



City of Port Colborne
Regular Meeting of Committee of the Whole 24-18
Monday, December 10, 2018 – 6:30 p.m.
Council Chambers, 3rd Floor, 66 Charlotte Street

Agenda

1. **Call to Order:** Mayor William C. Steele
2. **National Anthem:** St. Patrick Catholic Elementary School Choir
3. **Introduction of Addendum and Delegation Items:**
4. **Confirmation of Agenda:**
5. **Disclosures of Interest:**
6. **Adoption of Minutes:**
 - (a) Regular meeting of Committee of the Whole 22-18, held on November 26, 2018.
7. **Determination of Items Requiring Separate Discussion:**
8. **Approval of Items Not Requiring Separate Discussion:**
9. **Presentations:**
 - (a) 2018 Mayor's Christmas Card Contest Winners
 - ❖ Nathan Cadot
 - ❖ Emma Croteau
 - ❖ Lucas den Hollander
 - ❖ Ryleigh Huneault
 - ❖ Adam Saltarelli
 - ❖ Reagan Stanley
10. **Delegations (10 Minutes Maximum):**
 - (a) Terri Millstone of Magical Mediterranean Munchies seeking support and awareness for small businesses located outside of the downtown core (Page No. 11)
11. **Mayor's Report:**
12. **Regional Councillor's Report:**
13. **Councillors' Items:**
 - (a) Councillors' Issues/Enquiries
 - (b) Staff Responses to Previous Councillors' Enquiries

14. Consideration of Items Requiring Separate Discussion:

15. Notice of Motion:

16. Adjournment:

| Upcoming Committee of the Whole and Council Meetings | |
|---|--|
| Monday, January 14, 2019 | Committee of the Whole/Council – 6:30 P.M. |
| Monday, January 28, 2019 | Committee of the Whole/Council – 6:30 P.M. |
| Monday, February 11, 2019 | Committee of the Whole/Council – 6:30 P.M. |
| Monday, February 25, 2019 | Committee of the Whole/Council – 6:30 P.M. |
| Monday, March 11, 2019 | Committee of the Whole/Council – 6:30 P.M. |
| Monday, March 25, 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>Planning and Development Department, Planning Division, Report 2018-152, Subject: Private Retail Sale of Cannabis</u></p> <p>That the Council of The Corporation of the City of Port Colborne “opt-in” to having physical cannabis retail stores effective April 2019; and</p> <p>That the Cannabis Retail Store Policy Statement be adopted; and</p> <p>That a copy of this resolution be sent to the Premier of the Province of Ontario the Honourable Doug Ford, the Ontario Attorney General Minister, the Honourable Caroline Mulroney, the Minister of Finance, the Honourable Victor Fedeli.</p> | 13 |
| WCS MB EB RB GB FD AD DK HW | 2. | <p><u>Corporate Services Department, Clerk’s Division, Report 2018-161, Subject: Appointment of Deputy Mayors for the 2018-2022 Term of Council</u></p> <p>That the following Councillors be appointed as Deputy Mayor for a six-month period:</p> <p>Councillor Ron Bodner, December 2018 to May 2019, Councillor Harry Wells, June 2019 to November 2019, Councillor Frank Danch, December 2019 to May 2020, Councillor Gary Bruno, June 2020 to November 2020, Councillor Angie Desmarais, December 2020 to May 2021, Councillor Eric Beauregard, June 2021 to November 2021, Councillor Mark Bagu, December 2021 to May 2022, Councillor Donna Kalailieff, June 2022 to November 2022.</p> | 25 |
| WCS MB EB RB GB FD AD DK HW | 3. | <p><u>Corporate Services Department, Clerk’s Division, Report 2018-162, Subject: Review of Committees of Council Organization</u></p> <p>That attachment ‘A’ to Corporate Services Department, Clerk’s Division Report 2018-162 setting out changes to the Committees of Council be approved.</p> | 27 |

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|-----|----|----|----|---|----|
| WCS | MB | EB | 4. | <p><u>Corporate Services Department, Clerk’s Division, Report 2018-160, Subject: Council Representation on Boards and Committees</u></p> | 35 |
| RB | GB | FD | | <p>Accessibility Advisory Committee: That Councillor Ron Bodner be appointed as the Council representative on the Accessibility Advisory Committee for a term ending November 30, 2022.</p> | |
| AD | DK | HW | | <p>Active Transportation Committee: That Councillor _____ be appointed as the Council representative on the Active Transportation Committee for a term ending November 30, 2022.</p> | |
| | | | | <p>Backflow Prevention/Cross Connection Technical Advisory Committee: That Councillor Harry Wells be appointed as the Council representative on the Backflow Prevention/Cross Connection Technical Advisory Committee for a term ending November 30, 2022.</p> | |
| | | | | <p>Canal Days Committee: That Councillors _____ and _____ be appointed as the Council representative on the Canal Days Committee for a term ending November 30, 2022.</p> | |
| | | | | <p>Committee of Adjustment: That Councillors _____, _____, and _____ be appointed as the Council representatives to the Committee of Adjustment for a period ending November 30, 2022.</p> | |
| | | | | <p>Downtown Business Improvement Area Board of Management: That Councillor _____ be appointed as the Council representative on the Downtown Business Improvement Area Board of Management for a term ending November 30, 2022.</p> | |
| | | | | <p>Drinking Water Quality Management System: That Councillors Gary Bruno and Harry Wells be appointed as the Council representatives on the Drinking Water Quality Management System for a term ending November 30, 2022.</p> | |
| | | | | <p>East Side Employment Lands Site Servicing Technical Advisory Committee: That Councillors Angie Desmarais and Harry Wells be appointed as the Council representatives on the East Side Employment Lands Site Servicing Technical Advisory Committee for a term ending November 30, 2022.</p> | |

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Economic Development Advisory Committee:
 That Councillors Gary Bruno and Harry Wells be appointed as the Council representatives on the Economic Development Advisory Committee for a term ending November 30, 2022.

Energy Conservation Committee:
 That Councillors _____, _____, and _____ be appointed as the Council representative on the Energy Conservation Committee for a term ending November 30, 2022.

Environmental Advisory Committee:
 That Councillors Mark Bagu, Harry Wells, and _____ be appointed as the Council representatives on the Environmental Advisory Committee for a term ending November 30, 2022.

Fair Trade Town Committee:
 That Councillor _____ be appointed as the Council representative on the Fair Trade Town Committee for a term ending November 30, 2022.

Grant Policy Committee:
 That Councillor Gary Bruno be appointed as the Council representative on the Grant Policy Committee for a term ending November 30, 2022.

Heritage Port Colborne:
 That Councillors Eric Beauregard _____, and _____ be appointed as the Council representatives on Heritage Port Colborne for a term ending November 30, 2022.

Main Street Business Improvement Area Board of Management:
 That Councillor _____ be appointed as the Council representative on the Main Street Business Improvement Area Board of Management for a term ending November 30, 2022.

Mayor’s Youth Advisory Council:
 That Councillor _____ be appointed as the Council representative on the Mayor’s Youth Advisory Council for a term ending November 30, 2022.

Niagara Central Airport Commission:
 That Councillors Gary Bruno and Ron Bodner be appointed as the Council representatives on the Niagara Central Airport Commission for a term ending November 30, 2022.

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Niagara Community Foundation, Port Colborne Fund:

That Councillor _____ be appointed as the Council representative on the Niagara Community Foundation, Port Colborne Fund for a term ending November 30, 2022.

Niagara Peninsula Conservation Authority:

That Councillor _____ be appointed as the Port Colborne Council representative to recommend for appointment by Regional Council to the Niagara Peninsula Conservation Authority for a term ending November 30, 2022.

Notice to Muzzle Appeal Committee:

That Councillors Angie Desmarais, _____, _____ and _____ be appointed as the Council representatives on the Notice to Muzzle Appeal Committee for a term ending November 30, 2022.

Port Cares (non-voting liaison to the Volunteer Board of Directors):

That Councillor _____ be appointed as the Port Cares non-voting liaison to the Volunteer Board of Directors for a term ending November 30, 2022.

Port Colborne Historical and Marine Museum Board:

That Councillor Mark Bagu be appointed as the Council representative on the Port Colborne Historical and Marine Museum Board for a term ending November 30, 2022.

Port Colborne Medical Education, Recruitment and Health Services Committee:

That Councillors Gary Bruno, Donna Kalailieff and Ron Bodner be appointed as the Council representatives on the Port Colborne Medical Education, Recruitment and Health Services Committee for a term ending November 30, 2022.

Port Colborne Public Library Board:

That Councillor _____ be appointed as the Council representative on the Port Colborne Public Library Board for a term ending November 30, 2022.

Port Colborne Senior Citizen Advisory Council:

That Councillors _____, _____, and _____ be appointed as the Council representative on the Port Colborne Senior Citizen Advisory Council for a term ending November 30, 2022.

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Port Colborne Transit Advisory Committee:
 That Councillors _____ and _____ be appointed as the Council representatives on the Transit Advisory Committee for a term ending November 30, 2022.

Port Colborne/Wainfleet Chamber of Commerce:
 That Councillor _____ be appointed as the Council representative on the Port Colborne/Wainfleet Chamber of Commerce for a term ending November 30, 2022.

Property Standards Committee:
 That Councillors Frank Danch, Angie Desmarais, Donna Kalailieff, and Harry Wells be appointed as the Council representatives on the Property Standards Committee for a term ending November 30, 2022.

Social Determinants of Health Advisory Committee – Everyone Matters:
 That Councillor Angie Desmarais be appointed as the Council representative to the Social Determinants of Health Advisory Committee – Everyone Matters for a term ending November 30, 2022.

Tourism and Marketing Advisory Committee:
 That Councillor Mark Bagu be appointed to the Tourism and Marketing Advisory Committee as the Council representative for a term ending November 30, 2022.

Transportation Strategy Steering Committee:
 That Councillor _____ be recommended for appointment as the Council representative on the Regional Transportation Strategy Steering Committee for a term ending November 30, 2022.

Trustees, Julia Yager Social and Recreation Centre:
 That Councillors Ron Bodner and Harry Wells be appointed as the Council representatives on the Julia Yager Social and Recreation Centre Committee for a term ending November 30, 2022.

Trustees, Sherkston Community Centre Trust:
 That Councillor Ron Bodner be appointed as the Council representative on the Sherkston Community Centre Trust for a term ending November 30, 2022.
 That the Clerk be directed to prepare the appropriate by-law for approval.

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|-----------------|----------------|----------------|----|---|-----|
| WCS RB AD | MB GB DK | EB FD HW | 5. | <p><u>Community and Economic Development Department, Parks and Recreation Division, Report 2018-158, Subject: Level One Condition Survey – Sugarloaf Marina Dock Inspection</u></p> <p>That Community and Economic Development Department, Parks and Recreation Division Report 2018-158, Subject: Level One Condition Survey – Sugarloaf Marina Dock Inspection, be received for information; and</p> <p>That consideration of the Level One Inspection Report - Sugarloaf Marina dock facilities, be referred to the 2019 budget process.</p> | 57 |
| WCS RB AD | MB GB DK | EB FD HW | 6. | <p><u>Corporate Services Department, Finance Division, Report 2018-154, Subject: Approval of Spending Limits During the Interval Prior to the Approval of the 2019 Budget Estimates</u></p> <p>That until such time that the 2019 Current Budget is adopted, the following be approved:</p> <ol style="list-style-type: none"> 1. City Departments, Boards, and Agencies be allowed to incur operating costs to a level of 50% of the departmental expenditure of the prior year. 2. New capital items deemed essential by a department be approved by the respective Standing Committee or Board, or Agency and the Council of the City of Port Colborne prior to purchase. 3. That this policy be communicated to all Department Directors, Boards, and Agencies. | 197 |
| WCS RB AD | MB GB DK | EB FD HW | 7. | <p><u>Corporate Services Department, Finance Division, Report 2018-155, Subject: 2019 Borrowing By-law</u></p> <p>That a by-law be adopted to authorize temporary borrowing, as required, of up to \$4,000,000 for operating cash flow to meet the current expenditures of the Corporation until property taxes are billed and collected.</p> | 199 |
| WCS RB AD | MB GB DK | EB FD HW | 8. | <p><u>Corporate Services Department, Finance Division, Report 2018-156, Subject: Penalty Charges and Interest Rates for 2019</u></p> <p>That the Penalty Charges and Interest Charges by-law be adopted to establish the 2019 late payment charges on payments due to the municipality.</p> | 201 |

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|---|----|----|-----|---|-----|
| WCS | MB | EB | 9. | Corporate Services Department, Finance Division, Report 2018-157, Subject: 2019 Interim Tax Billing | 203 |
| RB | GB | FD | | | |
| AD | DK | HW | | That a by-law be adopted to authorize the 2019 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established. | |
| Miscellaneous Correspondence | | | | | |
| WCS | MB | EB | 10. | Ministry of Municipal Affairs and Housing Re: A Congratulatory Message to City Council | 205 |
| RB | GB | FD | | | |
| AD | DK | HW | | That the correspondence received from Steve Clark, Minister of Municipal Affairs and Housing Re: A Congratulatory Message to City Council, be received for information. | |
| Outside Resolutions – Requests for Endorsement | | | | | |
| WCS | MB | EB | 11. | City of St. Catharines Re: Appointment of Supervisors for Conservation Authorities | 206 |
| RB | GB | FD | | | |
| AD | DK | HW | | That the resolution received from the City of St. Catharines Re: Appointment of Supervisors for Conservation Authorities, be received for information. | |
| Responses to City of Port Colborne Resolutions | | | | | |
| Nil. | | | | | |

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DEC 04 2018

CORPORATE SERVICES
DEPARTMENT

To City Council,

I respectfully request to bring a delegation to the meeting on December 10/18 in order to advocate for small businesses outside of the downtown core. I am asking for awareness, support, and some help as I am a bit of a leader in the rejuvenation of a somewhat forgotten area of town and doing my best to maintain and celebrate all that is good and right about Port.

Terri Millstone, *Creative Genius* and Boss Lady

MAGICAL MEDITERRANEAN MUNCHIES

Portal Village Plaza, Port Colborne

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Planning and Development Department
Planning Division

Report Number: 2018-152

Date: December 10, 2018

SUBJECT: Private Retail Sale of Cannabis

1) PURPOSE:

The purpose of the report is to provide Council with information on proposed cannabis legislation for private retail storefronts and consideration of allowing them in the City by "opting in."

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

On June 20, 2018, the federal government passed the *Cannabis Act* that addressed the production, distribution, sales, cultivation, consumption and possession of recreational cannabis. Prior to October 17, 2018, it was illegal to buy, possess or use cannabis for anything other than authorized medical or research purposes.

