES

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

A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY

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

A.25 ERRORS AND UNUSUAL CONDITIONS

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

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

A.26 IRON BARS

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

A.27 STAKES

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

A.28 RIP-RAP

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

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

A.29 GABION BASKETS

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

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

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

A.30 RESTORATION OF LAWNS

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

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

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

.3 Sodding

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

A.30 RESTORATION OF LAWNS (cont'd)

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

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

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

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

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

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

A.31 RESTORATION OF ROADS AND LANEWAYS

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
 - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.

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SECTION B - OPEN DRAIN

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

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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

B.10 SEDIMENT BASINS AND TRAPS

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

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

B.11 SEEDING

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

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

Seeding shall not be completed after September 30.

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

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SECTION C - TILE DRAIN

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SECTION CTILE DRAINC.1 PIPE MATERIALS

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

C.2 TESTING

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

C.3 LINE

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

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

C.3 LINE (cont'd)

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

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

C.4 CLEARING AND GRUBBING

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

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

C.5 PROFILE

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

C.6 GRADE

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

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

C.7 EXCAVATION

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

C.8 INSTALLATION

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

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

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

C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

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

C.10 BACKFILLING

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

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

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

C.11 UNSTABLE SOIL

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

C.12 ROCKS

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

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

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

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

C.14 TRIBUTARY DRAINS

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

C.14 TRIBUTARY DRAINS (cont'd)

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

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

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

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

C.15 OUTLET PIPES

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

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

C.16 CATCHBASINS AND JUNCTION BOXES

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

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

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

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

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

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

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

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

C.17 BLIND INLETS

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

C.18 GRASSED WATERWAY

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

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

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

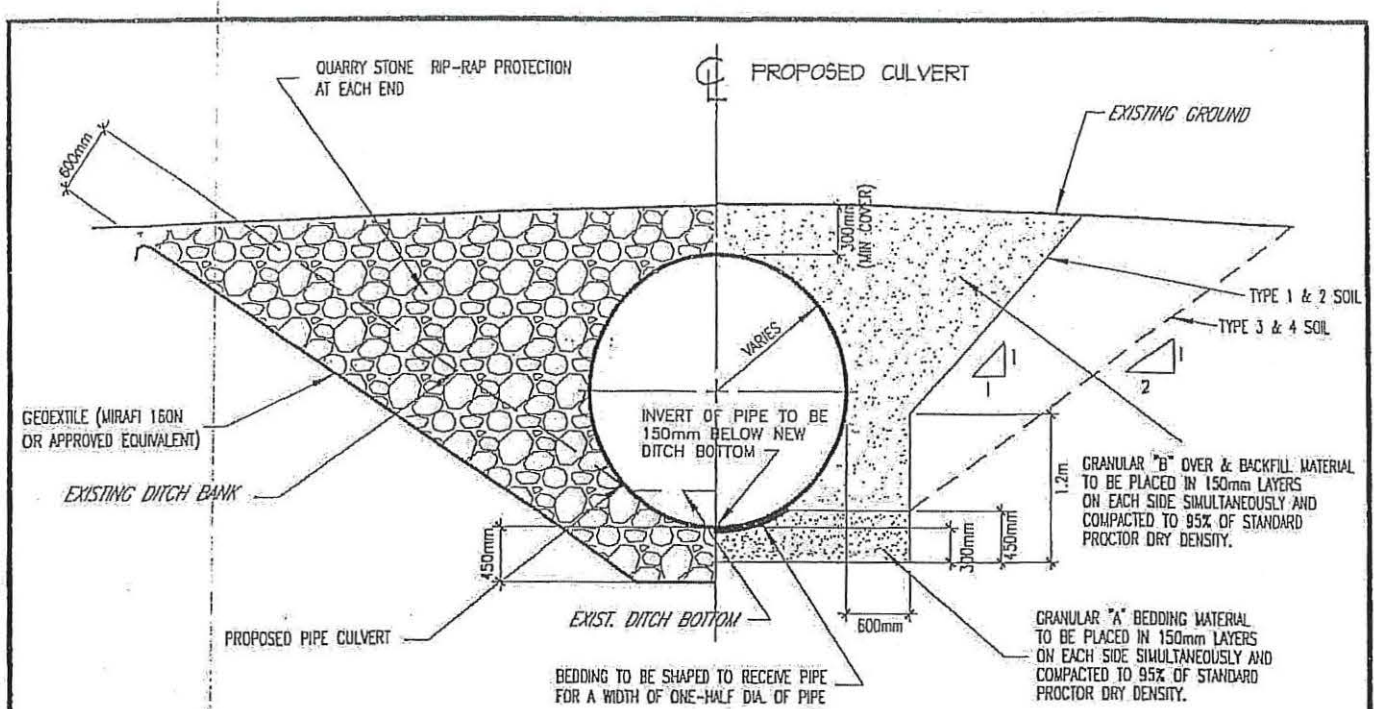
C.19 BACKFILLING EXISTING DITCHES

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

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

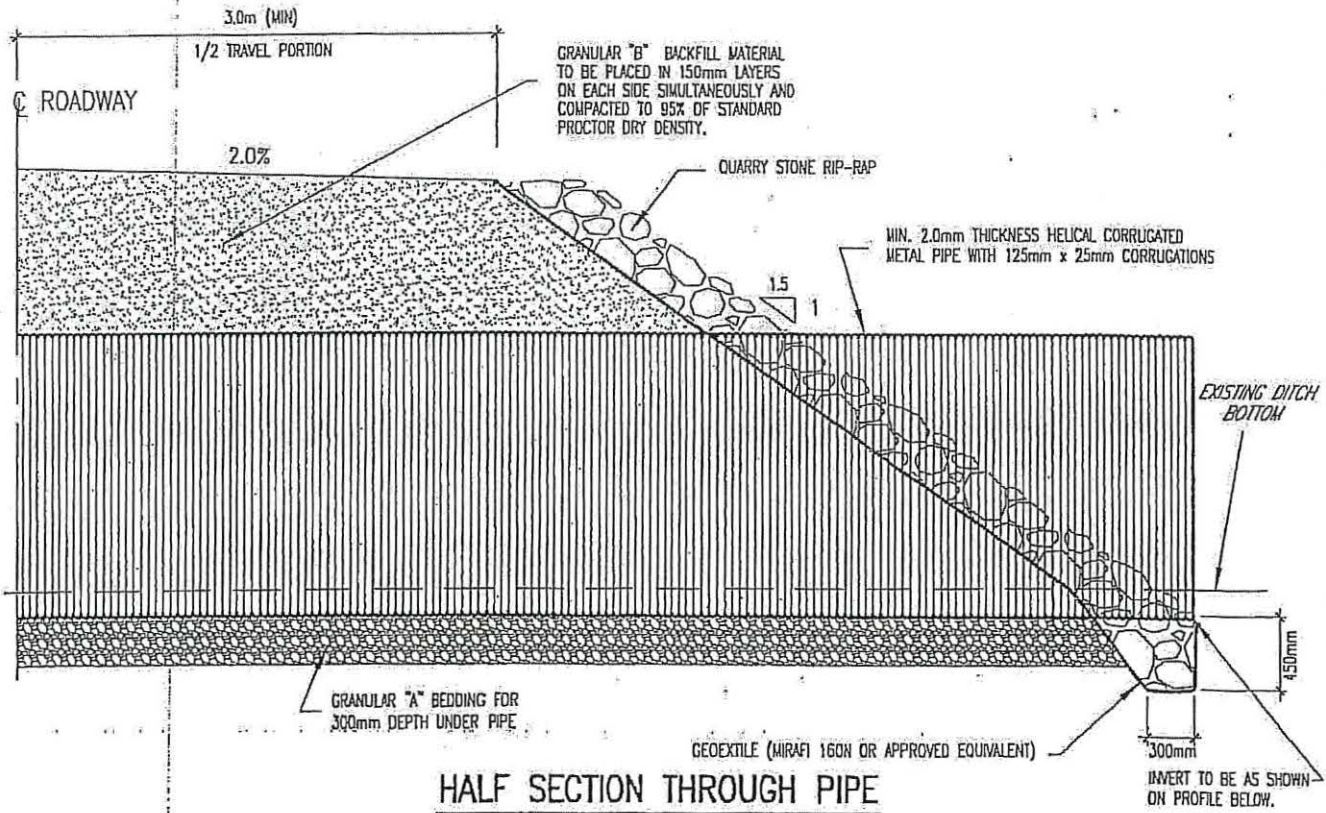
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by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

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



HALF ELEVATION

HALF SECTION

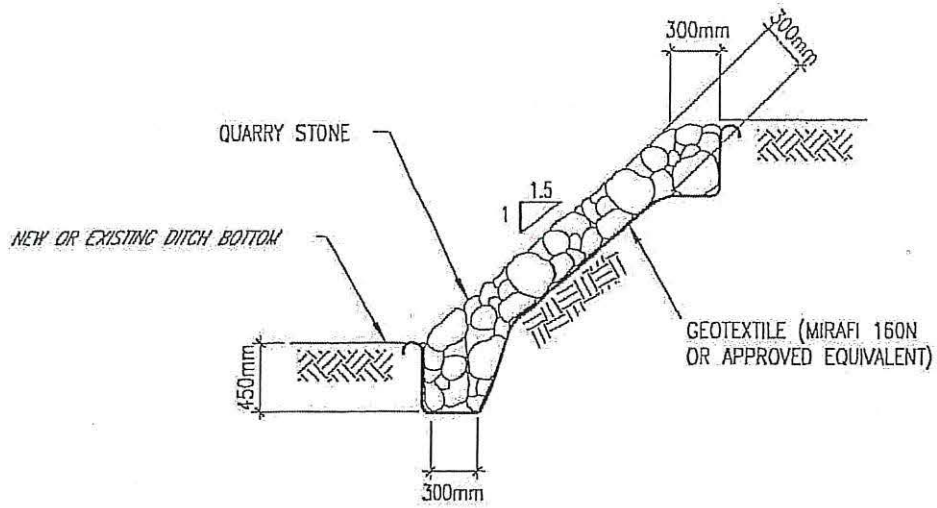


HALF SECTION THROUGH PIPE

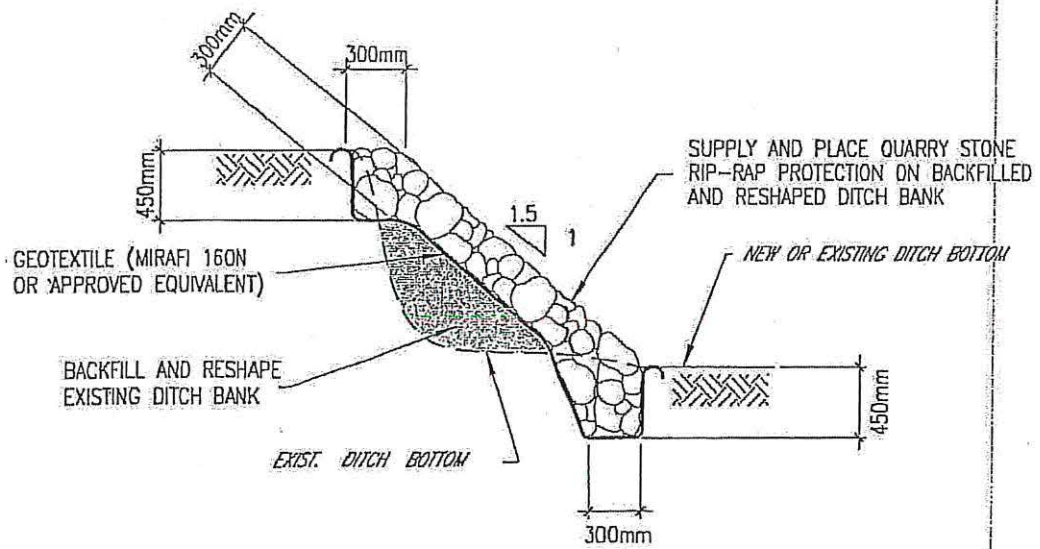
NOTES

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

TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING

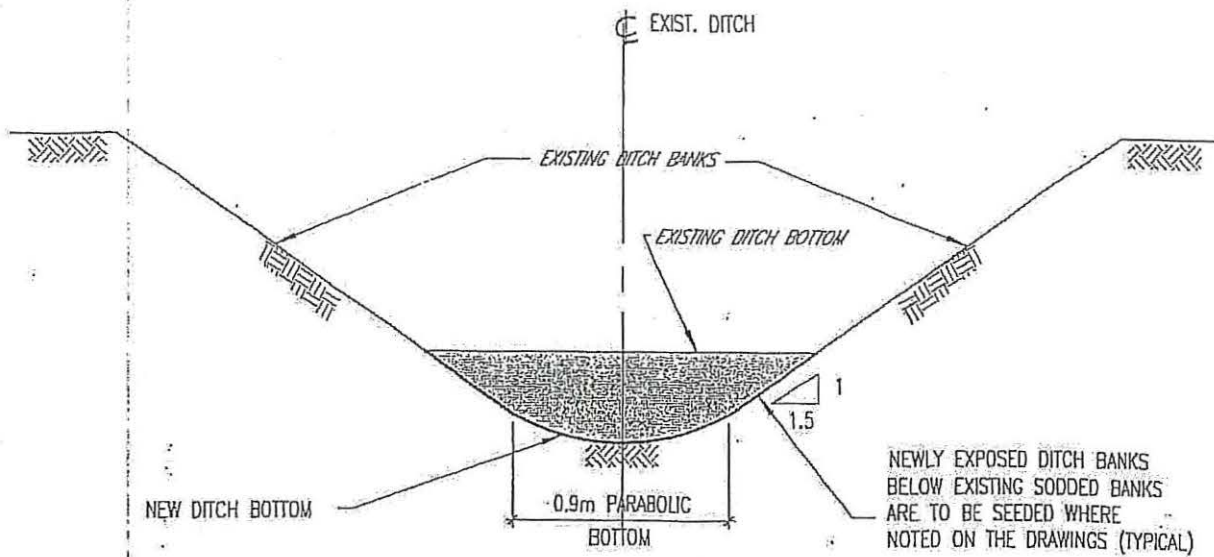


TYPICAL DITCH BANK RIP-RAP

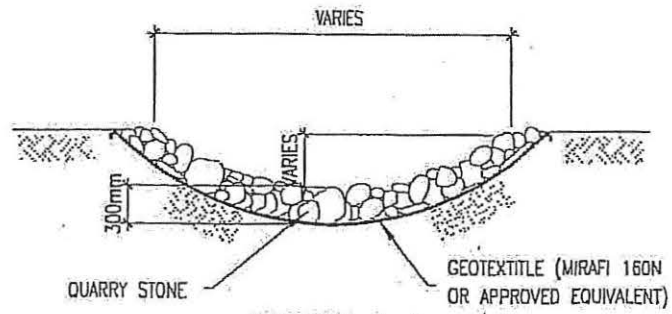
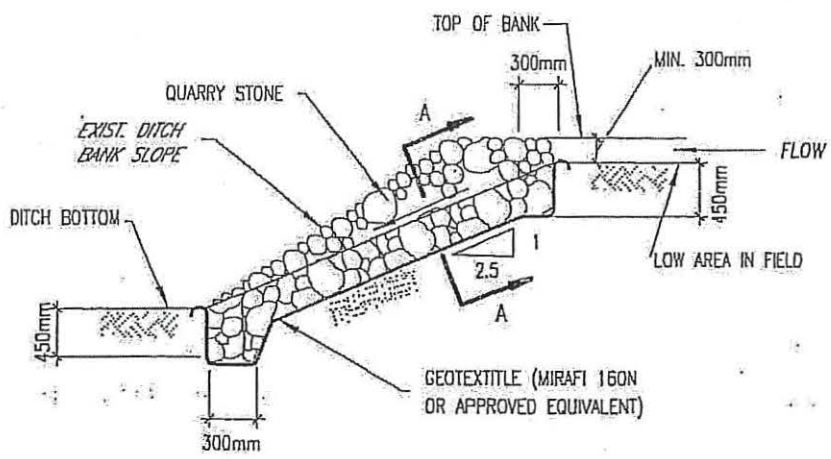


TYPICAL DITCH BANK RIP-RAP WITH BACKFILLING OF WASHOUT

TYPICAL DITCH BANK RIP-RAP DETAILS		
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000
SECTIONS		STANDARD DETAILS DRAWING 172
▲ SPRIFT ASSOCIATES LONDON LIMITED		



TYPICAL DITCH BOTTOM CLEANOUT

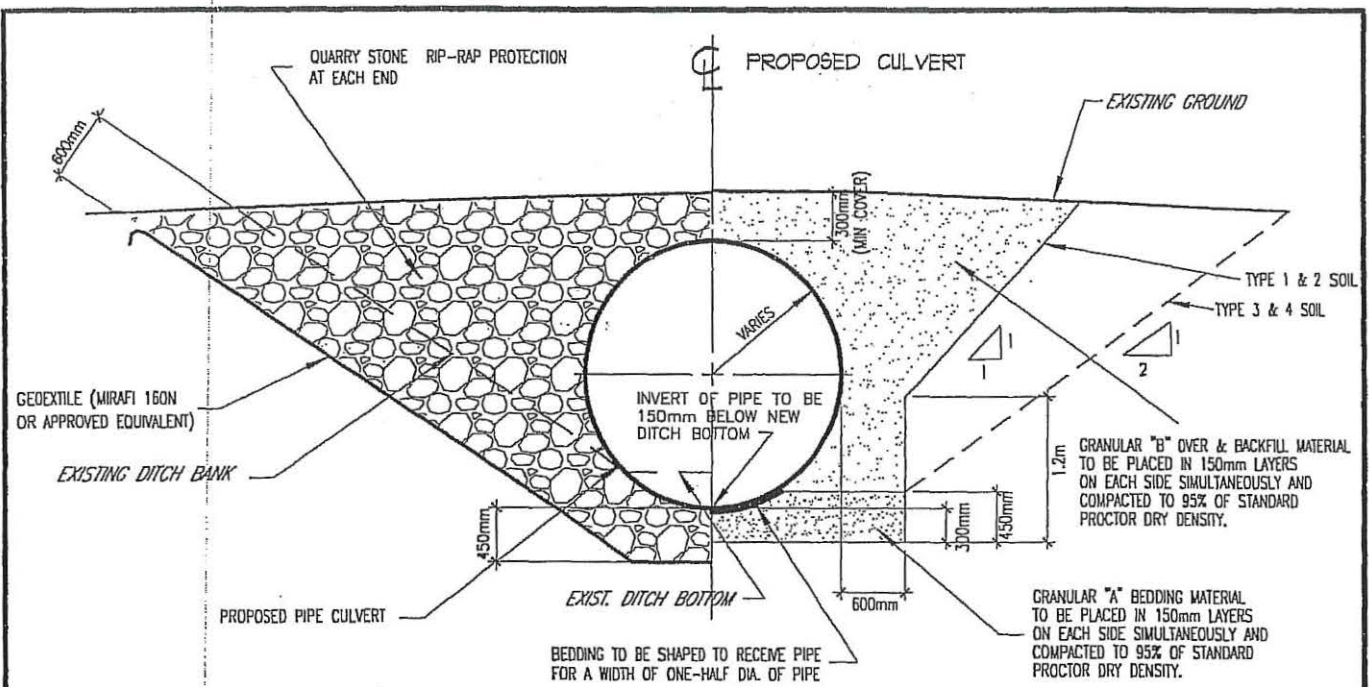


SECTION A-A

TYPICAL ROCK CHUTE

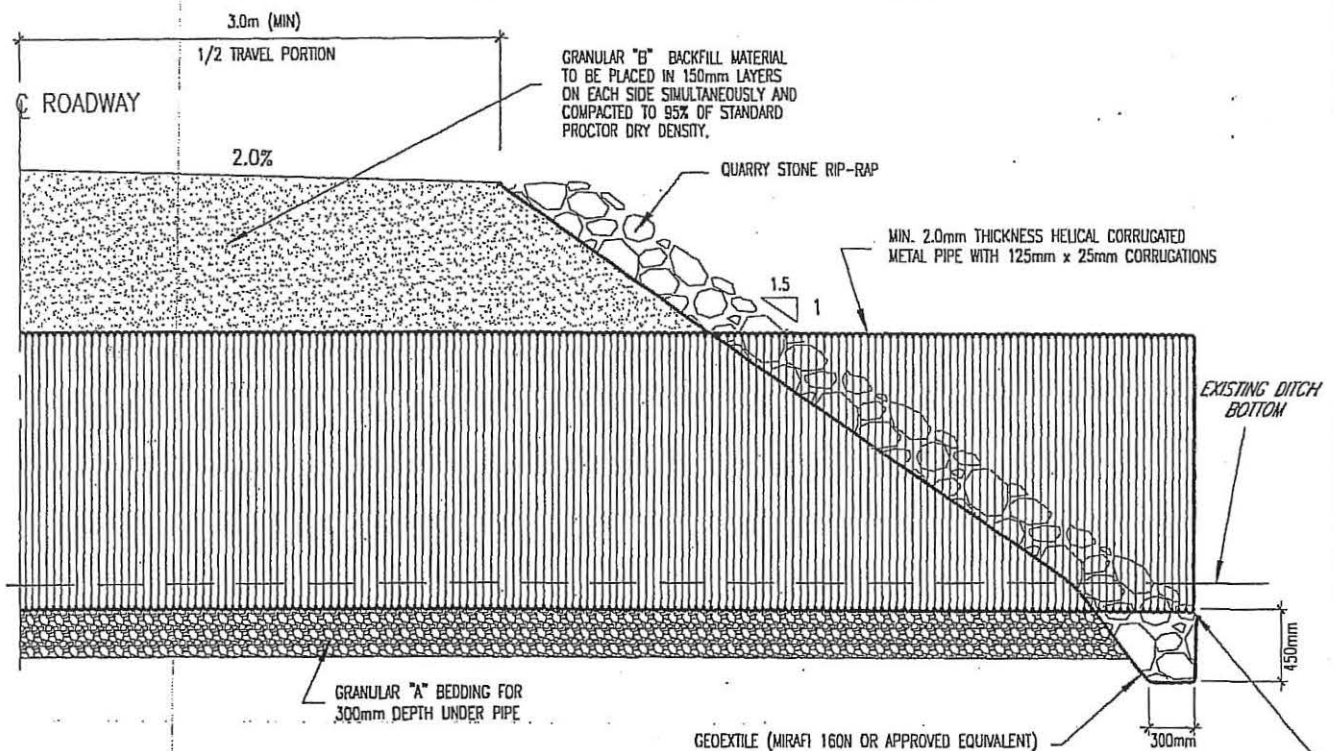
TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED

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HALF ELEVATION


HALF SECTION



HALF SECTION THROUGH PIPE

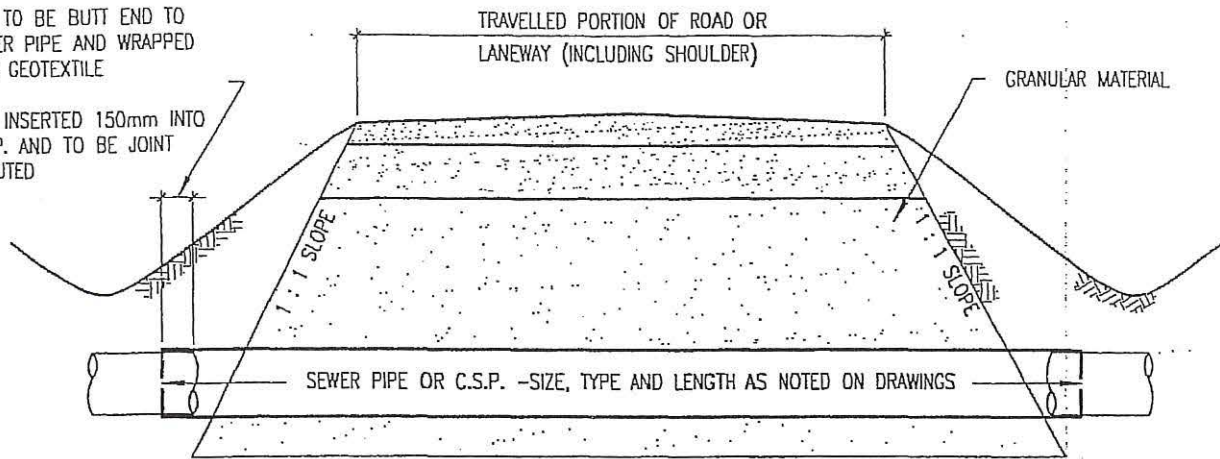
NOTES

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

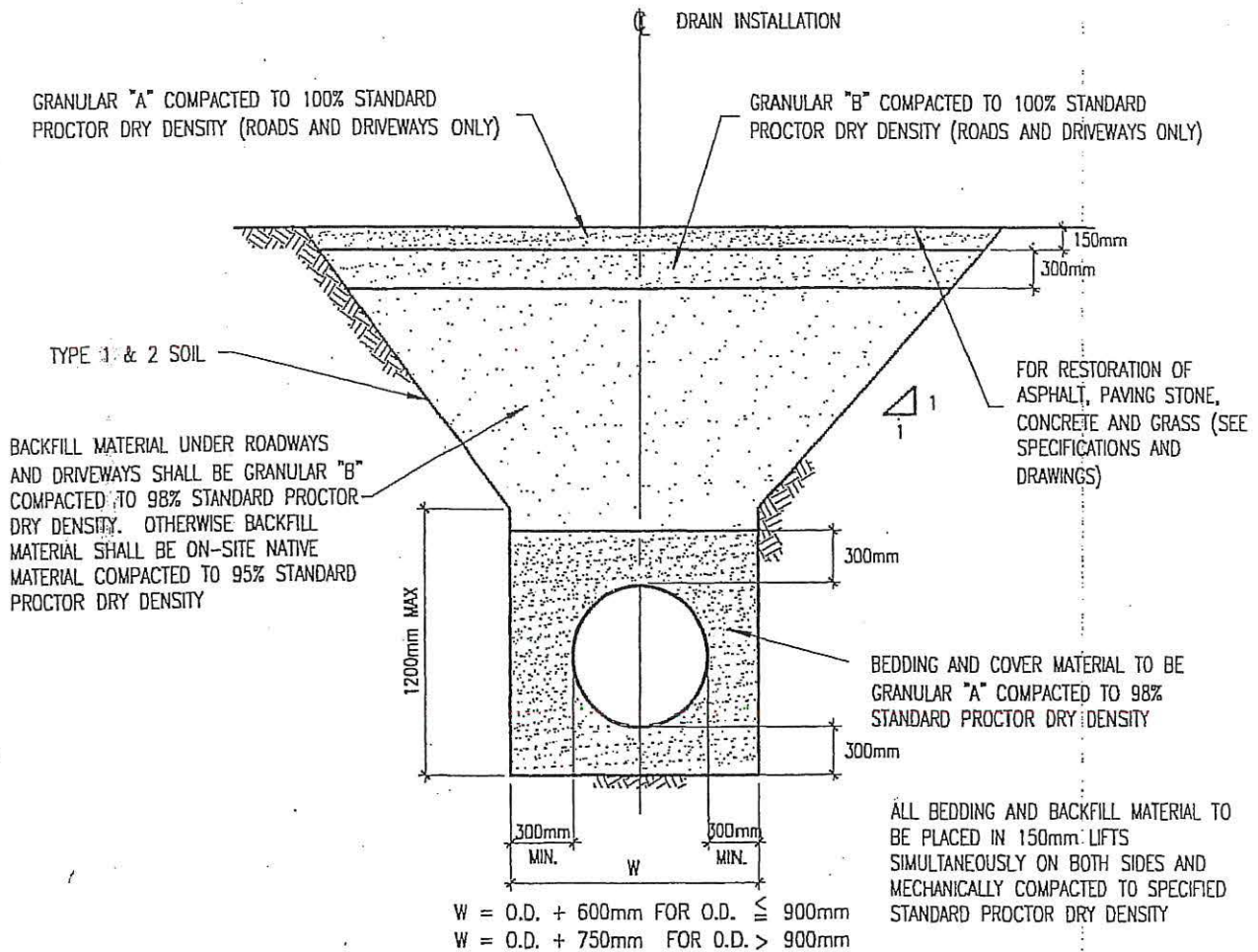
TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 01

1. TILE TO BE BUTT END TO SEWER PIPE AND WRAPPED WITH GEOTEXTILE


2. TILE INSERTED 150mm INTO C.S.P. AND TO BE JOINT GROUDED

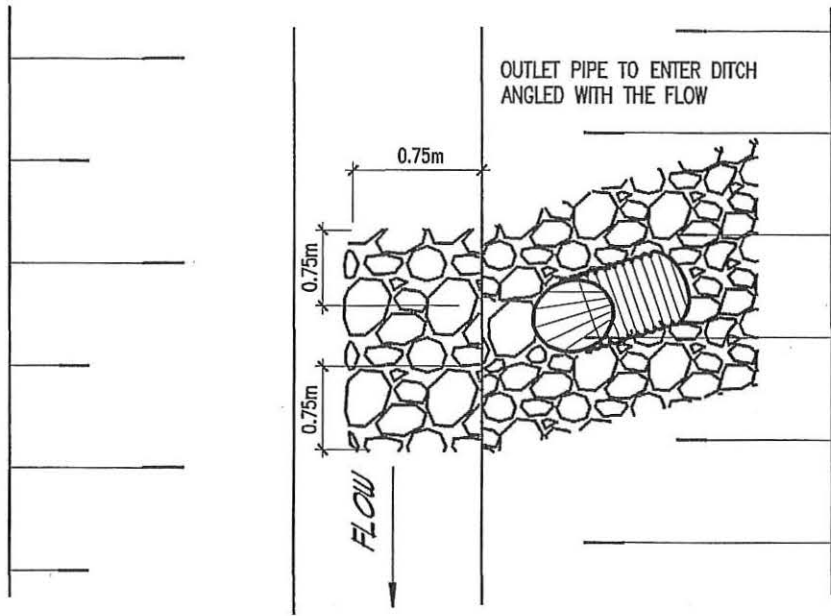


SECTION THROUGH PIPE



CROSS SECTION

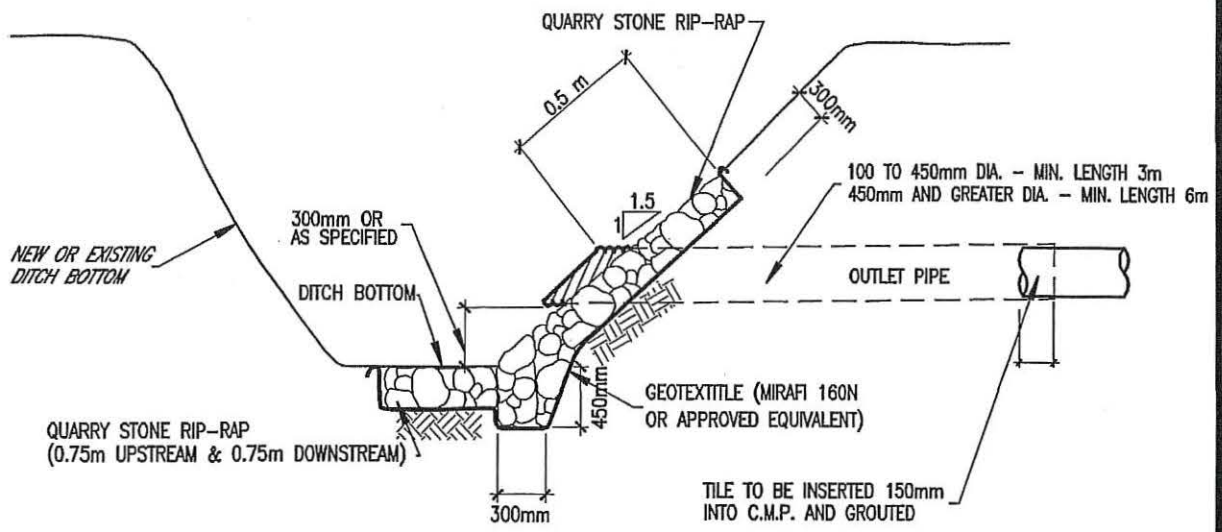
TYPICAL INSTALLATION DETAIL FOR FLEXIBLE PIPE		
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 02
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



PLAN

NOTES

1. WHERE THE DISTURBED AREA EXCEEDS THE MIN. WIDTHS, RIP-RAP TO EXTEND TO A MIN. OF 600mm BEYOND THE DISTURBED AREA

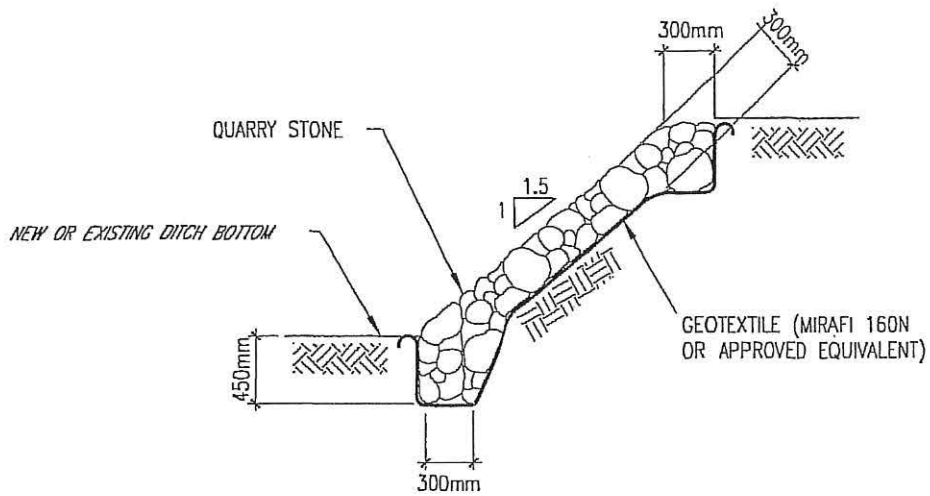


TYPICAL OUTLET RIP-RAP

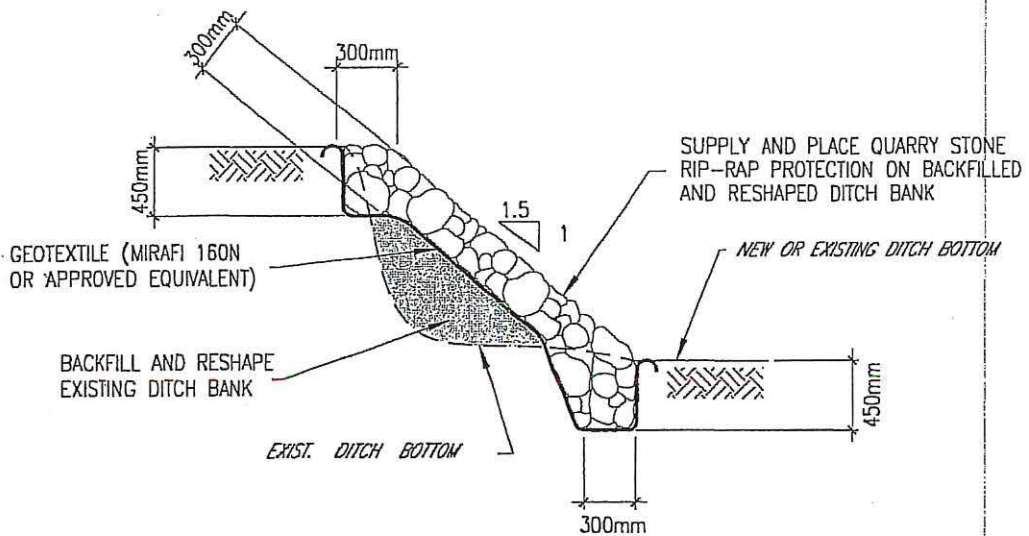
NOTES

1. RIP-RAP TO EXTEND UP THE SLOPE 0.5 METER ABOVE TOP OF OUTLET
2. WHERE SURFACE RUN ENTERS DITCH AT OUTLET PIPE, A ROCK CHUTE SHALL BE INSTALLED (SEE S.D.D. No. 05) AND PIPE SHALL BE INSTALLED ADJACENT TO ROCK CHUTE.
3. HINGED RODENT GATE TO BE AFFIXED TO END OF OUTLET PIPE.