In 2017, the Province of Ontario originally introduced legislation that nonmedical cannabis was to be sold and available through select stores operated by the Alcohol and Gaming Commission of Ontario (AGCO). After the election in 2018, the Province of Ontario shifted their position to now allow the private sector to sell recreational cannabis in retail stores licenced through the AGCO.

On August 13, 2018, the Province through an amendment to the *Cannabis Act* (Bill 36) s stated that a municipality "may pass a resolution by January 22, 2019 prohibiting cannabis retail stores from being located in the municipality. Such a prohibition may be lifted by a later resolution passed by the municipality, but a municipality's decision to do so is final and may not be further reversed."

On September 27, 2018, the Province announced plans to have regulations in place by April 1, 2019 for private retail sale of cannabis.

3) STAFF COMMENTS AND DISCUSSIONS

On November 16, 2018, the Province announced the regulations for retail sale of cannabis through Ontario Regulation 468/18 (attached as Appendix B). Key regulations include:

- A minimum distance of 150 metres (approximately 500 feet) between cannabis retail stores and schools;
- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores;
- Retailers will be denied a licence, including cannabis-related criminal offences or an association with organized crime;

- The AGCO will begin accepting applications on December 17, 2018 and private retailing of cannabis will begin on April 1, 2019;
- A cannabis retail store is authorized to be open to the public between 9:00 a.m. and 11:00 p.m. on any day.

The Province, through Bill 36, requires the AGCO to provide the City and the public with a 15-day notification period of a proposed store site to receive public input and hear concerns from the local community. The Province will supply the cannabis that can be sold. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest. In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.

The City cannot put a greater separation distance than 150m and cannabis stores are permitted in any zone in the Zoning By-law that permits retail sale.

The Province previously committed to share the cannabis excise tax with municipalities to make sure local governments across the province can manage the transition to legalize recreational cannabis. They committed \$40 million from the provincial excise tax over the next two years to all municipalities across Ontario to help with the implementation costs of recreational cannabis legalization.

The Province has provided the following:

“The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
 - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
 - Municipalities that have opted-out will receive only a second \$5,000 each. (Note that if a municipality opts-out by January 22, 2019, and opts back in at a later date, that municipality will not be eligible for additional funding.)
 - The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out.

- If Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.
- Municipalities must use the funding to address the costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:
 - Increased enforcement (police, public health, by-law enforcement, court, litigation)
 - Increased response to public inquiries
 - Increased paramedic services
 - Increased fire services
 - By-law/policy development

The Province has allocated \$13,107 to the City of Port Colborne as the first payment to help with the implementation costs of recreational cannabis legalization.

Economic Development Officer Comments:

The City has a limited window in which to communicate its opt in opt out decision, however there is still value in engaging the community through voluntary (hard and online) and random telephone survey to consult the public on this decision. Council direct staff to act immediately to engage a third party firm to conduct these surveys. It could also be recommended that funds from the amount already allocated to the City by the Province from the OCLIF be used to cover the cost and that staff be directed to report the results in January ahead of the deadline so that the decision can be communicated by January 22.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

If Council does nothing before January 22, 2019, the Province will consider that the City has opted in for hosting private retail stores of cannabis in accordance with the Cannabis Licence Act.

b) Other Options

Council can decide not to approve the hosting of private retail stores sale of cannabis (opting out).

If Council decides to opt out it can be reversed after January 22, however the City will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22 when it opted out - beyond the minimum second payment of \$5000.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Cannabis sale and production was an interest of Council to regulate.

6) ATTACHMENTS

Appendix A - Ontario Regulation 468/18

Appendix B - Cannabis Retail Store Policy Statement

7) RECOMMENDATION

That the Council of The Corporation of the City of Port Colborne “opt-in” to having physical cannabis retail stores effective April 2019; and

That the Cannabis Retail Store Policy Statement be adopted; and

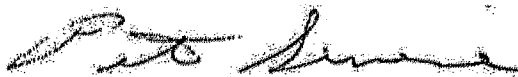
That a copy of this resolution be sent to the Premier of the Province of Ontario the Honourable Doug Ford, the Ontario Attorney General Minister, the Honourable Caroline Mulroney, the Minister of Finance, the Honourable Victor Fedeli.

Prepared on November 29, 2018 by:



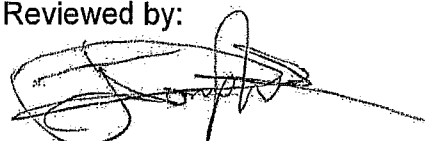
Dan Aquilina, MCIP, RPP, CPT
Director of Planning and Development

Reviewed and submitted by:



Peter Senese
Director of Corporate Services
Acting Chief Administrative Officer

Reviewed by:



Julian Douglas-Kameka
Economic Development Officer

ONTARIO REGULATION 468/18

made under the

CANNABIS LICENCE ACT, 2018

Made: November 14, 2018

Filed: November 14, 2018

Published on e-Laws: November 15, 2018

Printed in *The Ontario Gazette*: December 1, 2018

GENERAL

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- 23. Notice of resolution

COMMENCEMENT

- 24. Commencement
- Schedule 1 Cannabis retail seal

INTERPRETATION

Interpretation

1. In this Regulation,

“licensed producer” means a person who is authorized by a licence issued under the *Cannabis Act* (Canada) to produce cannabis for commercial purposes.

Affiliates

2. (1) In paragraph 2 of subsection 4 (4) of the Act and this Regulation, an affiliate of a person is,
 - (a) a corporation that is affiliated with the person for the purposes of the *Business Corporations Act*, as set out in subsection 1 (4) of that Act;

- (b) a corporation that is affiliated with another corporation in the manner referred to in clause (a), if that other corporation is at the same time affiliated with the person in that manner;
 - (c) a corporation of which the person beneficially owns or controls, directly or indirectly, shares or securities currently convertible into shares carrying more than 9.9 per cent of the voting rights under all circumstances or by reason of the occurrence of an event that has occurred and is continuing, or a currently exercisable option or right to purchase such shares or such convertible securities;
 - (d) a partner in the same partnership as the person;
 - (e) a trust in which the person has a substantial beneficial interest, whether vested or contingent, or with respect to which the person acts as a trustee;
 - (f) a member of the same joint venture, unincorporated association, unincorporated syndicate or unincorporated organization as the person; or
 - (g) a person who is deemed under subsection (2) or (3) to be an affiliate of the person or an affiliate of an affiliate of the person.
- (2) A person is deemed to be an affiliate of another person if the person is a corporation and the other person, or a group of persons or entities acting jointly or in concert with the other person, owns a beneficial interest in shares of the corporation,
- (a) carrying at least 50 per cent of the votes for the election of directors of the corporation and the votes carried by the shares are sufficient, if exercised, to elect a director of the corporation; or
 - (b) having a fair market value, including a premium for control if applicable, of at least 50 per cent of the fair market value of all the issued and outstanding shares of the corporation.
- (3) A person is deemed to be an affiliate of another person if the other person, or a group of persons or entities acting jointly or in concert with the other person, has any direct or indirect influence that, if exercised, would result in control in fact of that person.
- (4) Subsections (2) and (3) apply with respect to a group of persons or entities acting jointly or in concert with another person whether or not they are acting pursuant to an agreement or arrangement.

GENERAL INELIGIBILITY

Ineligibility, prescribed offences

3. The following offences are prescribed for the purposes of paragraph 3 of subsection 3 (4) of the Act, paragraph 2 of subsection 4 (6) of the Act and paragraph 2 of subsection 5 (4) of the Act:

1. An offence under the Act.
2. An offence under section 6, 7, 8, 8.1, 13 or 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
3. An offence under Division 1 of Part 1 of the *Cannabis Act* (Canada).

Ineligibility, contravention of prescribed provisions

4. The following provisions are prescribed for the purposes of paragraph 4 of subsection 3 (4) of the Act, paragraph 3 of subsection 4 (6) of the Act and paragraph 3 of subsection 5 (4) of the Act:

1. Sections 6, 7, 8, 8.1, 13 and 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
2. Sections 8, 9, 10, 11, 12, 13 and 14 of the *Cannabis Act* (Canada).

Prescribed offences under *Controlled Drugs and Substances Act* (Canada)

5. Sections 4, 5, 7 and 7.1 of the *Controlled Drugs and Substances Act* (Canada) are prescribed for the purposes of subsections 3 (6) and 5 (5) of the Act.

Retail operator licence, compliance with tax laws

6. A person is not eligible to be issued a retail operator licence if any of the following circumstances apply, as confirmed by the Ministry of Finance for the purposes of the application for the licence:

1. The person is in default of filing a return under a tax statute administered and enforced by the government of Ontario, or of paying any tax, penalty or interest assessed under any such statute for which payment arrangements have not been made.
2. If the person has a business number with the Canada Revenue Agency, the person is in default of filing a return under the *Taxation Act, 2007*, the *Income Tax Act* (Canada), Part IX of the *Excise Tax Act* (Canada) or an Act of another

province or territory that imposes a tax on corporations and is administered and enforced by the Canada Revenue Agency.

Retail operator licence, corporation owned by licensed producer

7. A corporation is not eligible to be issued a retail operator licence if more than 9.9 per cent of the corporation is owned or controlled, directly or indirectly, by one or more licensed producers or their affiliates.

Ineligibility, other circumstances

8. A person is not eligible to be issued a licence or authorization under the Act if the person is or has been a member of a criminal organization as defined in subsection 467.1 (1) of the *Criminal Code* (Canada), or is or has been involved in, or contributes or has contributed to, the activities of such an organization.

RETAIL STORE AUTHORIZATIONS

Cannabis retail store requirements

9. A retail store authorization may not be issued with respect to a proposed cannabis retail store if,

- (a) the retail space where cannabis would be sold,
 - (i) would not be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area, or
 - (ii) could be entered from or passed through in order to access any other commercial establishment or activity, other than a common area of an enclosed shopping mall; or
- (b) the premises at which the cannabis to be sold in the store would be received or stored would be accessible to any other commercial establishment or activity or to the public.

Public interest

10. For the purposes of paragraph 5 of subsection 4 (6) of the Act, only the following matters are matters of public interest:

- 1. Protecting public health and safety.
- 2. Protecting youth and restricting their access to cannabis.
- 3. Preventing illicit activities in relation to cannabis.

No issuance, proximity to schools

11. (1) In this section,

“private school” means a private school as defined in the *Education Act*.

(2) For the purposes of clause 4 (12) (a) of the Act, a proposed cannabis retail store may not be located less than 150 metres from a school or a private school, as determined in accordance with the following:

- 1. If the school or private school is the primary or only occupant of a building, 150 metres shall be measured from the property line of the property on which the school or private school is located.
 - 2. If the school or private school is not the primary or only occupant of a building, 150 meters shall be measured from the boundary of any space occupied by the school or private school within the building.
- (3) Subsection (2) does not apply to a private school if,
- (a) it is located on a reserve; or
 - (b) it only offers classes through the Internet.

Maximum permissible authorizations

12. The Registrar shall refuse to issue a retail store authorization if,

- (a) the applicant already holds 75 retail store authorizations; or
- (b) the applicant and its affiliates between them already hold 75 retail store authorizations.

Display of authorization

13. It is a condition of a retail store authorization that the holder display the authorization in a conspicuous place in the cannabis retail store.

Distribution services

14. (1) It is a condition of a retail store authorization that the holder not enter into contracts or agreements with any person or entity for the provision of cannabis distribution services.

- (2) Subsection (1) does not apply with respect to,
- (a) a contract or agreement with the Ontario Cannabis Retail Corporation or with a person or entity acting under a contract to provide distribution services to or on behalf of the Ontario Cannabis Retail Corporation; or
 - (b) a contract of employment with the holder to work in a cannabis retail store.

REVOCATIONS AND SUSPENSIONS

Revocation without proposal, prescribed contraventions

15. For the purposes of clause 11 (3) (c) of the Act, section 9 of the *Cannabis Act* (Canada) is prescribed.

Public notice of suspension of authorization

16. (1) If a retail store authorization is suspended, the holder shall prominently display a sign respecting the suspension in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(2) The sign referred to in subsection (1) shall be in the form approved by the Registrar and shall be displayed for the duration of the suspension.

OPERATION OF CANNABIS RETAIL STORES

Permissible hours of operation

17. A cannabis retail store is authorized to be open to the public between 9:00 a.m. and 11:00 p.m. on any day.

Additional items that may be sold

18. For the purposes of paragraph 2 of section 18 of the Act, the holder of a retail store authorization may sell the following items at a cannabis retail store:

1. Cannabis accessories within the meaning of subsection 2 (1) of the *Cannabis Act* (Canada).
2. Shopping bags.

Cannabis retail seal

19. (1) For the purposes of subsection 7 (2) of the Act, the holder of a retail store authorization shall, in accordance with this section, prominently display the cannabis retail seal set out in Schedule 1 to this Regulation.

(2) The cannabis retail seal shall be displayed in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(3) The displayed cannabis retail seal shall be at least 17 centimetres in width at its widest point by 20 centimetres in height.

(4) Either the French version, the English version or both versions of the cannabis retail seal may be displayed.

(5) The holder of a retail store authorization that is revoked or fails to be renewed shall ensure that the cannabis retail seal is removed from display as soon as practicable after the revocation or non-renewal.

Preventing entry of individuals under 19 years of age

20. (1) The holder of a retail store authorization shall ensure that no individual who appears to be under 25 years of age is permitted to enter the cannabis retail store unless the holder or an employee of the holder has required the individual to provide a form of identification prescribed for the purposes of subsection 7 (2) of the *Cannabis Control Act, 2017* and the holder or employee is satisfied that the individual is at least 19 years of age.

(2) For the purposes of subsection (1), subsection 7 (3) of the *Cannabis Control Act, 2017* applies with necessary modifications.

Training requirements

21. (1) The Board may approve training courses or programs, including but not limited to training courses or programs respecting,

- (a) the responsible sale of cannabis;
- (b) record keeping requirements under the Act; and
- (c) measures required to be taken under the Act to reduce the risk of cannabis being diverted to an illicit market or activity.

(2) The following individuals are required to successfully complete training courses or programs approved under subsection (1):

1. Holders of a retail store authorization.

2. Holders of a cannabis retail manager licence.
3. Individuals employed to work in a cannabis retail store.

(3) The holder of a retail store authorization shall ensure that every holder of a cannabis retail manager licence or other individual employed to work in the cannabis retail store meets the requirements of subsection (2).

MATTERS RESPECTING MUNICIPALITIES

Notice of resolution

22. (1) For the purposes of subsection 41 (5) of the Act, a municipality shall provide to the Registrar written notice of a resolution passed under that section no later than three business days after the resolution is passed.

(2) Despite subsection (1), notice of a resolution referred to in subsection 41 (1) of the Act shall not be provided to the Registrar later than January 22, 2019.

(3) In subsection (1),

“business day” means a day from Monday to Friday, other than a holiday.

MATTERS RESPECTING RESERVES

Notice of resolution

23. For the purposes of subsection 43 (5) of the Act, a council of the band shall as soon as practicable after the passing of a resolution referred to in that section provide to the Registrar written notice of the resolution.

COMMENCEMENT

Commencement

24. This Regulation comes into force on the later of the day clause 49 (1) (a) of Schedule 2 to the *Cannabis Statute Law Amendment Act, 2018* comes into force and the day this Regulation is filed.

SCHEDULE 1 CANNABIS RETAIL SEAL



Text alternative: Illustration of English cannabis retail seal consisting of "ONTARIO AUTHORIZED" in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.



Text alternative: Illustration of French cannabis retail seal consisting of "DÉTAILLANT AUTORISÉ EN ONTARIO" in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.

Cannabis Retail Sale Policy Statement

Purpose & Vision

The purpose of this policy statement is to provide a format for input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the City of Port Colborne.

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. The City has no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the cannabis regulations.

The City of Port Colborne has chosen to allow retail sales of recreational cannabis. The following provides City staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

Principles for Cannabis Retail Store Locations

Relationship to Other Applicable Law:

Land Use Planning: The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the City's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the zones that permit retail use.

City Building Inspections: while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

Cannabis Retail Stores and Sensitive Activities

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including public and most private schools. A distance buffer of 150m is required from a cannabis retail store to these uses and will include libraries, parks, and community, mental health or addiction centres.

Cannabis retail stores should not be permitted in locations that have no regard to protecting youth.

This policy is written in regards to public health, protection of youth and the regulatory definition of the public interest.

The Zoning By-law 6575/30/18 will provide which zone permits retail use and its Schedules will illustrate where zones are located throughout the City.

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Report Number: 2018-161

Date: December 10, 2018

SUBJECT: Appointment of Deputy Mayors for the 2018-2022 Term of Council

1) PURPOSE

The purpose of this report is to appoint the Deputy Mayor rotation for the new term of Council.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

Section 242 of the *Municipal Act* states that Council may appoint a member of Council to act in the place of the Head of Council in their absence. The appointment of the member should be set out in the Procedural By-law and while acting they will have all powers and duties of the Head of Council, with respect to the role of presiding at meetings.

Section 3.3 of the City's Procedural By-law states that the Deputy Mayor position should be provided to each Councillor on a rotating basis throughout the term of Council. The rotation set out in the by-law is a six-month rotation beginning with Ward One and considers seniority within the ward.

3) STAFF COMMENTS AND DISCUSSIONS

The Deputy Mayor will act in the absence of the Mayor to preside as Chair at Committee and Council meetings. They will also be required during the period to attend events as necessary and represent City Council when the Mayor cannot attend.

In order for an experienced member of Council to act as Deputy Mayor for the first period, it is recommended that the rotation be altered for this term of Council so that the rotation begins with Ward Four.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

If Council does not approve the recommended Deputy Mayor rotation set out in the Procedural By-law, the rotation will begin with Ward One and move through each ward while considering seniority.

b) Other Options

It is recommended that Council approve waiving the Procedural By-law to begin the Deputy Mayor rotation with an experienced member of Council.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

None.

7) RECOMMENDATION

That the following Councillors be appointed as Deputy Mayor for a six-month period:

Councillor Ron Bodner, December 2018 to May 2019,

Councillor Harry Wells, June 2019 to November 2019,

Councillor Frank Danch, December 2019 to May 2020,

Councillor Gary Bruno, June 2020 to November 2020,

Councillor Angie Desmarais, December 2020 to May 2021,

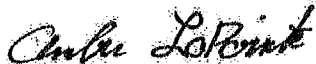
Councillor Eric Beauregard, June 2021 to November 2021,

Councillor Mark Bagu, December 2021 to May 2022,

Councillor Donna Kalailieff, June 2022 to November 2022.

8) SIGNATURES

Prepared on December 3, 2018 by:



Amber LaPointe
Manager of Legislative Services/City Clerk

Reviewed by:



Peter Senese
Director of Corporate Services
Acting Chief Administrative Officer



Report Number: 2018-162

Date: December 10, 2018

SUBJECT: Review of Committees of Council Organization

1) PURPOSE

The purpose of this report is to evaluate the current committees of Council and make recommendations regarding the structure going forward.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The City of Port Colborne operates a number of committees. Some committees seek citizen involvement while others are working groups of staff and Council. These committees can be ongoing, or have life cycles based on the needs of the community. It is good practice to regularly evaluate the committees and make changes where necessary.

3) STAFF COMMENTS AND DISCUSSIONS

The City currently oversees a number of committees, each requiring at least one representative from staff and Council. Some of the committees are legislative requirements including the Accessibility Advisory Committee, Committee of Adjustment, BIAs, Library Board, and Museum Board. While committees are an excellent way to receive input from the public and accomplish City goals, it is important to evaluate their role and make changes as needed. Staff are recommending several changes to the committee structure and may look to make further changes during the December 2019 appointment of committee members to reflect the goals of Council.

Achieving active participation on citizen committees can often be a challenge. The changes recommended in this report are to ensure that committees operate at a successful level by receiving citizen engagement, or because the committee is no longer needed.

Attachment 'A' of this report sets out the recommended committee structure going forward while attachment 'B' contains a current list of committees operating within the City.

The recommended changes are reflected below:

The Advisory Committee on Council Composition, Remuneration, and Ward Boundaries has been established in response to requests from Council for evaluation on these items.

Canal Days Advisory Committee will be changed to Canal Days Committee, which will be an internal committee containing staff and members of Council.

The East Village Neighbourhood Improvement Task Force will be sunset. The CAO's Working Group on Community Wellness will be established in its place to address the

needs of the current committee as well as concerns within the downtown and any other community wellness concerns that may arise. Subcommittees will be established as necessary to address specific issues. Current members of the East Village Neighbourhood Improvement Task Force will be invited to serve on the new committee.

The Tourism and Marketing Advisory Committee will be moved to a subcommittee of the Economic Development Advisory Committee.

Heritage Port Colborne will move to a subcommittee of the Port Colborne Historical and Marine Museum Board.

The Energy Conservation Committee will be sunset. All issues that would have been brought to this committee will now be brought to the Environmental Advisory Committee for consideration.

Backflow Prevention/Cross Connection Technical Advisory Committee will be sunset.

East Side Employment Lands Site Servicing Technical Advisory Committee will be sunset.

The Volunteer Committee will be sunset.

Once changes have been approved by Council, staff will bring forward necessary Terms of References for approval.

The Clerk's Division will be working with the citizen committees in 2018 to update terms of references, provide training as necessary, and increase awareness of the committees throughout the community. Changes to citizen committees will continue to be recommended as necessary.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do Nothing

If Council does not approve the recommended changes then the Committees of Council will remain as they are currently listed in attachment "B" of this report.

b) Other Options

Council may approve the recommendations set out in attachment "A" of this report and may make amendments as necessary to the recommendation.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Attachment A – Recommended Committees of Council Structure

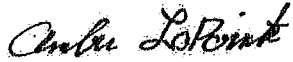
Attachment B – Current Committees of Council Structure

7) **RECOMMENDATION**

That attachment 'A' to Corporate Services Department, Clerk's Division Report 2018-162 setting out changes to the Committees of Council be approved.

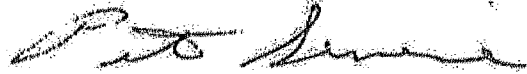
8) **SIGNATURES**

Prepared on December 3, 2018 by:



Amber LaPointe
Manager of Legislative Services/City Clerk

Reviewed by:



Peter Senese
Director of Corporate Services
Acting Chief Administrative Officer

**Recommended Committees of Council List
Report 2018-162 Attachment 'A'**

Citizen Committees and Boards

- Accessibility Advisory Committee
- Active Transportation Advisory Committee
- Advisory Committee on Council Composition, Remuneration and Ward Boundaries
- Business Improvement Area Board of Management – Downtown
- Business Improvement Area Board of Management– Main Street
- CAO's Working Group on Community Wellness
- Committee of Adjustment
- Economic Development Advisory Committee
- Environmental Advisory Committee
- Grant Policy Committee
- Mayor's Youth Advisory Council
- Port Colborne Historical and Marine Museum Board
- Port Colborne Medical Education, Recruitment and Health Services Committee
- Port Colborne Public Library Board
- Port Colborne Senior Citizen Advisory Council
- Port Colborne Transit Advisory Committee
- Property Standards Committee
- Social Determinants of Health Advisory Committee – Everyone Matters

Internal City Committees

- Canal Days Committee
- Drinking Water Quality Management System
- Municipal Bravery Awards
- Notice to Muzzle Appeal Committee

Regional Committees

- Transportation Strategy Steering Committee

External Committees Requesting Council Representation

- Fair Trade Town Committee
- Niagara Central Airport Commission
- Niagara Community Foundation, Port Colborne Fund
- Niagara Peninsula Conservation Authority
- Port Cares
- Port Colborne/Wainfleet Chamber of Commerce
- Julia Yager Social and Recreation Centre
- Sherkston Community Centre

**Current Committee of Council List
Report 2018-162 Attachment B**

Citizen Committees and Boards

- Accessibility Advisory Committee
- Active Transportation Advisory Committee
- Business Improvement Area Board of Management – Downtown
- Business Improvement Area Board of Management – Main Street
- Canal Days Advisory Committee
- Committee of Adjustment
- East Village Neighbourhood Improvement Task Force
- Economic Development Advisory Committee
- Environmental Advisory Committee
- Grant Policy Committee
- Heritage Port Colborne
- Mayor's Youth Advisory Council
- Port Colborne Historical and Marine Museum Board
- Port Colborne Medical Education, Recruitment and Health Services Committee
- Port Colborne Public Library Board
- Port Colborne Senior Citizen Advisory Council
- Port Colborne Transit Advisory Committee
- Property Standards Committee
- Social Determinants of Health Advisory Committee – Everyone Matters
- Tourism & Marketing Advisory Committee

Internal City Committees

- Backflow Prevention/Cross Connection Technical Advisory Committee
- Drinking Water Quality Management System
- East Side Employment Lands Site Servicing Technical Advisory Committee
- Energy Conservation Committee
- Municipal Bravery Awards
- Notice to Muzzle Appeal Committee
- Volunteer Committee

Regional Committees

- Transportation Strategy Steering Committee

External Committees Requesting Council Representation

- Fair Trade Town Committee
- Niagara Central Airport Commission
- Niagara Community Foundation, Port Colborne Fund
- Niagara Peninsula Conservation Authority
- Port Cares
- Port Colborne/Wainfleet Chamber of Commerce
- Julia Yager Social and Recreation Centre
- Sherkston Community Centre

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Report Number: 2018-160

Date: December 10, 2018

SUBJECT: Council Representation on Boards and Committees

1) PURPOSE:

The purpose of this report is to seek approval of Council representation on boards and committees.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

With the commencement of a new Council term is the requirement to appoint Council representatives to the City's various boards and committees. The Clerk has sought and subsequently received each Councillor's preference as it relates to those boards/committees they would prefer to represent.

A summary of nominated Council representatives for boards and committees is attached as Appendix "A".

3) STAFF COMMENTS AND DISCUSSIONS

There are eight boards/committees for which the number of Councillors indicating a preference is greater than the permitted number of Council representatives.

1. Active Transportation Committee (one representative required, two nominated);
2. Canal Days Committee (two representatives required, four nominated);
3. Committee of Adjustment (three representatives required, five nominated);
4. Downtown Business Improvement Area Board of Management (one representative required, two nominated);
5. Energy Conservation
6. Main Street Business Improvement Area Board of Management (one representative required, two nominated);
7. Port Colborne Public Library Board (one representative required, two nominated);
8. Social Determinants of Health Committee – Everyone Matters (one representative required, two nominated).

There are six boards and committees for which the number of Councillors indicating a preference is less than the required number of Council representatives.

1. Environmental Advisory Committee (one nominated, one representative required);
2. Heritage Port Colborne (one nominated, two representatives required);
3. Mayor's Youth Advisory Committee (one representative required);
4. Senior Citizen Advisory Council (up to three representatives required);
5. Transit Advisory Committee (two representatives required);

6. Notice to Muzzle Appeal Committee (one nominated, three representatives required).

Finally, there are six outside committees for which Council representation has been requested.

1. Port Cares (one representative requested);
2. Port Colborne/Wainfleet Chamber of Commerce (one representative requested);
3. Fair Trade (one representative requested)
4. Niagara Community Foundation, Port Colborne Fund (one representative required);
5. Niagara Peninsula Conservation Authority (one representative required, two nominated);
6. Transportation Strategy Steering Committee (Regional – one representative required).

Staff will seek nominations from City Council at the December 10, 2018 Council meeting for the above boards/committees.

The Niagara Peninsula Conservation Authority also requires a representative from Port Colborne. Past practice has been for Council consider nominations from Councillors to make recommendation to the Region for an NPCA appointment. When no interest has been indicated from Councillors, staff has been directed to advertise for a citizen appointee. For the 2018-2022 term, Council for several municipalities have chosen not to appoint a Councillor representative and to advertise for a citizen representative. Three Councillors have indicated interest in serving on the NPCA. Council will need to decide whether to recommend appointment of one of the three nominees or to direct staff to advertise for a citizen representative whose appointment would be decided at a future meeting of Council.

Finally, staff was directed by the previous Council to establish an Advisory Committee on Council Composition, Remuneration, and Ward Boundaries as well as a Chief Administrative Officer's Working Group on Community Wellness. The Terms of Reference for the committees will be provided by the Clerk for Council's consideration by the second meeting in January. Two Councillors have indicated interest in serving on the Advisory Committee on Council Composition, Remuneration, and Ward Boundaries and three Councillors have indicated interest in serving on the CAO's Working Group on Community Wellness.

At its December 10, 2018 meeting, Council will need to consider the nominations and make a determination regarding representation on the above boards/committees.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

a) Do nothing.

This is not a recommended option as Boards and Committees require Council representation to maintain viability.

b) Other Options

Council may choose to give the Clerk specific additional direction with regard to future appointment activities.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

Not applicable.

6) ATTACHMENTS

Appendix "A" – Summary of Nominated Council Representatives for Boards and Committees

7) RECOMMENDATION

Accessibility Advisory Committee:

That Councillor Ron Bodner be appointed as the Council representative on the Accessibility Advisory Committee for a term ending November 30, 2022.

Active Transportation Committee:

That Councillor _____ be appointed as the Council representative on the Active Transportation Committee for a term ending November 30, 2022.

Backflow Prevention/Cross Connection Technical Advisory Committee:

That Councillor Harry Wells be appointed as the Council representative on the Backflow Prevention/Cross Connection Technical Advisory Committee for a term ending November 30, 2022.