TYPICAL OUTLET RIP-RAP THROUGH SIDE SLOPE OF DITCH		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised: January 2009
PLAN & SECTION		STANDARD DETAILED DRAWING
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 03

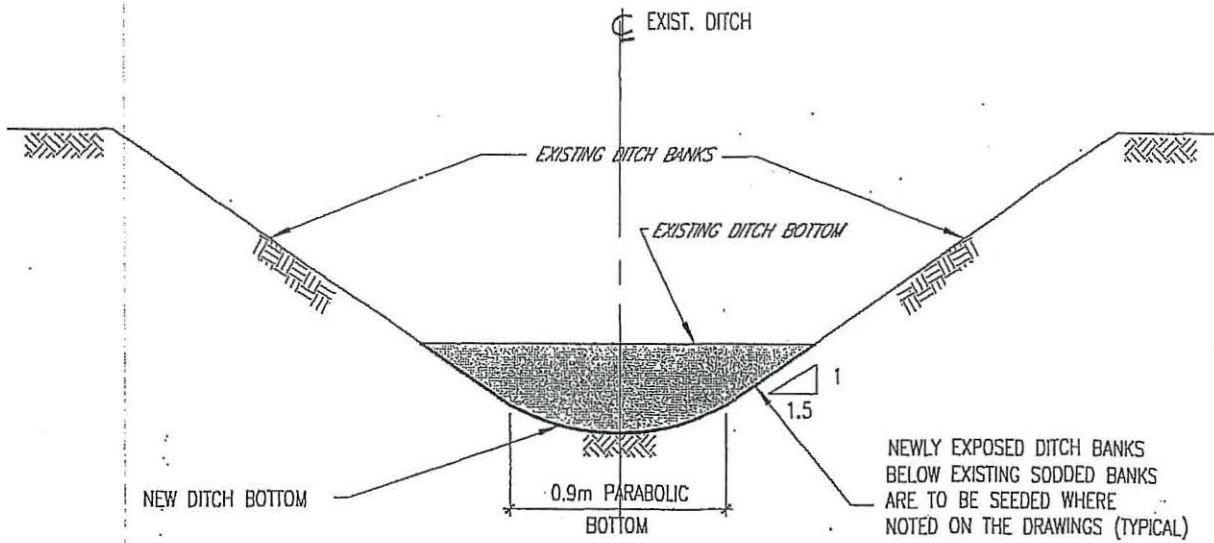


TYPICAL DITCH BANK RIP-RAP

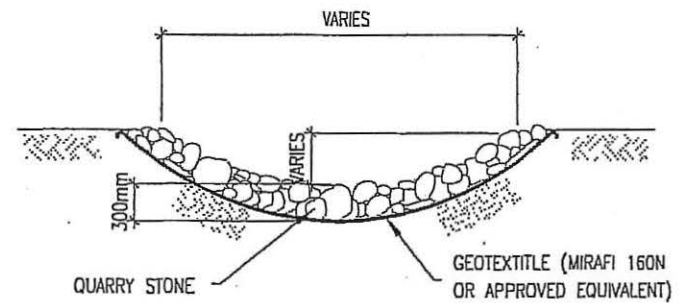
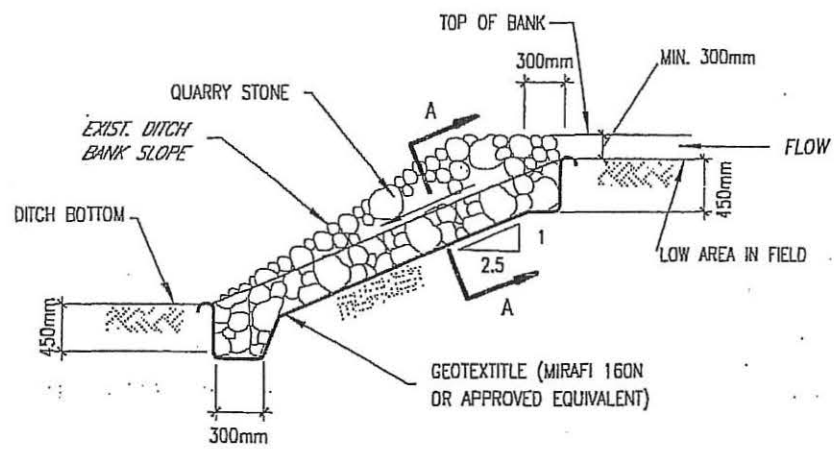


**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

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



TYPICAL DITCH BOTTOM CLEANOUT

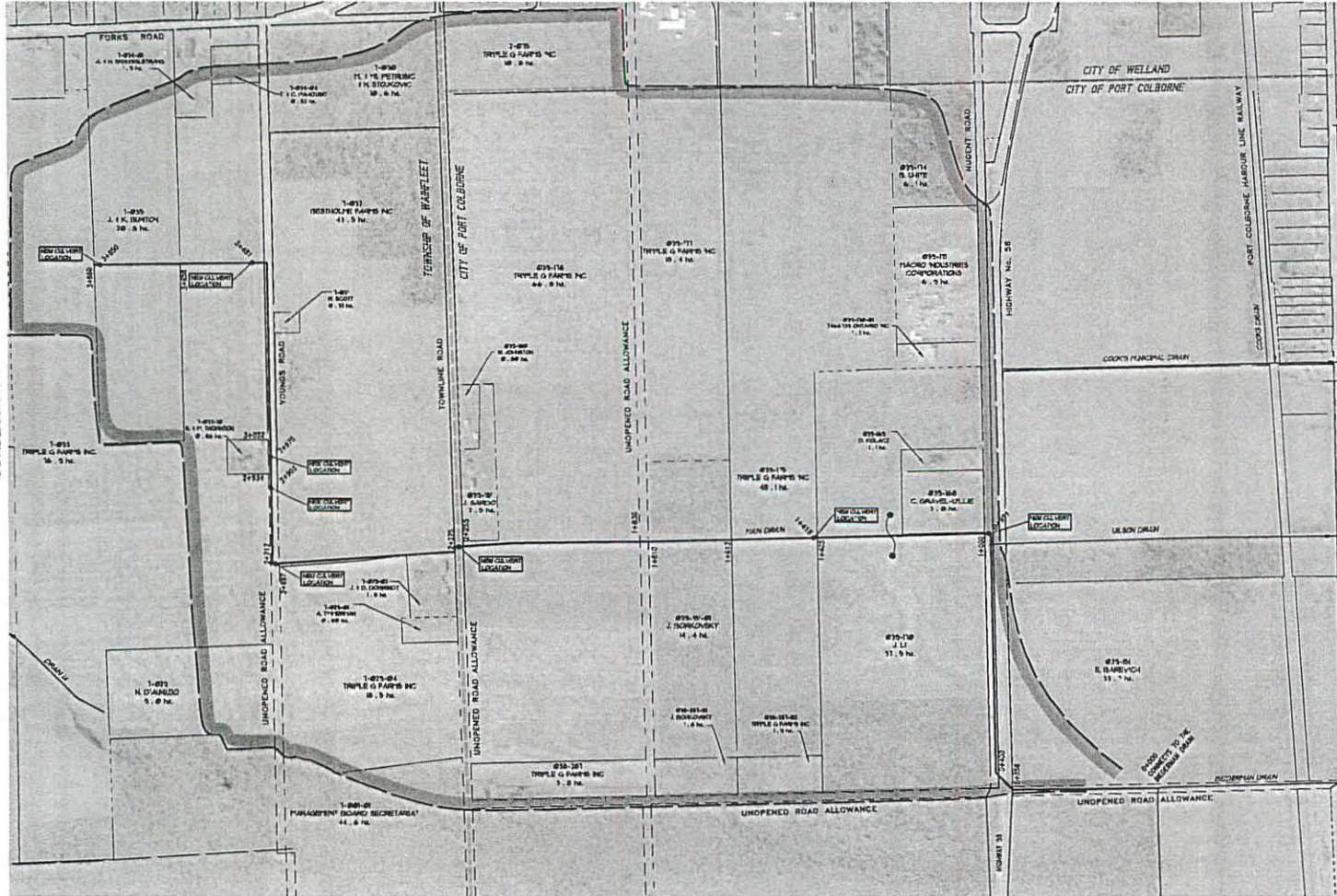


SECTION A-A

TYPICAL ROCK CHUTE

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

LOT 3 LOT 2 LOT 1 LOT 33 LOT 32 LOT 31 LOT 30 LOT 29



WATERSHED PLAN SCALE 1 : 5,000

GENERAL NOTES

- 1) OUR SPECIFICATIONS DATED JANUARY 2005 APPLY TO THIS PROJECT.
- 2) THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LINES IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
 - a) OPEN PORTIONS
 - b) 8 METERS (INCLUDING 3M BUFFER)
 - c) 8 METERS TOTAL (EXCLUDING ONLY 3 METERS ALONG BANK AND THOSE ABSOLUTELY NECESSARY TO COMPLETE CONSTRUCTION)
- 3) ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 6 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- 4) a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE BULKHEAD IS TO BE NOTIFIED SPECIFICALLY. b) CONTRACTOR TO NOTIFY ALL UTILITIES 72 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK. c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE FEE ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.
- 5) ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GARBAGED IN ACCORDANCE WITH SECTION B.3 AND C.4 SPECIFICATIONS.
- 6) RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH SECTION A.30 IN THE SPECIFICATIONS.
- 7) CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- 8) EXISTING DITCH BOTTOM ONLY TO BE CLEARED OUT IN ACCORDANCE WITH SPECIFICATIONS UNLESS OTHERWISE NOTED ON PROFILES AND IN SECTIONS.
- 9) A 3 METER SIDE BUFFER STRIP OF NEW EXISTING VEGETATION BETWEEN THE TOP OF THE BANK AND THE CULTIVATED LANDS ON BOTH SIDES OF THE DITCH SHALL BE MAINTAINED AS PART OF THE OPEN PORTION OF THE SKELTON DRAIN.
- 10) NEWLY EXPOSED DITCH BANKS ARE TO BE MOUND SEEDING UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH SECTION B.3.1 IN THE SPECIFICATIONS.
- 11) SILT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0 + 000 41 + 000 DURING CONSTRUCTION TO PREVENT SILT FROM PLUMBING DOWNSTREAM. SILT FENCE AND SILT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.

PLAN LEGEND

- [Symbol] LIMIT OF WATERSHED AREA
- [Symbol] PROPOSED DRAINAGE WORK
- [Symbol] EXTENSION OF EXISTING WATERSHED
- [Symbol] TO BE RELEASED FOR NEAR MAINTENANCE
- [Symbol] EXIST. MUNICIPAL DRAIN
- [Symbol] PRIVATE TIE-IN OR SERVICE WATER MAIN
- [Symbol] EXIST. UTILITY OR PIPELINE CROSS
- [Symbol] UNOPENED ROAD WIDTH
- [Symbol] UNOPENED ROAD WIDTH
- [Symbol] UNOPENED ROAD WIDTH

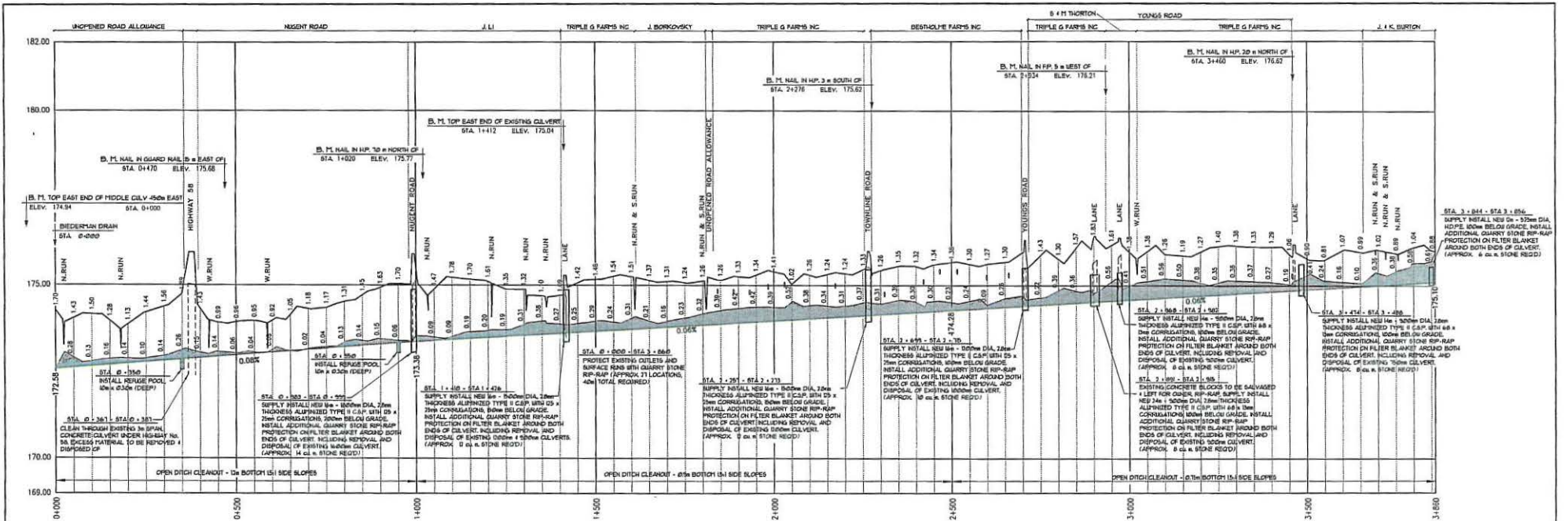
SKELTON DRAIN
City of
Port Colborne

Revision	DATE

Drawn By: PPI Field Book: G.P.S. Job No: 2192039 Drawing No: 1 of 2
 Date: OCT. 23 2019

PLAN 4 GENERAL NOTES

SPRIET ASSOCIATES
LIMITED
CONSULTING ENGINEERS
114 YORK STREET - SUITE 200 (519) 872-4100 ext 148



MAIN DRAIN
SCALE: HORIZ. 1" = 50'
VERT. 1" = 5'

CONSTRUCTION NOTES
Skelton Drain

Station	Description	Work to be completed from
0+000 to 0+100	Unimproved Road Allowance / E. Borokovsky (Dist No. 038-1311)	N
0+100 to 0+150	Work from Mechanical brushing and clearing trees. Cleanup of existing ditch bottom, banks to be left undisturbed where possible. Protect existing surface area with quarry stone rip-rap (2 locations). Excavated material to be backfilled for owner. Sealing of ditch banks and buffer strips. 2 refuge pond/treatment traps in this portion.	N
0+150 to 0+250	Highway 58	N
0+250 to 0+350	Highway 58	N
0+350 to 0+400	Highway 58	N
0+400 to 0+500	Highway 58	N
0+500 to 0+600	Highway 58	N
0+600 to 0+700	Highway 58	N
0+700 to 0+800	Highway 58	N
0+800 to 0+900	Highway 58	N
0+900 to 1+000	Highway 58	N
1+000 to 1+100	Highway 58	N
1+100 to 1+200	Highway 58	N
1+200 to 1+300	Highway 58	N
1+300 to 1+400	Highway 58	N
1+400 to 1+500	Highway 58	N
1+500 to 1+600	Highway 58	N
1+600 to 1+700	Highway 58	N
1+700 to 1+800	Highway 58	N
1+800 to 1+900	Highway 58	N
1+900 to 2+000	Highway 58	N
2+000 to 2+100	Highway 58	N
2+100 to 2+200	Highway 58	N
2+200 to 2+300	Highway 58	N
2+300 to 2+400	Highway 58	N
2+400 to 2+500	Highway 58	N
2+500 to 2+600	Highway 58	N
2+600 to 2+700	Highway 58	N
2+700 to 2+800	Highway 58	N
2+800 to 2+900	Highway 58	N
2+900 to 3+000	Highway 58	N
3+000 to 3+100	Highway 58	N
3+100 to 3+200	Highway 58	N
3+200 to 3+300	Highway 58	N
3+300 to 3+400	Highway 58	N
3+400 to 3+500	Highway 58	N
3+500 to 3+600	Highway 58	N

Station	Description	Work to be completed from
1+400 to 1+500	Highway 58	N
1+500 to 1+600	Highway 58	N
1+600 to 1+700	Highway 58	N
1+700 to 1+800	Highway 58	N
1+800 to 1+900	Highway 58	N
1+900 to 2+000	Highway 58	N
2+000 to 2+100	Highway 58	N
2+100 to 2+200	Highway 58	N
2+200 to 2+300	Highway 58	N
2+300 to 2+400	Highway 58	N
2+400 to 2+500	Highway 58	N
2+500 to 2+600	Highway 58	N
2+600 to 2+700	Highway 58	N
2+700 to 2+800	Highway 58	N
2+800 to 2+900	Highway 58	N
2+900 to 3+000	Highway 58	N
3+000 to 3+100	Highway 58	N
3+100 to 3+200	Highway 58	N
3+200 to 3+300	Highway 58	N
3+300 to 3+400	Highway 58	N
3+400 to 3+500	Highway 58	N
3+500 to 3+600	Highway 58	N

Station	Description	Work to be completed from
2+700 to 2+800	Highway 58	N
2+800 to 2+900	Highway 58	N
2+900 to 3+000	Highway 58	N
3+000 to 3+100	Highway 58	N
3+100 to 3+200	Highway 58	N
3+200 to 3+300	Highway 58	N
3+300 to 3+400	Highway 58	N
3+400 to 3+500	Highway 58	N
3+500 to 3+600	Highway 58	N

SKELTON DRAIN
City of
Port Colborne

Design: Superintendent ALANA VANDER VEEN 905-835-2900 EXT. 291	No. _____ REVISIONS DATE _____
Drawn By: TTY Date: OCT 28 2019 Field Book: G.P.D. Job No: 210203/5 Drawing No: 2 of 2	PROFILE & CONSTRUCTION NOTES SPRIET ASSOCIATES LONDON CONSULTING ENGINEERS 65 WILSON STREET - TORONTO, ONT. M5T 1A7 (416) 593-8888

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Report Number: 2019-183

Date: November 25, 2019

SUBJECT: Recommendation Report on Removing 700 Elm Street from the Municipal Registry of Heritage Properties

1) PURPOSE:

The purpose of the report is to provide Council with a recommendation regarding a request to remove from the Municipal Registry of Heritage Properties the lands legally known as Plan 3252 Part of Block B and C, NP 775 Part 1 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 700 Elm Street.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

On November 4, 2019, the Planning Division received a request to remove 700 Elm Street from the City's Municipal Registry of Heritage Properties. The Municipal Registry was created under Section 27 of the *Ontario Heritage Act*. This section permits municipalities to maintain a register of properties that are of cultural heritage value or interest. This is not the same as a building or property being designated under Part IV or Part V of the *Ontario Heritage Act*. The heritage registry requires a 60-day delay after a demolition permit is applied for before any structure on a listed property can be demolished. This gives Council, with its Municipal Heritage Committee, the opportunity to review the property to determine if the property is worthy of designation under Part IV of the *Ontario Heritage Act*. If Council chooses not to designate the property, or no decision is made within 60 days, the demolition permit will be issued.

The subject property was added to the Municipal Registry of Heritage Properties under Council's direction at its meeting on November 9, 2009. The records for the subject property in the Registry are listed as follows:

ADDRESS	700 Elm Street
YEAR CONSTRUCTION COMMENCED/ COMPLETED	1910 (Estimated)
PRESENT USE	Specialty store
ORIGINAL USE	Unknown
STYLE	Unknown
CONSTRUCTION	No details
ARCHITECT	Unknown
DESIGN	No details
INTERIOR FEATURES	N/A
PROPERTY FEATURES	N/A
ORIGINAL OWNER	Simon Chas. Schmidt
OCCUPATION	N/A
EVENT	N/A

CONTEXT	Garage was old mill
CONTINUITY	N/A
SETTING	N/A
LANDMARK	N/A
SITE	Unknown
ALTERATIONS	Wall, chimney, porch
CONDITION (Survey 1982)	Good

The owner of 700 Elm Street is seeking to remove the property from the registry with the intent of demolishing the buildings to permit redevelopment of the site. Site redevelopment will require additional planning applications.

It is usual practice for such requests to first be considered by the City of Port Colborne's Heritage Committee before a recommendation is made to Council on removing the property from the registry. The Heritage Committee was consulted at the Museum Board meeting on November 19, 2019. The Committee passed the following motion:

Heritage Port Colborne has no objection to the Planning Division's recommendation for the removal of 700 Elm Street from the Municipal Heritage Registry.

3) STAFF COMMENTS AND DISCUSSIONS

Staff visited the property on November 5, 2019, and viewed the exterior of the building. Photographs from this visit are attached as Appendix B. While there are no structural deficiencies visible with the structure, there does not appear to be any notable cultural heritage features on the buildings. The buildings are built with a cinderblock construction, along with painted steel cladding. Staff would also like to note the lack of details listed in the Municipal Heritage Registry. The estimated year of construction is 1910, however, staff has reviewed aerial photographs and have determined that the buildings on site were not constructed until the early 1950s. Under "Alterations" of the property, "wall, chimney and porch" are listed. Staff is not familiar with a porch on the property and are of the opinion that this detail was listed by mistake.

Staff is of the opinion that the building is of marginal heritage value and preserving the structure is nearly impractical. Therefore, staff recommends removing 700 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing

Though not advisable, Council may choose to do nothing.

This option is not recommended.

b) Other Options

Council could also refer the report back to staff for additional information.

Council could initiate the process to designate the property under Part IV of the *Ontario Heritage Act* by issuing a Notice of Intention. Once Notice of Intention to designate is given no building or demolition permits for the property can be issued. Council will then be obliged to commence the designation process.

None of these options are recommended. The owner of the property would like to remove the buildings on the property as soon as possible.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

Appendix A Request from 938146 Ontario Ltd. and Fontaine Ventures to remove property from Municipal Registry


Appendix B Photos of the buildings on the subject property

7) RECOMMENDATION

That the Council of the City of Port Colborne approve the removal of the lands legally known as Plan 3252 Part of Block B and C, NP 775 Part 1 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 700 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

8) SIGNATURES

Prepared on November 7, 2019 by:



David Schulz, BURPI
Planner

Reviewed by:



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

Reviewed and Respectfully Submitted:



Peter Senese
Interim Chief Administrative Officer/Deputy
Treasurer

November 2, 2019

City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8

Re: 700 Elm Street, Port Colborne and
692 Elm Street, Port Colborne

Dear Members of the Port Colborne City Council, Heritage Port Colborne Committee and the Planning and Development Department, it has come to my attention that the buildings located at 692 and 700 Elm Street, Port Colborne are listed on the Municipal Heritage Registry. I respectfully request that the committee expedite the review process to eliminate these properties from the registry.

On September 13, 2018 I was granted a demolition permit for the barn portion of 700 Elm (see attached) and accordingly, the barn was taken down. The city planner now advises us that a mistake was made at that time by city staff with respect to the issuance of the demolition permit as it failed to realize the heritage status of the property. As such, now that the property is sold and deadlines have to be reached, the newly discovered heritage information and specifically timing procedures needed to remove the status jeopardize the commitments that have already been made.

I was informed by the City's Planning and Development Department that in order for my application to demolish the remaining buildings on 700 Elm Street to move forward the property needs to be removed from the registry. My intention is to also submit a demolition permit for 692 Elm Street in the upcoming months. It is my belief that the said properties should be removed from the listing as they would not warrant a designation based on the guidelines outlined in the Heritage Port Colborne Handbook. I have included discussion points on each of the guidelines with respect to the properties.

- 1. Date of Construction: A structure has to be at least 100 years old unless it has some outstanding historical or architectural merit:* The buildings at 700 Elm Street to my knowledge are not 100 years old but were most likely built in the 1950s and have no historical or architectural merit. I was also informed by David Schulz of the City of Port Colborne that he was unable to locate the buildings on aerial photos dating back a 100 years. I am unaware of the age of the building at 692 Elm Street.
- 2. Architectural Style: The structure must have significant features that distinguish the building:* The building in question at 700 Elm Street is a metal clad building with no unique or distinguishing features. The building at 692 Elm Street is a 1 1/2 storey home with vinyl siding.

938146 Ontario Limited and Fontaine Ventures

72 Killaly Street East, Port Colborne, Ontario

3. *Historical Significance: Is the structure significant in the development of Port Colborne or was it related to the occurrence of an important event or have a relationship to a significant occupant?* I am unaware of any historical significance relating to the properties.
4. *Condition/State of Repair: That no major structural alterations have occurred over time thereby altering the structures value:* The building at 700 Elm Street is in extremely poor condition, in particular the roof has caved in and the building has major water damage. In my opinion this building is not repairable. The home on 692 Elm Street is also in very poor condition and I have received professional opinions that it is off its foundation and is not feasible or practical to repair.
5. *Site: That the structure is located upon its original site:* The buildings are original to the sites.
6. *The Willingness of the Owners to Designate: The owners should be in agreement of designation:* As owner of the properties I am not in agreement with the designations.
7. *Setting: The structure contributes to a specific streetscape reminiscent of bygone days:* In my opinion the buildings do not meet this criteria.

I ask that the properties be removed from the Municipal Heritage Registry promptly. Timing is critical as the properties are currently sold and all buildings on 700 Elm Street must be removed before closing. As noted previously this information had not been disclosed when the first building permit was submitted and approved on 700 Elm Street or I would have resolved the issues prior to listing the property for sale and accepting an offer. The planning department has already approved in concept the future use of the property as high density residential housing.

Please feel free to contact me if you require any further information.

Regards,



Larry Fontaine

larry@fontainetransport.com

(905)835-5797 ext 25 (work)

(905)650-9529 (cell)



PORT COLBORNE
 Permit Number 2018-6896
 Program Registration Number

To: 938146 ONTARIO LTD
 700 ELM ST
 PORT COLBORNE ON L3K 1N4

Contractor Phone Number 905-835-5797
 Contractor's Phone Number

Assessment Number 2711030032131000000 Lot and Plan

House Number: 700 on the side of ELM STREET

Type of Work: Demolition barn

Building	Value:	\$0.00	Exempt Bylaw		BLD P	\$277.20
Plumbing	Value	\$0.00	Exempt Bylaw			\$0.00
Occupancy						\$0.00
Municipal Consent	Type					\$0.00
House Number						\$0.00
Sanitary Sewer Lateral	Size		Length			\$0.00
Storm Sewer Lateral	Size		Length			\$0.00
Water Lateral	Size		Length			\$0.00
Water Meter	Required		Size			\$0.00
Watermain Tapping						\$0.00
Sanitary Main Tapping						\$0.00
Water Turn On						\$0.00
Water Turn Off						\$0.00
Regional Development Fees						\$0.00
City Development Fees						\$0.00
School Development Fees						\$0.00
Water During Construction						\$0.00
Inspection Fee						\$0.00
Parkland Dedication Contribution File						\$0.00

Other		\$0.00
Total Permit Fees		\$277.20

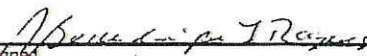
DEPOSITS

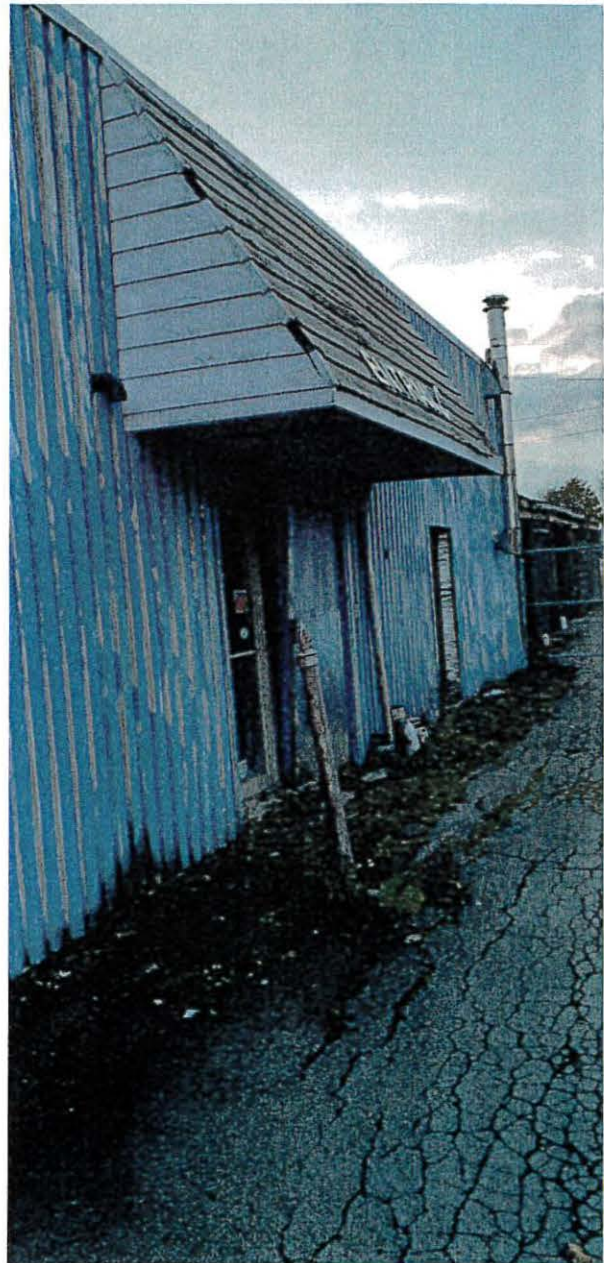
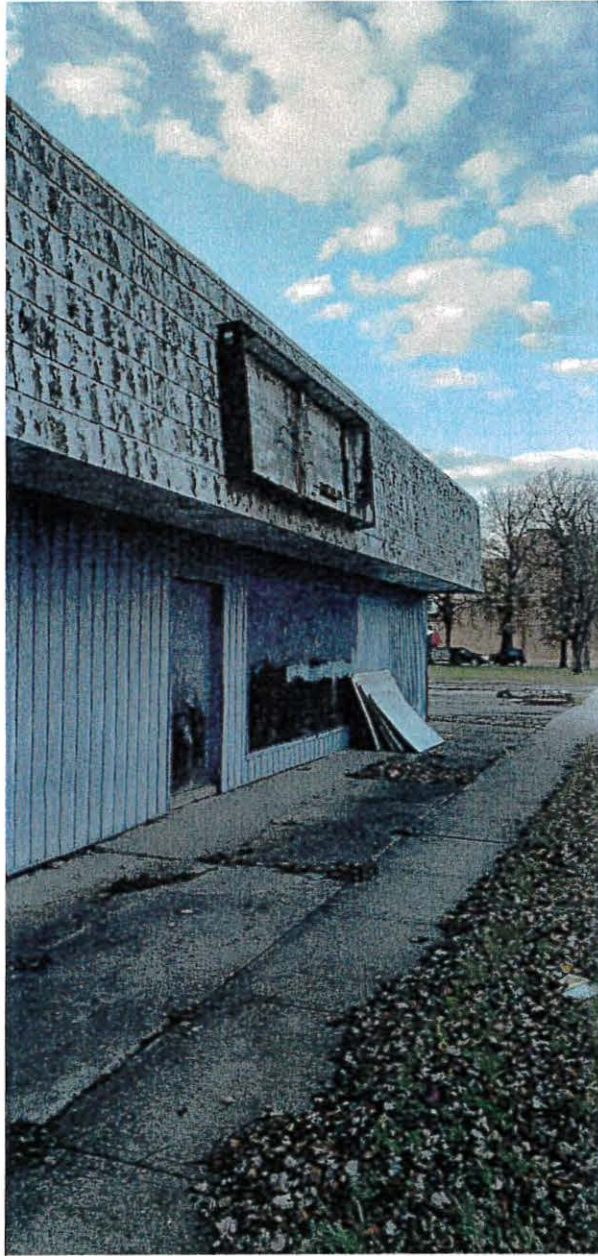
Total Lot Grading	BLD D	\$0.00
Total Deposits	BLD D	\$2,000.00
Water Deposit	BLD W	\$0.00
Total Permit Fees Plus Deposits		\$2,277.20

Deposit Paid By
 938146 ONTARIO LTD
 72 KILLALY ST E

PORT COLBORNE ON, L3K 1N4

Cash Payment \$0.00


 Signed _____
 Date September 13, 2018







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Report Number: 2019-184

Date: November 25, 2019

SUBJECT: Recommendation Report on Removing 692 Elm Street from the Municipal Registry of Heritage Properties

1) PURPOSE:

The purpose of the report is to provide Council with a recommendation regarding a request to remove from the Municipal Registry of Heritage Properties the lands legally known as Plan 3252 Part of Block C and Part of Lot 3 NP775, City of Port Colborne, Regional Municipality of Niagara; municipally known as 692 Elm Street.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

On November 4, 2019, the Planning Division received a request to remove 692 Elm Street from the City's Municipal Registry of Heritage Properties. The Municipal Registry was created under Section 27 of the *Ontario Heritage Act*. This section permits municipalities to maintain a register of properties that are of cultural heritage value or interest. This is not the same as a building or property being designated under Part IV or Part V of the *Ontario Heritage Act*. The heritage registry requires a 60-day delay after a demolition permit is applied for before any structure on a listed property can be demolished. This gives Council, with its Municipal Heritage Committee, the opportunity to review the property to determine if the property is worthy of designation under Part IV of the *Ontario Heritage Act*. If council chooses not to the designate the property, or no decision is made within 60 days, the demolition permit will be issued.

The subject property was added to the Municipal Registry of Heritage Properties under Council's direction at its meeting on November 9, 2009. The records for the subject property in the Registry are listed as follows:

ADDRESS	692 Elm Street
YEAR CONSTRUCTION COMMENCED/ COMPLETED	1900 (Estimated)
PRESENT USE	Duplex residential
ORIGINAL USE	Single detached residential
STYLE	Unknown
CONSTRUCTION	Clapboard, nailed frame
ARCHITECT	Unknown
DESIGN	Single detached, T-shaped, 1 ½ storeys, medium gable
INTERIOR FEATURES	N/A
PROPERTY FEATURES	Balcony, projecting frontispiece, garage, fence, garden
ORIGINAL OWNER	Trustees of First Lutheran Church
OCCUPATION	N/A
EVENT	N/A

CONTEXT	N/A
CONTINUITY	N/A
SETTING	N/A
LANDMARK	Attractive & unique church
SITE	Original
ALTERATIONS	1940 renovation
CONDITION (Survey 1982)	Good

The owner of 692 Elm Street is seeking to remove the property from the registry with the intent of demolishing the dwelling for the potential redevelopment of the site. Site redevelopment may require additional planning applications.

It is usual practice for such requests to first be considered by the City of Port Colborne's Heritage Committee before a recommendation is made to Council on removing the property from the registry. The Heritage Committee was consulted at the Museum Board meeting on November 19, 2019. The Committee passed the following motion:

Heritage Port Colborne has no objection to the Planning Division's recommendation for the removal of 692 Elm Street from the Municipal Heritage Registry.

3) STAFF COMMENTS AND DISCUSSIONS

Staff visited the property on November 5, 2019, and viewed the exterior of the dwelling. Photographs from this visit are attached as Appendix B. As shown in the photos, there are sections of the dwelling that are tarped to prevent the elements from reaching the interior of the home. In the opinion of staff, there does not appear to be any notable cultural heritage features on the dwelling. The dwelling is built with a common construction including vinyl siding on the exterior. Staff would like to note the details described on the Municipal Registry. A "balcony, garage and fence" are listed under the "Property Features" section and none of these were observed by staff during the site visit. Additionally, the property is listed as "original", however a renovation was documented in 1940, which is a contradiction.

Staff is of the opinion that the dwelling is of marginal heritage value and preserving the structure is nearly impractical. Therefore, staff recommends removing 692 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing

Though not advisable, Council may choose to do nothing.

This option is not recommended.

b) Other Options

Council could also refer the report back to staff for additional information.

Council could initiate the process to designate the property under Part IV of the *Ontario Heritage Act* by issuing a Notice of Intention. Once Notice of Intention to designate is given no building or demolition permits for the property can be issued. Council will then be obliged to commence the designation process.

None of these options are recommended.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

N/A

6) ATTACHMENTS

Appendix A Request from 938146 Ontario Ltd. and Fontaine Ventures to remove property from Municipal Registry

Appendix B Photos of the dwelling on the subject property

7) RECOMMENDATION

That the Council of the City of Port Colborne approves the removal of the lands legally known as Plan 3252 Part of Block C, NP 775 and Part of Lot 3 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 692 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.

8) SIGNATURES

Prepared on November 7, 2019 by:



David Schulz, BURPI
Planner

Reviewed by:



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

Reviewed and Respectfully Submitted:



Peter Senese
Interim Chief Administrative
Officer/Deputy Treasurer

November 2, 2019

City of Port Colborne
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8

Re: 700 Elm Street, Port Colborne and
692 Elm Street, Port Colborne

Dear Members of the Port Colborne City Council, Heritage Port Colborne Committee and the Planning and Development Department, it has come to my attention that the buildings located at 692 and 700 Elm Street, Port Colborne are listed on the Municipal Heritage Registry. I respectfully request that the committee expedite the review process to eliminate these properties from the registry.

On September 13, 2018 I was granted a demolition permit for the barn portion of 700 Elm (see attached) and accordingly, the barn was taken down. The city planner now advises us that a mistake was made at that time by city staff with respect to the issuance of the demolition permit as it failed to realize the heritage status of the property. As such, now that the property is sold and deadlines have to be reached, the newly discovered heritage information and specifically timing procedures needed to remove the status jeopardize the commitments that have already been made.

I was informed by the City's Planning and Development Department that in order for my application to demolish the remaining buildings on 700 Elm Street to move forward the property needs to be removed from the registry. My intention is to also submit a demolition permit for 692 Elm Street in the upcoming months. It is my belief that the said properties should be removed from the listing as they would not warrant a designation based on the guidelines outlined in the Heritage Port Colborne Handbook. I have included discussion points on each of the guidelines with respect to the properties.

1. *Date of Construction: A structure has to be at least 100 years old unless it has some outstanding historical or architectural merit:* The buildings at 700 Elm Street to my knowledge are not 100 years old but were most likely built in the 1950s and have no historical or architectural merit. I was also informed by David Schulz of the City of Port Colborne that he was unable to locate the buildings on aerial photos dating back a 100 years. I am unaware of the age of the building at 692 Elm Street.
2. *Architectural Style: The structure must have significant features that distinguish the building:* The building in question at 700 Elm Street is a metal clad building with no unique or distinguishing features. The building at 692 Elm Street is a 1 1/2 storey home with vinyl siding.

938146 Ontario Limited and Fontaine Ventures

72 Killaly Street East, Port Colborne, Ontario

3. *Historical Significance: Is the structure significant in the development of Port Colborne or was it related to the occurrence of an important event or have a relationship to a significant occupant?* I am unaware of any historical significance relating to the properties.
4. *Condition/State of Repair: That no major structural alterations have occurred over time thereby altering the structures value:* The building at 700 Elm Street is in extremely poor condition, in particular the roof has caved in and the building has major water damage. In my opinion this building is not repairable. The home on 692 Elm Street is also in very poor condition and I have received professional opinions that it is off its foundation and is not feasible or practical to repair.
5. *Site: That the structure is located upon its original site:* The buildings are original to the sites.
6. *The Willingness of the Owners to Designate: The owners should be in agreement of designation:* As owner of the properties I am not in agreement with the designations.
7. *Setting: The structure contributes to a specific streetscape reminiscent of bygone days:* In my opinion the buildings do not meet this criteria.