Canal Days Committee:

That Councillors _____ and _____ be appointed as the Council representative on the Canal Days Committee for a term ending November 30, 2022.

Committee of Adjustment:

That Councillors _____, _____, and _____ be appointed as the Council representatives to the Committee of Adjustment for a period ending November 30, 2022.

Downtown Business Improvement Area Board of Management:

That Councillor _____ be appointed as the Council representative on the Downtown Business Improvement Area Board of Management for a term ending November 30, 2022.

Drinking Water Quality Management System:

That Councillors Gary Bruno and Harry Wells be appointed as the Council representatives on the Drinking Water Quality Management System for a term ending November 30, 2022.

East Side Employment Lands Site Servicing Technical Advisory Committee:

That Councillors Angie Desmarais and Harry Wells be appointed as the Council representatives on the East Side Employment Lands Site Servicing Technical Advisory Committee for a term ending November 30, 2022.

Economic Development Advisory Committee:

That Councillors Gary Bruno and Harry Wells be appointed as the Council representatives on the Economic Development Advisory Committee for a term ending November 30, 2022.

Energy Conservation Committee:

That Councillors _____, _____, and _____ be appointed as the Council representative on the Energy Conservation Committee for a term ending November 30, 2022.

Environmental Advisory Committee:

That Councillors Mark Bagu, Harry Wells, and _____ be appointed as the Council representatives on the Environmental Advisory Committee for a term ending November 30, 2022.

Fair Trade Town Committee:

That Councillor _____ be appointed as the Council representative on the Fair Trade Town Committee for a term ending November 30, 2022.

Grant Policy Committee:

That Councillor Gary Bruno be appointed as the Council representative on the Grant Policy Committee for a term ending November 30, 2022.

Heritage Port Colborne:

That Councillors Eric Beauregard _____, and _____ be appointed as the Council representatives on Heritage Port Colborne for a term ending November 30, 2022.

Main Street Business Improvement Area Board of Management:

That Councillor _____ be appointed as the Council representative on the Main Street Business Improvement Area Board of Management for a term ending November 30, 2022.

Mayor's Youth Advisory Council:

That Councillor _____ be appointed as the Council representative on the Mayor's Youth Advisory Council for a term ending November 30, 2022.

Niagara Central Airport Commission:

That Councillors Gary Bruno and Ron Bodner be appointed as the Council representatives on the Niagara Central Airport Commission for a term ending November 30, 2022.

Niagara Community Foundation, Port Colborne Fund:

That Councillor _____ be appointed as the Council representative on the Niagara Community Foundation, Port Colborne Fund for a term ending November 30, 2022.

Niagara Peninsula Conservation Authority:

That Councillor _____ be appointed as the Port Colborne Council representative to recommend for appointment by Regional Council to the Niagara Peninsula Conservation Authority for a term ending November 30, 2022.

Notice to Muzzle Appeal Committee:

That Councillors Angie Desmarais, _____, _____ and _____ be appointed as the Council representatives on the Notice to Muzzle Appeal Committee for a term ending November 30, 2022.

Port Cares (non-voting liaison to the Volunteer Board of Directors):

That Councillor _____ be appointed as the Port Cares non-voting liaison to the Volunteer Board of Directors for a term ending November 30, 2022.

Port Colborne Historical and Marine Museum Board:

That Councillor Mark Bagu be appointed as the Council representative on the Port Colborne Historical and Marine Museum Board for a term ending November 30, 2022.

Port Colborne Medical Education, Recruitment and Health Services Committee:

That Councillors Gary Bruno, Donna Kalailieff and Ron Bodner be appointed as the Council representatives on the Port Colborne Medical Education, Recruitment and Health Services Committee for a term ending November 30, 2022.

Port Colborne Public Library Board:

That Councillor _____ be appointed as the Council representative on the Port Colborne Public Library Board for a term ending November 30, 2022.

Port Colborne Senior Citizen Advisory Council:

That Councillors _____, _____, and _____ be appointed as the Council representative on the Port Colborne Senior Citizen Advisory Council for a term ending November 30, 2022.

Port Colborne Transit Advisory Committee:

That Councillors _____ and _____ be appointed as the Council representatives on the Transit Advisory Committee for a term ending November 30, 2022.

Port Colborne/Wainfleet Chamber of Commerce:

That Councillor _____ be appointed as the Council representative on the Port Colborne/Wainfleet Chamber of Commerce for a term ending November 30, 2022.

Property Standards Committee:

That Councillors Frank Danch, Angie Desmarais, Donna Kalailieff, and Harry Wells be

appointed as the Council representatives on the Property Standards Committee for a term ending November 30, 2022.

Social Determinants of Health Advisory Committee – Everyone Matters:

That Councillor Angie Desmarais be appointed as the Council representative to the Social Determinants of Health Advisory Committee – Everyone Matters for a term ending November 30, 2022.

Tourism and Marketing Advisory Committee:

That Councillor Mark Bagu be appointed to the Tourism and Marketing Advisory Committee as the Council representative for a term ending November 30, 2022.

Transportation Strategy Steering Committee:

That Councillor _____ be recommended for appointment as the Council representative on the Regional Transportation Strategy Steering Committee for a term ending November 30, 2022.

Trustees, Julia Yager Social and Recreation Centre:

That Councillors Ron Bodner and Harry Wells be appointed as the Council representatives on the Julia Yager Social and Recreation Centre Committee for a term ending November 30, 2022.

Trustees, Sherkston Community Centre Trust:

That Councillor Ron Bodner be appointed as the Council representative on the Sherkston Community Centre Trust for a term ending November 30, 2022.

That the Clerk be directed to prepare the appropriate by-law for approval.

8) SIGNATURES

Prepared on December 4, 2018 by:



Carrie McIntosh
Deputy Clerk

Reviewed and submitted by:



Peter Senese
Director of Corporate Services
Acting Chief Administrative Officer

Reviewed by:



Amber LaPointe
Manager of Legislative Services/City Clerk

Appendix “A” to Community and Corporate Services Report 2014-48

**Summary of Nominated Council Representatives
for Boards and Committees**

City Committee

Regional Committee

External Committee - Other

| Accessibility Advisory Committee (City of Port Colborne) | |
|---|--|
| Mandate: | The Accessibility Advisory Committee is dedicated to promoting equal opportunity and access for all persons, regardless of needs, to participate as fully as possible in all aspects of community life. In accordance with the <i>Accessibility for Ontarians with Disabilities Act</i> , the Council of every municipality having a population of not less than 10,000 shall establish or continue an accessibility advisory committee. |
| Composition: | One Council representative; Minimum of three citizen members. |
| Special Requirements: | A majority of the members on the Accessibility Advisory Committee must be a person with a disability as defined in the <i>Accessibility for Ontarians with Disabilities Act</i> . The Committee must have a minimum of three members. |
| Honourarium: | None. |
| Meeting Schedule: | Meetings are at the call of the Chair, no less than four (4) meetings per calendar year. |
| Staff Contact: | Carrie McIntosh, Deputy Clerk |
| 2014-2018 Council Rep: | John Mayne |

| Active Transportation Committee (City of Port Colborne) | |
|--|--|
| Mandate: | To provide advice and input to Council on matters relating to the promotion and development of an active transportation network within the City by: identifying issues that impact trail and cycling development; supporting development of streets and trails that provide for safe, convenient, efficient and accessible use by all users; promoting active transportation as a routine component of commuting to work and school, tourism and recreation; promoting the environmental, social, economic and health benefits of active transportation; advocating for the development of a built environment that supports an active transportation network; and acting as a sounding board and determining appropriate reactions in response to issues and initiatives. |
| Composition: | One Council representative; Six citizen members. |
| Special Requirements: | None. |

| | |
|------------------------|---|
| Honourarium: | None. |
| Meeting Schedule: | Quarterly or at the call of the Chair. |
| Staff Contact: | Karen Walsh, EA to the Director of Community and Economic Development |
| 2014-2018 Council Rep: | Angie Desmarais |

| Backflow Prevention/Cross Connection Technical Advisory Committee (City of Port Colborne – Internal) | |
|---|--|
| Mandate: | Review the existing Water By-law (By-law 3151/22/95) to include the requirements of the <i>Safe Drinking Water Act, 2002</i> , add a requirement for backflow prevention and to create a Backflow Prevention Program in support of the implementation of the by-law (see Engineering and Operations Report 2012-14). |
| Composition: | At least one Council representative; Chief Building Official; Director of Engineering and Operations; Utilities Supervisor (as the Overall Responsible Operator for the PCDS); and Environmental Compliance Supervisor. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Quarterly, at minimum. |
| Staff Contact: | Chris Lee, Director of Engineering and Operations |
| 2014-2018 Council Rep: | David Elliott |

| Canal Days Advisory Committee (City of Port Colborne) | |
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| Mandate: | Direct the development and expansion of the Canal Days Marine Heritage Festival by: <ul style="list-style-type: none"> • Promoting Port Colborne’s marine heritage, the history of the Welland Canal and its contribution to the City of Port Colborne; • Promoting the City of Port Colborne and the Niagara peninsula; • Contributing positively to civic pride and the quality of life in the community; • Contributing positively to community economic development and business development (particularly the local tourism industry); • Raising awareness of festival attractions and activities. |
| Composition: | Two Council representatives; Two members from each local BIA; Four citizen members. |
| Special Requirements: | Chair is a citizen member. |
| Honourarium: | None. |
| Meeting Schedule: | Third Wednesday of each month at 6:30 p.m. |

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| Staff Contact: | Karen Walsh, EA to the Director of Community and Economic Development |
| 2014-2018 Council Rep: | David Elliott Ron Bodner |

| Committee of Adjustment (City of Port Colborne) | |
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| Mandate: | The Committee of Adjustment is delegated the authority of Council under the <i>Planning Act</i> to grant minor variances pursuant to Subsection 45(1) of the <i>Act</i> and to grant applications pursuant to Subsections 45(2) and 45(3) of the <i>Act</i> and grant consents under Section 53 of the <i>Act</i> . |
| Composition: | Three Council representatives (appointed annually as per Subsection 44(1) of the <i>Planning Act</i>); Two members appointed from public (term concurrent with that of the appointing Council). |
| Special Requirements: | None. |
| Honourarium: | \$75 per meeting (usually once monthly), Chair is \$80 per meeting. Mileage expense will be paid at the current City rate for travel related to site visits to sites subject of current applications. |
| Meeting Schedule: | Second Tuesday of each month at 6:30 p.m. |
| Staff Contact: | Heather Mahon, Planning Tech/Clerk, Secretary Treasurer |
| 2014-2018 Council Rep: | John Mayne Yvon Doucet Bea Kenny |

| Downtown Business Improvement Area Board of Management (City of Port Colborne) | |
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| Mandate: | A Business Improvement Area is a self-help mechanism designed to assist local business people and property owners in upgrading and promoting their business and shopping district to further trade and commerce in their area (downtown area) |
| Composition: | One Council representative; Seven citizen members selected by the vote of the membership and appointed by Council (term concurrent with appointing Council). |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Second Wednesday of each month at 6:30 p.m. |
| Staff Contact: | Amber LaPointe, City Clerk |
| 2014-2018 Council Rep: | John Mayne |

| Drinking Water Quality Management System (Technical Advisory Committee) (City of Port Colborne - Internal) | |
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| Mandate: | To represent Council as the Owner of the Port Colborne Water Distribution System at all internal Drinking Water Quality Management System meetings, assessments etc. that may require Owner input (management review and risk assessment). This participation will provide Council with a member who is familiar with the System and its requirements, will ensure that the Owner responsibilities are fulfilled, and will aid in fulfilling the requirements of Element 12: Communications where Top Management is required to keep the Owner of the Water Distribution System informed (see Engineering and Operations Report 2009-25). |
| Composition: | One Councillor (and one Councillor to serve as an alternate) |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Approximately two times per year. |
| Staff Contact: | Chris Lee, Director of Engineering and Operations |
| 2014-2018 Council Rep: | Barb Butters John Mayne (alternate) |

| East Side Employment Lands Site Servicing Technical Advisory Committee (City of Port Colborne - Internal) | |
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| Mandate: | To steer the development of the servicing of the East Side Industrial Lands (see Engineering and Operations Report 2013-28). |
| Composition: | Representation from Council (currently the Mayor and three Councillors), staff from Economic Development and Engineering, the CAO, Niagara Region staff, representation from Canada Lands, MTO, and Hydro One, plus Enbridge, Canadian Niagara Power, utility representatives (required on a part-time basis). |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Monthly. |
| Staff Contact: | Chris Lee, Director of Engineering and Operations |
| 2014-2018 Council Rep: | Barb Butters Yvon Doucet Bea Kenny |

| Economic Development Advisory Committee (City of Port Colborne) | |
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| Mandate: | To provide local perspective, guidance and expert strategic advisement in the delivery of economic development services in the City of Port Colborne; |

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| | To serve in a non-governance capacity with a focus on provision of advice and recommendations for consideration. |
| Composition: | Up to 12 voting members. |
| Special Requirements: | 2 City Councillors 1 PCW Chamber of Commerce 1 Main St BIA 1 Downtown BIA 1 Tourism and Marketing Advisory Committee Up to 6 members from business community |
| Honourarium: | None. |
| Meeting Schedule: | None. |
| Staff Contact: | Julian Douglas-Kameka, EDO |
| 2014-2018 Council Rep: | Barb Butters Yvon Doucet Bea Kenny |

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| Energy Conservation Committee (Technical Advisory Committee) (City of Port Colborne - Internal) | |
| Mandate: | To address the requirements of Ontario Regulation 397/11 – Energy Conservation and Demand Management Plans, including determining the scope of the City’s Plan and the City’s “vision” for energy management and review potential energy cost-savings opportunities (see Engineering and Operations Report 2012-18). |
| Composition: | At least one Council representative, and representatives from the various departments and/or facilities that fall under the requirements of regulation Ontario Regulation 391/11: Public works, Parks, Engineering, Roselawn Centre, Port Colborne Library, Sugarloaf Marina and the Fire Department. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Quarterly. |
| Staff Contact: | Chris Lee, Director of Engineering and Operations |
| 2014-2018 Council Rep: | Yvon Doucet |

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| Environmental Advisory Committee (City of Port Colborne) | |
| Mandate: | Advise Council on environmental, energy conservation and shoreline protection issues that affect the City of Port Colborne and those matters referred to the committee by Council. Promote the integration of environmental, energy conservation and shoreline protection considerations into the planning and development of City policies, programs and services. |
| Composition: | Up to thirteen voting members who shall be eighteen years or older and residents of the City of Port Colborne; three |

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| | members shall be from Council and up to ten members shall be appointed from the public at large by resolution of Council. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Second Wednesday of each month at 6:00 p.m. |
| Staff Contact: | Janice Peyton, EA to Director of Engineering and Operations |
| 2010-2014 Council Rep: | Yvon Doucet Barb Butters Angie Desmarais |