I ask that the properties be removed from the Municipal Heritage Registry promptly. Timing is critical as the properties are currently sold and all buildings on 700 Elm Street must be removed before closing. As noted previously this information had not been disclosed when the first building permit was submitted and approved on 700 Elm Street or I would have resolved the issues prior to listing the property for sale and accepting an offer. The planning department has already approved in concept the future use of the property as high density residential housing.

Please feel free to contact me if you require any further information.

Regards,



Larry Fontaine

larry@fontainetransport.com

(905)835-5797 ext 25 (work)

(905)650-9529 (cell)



PORT COLBORNE
 Permit Number **2018-6896**
 Program Registration Number

To: 938146 ONTARIO LTD
 700 ELM ST
 PORT COLBORNE ON L3K 1N4

Contractor Phone Number 905-835-5797
 Contractor's Phone Number

Assessment Number 2711030032131000000 Lot and Plan

House Number: 700 on the side of ELM STREET

Type of Work: Demolition barn

Building	Value:	\$0.00	Exempt Bylaw	BLD P	\$277.20
Plumbing	Value	\$0.00	Exempt Bylaw		\$0.00
Occupancy					\$0.00
Municipal Consent	Type				\$0.00
House Number					\$0.00
Sanitary Sewer Lateral	Size		Length		\$0.00
Storm Sewer Lateral	Size		Length		\$0.00
Water Lateral	Size		Length		\$0.00
Water Meter	Required		Size		\$0.00
Watermain Tapping					\$0.00
Sanitary Main Tapping					\$0.00
Water Turn On					\$0.00
Water Turn Off					\$0.00
Regional Development Fees					\$0.00
City Development Fees					\$0.00
School Development Fees					\$0.00
Water During Construction					\$0.00
Inspection Fee					\$0.00
Parkland Dedication Contribution File					\$0.00

Other		\$0.00
Total Permit Fees		\$277.20

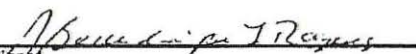
DEPOSITS

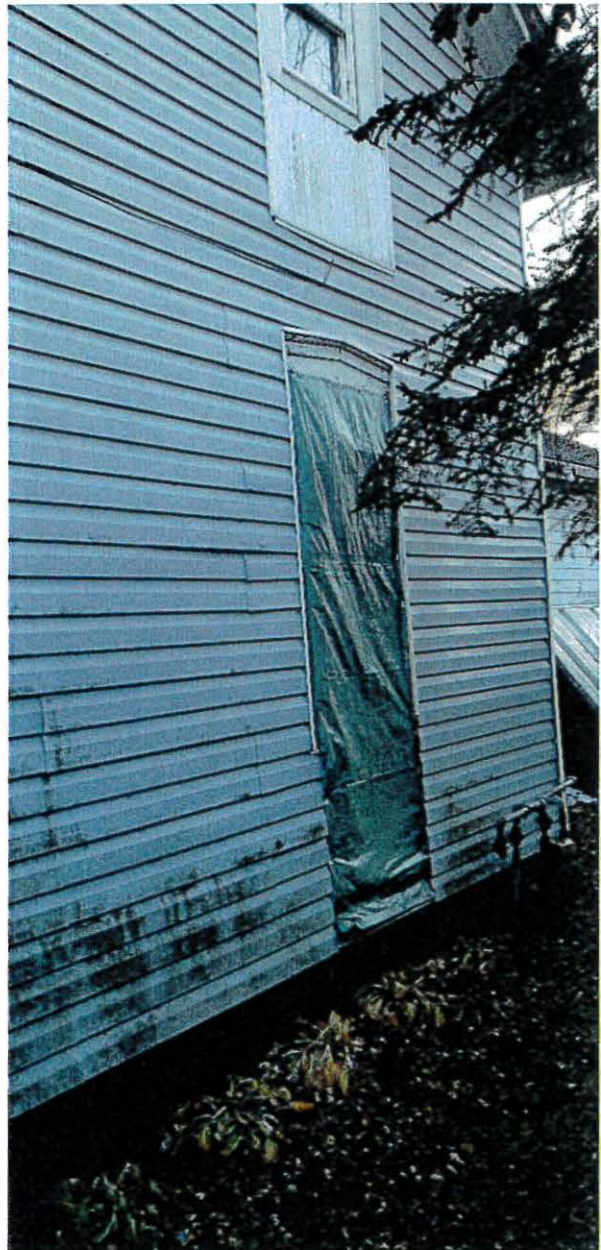
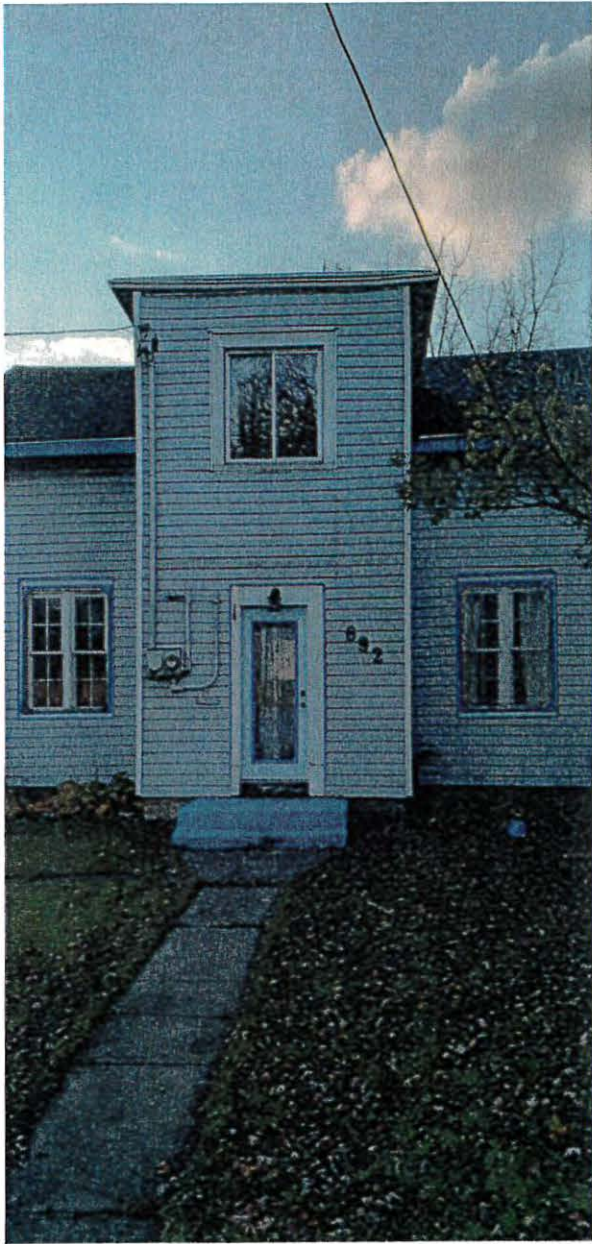
Total Lot Grading	BLD D	\$0.00
Total Deposits	BLD D	\$2,000.00
Water Deposit	BLD W	\$0.00
Total Permit Fees Plus Deposits		\$2,277.20

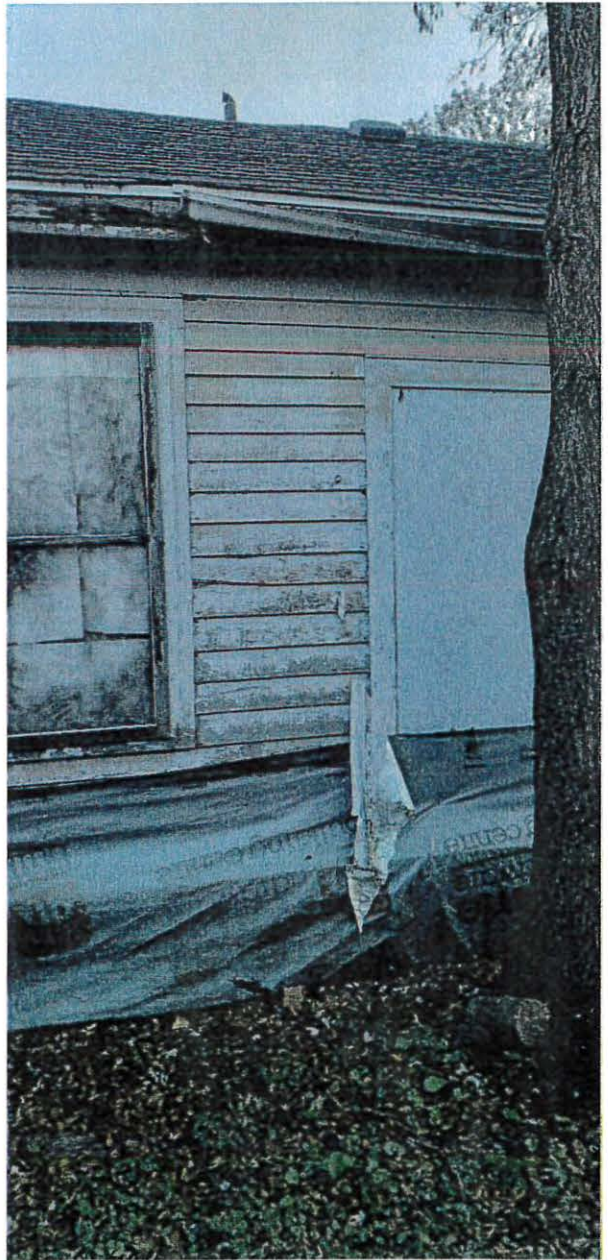
Deposit Paid By
 938146 ONTARIO LTD
 72 KILLALY ST E

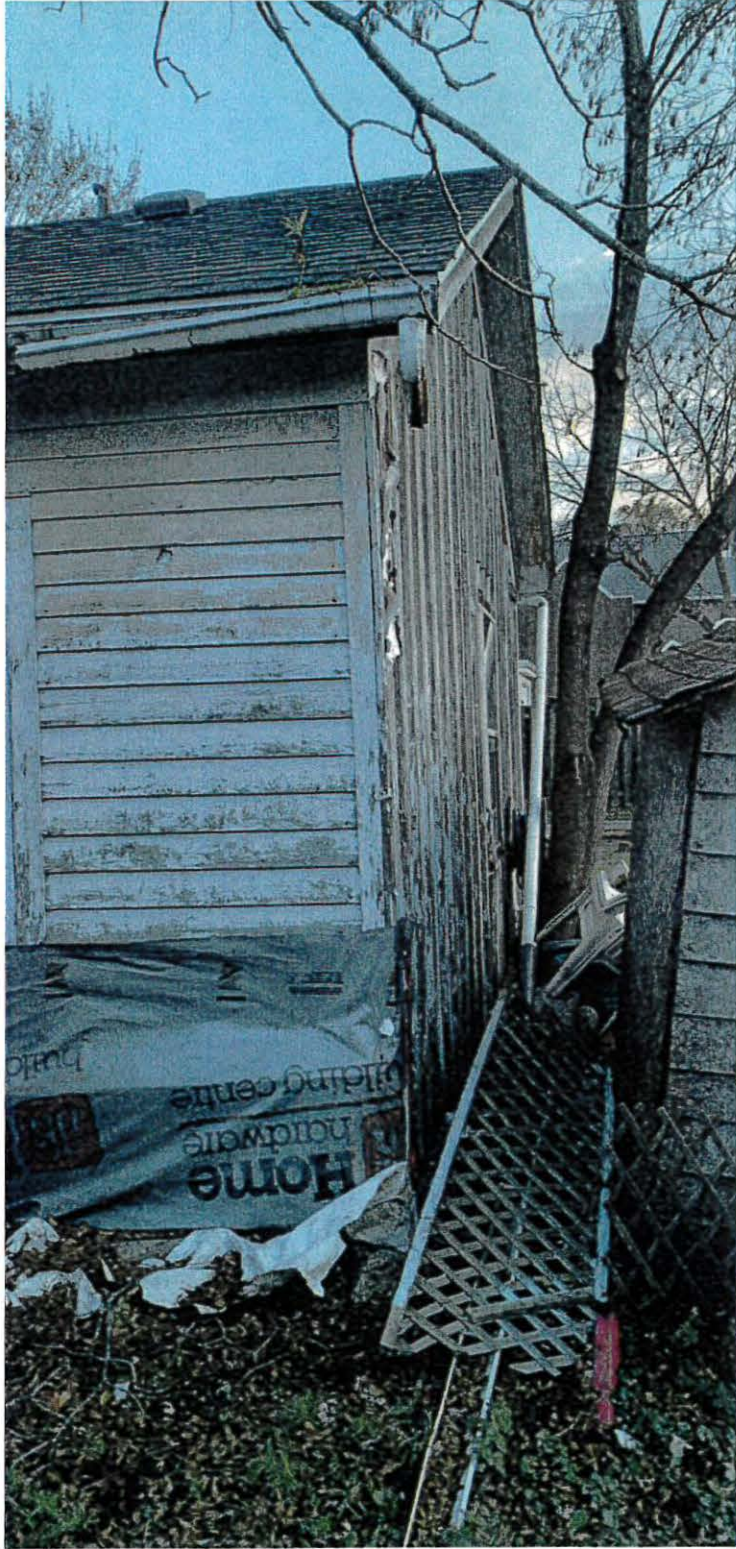
PORT COLBORNE ON, L3K 1N4

Cash Payment \$0.00


 Signed _____
 Date September 13, 2018







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Report Number: 2019-169

Date: November 25, 2019

Subject: Port Colborne Workforce Development Initiatives

1) PURPOSE:

To provide Council with an update on the City's initiatives towards Workforce Development

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The City of Port Colborne Council approved the Port Colborne Economic Development Strategic Plan: 2018-2028 in April 2018 (report 2018-57). Subsequent to the approval of the Economic Development Strategic Plan, Council has undertaken two strategic planning sessions, during which Council had identified the strategic importance of economic development, and by extension workforce development, initiatives to its agenda. Council also directed staff (report 2018-83: Strategic Direction #ED2) "to develop an implementation work-plan and schedule based on the strategies outlined in the Economic Development Strategic Plan, for review by the Economic Development Advisory Committee, and presentation to Council." This work-plan, presented to Council (report 2019-86) identified workforce development goals and strategic actions to be undertaken over the three-year period (2018-2021). Three strategic actions identified include:

- Identify skills gap and skills/labor needs mismatch within the local economy and develop measures to address.
- Develop a Workforce Development Taskforce. Engage organizations external to the City to address workforce challenges.
- Develop talent attraction initiatives to showcase Port Colborne as a desirable place to work.

Workforce development has been identified as a foundational element in the creation of a prosperous, resilient and sustainable local economy.

3) STAFF COMMENTS AND DISCUSSIONS

Whereas the labour-force participation rate for Canada stands at 65.7%, Ontario at 64.2% and the Niagara Region at 61.2%; the labour force participation in Port Colborne is 56%, significantly below the regional, provincial and national levels. The reasons for the low participation rate are complex. The City's workforce challenges are not limited to low participation rates, and is multi-faceted in nature. Like many other communities in Canada, Port Colborne is facing and will continue to face shortages of talent and skilled workers in the coming years. Competition for talent is pulling away skilled residents, demographic trends also reveal an increasing gap in the workforce due to retirement and the community's aging population. The most recent numbers produced by Statistics Canada revealed that Port Colborne's population declined by 0.6% from 2011-2016.

As part of the efforts to implement the Economic Development Strategic Plan, city staff has embarked on the initial steps towards the development and implementation of a coordinated, community-based labour force development strategy. Until the formal Workforce Development Strategy is drafted, the workforce development approach adopted by staff is Skills Development + Human Capital Retention + Talent Attraction (not limited to but inclusive of immigration); with the analysis of current labour force data to identify where the gaps exists and the development of strategies to address, being the first step. The next steps will be to utilize the available data to retain and prepare local unemployed and underemployed residents to play a more active role in filling anticipated labour shortages and working with secondary, post-secondary, industry and community partners to capitalize on talent development and retention. The third stage is based on talent attraction centered on identified gaps. Workforce development initiatives undertaken to date include:

- **Niagara Workforce Planning Board (NWPB) City of Port Colborne Partnership Agreement**

The objective of this partnership agreement is to develop an accessible source for local Labour Market Information and other data relevant to the development of the community.

- **Port Colborne Labour Market Report**

This project would provide insight on Port Colborne's labour force from a variety of sources. This report would serve as a first point of reference for the City when assessing its labour market advantages, promoting itself to site selectors, or responding to requests for information from potential investors and employers. NWPB has access to a wealth of data that could be of value to the City. The City of Port Colborne has provided \$5000 to the NWPB as compensation for its research and support in the development of the local labour force. City's staff will work with NWPB on identifying the themes and data that would be most relevant to a community profile. We will partner on preparing data, as well as explore the potential to source data that are above and beyond what is used in the NWPB regular reports, along timelines that are mutually agreed upon with the City. The report will have the capacity for producing comparisons between the City and the Niagara region as a whole, or with any other regional or municipal geography of choice in Ontario – once again with a focus on promoting local competitive advantage. This project will have two reports associated with it. Report 1 will be an updated version of Port Colborne's municipal profile and will incorporate historical trends and comparisons to the Niagara region as a whole. It also will include Literacy and Basic Skills data from the available EOIS-CAMS dataset.

Report 2 will be an expanded version of Report 1. Whereas the first report will provide a summary and overview of key labour market statistics and characteristics for Port Colborne, many of these indicators can be examined in greater detail. Thus, Report 2 will provide an in-depth examine of these key indicators. The purpose of providing multiple reports is two-fold. First, the short report can provide an executive summary of relevant data for Port Colborne to

City Council and the Economic Development Advisory Committee. Second, report 2, a longer report provides more insight for planning and economic development purposes.

▪ **Job Demand reporting**

The City of Port Colborne has requested that NWPB supply it with quarterly job demand data. These data provide insight based on the aggregation of public job postings for positions in the City's census sub-division boundaries. NWPB will produce a report for the City of Port Colborne that examines the following indicators:

- Occupations in demand
- Education levels expected by employers
- Technical and interpersonal skills prioritized in job postings
- Benchmarking against other municipalities of similar population size
- Measurable compensation for jobs that are in demand
- Historical job demand comparisons within the City of Port Colborne

The report also includes a *quarter-over-quarter* historical report to better understand drivers of job demand in the City.

• **Propel Port Colborne: Labour Force Breakfast Event**

City staff is currently in the process of planning the City's first Workforce Development event entitled: "Propel Port Colborne- Labour Force Breakfast", scheduled for December 4, 2019, 7:30-10am at the Roselawn Centre. This event is one of a number of initiatives being undertaken by the City of Port Colborne based on a new Economic Development Strategy and Action Plan. The objective of the event is to engage stakeholders, deliver new and existing regional labour-force information and support human capital attraction and retention efforts.

Local and regional businesses and community leaders are invited to a City breakfast event to network with key Niagara industry leaders and to further explore the issue of labour and skills shortages within the City and Region. This event forms part of the City's efforts to collaborate with regional stakeholders to gather market data and evidence-based research to provide the grounds for developing a coordinated labour strategy.

The 2019 event features two (2) guests speakers, Cara Krezek (Boese) Director, Co-op, Career, and Experiential Education, Brock University and Vivian Kinnaird Chief Executive Officer, Niagara Workforce Planning Board. The event also features exhibits by local and regional employment and support service providers. The City has also invited Port Cares to collaborate in hosting this event.

Next Steps

In 2020, selected and interested local and regional stakeholders will be approached for participation on labour-force Task-force which will meet to explore challenges and solutions with regards to the local workforce and lay the foundation for the development of Port Colborne Workforce Development Strategy.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) **Do nothing.**

N/A

b) **Other Options**

N/A

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

This report aligns with the Council-adopted economic development strategy and action plan and direction regarding economic development.

6) ATTACHMENTS

Appendix A: Propel Port Colborne: Labour Force Breakfast event Advertisement

7) RECOMMENDATION

That Chief Administrative Officer, Economic Development Division Report 2019-169 be received for information; and

That Council direct staff to explore grant opportunities to assist with the development of a Workforce Development Strategy and implementation of associated actions; and

That Council considers workforce development needs in future budget deliberations.

8) SIGNATURES

Prepared on November 18, 2019 by:



Julian Douglas-Kameka
Economic Development Officer

Reviewed and approved by:



Peter Senese
Interim Chief Administrative Officer/Deputy
Treasurer

DECEMBER 4

7:30 - 9:30 AM
WEDNESDAY

ROSELAWN CENTRE
296 FIELDEN AVE,
PORT COLBORNE,
ON L3K 4T6



**PROPEL
PORT COLBORNE
LABOUR FORCE
BREAKFAST EVENT**

JOIN US AS WE EXPLORE LABOUR MARKET TRENDS AND
WORKFORCE CHALLENGES AND SOLUTIONS
FACING THE CITY AND REGION

Guest Speakers



Vivian Kinnaid
CEO, NWPB



Director of Co-Op, Career &
Experiential Ed. Brock University &
President of CEWIL

RSVP

EDO@portcolborne.ca
Portcolborne.ca
9058352901 ext 502

<https://www.eventbrite.ca/e/propel-port-colborne-labour-force-breakfast-event>

Event Partners



PortCares



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Report Number: 2019-170

Date: November 25, 2019

Subject: Pilot Innovation, Creativity & Culinary Incubator Project

1) PURPOSE:

To provide Council with an update on city staff activities with regards to the establishment of an Innovation, Creativity & Culinary Incubator/Hub within Port Colborne.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The City of Port Colborne Council approved the ten (10) year Port Colborne Economic Development Strategic Plan in April 2018 (report 2018-57). Subsequent to the approval of the Economic Development Strategic Plan, Council has identified the strategic importance of economic development, and by extension Entrepreneurship and Small Business Development, initiatives to its agenda. Council also directed staff (report 2018-83: Strategic Direction #ED2) "to develop an implementation work-plan and schedule based on the strategies outlined in the Economic Development Strategic Plan, for review by the Economic Development Advisory Committee, and presentation to Council." This work-plan, presented to Council (report 2019-86) identified the establishment of an Innovation, Creativity and Culinary Hub/Incubator as a strategic goal and identified the strategic actions to be undertaken over the three-year period (2018-2021).

The four corresponding strategic actions identified include:

- Explore the feasibility of establishing a creativity and innovation shared space.
- Explore feasibility of establishing a culinary incubator at Roselawn Centre
- Develop programs to provide entrepreneurial support to the creative sector.
- Promote and host Port Colborne Ideas and Innovation Fair.

3) STAFF COMMENTS AND DISCUSSIONS

As part of the efforts to implement the Economic Development Strategic Plan, city staff has undertaken numerous activities concerning this strategic action item. Three core activities include:

1. Stakeholder Engagement

City staff has held meeting and site tours with regional stakeholders as well as facility tours and discussions with incubators and culinary hubs in urban centres. The preliminary discussions with regional stakeholders have confirmed a gap in the market for co-working space and particularly commercial co-working kitchen space for commercialization of products.

2. Incubator/Hub Feasibility Study and Business Plan

As outlined in Council report 2019-86, city staff is currently exploring the feasibility of establishing a creativity and innovation shared co-working space and culinary incubator at Roselawn Centre. Based on discussions with industry partners, five (5) pre-qualified consultants were approached and invited to submit their interest in undertaking a feasibility study to determine the viability of an Innovation, Creativity & Culinary Incubator in the City of Port Colborne. The feasibility study forms the first part of a potential two-part study. If the Innovation, Creativity & Culinary Incubator is found to be feasible, the city will proceed to phase two: the development of a business plan for the incubator. The proposed feasibility study is intended to assess the need, interest and capacity for an Innovation, Creativity & Culinary Incubator within the City of Port Colborne and Niagara Region. The Incubator is envisioned as an economically self-sustaining co-working space and commercial kitchen innovation hub that will support business growth across multiple regional and local sectors and facilitate collaboration. It is anticipated that the Incubator will help to support new business development and commercialization within the Region.

It is envisioned that the Port Colborne Innovation, Creativity & Culinary Incubator would include:

- a. A co-work space equipped with meeting room and the necessary infrastructure to support the innovation, creativity, growth and development of new businesses.
- b. A shared-use commercial kitchen where food-processors and other food based businesses can have access to an affordable facility which meets regulatory compliance and supports the growth and commercialization of their products.
- c. Access to business planning and other support services, through local and regional partners.

The studies will be funded based on joint funding. The maximum budget set for phase one of the study (feasibility study) is \$30,000. Five thousand dollars (\$5,000) has been received from the Niagara Region Economic Development Department to support this project and the balance from budgeted line item with the division's operational budget.

Primary objectives of the study are:

- a. To enhance understanding of the current level of regional, community and business support for the development of this business incubator model, as well as market demand to support development of an Innovation, Creativity & Culinary Incubator.
- b. To undertake an assessment of the suitability of the Roselawn Centre as the site for the proposed incubator.
- c. Provide concrete recommendations as well as identifying limiting factors and barriers, key success factors, opportunities and strategies if recommended to move forward.

This feasibility study will guide future decisions regarding the Port Colborne Innovation, Creativity & Culinary Incubator; including if and how to proceed with the business planning process, and drive decisions about recruitment, programs, services, physical space and partnerships. Attached is a copy of the RFQ circulated to consultants, which provides greater details into the proposed scope of works of this research project. The deadline for responses is November 25, 2019 at 4:30pm.

3. Incubator Pilot

City staff proposes to launch an Incubator Pilot project, which will run concurrently with the consultant's research and will form part of the research and data gathering process to facilitate Council decision of the future of a potential incubator/innovation hub within the City, and potential use of Roselawn Centre. In addition to data gathering and market testing, this initiative is intended to spark entrepreneurship and innovation, and position Port Colborne as a thriving, vibrant place for creativity and innovation and to ensure the optimal utilization of municipal assets while building on the community's core competencies and enhancing its value proposition.

Unutilized and underutilized space have been identified at Roselawn, which will be made available as a co-working space to creative and innovative business start-ups. The pilot will run for a limited time period-6months. The rates will be below-market rates and based on cost recovery. Information will be posted on the City's website and interested participants invited to apply online. The eligibility criteria will also be outlined on the website.

The pilot will launch officially in January. The City has received one unsolicited expression of interest from a potential client/ incubator tenant who heard of the city's intentions concerning the establishment of an incubator. A copy of the proposal is attached.

Next Steps

In 2020, the selected consultant will submit recommendations and report concerning the viability of a co-working space and commercial kitchen in Port Colborne and outline the suitability of Roselawn as the location of the incubator. Six month pilot project will be launched officially.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

N/A

b) Other Options

N/A

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

This report aligns with the Council-adopted economic development strategy and action plan and direction regarding economic development.

6) ATTACHMENTS

Appendix A: Request for formal Quotation (RFQ) for Incubator Feasibility Study

Appendix B: Proposal from interested incubator tenant

7) RECOMMENDATIONS

That Chief Administrative Officer, Economic Development Division Report 2019-170 be received for information; and

That Council direct staff to proceed with the research study and pilot program.

8) SIGNATURES

Prepared on November 18, 2019 by:



Julian Douglas-Kameka
Economic Development Officer

Reviewed and approved by:



Peter Senese
Interim Chief Administrative Officer/Deputy
Treasurer



INNOVATION, CREATIVITY &
CULINARY INCUBATOR
FEASIBILITY STUDY
PHASE 1

ABSTRACT

Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study is intended to assess the need, interest and capacity for an Innovation, Creativity & Culinary Incubator within the City of Port Colborne and Niagara Region.

Economic Development Division: Julian Douglas-Kameka
September 12, 2019

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Request for Formal Quotation
Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study

Quotations are due on or before: November 25, 2019 at 4:30 pm

Note: Quotations that are received after the deadline will not be considered.

Requirements

Quotations are requested for all labour, fuel, equipment and materials necessary for the preparation of a Feasibility Study on the development of an Innovation, Creativity & Culinary Incubator within the City of Port Colborne. Please read the document carefully.

Questions will be received via email to **Julian Douglas-Kameka, Economic Development Officer, Economic Development Division, City Of Port Colborne**, edo@portcolborne.ca, Fax 905-834-2072 until November 25, 2019 at 4:30 pm. If required, an addendum may be released to address the questions that are submitted. It is the Vendor's responsibility to read and acknowledge addendums.

Please complete the information requested below. Fax or email this completed and signed form directly to: Julian Douglas-Kameka at edo@portcolborne.ca or Fax 905-834-2072, Economic Development Division, City of Port Colborne, 66 Charlotte Street, ON., L3K 3C8. Fulfillment of any order is in accordance with the standard terms and conditions with this request for quotation. Any materials used, costs or expenses incurred, labour or service expended to provide an estimate or quotation for goods or service, prior to any order by the City, shall be at the risk and expense of the Vendor providing the quotation.

Location, Item/Description

Description	Total Price		Phase 1 Feasibility Study	Phase 2 Business Plan
Full service production, including data collection and complete document preparation and presentation of key findings of the Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study	\$		\$	
<p><u>Instructions to Vendors:</u></p> <p>Submissions will not be considered unless this Formal quotation form is completed in full.</p> <p>Delivery is FOB. FOB destination is the City of Port Colborne location(s) as specified above.</p> <p>The City's Standard Terms and Conditions will apply and are attached.</p> <p>The City reserves the right to reject any or all quotations.</p>	Subtotal		\$	\$
	HST		\$	\$
	Total Quotation		\$	\$

WSIB Requirements

A generic and/or specific Certificate of Clearance shall be provided to the Department Director or designate by the successful Vendor within 7 days of notice of selection for award and the WSIB Certificate shall be valid from the date of the commencement of the Project throughout the term of the contract.

All Bidders shall furnish the Workplace Safety and Insurance Board account number in the Form of Summary where indicated. Prior to release of each and every progress draw if the intended payment falls outside of the validity period, the successful Bidder shall be required to provide a new Certificate of Clearance to the City. The Certificate shall indicate that the Bidder has complied with the requirements of the Workplace Safety and Insurance Board and is in good standing in the records of the Board.

Confidentiality

The City of Port Colborne will treat all bids as confidential. The City will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its Retention By-Law pursuant to the Municipal Act, in respect of all bids. All reports approved by the Approval Authority of The City of Port Colborne will become public information. These reports will not include bid documents. The City will retain all copies of all bids, successful or otherwise, and they will be destroyed in accordance with the City's Retention By-Law.

Obligations of the Parties

The following items are general obligations of the Consultant and City:

Submission of a Quote does not obligate the City of Port Colborne to acceptance and, as such, the City of Port Colborne reserves the right to accept or reject any Submission, based on technical merit, interpretation of this Request for Quotation, cost effectiveness, timeliness, any other reasons for rejection (lack of related work experience, insufficient references) or any other reasons for rejection which may be implied by the terms of this Request for Quotation, in the sole discretion of the City.

The selected consultant will be required to enter into a written agreement with the City of Port Colborne, on such terms which are satisfactory to the City, before commencement of the project. It shall be the responsibility of the Consultant to prepare said agreement.

All submissions will be subject to an evaluation process by City Staff which will consider such items as professional expertise and experience, and previous project performance (see Selection Criteria below).

Acceptance or Rejection of Quotes

The City of Port Colborne reserves the right to discuss any and all Quotes, to request additional information from the consulting teams and to accept or reject any or all Submissions, whichever is in the best interest of the City in the sole discretion of the City.

An award will be made to the firm, which in the opinion of the City, is best qualified to meet the City's requirements. The City will not be required to justify its decision to those firms not selected. The City will not be liable for any costs incurred by the consulting teams in the preparation of their Submission.

Evaluation

All Formal Quotations will be evaluated and processed in accordance with the City's Procurement Policy with amendments or revisions. A copy of the City's procurement policy can be found here: <http://portcolborne.ca/fileBin/library/Procurement%20Policy%20Schedule%20A.pdf>



PORT COLBORNE

Limitation of Liability

By submitting a proposal, each proponent agrees that:

- a) Neither the Corporation of the City of Port Colborne nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this RFQ process, including but not limited to costs of preparation of the submission, loss of profits, loss of opportunity or any other claim; and
- b) The proponent waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profits or loss of opportunity by reason of the Corporation of the City of Port Colborne's decision not to accept the submission by the proponent, to enter into a contract with any other proponent or to cancel this RFQ process, and the proponent shall be deemed to have agreed to waive such right or claim.

References

Provide two references for similar type work performed in the last 5 years. Past purchase or work for the City will be considered.

Company:		
Contact Name and Title:		
Telephone Number:	Email Address:	
Type of Work	Year	Value
Company:		
Contact Name and Title:		
Telephone Number:	Email Address:	
Type of Work:	Year:	Value:

Specifications:

Formal RFQ: The Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study

1. Purpose

The City of Port Colborne is in the process of selecting an individual or firm to conduct a feasibility study to determine the viability of an Innovation, Creativity & Culinary Incubator in the City of Port Colborne. The feasibility study forms the first part of a potential two-part study. If the Innovation, Creativity & Culinary Incubator is found to be feasible, the city will proceed to phase two-the development of a business plan for the incubator.

The Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study is intended to assess the need, interest and capacity for an Innovation, Creativity & Culinary Incubator within the City of Port Colborne and Niagara Region. The Innovation, Creativity & Culinary Incubator is envisioned as an economically self-sustaining co-working space and commercial kitchen innovation hub that will support business growth across multiple regional and local sectors and facilitate collaboration. It is anticipated that the Port Colborne Innovation, Creativity & Culinary Incubator will help to support new business development and commercialization within the Region.

It is envisioned that the Port Colborne Innovation, Creativity & Culinary Incubator would include:

1. A co-work space equipped with meeting room and the necessary infrastructure to support the innovation, creativity, growth and development of new businesses.
2. A shared-use commercial kitchen where food-processors and other food based businesses can have access to an affordable facility which meets regulatory compliance and supports the growth and commercialization of their products.
3. Access to business planning and other support services.

Primary objectives of the study are:

- a) To enhance understanding of the current level of regional, community and business support for the development of this business incubator model, as well as market demand to support development of a Innovation, Creativity & Culinary Incubator.
- b) To undertake an assessment of the suitability of the Roselawn Centre as the site for the proposed incubator.
- c) Provide concrete recommendations as well as identifying limiting factors and barriers, key success factors, opportunities and strategies if recommended to move forward.

This feasibility study will guide future decisions regarding the Port Colborne Innovation, Creativity & Culinary Incubator; including if and how to proceed with the business planning process, and drive decisions about recruitment, programs, services, physical space and partnerships.



PORT COLBORNE

2. Consultant selection criteria

The selection of a consultant will be based on the following criteria:

Selection Criteria	Weight
<p>Completeness & quality of quote and proposed work-plan</p> <ul style="list-style-type: none"> • Your understanding of the assignment; • Approach to the assignment and proposed schedule of activities; • Feasibility of the proposed methodology, process and timelines 	30
<p>Experience, knowledge and competency</p> <ul style="list-style-type: none"> • Your experience answering the types of questions as set out above and the methods that you would use to respond to these questions in this feasibility study; • Your familiarity with the local economy in City of Port Colborne and Niagara Region; • Other relevant experience and credentials; • Two examples of completed projects of a similar nature with client references; • Curriculum vitae of proponent(s)? • Resources and capabilities. 	45
<p>Pricing Breakdown of costs, aligned with the project objectives and deliverables</p>	25

The lowest priced quotation may not necessarily be selected. A budget is in place.

3. Scope of Work for the Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study:

In order to meet the objectives of the Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study, the consultant will:

1. Conduct a baseline research:
 - a. Consultant will employ selected data collection techniques to obtain information from potential partners and tenants from a variety of sectors.
 - b. Undertake an analysis of comparable co-work space and culinary incubator models.
2. Evaluation of Support and Partnerships
 - a. Identify potential partnerships and conduct interview of potential partners and tenants. Efforts should be made to include partners and tenants in the Arts and Craft subsector.
 - b. Assess the level of regional, community and business support for this business incubator model
3. Site Evaluation
 - a. Conduct an evaluation of Roselawn Centre as the location of this incubator/co-work space. With preliminary estimate of cost of renovations required.
4. Operational Requirements
 - a. Provide a preliminary analysis of the funding necessary to develop and operate the incubator. To include as assessment of the ability of the facility to be self-sustaining.
 - b. Identify limiting factors and barriers, key success factors, opportunities and strategies if recommended to move forward
5. Develop recommendations and action plan.

3.1.1. Baseline Research

1. The baseline will explore the needs of the individual or business with respect to:
 - Amount and type of space required
 - Ability to pay rent
 - Collective services and amenities that should be offered
 - Other pertinent operational/support requirements.
2. Identify competitors and competitive advantage of the Innovation, Creativity & Culinary Incubator;
3. Outline the economic value of a Innovation, Creativity & Culinary Incubator to City of Port Colborne and Niagara Region;

3.1.2. Evaluation of Support and Partnerships

As part of this study, the consultant will engage potential partners, service providers and others in the entrepreneurial and culinary ecosystem. The consultation is intended to identify possible links between the proposed incubator and provincial, regional and local organizations, agencies and institutions.

3.1.3. Site Evaluation

As part of this study, the suitability of the Roselawn Centre as the site of the proposed incubator will be assessed. This includes Renovation cost to accommodate intended use, any changes to design layout require adoptability for various uses and types of businesses, availability of amenities identified in the baseline as tenants' needs, access, accessibility and security.

3.1.4. Operational Requirements

- Outline food safety and business regulations requirements of the Innovation, Creativity & Culinary Incubator and indicate costs associated in meeting these regulations;
- Recommend funding, management structure and mechanisms for operational sustainability.
- Identify equipment and logistics requirements;
- Identify the risks associated with operating the Innovation, Creativity & Culinary Incubator.

To complete the feasibility study, we anticipate that the consultant would consult with participating organizations and individuals, other Innovation, Creativity & Culinary Incubators, and complete an analysis of operational and market contexts. City of Port Colborne Economic Development Division and partners will provide contact information for stakeholders in City of Port Colborne and Niagara Region.

3.1.5. Develop recommendations and action plan

Recommendations should include factors such as stage of development to be targeted (start-ups, early stage, growth stage etc); specific types of products, services and processes that should be the focus of the incubator and its offering; other potential market opportunities, which exist for generating revenue through the Innovation, Creativity & Culinary Incubator.

4. Next Step/Phase 2: Business Plan Development

If the results of this feasibility study indicates market and operational viability of the proposed incubator, and so long as the City is satisfied with the work completed and the working relationship with the consultant, in the City's sole discretion, the consultant will be approached to prepare a business plan including a financial pro forma for the incubator. The business plan will identify vision, goals and objectives for the facility along with key performance indicators and methodology for measurement. The scope of works for phase 2 include but not limited to:

1. Identify staffing, management and operational model for the facility
2. Outline plan for financing including potential grants and other resources for start-up, operational, and capital investment
3. Define services, support functions, as well as business related equipment to be included
4. Develop a marketing strategy
5. Client entrance and exit criteria, pricing guidelines, security infrastructure etc.
6. Revise and expand financial analysis and models
7. Prepare a cohesive and complete business plan that is ready for fundraising and anticipates an organization that will achieve sustainability

5. Pricing and Payment

Respondents shall stipulate a fixed price to perform the project as outlined herein. Bid must include the complete cost of the services and anticipated expenses referencing key areas of delivery with separation of Phase 1 and Phase 2 activities of the project with specific budgets and work plans for each phase, with logical flow between the phases.

The price stipulated will be inclusive of all labour, materials, equipment, travel, accommodation, meal, parking and incidental expenses incurred by the respondent in the performance of this project. The contract for this project will be determined by a bid process and will be a fixed price contract. Quotes must clearly indicate sales tax as a separate line-item. Respondents are required to provide an outline as to the estimated number of consulting days required for the project as well as the estimated number of days each member of the consulting team will be providing for the work.

Payment schedule for phase 1 is based on 3 installments: 1/3rd on signing of the contract; 1/3rd on receipt of the first draft report and 1/3rd on full completion and acceptance of the report By the City of Port Colborne. The project will be awarded through a competitive process. The total budget for this project should be no more than \$70,000.00 Canadian DOLLARS (separately noting any applicable sales taxes). Maximum of \$30,000 for Phase 1 and Maximum of \$40,000 for Phase 2.

6. RFQ Contract Execution and Termination

The City may at any time by notice in writing to the Consultant suspend or terminate the Services or any portion thereof at any stage of the undertaking. Upon receipt of such written notice, the Consultant shall perform no further Services other than those reasonably necessary to close out the Consultant's Services. In such event the Consultant shall be paid by the City for all services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such termination.

If the City is in default in the performance of any of the City's obligations set forth in this Agreement, then the Consultant may, by written notice to the City, require such default be corrected. If, within thirty (30) days of receipt of such notice, such default shall not have been corrected the Consultant may immediately terminate this Agreement. In such event the Consultant shall be paid by the City for all services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such termination.

No activities or services included as part of this RFQ may be subcontracted to another organization, firm, or individual without the approval of the City of Port Colborne. Such intent to subcontract should be clearly described in the proposal and the names of subcontractors/subcontracted firms must be provided. It is understood that the contractor is held responsible for the satisfactory completion of the service or activities included in the subcontract. Any consortium of companies or agencies submitting a quote must certify that each company or agency of the consortium can meet the requirements set forth in the RFQ.

The City reserves the right to:

- Waive formalities and accept proposals that substantially comply with the requirements of the RFQ.
- Verify with any proponent or third party regarding any information supplied in a proposal.
- Check all references of proponents, including those which are not provided by a proponent.
- Disqualify a proponent whose proposal contains any misrepresentation or inaccurate information.
- Make changes to this RFQ, including substantial changes provided that such changes are issued by way of an addenda to this RFP and provided in the same method of this RFQ.
- Select a proponent other than a proponent whose proposal reflects the lowest cost.
- Cancel this RFQ at any stage
- Cancel and issue a new RFQ with similar deliverables
- Accept any proposals in whole or in part.
- Reject any and all proposals.

The Corporation of the City of Port Colborne reserves the right to ultimately select, in its own best and unfettered judgement and at its sole discretion, the proponent it deems best qualified to carry out the scope of work. The City's determination will be final and not open to review or challenge, whether it is alleged that the selection is arbitrary or otherwise not in accor

dance with the City's Procurement Policy or any of the other practices followed. The City reserves the right to alter the timing of the start of any of the work set out in the scope of work or to not proceed with some of the work contained in the scope of work.

7. Deliverables and Proposed Timelines for Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study

The following anticipated timing and dates are subject to change in consultation with the successful vendor. Consultants are asked to confirm that the timetable is achievable and will result in a successful project.

Port Colborne Innovation, Creativity & Culinary Incubator Feasibility Study	Timelines
Issue Request for Quote	November 12, 2019
Deadline for questions	November 20, 2019
Submission Closing Date and Time	November 25, 2019
Selection of Consultant	November 29, 2019
1 st Draft of Innovation, Creativity & Culinary Incubator Feasibility Study	January 24, 2019
Information Session (s) for Stakeholders	February 10, 2019
2 nd Draft Innovation, Creativity & Culinary Incubator Feasibility Study	February 21, 2019
Completed Feasibility Study Documented Report	March 13, 2019
Presentation of Findings to Stakeholders	March 31, 2019

8. Deliverables

- Electronic copy of the first and second drafts of the Innovation, Creativity & Culinary Incubator Feasibility Study report;
- Information generated during the consultation process; Electronic copy of all raw data collected;
- Presentations to Economic Development Advisory Committee and City Council;
- Electronic copy of presentations made during the project;
- Three colour printed, bound copies and electronic copy of the Final Innovation, Creativity & Culinary Incubator Feasibility Study report.

9. Submission

9.1. Submission of Quotations:

Please provide the following in your submission:

- **Overview** – maximum 2 pages explaining your interest in and alignment with this assignment, and any specific value proposition.
- **Approach** – maximum 3 pages indicating the approach you would take to the assignment.
- **Proponent** – CVs and a short (maximum 1 page) outline of the experience of each service provider who would be involved in undertaking providing the services and deliverables.
- **Quote** – quotation of hourly rate for providing the required services.
- **References** – names of two clients, including contact information and the nature of the services provided.

9.2. Submission deadline

All quotations must be received by 4:30 P.M. – Monday November 25, 2019

Quotations to be sent in a single PDF format via e-mail or fax to the contact listed below:

Julian Douglas-Kameka
Economic Development Division,
Corporation of the City of Port Colborne
66 Charlotte Street
Telephone 9058352901 ext 502,
edo@portcolborne.ca; Fax 9058342072

ATTACHMENT A: Acknowledgement

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

H.S.T. Registration Number: _____

I agree to supply the above at the price and conditions herein offered as specified in accordance with this Formal quotation and addendum # _____ to # _____.

Vendor/Authorized Name: _____
Signature: _____
Position/Title: _____
Date: _____

Decline to bid. Add a check mark to the box to indicate a decline to bid and please indicate the reason in the box below:

ATTACHMENT B: Other Terms and Conditions

Exclusion

Except as expressly and specifically permitted herein, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Quotation, and by submitting a Quote each proponent shall be deemed to have agreed that it has no claim.

Negotiations

If all Submissions are over budget, the City reserves the right to negotiate the terms of the project contract, including price and scope of work, directly with the qualified proponent, to identify cost saving opportunities associated with alternate process, material or construction methods. If an acceptable contract agreement cannot be met with the qualified proponent, the City reserves the right to negotiate an acceptable contract with the next qualified proponent.

If an agreement cannot be reached which is acceptable to the City, the Project will be cancelled without award.

The City further reserves the right in its sole discretion to cancel the procurement process at any time without an award being made.

Additional Information

The Evaluation Committee may, at its discretion, verify and make inquiries with respect to references given by a proponent, and request clarifications or additional information with respect to any Submission to this RFQ. The Evaluation Committee may make such requests to only selected Respondent without making the same requests for all Respondents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Submission in response to this RFQ.

Selection

The Evaluation Committee will rank the Proponents and will select the Preferred Proponent.

Value Added Services

Respondents should indicate any "value added" services/items that would be included or available to the Corporation with respect to their Submission should their firm be awarded this Project and that would not be an additional cost to the Corporation.



PORT COLBORNE

ATTACHMENT C: SUMMARY OF CONSULTING FEES AND DISBURSEMENTS

Excluding H.S.T.

Project: _____

Consulting Firm: _____

Professional Liability Insurance: \$ _____ Expiry Date: _____

Comprehensive Liability Insurance: \$ _____ Expiry Date: _____

Automobile Insurance: \$ _____ Expiry Date: _____

- 1. Consulting \$ _____
 - 2. Disbursements \$ _____
 - 3. Payroll Burden _____ %
- Total \$ _____

ATTACHMENT E: INSURANCE REQUIREMENTS

The City of Port Colborne's insurance requirements for consultants are described below. The coverage provided by these policies shall not be changed or amended in any way or cancelled by the Consultant unless approved by the City in writing.

COMPREHENSIVE GENERAL LIABILITY AND AUTOMOBILE INSURANCE

The Consultant shall provide the City of Port Colborne with a certified copy of Third Party Liability, within ten (10) business days, in a form satisfactory to the City Solicitor as follows:

Policy to be written on the comprehensive form including Contractual Liability and Complete Operations with an inclusive limit of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00). The Liability Insurance Policy shall not contain any exclusions of liability for damage, etc., to property, building or land arising from the removal or weakening of support of any property, building or land whether such support be natural or otherwise.

Standard Automobile Policy on both owned and non-owned vehicles with inclusive limits of not less than five million dollars (\$5,000,000.00) Bodily Injury and Property Damage with a deductible not greater than five thousand dollars (\$5,000.00).

A "Cross Liability" clause or endorsement.

An endorsement certifying that the City of Port Colborne is included as an additional named insured.

An endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to the City.

PROFESSIONAL LIABILITY INSURANCE

The Insurance Coverage shall be in the minimum amount of five million dollars (\$5,000,000.00). The Consultant shall provide to the City proof of Professional Liability Insurance carried by the Consultant.

COLLABORATION PROPOSAL

From: 3Post Organization Ltd

To: The City of Port Colborne – Municipal Government

RE: Roselawn Centre “Innovation Hub”



3Post Company Overview:

3Post works across the two main Print (Mail) and Digital Customer Communications presentment sectors as a “Hybrid” offering bringing innovation to the forefront in a demonstration of the latest CCM technologies and capabilities. With next generation “Open Banking” and “Block Chain” technologies at our core, CCM applications and use cases are derived to support 3Post Organization Ltd’s quest to move the Niagara Region to a more sustainable Consumer Communications environment as a Socially responsible leader for North America and beyond.

User Groups and Technology Partners will become an integral part of the 3Post Organization Ltd “Centre of Excellence” using cooperation and collaboration to further the vision. 3Post Organization Ltd is a “Benefit Corporation” [certification pending] that envisions a global economy that uses business as a force for good. As such, it will require our partners to act with the understanding that we are each dependent upon another and thus responsible for each other and future generations. Individually and as a “community” all members will promote the benefits of using business as a force for good in a professional and ethical manner.

Intent:

The parties have held preliminary discussions regarding the 3Post Sustainable CCM Technology Innovations and potential resulting Economic Development synergies with the City of Port Colborne. The parties wish to create a forum to facilitate collaboration and advance our common goals.

Proposal Objective:

To enact a six month trial tenancy period agreement between the City of Port Colborne and 3Post Organization Ltd within the Roselawn Centre to serve as the “Sustainable CCM” Project Planning Headquarters.

Phase 1: Nov 1, 2019 – Jan 31, 2020		Phase 2: Feb 1, 2020 – April 30, 2020	
Space:	Large Room, Second Floor of the Heritage Building.	Space:	Entire Upper Floor of the Heritage Building.
Occupancy:	During Roselawn Centre Business Hours.	Occupancy:	3Post Operational Hours.
Security Expectations:	None	Security Expectations:	Lock and Key, Secured Access with Log Book.
Liability Insurance:	Will provide per City of Port Colborne requirements.	Liability Insurance:	Will provide per City of Port Colborne requirements.
Primary Use:	Team Meetings	Primary Use:	Company Headquarters, Project Management & Administration Staff, Innovation Projects and Communications Forums

Phase 1: Nov 1, 2019 – Jan 31, 2020		Phase 2: Feb 1, 2019 – April 30, 2020	
Phase 1 Objectives:	<p>Foundational Steps</p> <ul style="list-style-type: none"> • Create a Third Party “Fintech” Developer Community • Create a Third Party Data Analytics Community • Enable Stakeholder Communications Forums • Apply for FCM “Study” Funding • Enhance our relationships with Niagara College & Brock University • Join the FCM Innovation Network 	Phase 2 Objectives:	<p>Study to Pilot Phase Steps</p> <ul style="list-style-type: none"> • Beta Test Block Chain Document Passport w/ Amazon Web Services • Produce Enhanced Mail Fulfillment Packages from Plain Paper Factory w/ RISO • Create a Beta “Digital Document Hub” Demonstrating new Digital First Opportunities w/ Flagship • Apply for FCM “Pilot” Funding
Financial Contribution:	<p>3Post will contribute \$1500 per month to the cost of Roselawn Centre utilities and operational overhead.</p>	<p>Financial Contribution: (min \$1500)</p> <p>3 Month Review Rationale: 3Post Partners are expected to sponsor the Innovation Collaboration Forum once “overhead” costs have been better defined.</p> <p>Government support sources like the FCM – Municipal Green Fund program may bring new funding and opportunities to light for the Roselawn Centre location.</p>	<p>TBD – with City of Port Colborne collaboration the objective is to identify a fair market value for the yet to be defined 3Post Organization “Innovation” dedicated space.</p> <p>Feasibility Studies and Improvement plans are needed to advance our relationship to a longer term lease / tenancy agreement.</p>

If you have questions on this proposal, feel free to contact Tim Vittie at your convenience by email at timv@3post.org or by phone at 905 351 6433.

Thank you for your consideration,



Tim Vittie
 Founder
 3Post Organization Ltd

November 15, 2019

CL 20-2019, November 14, 2019

PWC 11-2019, November 5, 2019

PW 60-2019, November 5, 2019

Local Area Municipalities

SENT ELECTRONICALLY

**Re: On-Demand Transit – Pilot Authorization (Simulation Results)
PW 60-2019**

Regional Council, at its meeting of November 14, 2019, approved the following recommendation of its Public Works Committee:

That Report PW 60-2019, dated November 5, 2019, respecting On-Demand Transit - Pilot Authorization (Simulation Results), **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Regional Council **APPROVE** the on-demand transit concept for Niagara Regional Transit (NRT) service expansion pilots outlined in Report PW 60-2019, subject to 2020 budget approval;
2. That the Chief Administrative Officer **BE AUTHORIZED** to execute an Agreement with Via Mobility LLC., for the deployment of turnkey, on-demand transit service pilots such that the Agreement meets the approval of the Commissioner of Corporate Services, and subject to 2020 budget approval;
3. That all pilot periods **BE DEFINED** in the Agreement as one (1) year with an option to extend for a period of up to an additional 12 months at the discretion of the Chief Administrative Officer;
4. That pending approval of recommendations 1, 2 and 3, that staff **BE DIRECTED** to engage with the local area municipalities to confirm partnership and service parameters of the pilot services; and
5. That this report **BE CIRCULATED** to area municipalities.

A copy of Report PW 60-2019 is enclosed for your information.

Yours truly,



Ann-Marie Norio
Regional Clerk

:me

CLK-C 2019-254

Subject: On-Demand Transit – Pilot Authorization (Simulation Results)

Report to: Public Works Committee

Report date: Tuesday, November 5, 2019

Recommendations

1. That Regional Council **APPROVE** the on-demand transit concept for NRT service expansion pilots outlined in this report, subject to 2020 budget approval.
2. That the Chief Administrative Officer **BE AUTHORIZED** to execute an Agreement with Via Mobility LLC. for the deployment of turnkey, on-demand transit service pilots such that the Agreement meets the approval of the Commissioner of Corporate Services, and subject to 2020 budget approval.
3. That all pilot periods **BE DEFINED** in the Agreement as 1 year with an option to extend for a period of up to an additional 12 months at the discretion of the Chief Administrative Officer.
4. That pending approval of recommendations 1, 2 and 3, that staff **BE DIRECTED** to engage with the local municipalities to confirm partnership and service parameters of the pilot services.
5. That this report **BE CIRCULATED** to area municipalities.

Key Facts

- The purpose of this report is to seek authorization to deploy on-demand transit solutions for NRT pilot projects after confirming local participation.
- LNTC-C 21-22-23 2018 identified the need for inter-municipal transit services in Niagara West, as well as establishing connections for Lincoln and Pelham.
- CAO 8-2017 included recommendations for providing connectivity to the communities of Sherkston and Crystal Beach.
- The 2019 Operating Budget included provisions for the deployment of transit services in these aforementioned communities. Jurisdictional definitions combined with the desire for service integration and potential for partnership delayed the original deployment timeline, now tentatively set for April 2020.
- The 2019 approved transit operating budget included a one-time transfer from Reserve of \$3.0 million and therefore did not provide sufficient ongoing base level funding in 2020 to deploy the on-demand expansions into Niagara West, Crystal Beach and Pelham without the need for subsequent budget approval in 2020.

- Via Mobility, LLC (Via) was retained to conduct modeling and microsimulation work to identify preferred on-demand transit models, coverage and deployment options to enable Niagara Region to fulfill its planned expansions. The final recommendation for Niagara West was an integrated service model with an initial fleet size of approximately 7 to 10 vehicles. Secondary deployment opportunities in Port Colborne and Fort Erie require additional consultation with the respective local municipalities to confirm service design parameters.

Financial Considerations

The approved 2019 budget provided \$7.9 million towards a strategic two-year IMT investment strategy. The 2019 funding included a 1.4% separate transit levy of \$4.9 million plus a one-time transfer from Reserve of \$3.0 million (0.9% of the 2018 levy).

The proposed 2019 Budget strategy was to utilize \$2.2 million of the \$7.9 million as a one-time reserve transfer in 2019 to support the \$13.9 million of capital assets and reduce the annual debt over the next 10 years. According to the aforementioned strategy, \$2.2 million would be allocated to transit expansions connecting Niagara West, Crystal Beach and Pelham to existing transit services in 2020. The 2019 direction to use a one-time transfer from Reserve therefore did not include sufficient sustainable base funds to deploy the on-demand expansions into Niagara West, Crystal Beach and Pelham without subsequent base level budget approval in 2020.

To secure funding for the on-demand Pilot project and all previously implemented service enhancements, a separate general levy of 1.3%, will be considered along with the following budget items:

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

Unlike the ‘per-trip’ pricing models of Niagara Specialized Transit and Innisfil’s partnership with Uber, the on-demand model proposed in this report operates on a fixed hourly rate within a fixed budget. This pricing structure provides significantly more certainty in terms of budget containment. Should the demand increase to the point where it outpaces the capacity of the service, two options are available. The first would be to decrease the quality of the service by altering the parameters of the service, thus increasing its capacity. For example, increasing the maximum wait time from 1 hour to 1.5 hours. The second option would be to seek additional funding approval and deploy additional vehicles to maintain the existing level of service.

Analysis

In September 2018, staff brought forward 3 related reports (LNTC-C 21-22-23-2018) jointly identified as the IMT Service Implementation Strategy. This strategy identified the need for inter-municipal transit services to be developed to connect the municipalities in Niagara West, including Pelham and Lincoln which already operated local transit services, to the NRT network. Thus for the purposes of this report, Niagara West refers to the geographic area of Grimsby, Lincoln, West Lincoln, Pelham and Wainfleet. In addition, CAO 8-2017 identified opportunities for IMT services to be piloted which would connect Crystal Beach and Sherkston with the larger transit network in Niagara.

After the initial IMT expansion Service Plan strategies were approved in late 2018, staff developed fixed-route options for consideration; however the operational and financial limitations of providing this type of fixed-route service in large geographical areas with low population density quickly became apparent. As such, staff began to research

alternative deployment strategies in an effort to make transit more sustainable and accessible in these areas.

In May 2019, Niagara Region retained Via to conduct a microtransit feasibility study to consider the practicality and optimal service design of an on-demand microtransit service covering the entire western area of Niagara. In addition to Niagara West, additional service areas were evaluated in Fort Erie and Port Colborne. The travel patterns defined in the simulation were modeled using data from the Niagara Specialized Transit (NST) database and the MTO's Transportation Tomorrow Survey. A presentation of the preliminary results of the microsimulation were shared with the IMTWG at its meeting on September 19, 2019. The final report was provided to the IMTWG for their reference in late October. Through the IMTWG, staff have completed preliminary engagements with the affected municipalities in order to gauge support from local staff. At the request its respective local staff, presentations were given to the Councils of Pelham and Lincoln which provided an overall update on the status of inter-municipal transit and a high level primer of on-demand transit.

Similar to conventional transit, on-demand solutions include wheelchair accessible vehicles (WAV's). It is worth noting that because trip planning software is capable of prioritizing and dynamically routing vehicles and when combined with unique user profiles, an entire fleet of WAVs is not required to ensure that all riders receive the same level of service.

Niagara West

Two main operating systems were considered when developing the service parameters. The first was a pre-scheduled, on-demand system that would require riders to pre-book their trips a day in advance. The second was a dynamic, on-demand system that would operate with a 30 minute average wait time with a maximum wait time of 1 hour. Although both were feasible options, staff determined that pursuing the dynamic, on-demand service would provide a significant boost to the quality of service by allowing riders to request a ride when they require it as opposed to planning 24 hours in advance.

The dynamic, on-demand system allowed for three potential deployment models to be developed. However, further evaluation resulted in the dismissal of two of the models due to the potential for rider confusion stemming from the jurisdictional realities which resulted from the triple majority process in 2017 granting the Region non-exclusive authority to operate IMT routes only. While staff from Via and Niagara Region both agree that an integrated deployment model is preferred (integrated includes both local and IMT routes within and outside of a municipality), this model requires partnership from local municipalities from both a financial and jurisdictional perspective. One additional note is that when the graphic below was developed, a connection to Port

Colborne had not been included however, this has been corrected from a service design perspective.

Integrated Services Model (Preferred)

In this preferred simulation, by removing the jurisdictional barriers, the integrated services model (Figure 2) eliminates many of the challenges that riders face when using an intra-municipal service. While this service continues to permit inter-municipal trips (trips between municipalities), it also permits intra-municipal trips (trips within municipalities). For the sake of clarity, this model would permit trips from any origin to any destination within Niagara West. It would also permit trips between Niagara West and the St. Catharines Bus Terminal, the Welland Bus Terminal, or Port Colborne City Hall where riders would then gain access to the NRT and other local transit networks.

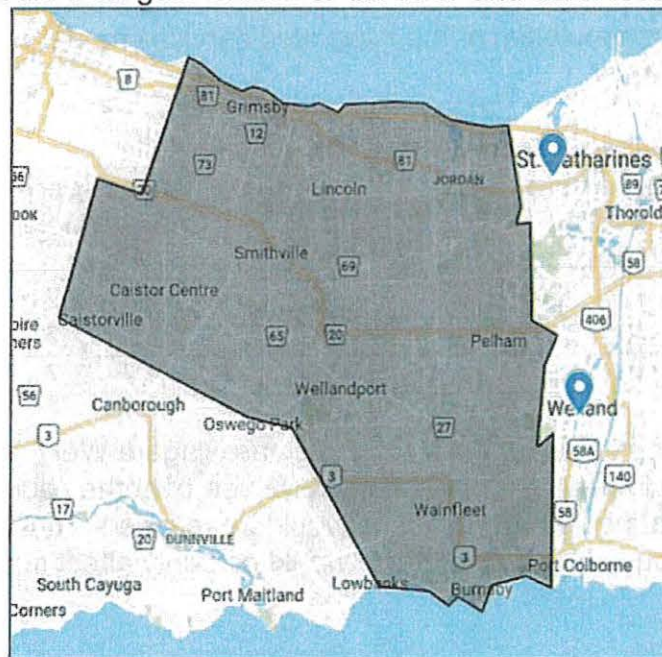


Figure 2 – Integrated Services Model

Niagara Region does not have the jurisdictional authority or adequate budget to independently operate the integrated services model and thus requires support from the local municipalities. That said, the benefits of this scenario are substantial from both a rider experience perspective and a cost-benefit perspective. Local municipalities would require significantly more funds to develop an independent localized on-demand service which would still require inter-municipal connections. More simply, by pooling resources, a higher level of service can be delivered for the riders without the need of coordinating travel across multiple systems. As previously stated, separate municipal transit services are not required under this integrated approach. This means that municipalities with small fixed route transit systems (i.e. Pelham and Lincoln), which only service a small portion of their geographical area, could feasibly choose to reallocate those transit

dollars into this integrated services model and significantly increase their ridership, coverage area, and level of service without an additional impact to their levy.

For those municipalities without existing transit dollars, full participation in the integrated model would require a net new impact on their levy. Should those municipalities not be able to commit new levy dollars to an integrated model, they would only be serviced by the on-demand system for inter-municipal trips. For example, residents in Grimsby, West Lincoln and Wainfleet would only be able to travel to a destination outside of their municipality.

For the various operating models, the trip demand was simulated at multiple levels to account for elements such as rider uptake, initiation of hourly GO rail service and continued population growth. Table 1 below provides some of the key indicators resulting from the microsimulation of the integrated services model where the maximum wait time was set at 1 hour.

Table 1 – Integrated Services Model Microsimulation Results

Trip Demand	Maximum Hourly Ridership	Recommended Fleet Size	Passengers per Vehicle Hour	Average Wait Times (Minutes)
Low	10 – 22	7 – 10	1.5 – 2.2	25 – 35
Medium	20 – 35	10 – 13	2.0 – 2.7	22 – 32
High	40 – 70	15 – 19	2.7 – 3.7	20 – 30

In an area where limited transit options exist such as Niagara West, a new deployment would expect to see a low initial trip demand. However, over the course of a 12 month pilot it is unlikely that a medium trip demand would be reached. That being said, factors such as initiation of hourly GO Train service would certainly affect that assessment.

Implementation

In order to implement the Integrated Services Model, a full service ‘turn key’ provider is required due to Niagara Region’s lack of staff, maintenance facilities and transit fleet. Staff is seeking authorization to formally procure Via for the deployment of the preferred option for the following reasons:

- Via is the only company known to the IMTWG which offers a full turnkey deployment. This includes:
 - Custom branded Mercedes vans (eliminates capital acquisition costs for Niagara Region)
 - Professional, background checked drivers
 - iOS and Android apps as well as dial-in capability for those without smartphones
 - Customer service and training
 - Marketing support prior to and after launch

- Via is willing to deploy a pilot for 1 year with an option to extend for up to an additional 12 months.
- Via values shared data – deployment includes a custom built dashboard and reports. All data collected is shared possession and access with Niagara Region.
- Via has over 80 deployments worldwide from North America to Europe and Asia
- Via integrates with major fare payment systems
- Via’s software specializes in superior dynamic trip planning and dispatching which considers the following:
 - Combining trips by channeling ride requests to be accommodated by a nearby vehicle rather than dispatching a new car to the same area
 - Prioritizing the passenger per vehicle hour metric where feasible, allowing for a small fleet size relative to the service area
 - Encouraging ‘corner-to-corner’ service delivery, which means that the software directs the rider to a pickup location closer to a main intersection (roughly 100 – 200m average walk) except in cases where walking is unsafe like roads with a rural cross-section or where the rider requires wheelchair accessibility
 - Accessibility of service through user profiles to ensure that riders requiring a wheelchair can be serviced with the same average frequency as those who do not require one

Port Colborne and Fort Erie

Due to the recommendation included in the *Niagara Region Transit Service Delivery and Governance Strategy* by Dillon Consulting (CAO 8-2017), combined with interest from members of the IMTWG, staff elected to request Via assist in the design of potential solutions to connect the communities of Crystal Beach and Sherkston with the existing NRT network as part of the demand simulation exercise. The opportunities for these communities were developed with the same considerations and criteria as that of Niagara West. In similar fashion, the element of jurisdictional authority plays a major factor and creates significant barriers to providing a seamless, convenient rider experience. Without local involvement, Niagara Region would only have jurisdiction to deliver trips from Sherkston to Fort Erie or from Crystal Beach to Port Colborne, albeit counterintuitively. Therefore, it is imperative that any on-demand solution for these communities must involve the local municipalities of Port Colborne and/or Fort Erie.

Another component of the IMT Service Implementation Strategy was the upload of the Port Colborne Link and Fort Erie Link IMT routes to Niagara Region with the intent that the local municipalities would reinvest those savings into their local transit systems. These uploads are now complete and both Port Colborne and Fort Erie have both been paid retroactively to January 1, 2019.

Staff is seeking authorization to formally engage with the municipalities referenced in this report in an effort to improve connectivity for those residents who would benefit from

an on-demand model in rural or underserved areas. If in discussion, not all of the municipalities are interested or capable in partnering with Niagara Region, a smaller solution may be pursued which relies on connections to existing NRT service in the respective municipality to deliver the inter-municipal portion of the trip.

Alternatives Reviewed

Staff originally developed a fixed-route service plan for Niagara West that included routes which connected the municipalities of West Lincoln (Smithville), Grimsby (GO station and downtown), and Lincoln (Beamsville and Jordan) to the St. Catharines hospital. Completing this exercise helped to develop a scope and budget. However, this option is not recommended due to the high operating and capital costs and low level of service. This became especially evident when compared against on-demand solutions which found that for a similar budget commitment, a much higher level of service can be achieved through on-demand solutions. Two of the most prominent service parameters determining the level of service are coverage area (population served) and service frequency (average wait time).

Having no staff or transit vehicles of its own, Niagara Region sought to leverage its relationships with its local transit partners to determine if they could operate an on-demand system in Niagara West if provided with adequate software. Unfortunately, those partners also lacked the available staff, vehicles and training resources necessary to accommodate this request. As such, this option was deemed not viable.

Staff also considered utilizing its existing service provider of Niagara Specialized Transit to provide the service if Niagara Region provided the software. However, an operational review of the service provider conducted in 2019 concluded that significant elements of the contract and service were deficient (PW 39-2019 & PW 40-2019). These elements included inefficient trip scheduling software, poor on-time performance, not meeting the data reporting requirements, and vehicle branding. This lead senior staff to determine that expanding the service contract with the existing service provider was not a practical option at this time. In addition, PW 39-2019 recommended not restructuring the contract with service provider in light of the Specialized Transit Study recommendations coming in late 2019.

There are a number of companies with software capable of dynamically routing vehicles which they in turn lease to transit providers (often referred to as Software-as-a-Service, S-a-a-S) for an annual fee. Given the consideration of the two aforementioned options, Niagara Region requires a full service operator which can provide demand modeling, service design, as well as a fully turnkey solution by providing vehicles, drivers, and customer support – in addition to the dynamic routing technology. This full turnkey solution is often referred to as Transportation-as-a-Service (T-a-a-S). Via is the only company known to the IMTWG which offers this type of service. Having a T-a-a-S deployment model is an ideal solution for two additional reasons. One, Niagara Region

desires to pilot on-demand solutions for entirely new service expansions and this gives flexibility to test on-demand strategies without a corresponding capital commitment. Two, the LNTC and IMTWG have recently initiated the Transit Governance Study with recommendations due by the end of Q1 2020. By initiating services in the pilot areas while simultaneously avoiding a long-term service contract, any potential new future transit entity will have the flexibility to pursue revised deployment strategies or engage with Via to formalize the pilot into permanent service. Thus procurement of any company which only offers S-a-a-S is not recommended for deploying pilot services at this time.

While implementing a solution that solely delivers inter-municipal trips is possible, local transit services would still be required in each municipality to provide support and connectivity. This type of model also has a number of shortcomings which would be likely to limit demand and negatively impact rider experience. For example, when daily GO rail service becomes available in Grimsby (and potentially Lincoln), an 'inter-municipal trips only' model would require riders in these municipalities to counterintuitively travel to adjacent municipalities rather than traveling to their nearest station in order to meet the criteria of making an inter-municipal trip. By leveraging the relationships built through the IMTWG, an integrated deployment model allows for municipalities to benefit from the pooled resources and streamlines the rider experience by eliminating the confusion and challenges of coordinating travel between multiple systems in Niagara West. For this reason, staff supports pursuing partnerships with those interesting local municipalities to provide enhanced levels of service in an integrated model rather than an inter-municipal model built along municipal jurisdiction.

Staff also considered the option of integrating its existing specialized transit service with a dynamic, on-demand transit service. While simulation results indicate this option makes the most sense from both rider experience and financial efficiency perspectives, staff feels that it would be premature to make any substantive changes to its existing specialized transit service until the dynamic, on-demand model could be validated given the vulnerable segment of the population it serves.

Relationship to Council Strategic Priorities

The IMT Service Implementation Strategy directly aligns with the Council Strategic Priority: Responsible Growth and Infrastructure Planning (Objective 3.1) through advancing regional transit and GO rail services and facilitating the movement of people and goods.

Other Pertinent Reports

- LNTC-C 21-2018 Inter-Municipal Transit (IMT) Service Implementation Strategy
- LNTC-C 22-2018 Inter-Municipal Transit Financial Impact Analysis
- LNTC-C 23-2018 Inter-Municipal Transit Capital Plan, 2019
- CAO 8-2017 Niagara Region's Transit Service Delivery and Governance Strategy

Prepared by:

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Program Manager, Transit Services
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Recommended and Submitted by:

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Acting Chief Administrative Officer

This report was prepared in consultation with Heather Talbot, Financial and Special Projects Consultant, and reviewed by Matt Robinson, Director, GO Implementation Office and Sterling Wood, Legal Counsel.

November 15, 2019

CL 20-2019, November 14, 2019
PEDC 11-2019, November 6, 2019
PDS 32-2019, November 6, 2019

SENT ELECTRONICALLY

**RE: Natural Environment Work Program – Phases 2 & 3: Mapping and
Watershed Planning Discussion Papers and Comprehensive Background
Study
PDS 32-2019**

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

That Report PDS 32-2019, dated November 6, 2019, respecting Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study, **BE RECEIVED** and that Report PDS 32-2019 **BE CIRCULATED** to the Area Municipalities and the Niagara Peninsula Conservation Authority (NPCA).

A copy of Report PDS 32-2019 is enclosed for your information

Yours truly,



Ann-Marie Norio
Regional Clerk
:me

CLK-C 2019-256

Cc: G. Wood, Interim Chief Administrative Officer, Niagara Peninsula Conservation Authority
Local Area Municipalities

Subject: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study

Report to: Planning and Economic Development Committee

Report date: Wednesday, November 6, 2019

Recommendations

1. That Report PDS 32-2019 **BE RECEIVED** for information; and,
2. That Report PDS 32-2019 **BE CIRCULATED** to the Area Municipalities and the Niagara Peninsula Conservation Authority (NPCA).

Key Facts

- The purpose of this report is to present the Mapping Discussion Paper, Watershed Planning Discussion Paper, and Natural Environment Background Study for information. These background reports have been completed as part of Phase 2 of the Natural Environment Work Program for the new Niagara Official Plan.
- As recommended by the Mapping Discussion Paper staff will be initiating an update to key environmental mapping layers (including a field-verification component) in support of the ongoing Natural Environment Work Program. This work will be done concurrently and the costs will be accommodated within the budget for the new Niagara Official Plan.
- This report also presents an overview of Phase 3 of the Work Program - “1st Point of Engagement: Inform on Background Study”, including a list of activities undertaken, summary of input received, and a link to the Consultation Summary Report.
- The next step of work program is Phase 4 which is the identification and evaluation of options. This will be followed by the 2nd Point of Engagement – which will include two points of contact with Planning and Economic Development Committee (PEDC).

Financial Considerations

The ongoing costs associated with the Natural Environment Work Program will be accommodated within the Council approved Regional Official Plan project budget.

Analysis

Background

PDS 6-2018 (January 2018) was the project initiation report for the natural environment work program. PDS 18-2018 (April 2018) provided a summary of the early consultation process; framework for the work program moving forward; an outline of the proposed consultation and engagement process; and a schedule for reporting to Committee and Council. PDS 10-2019 (February 2019) provided a status update on Natural Environment Work Program.

The Mapping Discussion Paper, Watershed Planning Discussion Paper, and Natural Environment Background Study are now complete and a brief summary is provided in the following sections. For the complete documents see the web links at the end of this report.

Mapping Discussion Paper

Through the process of scoping the work program with local planning staff and the NPCA - mapping was identified as a key issue in almost all discussions. There were a range of concerns about the Region's existing natural environment mapping - most related to its accuracy and reliability. There were discussions related to the degree in which the Region would be field-verifying mapping as part of the Official Plan process. The need to have reliable mapping to support local planning was stressed, as was a need for the Region to consider a range of mapping options.

Key findings of the Discussion Paper were:

- The Province provides direction on the type of features and areas that should be included in natural heritage and water resource systems. The methodology for mapping varies across municipalities.
- The mapping of natural environment systems requires the use of dozens of sources of data – each with varying ages, degrees of accuracy, and ownership. The Region is responsible for producing and maintaining the data for some features. For other features, the Region is reliant on datasets maintained by others.
- The woodland dataset is one of the most important and extensive datasets/layers. It is the responsibility of the Region to produce and maintain this layer – and an update is required. The discussion paper provided several options for how this could be done, the most practical being to generate a new ELC (Ecological Land Classification) dataset for the Region. This would involve updating the existing data that was produced through the Natural Areas Inventory (NAI) through a combination of aerial image interpretation and field-verification.