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| Fair Trade Town Committee (External) | |
| Mandate: | Fair Trade is a model that puts people before profit especially when trading with people in the developing world. People are paid fairly for the work they do. Emphasis is placed on environmental sustainability, gender equity, safe working conditions and community building. We in the privileged, developed world have the choice to support fair trade with our purchases or not. Buying and using fair trade products makes a huge difference in the lives of farmers and artisans who have limited safety or social networks. With fair trade children can buy school supplies and uniforms required to go to school and families can access health care. With fair trade people can move from poverty to living with dignity and provide for their families. Without fair trade we see child slavery, factory disasters such as the textile business in Bangladesh, ignorance and violence. |
| Composition: | |
| Special Requirements: | One Councillor representative is a requirement to fulfil their mandate. |
| Honourarium: | None. |
| Meeting Schedule: | Unknown. |
| Staff Contact: | Jane Nigh |
| 2014-2018 Council Rep: | Bea Kenny |

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| Grant Policy Committee (City of Port Colborne) | |
| Mandate: | Oversees the distribution of grants to non-profit organizations requesting grant funds from the City. |
| Representation: | Mayor, two Council representatives, two members of the public. |
| Meeting Schedule: | February and July. |
| Staff Contact: | Nancy Giles, EA to the CAO and Mayor |
| 2014-2018 Council Rep: | Angie Desmarais Bea Kenny |

| Greater Niagara Circle Route Committee (Region of Niagara) | |
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| Mandate: | <p>This is a Regional Committee, which is a Sub-Committee of the Planning and Public Works Committee, was formed to implement the Master Plan for the Welland Canals Parkway. The latter, completed in 1996, proposed a Driving and Trails network alongside the present and historic Welland Canals.</p> <p>Since then the opportunity has been recognized to extend the Welland Canals portion into what has become known as The Greater Niagara Circle Route that involves a Circular Drive and Trails system passing through seven of the Region's twelve municipalities.</p> <p>The Committee has overseen the creation of the Trails portion of the Greater Niagara Circle Route with the assistance of the local municipalities through which the route passes along with other funding partners.</p> <p>Typically the Committee meets about 5 to 6 times per year and are open to the public. For meeting dates and times please contact the Planning Department.</p> |
| Representation: | One Council representative. |
| Meeting Schedule: | Last Wednesday of each month at 4:30 p.m. at Regional Headquarters |
| Staff Contact: | Region of Niagara Planning & Development Department |
| 2010-2014 Council Rep: | Angie Desmarais |

| Heritage Port Colborne (Local Architectural Conservation Advisory Committee) (City of Port Colborne) | **This committee has not had full membership in some time, despite advertising for it. |
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| Mandate: | <p>Establish criteria for the evaluation of properties of architectural and/or historical value or interest; prepare and maintain a list of properties and areas worthy of conservation; advise council on the means of conserving heritage properties and areas; advise council on current heritage conservation legislation to conserve heritage properties and areas; to implement programs and activities to increase public awareness and knowledge of heritage conservation issues; advise and assist the council on all matters relating to parts IV and V of the <i>Ontario Heritage Act</i>; advise and assist council on any other matters relating to buildings and areas of architectural and/or historical significance; administer properties acquired by the municipality under Section 36 of the <i>Ontario Heritage Act</i>; to prepare, before the 15th day of February each year, a report of the previous year's activities,</p> |

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| | a report of the previous year's expenditures and a projected budget for the succeeding year. |
| Composition: | Minimum of one Council representative; Minimum of five members of the public, maximum of ten. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Third Tuesday of the month at 6:30 p.m. |
| Staff Contact: | Evan Acs, Planner |
| 2014-2018 Council Rep: | Barbara Butters John Mayne Bea Kenny |

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| Main Street Business Improvement Area Board of Management (City of Port Colborne) | |
| Mandate: | A Business Improvement Area is a self-help mechanism designed to assist local business people and property owners in upgrading and promoting their business and shopping district to further trade and commerce in their area (Main Street area). |
| Composition: | One Council representative; Six citizen members selected by the vote of the membership and appointed by Council (term concurrent with appointing Council). |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | First Thursday the month. |
| Staff Contact: | Amber LaPointe, City Clerk |
| 2014-2018 Council Rep: | Frank Danch |

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| Municipal Bravery Awards (City of Port Colborne – Internal) | |
| Mandate: | To review applications under the City's Municipal Bravery Award recognition program. Over recent years there have been occasions where acts of bravery have or may have occurred where official municipal recognition may have been appropriate. The Municipal Bravery Award program is a formal recognition process for these acts. |
| Composition: | Two Council representatives |
| Meeting Schedule: | As required. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Staff Contact: | Tom Cartwright, Fire Chief |
| 2010-2014 Council Rep: | Barbara Butters Bea Kenny |

| Notice to Muzzle Appeal Committee (City of Port Colborne) | |
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| Mandate: | To hear and decide on appeals regarding the issuance of Notice to Muzzle orders, as outlined under By-law 4930/155/06, Being a By-law to Provide for the Licensing, Control and Regulation of Dogs. |
| Composition: | Four Council representatives. |
| Honourarium: | \$45 per hearing. |
| Meeting Schedule: | As required. |
| Staff Contact: | Laura Nelson, EA to the Director of Corporate Services |
| 2010-2014 Council Rep: | Barb Butters Angie Desmarais John Mayne Bea Kenny |

| Niagara Central Airport Commission (External) | |
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| Mandate: | The Niagara Central Airport is a municipally owned airport operated by the Niagara Central Airport Commission, representing the communities of Pelham, Welland, Port Colborne, and Wainfleet. Inter-municipal agreement for management of the airport. |
| Representation: | Two Council representatives. |
| Honourarium: | \$25 per meeting. |
| Meeting Schedule: | Last Thursday of each month, except for July and August. |
| Staff Contact: | |
| 2014-2018 Council Rep: | Barbara Butters Bea Kenny |

| Niagara Community Foundation, Port Colborne Fund (External) | |
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| Mandate: | <p>The Niagara Community Foundation serves the people of the Niagara peninsula by building permanently endowed charitable funds for the changing needs and opportunities of the community, making grants, and providing leadership that contributes to the health and vitality of the community. The foundation has three granting programs: The Niagara Newspaper Network Children's Summer Camp Fund, the Community Grants and the Environment Grants.</p> <p>The Port Colborne Community Fund was created in 2007 with a \$50,000 donation from Port Colborne Hydro. Since that time a number of bequests have been received from families with deep roots in the city who wanted to leave their legacy to their community. Port Colborne Fund volunteers help to raise awareness of the fund. Groups in Port Colborne receiving support include: Community Living Port Colborne - Wainfleet,</p> |

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| | Le Centre Polyvalent des Aînés Francophone de Port Colborne, Every Kid in our Community Coalition, Port Cares, Showboat Festival Theatre of Port Colborne, Inc., Uberyouth [in partnership with Community Living]. |
| Representation: | One Council representative. |
| Honourarium: | None. |
| Meeting Schedule: | Third Wednesday of each month. |
| Staff Contact: | 8 Church St, Suite 301, St. Catharines, Ontario L2R 3B3 (905) 684-8688 |
| 2014-2018 Council Rep: | Dave Elliott |

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| Niagara Peninsula Conservation Authority Board (External) | |
| Mandate: | The activities of the Niagara Peninsula Conservation Authority are governed by a Board of Directors comprised of fifteen members appointed by the member municipalities as follows: <ul style="list-style-type: none"> • Twelve Members appointed by the Region of Niagara; • Two members appointed by the City of Hamilton; • One member appointed by Haldimand County. |
| Representation: | One Council representative. |
| Honourarium: | None. |
| Meeting Schedule: | Third Wednesday of the month (except in July) |
| Staff Contact: | |
| 2014-2018 Council Rep: | John Maloney |

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| Port Cares (non-voting liaison) (External) | |
| Mandate: | |
| Representation: | One Council representative. |
| Honourarium: | None. |
| Meeting Schedule: | First Tuesday of each month. |
| Staff Contact: | Christine Clark Lafleur, Executive Director, 92 Charlotte St. Port Colborne, L3K 3E1 905-834-3692 |
| 2014-2018 Council Rep: | Yvon Doucet |

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| Port Colborne Historical and Marine Museum Board (City of Port Colborne) | |
| Mandate: | The Board is entrusted with the maintenance, control, operation and management of the Port Colborne Historical and Marine Museum subject to such limitations and restrictions as the council may from time to time impose (for example, annual budget, procurement policies, etc.). |
| Composition: | One Council representative; Twelve members from the public. |
| Special Requirements: | None. |

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| Honourarium: | None. |
| Meeting Schedule: | Third Tuesday of each month. |
| Staff Contact: | Stephanie Powell Baswick, Curator |
| 2014-2018 Council Rep: | Dave Elliott |

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| Port Colborne Public Library Board (City of Port Colborne) | |
| Mandate: | The Board is a requirement of the <i>Public Libraries Act</i> and its mandate is to manage and control the Port Colborne Public Library. |
| Composition: | One Council representative; Eight members of the public. |
| Special Requirements: | Term concurrent with Council. |
| Honourarium: | None. |
| Meeting Schedule: | First Tuesday of each month (except July and August). |
| Staff Contact: | Susan Therrien, Director of Library Services |
| 2014-2018 Council Rep: | John Mayne |

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| Port Colborne Senior Citizen Advisory Council (City of Port Colborne) | |
| Mandate: | To advise Council on matters related to seniors, the ways in which Port Colborne can become a more age-friendly community and with respect to opportunities to establish policies, services and structures that support and enable seniors to live in security, enjoy good health and continue to participate fully in society. |
| Composition: | Up to three Council representatives; Up to ten members of the public. |
| Special Requirements: | Members of the public to be age 55+ |
| Honourarium: | None. |
| Meeting Schedule: | Third Thursday of each month. |
| Staff Contact: | Deb Rollo, Health Services Coordinator |
| 2014-2018 Council Rep: | Angie Desmarais |

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| Port Colborne Transit Advisory Committee (City of Port Colborne) | |
| Mandate: | To further enhance the communities public transportation services by providing a medium for individuals to offer constructive input toward achieving a sustainable level of service. |
| Composition: | Two Council representatives; Nine members of the public. |
| Special Requirements: | Representation as follows: one physically challenged resident, one person employed in the medical health field, one person from the senior sector, one person from the business community, one person from the educational field, |

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| | one Welland Transit representative, one Port Cares representative. |
| Honourarium: | None. |
| Meeting Schedule: | Third Wednesday of the month at 3:00 p.m. |
| Staff Contact: | Peter Senese, Director of Corporate Services |
| 2014-2018 Council Rep: | Bea Kenny Yvon Doucet |

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| Port Colborne/Wainfleet Chamber of Commerce (External) | |
| Mandate: | The Port Colborne-Wainfleet Chamber of Commerce is a not-for-profit-organization that exists to promote and enhance the City of Port Colborne and the Town of Wainfleet through business, social, cultural and educational commitment and to serve as an advocate for its members. |
| Representation: | One Councillor representative. |
| Meeting Schedule: | Unknown. |
| Staff Contact: | Dolores Fabiano, PC/Wainfleet Chamber of Commerce |
| 2014-2018 Council Rep: | Dave Elliott |

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| Port Colborne Medical Education, Recruitment and Health Services Committee (City of Port Colborne) | |
| Mandate: | To advise council on matters related to local physician recruitment, retention and medical education. |
| Composition: | Mayor and up to three Council representatives. (The Mayor of Port Colborne, five members from the City of Port Colborne, up to three Council representatives from the City of Port Colborne, minimum of one member representing the medical community. The following are ex-officio members: the Regional Councillor for the City of Port Colborne, a representative of the Regional Municipality of Niagara Recruitment Department, any other staff liaison as designated, in writing, by the Chief Administrative Officer.) |
| Special Requirements: | As outlined above. |
| Honourarium: | None. |
| Meeting Schedule: | The Committee meets the third Monday of every other month, in January, March, May, September and November. |
| Staff Contact: | Deb Rollo, Health Services Coordinator |
| 2010-2014 Council Rep: | John Maloney Yvon Doucet Bea Kenny Ron Bodner |

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| Mayors Youth Advisory Committee (City of Port Colborne) | **This committee has been inactive for a number of years |
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| Mandate: | The Youth Advisory Committee's mandate is to promote awareness for the youth of Port Colborne and discuss a variety of issues such as youth initiatives and fun activities. Participates and has had success with many fundraising events to help supplement their fun-filled activities. Since its inception, it has had many successful events, including car washes, barbecues, Rock in the Park, etc. |
| Composition: | Mayor and one Councillor; Seven youth representatives. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Every Tuesday at 3:30 p.m. or at the call of the chair |
| Staff Contact: | ? |
| 2014-2018 Council Rep: | Yvon Doucet |

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| Property Standards Committee (City of Port Colborne) | |
| Mandate: | A requirement of the <i>Building Code Act</i> , the Committee shall adjudicate appeals of Orders made under Section 15.2(2). |
| Composition: | No fewer than three persons (term concurrent with that of the appointing Council) |
| Special Requirements: | None. |
| Honourarium: | \$60.00 per meeting; mileage expense related to a site visits paid at current City rate. |
| Meeting Schedule: | As required, rare. |
| Staff Contact: | Sherry Hanson, Senior Municipal Law Enforcement Officer |
| 2014-2018 Council Rep: | Angie Desmarais Frank Danch John Mayne |

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| Regional Niagara Transportation Strategy Steering Committee (Region of Niagara) | |
| Mandate: | Regional Committee – No information available on mandate. Contact: Regional Public Works Department. |
| Representation: | One Council representative |
| Meeting Schedule: | Unknown. |
| Staff Contact: | Unknown. |
| 2014-2018 Council Rep: | Ron Bodner |

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| Social Determinants of Health Committee – Where Everyone Matters (City of Port Colborne) | |
| Mandate: | Advise Council about the development of healthy community policies that are associated with the collection, use and disclosure of health information data, available from the Hamilton Niagara Haldimand Brant Local Health Integration Network, Ministry of Health and Long Term Care, and the Region of Niagara; current by-laws and policies in place that |

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| | affect the overall health and quality of life of the citizens of Port Colborne; reports from other agencies in order to complement, enhance or promote other activities that improve the health and quality of life for the citizens of Port Colborne; written agreements with other agencies and crown corporations including Niagara Regional Housing, and the Regional Poverty Reduction Network in order to maximize and improve community engagement and uptake of available solutions to improve overall health and quality of life in Port Colborne. |
| Composition: | Mayor, one Councillor, one representative from: By-law Enforcement, Community Services, Fire Services, Port Cares, Bridges Community Health Centre, Niagara Regional Police Service, Canadian Association of Mental Health Niagara, community member with lived experience, East Village Neighbourhood Improvement Task Force. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | As required. |
| Staff Contact: | N/A. |
| 2014-2018 Council Rep: | Angie Desmarais |