Although there is a higher level of effort associated with an update of the ELC dataset, it will have a range of other uses including updates to datasets for other features, a more holistic understanding of the natural environment in the Region, assisting with watershed planning, and supporting site-specific environmental impact studies (EISs). Following the identification of woodlands across the region, criteria are then applied to determine which woodlands are considered 'significant'.

Key mapping next steps:

- Prepare a work plan, and initiate a process for updated ELC dataset based on the recommendations of the discussion paper. Regional staff will consult with NPCA staff as part of preparing the work plan.

Watershed Planning Discussion Paper

The Provincial Policy Statement (PPS) requires that watersheds be the ecologically meaningful scale for integrated and long-term planning. It is not a new concept. However, recent Provincial changes have reinforced the need for watershed planning to 'inform' municipal land-use planning. The purpose of the Watershed Planning Discussion Paper was to better understand the history, new provincial direction, and the updated process, roles, and responsibilities related to watershed planning in the Region.

Key findings of the discussion paper were:

The Region will now have a lead role in coordinating watershed planning, with the NPCA continuing to provide technical expertise and partnering where appropriate. The discussion paper provides direction in three key areas:

1. Watershed planning that is required to 'inform' the new Niagara Official Plan.
2. Policies for watershed planning that should be included in the new Niagara Official Plan.
3. A suggested framework for watershed planning in Niagara moving forward.

Key watershed planning next steps:

- Staff to prepare a report and work plan for the implementation of a watershed planning program - based on the direction and recommendations of the discussion paper. This will include a consideration of options, costs, funding, and other resources.

Natural Environment Background Study

The Natural Environment Background Study was designed to be the primary source of information for the project moving forward, and to ensure that policy development will be informed by science and the best available information. The background study covers both general topics, as well as issue and trends that are specific to Niagara. Several key findings are overviewed as follows:

Provincial Direction –

Much of the direction for natural environment planning is provided by the Province. Provincial direction starts with the Provincial Policy Statement (PPS). The PPS identifies the types of natural features, areas, functions, and systems that must be identified and protected.

In Niagara, the Region is responsible for implementing the Provincial Greenbelt Natural Heritage System (NHS) and the Provincial Growth Plan NHS. The Greenbelt NHS has been in place since 2005 and is generally reflected in existing Regional Policies. The Growth Plan NHS was introduced in 2017, and is being implemented in Niagara through the new Official Plan for the first time. The implementation of the Growth Plan NHS itself represents a significant shift to natural environment planning in the Region.

A second major shift in provincial direction is the need to identify and protect a 'water resource system'. Watershed planning in addition to the joint Niagara Region/NPCA 'contemporary mapping of watercourses' project will play an important role in the identification and protection of the water resource system.

Fish Habitat -

The PPS and Provincial Plans require the protection of 'fish habitat'. Fish habitat, is defined by the Federal Fisheries Act, and means: "spawning grounds and any other areas, including nursery, rearing, food supply, and mitigation areas on which fish depend directly or indirectly in order to carry out their life processes". This is a broad definition that includes direct and indirect habitat.

One of the issues to be considered through the new Niagara Official Plan is relationship between fish habitat and agricultural infrastructure – this has been subject to ongoing discussions for at least 15 years – and required a detailed review to ensure the history and nuisances of the issue could be understood. Some of the key facts include:

- Agricultural infrastructure (i.e. drains and irrigation systems) in Niagara includes a combination of natural, altered, and man-made watercourses.

- The definition of fish habitat does not include a specific exemption for man-made or altered watercourses. In fact, the Department of Fisheries and Oceans (DFO) produced a document 'Guidance for Maintaining and Repairing Municipal Drains in Ontario' which discusses the relationship between fish habitat and municipal drains.
- There is on-going concern that agriculture infrastructure may be identified as fish habitat and could restrict the construction of agricultural buildings and other agricultural infrastructure, and possibly normal farm practices.
- Beyond the PPS, Provincial Plans, and Fisheries Act, there are other pieces of legislation that must be taken into consideration including the Drainage Act, the Conservation Authorities Act and Regulations, and applicable Private Member Bills.

Offsetting -

Offsetting is generally defined as the positive actions that are taken to address the partial or whole loss of environmental features or ecological functions with the goal of achieving an equal (i.e. no net loss) or greater gain (i.e. net gain) in the amount of a natural feature or ecological function.

There is a recent and controversial history related to the concept of offsetting in Niagara. As a direct result of this, during early consultation on the project, Staff were asked many questions on the topic. Stakeholders, including PEDC, requested more information, as well as clarification on its official position in land-use planning in Ontario. Some of our stakeholders simply wanted to know what it was.

To that end, it was identified as a topic for specific inclusion in the background study. Its inclusion in the report does not take a position, rather it is intended to provide a review of the topic to better inform our partners, stakeholders, and the public. Some key facts include:

- Currently, the PPS and Provincial Plans do not address offsetting.
- Offsetting is not considered an approach to be used to meet the test of 'no negative impacts' as required by the PPS.
- There are concerns about the use of offsetting due to poorly written policies, incorrect interpretation/application, and/or lack of enforcement of policies or regulations.
- Not all features can or should be considered for offsetting. The more complex a feature the higher the risk of not achieving a no-net loss or even net gain. The irreplaceability of some types of features must be acknowledged.
- Several Conservation Authorities and Municipalities in Ontario have policies and guidelines which contemplate compensation/offsetting. In general, they were

developed in response to the development approvals system which in some cases allow impacts to natural features.

- The current NPCA policy document in some cases does permit a compensation approach for wetlands which are not considered to be 'provincially-significant'. It is however understood that this policy is currently under review by the NPCA Board and Staff.

Climate Change and Invasive Species –

To date – the two issues which have generated the most discussion have been climate change and invasive species. These are recognized as two of the most significant threats to the natural environment and can often work in conjunction with one another to accelerate the deterioration of our natural areas.

With respect to the relationship between natural environment and climate change, this generally means two things: planning to protect our natural areas from the impacts of climate change, and understanding that natural areas are an important tool for mitigation and resilience.

The natural environment system is vulnerable to a range of changes in the environment and is widely expected to be affected by climate change. However, the full extent of the impact of climate change on natural features and ecological functions is uncertain. As part of a forward-thinking Official Plan, there is a need to consider the potential impacts of climate change as part of natural environment planning in order to better protect the natural environment system and reduce economic costs (e.g., flood damage, effect of drought on crops, etc.). The work on climate change in this work program is being complemented by the stand-alone Climate Change Work Program being undertaken in support of the new Niagara Official Plan.

There are many invasive species that are creating issues in Niagara including Phragmites, Garlic Mustard, European Buckthorn, and Emerald Ash Borer. Directly controlling invasive species is difficult through the land use policies of Official Plans - and is typically better addressed through by-laws and other management tools. It is clear that controlling invasive species will require partnerships and the work of a number of agencies across the Region. The background study provides some approaches and best practices from other jurisdictions on how this could be done.

Phase 3: 1st Point of Engagement – Inform on Background Study

As overviewed in PDS 18-2018, the consultation and engagement program included a range of stakeholders, Indigenous groups, and the public. A variety of engagement techniques were used including workshops, meetings, presentations, and open houses. Engagement activities took place at a variety of locations across the Region. Information was also made available on the new Niagara Official Plan website.

List of Activities Undertaken –

The following activities were undertaken as part of the 1st Point of Engagement:

Date	Activity
February 20, 2019	Presentation to Planning and Economic Development Committee (PDS 10-2019)
February 22, 2019	Presentation to the Agricultural Policy and Action Committee (APAC)
February 22, 2019	Technical Advisory Group (TAG) Meeting
April 23, 2019	Presentation to Fort Erie Council
May 1, 2019	Meeting with Six Nations Elected Council Staff
May 1, 2019	Meeting with Haudenosaunee Confederacy Chiefs Council
May 3, 2019	Workshop – Development Community, Consultants, and Local Planning Staff
May 6, 2019	Presentation to Grimsby Council
May 7, 2019	Meeting with Fort Erie Friendship Centre Staff
May 7, 2019	Presentation to Thorold Council
May 13, 2019	Presentation to Niagara-on-the-Lake Council
May 14, 2019	Presentation to Niagara Falls Council
May 16, 2019	Workshop – Agricultural Community
May 16, 2019	Workshop – Environmental Stakeholder Groups
May 22, 2019	Workshop – Planning Advisory Committee (PAC)
May 27, 2019	Presentation to Port Colborne Council
May 28, 2019	Presentation to Wainfleet Council
May 29, 2019	Meeting with Niagara Region Metis Council
May 30, 2019	Public Information Centre – West Lincoln
June 3, 2019	Presentation to Pelham Council
June 5, 2019	Meeting with Niagara Region Native Centre Staff
June 6, 2019	Meeting with NPCA Senior Staff
June 6, 2019	Public Information Centre - Welland
June 10, 2019	Information Package to St. Catharines Council
June 10, 2019	Presentation to West Lincoln Council
June 11, 2019	Meeting with Mississauga-of-the-Credit Staff
June 11, 2019	Presentation to Welland Council
June 13, 2019	Meeting with NPCA Technical Staff
June 17, 2019	Presentation to Lincoln Council
July 23, 2019	Meeting with NPCA Technical Staff
September 18, 2019	Presentation to NPCA Board

Summary of What We Heard –

The Consultation Summary Report identifies 9 key themes that emerged through the 1st Point of Engagement - as well as the implications for the Natural Environment Work Program moving forward. These findings are summarized in the table below:

Key Theme	Implication for Natural Environment Work Program
1. Consistent Policies and Clear Roles and Responsibilities	<ul style="list-style-type: none"> - Need to address roles and jurisdictions - Need for consistent definitions and application of policy
2. Take a Systems Approach to Natural Environment Planning	<ul style="list-style-type: none"> - Need to address connection between issues - Need to address connectivity and linkages within natural systems - Need to account for the inter-relationship between natural and built environments
3. Recognize the Uniqueness of Niagara's Geography, Natural Environment and Agriculture	<ul style="list-style-type: none"> - Need for a balanced approach that considers a range of land uses - Need for a specific consideration of the relationship between agriculture and natural environment
4. Accurately Mapping the Natural Environment	<ul style="list-style-type: none"> - Need to use the most up-to-date and reliable sources of information - Need to ensure that mapping is updated on a regular basis
5. Monitor Federal Legislation and Provincial Policy Direction	<ul style="list-style-type: none"> - Need to continue to monitor changes at the provincial and federal level and make changes as required
6. Protect the Natural Environment	<ul style="list-style-type: none"> - Need to both protect existing features and restore/enhance others - Need to focus development in the right areas
7. Explore Challenging Issues in Natural Environment Planning	<ul style="list-style-type: none"> - Need to continue to explore issues and make policy decisions based on science and a fact-based approach

Key Theme	Implication for Natural Environment Work Program
	<ul style="list-style-type: none"> - Need for ongoing public education and dialogue
8. Forward Thinking Natural Environment Policies and Official Plan	<ul style="list-style-type: none"> - Need to take advantage of this opportunity to explore - and potentially implement bold new approaches
9. Build Trust Through Continued Engagement, Collaboration and Education	<ul style="list-style-type: none"> - Need for ongoing meaningful dialogue, with a goal of building trust, and the best outcomes for Niagara - Need to be forward looking and not weighed down by a rehash of past site-specific outcomes

Next Steps

The next phase of the work program is to develop and evaluate options for the natural systems. This work will be documented the second technical paper: Identification and Evaluation of Options for Regional Natural Environment System(s).

This will be followed by the 2nd Point of Engagement – which will include two points of contact with PEDC. Firstly, the preliminary preferred option will be presented for endorsement; we will then undertake a fulsome consultation program with the full range of stakeholders, the public, and Indigenous groups; finally, based on the input received, the preferred option will then be presented to PEDC for final endorsement.

Alternatives Reviewed

Council could choose not to receive or circulate this report. This is not recommended.

Relationship to Council Strategic Priorities

This report is being brought forward as part of the ongoing reporting on the new Niagara Official Plan. The Natural Environment Work Program aligns with Objective 3.2 Environmental Sustainability and Stewardship:

“A holistic and flexible approach to environmental stewardship and consideration of the natural environment, such as in infrastructure, planning and development, aligned with a renewed Official Plan.”

Other Pertinent Reports

PDS 40-2016 – Regional Official Plan Update
PDS 41-2017 – New Official Plan Structure and Framework
PDS 3-2018 – New Official Plan Update
PDS 6-2018 – Natural Environment Project Initiation Report
PDS 18-2018 – Natural Environment – Project Framework
PDS 9-2019 – New Official Plan Consultation Timeline Framework
PDS 10-2019 – Update on Natural Environment Work Program – New Regional Official Plan
CWCD 122-2019 – Agricultural and Environmental Groups – Draft Stakeholder Lists
CWCD 150-2019 – Update on Official Plan Consultations – Spring 2019
CWCD 179-2019 – Notice of Public Information Centres – Natural Environment Work Program, New Regional Official Plan
CWCD 271-2019 – Update on Consultation for New Official Plan

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Appendices

The reports can be accessed on the new Niagara Official Plan webpage through the following web links:

[Mapping Discussion Paper](#)

[Watershed Planning Discussion Paper](#)

[Natural Environment Background Study](#)

[Consultation Summary Report #1 – 1st Point of Engagement](#)

**City of Port Colborne
Regular Committee of the Whole Meeting 27-19
Minutes**

Date: November 12, 2019

Time: 6:30 p.m.

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

Members Present: M. Bagu, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Deputy Mayor (presiding officer)
D. Kalailieff, Councillor
H. Wells, Councillor

Members Absent: E. Beauregard, Councillor
A. Desmarais, Councillor
W. Steele, Mayor

Staff Present: D. Aquilina, Director of Planning and Development
A. LaPointe, Acting Director of Corporate Services/City Clerk
L. Nelson, EAA to the Director of Corporate Services (minutes)
P. Senese, Interim Chief Administrative Officer
S. Shypowskyj, Manager of Projects & Design

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

1. Call to Order:

Deputy Mayor Danch called the meeting to order.

2. National Anthem

Those in attendance stood for O Canada.

3. Introduction of Addendum Items:

Nil.

4. Confirmation of Agenda:

Moved by Councillor G. Bruno
Seconded by Councillor H. Wells

That the agenda dated October 28, 2019 be confirmed, as circulated or as amended.

CARRIED.

5. Disclosures of Interest:

Councillor Danch declared a pecuniary interest regarding item 13. Councillor Danch refrained from discussing or voting on item 13.

6. Adoption of Minutes:

(a) Regular meeting of Committee of the Whole 26-19, held on October 28, 2019.

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

That the minutes of the regular meeting of the Committee of the Whole 26-19, held on October 28, 2019, be approved as presented.

CARRIED.

7. Determination of Items Requiring Separate Discussion:

The following items were identified for separate discussion:

Items 1, 3, 5, 10, and 13.

8. Approval of Items Not Requiring Separate Discussion:

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

That items 1 to 15 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 2019-168, Subject: Land Sale on Lorraine Road

Committee of the Whole recommends:

That By-law 6706/70/19 Being A By-Law To Authorize Entering Into An Agreement Of Purchase And Sale be amended to remove Helen Lliodromitis.

That the City enters into an Agreement of Purchase and Sale with Robert and Tanya Krier for \$230,000 plus HST.

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

CARRIED.

4. Planning and Development Department, Planning Division, Report 2019-174, Subject: Condominium Exemption Request – 57 Minto Street

Committee of the Whole recommends:

That Council approves the request for exemption from draft plan of condominium for the development at 57 Minto Street.

CARRIED.

6. Corporate Services Department, Finance Division, Report 2019-163, Subject: Audit Results for the year ended December 31, 2018

Committee of the Whole recommends:

The Council accept and approve the Audit Results report for the year ended December 31, 2018.

CARRIED.

7. Corporate Services Department, Finance Division, Report 2019-164 Subject: Approval of the 2018 Consolidated Financial Statements

Committee of the Whole recommends:

That Council approve the Consolidated Financial Statements for the year ended December 31, 2018.

CARRIED.

8. Corporate Services Department, Finance Division, Report 2019-165, Subject: Development Charge Reserve Funds – 2018 Year-end Update

Committee of the Whole recommends:

That Council receives the attached Development Charge Statement for information.

CARRIED.

9. Community and Economic Development Department, Parks and Recreation Division, Report 2019-158, Subject: Annual Lighted Santa Claus Parade – Road Closures

Committee of the Whole recommends:

1. That the road closures necessary for the Annual Lighted Santa Claus Parade on Saturday, December 7, 2019, as outlined in Community and Economic Development, Report 2019-158, be approved;
2. That the following roads be closed to general vehicular traffic and parking from 4:00 p.m. to 7:00 p.m. on Saturday, December 7, 2019, for the purpose of parade staging:

- Fielden Avenue, from the southern limit of Killaly Street to the southern limit of Elgin Street; and
 - Elgin Street, from the western limit of Elm Street to the eastern limit of Steele Street; and
 - Fielden Avenue, at the western limit of Delhi Street.
3. That the following roads be closed for vehicular parking from 4:00 p.m. to 9:00 p.m. on Saturday, December 7, 2019, for the purpose of parade staging and to provide for a safe viewing area of the parade:
- Clarence Street, from the western limit of Steele Street to the eastern limit of West Street;
 - West Street, from the northern limit of Clarence Street to the southern limit of Charlotte Street; and
 - Charlotte Street, from the western limit of Elm Street to the eastern limit of West Street.
4. That the following road intersections be temporarily closed (by barricade) beginning at 6:30 p.m. until 9:00 p.m. on Saturday, December 7, 2019, to restrict through traffic onto the parade route:
- North and west intersections of Steele Street and Elgin Street;
 - East intersection of Steele Street at Carter Street;
 - East intersection of Steele Street at Park Street;
 - East intersection of Steele Street at Tugboat Lane;
 - West and south intersections of Steel Street and Clarence Street;
 - North and south intersections of Fielden Avenue at Clarence Street;
 - North and south intersections of Elm Street at Clarence Street;
 - North and south intersections of Catharine Street at Clarence Street;
 - North and south intersections of King Street at Clarence Street;
 - North and east intersections of West Street at Clarence Street;
 - South intersection of West Street at Charlotte Street;
 - North and south intersections of King Street at Charlotte Street; and
 - East and north intersections of Charlotte Street and Catharine Street.
5. That emergency service vehicles, including ambulance, police and fire, as well as public works, public utility vehicles, and authorized permit vehicles be exempt from the above noted closures;
6. That Public Works staff deliver traffic barricades before the event at the predetermined locations, restrict access to the appropriate parking stalls and deliver waste receptacles along the Parade route;
7. That Public Works staff will block off all parking stalls along the parade route with pylons beginning at the time of the traffic and parking restrictions;

- 8. That By-law Enforcement staff ticket and remove vehicles as necessary along the parade route during the time of the traffic and parking restrictions closures.

CARRIED.

11. Region of Niagara Re: Actions & Resources to Join the Coalition of Inclusive Municipalities Report CAO 14-2019

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: Actions & Resources to Join the Coalition of Inclusive Municipalities Report CAO 14-2019, be received for information.

CARRIED.

12. Region of Niagara Re: Proposed Cuts to Legal Aid Ontario Budget

Committee of the Whole recommends:

That the correspondence received from the Region of Niagara Re: Proposed Cuts to Legal Aid in Ontario Budget, be received for information.

CARRIED.

14. City of Niagara Falls Re: School Bus Camera Legislation

Committee of the Whole recommends:

That the resolution received from the City of Niagara Falls Re: School Bus Camera Legislation, be received for information.

CARRIED.

15. Town of Kingsville Re: Local Health Care Services

Committee of the Whole recommends:

That the resolution received from the Town of Kingsville Re: Local Health Care Services, be received for information.

CARRIED.

9. Presentations:

Nil.

10. Delegations:

Nil.

11. Mayor's Report:

A copy of the Mayor's Report is attached.

12. Regional Councillor's Report:

Councillor Butters reported that the EMS transformation shows that the results are encouraging with quicker response times and diversion of ambulances from emergency departments. Councillor Butters also reported that the KPMG sustainability review came in and the services that the Region offers are 46% mandatory, 34% essential, 12% traditional and 8% discretionary services.

13. Councillors' Items:**(a) Centennial Park (Bodner)**

Councillor Bodner thanked staff for the clean-up at Centennial Park and the Sherkston Community Centre staff for the Remembrance Day set up.

(b) City Hall Snow and Ice Removal (Bodner)

Councillor Bodner inquired about cleaning of snow and ice at City Hall and other city facilities. Councillor Bodner noted that there was salt put down on the steps of City Hall but no follow-up shoveling or cleanup.

(c) Lighting Issues West Street and Charlotte Street (Kalailieff)

Councillor Kalailieff requested an update on lighting in the downtown area. The Manager of Projects and Design informed Councillor Kalailieff that staff are verifying the outages and isolating the problems with a contractor.

(d) BIA Refurbishing Party (Kalailieff)

Councillor Kalailieff thanked the BIA and volunteers for all getting together and refurbishing the wreaths for the City.

(e) Development Charges (Wells)

Councillor Wells inquired about the development charges by-law and the community benefits charge by-law. Councillor Wells noted that in 2021 developers are no longer being charged for soft charges. The Director of Planning & Development stated that the Ministry is working out the details of this.

(f) Committee of Adjustment Meeting Cancelled (Bruno)

Councillor Bruno noted that the Committee of Adjustment meeting set for November 13 has been cancelled.

(g) Neff Street Storm Sewer (Bruno)

Councillor Bruno inquired into the status of the Neff Street storm sewer repairs. The Manager of Projects & Design informed Council that immediate repairs have been made and that crews are cleaning the remainder of any debris.

(h) Trillium Railway on Sugarloaf (Bagu)

Councillor Bagu mentioned ongoing issues with the Trillium railway at Sugarloaf. The Manager of Projects & Design noted he would provide an updated at the end of the week.

(i) Storm Barricades (Bagu)

Councillor Bagu noted that the community needs to be aware of barricades on roadways and not to go around them for safety reasons. Councillor Bagu stated that he witnessed several people going through a barricade and over a live hydro wire during the most recent storm.

Staff responses to Councillors' enquiries:**(a) Thank You (Chief Cartwright)**

The Chief thanked his team and the Operations staff for their help during the storm.

(b) Provincial Disaster Team (Chief Cartwright)

The Chief reported that the Ministry has requested the nature and scope of the damage in the City and read a statement from the Provincial Disaster Team.

(c) Provincial Disaster Team (Aquilina)

The Director reported that there will be a public announcement regarding the new cannabis regulations.

(d) Lead in Drinking Water (Suddard)

The Environmental Compliance Officer noted that there has been a lot of media attention towards lead in drinking water. She noted that there is testing done in the City of Port Colborne and there has been no lead found in the samples taken since 2008. She stated that if anyone in the community would like their water tested for lead, they can call the City and set-up appointment for testing.

14. Consideration of Items Requiring Separate Discussion: Re-order items**1. Planning and Development Department, Planning Division, Report 2019-161, Subject: Cannabis Production – Interim Control By-law**

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

That Council pass an Interim Control By-law, pursuant to Section 38 of the Planning Act, for a period of one year, prohibiting retail cannabis production on all properties in the City; and

That the Mayor and City Clerk be authorized to execute the necessary By-law to give effect to Council's decision; and that the Notice of Decision required by the Planning Act, R.S.O. 1990, as amended, be processed by staff.

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

That the main motion be amended by adding the following as the second paragraph: That the definition of facility in the draft by-law be renamed cannabis production facility.

CARRIED.

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

That Council pass an Interim Control By-law, pursuant to Section 38 of the Planning Act, for a period of one year, prohibiting retail cannabis production on all properties in the City;

That the definition of facility in the draft by-law be renamed cannabis production facility; and

That the Mayor and City Clerk be authorized to execute the necessary amended by-law to give effect to Council's decision; and that the Notice of Decision required by the Planning Act, R.S.O. 1990, as amended, be processed by staff.

CARRIED.

3. Planning and Development Department, Planning Division, Report 2019-173, Subject: Ministry of Environment, Conservation and Parks Response Regarding Safe Soil Levels of the CBRA

Moved by Councillor H. Wells
Seconded by Councillor G. Bruno

That Planning and Development Department report 2019-173, Ministry of the Environment, Conservation and Parks Response Regarding Safe Soil Levels of the CBRA be received for information; and

That the Director of Planning and Development discuss concerns about land use change burdens associated with requiring a RSC with Vale.

CARRIED.

5. Engineering and Operations Department, Engineering Division, Report 2019-172, Subject: Eagle Marsh Municipal Drain – Appointment of Engineer

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

That the Council of the City of Port Colborne receives Report 2019-172 with respect to Eagle Marsh Drain Engineer Appointment as information; and

That Brandon Widner P. Eng. Of Spriet Associates Engineers and Architects. be appointed under Section 8 of the Drainage Act, Chapter D.17 R.S.O. 1990 for the preparation of a new engineer's report under Section 78 of the Drainage Act, Chapter D.17 R.S.O. 1990, related to the Eagle Marsh Municipal Drain.

CARRIED.

10. Memorandum from Janice Peyton, Executive Assistant, DEO Re: Transit Advisory Committee – Community Bus Saturday Service Pilot Program

Moved by Councillor G. Bruno
Seconded by Councillor M. Bagu

That the Memorandum from Janice Peyton, Executive Assistant, DEO on behalf of the Transit Advisory Committee Re: Community Bus Saturday Service Pilot Program, be received for information; and

That the Council of the City of Port Colborne be notified that the Port Colborne Transit Advisory Committee is in agreement with increasing the Port Colborne Community bus services through a pilot project coordinated with Welland Transit, to run on Saturdays for a six-hour block of time. The pilot project will be in place from May 2, 2020 to December 31, 2020.

CARRIED.

13. Town of Fort Erie Re: Port Colborne Quarry and the Aquifer through Fort Erie

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

That the resolution received from the City of Niagara Falls Re: School Bus Camera Legislation, be received for information.

CARRIED.

15. Notice of Motion:

Nil.

16. Adjournment:

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

That the Committee of the Whole meeting be adjourned at approximately 7:40 p.m.

CARRIED.

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MAYOR'S REPORT – NOVEMBER 12, 2019

Wind storm – October 31, 2019

The Provincial Disaster Assessment Team was in Port Colborne on Thursday, November 7th and met with officials and staff. They toured the city and also met with some homeowners affected by the storm.

Disaster Recovery Assistance for Ontarians is a program that helps individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance. Learn more by visiting their website at www.ontario.ca/page/apply-disaster-recovery-assistance

The Ministry has requested that the city commence assembling detailed information regarding the nature and scope of damage arising from the storm to attempt to lay the groundwork for the Provincial recognition of the storm as a true natural disaster.

To facilitate additional information gathering that may assist the Province's disaster assessment, the City rolled out a notification process using our website and social media channels asking members of the public affected by the storm to submit whatever information that they might have available regarding their situation to the municipality, by calling 905-835-2900 Ext 115.

The information collected is intended to support the City's call on the Province to activate the Disaster Recovery Assistance for Ontarians program.

If the program is activated, residents will be able to make application directly to the Province of Ontario for assistance in restoring essential property. The application deadline will be 120 calendar days after the Ministry of Municipal Affairs and Housing announces that the program is active.

Applicants will be required to provide proof that their property was damaged in the natural disaster and documentation that eligible expenses were incurred. To qualify as a homeowner or tenant, you must be the owner of the property, or the tenant of the affected property, at the time of the disaster. The property must be your primary residence where you live on a day-to-day basis. Secondary residences such as recreational properties are not eligible under the program.

If you require further information, please call 905-835-2900 Ext 115.



**City of Port Colborne
Regular Meeting of Council 34-19
Monday, November 25, 2019
following Committee of the Whole Meeting
Council Chambers, 3rd Floor, 66 Charlotte Street**

Agenda

1. **Call to Order:** Mayor William C. Steele
2. **Introduction of Addendum Items:**
3. **Confirmation of Agenda:**
4. **Disclosures of Interest:**
5. **Adoption of Minutes:**
 - (a) Regular meeting of Council 33-19, held on November 12, 2019
6. **Determination of Items Requiring Separate Discussion:**
7. **Approval of Items Not Requiring Separate Discussion:**
8. **Consideration of Items Requiring Separate Discussion:**
9. **Proclamations:**

Nil.
10. **Minutes of Boards, Commissions & Committees:**

Nil.
11. **Consideration of By-laws:**
12. **Council in Closed Session:**
 - (i) Motion to go into Closed Session

That Council do now proceed into closed session in order to address the following matter(s):

 - (a) Minutes of the closed session portion of the following Council meeting:
November 12, 2019.
 - (b) Human Resources Report 2019-157, concerning the performance appraisal of the Chief Administrative Officer, pursuant to the *Municipal Act*,

2001, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

- (c) Community and Economic Development Department Report 2019-180, concerning the Roselawn Centre for the Arts, pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

- (ii) Disclosures of Interest (closed session agenda):

- (iii) Consideration of Closed Session Items:

- (iv) Motion to Rise With Report:

13. Disclosures of Interest Arising From Closed Session:

14. Report/Motions Arising From Closed Session:

15. Adjournment:

Council Items:

Notes	Item	Description / Recommendation
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>1.</p>	<p><u>Corporate Services Department, Finance Division, Report 2019-166, Subject: 2020 Proposed Fees and User Charges</u></p> <p>That the Consolidated Fees and User Charges, attached as Schedule A to Y of Corporate Services Department Report 2019-166, 2020 Proposed Fees and User Charges be approved; and</p> <p>That the Mayor and City Clerk be authorized to execute the appropriate By-law.</p>
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>2.</p>	<p><u>Fire and Emergency Services Department, Report 2019-178, Subject: Replacement of Self-Contained Breathing Apparatus</u></p> <p>That Fire Department Report 2019-178, Replacement of Self-Contained Breathing Apparatus be received; and</p> <p>That Council authorize the Fire Chief to prepare a tender document for the purchase of breathing apparatus, spare bottles and a compressor air filling system and circulate the document to companies that provide Scott breathing apparatus and air systems.</p>
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>3.</p>	<p><u>Fire and Emergency Services Department, Report 2019-179, Subject: Fire Department Memorial</u></p> <p>That Fire Department Report 2019-179, Fire Department Memorial be received; and</p> <p>That Council approve the construction of a Fire Department Memorial at the Fire Station located at 3 Killaly Street West; and</p> <p>That funding of the Memorial be authorized as outlined within report 2019-179; and</p> <p>That Council authorize the City's Deputy Treasurer to establish a special reserve account that donations can be assigned to and issue income tax receipts, if requested to do so.</p>

<p>WCS MB EB RB GB FD AD DK HW</p>	<p>4.</p>	<p><u>Engineering and Operations Department, Engineering Division, Report 2019-175, Subject: Skelton Municipal Drain</u></p> <p>That Engineering and Operations Department, Engineering Division Report 2019-175 with respect to the Skelton Municipal Drain, be received for information; and</p> <p>That staff be directed to advance the Skelton Municipal Drain Engineer's Report to that of the Meeting to Consider on December 9, 2019, as per Section 41, Chapter D.17 of the <i>Drainage Act R.S.O. 1990</i>.</p>	
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>5.</p>	<p><u>Planning and Development Department, Planning Division, Report 2019-183, Subject: Recommendation Report on Removing 700 Elm Street from the Municipal Registry of Heritage Properties</u></p> <p>That the Council of the City of Port Colborne approve the removal of the lands legally known as Plan 3252 Part of Block B and C, NP 775 Part 1 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 700 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.</p>	
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>6.</p>	<p><u>Planning and Development Department, Planning Division, Report 2019-184, Subject: Recommendation Report on Removing 692 Elm Street from the Municipal Registry of Heritage Properties</u></p> <p>That the Council of the City of Port Colborne approves the removal of the lands legally known as Plan 3252 Part of Block C, NP 775 and Part of Lot 3 on Plan 59R6290, City of Port Colborne, Regional Municipality of Niagara; municipally known as 692 Elm Street from the City of Port Colborne's Municipal Registry of Heritage Properties.</p>	
<p>WCS MB EB RB GB FD AD DK HW</p>	<p>7.</p>	<p><u>Chief Administrative Officer, Economic Development Division, Report 2019-169, Subject: Port Colborne Workforce Development Initiatives</u></p> <p>That Chief Administrative Officer, Economic Development Division Report 2019-169 be received for information; and</p> <p>That Council direct staff to explore grant opportunities to assist with the development of a Workforce Development Strategy and implementation of associated actions; and</p> <p>That Council considers workforce development needs in future budget deliberations.</p>	

WCS	MB	EB	8.	<p><u>Chief Administrative Officer, Economic Development Division, Report 2019-170, Subject: Pilot Innovation, Creativity & Culinary Project</u></p> <p>That Chief Administrative Officer, Economic Development Division Report 2019-170 be received for information; and</p> <p>That Council direct staff to proceed with the research study and pilot program.</p>
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Miscellaneous Correspondence

WCS	MB	EB	9.	<p><u>Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results) (PW 60-2019)</u></p> <p>That the correspondence received from the Region of Niagara Re: On-Demand Transit – Pilot Authorization (Simulation Results), be received for information.</p>
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WCS	MB	EB	10.	<p><u>Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study (PDS 32-2019)</u></p> <p>That the correspondence received from the Region of Niagara Re: Natural Environment Work Program – Phases 2 & 3: Mapping and Watershed Planning Discussion Papers and Comprehensive Background Study, be received for information.</p>
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Outside Resolutions – Requests for Endorsement

Nil.

Responses to City of Port Colborne Resolutions

Nil.

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

By-law No.	Title
6739/103/19	Being a By-law to Extend an Interim Control By-law for all lands within the City of Port Colborne
6740/104/19	A By-law to Appoint a Deputy Clerk (Charlotte Madden)
6741/105/19	Being a By-law to Establish Fees and Charges for Various Services and to Repeal By-law 6638/02/19
6742/106/19	Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Special and Regular Meetings of November 25, 2019

The Corporation of the City of Port Colborne

By-law no. 6739/103/19

Being a by-law to extend an Interim Control by-law for all lands within the City of Port Colborne

Whereas Section 38 of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, authorizes Council to adopt an Interim Control By-law, provided Council has by resolution directed that a review or study be undertaken of land use planning policies; and

Whereas the Council of The Corporation of the City of Port Colborne passed By-law 6629/84/18 on November 26, 2018 directing that a review be undertaken in respect of the Official Plan policy, Zoning By-law standards, and implementation procedures as they relate to cannabis production facilities within the City of Port Colborne and to report back to Council with recommendations with respect to an Interim Control By-law; and

Whereas the Council of The Corporation of the City of Port Colborne considers it necessary to extend the Interim Control By-law 6629/84/18 for 1 year with respect to the lands described in Section 1 of this By-law, and only as it applies to the use of land, premises, or partial use of premises, for either of the uses described in Section 2 a) of this By-law, to allow it time to consider its land use planning policies as directed.

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

1. This Interim Control By-law applies to all lands zoned in Zoning By-law 6575/30/18 of The Corporation of the City of Port Colborne to prohibit the use of land, premises, or partial use of premises within such lands, for the use as described in Section 2 a) of this by-law.
2. The following use is prohibited under this by-law:
 - a) cannabis production facility or land for the growing of cannabis.
3. In this by-law, the following definitions apply:
 - a) "Cannabis": means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marihuana shall have the same definition;
 - b) "Cannabis Production Facility": means the use of land, buildings or structures for the cultivation, processing, packaging and shipping of cannabis.
4. This by-law shall be in effect for a period of one year from the date of passage hereof.

Enacted and passed this 25th day of November, 2019.

William C Steele
Mayor

Amber LaPointe,
City Clerk

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The Corporation of the City of Port Colborne

By-law No. 6740/104/19

A By-law to Appoint a Deputy Clerk
(Charlotte Madden)

Whereas Subsection 228(1) of the *Municipal Act, 2001* ("the Act") provides that a municipality shall appoint a clerk; and

Whereas Subsection 228(2) of the Act provides that a municipality may appoint a deputy clerk who shall have all the powers and duties of the clerk; and

Whereas the Council of The Corporation of the City of Port Colborne deems it expedient to appoint a Deputy Clerk;

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

1. That Charlotte Madden is hereby appointed Deputy Clerk for The Corporation of the City of Port Colborne, effective November 25, 2019.
2. That this by-law shall be repealed on the date that the appointee ceases to be an employee of the City of Port Colborne.
3. That By-law 6544/111/17 is hereby repealed.
4. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 25th day of November, 2019.

William C. Steele
MAYOR

Amber LaPointe
CITY CLERK

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The Corporation of the City of Port Colborne

By-law No. 6741/105/19

Being a by-law to establish fees and charges for various services and to repeal by-law 6638/02/19

Whereas the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides a municipality may pass by-laws imposing fees or charges on any class or persons; and

Whereas the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Cemeteries Act (Revised), R.S.O. 1990, c. C.4*, as amended, provides a municipality may pass by-laws imposing fees and charges; and

Whereas the *Planning Act, R.S.O. 1990, c. P.13*, as amended, provides a municipality may pass by-laws imposing tariffs, fees and charges; and

Whereas at its meeting of November 25, 2019 the Council of The Corporation of the City of Port Colborne approved the recommendation of Corporate Services Finance Division Report No. 2019-166, Subject: 2020 Proposed Fees and User Charges.

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

1. That the fees and charges, outlined in Appendix "A" attached hereto and forming part of this by-law, be enacted.
2. That if a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law, and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.
3. That should this by-law conflict with any other by-law or resolution of Council, or any staff report approved by Council, in relation to fees and charges imposed under the *Municipal Act, Planning Act, Building Code Act* or any other act, this by-law shall take precedence, unless specifically stated to the contrary.
4. That By-law No. 6638/02/19 is hereby repealed.
5. That this by-law come into force and take effect on the day of passing.

Enacted and passed this 25th day of November, 2019.

William C. Steele
MAYOR

Amber LaPointe
CITY CLERK

**Schedule A
Commemorative Park Bench, Tree, Stone, Marker Stone and Plaque**

Commemorative Items	Size	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Contour Bench Maintenance <small>Price includes installation and concrete pad for bench</small>	6'	\$1,245.00 \$104.00	\$1,245.00 \$106.00	\$1,245.00 \$108.00	\$1270.00 \$110.00
Tree Variety: Silver Queen Maple Tree Sugar Maple Tree Shademaster, Honey Locust Tree London Plane Tree	10 Gallon Pot, 8' Tall	\$311.00 \$301.00 \$306.00 \$332.00	\$311.00 \$301.00 \$306.00 \$332.00	\$317.00 \$307.00 \$312.00 \$339.00	\$317.00 \$307.00 \$312.00 \$339.00
Oak, Red, Pin, Bur, Etc Tree Linden, Greenspire Maintenance <small>Prices include tree planting. Specific tree requests for individual parks are subject to approval of the Parks Division Gardener.</small>	20 Gallon Pot, 8' Tall	\$311.00 \$301.00 \$104.00	\$311.00 \$301.00 \$106.00	\$317.00 \$307.00 \$108.00	\$317.00 \$307.00 \$110.00
Muskoka Chairs Maintenance <small>Price includes installation and concrete pad for chair</small>			\$425.00 \$106.00	\$425.00 \$108.00	\$425.00 \$110.00
Pet Waste Systems (in memory of your four legged loved one) Maintenance <small>Price includes installation</small>			\$500.00 \$106.00	\$500.00 \$108.00	\$500.00 \$110.00
Playground equipment <small>Pricing individual priced.</small>					

**Schedule B
Dog Licensing**

Dog Licensing **	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
1. Early purchase discount rate on or before March 15 th of each year:				
Licence, Neutered/Spayed dog*	\$15.00	\$15.00	\$15.00	\$15.00
Licence, Un-Neutered/Un-Spayed dog	\$25.00	\$26.00	\$27.00	\$28.00
Vicious Dog	\$100.00	\$102.00	\$104.00	\$106.00
2. After March 15 th of each year where sections 3 and 4 of this Schedule are not applicable:	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Licence, Neutered/Spayed dog*				
Licence, Un-Neutered/Un-Spayed dog	\$25.00	\$26.00	\$27.00	\$28.00
Vicious Dog	\$35.00	\$36.00	\$37.00	\$38.00
	\$100.00	\$102.00	\$104.00	\$106.00
3. Replacement Tag – verification of original tag purchase required	\$5.00	\$5.00	\$5.00	\$5.00
4. Application for Hearing – non refundable	\$184.00	\$188.00	\$192.00	\$196.00
Kennel Licensing	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Kennel License	\$80.00	\$82.00	\$84.00	\$86.00

Notes:

* Proof is required

** No HST is applicable

Schedule C
Services by Fire and Emergency Division

All fees identified with an asterisk will be billed using the applicable MTO Rate at the time of billing. Administrative Fee of \$50.00 to be charged to all invoices.				
Emergency Response	2019	Proposed 2020	Proposed 2021	Proposed 2022
*Nuisance false alarms and nuisance deployments First false alarm in any calendar year:	Nil	Nil	Nil	Nil
Subsequent false alarms in calendar year:	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Billing for firefighting services using a third party, as necessary.	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Failure to Extinguish Open Air Burning (liable for costs under Section 2.5 By-Law 6280/106/15). Owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs	Actual Costs	Actual Costs
Hourly Rate of Personnel	Current	Current	Current	Current
*Motor vehicle accident/vehicle fire and providing firefighting or other emergency services to a non-resident: a) For the first hour or any part thereof b) For each additional one half hour or part thereof <i>Note: MTO Rates are applicable to residents when Fire Department services are provided on Hwy. No's 3, 58 and 140.</i>	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Response to fires on or beside rail lines caused by Railway Company - owner responsible for any and all additional expenses - to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs	Actual Costs	Actual Costs
*For attending a natural gas incident a) For the first hour or any part thereof b) For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched

Emergency Response (continued)	2019	Proposed 2020	Proposed 2021	Proposed 2022
Extraordinary expenses - Owner responsible for any and all additional expenses that the Fire Chief or Deputy Fire Chief determines-to retain a private Contractor, rent special equipment, preserve property or evidence, or in order to eliminate an emergency or risk of an emergency situation.	Actual Costs	Actual Costs	Actual Costs	Actual Costs
*For responding to non-emergency requests a) For the first hour or any part thereof b) For each additional one half hour or part thereof	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched	Applicable MTO Rates Per apparatus dispatched
Fire Prevention				
<i>Commercial (GROUP A, D&E OCCUPANCY)</i> Refreshment Vehicle	\$125.00	\$125.00	\$125.00	\$128.75
Inspect base building, less than 3,000 sq. ft. (gross area)	\$250.00	\$250.00	\$250.00	\$257.50
Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00	\$128.75
Plus inspect each suite in addition to base building	\$25.00	\$25.00	\$25.00	\$25.75
Day Cares:	\$75.00	\$75.00	\$75.00	\$77.25
Home Day Cares with less than 5 children	\$150.00	\$150.00	\$150.00	\$154.50
Licensed Day Cares with occupant load of 40 or less	\$250.00	\$250.00	\$250.00	\$257.50
Licensed Day Cares with occupant load of more than 40				
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25
<i>Institutional (GROUP B) or Residential (GROUP C containing a Care Facility)</i>				
Inspect base building, less than 3,000 sq. ft. (gross area)	\$275.00	\$275.00	\$275.00	\$283.25
- Plus inspect each additional 3,000 sq. ft.	\$125.00	\$125.00	\$125.00	\$128.75
- Plus each dwelling/unit/sleeping room in addition to base building	\$10.00	\$10.00	\$10.00	\$10.30
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25

Fire Prevention (Continued)	2019	Proposed 2020	Proposed 2021	Proposed 2022
<i>Residential (GROUP C, Not Including Care Facilities) (includes Hotels, Motels, Apartments and Bed and Breakfast)</i>				
Small building – 3,000 sq. ft. or less – containing single dwelling units	\$75.00	\$75.00	\$75.00	\$77.25
Small building – 3,000 sq. ft. or less – containing two dwelling units	\$300.00	\$300.00	\$300.00	\$309.00
Large building – more than 3,000 sq. ft. OR contains 3 to 5 dwelling units/suites of residential occupancy	\$500.00	\$500.00	\$500.00	\$515.00
6 to 18 dwelling units/suites of residential occupancy	\$750.00	\$750.00	\$750.00	\$772.50
More than 18 dwelling units/suites of residential occupancy	\$1,500.00	\$1,500.00	\$1,500.00	\$1,545.00
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25
Bed and Breakfast – up to four (4) sleeping rooms	\$275.00	\$275.00	\$275.00	\$283.25
<i>Industrial (GROUP F OCCUPANCY)</i>				
Inspect base building, less than 3,000 sq. ft. (gross area) Plus inspect each additional 3,000 sq. ft. Plus inspect each suite in addition to base building	\$175.00 \$75.00 \$25.00	\$175.00 \$75.00 \$25.00	\$175.00 \$75.00 \$25.00	\$180.25 \$77.25 \$25.75
Repeat follow-up inspections on a violation	\$75.00	\$75.00	\$75.00	\$77.25
<i>Miscellaneous Inspections/Application Review</i>				
Open Air Burning Site Inspection and Clearance	\$75.00	\$75.00	\$75.00	\$77.25
Fireworks Vendor-Site Inspection	\$75.00	\$75.00	\$75.00	\$77.25
Propane Licence Application Review (Basic)	\$100.00	\$100.00	\$100.00	\$103.00
Propane Licence Application Review (Complex)	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Marijuana Grow-Op/Drug Lab Compliance Inspection	\$250.00	\$250.00	\$250.00	\$257.500
Review of Site Plans	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Sale of Consumer Fireworks Vendor Permit	\$100.00/annually	\$100.00/annually	\$100.00/annually	\$103.00/annually
Display Fireworks Discharge Permit	\$150.00/per event	\$150.00/per event	\$150.00/per event	\$154.50/per event
Fire Department Assistance				
Fire Watch	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Securing Buildings	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Fire Prevention Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
Training Assistance	\$60.00/hour	\$60.00/hour	\$60.00/hour	\$61.80/hour
File Reports and File Searches				
File Search/File Reports - Environmental Issues	\$250.00	\$250.00	\$250.00	\$257.50
File Search/File Reports - Information	\$175.00	\$175.00	\$175.00	\$180.25
Letters and Produce Incident Reports to Insurance Companies	\$175.00	\$175.00	\$175.00	\$180.25
LLBO - Letters of Compliance	\$175.00	\$175.00	\$175.00	\$180.25

Smoke and Carbon Monoxide Alarm Installations	2019	Proposed 2020	Proposed 2021	Proposed 2022
Installation of Smoke Alarm	\$10.00 each	\$10.00 each	\$10.00 each	\$10.00 each
Installation of Carbon Monoxide Alarm (Plug-In)	\$25.00 each	\$25.00 each	\$25.00 each	\$25.00 each
Installation of Carbon Monoxide Alarm (Combination)	\$30.00 each	\$30.00 each	\$30.00 each	\$30.00 each
Fire Department Services				
Refilling of Air Cylinders	\$12.00 each	\$12.00 each	\$12.00 each	\$12.36 each
Fire Extinguisher Rentals	\$10.00 each	\$10.00 each	\$10.00 each	\$10.30 each
Photographs	\$5.00 each	\$5.00 each	\$5.00 each	\$5.15 each
I.D. Photos	\$10.00 each	\$10.00 each	\$10.00 each	\$10.30 each
Meeting Room Rental	\$100.00 daily	\$100.00 daily	\$100.00 daily	\$103.00 daily
911 Sign Installation	\$100.00 each	\$100.00 each	\$100.00 each	\$103.00 each
911 Sign Replacement	\$50.00 each	\$50.00 each	\$50.00 each	\$51.50 each



Engineering & Operations Service Costs

1 Killaly Street, West,
Port Colborne, ON,
L3K 6H1
905-835-2900

Last Updated: October, 2019

Service Type	Name	Description	2020 Cost	Minimum Charge	2021 Cost	2021 Min Charge	2022 Cost	2022 Min Charge
Engineering	Municipal Consent Permit Fee	Includes review, permit and inspection for all occupancy within the roadway	\$188.00	-	\$191.76	-	\$195.60	-
Roads	Driveway Culvert	Install HDPE driveway culvert up to 600mm in diameter; includes stone backfill and compaction to grade	\$450.00/meter	-	\$459.00/meter	-	\$468.18/meter	-
Roads	Driveway Culvert	Install HDPE driveway culvert over 600mm in diameter; includes stone backfill and compaction to grade	Actual Cost	-	Actual Cost	-	Actual Cost	-
Roads	Asphalt Driveway Installation	Includes preparation and installation of a residential asphalt driveway apron to City standards	\$51.00/square meter	\$153.00	\$52.02/square meter	\$156.06	\$53.06/square meter	\$159.18
Roads	Curb Cut	Cut existing curb to accommodate a new entrance	\$135.00/meter	\$405.00	\$137.70/meter	\$413.10	\$140.45/meter	\$421.35
Roads	Curb Installation	Install curb to match existing area. One cost for standard curb & gutter, barrier curb or mountable curb	\$180.00/meter	\$360.00	\$183.60/meter	\$367.20	\$187.27/meter	\$374.54
Roads	Sidewalk Repair	Replace existing sidewalk panels	\$150.00/square meter	\$300.00	\$153.00/square meter	\$306.00	\$156.06/square meter	\$312.12
Water	Water Service Turn On/Off	Turn off and on, during Operations regular business hours for a valve up to 100mm	\$53.87/event	-	\$54.95/event	-	\$56.05/event	-
Water	Water Service Turn On/Off	Turn off and on, during Operations regular business hours for a valve 100mm and larger	\$128.64/event	-	\$131.21/event	-	\$133.83/event	-
Water	Water Service Turn On/Off	Turn off and on, outside of Operations regular business hours	\$369.34/event	-	\$376.73/event	-	\$384.26/event	-
Water	Unscheduled Water Meter Reading	Water meter reading as requested by user	\$93.41/event	-	\$95.28/event	-	\$97.19/event	-
Water	Water Meter Testing	Testing of water meter	Actual Cost	-	Actual Cost	-	Actual Cost	-
Water	Water Service Tapping	Watermain tapping for water service up to 50mm	\$184.81/each	-	\$188.51/each	-	\$192.28/each	-
Water	Water Service Tapping	Watermain tapping for water service over 50mm	Actual Cost	-	Actual Cost	-	Actual Cost	-
Water	Installation of Water Service	Installation of water service 25mm in diameter as per City standards	\$409.44/ linear meter	\$4,094.40	\$417.63/ linear meter	\$4,176.30	\$425.98/ linear meter	\$4,259.80
Water	Installation of Water Service	Installation of water service greater than 25mm and less than 50mm in diameter as per City standards	\$450.38/ linear meter	\$4,503.80	\$459.39/ linear meter	\$4,593.90	\$468.58/ linear meter	\$4,685.80
Water	Installation of Water Service	Installation of water service 50mm in diameter as per City standards	\$470.86/ linear meter	\$4,708.60	\$480.28/ linear meter	\$4,802.80	\$489.89/ linear meter	\$4,898.90
Water	Installation of Water Service	Installation of water service over 50mm in diameter as per City standards	Actual Cost	-	Actual Cost	-	Actual Cost	-
Sewer	Sewer Rodding	Sewer rodding during Operations regular hours	\$312.28/event	-	\$318.53/event	-	\$324.90/event	-

Service Type	Name	Description	2020 Cost	Minimum Charge	2021 Cost	2021 Min Charge	2022 Cost	2022 Min Charge
Sewer	Sewer Rodding	Sewer rodding outside of Operations regular hours	\$731.83/event	-	\$731.83/event	-	\$731.83/event	-
Sewer	Sanitary Sewer Service Tapping	Sewer tapping for up to 125mm diameter sanitary lateral	\$210.00/each	-	\$214.20/each	-	\$218.48/each	-
Sewer	Sanitary Sewer Service Tapping	Sewer tapping for sanitary lateral larger than 125mm diameter	Actual Cost	-	Actual Cost	-	Actual Cost	-
Sewer	Installation of Sanitary Sewer Service	Installation of a sanitary sewer service up to 125mm diameter	\$491.32/meter	\$4,913.20	\$501.15/meter	\$5,011.50	\$511.17/meter	\$5,111.70
Sewer	Installation of Sanitary Sewer Service	Installation of a sanitary sewer service over 125mm diameter	Actual Cost	-	Actual Cost	-	Actual Cost	-
Sewer	Installation of Storm Sewer Service	Installation of a storm sewer service 125mm diameter or greater	\$491.32/meter	\$4,913.20	\$501.15/meter	\$5,011.50	\$511.17/meter	\$5,111.70
Sewer	Installation of Storm Sewer Service	Installation of a sanitary sewer service over 125mm diameter	Actual Cost	-	Actual Cost	-	Actual Cost	-
General	Service Decommissioning	Decommissioning of a water service or sanitary/storm lateral	\$1579.56/service	-	\$1611.15/service	-	\$1643.37/service	-
General	Rock Removal	Removal of Rock for Trench Work	\$131.00/hour	-	\$133.62/hour	-	\$136.29/hour	-
General	Street Sweeping	Street sweeping for general cleanliness of the roadways	\$138.00/hour	\$552.00	\$140.76/hour	\$563.04	\$143.58/hour	\$574.32
General	Cart Retrieval Fee	Retrieval and storage of a single cart	\$50.00/cart	-	\$50.00/cart	-	\$50.00/cart	-
General	Supervisor Call Out	Cost for a Supervisor to attend site due to a Municipal Consent permit for any reasons beyond the items outlined above during regular business hours	\$65.31/hour	-	\$66.62/hour	-	\$67.95/hour	-
General	Supervisor Call Out	Cost for a Supervisor to attend site due to a Municipal Consent permit for any reasons beyond the items outlined above after regular business hours	\$107.18/hour	-	\$109.32/hour	-	\$111.51/hour	-

Notes:

1. The Municipal Consent permit is applicable for all occupancy within the road allowance and on City property. works taking place on private property must have proper permitting from the City's Building Department. A Municipal Consent permit for servicing will only be issued upon approved permits from the Building Department.
2. All installations within the right of way (Water, Sanitary, Storm) must be witnessed by the City's Engineering & Operations Department. Please contact the City at 905-835-2900 ext. 233 to arrange an inspection.
3. All service installations within the right of way (Water, Sanitary, Storm) must be witnessed by the City's Engineering & Operations Department. Please contact the City at 905-835-2900 ext. 233 to arrange an inspection.
4. All private service connections at the property line must be witnessed by the City's Building Department. Please contact the City's Building Division at 905-835-2900 ext. 229 to arrange an inspection.
5. Operations hours are 7:00am to 3:00pm from the first Monday in May to the third Friday in September and 8:00am to 4:00pm outside of the listed dates.
6. All fees and charges listed are exclusive of any applicable taxes.

Schedule E
Vale Health and Wellness Centre and Arena

Arena		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Adult Prime (Mon to Sat 5.00pm – 10.00pm and Sun 8.00am – 10.00pm)	Per hour	\$193.00	\$193.00	\$197.00	\$197.00
Adult Non-Prime (Mon to Fri 8.00am – 4.00pm)	Per hour	\$137.00	\$137.00	\$140.00	\$140.00
Adult League/Tournament *Rental of 3 or more hours for Adults	Per hour	\$182.00	\$182.00	\$186.00	\$186.00
Minor Hockey	Per hour	\$128.00	\$128.00	\$131.00	\$131.00
Junior Hockey Team - Game	Per hour	\$159.00	\$159.00	\$162.00	\$162.00
Junior Hockey Team - Practice	Per hour	\$79.00	\$79.00	\$80.50	\$80.50
Individual Training (half ice) *per player w/one coach, *50% of minor hockey	Per hour	\$64.00	\$64.00	\$65.00	\$65.00
Public/Catholic Schools – Physical Education Classes	Per hour	\$49.00	\$49.00	\$50.00	\$50.00
Public/Catholic Schools – Varsity Team Practices	Per hour	\$59.00	\$59.00	\$60.00	\$60.00
Public/Catholic Schools – Varsity Hockey Team – Games	Per hour	\$128.00	\$128.00	\$131.00	\$131.00
Youth Prime *non-affiliated minor hockey organization i.e. school group	Per hour	\$128.00	\$128.00	\$131.00	\$131.00
Youth Non-Prime (Adult Supervision) (Mon to Fri 8.00am – 4.00pm)	Per hour	\$79.00	\$79.00	\$80.50	\$80.50
Walk-in/Day of Rental	Per hour	\$104.00	\$104.00	\$106.00	\$106.00
Ice time rental agreements for the season September 2019 to March 2020, will pay the 2019/2020 rates listed above.					
Ice time rental agreements for the season September 2020 to March 2021, will pay the 2020/2021 rates listed above.					
Ice time rental agreements for the season September 2020 to March 2021, will pay the 2021/2022 rates listed above.					
Ice time rental agreements for the season September 2020 to March 2021, will pay the 2022/2023 rates listed above.					
Family and Public Ice Skating		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Students	Per session	\$2.65	\$2.65	\$2.65	\$2.65
Adults	Per session	\$3.54	\$3.54	\$3.54	\$3.54
Seniors	Per session	\$2.65	\$2.65	\$2.65	\$2.65
Seniors Pay-As-You-Play (PAYP)	Per session	\$2.65	\$2.65	\$2.65	\$2.65
PAYP	Per session	\$4.42	\$4.42	\$4.42	\$4.42
Stick and Puck (*Adult and 1 child)	Per session	\$4.42	\$4.42	\$4.42	\$4.42
*Each additional child	Per session	\$2.65	\$2.65	\$2.65	\$2.65
Tots and Adults	Per session	\$4.42	\$4.42	\$4.42	\$4.42
Public Skate Group Pass (Max 5 people. Min 1 adult 18+)	Per session	\$8.85	\$8.85	\$8.85	\$8.85

Summer Arena Floor/Facility Rental (No Ice)		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Rink 2 – Floor (Non-Profit; Youth Sport Groups)	Per hour	\$48.96	\$48.96	\$49.93	\$49.93
Rink 2 – Floor (Adult Sport Group; Commercial – Trade Show/Event)	Per hour	\$73.44	\$73.44	\$74.91	\$74.91
*Does not include associated staging and removal costs and access to the Golden Puck Community Room					
Golden Puck Community Room (GPCR) (Includes 2 6ft tables and 12 chairs)		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
For Profit/Commercial Use (Full Room)	Daily	\$289.00	\$289.00	\$295.00	\$295.00
	Hourly	\$63.00	\$63.00	\$64.25	\$64.25
Not for Profit/Community Groups (Full Room)	Daily	\$144.00	\$144.00	\$147.00	\$147.00
	Hourly	\$34.00	\$34.00	\$35.00	\$35.00
For Profit/Commercial Use (Half Room)	Daily	\$144.00	\$144.00	\$147.00	\$147.00
	Hourly	\$31.00	\$31.00	\$32.00	\$32.00
Not for Profit/Community Groups (Half Room)	Daily	\$72.00	\$72.00	\$73.50	\$73.50
	Hourly	\$17.00	\$17.00	\$17.25	\$17.25
Additional Tables	Each	\$2.50	\$2.50	\$2.55	\$2.55
Additional Chairs	Each	\$1.00	\$1.00	\$1.05	\$1.05
*Tournaments and Trade Shows will have access with floor/facility booking at negotiated rates					
Other Rates		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Upper or Lower Lobby – Not for Profit/Community Group	Hourly	\$17.34	\$17.34	\$17.70	\$17.70
	Hourly	\$31.62	\$31.62	\$32.25	\$32.25
Upper or Lower Lobby – For Profit/Commercial	Each/Daily	\$31.62	\$31.62	\$32.25	\$32.25
Dressing Room (special events/tournaments)	Each	\$11.22	\$11.22	\$11.45	\$11.45
Swipe Card (Replacement)	Each	\$11.22	\$11.22	\$11.45	\$11.45
Keys (Additional)	Each	\$16.32	\$16.32	\$16.65	\$16.65
Power Cart & Hydro	Each	\$42.84	\$42.84	\$43.70	\$43.70
Stairs – mandatory for events/trade shows*					
*To comply with occupancy and emergency exit regulations					
Staffing		2019/2020 Fee	2020/2021 Proposed Fee	2021/2022 Proposed Fee	2022/2023 Proposed Fee
Assistant Arena Attendant Chargeback*	Per hour	\$6.12	\$6.12	\$6.25	\$6.25
*Trade shows, tournaments, large scale events, etc.					

NOTE: Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.

**Schedule F
Advertising**

Advertising Subject to developing policy framework for Advertising and Licensing Agreements		2019 Fees	2020 Proposed Fees	2021 Proposed Fees	2022 Proposed Fees
West Side Road MESSAGE BOARD (STATIC) Community Groups and Organisations	Per week	\$38.00	\$38.00	\$39.00	\$39.00
Vale Health and Wellness Centre MARQUE (SCROLL)	Per week	\$19.00	\$19.00	\$20.00	\$20.00
Vale Health and Wellness Centre VIDEO MONITORS	Per week	\$38.00	\$38.00	\$39.00	\$39.00
Discount - Not for Profit/Community Group *with proof of Registered Charitable Number		50%	50%	50%	50%
Discount - Multi-Booking *If 2 or more outlets are reserved for 2 or more weeks *Only one (1) discount can be applied		25%	25%	25%	25%
Vale Health and Wellness Centre - Hockey Dressing Rooms	Each/Yearly	\$209.00	\$209.00	\$213.00	\$213.00
Rink 1 - 4x8 Boards	Each/Yearly	\$1,250.00	\$1,250.00	\$1,275.00	\$1,275.00
Rink 1 - Press Box Wrap	Each/Yearly	\$7,290.00	\$7,290.00	\$7,435.80	\$7,435.80
Rink 1 - Score Clock	Each/Yearly	\$2,604.00	\$2,604.00	\$2,656.00	\$2,656.00
*Contract terms are based on 5 years					

Ice Logos**	2019 Fees			Ice Logo's**	2020 Proposed Fees		
	Year 1	Year 2	Year 3		Year 1	Year 2	Year 3
Rink 1 - Logo #2	\$1,479.00	\$676.00	\$676.00	Rink 1 - Logo #2	\$1,479.00	\$676.00	\$676.00
Rink 2 - Logo #2	\$1,301.00	\$536.00	\$536.00	Rink 2 - Logo #2	\$1,301.00	\$536.00	\$536.00
Rink 1&2 - Logo #2 - 1 yr term	\$2,363.00	N/A	N/A	Rink 1&2 - Logo #2 - 1 yr term	\$2,363.00	N/A	N/A
Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,780.00	\$821.00	\$821.00	Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,780.00	\$821.00	\$821.00
Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,428.00	\$1,176.00	\$1,176.00	Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,428.00	\$1,176.00	\$1,176.00
Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,224.00	\$953.00	\$953.00	Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,224.00	\$953.00	\$953.00

Ice Logos**	2021 Proposed Fees			Ice Logos**	2022 Proposed Fees		
	Year 1	Year 2	Year 3		Year 1	Year 2	Year 3
Rink 1 - Logo #2	\$1,508.00	\$690.00	\$690.00	Rink 1 - Logo #2	\$1,508.00	\$690.00	\$690.00
Rink 2 - Logo #2	\$1,327.00	\$547.00	\$547.00	Rink 2 - Logo #2	\$1,327.00	\$547.00	\$547.00
Rink 1&2 - Logo #2 - 1 yr term	\$2,410.00	N/A	N/A	Rink 1&2 - Logo #2 - 1 yr term	\$2,410.00	N/A	N/A
Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,836.00	\$837.00	\$837.00	Rink 1&2 - Logo #2 - 3 yr term (15% discount*)	\$2,836.00	\$837.00	\$837.00
Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,456.00	\$1,200.00	\$1,200.00	Rink 1 - Goal Lines- Logo #6 (two logos)	\$1,456.00	\$1,200.00	\$1,200.00
Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,248.00	\$972.00	\$972.00	Rink 2 - Goal Lines- Logo #6 (two logos)	\$1,248.00	\$972.00	\$972.00

*15% discount does not apply for 2 logos on the same ice surface.

**The design and creation of logo not included.

The opportunity to bundle advertising/sponsorship to be negotiated using approved rates.

**Schedule G
Recreation Programs**

Recreation Programs	Term	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Private Lessons (Child 0-14 years)*	8-10 weeks	\$102.00 - \$138.00	\$102.00 - \$138.00	\$104.00 - \$141.00	\$104.00 - \$141.00
Private Lessons (Adult 15+ years)	8 weeks	\$115.00 - \$127.00	\$115.00 - \$127.00	\$117.00 - \$130.00	\$117.00 - \$130.00
Private Lessons (Adult 15+ years)	10 weeks	\$144.00 - \$156.00	\$144.00 - \$156.00	\$146.00 - \$159.00	\$146.00 - \$159.00
Child/Youth Recreation Programs (0-14 years)*	1-10 weeks	\$25.00 - \$160.00	\$25.00 - \$160.00	\$25.50 - \$163.00	\$25.50 - \$163.00
Adult/Older Adult Recreation Programs (15+ years)	1-10 weeks	\$33.00 - \$149.00	\$33.00 - \$149.00	\$34.00 - \$152.00	\$34.00 - \$152.00
Pickle Ball - Adult (15+ years) PAYP	Per week	\$8.85	\$8.85	\$8.85	\$8.85
Pickle Ball - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43	\$4.43
Zumba - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43	\$4.43
Yoga - Adult (15+ years) PAYP	Per class	\$4.43	\$4.43	\$4.43	\$4.43
*HST exempt					
Additional Fees: \$1.00 capital surcharge to programs Administrative Charge (Approved Refund/Withdrawal) – 15% charge against program fee.					

**Schedule H
Parks and Pavilions**

Park Pavilions	Term	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
HH Knoll – Large		\$35.70	\$35.70	\$36.50	\$36.50
HH Knoll – Small		\$30.60	\$30.60	\$31.20	\$31.20
Bandshell		\$51.00	\$51.00	\$52.00	\$52.00
Lock 8		\$35.70	\$35.70	\$36.40	\$36.40
Lock 8 Pavilion Fire Pit (on request)		\$15.30	\$15.30	\$5.60	\$5.60
Cedar Bay Centennial – North		\$35.70	\$35.70	\$36.40	\$36.40
Cedar Bay Centennial – South		\$35.70	\$35.70	\$36.40	\$36.40
Additional Picnic Tables	Each	n/a	n/a	n/a	n/a
Hydro	Per Booking	\$5.10	\$5.10	5.20	5.20
Washroom Rental Rate (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day	\$46.92	\$46.92	\$47.86	\$47.86
Washroom Damage Deposit (non-public, after hours before Labour Day Weekend or after Thanksgiving)	Per Day	\$102.00	\$102.00	\$104.00	\$104.00
Parks Labour (Refer to Parks Division cost recovery as per payroll costs) (after hours before Labour Day Weekend or after Thanksgiving)					
Park Permit (events) *Park permit does not include pavilion fee		\$76.50	\$76.50	\$78.00	\$78.00
Production Application Fee		\$51.00	\$51.00	\$52.00	\$52.00

Schedule I
Playing Fields and Sport Courts

Playing Fields and Sport Courts	Term	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Soccer Fields – Youth	Per game (2 hours)	\$7.28	\$7.28	\$7.43	\$7.43
Soccer Fields – Youth Tournament	Per field/Per hour	\$7.28	\$7.28	\$7.43	\$7.43
Soccer Fields – Adult	Per game (2 hours)	\$54.00	\$54.00	\$55.08	\$55.08
Soccer Fields – Adult Tournament	Per field/Per hour	\$26.00	\$26.00	\$26.50	\$26.50
Lighting	Add/Per field	\$14.50	\$14.50	\$14.80	\$14.80
Lining	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Baseball/Softball Diamonds – Youth	Per game (2 hours)	\$7.286	\$7.28	\$7.43	\$7.43
Baseball/Softball Diamonds – Youth Tournament	Per field/Per hour	\$7.28	\$7.28	\$7.43	\$7.43
Baseball/Softball Diamonds – Adult	Per game (2 hours)	\$55.00	\$55.00	\$56.10	\$56.10
Baseball/Softball Diamonds – Adult Tournament	Per field/Per hour	\$26.00	\$26.00	\$26.50	\$26.50
Floating	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Lighting	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Lining	Add/Per field	\$15.50	\$15.50	\$15.80	\$15.80
Tennis Courts Cedar Bay Centennial or West Side Tennis Courts *Tournaments on request	Per court/Per hour	\$4.43	\$4.43	\$4.52	\$4.52
Volleyball Courts Cedar Bay Centennial Park *Tournaments on request	Per court/Per hour	\$9.74	\$9.74	\$9.93	\$9.93
Horse Paddock Skateboard & BMX Park *Sanctioned OR Un-Sanctioned Competitions terms to be negotiated					

**Schedule J
Nickel Beach**

Nickel Beach	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Daily Pass Weekdays (Per vehicle)	\$13.28	\$13.28	\$13.28	\$13.28
Daily Pass Weekends & Statutory Holidays (per vehicle)	\$17.70	\$17.70	\$17.70	\$17.70
Walk-ins	Nil	Nil	Nil	Nil
<i>Season Passes:</i>				
Resident – 1 st car	\$106.20	\$106.20	\$106.20	\$106.20
Resident – 2 nd car	Nil	Nil	Nil	Nil
Non-Resident – 1 st car	\$132.74	\$132.74	\$132.74	\$132.74
Non-Resident – 2 nd car	Nil	Nil	Nil	Nil
Resident Senior – 1 st car	\$88.50	\$88.50	\$88.50	\$88.50
Resident Senior – 2 nd car	Nil	Nil	Nil	Nil
Non-Resident Senior – 1 st car	\$106.20	\$106.20	\$106.20	\$106.20
Non-Resident Senior – 2 nd car	Nil	Nil	Nil	Nil
<i>Public Restricted Production Permits:</i>				
Half Day Permit (4/- hours)	\$450	\$450	\$450	\$450
Full Day Permit (4/+ hours)	\$800	\$800	\$800	\$800

**Schedule K
Roselawn Centre**

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Present's Room Rental		\$190.00	\$194.00	\$194.00	\$198.00
Double Parlour		\$163.00	\$166.00	\$166.00	\$170.00
Sun Porch		\$109.00	\$111.00	\$111.00	\$113.00
Back Stage Area		\$163.00	\$166.00	\$166.00	\$170.00
Roselawn – All Rooms		\$544.00	\$555.00	\$555.00	\$566.00
Bar Opening		\$27.00	\$27.50	\$27.50	\$28.00
Table Linens	Per bar	\$4.25	\$4.35	\$4.35	\$4.45
Linen Napkins	Per table	\$1.00	\$1.05	\$1.05	\$1.10
Cruiser Tables	Per napkin	\$2.50	\$2.55	\$2.55	\$2.60
Outdoor Garden (Tents, tables and chairs are not supplied)	Per table	\$190.00	\$194.00	\$194.00	\$198.00
Door Open Fee (plus staff time) (Wedding Pictures, Event Set-up, etc.)		\$50.00	\$51.00	\$51.00	\$52.00
Menu rates are driven by seasonal market rates for food/beverage and the range of food services being provided. Negotiated rates will include food preparation, service and gratuity. Menus are market driven and Roselawn staff will provide the best possible service and value to meet your budget requirements.					
Bar pricing: Roselawn is licensed under the AGCO and is governed by the Municipal Alcohol Policy. Food and beverage pricing is subject to change.					
		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Beer	Per serving	\$3.98	\$3.98	\$3.98	\$3.98
House Wine	Per serving	\$3.98	\$3.98	\$3.98	\$3.98
House Wine	Per bottle	\$25.00	\$25.00	\$25.00	\$25.00
Mixed Drinks	Per serving	\$5.31	\$5.31	\$5.31	\$5.31
Bar Shot	Each	\$6.64	\$6.64	\$6.64	\$6.64
Coffee/Tea/Water (with rental)	Per person	\$1.25	\$1.25	\$1.25	\$1.25
Coffee/Tea/Water (at bar)	Per serving	\$0.88	\$0.88	\$0.88	\$0.88
Pop/Juice (at bar)	Per serving	\$1.33	\$1.33	\$1.33	\$1.33
Punch (with rental)	Per person	\$2.00	\$2.00	\$2.00	\$2.00
Corkage Fee		\$10.00	\$10.00	\$10.00	\$10.00
Gratuity charge		15%	15%	15%	15%
Dishwasher Fee (Dish rental) (Refer to Gratuity Policy) Rental rates are based on a 6 hour event use.	Per hour	\$11.25	\$11.50	\$11.50	\$11.50

Theatre Rental and Box Office Charges		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Box Office Administration/Ticket sales/Dispensing (*Negotiable item up to \$2.00, but not less than \$1.50 per ticket)		\$1.50 - \$2.00	\$1.50 - \$2.00	\$1.50 - \$2.00	\$1.50 - \$2.00
Ticket Printing (on request)	Per ticket	\$1.00	\$1.00	\$1.00	\$1.00
Capital Recovery cost (*Per tickets valued at \$8.00 or more)		\$1.00	\$1.00	\$1.00	\$1.00
Ticket/Seat Exchange/Transfer		\$4.42	\$4.42	\$4.42	\$4.42
Technician (4 hours minimum)	Per hour	\$66.00	\$66.00	\$66.00	\$66.00
Additional house cleaning (4 hours minimum)	Per hour	\$21.00	\$21.00	\$21.00	\$21.00
Bartender	Per hour	\$14.00	\$14.00	\$14.00	\$14.00
House Manager	Per hour	\$14.00	\$14.00	\$14.00	\$14.00
Server	Per hour	\$14.00	\$14.00	\$14.00	\$14.00
AV/Sound System	Per day	\$100.00	\$102.00	\$102.00	\$102.00
Microphone	Per unit/day	\$5.00	\$5.10	\$5.10	\$5.10
Lighting		As quoted	As quoted	As quoted	As quoted
Theatre Set Up		As quoted	As quoted	As quoted	As quoted
Theatre – Per performance		\$721.00	\$735.00	\$750.00	\$765.00
Two performances in the same day		\$1,054.00	\$1,075.00	\$1096.00	\$1,118.00
Theatre – Non-performance move in and move out (A day is comprised of an 8 hour period – includes Dressing Room and Green Room)	Per day	\$194.00	\$198.00	\$202.00	\$206.00
Cancellation Fee – Non Refundable		\$150.00	\$150.00	\$150.00	\$150.00
Damage Deposit – conditional refund		\$500.00	\$500.00	\$500.00	\$500.00
SOCAN Fee		3%	3%	3%	3%
Consignment Sale items (Gross sales)		10-15%	10-15%	10-15%	10-15%
Conditions of Performance Ticket Sales (Box Office)					
Info is stated on back of every ticket:					
*NO CASH REFUNDS					
*48 Hours' notice is required on all ticket exchanges plus \$5.00 per order admin fee.					
*In the interest of all patrons, latecomers will be seated at the discretion of the House Manager.					
*Please check your tickets for date and curtain times.					

Rental Status

Roselawn Centre Rooms and Theatre Rental Rates are discounted by 50% for registered 'Not for Profit' organisations, local community groups and school boards with proof of a Registered Charitable Number.