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| Tourism and Marketing Committee (City of Port Colborne) | |
| Mandate: | To provide strategic input and advice to Council and staff on matters pertaining to destination development and tourism service delivery in the City of Port Colborne. |
| Composition: | One Councillor, up to eight representatives from Port Colborne/Wainfleet Chamber of Commerce, Niagara's South Coast Tourism Association, Main Street BIA, Downtown BIA, up to 3 |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | As required. |
| Staff Contact: | Karen Walsh, EA to the Director of Community and Economic Development |
| 2014-2018 Council Rep: | Ron Bodner |

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| Trustees, Julia Yager Social and Recreation Centre (External) | |
| Mandate: | Stewardship role. |
| Representation: | Mayor and two Councillors |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | No regular scheduled meetings. |
| Staff Contact: | Bev Roseboom – 905-834-6066 |
| 2014-2018 Council Rep: | Ron Bodner, Barb Butters |

| Trustees, Sherkston Community Centre Trust (External) | |
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| Mandate: | Stewardship role. |
| Representation: | Mayor and one Councillor |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | First Wednesday of each month. |
| Staff Contact: | Kathy Diplock – 905-894-2217 |
| 2014-2018 Council Rep: | Ron Bodner Barb Butters |

| Volunteer Committee (City of Port Colborne - Internal) | |
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| Mandate: | To develop and recommend volunteer policy to Council and to recruit, train, place, retain and recognize volunteers. |
| Composition: | Two Council representatives. |
| Special Requirements: | None. |
| Honourarium: | None. |
| Meeting Schedule: | Monthly. |
| Staff Contact: | Luke Rowe, Volunteer Coordinator |
| 2014-2018 Council Rep: | Angie Desmarais |

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Report Number: 2018-158

Date: December 10, 2018

SUBJECT: Level One Condition Survey – Sugarloaf Marina Dock Inspection

1) PURPOSE

The purpose of this report is to present the results of a level one inspection, condition survey and assessment of docking facilities at Sugarloaf Marina.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

At its meeting of December 11, 2015, Council considered Chief Administrative Officer Report 2015-229, Subject: Capital Project Prioritization. The purpose of the report was to obtain direction from Council concerning how to proceed with the planning of capital projects, infrastructure improvements and grant applications.

During the consideration of the above report, staff provided a brief presentation regarding each of the projects requiring prioritization. Among the items for Council's consideration was the need for the completion of a dock assessment at Sugarloaf Marina. At the above meeting, staff informed Council of the need for a dock assessment and renewal study at the Marina in order to identify current dock conditions and necessary capital improvements (with an estimated capital improvement cost between \$3,200,000 and \$3,600,000). Staff advised that there may also be an opportunity to reconfigure the dock system in order to facilitate the docking of larger boats.

Council's consideration of the above report resulted in a prioritized list of largely unfunded capital projects, and the following motion was approved;

That Council prioritizes the projects presented on December 11, 2015 in the following order:

1. New Port Colborne Operations Centre;
2. Combined Sewer Overflow Program for the Nickel and Omer Sewersheds;
3. Roselawn Heritage Building;
4. Elm Street Watermain Replacement;
5. Site Servicing of East Side Employment Lands;
6. Downtown Community Improvement Plan;
7. Sugarloaf Marina Dock Assessment and Repairs;
8. Completion of East Waterfront Community Improvement Plan;
9. Master Plan Study for the Urban Area Storm Water System;
10. Master Plan Study for the Water Distribution System;
11. Ward Four Fire Protection;
12. East Waterfront Community Improvement Plan and Secondary Plan – Public Realm Improvements;
13. Culture Block Enhancements; and
14. Rail-on-Apron Completion.

As noted above, Sugarloaf Marina Dock Assessment and Repairs was ranked number seven on the list of prioritized capital projects.

In 2016 a Request for Proposals was issued for the completion of a marina dock condition assessment, the results of which were provided to staff in 2017. Results of the inspection are discussed below.

3) STAFF COMMENTS AND DISCUSSIONS

The purpose of the dock inspection was to carry out a Level 1 condition survey of the Marina dock facility. The inspection findings form part of the on-going record of the condition of each structural element, and based on the inspection results, a prioritized program of repairs and maintenance work can be implemented.

The inspection included the following elements:

- Complete pre-site work, including work program, job safety requirements and definition of reference systems.
- Mobilization of the inspection crew and equipment, gathering of existing reference material and interviews with employees and users.
- Carry out a visual above-water condition assessment of the docks to identify the extent of obvious mechanical damage and/or deterioration, identifying any concerns with issues of health and safety including accessibility that must be addressed immediately. This included docks, floats, mooring piles, bull rails, flanges, rub strips, cleats, gangways, services, access gates and freeboard measurements.
- Preparation of an inspection report and findings, including residual life estimates, prioritized recommendations for repairs, and order-of-magnitude costs to implement the repairs.

A copy of the Level One Inspection Report is attached as Appendix "A". A summary of inspection findings, cost estimates and prioritization is provided on page 35 of the report. Many of the immediate action items outlined in the inspection report were completed in 2018 (including J-Dock ramps, and installation of fire extinguishers and personal floatation devices). Nevertheless, based on the results of the inspection, staff recommend Council consider allocating funds toward the completion of those repair/maintenance items categorized as being of short-term need. Consideration should also be given as to whether there is a need to consider entire dock run replacement (as opposed to repair) for those docks requiring the highest and most extensive level of repair (for example: Dock 4).

Due to the considerable financial impact, and Council's previous prioritization of this project, staff are presenting the inspection report for Council's consideration. Should Council determine this a 2019 capital funding priority, staff recommended that the inspection report, and consideration of requisite funding, be referred to the 2019 budget process for further discussion. When considering this item during the budget process, staff will be available to respond to questions from Council concerning the result of the inspection report.

a) Do Nothing

Council may receive and file this report, effectively taking no further action. This option is not recommended, as staff recommends the inspection report be referred to budget deliberations for consideration of allocating funds toward future dock replacement and repair.

b) Other Options

Council may provide alternative direction regarding this report and the Level One condition survey and assessment. This option is not recommended, as commencement of dock replacement and repairs will have a long-term financial impact, and consideration is appropriate during the 2019 budget deliberation process.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES

None.

6) ATTACHMENTS

Appendix "A" – Level One Inspection Report – Sugarloaf Marina Dock Facilities

7) RECOMMENDATION

That Community and Economic Development Department, Parks and Recreation Division Report 2018-158, Subject: Level One Condition Survey – Sugarloaf Marina Dock Inspection, be received for information; and

That consideration of the Level One Inspection Report - Sugarloaf Marina dock facilities, be referred to the 2019 budget process.

8) SIGNATURES

Prepared on November 30, 2018 by:



Mark Minor
Marina Supervisor

Reviewed by



Nicole Halasz
Manager of Parks and Recreation

Reviewed by:

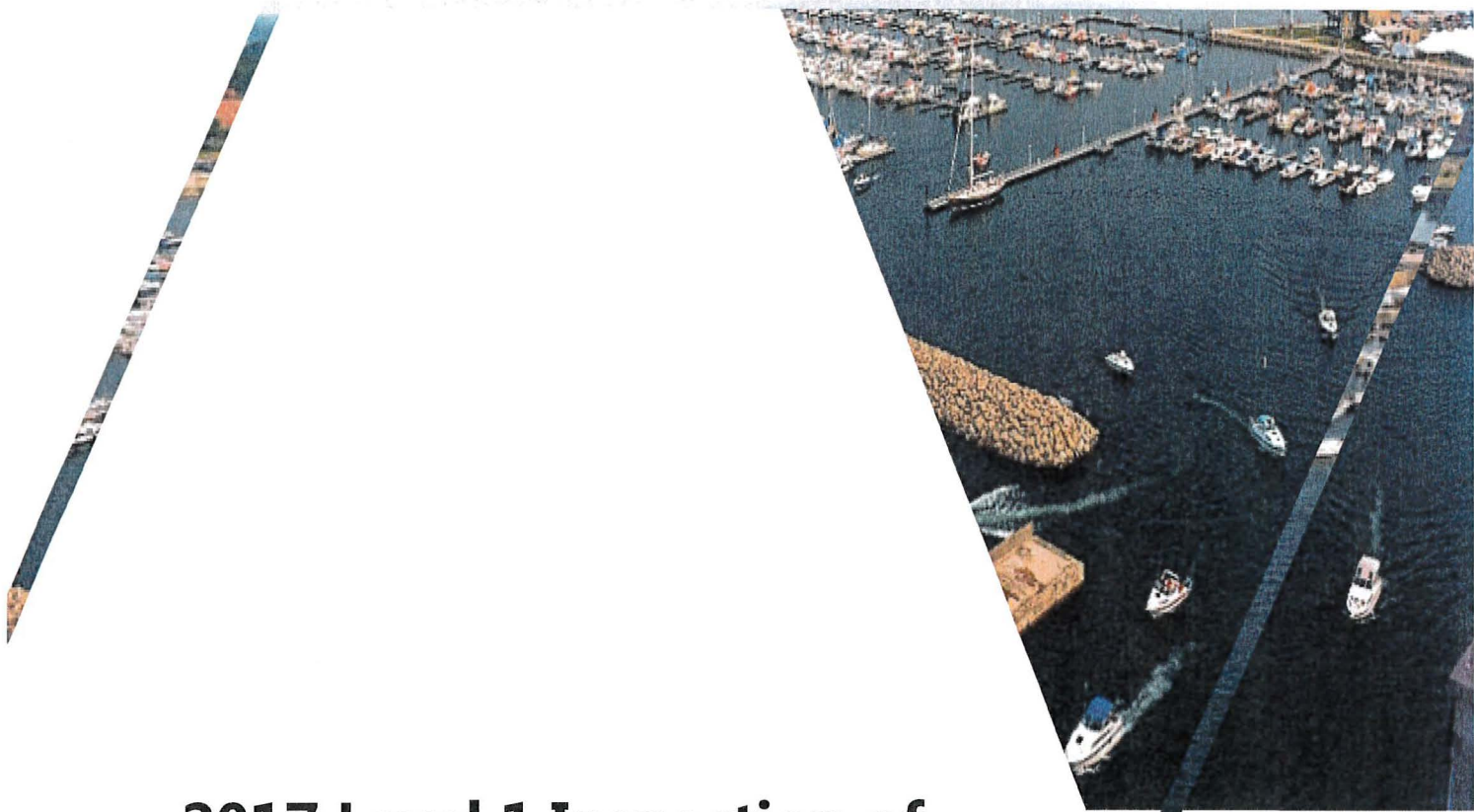
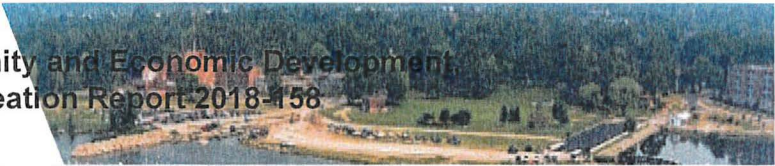


Ashley Grigg
Director of Community and Economic Development

Reviewed and respectfully submitted by:



Peter Senese
Acting Chief Administrative Officer



2017 Level 1 Inspection of Sugarloaf Marina Docks

10-Aug-2017

8133 Warden Ave
Markham ON L6G 1B3
Canada

307081-60328-IX-FIR-0001

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WorleyParsons Group



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Project No: 307081-60328-IX-FIR-0001 – 2017 Level 1 Inspection of Sugarloaf Marina Docks:


| Rev | Description | Author | Review | Advisian Approval | Date |
|-----|------------------|--|--------|-------------------|-------------|
| 0 | Issued to Client |  ACM | HMJ | HMJ | 10-Aug-2017 |
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City of Port Colborne
2017 Level 1 Inspection of Sugarloaf Marina Docks



Appendix List

Appendix A Photographs

Appendix B Reference Drawings



1 Introduction

Facility: Sugarloaf Marina Docks, Port Colborne, Ontario

Inspected by: WorleyParsons Canada Services Ltd., trading as Advisian (Advisian):

Helen Jenkins, P.Eng.
Antonio Cerezo, P.Eng.

Date: August 12-13, 2017

1.1 Purpose of Inspection

The purpose of the inspection is to carry out a Level 1 condition survey of the Sugarloaf Marina dock facility located in Port Colborne. The inspection findings will form part of the on-going record of the condition of each structural element, and based on the inspection results, a prioritized program of repairs and maintenance work can be implemented.

1.2 Scope of Work

The scope of work is in accordance with Proposal No. 307081-00109-17TP010-MA-PRP-0 dated August, 2016 and is summarized below:

- Complete pre-site work, including work program, job safety requirements and definition of reference systems.
- Mobilize the inspection crew and equipment, gathering of existing reference material and interviews with employees and users.
- Carry out a visual above-water condition assessment of the Sugarloaf Marina docks to identify the extent of obvious mechanical damage and/or deterioration, identifying any concerns with issues of health & safety including accessibility that must be addressed immediately. This will include docks, floats, mooring piles, bull rails, flanges, rub strips, cleats, gangways, services, access gates and freeboard measurements.
- Prepare a report presenting the inspection findings, residual life estimates, prioritized recommendations for repairs, and order-of-magnitude costs to implement the repairs.

1.3 Reference Material

The following reference material was made available after the inspection:

- Techno marine Drawings for west main and docks (A to J), (1987-1989).

1.4 Basis of Inspection and Evaluation of Results

The inspection has been undertaken on the following basis:



- The scope of work is as provided in Section 1.2.
- Published recommendations and standards relating to structures of this type have been used as a guide to develop the scope of work and methodology for this inspection.
- Original construction drawings, record drawings, specifications, or manufacturers' recommendations have been used where available and applicable.
- The inspection, findings, and recommendations are based on engineering judgement and familiarity with the design, construction, and maintenance requirements of similar structures.
- The inspection findings and recommendations are based on field observations.
- The findings and recommendations are for the use of the City of Port Colborne only.
- The findings and recommendations are Advisian's assessment of the condition of the structure at the specific time of the inspection.
- The inspection is based on examining and reporting only on the condition of the structure. It is not intended as a check of the original design or a check that the structure, including but not limited to connections, was constructed in accordance with the original design.
- As the inspection is based on visual observations, there is a possibility that hidden or latent defects have not been detected during the course of the inspection. Users of the facility should always report any unusual conditions so that they can be evaluated.

In the Inspection Results (Section 3), a course of action is recommended for items with damage and/or deterioration. Recommended repairs must be undertaken in accordance with the applicable construction drawings, record drawings, or manufacturers' recommendations and, where indicated in the Summary of Recommendations, the work shall be designed and its installation monitored by a Professional Engineer (P.Eng.).



2 GENERAL DESCRIPTION OF THE FACILITY

Sugarloaf Marina is located on the shores of Lake Erie at the entrance of the Welland Canal in the town of Port Colborne, next to HH Knoll Lakeview Park.

Sugarloaf Harbour was constructed in 1989 as a joint venture between the federal, provincial and municipal governments; each investing in specific capital components of the project. The marina offers approximately 250 transient slips and 450 seasonal slips for boats up to 150 ft. The operating season typically runs from April to October.

The marina is comprised by two main docks (mains), namely east and west mains, and sixteen secondary docks (docks), namely A to J and 1 to 6 with fingers ranging from 16 ft to 40 ft in length.

The 1989 drawings provided by the City only show the west main and associated docks (A to J). The rest of the marina was built at a later stage but drawings are not available and the exact date has not been found.

The general layout of the facility and boat slip arrangement is presented in Figure 0. Photographs showed in Appendix A present general views of the facility.

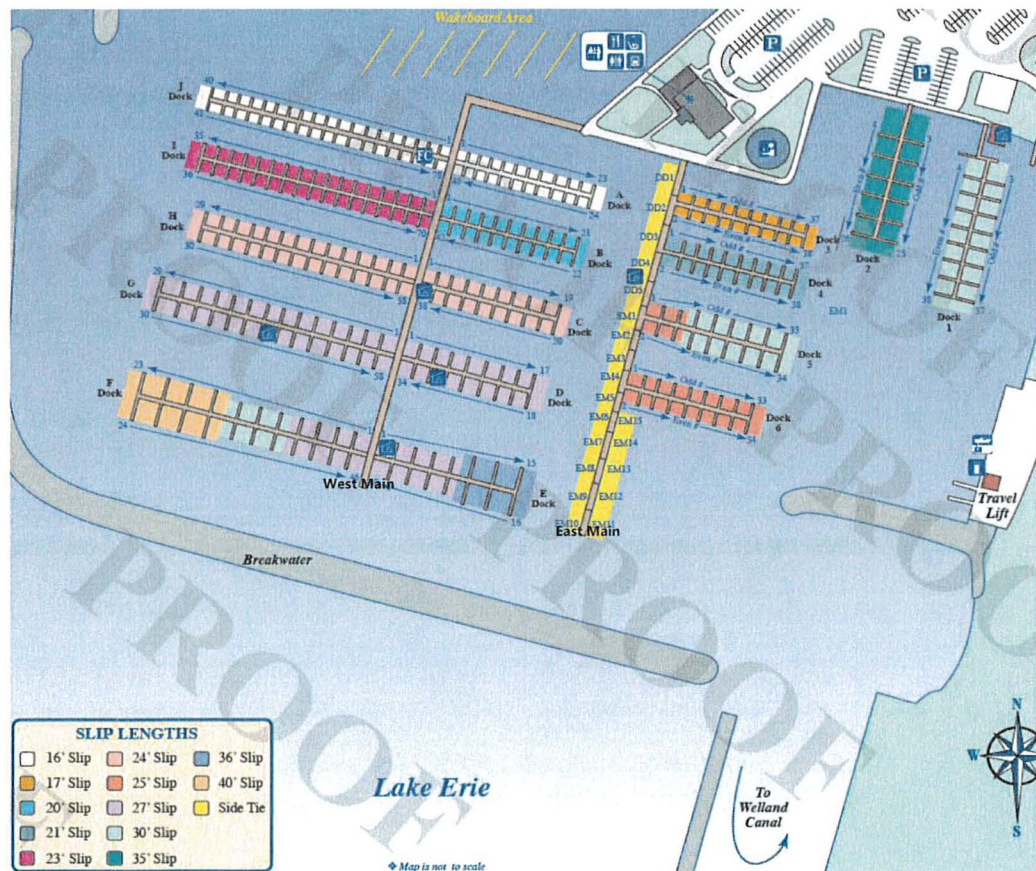


Figure 1: Sugarloaf Marina layout (Source: City of Port Colborne)



2.1 Dock 1

Dock 1 is the easternmost facility of the marina and provides access to 38 slips of 30 ft in length. It comprises:

- Abutment: Fixed cast-in-place concrete slab supported by a concrete footing.
- Gangway: 20 ft long aluminium frame structure and handrailing supporting timber stringers and decking, providing access to the landing dock. It is bolted to the abutment and has a free end with a base plate, rollers and guide rails on the landing dock.
- Landing dock: One tubular steel float supporting timber stringers and 6 ft wide decking. It is anchored to the lake bottom by steel chains and concrete blocks.
- Dock: 230 ft long double tubular steel floats supporting timber stringers and 6 ft wide decking. It is anchored to the lake bottom by steel chains and concrete blocks.
- Fingers: Each is comprised by one 30 ft long tubular steel float supporting timber stringers and 2.2 ft wide decking and anchored to the lake bottom by steel chains and concrete blocks.

2.2 Dock 2

Dock 2 is located west of Dock 1 and provides access to 26 slips of 35 ft in length. It comprises:

- Abutment: Same typology as in Dock 1.
- Gangway: Same typology as in Dock 1.
- Dock: 190 ft long double tubular steel floats supporting timber stringers and 6 ft wide decking. It is anchored to the lake bottom by steel chains and concrete blocks.
- Fingers: Each is comprised by one 35 ft long tubular steel float supporting timber stringers and 2.5 ft wide decking and anchored to the lake bottom by steel chains and concrete blocks.

2.3 East Main

The East Main is located west of Dock 2 and is 590 ft long approximately. It consists of a combination of rectangular and tubular plastic floats supporting a 10 ft wide aluminium extrusion frame and timber stringers and decking. It provides access to Docks 3 to 6 on its east side. It berths transient boats on its west side and on the east side south of Dock 6.

It is anchored to the lake bottom by steel tubular piles and aluminium pile guides. Access elements include the following:

- Abutment: Fixed cast-in-place concrete slab supported by a concrete footing.
- Gangway: 45 ft long aluminium frame structure and handrailing supporting timber stringers and decking, providing access to the East Main. It is bolted to the abutment and has a free end with a base plate, rollers and guide rails on the landing dock.



2.3.1 Dock 3

- Dock: It is 215 ft long and provides access to 38 slips of 17 ft in length. It is comprised by double rectangular plastic floats supporting a steel truss, timber stringers and 5 ft wide decking. It is anchored to the lake bottom by steel chains and concrete blocks.
- Fingers: Each is 17 ft long and comprised by rectangular plastic floats supporting a steel truss, timber stringers and 3 ft wide decking and anchored to the lake bottom by steel chains and concrete blocks.

2.3.2 Dock 4

- Dock: It is 215 ft long and provides access to 38 slips of 21 ft in length. It is comprised by single tubular plastic floats held in place by a steel frame and stainless steel straps, supporting timber stringers and 6 ft wide decking. It is anchored to the lake bottom by steel chains and concrete blocks.
- Fingers: Each is 21 ft long and of the same structural typology as the dock with a 2.5 ft wide decking and anchored to the lake bottom by steel chains and concrete blocks.

2.3.3 Dock 5

- Dock: It is 225 ft long and provides access to 34 slips ranging between 25 ft and 30 ft in length. It is comprised by tubular steel floats supporting timber stringers and 5.5 ft wide decking. It is anchored to the lake bottom by steel chains and concrete blocks.
- Fingers: Each is comprised by one 25 or 30 ft long tubular steel float supporting timber stringers and 2.5 ft wide decking and anchored to the lake bottom by steel chains and concrete blocks.

2.3.4 Dock 6

- Dock: It is 200 ft long and provides access to 34 slips of 25 ft in length. It is comprised by tubular steel floats supporting timber stringers and 5.5 ft wide decking. It is anchored to the lake bottom by steel chains and concrete blocks.
- Fingers: Each is comprised by one 25 ft long tubular steel float supporting timber stringers and 2.5 ft wide decking and anchored to the lake bottom by steel chains and concrete blocks.

2.4 West Main

The West Main is located west of the East Main and is 820 ft long approximately. It consists of rectangular plastic floats supporting a 10 ft wide aluminium extrusion frame and timber stringers and decking. It provides access to Docks A to J. Geometry and material details of the West Main and Docks A to J are included in Appendix B.

It is anchored to the lake bottom by steel tubular piles and aluminium pile guides. Access elements include the following:

- Abutment: Fixed cast-in-place concrete slab supported by a concrete footing.



- Gangway: 35 ft long aluminium frame structure and handrailing supporting timber stringers and decking, providing access to the West Main. It is bolted to the abutment and has a free end with a base plate, rollers and guide rails on the landing dock.

2.4.1 Docks A to J

- Docks: All docks have the same structural typology consisting of rectangular plastic floats supporting a 6 ft wide aluminium extrusion frame and timber stringers and decking. They are anchored to the lake bottom by steel tubular piles and aluminium pile guides. All dock units are linked together by means of hot dip galvanized bolted connections.
- Fingers: They range between 16 ft and 40ft in length and consist of rectangular plastic floats supporting an aluminium extrusion frame and timber stringers and decking. Finger width at the connection with the dock varies between 6 ft and 4 ft depending on finger length, with width at the finger end being 2 ft. All fingers have hot dip galvanized bolted connections to the docks.

2.5 Services

The following services were noted:

- Amenities
 - Picnic docks: In docks B, C, D, G and West Main between dock E and F.
 - Boat launches
 - Fish cleaning dock
 - Electrical pontoons
- Electrical panels: All docks have power supply except for Dock 3 and 4.
- Fire suppression: Only available on West Main and Docks A to J.
- Water supply
- Lights
- Cleats

2.6 Reference System

The reference systems for docks and boat slips are outlined in Figure 2 and Figure 3.

Portions of main runs and other elements in between docks and fingers will be referenced as in the following example:

- Portion of West main between docks A and B: West Main A-B
- Finger in Dock A serving slips 4 and 5: Dock A Finger 4-5

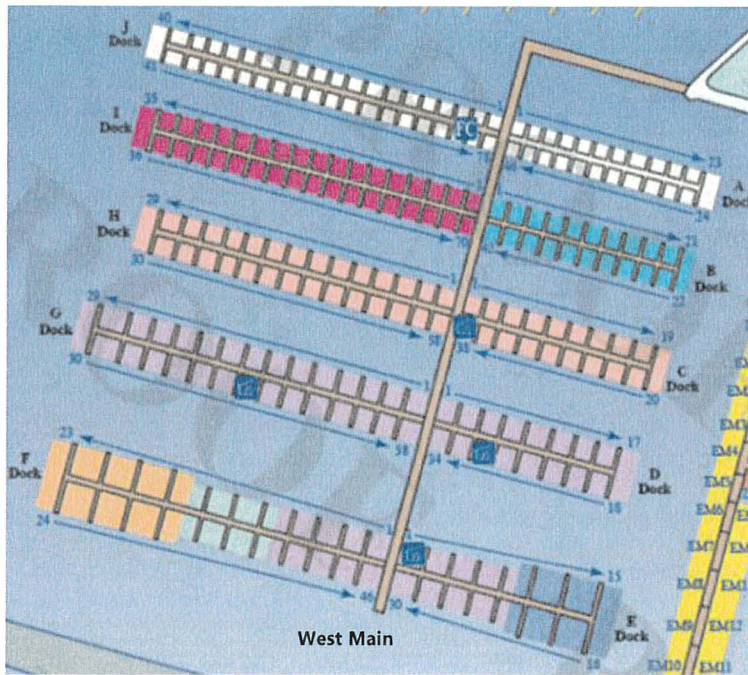


Figure 2: Reference System: West Main

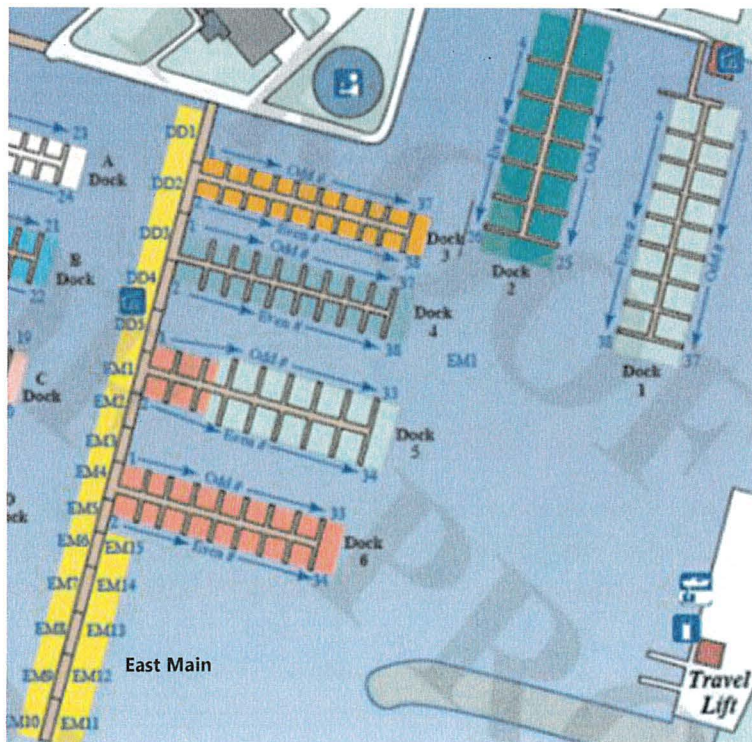


Figure 3: Reference System: East Main and Dock 1 and 2



3 INSPECTION RESULTS

The general condition of each of the major facility elements is described below. Tables itemizing specific members with damage or deterioration follow the general descriptions.

Inspection reference materials are presented in the appendices described below:

- Appendix 1 Photographs - photographs taken during the inspection
- Appendix 2 Reference Drawings

In reviewing the inspection findings, note the following:

- The term “serviceable condition” is used to describe an element which still functions in the manner in which it was originally intended, i.e. elements so described are considered safe to use as intended within normal operational parameters.
- The term “monitor” is used to describe an element with damage and/or deterioration which does not require immediate remedial action although it is anticipated that repairs will be required in the future. Such elements should be monitored in future Level I and II inspections so that the future condition can be compared to the condition stated herein. The comparison will establish the rate of deterioration which will assist future inspectors to make better determination of the need for, and the extent of, future repairs.
- Items that were considered to require repair or replacement on an immediate or urgent basis will have been identified to the City of Port Colborne in advance of this report. Such items will be identified in this report for the completeness of the facility inspection record.
- Items that are “recommended” for repair or replacement should be completed within the year’s boating season of the inspection date to maintain safe operations.
- Items that are identified as “consider” repairing are typically given a recommended time frame. Although such items are not considered to require attention within this year’s boating season, it is recommended that they be considered to avoid cost escalation due to further deterioration. Action on these items may vary depending on long range plans for the facility, future shutdown that may provide an opportunity to more economically complete repairs, future work on other parts of the facility that could be combined with the work under consideration, etc.