Note: Roselawn Centre currently facilitates the Sewing and Knitters Club and has grandfathered their former Oakwood Park/Scout Hall rental rate of \$10 per session per week for 2016-2022.

Additional Rentals		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Screen	Per rental	\$5.50	\$5.60	\$5.60	\$5.60
Projector	Per rental	\$32.00	\$32.60	\$32.60	\$32.60
Laptop	Per rental	\$21.00	\$21.40	\$21.40	\$21.40
Screen, Projector and Laptop Package	Per rental	\$53.00	\$54.00	\$54.00	\$54.00

NOTE: **Applicable User Group Liability Insurance rates will be applied, as per Schedule Y, as amended.**

SCHEDULE L - SUGARLOAF MARINA RATES & FEES							Forecasting into 2021 and 2022	
	2019	2020	HST	Total	Increase of 'x'	2021	2022	
Dock #3, A or J Run Only – 16 & 17 foot docks un-serviced								
Boats up to 16 ft.	\$530.00	\$540.00	\$70.20	\$610.20	\$10.00	\$550.00	\$560.00	
Boats 17-19 ft.	\$630.00	\$640.00	\$83.20	\$723.20	\$10.00	\$650.00	\$660.00	
Boats >19 ft. (max. 21' subject to Marina Supervisor approval)	\$830.00	\$840.00	\$109.20	\$949.20	\$10.00	\$850.00	\$860.00	
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00	
B Run (20' dock to max. 22') Service Optional for fee	\$930.00	\$945.00	\$122.85	\$1,067.85	\$15.00	\$960.00	\$975.00	
Oversized boats on B Run (> 22') add (per foot)	\$80.00	\$80.00	\$10.40	\$90.40	nil	\$80.00	\$80.00	
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00	
30 Amp shore power required add	\$80.00	\$80.00	\$10.40	\$90.40	nil	\$80.00	\$80.00	
Dock #4 (21' dock to max. 23') un-serviced	\$960.00	\$980.00	\$127.40	\$1,107.40	\$20.00	\$1,000.00	\$1,020.00	
Oversized boats on Dock #4 (> 23') add (per foot)	\$85.00	\$85.00	\$11.05	\$96.05	nil	\$85.00	\$85.00	
I Run (23' dock to max. 25') Service Optional for fee	\$990.00	\$1,100.00	\$143.00	\$1,243.00	\$20.00	\$1,120.00	\$1,140.00	
Oversized boats on I Run (> 25') add (per foot)	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00	
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00	
30 Amp shore power required add	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00	
C & H Run (24' dock to max. 26') Service Optional for fee	\$1,040.00	\$1,060.00	\$137.80	\$1,197.80	\$20.00	\$1,080.00	\$1,100.00	
Oversized boats on C & H Run (> 26') add (per foot)	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00	
Use of 15A/110V power for the season	\$50.00	\$50.00	\$6.50	\$56.50	nil	\$50.00	\$50.00	
30 Amp shore power required add	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00	
Dock #6 (25' unserviced dock to max. 26')	\$1,060.00	\$1,080.00	\$140.40	\$1,220.40	\$20.00	\$1,100.00	\$1,120.00	
Oversized boats on dock #6 (> 26') add (per foot)	\$185.00	\$185.00	\$24.05	\$209.05	nil	\$185.00	\$185.00	
Dock #5 (25' serviced dock to max. 26')	\$1,310.00	\$1,335.00	\$173.55	\$1,508.55	\$25.00	\$1,360.00	\$1,385.00	
Oversized boats on dock #5 (> 26') add (per foot)	\$100.00	\$100.00	\$13.00	\$113.00	nil	\$100.00	\$100.00	
D, G, E & F Run (27' serviced dock to max. 32')	\$1,510.00	\$1,540.00	\$200.20	\$1,740.20	\$30.00	\$1,570.00	\$1,600.00	
Oversized boats on 27' dock (> 32') add (per foot)	\$115.00	\$115.00	\$14.95	\$129.95	nil	\$115.00	\$115.00	
Dock #1, #5 & F Run (30' serviced dock to max. 35')	\$1,630.00	\$1,660.00	\$215.80	\$1,875.80	\$30.00	\$1,690.00	\$1,720.00	
Oversized boats on 30' dock (> 35') add (per foot)	\$250.00	\$250.00	\$32.50	\$282.50	nil	\$250.00	\$250.00	
Dock #2 (35' serviced dock to max. 42')	\$1,960.00	\$2,000.00	\$260.00	\$2,260.00	\$40.00	\$2,040.00	\$2,080.00	
Oversized boats on dock #2 (> 42') add (per foot)	\$250.00	\$250.00	\$32.50	\$282.50	nil	\$250.00	\$250.00	
E Run (36' serviced dock to max. 39')	\$2,040.00	\$2,080.00	\$270.40	\$2,350.40	\$40.00	\$2,120.00	\$2,160.00	
Oversized boats on 36' dock (> 39') add (per foot)	\$250.00	\$250.00	\$32.50	\$282.50	nil	\$250.00	\$250.00	
F Run (40' serviced dock to max. 46') \$2,000.00	\$2,180.00	\$2,230.00	\$289.90	\$2,519.90	\$50.00	\$2,280.00	\$2,330.00	
Oversized boat on 40' dock (> 46') add (per foot)	\$400.00	\$400.00	\$52.00	\$452.00	nil	\$400.00	\$400.00	
Along Main Runs (various sizes) inquire with Marina Supervisor								
Second Boat (Must be same owner w/valid proof of insurance)	2019	2020	HST	Total	Increase of 'x'	2021	2022	
On A or J Run (16 ft. dock)	\$170.00	\$180.00			\$10.00	\$190.00	\$200.00	
On Dock #3 (17 ft. dock)	\$190.00	\$200.00			\$10.00	\$210.00	\$220.00	

On all other docks 50% of regular price							
Transient Rates (per foot)	2019	2020	HST	Total	Increase of 'x'	2021	2022
Daily	\$1.70	\$1.70			\$0.00	\$1.75	\$1.75
Weekly	\$8.90	\$8.90			\$0.00	\$9.00	\$9.00
Monthly (un-serviced)	\$22.50	\$22.50			\$0.00	\$23.00	\$23.00
Monthly (serviced)	\$26.50	\$26.50			\$0.00	\$27.00	\$27.00
Launch Ramp Rates							
Pay & Display Daily Launch Pass	\$13.27	\$13.27	\$1.73	\$15.00	nil	\$13.27	\$13.27
Seasonal Pass (Regular)	\$101.77	\$79.64	\$10.36	\$90.00	nil	\$79.64	\$88.49
Seasonal Pass (Senior)	\$61.95	\$79.64	\$10.36	\$90.00	nil	\$79.64	\$88.49
Additional Fees							
Trailer Storage (season)	\$90.00	\$95.00			\$5.00	\$95.00	\$100.00
Trailer Storage (wk. or less)	\$10.00	\$10.00			nil	\$10.00	\$10.00
Dock Box Rental (season)	\$85.00	\$85.00			\$0.00	\$90.00	\$90.00
Pump-out (Seasonal boaters)	N/C	N/C					
Pump-out (Transient boaters)	\$15.00	\$15.00			nil	\$15.00	\$15.00

Marina Pavilion Fees & Rates						
Full day rental is based up to a 6 hr. period; half day rental based up to a 3 hr. period.						
All Pavilion rentals include tables & chairs based on rental agreement, however additional charges may apply.						
Pavilion Capacity = 224						
	2019	2019	2020	2021	2022	
<u>Organization</u>	Full Day	Half Day				
Seasonal boaters	\$75.00	\$50.00	same	same	same	
Transient boaters	\$150.00	\$75.00	same	same	same	
Business/Corporate	\$450.00	\$300.00	same	same	same	
Registered Not-For-Profit	\$225.00	\$125.00	same	same	same	
General Public	\$350.00	\$200.00	same	same	same	
Additional charges:						
BBQ (incl. propane)	\$75.00	\$75.00	same	same	same	
Clean-up fee is charged	\$25.00	\$25.00	same	same	same	
Commercial rental clean-up fee	\$75.00	\$75.00	same	same	same	
Bar set-up	NA	NA				
Additional chairs & tables	\$1.50 -2.50	\$1.50-\$2.50	same	same	same	
Damage deposit (refundable w/o damage to property)	\$200.00	\$200.00	same	same	same	
Portable Stage	\$12/section	\$12/section	same	same	same	
Set-up and tear down min. 2.5h	\$50.00	\$50.00	same	same	same	
Additional time for set-up or tear down charged	\$15/30 min.	\$15/30 min.	same	same	same	
Ice per bag	\$2.50	\$2.50	same	same	same	
Note: Table covers/linens/cutlery/plates and serving dishes are the responsibility of the renter.						
Sugarloaf Marina Pavilion Cancellation Policy						
1. Rentals are required to be paid in full upon the completion and return of required documents and service agreement.						
2. A Cancellation fee applicable to 50% of the total rental will be applied to all bookings if cancelled 14 days prior to the rental.						
3. NO refunds will be issued for cancellations made within 14 days of the rental agreement.						
4. For boat clubs unable to make the journey due to weather conditions, a full refund will be issued.						

Schedule M
Sugarloaf Marina

Storage and Service Rates 2018-2019

<u>Storage and Service</u>	<u>Seasonal Slip holder</u>	<u>Non Seasonal Slip holder</u>
Winter Storage for Seasonal Slip Holders	\$1.05/ sq. ft.	\$2.10/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.35/sq. ft.
Launch	\$8.50/ft.	\$9.50/ft.
Haul Out	\$8.50/ft.	\$9.50/ft.
Block & Stand Rental	\$5.50/ft.	\$6.00/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.75/ft.
Mid Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.
Mid Season Lift (After 1st hour)	\$50 per hour	\$60 per hour
Yard Equipment Fee	\$ 100.00 per hour	\$ 115.00.00 per hour
Mast Stepping - Prepared	\$ 2.25 per foot LOA	\$ 3.50 per foot LOA
Mast Stepping - Unprepared	\$ 3.50 per foot LOA	\$ 5.00 per foot LOA
Mast Storage (per season)	\$ 1.50 per foot LOA	\$ 2.65 per foot LOA
Cradle Storage (per season)	\$0	\$75

Proposed Storage and Service Rates 2019-2020

<u>Storage and Service</u>	<u>Seasonal Slip holder</u>	<u>Non Seasonal Slip holder</u>
Winter Storage for Seasonal Slip Holders	\$1.26/ sq. ft.	\$2.52/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.75/sq. ft.
Launch	\$8.50/ft.	\$9.50/ft.
Haul Out	\$8.50/ft.	\$9.50/ft.
Block & Stand Rental	\$5.50/ft.	\$6.00/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.75/ft.
Mid Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.
Mid Season Lift (After 1st hour)	\$50 per hour	\$60 per hour
Yard Equipment Fee	\$ 100.00 per hour	\$ 115.00.00 per hour
Mast Stepping - Prepared	\$ 2.25 per foot LOA	\$ 3.50 per foot LOA
Mast Stepping - Unprepared	\$ 3.50 per foot LOA	\$ 5.00 per foot LOA
Mast Storage (per season)	\$ 1.50 per foot LOA	\$ 2.65 per foot LOA
Cradle Storage (per season)	\$85.00	\$170.00

Proposed Storage and Service Rates 2020-2021

<u>Storage and Service</u>	<u>Seasonal Slip holder</u>	<u>Non Seasonal Slip holder</u>
Winter Storage for Seasonal Slip Holders	\$1.26/ sq. ft.	\$2.52/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.75/sq. ft.
Launch	\$8.50/ft.	\$9.50/ft.
Haul Out	\$8.50/ft.	\$9.50/ft.
Block & Stand Rental	\$5.50/ft.	\$6.00/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.75/ft.
Mid Season Lift (1 hour booking)	\$8.50/ft.	\$9.50/ft.
Mid Season Lift (After 1st hour)	\$50 per hour	\$60 per hour
Yard Equipment Fee	\$ 100.00 per hour	\$ 115.00.00 per hour
Mast Stepping - Prepared	\$ 2.25 per foot LOA	\$ 3.50 per foot LOA
Mast Stepping - Unprepared	\$ 3.50 per foot LOA	\$ 5.00 per foot LOA
Mast Storage (per season)	\$ 1.50 per foot LOA	\$ 2.65 per foot LOA
Cradle Storage (per season)	\$90.00	\$170.00

Proposed Storage and Service Rates 2021-2022

<u>Storage and Service</u>	<u>Seasonal Slip holder</u>	<u>Non Seasonal Slip holder</u>
Winter Storage for Seasonal Slip Holders	\$1.28/ sq. ft.	\$2.57/sq. ft.
Summer Storage (Begins June 1st if no slip deposit has been paid)	N/A	\$0.80/sq. ft.
Launch	\$8.65/ft.	\$9.75/ft.
Haul Out	\$8.65/ft.	\$9.75/ft.
Block & Stand Rental	\$5.60/ft.	\$6.15/ft.
Power Washing Hull Bottom	\$0.00 (if hauling out and storing with us)	\$2.80/ft.
Mid Season Lift (1 hour booking)	\$8.65/ft.	\$9.75/ft.
Mid Season Lift (After 1st hour)	\$55 per hour	\$65 per hour
Yard Equipment Fee	\$ 110.00 per hour	\$ 125.00.00 per hour
Mast Stepping - Prepared	\$ 2.30 per foot LOA	\$ 3.60 per foot LOA
Mast Stepping - Unprepared	\$ 3.60 per foot LOA	\$ 5.10 per foot LOA
Mast Storage (per season)	\$ 1.55 per foot LOA	\$ 2.75 per foot LOA
Cradle Storage (per season)	\$95.00	\$170.00

**Schedule N
Event Services**

Vender Type	2019 Fee				2020 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,550	\$2,050	\$2,550	\$3,050	\$1,550	\$2,050	\$2,550	\$3,050
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,850	\$2,350	\$2,850	\$3,350	\$1,850	\$2,350	\$2,850	\$3,350
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,050	\$1,550	\$2,050	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,350	\$1,850	\$2,350	\$2,850	\$1,300	\$1,850	\$2,350	\$2,850
Retail Vendor – Commercial	\$1,050	\$1,550	\$2,500	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Retail Vendor – Artisan	\$800	\$1,150	\$1,500	\$1,850	\$800	\$1,150	\$1,500	\$1,850
Community Groups & Organizations	\$175	\$275	\$375	\$475	\$175	\$275	\$375	\$475
Sea Container Unit					\$2,000	\$2,500		

Vender Type	2021 Proposed Fee				2022 Proposed Fee			
	10x10	10x20	10x30	10x40	10x10	10x20	10x30	10x40
Food Vendor - Full Menu (Self-contained)	\$1,550	\$2,050	\$2,550	\$3,050	\$1,550	\$2,050	\$2,550	\$3,050
Food Vendor - Full Menu (Non self-contained) (Hydro & Water Req'd)	\$1,850	\$2,350	\$2,850	\$3,350	\$1,850	\$2,350	\$2,850	\$3,350
Food Vendor - Liquids & Specialty Products (Self-contained)	\$1,050	\$1,550	\$2,050	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Food Vendor - Liquids & Specialty Products (Non Self-contained) (Hydro & Water Req'd)	\$1,300	\$1,850	\$2,350	\$2,850	\$1,300	\$1,850	\$2,350	\$2,850
Retail Vendor – Commercial	\$1,050	\$1,550	\$2,050	\$2,550	\$1,050	\$1,550	\$2,050	\$2,550
Retail Vendor – Artisan	\$800	\$1,150	\$1,500	\$1,850	\$800	\$1,150	\$1,500	\$1,850
Community Groups & Organizations	\$175	\$275	\$375	\$475	\$175	\$275	\$375	\$475
Sea Container Unit	\$2,000	\$2,500			\$2,000	\$2,500		

Cruise Tickets* *Cruise ticket fees include HST	Age	2019 Fee	2020 Proposed Fee	2021 Proposed Fees	2022 Proposed Fees
Cruise Through the Locks	0 – 12 years	\$115.00	\$115.00	\$115.00	\$115.00
Cruise Through the Locks	13-59 years	\$120.00	\$120.00	\$120.00	\$120.00
Cruise Through the Locks	60+ years	\$115.00	\$115.00	\$115.00	\$115.00
Fireworks/Dinner Cruise	0 – 12 years	\$95.00	\$95.00	\$95.00	\$95.00
Fireworks/Dinner Cruise	13-59 years	\$100.00	\$100.00	\$100.00	\$100.00
Fireworks/Dinner Cruise	60+ years	\$95.00	\$95.00	\$95.00	\$95.00
Dinner Cruise	0 – 12 years	\$75.00	\$75.00	\$75.00	\$75.00
Dinner Cruise	13-59 years	\$80.00	\$80.00	\$80.00	\$80.00
Dinner Cruise	60+ years	\$75.00	\$75.00	\$75.00	\$75.00
Morning/Afternoon/Evening Cruise	0 – 12 years	\$25.00	\$25.00	\$25.00	\$25.00
Morning/Afternoon/Evening Cruise	13-59 years	\$30.00	\$30.00	\$30.00	\$30.00
Morning/Afternoon/Evening Cruise	60+ years	\$25.00	\$25.00	\$25.00	\$25.00
Morning Special Family Package (2 Adults, 2 Children)	n/a	n/a	\$75.00	\$75.00	\$75.00

	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Event Application Fee	\$25.00	\$25.00	\$25.50	\$25.50

Mayor's Cup Hockey Tournament		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
SportsFest Non-Resident	Per Team	\$700.00	\$700.00	\$714.00	\$714.00
SportsFest Resident	Per Team	\$500.00	\$500.00	\$510.00	\$510.00

Equipment*		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Steel Barricade Fencing	Per 8' section	\$2.55	\$2.55	\$2.60	\$2.60
Plastic Snow Fencing	Per 10' section	\$1.02	\$1.02	\$1.04	\$1.04
Waste Containers, including garbage bags	Each	\$1.02	\$1.02	\$1.04	\$1.04
Recycle Containers, Apply through region	Each	N/A	N/A	N/A	N/A
Parking Barricades	Each	N/A	N/A	N/A	N/A
Traffic Cones	10x10	N/A	N/A	N/A	N/A
Tents	Rectangle	\$5.10	\$5.10	\$5.20	\$5.20
Tables	Round	\$3.06	\$3.06	\$3.12	\$3.12
Tables		\$3.06	\$3.06	\$3.12	\$3.12

* A Damage Deposit of \$50.00 is required when equipment is rented, which is refunded when equipment is returned undamaged.

Schedule O
Procedures for Tax Registration and Tax Sales

Whereas Section 385 of the *Municipal Act, 2001* provides that a municipality may fix a scale of costs to be charged as reasonable costs of proceedings under Part XI of said Act, the scale of costs per property shall be as follows:

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	20202 Proposed Fee
Tax Registration	Per address	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Tax Sale	Per address	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services	Actual Cost for 3 rd Party Services
Extension Agreement Prepare Extension Agreement and present to Council for consideration		\$255.00	\$255.00	\$255.00	\$255.00
Other direct incidental costs: Costs for other direct incidental items not considered above to be established as incurred based on invoice cost, plus ten percent (10% Administration Fee).					

**Schedule P
Corporate Services**

Corporate Services	2019 Fee	Proposed 2020	Proposed 2021	Proposed 2022
Tax Arrears Certificate (includes water arrears)	\$40.00	\$40.00	\$40.00	\$40.00
Paper Copy - Tax Inquiry / Water Inquiry Returned	\$7.00	\$7.00	\$7.00	\$7.00
Cheque Charge	\$25.00	\$25.00	\$25.00	\$25.00
Marriage License	\$125.00	\$125.00	\$125.00	\$125.00
Commissioner for Taking Affidavits (including HST) (per oath or declaration) (City business and pensions exempt)	\$15.00	\$15.00	\$15.00	\$15.00
Death Registrations	\$20.00	\$20.00	\$20.00	\$20.00
Photocopying (per page)	\$0.25	\$0.25	\$0.25	\$0.25
Certified Copy of Document	\$15.00	\$15.00	\$15.00	\$15.00
Lease Agreements - Application	\$300.00	\$300.00	\$300.00	\$300.00
- Annual Minimum	\$100.00	\$100.00	\$100.00	\$100.00

Schedule Q
Port Colborne Historical and Marine Museum

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Research Fees: The following applies to research conducted by Museum staff for others.					
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required) Artifact/ Photograph					
	Per item	\$20.00	\$20.00	\$20.00	\$20.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed					
Commercial Use	Per image	\$30.00	\$50.00	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00	\$30.00	\$20.00
Publication (print, digital)	Per image	\$50.00	\$100.00	\$100.00	\$100.00
Photocopies: *Copyright Restrictions Apply					
Black & White 8 x 10 copy paper	Per copy	\$0.25	\$0.25	\$0.25	\$0.25
Black & White > 8 x 10 copy paper	Per copy	\$0.50	\$0.50	\$0.50	\$0.50
Colour Copy (Retrieval fees may apply)	Per page	\$2.00	\$2.00	\$2.00	\$2.00
Tours:					
Group Tours (Minimum 5 people)	Per person	\$2.00	\$5.00	\$5.00	\$5.00
School Tours	Per student	\$2.00	\$5.00	\$5.00	\$5.00
Off Site Tours – Cemetery, West St Humberstone, etc.	Per person	\$5.00	\$5.00	\$5.00	\$5.00
Admission Fees:					
Museum & Village		Donation Box	Donation Box	Donation Box	Donation Box
Canal Days		Sponsored	Sponsored	Sponsored	Sponsored
Christmas Festival		By Donation	By Donation	By Donation	By Donation
Membership Fees:					
Students/Seniors (60+)		\$3.00	\$5.00	\$5.00	\$5.00
Individual		\$5.00	\$8.00	\$8.00	\$8.00
Family		\$10.00	\$10.00	\$10.00	\$10.00
Life Patron		\$100.00	\$100.00	\$100.00	\$100.00
Sustaining (Corporate)		By Donation	By Donation	By Donation	By Donation

Schedule R
L.R. Wilson Heritage Research Archives

		2019 Fee	2020 Fee	2021 Fee	2022 Fee
Research Fees: The following applies to research conducted by Museum staff for others.					
Commercial Use	Per hour	\$60.00	\$60.00	\$60.00	\$60.00
Personal Use	Per hour	\$20.00	\$20.00	\$20.00	\$20.00
Student Use	Per hour	\$10.00	\$10.00	\$10.00	\$10.00
Unassisted Research		By Donation	By Donation	By Donation	By Donation
Retrieval Fees: (Appointment Required) Artifact/Archive/Photograph	Per item	\$20.00	\$20.00	\$20.00	\$20.00
Photo Reproduction Fees: Copyright Restrictions Apply and a Reproduction Agreement must be signed					
Commercial Use	Per image	\$50.00	\$50.00	\$50.00	\$50.00
Personal Use	Per image	\$30.00	\$30.00	\$30.00	\$20.00
Publication (print, digital)	Per Image	\$20.00	\$100.00	\$100.00	\$100.00
Photocopies: *Copyright Restrictions Apply					
Black & White 8.5 x 11 & 8.5 x 14 copy paper	Per copy	\$0.25	\$0.25	\$0.25	\$0.25
Black & White > 11 x 17 copy paper	Per copy	\$0.50	\$0.50	\$0.50	\$0.50
Colour Copy (Retrieval fees may apply)	Per page	\$2.00	\$2.00	\$2.00	\$2.00
Rental Fees for MacDonald Conference Hall: Contract must be signed					
4 hour rental		\$60.00	\$75.00	\$75.00	\$75.00
8 hour rental		\$100.00	\$120.00	\$120.00	\$120.00
Use of the following within MacDonald Conference Hall:					
Overhead Projector and Screen		\$5.00	\$5.00	\$5.00	\$10.00
Digital Projector and Screen		\$10.00	\$10.00	\$10.00	\$10.00

Schedule S
Port Colborne Farmers Market

Schedule of Fees		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Large Stalls A, B, C, D (72 & 73) (1 & 1A), (15 & 16), (45 & 45A), (59 & 60), (61 & 62)	Per year Per year	\$240.00 \$230.00	\$245.00 \$235.00	\$250.00 \$240.00	\$255.00 \$245.00
All Others 3 stalls 2 stalls 1½ stalls 1 stall	Per year Per year Per year Per year	N/A \$220.00 \$190.00 \$155.00	\$255.00 \$225.00 \$194.00 \$158.00	\$260.00 \$230.00 \$198.00 \$161.00	\$265.00 \$235.00 \$202.00 \$164.00
Fee Per Use Additional stalls – yearly vendors (one only per vendor where feasible) 1 stall – daily vendors ½ stall – yearly & daily vendors	Per use Per use Per use	\$42.00 \$42.00 \$30.00	\$43.00 \$43.00 \$31.00	\$44.00 \$44.00 \$32.00	\$45.00 \$45.00 \$33.00
Electrical Supply One outlet:	Per year Per month Per day	\$100.00 \$22.00 \$7.25	\$101.00 \$23.00 \$7.75	\$103.00 \$24.00 \$8.25	\$105.00 \$25.00 \$8.75
Insurance* Yearly vendors Daily vendors	Per year Per day	\$28.50 \$6.25	\$29.00 \$6.50	\$30.00 \$6.75	\$30.50 \$7.00
*HST Exempt					
Daily Stall Cost* Rate Insurance Total	Per day Per day Per day	\$48.75 \$6.25 \$55.00	\$49.75 \$6.50 \$56.00	\$50.75 \$6.75 \$57.00	\$51.75 \$7.00 \$58.00
*HST included					

Schedule T - Services of By-Law Enforcement

Miscellaneous Fees

Schedule of Fees	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Fence By-Law				
Fence Variance (non-refundable)	\$459.00	\$468.00	\$477.00	\$487.00
Fence By-Law Order to Comply – application fee	\$208.00	\$212.00	\$216.00	\$220.00
Removal of Snow and Ice By-Law				
Snow clearing - per meter	\$11.00	\$11.00	\$11.00	\$11.00
Snow and Ice Removal By-Law Order to Comply – application fee	\$208.00	\$212.00	\$216.00	\$220.00
Regulate Noise By-Law				
Noise Variance – Private function taking place on private property (non-refundable)	\$153.00	\$156.00	\$159.00	\$162.00
Noise Variance – Private function taking place on City property (non-refundable)	\$102.00	\$104.00	\$106.00	\$108.00
On Street Parking Permits				
Initial Fee (per vehicle)	\$26.00	\$27.00	\$28.00	\$29.00
Replacement Fee (per vehicle)	\$41.00	\$42.00	\$43.00	\$44.00
Fail to display permit prominently	\$26.00	\$27.00	\$28.00	\$29.00
Park without permit	\$51.00	\$52.00	\$53.00	\$54.00
Encroachment Agreements				
Application	\$350.00	\$357.00	\$364.00	\$371.00
Annual	\$100.00	\$102.00	\$104.00	\$106.00

Schedule T - Services of By-Law Enforcement (Continued)

**Maintenance of Property and Land
(Lot Maintenance By-law)**

Schedule of Fees	2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Re-inspection fee*	\$97.00	\$99.00	\$101.00	\$103.00
Minimum maintenance fee	\$174.00	\$177.00	\$181.00	\$185.00
Administration fee	Add 15%	Add 15%	Add 15%	Add 15%
Mailing fee	\$26.00	\$27.00	\$28.00	\$29.00
*Re-inspection fee is payable where violation still exists.				

**Cutting Grasses and Weeds
(Lot Maintenance By-law)**

Lot Size	2019 Fee	2020 Fee	2021 Fee	2022 Fee
1 to 7,500 square feet	Actual Costs	Actual Costs	Actual Costs	Actual Costs
7,501 to 15,000 square feet				
15,001 to 30,000 square feet				
30,000 square feet to 1 acre				
> 1 acre to 1.5 acres				
> 1.5 acres to 2 acres				
Each additional acre				

Schedule T - Services of By-Law Enforcement (Continued)

Erection and Maintenance of Signs and Other Advertising Devices

(Sign By-law)

Sign Type	Size		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Awning	Each		\$51.00	\$52.00	\$53.00	\$54.00
Banner	Not exceeding 6.7 square meters	Per 15 days	\$16.00	\$16.00	\$16.00	\$16.00
Banner	Exceeding 6.7 square meters	Per 15 days	\$31.00	\$32.00	\$33.00	\$34.00
Billboard	Maximum 50 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Facia	Maximum 15 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Ground	Maximum 10 square meters		\$51.00	\$52.00	\$53.00	\$54.00
Mall		Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Pole / Pylon	Maximum 20 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Portable	Maximum 9 square meters	Per 15 days	\$16.00	\$16.00	\$16.00	\$16.00
Projecting	Maximum 10 square meters		\$51.00	\$52.00	\$53.00	\$54.00
Roof	Maximum 50 square meters	Per square meter	\$5.50	\$6.00	\$6.00	\$6.00
Fees						
Sign Variance (non-refundable)			\$714.00	\$728.00	\$743.00	\$758.00
Order to Comply – administration fee			\$208.00	\$212.00	\$216.00	\$220.00

Schedule T - Services of By-Law Enforcement (Continued)

Site Alteration					
Schedule of Fees		2019	2020	2021	2022
		Fee	Proposed Fee	Proposed Fee	Proposed Fee
Basic fee for affected land area of 1 hectare for a 6 month permit	Per application	\$102.00	\$104.00	\$106.00	\$108.00
Additional fee per hectare or fraction thereof over one hectare (Example: 15 ha site = \$100 +(\$20 x 14 ha) = \$380)	Per hectare	\$21.00	\$21.00	\$21.00	\$21.00
Maximum fee for a 6 month permit	Per application	\$1,020.00	\$1,040.00	\$1,061.00	\$1,082.00
NOTE: Fees include inspection of control plans and site					
Permit extension fee – per hectare (Example: same 15 ha site = (\$20 x 15 ha) = \$300)	Per hectare	\$21.00	\$21.00	\$21.00	\$21.00

Trees					
Schedule of Fees		2019	2020	2021	2022
		Fee	Fee	Fee	Fee
Tree Trimming	Per hour	\$204.00	\$208.00	\$212.00	\$216.00
Tree Removal	Per hour	\$306.00	\$312.00	\$318.00	\$324.00
Stump Removal	Per hour	\$102.00	\$104.00	\$106.00	\$108.00
Tree Replacement	Per tree	\$357.00	\$364.00	\$371.00	\$378.00
Tree Inspection – by Arborist	Per report	\$510.00	\$520.00	\$530.00	\$541.00
Municipal Consent for Tree Removal		Nil	Nil	Nil	Nil

Respecting the Keeping of Animals (Exotic Animals By-law)					
Schedule of Fees		2019	2020	2021	2022
		Fee	Fee	Fee	Fee
For the first animal of each species		\$21.00	\$21.00	\$21.00	\$21.00
For the second and third animal of each species		\$2.50	\$3.00	\$3.00	\$3.00
For each species the aggregate of which exceed three in		\$1.50	\$2.00	\$2.00	\$2.00
Maximum Licensing fee*		\$5,100.00	\$5,202.00	\$5,306.00	\$5,412.00
*regardless of the number of animals, animal species or sub-species held in a single location					

Schedule U
Cemeteries of the City of Port Colborne

		2019 Fee	2020 Proposed Fee	2021 Proposed Fee	2022 Proposed Fee
Opening and Closing Fees and Charges					
Regular Single Grave					
Summer (April – November): Grave Opening and Closing	Monday to Friday	\$969.00	\$969.00	\$969.00	\$989.00
Summer (April – November): Grave Opening and Closing	Saturday and Holidays	\$1,071.00	\$1,071.00	\$1,071.00	\$1,092.00
Winter (December – March): Grave Opening and Closing	Monday to Friday	\$1,173.00	\$1,173.00	\$1,173.00	\$1,197.00
Winter (December – March): Grave Opening and Closing	Saturday and Holidays	\$1,275.00	\$1,275.00	\$1,275.00	\$1,300.00
Baby Grave Opening and Closing	Monday to Friday	\$357.00	\$357.00	\$357.00	\$364.00
Baby Grave Opening and Closing	Saturday and Holidays	\$377.00	\$377.00	\$377.00	\$385.00
Cremation Openings (no vault, cremation plot or lot)	Monday to Friday	\$510.00	\$510.00	\$510.00	\$520.00
Cremation Openings (no vault, cremation plot or lot)	Saturday and Holidays	\$586.00	\$600.00	\$600.00	\$612.00
Cremation Openings (plus vault no larger than 15" x 15")	Monday to Friday	\$571.00	\$571.00	\$571.00	\$583.00
Cremation Openings (plus vault no larger than 15" x 15")	Saturday and Holidays	\$663.00	\$680.00	\$680.00	\$694.00
Cremation Lot Fee (2 nd , 3 rd , 4 th)	On Existing Plot	\$204.00	\$204.00	\$204.00	\$208.00
Columbarium Openings and Closing	Monday to Friday	\$128.00	\$250.00	\$250.00	\$255.00
Columbarium Openings and Closing	Saturday and Holidays	\$200.00	\$400.00	\$400.00	\$408.00
Cemetery Services and Interment Rights Prices					
Columbarium, each crypt (includes perpetual care of 40%)	R1 Top	\$1,530.00	\$1,530.00	\$1,530.00	\$1,560.00
	R2	\$1,479.00	\$1,479.00	\$1,479.00	\$1,508.00
	R3	\$1,428.00	\$1,428.00	\$1,428.00	\$1,457.00
	R4	\$1,377.00	\$1,377.00	\$1,377.00	\$1,405.00
Single Lot or Grave (includes perpetual care of 40%)	3.5' x 9.0'	\$1,377.00	\$1,377.00	\$1,377.00	\$1,405.00
Cremation Lot (includes perpetual care of 40%)	2' x 2'	\$485.00	\$485.00	\$485.00	\$495.00
Baby Lot (includes perpetual care of 40%)	Size determinant	\$357.00	\$357.00	\$357.00	\$365.00
Corner Posts	Per set of four	\$230.00	\$230.00	\$230.00	\$235.00
Installation of footing foundation for marker or monument	Per cubic foot	\$40.00	\$40.00	\$40.00	\$41.00
Monument or marker (>42" above grade)	Per inch	\$25.00	\$25.00*	\$25.00	\$25.00
Perpetual care markers (owner supplied)	Flat stone on grade	\$50.00	\$50.00*	\$50.00	\$50.00
Perpetual care markers (owner supplied)	Marker above grade	\$100.00	\$100.00*	\$100.00	\$100.00
Disinter (opening fee plus actual cost to disinter)		\$969.00	\$969.00	\$969.00	\$989.00
Transfer Fee		\$26.00	\$26.00	\$26.00	\$27.00

*Regulated by Bereavement Authority of Ontario

Schedule V
Services by Planning and Development Division

Application	2019	2020	2021	2022
	Fee	Proposed Fee	Proposed Fee	Proposed Fee
Official Plan				
Official Plan Amendment	\$4,488	\$4,578	\$4,670	\$4,763
Adjournment of an Official Plan Amendment (at applicant's request)	\$714	\$728	\$743	\$758
Zoning By-Law				
Zoning By-Law Amendment	\$3,978	\$4,058	\$4,139	\$4,222
Adjournment of a Zoning By-Law (at owner's request)	\$714	\$728	\$743	\$758
Removal of a Holding Symbol	\$1,020	\$1,040	\$1,061	\$1,082
Temporary Use By-Law	\$3,978	\$4,058	\$4,139	\$4,222
Preparation of a Temporary Use Agreement	\$1,836	\$1,873	\$1,910	\$1,948
Extension of a Temporary Use	\$1,530	\$1,561	\$1,592	\$1,624
Plan of Subdivision				
Draft Plan Approval of Subdivision	\$6,630	\$6,763	\$6,898	\$7,036
Redline Revisions/Change of Conditions to Draft Plan	\$2,040	\$2,081	\$2,123	\$2,165
Extension to Draft Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Final Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Amendment to Subdivision Agreement	\$2,040	\$2,081	\$2,123	\$2,165
Part Lot Control	\$1,020	\$1,040	\$1,061	\$1,082
Deeming By-Law	\$408	\$416	\$424	\$432
Discharge of a Subdivision Agreement	\$1,020	\$1,040	\$1,061	\$1,082
Validation Order	N/A	N/A	N/A	N/A
Plan of Condominium				
Draft Plan Approval of Condominium	\$6,630	\$6,763	\$6,898	\$7,036
Redline Revisions/Change of Conditions to Draft Plan	\$2,040	\$2,081	\$2,123	\$2,165
Extension to Draft Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Final Plan Approval	\$1,530	\$1,561	\$1,592	\$1,624
Condominium Conversion	\$6,630	\$6,763	\$6,898	\$7,036
Amendment to Condominium Agreement	\$2,040	\$2,081	\$2,123	\$2,165
Discharge of a Condominium Agreement	\$1,020	\$1,040	\$1,061	\$1,082
Condominium Exemption Request	N/A	\$1,500	\$1,530	\$1,561
Site Plan Control				
Site Plan Control Approval	\$3,468	\$3,537	\$3,608	\$3,680
Amendment to Site Plan Agreement	\$1,530	\$1,561	\$1,592	\$1,624
Discharging of a Site Plan Agreement	\$1,020	\$1,040	\$1,061	\$1,082
Committee of Adjustment				
Minor Variance/Expansion of Non-Conforming Use	\$1,173	\$1,196	\$1,220	\$1,244
Minor Variance (Building without a Permit)	\$1,530	\$1,561	\$1,592	\$1,624
Consent (new lot)	\$1,632	\$1,665	\$1,698	\$1,732
Easement	\$1,122	\$1,144	\$1,167	\$1,190
Lot Addition/Boundary Adjustment	\$1,122	\$1,144	\$1,167	\$1,190
Adjournment of a Consent or Variance (at applicant's request)	\$510	\$520	\$530	\$541
Changes to Consent Conditions	\$510	\$520	\$530	\$541
Final Certification Fee	\$204	\$208	\$212	\$216
Validation of Title	\$918	\$936	\$955	\$974

Miscellaneous	2019	2020	2021	2022
Quarry/Pit Establishment or Expansion	\$61,200	\$62,424	\$63,672	\$64,945
Telecommunication Facilities Consultation Process	\$1,530	\$1,561	\$1,592	\$1,624
Compliance Letter	\$127.50	\$130	\$133	\$136
Compliance Letter Express (within 3 days)	\$183.60	\$187	\$191	\$195
Development Agreement	\$2,448	\$2,497	\$2,547	\$2,598
Discharging of a Development Agreement	\$918	\$936	\$955	\$974
Front Ending Agreement	\$1,530	\$1,561	\$1,592	\$1,624
OMB Subpoena - first day	\$612	\$624	\$636	\$649
OMB Subpoena - thereafter	\$408	\$416	\$424	\$432
Pre-consultation Report (when requested)	N/A			
Combined Applications				
Official Plan & Zoning By-Law Amendments	\$7,650	\$7,803	\$7,959	\$8,118
Official Plan, Zoning by-Law Amendments & Draft Plan of Subdivision/Condo	\$12,750	\$13,005	\$13,265	\$13,530
Zoning By-Law Amendment & Draft Plan of Subdivision/Condo	\$8,670	\$8,843	\$9,020	\$9,200
Official Plan & Zoning By-Law Amendment & Site Plan Control	\$9,690	\$9,884	\$10,082	\$10,284
Zoning By-Law Amendment & Site Plan Control	\$5,610	\$5,722	\$5,836	\$5,953
Consent & Minor Variance	\$2,142	\$2,185	\$2,229	\$2,274
Consent & Development Agreement	\$3,570	\$3,641	\$3,714	\$3,788
Consent/Lot Addition & Zoning By-Law Amendment	\$4,590	\$4,682	\$4,776	\$4,872
Minor Variance & Development Agreement	\$3,060	\$3,121	\$3,183	\$3,247

Submission Deadlines and Accelerated Applications

Please be advised that the Planning Act requires Notice of Public Hearing be given no later than 20 days before a scheduled public meeting for a Zoning By-law Amendment and Official Plan Amendment, 14 days for a Plan of Subdivision and Consent Application, and 10 days for a Minor Variance application. In order to allow sufficient review time of an application, all applications should be submitted at least 14 days before the last day for giving Notice of Public Hearing under the Planning Act.

While it is an objective of the Planning and Development Division to process applications in an expeditious manner within the time frame established in the Planning Act, an applicant may wish to consider an accelerated application in the event processing is needed immediately and City resources and/or notice requirements are limited. Fees for an accelerated application will be assessed based on overtime incurred by staff to process the application at the rates listed below:

Staff Rates:

Director of Planning and Development	\$220/hour
Planner	\$150/hour
Planning Technician I Clerical	\$100/hour

Applicants should note that no application shall take priority over other applications being processed solely on the basis of the applicant having paid an accelerated fee.

Refund of Fees

If an application is withdrawn before circulation to commenting agencies, ninety percent (90%) of the fee will be refunded. If withdrawn after circulation, but before notice of the public meeting is given, fifty percent (50%) of the fee will be refunded and if withdrawn after the notice of public meeting is given, but before the Planning and Development Services division Recommendation Report is prepared, twenty five percent (25%) of the fee will be refunded.

Reactivation

Any application which has been withdrawn and/or has been inactive for one year shall be considered abandoned and a full fee shall be required to activate a new application.

Notes:

Additional fees for most applications are required for Niagara Regional Development Services and the Niagara Peninsula Conservation Authority review. Applicants are recommended to contact each agency for their respective Fee Schedule. If fees are required, applicants must make out separate cheques payable to each agency at the time of application submission to the City.

A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the OldeHumberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan and EastWaterfront Community Improvement Plan.

The Regional Municipality of Niagara shall be exempt from this Fee Schedule.

Schedule W

Maintenance and Occupancy of Property (Property Standards By-law)					
Schedule of Fees		2019	2020	2021	2022
		Fee	Proposed Fee	Proposed Fee	Proposed Fee
Issuance of Certificate of Compliance					
1-5 Dwelling Units	Per Dwelling Unit	\$51.00	\$52.00	\$53.00	\$54.00
More than 5, but not exceeding 25 Dwelling Units	Per certificate	\$255.00	\$260.00	\$265.00	\$270.00
<i>PLUS</i>	Per Dwelling Unit	\$10.50	\$11.00	\$11.00	\$11.00
More than 25 Dwelling Units	Per certificate	\$408.00	\$416.00	\$424.00	\$432.00
<i>PLUS</i>	Per Dwelling Unit	\$10.50	\$11.00	\$11.00	\$11.00
Other		\$77.00	\$79.00	\$81.00	\$83.00
Vacant Property		\$102.00	\$104.00	\$106.00	\$108.00
Inspection Fees					
Registering Order on Title	Per Title	\$51.00	\$52.00	\$53.00	\$54.00
Compliance Inspection & Removing Order	Per Order	\$102.00	\$104.00	\$106.00	\$108.00
<i>(Inspection Fee, Removal and Response to Lawyer)</i>					
Additional Inspection for Compliance	Each	\$31.00	\$32.00	\$33.00	\$34.00
Appeal Fees					
Apply for an Appeal (non-refundable)	Per Appeal	\$255.00	\$260.00	\$265.00	\$270.00
Other Fees					
Order to Comply		\$208.00	\$212.00	\$216.00	\$220.00

Schedule X
Permits for Construction, Demolition, Occupancy and Change of Use, Transfer of Permits and Inspections

Construction					
New Building Construction and Additions ^{6,8}	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Minimum Fee for all Building Permits ⁹		\$115.00	\$120.00	\$120.00	\$125.00
Major Occupancy⁷					
Group A – Assembly Occupancies Examples: School, church, restaurant, daycare, hall, transit, recreation facility, other	Per square foot	\$1.23	\$1.60	\$1.63	\$1.66
Group B – Institutional Occupancies Examples: Hospital, retention facility, nursing home, other	Per square foot	\$1.53	\$1.80	\$1.84	\$1.87
Group C – Residential Occupancies					
Single detached dwelling	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Semi-detached dwelling, duplex dwelling	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Townhouse	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Multiple unit dwellings, apartment building, townhouse	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Hotels, motels	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Other residential	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Group D – Business/Personal Services Occupancies Examples: Office, bank, medical, police station, other	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Group E – Mercantile Occupancies Examples: Store, shopping mall/plaza, shop, market, retail, other	Per square foot	\$1.17	\$1.28	\$1.31	\$1.33
Group F – Industrial Occupancies Examples:					
Industrial mall/plaza/garage, plant, factory, warehouse, other	Per square foot	\$0.77	\$1.00	\$1.02	\$1.04
Industrial buildings with no partitions, no plumbing and no mechanical	Per square foot	\$0.46	\$0.75	\$0.76	\$0.78
New Building Construction and Additions ^{6,8 (continued)}	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Special Categories/Occupancies					
Farm building, greenhouse	Per square foot	\$0.29	\$0.29	\$0.30	\$0.30
Park Model Trailer	Each	\$200.00	\$200.00	\$200.00	\$200.00
Tent, temporary fabric structure	Each	\$200.00	\$200.00	\$200.00	\$200.00
Renewable Energy Projects		See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)
Houses and Accessory to Houses: ¹⁴					
Garage, carport	Per square foot	\$0.57	\$0.70	\$0.71	\$0.73
Covered deck/porch	Per square foot	\$0.35	\$0.45	\$0.46	\$0.47
Uncovered deck/porch	Per square foot	\$0.35	\$0.45	\$0.46	\$0.47
Sunroom/solarium, 3-Season Room, Add-A-Room (on Park Model Trailers)	Per square foot	\$0.67	\$0.70	\$0.71	\$0.73
Shed/accessory building	Per square foot	\$0.57	\$0.70	\$0.71	\$0.73
Alterations	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Unfinished basement (new or replaced foundation)	Per square foot	\$0.28	\$0.28	\$0.28	\$0.28
Under pinning foundation		See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)	See note 12 (Min. \$200)
Roof structure	Per square foot	\$0.12	\$0.15	\$0.15	\$0.16
Fireplace, woodstove, chimney		\$115.00	\$120.00	\$122.40	\$124.85
Interior Alterations:					
Interior alterations, all occupancies, except finished basements	Per square foot	\$0.55	\$0.60	\$0.61	\$0.62
Finishing basement	Per square foot	\$0.55	\$0.60	\$0.61	\$0.62
Other minor alteration		See note 12	See note 12	See note 12	See note 12

Partial Permit/Staged Construction ¹¹	2019 Fee	2020 Fee	2021 Fee	2022 Fee
All partial permits subject to a surcharge applied to the stage permit value	50%	50%	50%	50%
Foundation Stage¹¹ Complete to grade including or excluding underground services within building	15%	15%	15%	15%
Building Shell Stage¹¹ Completed structural shell stage	40%	40%	40%	40%
Completed architectural shell stage	80%	80%	80%	80%
Building Completion Stage¹¹ Includes completed building stage	100%	100%	100%	100%

Plumbing Only	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Fixture; plumbing appliance; stack; interceptor; tank; floor drain; sewage ejector; sump; manhole; catchbasin; rain water leader; other	Each	\$9.11	\$8.92	\$9.09	\$9.28
All buried piping including building drain and sewer; building storm drain and sewer; storm drainage piping; water service pipe	Per linear foot	\$1.15	\$1.20	\$1.22	\$1.25
Water distribution pipe inside a building	Each	\$115.00	\$120.00	\$122.40	\$124.85
Residential¹⁴ Replace buried water service, sanitary drains or storm drains (single fee applies if multiple services are replaced at the same time)	Each	\$200.00	\$200.00	\$200.00	\$200.00
Mechanical HVAC Only	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Group A, B, C (except houses), D E	Per square foot	\$0.08	\$0.10	\$0.10	\$0.10
Houses		\$115.00	\$120.00	\$122.40	\$124.85
Group F	Per square foot	\$0.07	\$0.10	\$0.10	\$0.10
Commercial type Kitchen Exhaust		See note 12	See note 12	See note 12	See note 12

Pool	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Public pool	\$331.00	\$331.00	\$337.62	\$344.37
Private pool	\$131.00	\$140.00	\$142.80	\$145.66

Designated Structure	2019 Fee	2020 Fee	2021 Fee	2022 Fee
As defined in the Ontario Building Code	See note 12	See note 12	See note 12	See note 12

Demolition	Permit Fee Details ¹⁻¹⁶	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Houses ¹⁴ and buildings less than 3,000 square feet (gross area)	Each	\$115.00	\$150.00	\$153.00	\$156.06
Other demolitions	Per square foot	\$0.07	\$0.10	\$0.10	\$0.10

Conditional ¹⁵	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Surcharge	50%	50%	50%	50%

Change of Use	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Permit for the change of use of a building or part thereof (additional fees apply where construction is proposed)	\$120.00	\$120.00	\$120.00	\$120.00

Occupancy	2019 Fee	2020 Fee	2021 Fee	2022 Fee
<i>Permit to allow occupancy</i>				
Houses, semi-detached dwellings, townhouses	Each \$110.00	\$120.00	\$120.00	\$125.00
Other buildings	Each \$110.00	\$120.00	\$120.00	\$125.00
<i>Permit to allow partial occupancy</i>				
For area of building to be occupied (per square foot gross floor to be occupied)	\$0.07	\$0.07	\$0.07	\$0.07
Review of proposed application	Per hour \$100.00	\$100.00	\$100.00	\$100.00

Transfer	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Transfer of permit to a new owner	\$110.00	\$120.00	\$120.00	\$120.00

Deposits Required for Permits	2019 Fee	2020 Fee	2021 Fee	2022 Fee
New Main Buildings	Houses \$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
	Other than Houses \$525.00	\$525.00	\$525.00	\$525.00
Additions, Accessory	Houses \$525.00	\$525.00	\$525.00	\$525.00
	Other than Houses \$525.00	\$525.00	\$525.00	\$525.00
Alterations	Houses \$525.00	\$525.00	\$525.00	\$525.00
	Other than Houses \$525.00	\$525.00	\$525.00	\$525.00
Demolitions	Main Building \$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00
	Accessory, Partial \$525.00	\$525.00	\$525.00	\$525.00
Pools	In ground and On-Ground \$525.00	\$525.00	\$525.00	\$525.00
Other	\$525.00	\$525.00	\$525.00	\$525.00
New Main Buildings, Additions and Renovations	Industrial, Commercial Institutional and Residential other than Houses \$1,050.00	\$1,050.00	\$1,050.00	\$1,050.00
Lot Grading Deposit	All categories of construction (as necessary) \$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00

Notes for Deposits:

1. No deposit is required for the following:
 - a) Uncovered decks on piers
 - b) Tents and fabric structures
2. "Houses" includes single detached, semi-detached, duplexes, triplexes and townhouses.
3. "Other than Houses" includes Plumbing only, Mechanical HVAC only, Designated Structures, etc.
4. The requirement for a new deposit may be waived where the City already holds a deposit with an owner on the same property with respect to an open permit file with the City, provided:
 - a) The deposit already held is equal or larger than the amount specified in this Schedule.
 - b) There is no existing damage to City property as a result of work on the lot.
 - c) The existing deposit is recorded on all applicable permit files as being held as security for other permits.

Additional Fees and Charges	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Discharge of an Order from property title	\$772.00	\$788.00	\$788.00	\$788.00
Submitting an application for Permit <small>Minimum non-refundable fee for submitting all permit applications. This fee is discounted against the final Permit fee.</small>	\$115.00	\$120.00	\$120.00	\$120.00
Work Without Permit - Percentage increase in applicable fees from this schedule will apply where commencement of construction or demolition has occurred prior to the issuance of the required permit. Refer to Section 4.4 of The Building By-law.	100%	100%	100%	100%
Alternative Solution application (per hour, minimum 4 hours)	\$100.00	\$100.00	\$100.00	\$100.00

Refund of Permit Fees	2019 Fee	2020 Fee	2021 Fee	2022 Fee
Permit Issued. Administration functions only have been performed. No field inspections have been performed.	50%	50%	50%	50%
Additional deduction from eligible refund for each field inspection that had been performed.	\$50.00	\$50.00	\$50.00	\$50.00
Notes for Refunds:				
<ol style="list-style-type: none"> 1. No refund will apply one year after date of permit issuance. 2. If the calculated refund is less than the minimum fee applicable to any permit, no refund shall be made of the fees paid. 3. No permit fee shall be refunded where the permit has been revoked by the Chief Building Official in accordance with the Act. 				

General Notes:

- ¹ Permit fee is \$/square foot, \$/linear foot, or \$ (flat rate).
- ² Square foot is gross of all floors above grade measured from the outer face of exterior walls, unless noted otherwise. Mezzanines, lofts, habitable attics and dwelling units below grade are included as floor areas for permit fee calculations.
- ³ Where there is no floor or exterior walls for the project, square foot is the greatest horizontal area of the structure. For example, buildings or structures supported by posts or columns.
- ⁴ \$120.00 paid at time of application plus \$50.00 for each additional inspection in excess of one where the building is not ready for occupancy and which must be paid prior to issuance of Occupancy Permit.
- ⁵ There are no deductions from the gross floor area for openings such as stairs, elevators, shafts, etc.
- ⁶ Cellars, unfinished basements and crawl spaces are not used in the fee calculation for new construction.
- ⁷ Major occupancy is based upon the Ontario Building Code.
- ⁸ New construction and additions include plumbing, HVAC and all other regulated building services/components.
- ⁹ Minimum permit fee is \$120.00
- ¹⁰ Revision or amendment to an open permit is a minimum \$50.00 fee plus \$50.00 per hour of administration time.
- ¹¹ For a Partial Permit, the percentage shown for the applicable stage of construction (minus the percentage for any previous Partial Permits) must be multiplied by the applicable permit application fee shown for new construction and then increased by a 50% administrative surcharge to obtain the required total fee for that stage.
- ¹² If the work regulated by the permit cannot be described otherwise, the permit application fee shall be \$14.00 for each \$1,000.00 value of work proposed.
- ¹³ Houses in Special Categories and Alterations includes semi-detached, duplexes, triplexes, and townhouses.
- ¹⁴ See "Deposits Required for Permits" for applicable deposits.
- ¹⁵ The fee for a Conditional Permit is equal to the regular permit fee described above plus an additional administrative surcharge of 50% of the regular permit fee. If the Conditional Permit also happens to be a Partial Permit, the Partial Permit fee already increased by 50% must be increased by an additional 50% to obtain the required total fee.
- ¹⁶ A 50% reduction in the fees payable will be applicable to all properties that are located within the project area boundaries of the Olde Humberstone Main Street Community Improvement Plan, the Downtown Central Business District Community Improvement Plan, Brownfield Community Improvement Plan and East Waterfront Community Improvement Plan. No fee reduction will be applied where the 'Work Without Permit' fee is applicable.
- ¹⁷ Third Party Review of applications are undertaken at the discretion of the Chief Building Official and may be required for very large or complex developments. The Chief Building Official may require that the estimated or actual costs associated with the third party review be payable at any time prior to permit issuance.

Schedule Y - User Group Liability Insurance



**FACILITY USER GROUP INSURANCE PROGRAM
SUMMARY OF INSURANCE COVERAGE (6400100)**

Insured: Policy No.: Insurance Company:	City of Port Colborne "User Groups" (as on file) GAME02997-001 GameDay Insurance Inc. Underwritten by Aviva Insurance Company of Canada
The Insurance coverage under this Master Policy is valid only to those users and/or renters who have PURCHASED and PAID for coverage under this program and only for those dates reported in their Rental Agreement on file with the City of Port Colborne	

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy; and as more fully described in said policy and any endorsements attached thereto.

COVERAGE	LIMITS OF LIABILITY
Commercial General Liability-Per Occurrence	\$2,000,000
Participant Liability	\$2,000,000
Tenants' Legal Liability-Any one premises	\$2,000,000
Medical Expense-Non participant third party	\$10,000
Aggregate Limit-Products & Completed Operations Hazard	\$2,000,000
Bodily Injury/Property Damage & Legal Expense Deductible	\$500 / \$500
**Host Liquor Liability Coverage Included when Liquor Liability Premium has been paid. **	

Insured's include your employees, volunteers, executives, managers, coaches, trainers and participants while acting within the scope of their duties on your behalf.

Note: A sub-contractor, vendor or exhibitor is not considered an employee and therefore not covered under your policy.

Additional Insured: City of Port Colborne are added as an additional insured but only with respect to liability arising out of the operations performed by the City of Port Colborne "User Groups" (as per list on file).

ENDORSEMENT

Incidental Medical Malpractice Liability, Additional Insured, Additional Insured-Blanket Basis, Employers Liability Extension, Abuse Exclusion, Excluded Activities.

Excluded Activities: - Alpine Skiing, Bouncy Castles, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

IMPORTANT NOTES

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. The typical types of claims filed against you include spectator slip/trip/fall injuries and injuries to sports participants. **The Liability Policy DOES NOT provide Benefits for Medical Expenses incurred as a result of an injury sustained by an insured member, while participating in a sanctioned insured activity. The Liability Policy PROTECTS YOU IN THE EVENT OF A LAWSUIT** against claims of bodily injury or property damage. Insurance coverage **ONLY** applies to the activity and dates disclosed on the permit application

This is only a summary of the insurance provided under the Policy and constitutes a statement of the facts as of the date of issuance. These facts are so represented only to the addressee. This document does not list all policy wordings, limitations, exclusions and warranties that form part of the policy. The actual wording of the policy governs in all situations.



STANDARD FACILITY USER GROUP RATES (6400000)

MEETINGS/WORKSHOPS

(Without alcohol - if alcohol refer to event rates)

- Arts, crafts, bridge, religious services, speakers, workshops/classroom instruction i.e. Computers and language (refer other types)

EVENTS

(With or without alcohol)

- Anniversaries, art shows and exhibits, auctions, banquet, bazaars, adult birthday parties, dance parties, dinners, exhibits, family celebrations to include; christenings, showers, stags, weddings, etc., fashion shows, festival/concert, garage sale for local neighbourhood ONLY at municipal facility, graduation, photo shoots, picnics, theatre performances, music and dance recitals/ performances, retirement, dance and talent shows, reunions
- Note: For events such as festivals where there is an organizer and vendors, the user group coverage provides coverage for the organizer. As the vendors are separate legal entities they require their own coverage

SPORT ACTIVITIES

LOW RISK ACTIVITIES:

- Badminton, Bowling, Curling, Dance Lessons, Horseshoes, Shuffle Board, Table Tennis, Tennis, Tai Chi, Public Skating, Bocce Ball.

MEDIUM RISK ACTIVITIES:

- Baseball, Basketball, Broomball, Cricket, Dodge ball, Field Hockey, Ball/Roller/Floor Hockey, Handball, Racquetball, Soccer, Softball, Slo-pitch, Squash, Swimming with Lifeguard, T-ball, Non-contact Touch/Flag Football, Synchronized Swimming, Fitness Classes, Track & Field, Ultimate Frisbee, Volleyball, Yoga, Figure Skating, Non-Contact Martial Arts, Non-Contact Pick-up Lacrosse, *Non-Contact Minor Pick-up Hockey, Ringette
- Note: The non-contact minor pick-up hockey rate category is meant to accommodate one-offs i.e. parents taking a group of children out for a game of shinny. We do not cover minor hockey league games or practices

EXCLUDED ACTIVITIES:

- Alpine Skiing, Bouncy Castles, Boxing, Climbing Walls, Contact Hockey, Contact Martial Arts, Cycling, Dunk tanks, Fireworks (unless under the direction of a Fireworks Supervisor), Gymnastics, Horse Related, Kickboxing, Lacrosse (unless non-contact pickup), Minor Hockey (18 & under) (unless non-contact pickup), Rugby, Skateboarding/Skateboard Parks, Snowboarding, Tackle Football

Refer to Erion Insurance Group for all other sports.



Broker: Erion Insurance Group
 177 Niagara Blvd.
 Fort Erie, ON L2A3G7

FACILITY USER GROUP RATING SCHEDULE

\$2,000,000 COMMERCIAL GENERAL LIABILITY/PER OCCURRENCE
DEDUCTIBLE: \$500

Type of Event	# of Participants	Premium		
		Low	Medium	High
Hourly Rate for Sports-occasional use Maximum Coverage - up to 1 Day *Excludes Adult Non-Contact Hockey, see Adult Non-Contact Hockey rates listed below	1-50	\$ 0.76	\$ 1.51	Refer
	51-100	\$ 1.51	\$ 3.02	Refer
	101-250	\$ 2.27	\$ 6.05	Refer
One Day Sporting Events/Tournaments	1-50	\$ 27.00	\$ 54.00	Refer
	51-100	\$ 37.80	\$ 81.00	Refer
	101-250	\$ 54.00	\$108.00	Refer
Two or Three day Sporting Events/Tournaments	1-50	\$ 54.00	\$ 81.00	Refer
	51-100	\$ 75.60	\$108.00	Refer
	101-250	\$ 91.80	\$135.00	Refer
Events/Tournaments over 250 participants or more than three days	Refer for a Quote			
All Season Sporting Activities - Flat Rate Maximum Coverage - up to one year	1-50	\$ 81.00	\$108.00	Refer
	51-100	\$108.00	\$135.00	Refer
	101-250	\$135.00	\$162.00	Refer
	over 250	Refer	Refer	Refer
Occasional Pool Use Only-Hourly Rate (if applicable)	Recreational Pool Activities	\$5.40 / hour		
Adult Non-Contact Hockey				
Hourly Rate/occasional use	Pickup Hockey Per Team	\$5.40 / hour		
Seasonal Rate/seasonal use Maximum Coverage - up to one year	Pickup Hockey Max. 30 players	\$135.00 per group per season		
	League Hockey	\$243.00 per team per season		
Tournaments	Up to 8 teams \$270.00 9-16 teams \$405.00 Refer larger tournaments			
Beer Gardens Separate Coverage for Host Liquor Liability * Rate is in addition to Sport Tournament Rate	Beer Gardens			
	1-100	\$108/day		
	101-250	\$162/day		
	251-500	\$216/day		
	over 500	refer		

*All non-Canadian User Groups must be referred to Erion Insurance Group *

ALL PREMIUMS INCLUDE 8% Tax



Type of Event	# Participants	Premium	
Meetings - Flat rate	1 - 250 251 - 500	\$2.70 per meeting - max 1 day \$5.40 per meeting - max 1 day	
Events - Flat Rate	1 - 100 101-250 251-500 501-1000 over 1000	No Alcohol	With Alcohol Including Beer Garden
		\$ 54.00	\$135.00
		\$108.00	\$243.00
		\$162.00	\$297.00
		\$270.00	Refer
Special Events - Flat Rate Applicable to the following events only Family Showers, Family Christenings, Family Dinners, Retirements, Picnics	1-100	No Alcohol	With Alcohol
		\$27.00	\$54.00
2-3 Day Meetings/Events		Twice Daily Rate	
4-5 Day Meetings/Events		Triple Daily Rate	
Annual Monthly Meetings - weekly or monthly		Five Times Meeting Rate	
Children's Birthday Parties Birthday Party/Meeting Room Birthday Party/Meeting Room/Sports (includes gym/pool/arena use)	UNLIMITED	\$2.16/hour \$4.32/hour	
Camp Programs - Including Multi-Sport Coverage applicable Per Camp Session (Maximum 2 weeks)	Up to 100 Over 101	\$108.00/flat rate \$2.16/per participant	

The Corporation of the City of Port Colborne

By-Law no. 6742/106/19

Being a by-law to adopt, ratify and confirm
the proceedings of the Council of The
Corporation of the City of Port Colborne at
its Special and Regular Meetings of November 25, 2019

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 Special and Regular Meetings of November 25, 2019 upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof; and further
2. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.

Enacted and passed this 25th day of November, 2019.

William C. Steele
Mayor

Amber LaPointe
City Clerk

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**City of Port Colborne
Regular Meeting of Council 32-19
Minutes**

Date: November 12, 2019

Time: 7:40 p.m.

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

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

Members Absent: E. Beauregard, Councillor
A. Desmarais, Councillor
W. Steele, Mayor

Staff Present: D. Aquilina, Director of Planning and Development
A. LaPointe, Acting Director of Corporate Services/City Clerk
P. Senese, Interim Chief Administrative Officer
L. Nelson, EAA to the Director of Corporate Services (minutes)

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

1. Call to Order:

Deputy Mayor Danch called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

No. 191 Moved by Councillor M. Bagu
Seconded by Councillor G. Bruno

That the agenda dated November 12, 2019 be confirmed, as
circulated or as amended.

CARRIED.

4. Disclosures of Interest:

Councillor Danch declared a pecuniary interest regarding item 13. Councillor Danch refrained from discussing or voting on item 13.

5. Adoption of Minutes:

No. 192 Moved by Councillor G. Bruno
Seconded by Councillor H. Wells

(a) That the minutes of the regular meeting of Council 31-19, held October 28, 2019, be approved as presented.

CARRIED.

6. Determination of Items Requiring Separate Discussion:

Nil.

7. Approval of Items Not Requiring Separate Discussion:

No. 193 Moved by Councillor G. Bruno
Seconded by Councillor M. Bagu

That items 1 to 15 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:

1. Planning and Development Department, Planning Division, Report 2019-161, Subject: Cannabis Production – Interim Control By-law

Council Resolved:

That Council pass an Interim Control By-law, pursuant to Section 38 of the Planning Act, for a period of one year, prohibiting retail cannabis production on all properties in the City;

That the definition of facility in the draft by-law be renamed cannabis production facility; and

That the Mayor and City Clerk be authorized to execute the necessary amended by-law to give effect to Council's decision; and that the Notice of Decision required by the Planning Act, R.S.O. 1990, as amended, be processed by staff.

2. Planning and Development Department, Planning Division, Report 2019-168, Subject: Land Sale on Lorraine Road

Council Resolved:

That By-law 6706/70/19 Being A By-Law To Authorize Entering Into An Agreement Of Purchase And Sale be amended to remove Helen Lliodromitis.

That the City enters into an Agreement of Purchase and Sale with Robert and Tanya Kriter for \$230,000 plus HST.

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

3. Planning and Development Department, Planning Division, Report 2019-173, Subject: Ministry of Environment, Conservation and Parks Response Regarding Safe Soil Levels of the CBRA

Council Resolved:

That Planning and Development Department report 2019-173, Ministry of the Environment, Conservation and Parks Response Regarding Safe Soil Levels of the CBRA be received for information; and

That the Director of Planning and Development discuss concerns about land use change burdens associated with requiring a RSC with Vale.

4. Planning and Development Department, Planning Division, Report 2019-174, Subject: Condominium Exemption Request – 57 Minto Street

Council Resolved:

That Council approves the request for exemption from draft plan of condominium for the development at 57 Minto Street.

5. Engineering and Operations Department, Engineering Division, Report 2019-172, Subject: Eagle Marsh Municipal Drain – Appointment of Engineer

Council Resolved:

That the Council of the City of Port Colborne receives Report 2019-172 with respect to Eagle Marsh Drain Engineer Appointment as information; and

That Brandon Widner P. Eng. Of Spriet Associates Engineers and Architects. be appointed under Section 8 of the Drainage Act, Chapter D.17 R.S.O. 1990 for the preparation of a new engineer's report under Section 78 of the Drainage Act, Chapter D.17 R.S.O. 1990, related to the Eagle Marsh Municipal Drain.

6. Corporate Services Department, Finance Division, Report 2019-163, Subject: Audit Results for the year ended December 31, 2018

Council Resolved:

The Council accept and approve the Audit Results report for the year ended December 31, 2018.

7. Corporate Services Department, Finance Division, Report 2019-164
Subject: Approval of the 2018 Consolidated Financial Statements

Council Resolved:

That Council approve the Consolidated Financial Statements for the year ended December 31, 2018.

8. Corporate Services Department, Finance Division, Report 2019-165,
Subject: Development Charge Reserve Funds – 2018 Year-end Update

Council Resolved:

That Council receives the attached Development Charge Statement for information.

9. Community and Economic Development Department, Parks and Recreation Division, Report 2019-158, Subject: Annual Lighted Santa Claus Parade – Road Closures

Council Resolved:

1. That the road closures necessary for the Annual Lighted Santa Claus Parade on Saturday, December 7, 2019, as outlined in Community and Economic Development, Report 2019-158, be approved;
2. That the following roads be closed to general vehicular traffic and parking from 4:00 p.m. to 7:00 p.m. on Saturday, December 7, 2019, for the purpose of parade staging:
 - Fielden Avenue, from the southern limit of Killaly Street to the southern limit of Elgin Street; and
 - Elgin Street, from the western limit of Elm Street to the eastern limit of Steele Street; and
 - Fielden Avenue, at the western limit of Delhi Street.
3. That the following roads be closed for vehicular parking from 4:00 p.m. to 9:00 p.m. on Saturday, December 7, 2019, for the purpose of parade staging and to provide for a safe viewing area of the parade:
 - Clarence Street, from the western limit of Steele Street to the eastern limit of West Street;
 - West Street, from the northern limit of Clarence Street to the southern limit of Charlotte Street; and
 - Charlotte Street, from the western limit of Elm Street to the eastern limit of West Street.

4. That the following road intersections be temporarily closed (by barricade) beginning at 6:30 p.m. until 9:00 p.m. on Saturday, December 7, 2019, to restrict through traffic onto the parade route:
 - North and west intersections of Steele Street and Elgin Street;
 - East intersection of Steele Street at Carter Street;
 - East intersection of Steele Street at Park Street;
 - East intersection of Steele Street at Tugboat Lane;
 - West and south intersections of Steel Street and Clarence Street;
 - North and south intersections of Fielden Avenue at Clarence Street;
 - North and south intersections of Elm Street at Clarence Street;
 - North and south intersections of Catharine Street at Clarence Street;
 - North and south intersections of King Street at Clarence Street;
 - North and east intersections of West Street at Clarence Street;
 - South intersection of West Street at Charlotte Street;
 - North and south intersections of King Street at Charlotte Street;
 - and
 - East and north intersections of Charlotte Street and Catharine Street.
 5. That emergency service vehicles, including ambulance, police and fire, as well as public works, public utility vehicles, and authorized permit vehicles be exempt from the above noted closures;
 6. That Public Works staff deliver traffic barricades before the event at the predetermined locations, restrict access to the appropriate parking stalls and deliver waste receptacles along the Parade route;
 7. That Public Works staff will block off all parking stalls along the parade route with pylons beginning at the time of the traffic and parking restrictions;
 8. That By-law Enforcement staff ticket and remove vehicles as necessary along the parade route during the time of the traffic and parking restrictions closures.
10. **Memorandum from Janice Peyton, Executive Assistant, DEO Re: Transit Advisory Committee – Community Bus Saturday Service Pilot Program**

Council Resolved:

That the Memorandum from Janice Peyton, Executive Assistant, DEO on behalf of the Transit Advisory Committee Re: Community Bus Saturday Service Pilot Program, be received for information; and

That the Council of the City of Port Colborne be notified that the Port Colborne Transit Advisory Committee is in agreement with increasing the Port Colborne Community bus services through a pilot project coordinated

with Welland Transit, to run on Saturdays for a six-hour block of time. The pilot project will be in place from May 2, 2020 to December 31, 2020.

11. Region of Niagara Re: Actions & Resources to Join the Coalition of Inclusive Municipalities Report CAO 14-2019

Council Resolved:

That the correspondence received from the Region of Niagara Re: Actions & Resources to Join the Coalition of Inclusive Municipalities Report CAO 14-2019, be received for information.

12. Region of Niagara Re: Proposed Cuts to Legal Aid Ontario Budget

Council Resolved:

That the correspondence received from the Region of Niagara Re: Proposed Cuts to Legal Aid in Ontario Budget, be received for information.

14. City of Niagara Falls Re: School Bus Camera Legislation

Council Resolved:

That the resolution received from the City of Niagara Falls Re: School Bus Camera Legislation, be received for information.

15. Town of Kingsville Re: Local Health Care Services

Council Resolved:

That the resolution received from the Town of Kingsville Re: Local Health Care Services, be received for information.

preparation of a new engineer's report under Section 78 of the Drainage Act, Chapter D.17 R.S.O. 1990, related to the Oil Mill Creek Drain.

That the Council of the City of Port Colborne receives Report 2019-156 with respect to Biederman Drain Engineer Appointment as information; and

That Brandon Widner P. Eng. Of Spriet Associates Engineers and Architects. be appointed under Section 8 of the Drainage Act, Chapter D.17 R.S.O. 1990 for the preparation of a new engineer's report under Section 78 of the Drainage Act, Chapter D.17 R.S.O. 1990, related to the Biederman Municipal Drain.

CARRIED.

8. Consideration of Items Requiring Separate Discussion:

13. Town of Fort Erie Re: Port Colborne Quarry and the Aquifer through Fort Erie

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

That the resolution received from the City of Niagara Falls Re: School Bus Camera Legislation, be received for information.

CARRIED.

9. Proclamations:

Nil.

10. Minutes of Boards, Commissions & Committees:

Nil.

11. Consideration of By-laws:

No. 194 Moved by Councillor G. Bruno
 Seconded by Councillor D. Kalailieff

That the following by-laws be enacted and passed:

- 6732/96/19 Being a By-law to Appoint an Interim Chief Administrative Officer for the City of Port Colborne (Peter Senese)
- 6733/97/19 Being a By-law to Establish Development Charges for the City of Port Colborne
- 6734/98/19 Being a By-law to Amend By-law 6706/70/19 Being a By-law to Authorize Entering Into an Agreement of Purchase and Sale with Helen Lliodromitis for the Sale of Part 2 on Plan 59R-10301 and with Paul and Kathleen Kuronen for the Sale of Part 6 on Plan 59R-10301
- 6735/99/19 Being a By-law to Authorize Entering Into an Agreement of Purchase and Sale with Robert and Tanya Krier respecting Part 2 on Plan 59R-10301
- 6736/100/19 Being a By-law to Authorize Entering Into an Agreement with Spriet Associates Engineers & Architects for the Eagle Marsh Municipal Drain
- 6737/101/19 Being a By-law to Temporarily Close Sections of Various Streets to Vehicular Traffic for the Purpose of the Annual Lighted Santa Claus Parade
- 6738/102/19 Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of November 12, 2019

CARRIED.

12. Council in Closed Session:**Motion to go into Closed Session – 7:45 p.m.**

No. 195 Moved by Councillor H. Wells
Seconded by Councillor M. Bagu

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: September 23, 2019.
- (b) Engineering and Operations Department, Engineering Division, Report 2019-171, concerning the potential disposition of City owned land, pursuant to the Municipal Act, 2001, Subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.
- (ii) Disclosures of Interest (closed session agenda):
- (iii) Consideration of Closed Session Items:
- (iv) Motion to Rise with Report:

CARRIED.

Motion to rise with report:

No. 196 Moved by Councillor H. Wells
Seconded by Councillor M. Bagu

That Council do now rise from closed session with report at approximately 8:18 p.m.

CARRIED.

13. Disclosures of Interest Arising from Closed Session:

Nil.

14. Reports/Motions Arising from Closed Session:

- (b) Engineering and Operations Department, Engineering Division, Report 2019-171, concerning the potential disposition of City owned land, pursuant to the Municipal Act, 2001, Subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.**

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

15. **Adjournment:**

No. 197 Moved by Councillor G. Bruno
Seconded by Councillor D. Kalailieff

That the Council meeting be adjourned at approximately 8:20 p.m.
CARRIED.

William C. Steele
Mayor

Amber LaPointe
Acting Director of Corporate
Services/City Clerk

AL/ln

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