Subject to the basis of inspection qualifications described in Section 1.4, Advisian considers that the facility is safe to use as intended within normal operational parameters with no specific hazards beyond those that are normally and reasonably accepted for a facility of this type, except for any specific limitations noted in the inspection findings and recommendations presented in this Section.



3.1 Dock 1

3.1.1 Abutment

The abutment is generally in serviceable condition. Specific inspection findings and recommendations for the float are presented below:

- There are several cracks on the concrete surface on the northwest corner (See Photograph 7).
Repair of crack is recommended.
- There is moderate spall and moss build-up on the concrete footing with rebar exposed on the east side (See Photograph 6).
Repair of spall covering the exposed rebar is recommended to avoid further corrosion.
- There is minor corrosion on hinges and truss on access gate (See Photograph 2).
Although repairs are not considered necessary at this time, continued monitoring is recommended.

3.1.2 Gangway

The gangway is generally in serviceable condition. Specific inspection findings and recommendations for the float are presented below:

- There is minor superficial corrosion with 10-20% CSL observed on aluminium supporting structure underneath the timber deck, steel beam on landing float, roller guides, rollers and base plate (See Photograph 8 and Photograph 9).
Although repairs are not considered necessary at this time, continued monitoring is recommended.
- There are some anti-slip strap sections missing (See Photograph 4).
Replacement of the anti-slip straps is recommended.

3.1.3 Floats

The floats are generally in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-1.

Table 3-1: Floats Dock 1 Inspection Findings

| Description | Recommendation |
|--|------------------------------------|
| Deck timbers show discoloration and minor moss build-up (See Photograph 10, Photograph 13, Photograph 14 and Photograph 15). | Monitor for further deterioration. |
| There is no fire suppression system. | Install fire suppression system. |



| Description | Recommendation |
|---|------------------------------------|
| There are no life rings. | Install life rings. |
| Surface corrosion on steel cylinder floats with 10% CSL on intertidal area (See Photograph 16). | Monitor for further deterioration. |

3.2 Dock 2

3.2.1 Abutment

The abutment is generally in serviceable condition with moderate spalling in the concrete footing (See Photograph 18). Minor corrosion with very little or no CSL (cross section loss) was observed in bolted connections, access gate hinges and truss (See Photograph 19).

Although repairs are not considered necessary at this time, continued monitoring is recommended.

3.2.2 Gangway

The gangway is generally in serviceable condition, with signs of aging but no significant deterioration. Minor corrosion with 10-20% CSL observed on aluminium supporting structure underneath the timber deck, steel beam on landing float and base plate. (See Photograph 20, Photograph 21 and Photograph 23).

Although repairs are not considered necessary at this time, continued monitoring is recommended.

3.2.3 Floats

The floats are generally in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-2.

Table 3-2: Floats Dock 2 Inspection Findings

| Description | Recommendation |
|--|------------------------------------|
| Gangway landing dock has lost buoyancy on the north side and the timber side stringers are already partially submerged, swamped and rotting. (Photograph 22) | Replace float. |
| Deck timbers show discoloration and minor moss build-up (See Photograph 24, Photograph 26 and Photograph 28). | Monitor for further deterioration. |
| There is no fire suppression system. | Install fire suppression system. |



| Description | Recommendation |
|---|------------------------------------|
| There are no life rings. | Install life rings. |
| Surface corrosion on steel cylinder floats with 10% CSL on intertidal area (See Photograph 27). | Monitor for further deterioration. |
| One deck timber on t-end is rotten with a small hole (See Photograph 29). | Replace deck timber. |

3.3 East Main

3.3.1 Abutment

The abutment is generally in serviceable condition with moderate concrete spalling and disintegration on top face of the connecting slab due to weathering and abrasion (See Photograph 32). There is moderate corrosion with 20% CSL in bolted connections, access gate hinges and truss (See Photograph 31).

Repair of concrete spalls is recommended.

3.3.2 Gangway

The gangway is generally in serviceable condition. Specific inspection findings and recommendations for the float are presented below:

- There is moderate superficial moss in deck timbers (See Photograph 36 and Photograph 38).
Although repairs are not considered necessary at this time, continued monitoring is recommended.
- There are some anti-slip strap sections damaged with CSL (See Photograph 33).
Replacement of the anti-slip straps is recommended.

3.3.3 Floats

East Main

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-3.



Table 3-3: East Main Inspection Findings

| Description | Recommendation |
|--|---|
| First plastic float on west side of landing dock has shifted and is out of place and not providing the required support (See Photograph 35). | Reposition and secure plastic float. |
| Slight elevation and slope differential on sections when there is a change of float type (i.e. from tubular to rectangular) . | Consider homogenization of floats when opportunities for float replacement arise. |
| Picnic Dock: | |
| <ul style="list-style-type: none"> Differential elevation of 3 inches between inner and outer sides. The picnic dock has a bolted connection to the East Main, but the latter has a higher floatation level than the picnic dock, therefore the dock slopes away (See Photograph 37). | <p>Consider replacing floats unless slope is purposely needed on dock.</p> <p>Monitor for further deterioration</p> |
| <ul style="list-style-type: none"> Moderate moss build-up in deck timbers and furniture (See Photograph 38). | <p>Monitor for further deterioration</p> |
| <ul style="list-style-type: none"> Minor superficial corrosion with 10% CSL on bolted connection and steel tubular floats (See Photograph 39). | |
| Mooring piles E1, E4-5 and E5-6 have lost the pile guide and there is a steel wire instead anchored to the cleat channel or side panel (See Photograph 36, Photograph 40 and Photograph 41). | See Section 3.5 below |
| Electrical panel floats E1 and E2: | |
| <ul style="list-style-type: none"> Minor corrosion with no CSL and on steel chain and moss build-up on deck timbers (See Photograph 42). | <p>Monitor for further deterioration.</p> |
| <ul style="list-style-type: none"> Differential elevation of 2-3 inches between inner and outer sides for the same reason as in the picnic dock (See Photograph 43). | <p>Consider replacing floats in Electrical panel 2 future unless slope is purposely needed on dock.</p> |
| Final sections where transient boats are moored present different float types on left and right sides of the main. There is a 4 inch differential elevation between sides, leaning towards the east. There are no fire extinguishers or life rings in these sections (See Photograph 44). | <p>Consider replacing floats in the future and homogenate.</p> <p>Install fire extinguishers and life rings.</p> |



| Description | Recommendation |
|--|------------------------------------|
| End pile guide's inner side has buckled and pad is worn (See Photograph 45). | Repair inner side and replace pad. |
| Corner rubber fenders on main end are damaged. | Replace corner rubber fenders. |

Dock 3

The floats are in serviceable condition with moderate deterioration due to weathering, abrasion and corrosion. Specific inspection findings and recommendations are presented in Table 3-4.

Table 3-4: Floats Dock 3 Inspection Findings

| Description | Recommendation |
|--|--|
| General corrosion of steel truss supporting the timber deck with 20% CSL and pitting (See Photograph 48). Minor deformation of bottom cord of steel truss (See Photograph 49). | Monitor for further deterioration. |
| Moderate moss build-up in deck timbers and side stringers and heavy moss build-up in timber panels supporting the steel truss (See Photograph 47 and Photograph 50). | Monitor for further deterioration. |
| There is no fire suppression system. | Install fire suppression system. |
| There is no power supply. | Consider installing power pedestals. |
| There are no life rings. | Install life rings. |
| Moderate corrosion with 20% CSL in most bolted connections between floats (See Photograph 51). | Monitor for further deterioration. |
| Fingers 23-25 and end t-finger have a 2-inch differential settlement between sides and are leaning towards the east. | Verify condition of finger frame structures underneath the deck and connection between fingers and dock for potential deformation. Consider replacing floats if no deformation is found and it turns out to be a floatation issue. |



Dock 4

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-5.

Table 3-5: Floats Dock 4 Inspection Findings

| Description | Recommendation |
|---|--|
| Heavy corrosion of steel frame holding in place the tubular plastic floats, with CSL varying between 20% and full CSL (See Photograph 53, Photograph 54, Photograph 55, Photograph 56 and Photograph 57). | Replace steel frame in all fingers. |
| Moderate moss build-up in deck timbers and side stringers (See Photograph 52). | Monitor for further deterioration. |
| There is no fire suppression system. | Install fire suppression system. |
| There is no power supply. | Consider installing power pedestals. |
| There are no life rings. | Install life rings. |
| Moderate corrosion with 20% CSL in most bolted connections between floats (See Photograph 58). | Monitor for further deterioration. |
| Fingers 3-5, 4-6, 15-17, 16-18 have a 1-3-inch differential settlement between sides and are leaning towards the east. | Verify condition of finger frame structures underneath the deck and connection between fingers and dock for potential deformation. Consider replacing floats if no deformation is found and it turns out to be a floatation issue. |
| Connections between most float sections are loose and have a 1-2 inch gap between them. General alignment of the dock is not straight. | Verify and secure float connections. |

Dock 5

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-6.



Table 3-6: Floats Dock 5 Inspection Findings

| Description | Recommendation |
|--|--|
| Minor surface corrosion on steel floats with 10% CSL on intertidal area (See Photograph 60). | Monitor for further deterioration. |
| There is no fire suppression system. | Install fire suppression system. |
| There are no life rings. | Install life rings. |
| Width between bitts on fingers (~2 ft) restricts accessibility and handling of equipment and gear (See Photograph 61). | Consider replacing bitts for cleat channels on edges of fingers. |

Dock 6

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-7.

Table 3-7: Floats Dock 6 Inspection Findings

| Description | Recommendation |
|--|--|
| Minor surface corrosion on steel floats with 10% CSL on intertidal area (See Photograph 62). | Monitor for further deterioration. |
| There is no fire suppression system. | Install fire suppression system. |
| There are no life rings. | Install life rings. |
| Width between bitts on fingers (~2 ft) restricts accessibility and handling of equipment and gear (See Photograph 63). | Consider replacing bitts for cleat channels on edges of fingers. |
| Deck timbers present moderate wear and rot (See Photograph 64). | Monitor for further deterioration. |
| Differential settlement at dock-finger connections of 1 inch and gap between them of 2 inches (See Photograph 65). | Verify and secure float connections. |
| Outer half of dock is misaligned leaning south. | Verify and secure float connections. |



3.4 West Main

3.4.1 Abutment

The abutment is generally in serviceable condition with moderate concrete spalling on the water face (See Photograph 69) and minor corrosion with very little or no CSL in bolted connections, access gate hinges and truss (See Photograph 66 and Photograph 67).

Although repairs are not considered necessary at this time, continued monitoring is recommended.

3.4.2 Gangway

The gangway is generally in serviceable condition. Specific inspection findings and recommendations for the float are presented below:

- There is minor superficial corrosion with 10% CSL observed on roller guides and rollers (See Photograph 71 and Photograph 72).

Although repairs are not considered necessary at this time, continued monitoring is recommended.

- There are some anti-slip strap sections missing (See Photograph 70).

Replacement of the anti-slip straps is recommended.

3.4.3 Floats

General comment: There is a 7 inch step between all docks and their fingers, making accessibility difficult for handicapped users.

Consider installing transition plates between docks and fingers.

West Main

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-8.

Table 3-8: West Main Inspection Findings

| Description | Recommendation |
|---|-----------------------|
| Pile W1 rubber fender damaged (See Photograph 73). | Replace rubber fender |
| Piles W2 and W3 have lost the pile guide and there is a steel wire instead (See Photograph 74 and Photograph 75). | See Section 3.5 below |



| Description | Recommendation |
|---|---|
| Pile A-B rubber fender damaged (See Photograph 76). | Replace rubber fender |
| Pile B-C and C-D have rubber fender damaged and inner pads have moderate wear (See Photograph 77 and Photograph 78). | Replace rubber fender and monitor for further deterioration |
| <p>Picnic dock D-E:</p> <ul style="list-style-type: none"> • 4-inch differential settlement between outer and inner sides, potentially due to different floats used in main and picnic dock (See Photograph 79). • Minor corrosion on steel support structure at joint connections and at handrailing bolts with 10% CSL (See Photograph 80). • Some handrail bottom bolts are missing. Some hand railing sections are loose and others are leaning out. | <p>Consider replacing picnic dock floats on outer side or type of connection with West Main</p> <p>Monitor for further deterioration</p> <p>Replace bolts and secure all hand railing sections.</p> |
| Pile D-E has lost the pile guide and there is no guiding or anchoring system in place (See Photograph 81). | Install pile guide – See Section 3.5 below |
| Electrical panel D-E: minor corrosion on chain, base plates and handrail bolts with no CSL | Monitor for further deterioration |
| Dock end section is leaning 5 inches towards the west. | Verify condition of dock frame structure underneath the deck and connection between floats for potential deformation due to wind loads. Consider replacing west side floats if no deformation is found and it turns out to be a floatation issue. |

Dock A

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-9.



Table 3-9: Floats Dock A Inspection Findings

| Description | Recommendation |
|--|-----------------------------------|
| 3 missing lights in light poles (See Photograph 82). | Replace lights |
| 2-3 inch freeboard differential from inward to outward edge of fingers when user weight is applied on the outer edge | Monitor for further deterioration |
| Piles A7 and A15 have lost the pile guide and there is a steel wire instead. Mechanical failure of welded capping U section due to wind force (See Photograph 83). | See Section 3.5 below |
| Deck timber minor splintering by slip 11 (See Photograph 87). | Replace deck timber |
| Cleat rail cross section loss on south end (See Photograph 86). | Repair cleat rail |
| Pile A-end has lost the pile guide and there is a steel wire instead (Photograph 85). | See Section 3.5 below |

Dock B

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-10.

Table 3-10: Floats Dock B Inspection Findings

| Description | Recommendation |
|---|-----------------------------------|
| Minor corrosion on electrical panel floats, with no visible CSL. Minor corrosion on handrailing bolts and chain with 20% CSL approximately (See Photograph 88 and Photograph 89). | Monitor for further deterioration |
| Pile B3 has lost the pile guide and there is a steel wire instead. Welded U section has no bearing pad (See Photograph 90). | See Section 3.5 below |
| Minor moss build-up on some deck timbers and side stringers (See Photograph 91). | Monitor for further deterioration |
| Rotten deck timber by slip 38 (See Photograph 92). | Replace deck timber |



| Description | Recommendation |
|--|---|
| Piles B9 and B15 have lost the pile guide and there is a steel wire instead (See Photograph 93 and Photograph 94). | See Section 3.5 below |
| Boat launch on slip 32 has no floats on the sides and it is not stable to walk on (See Photograph 97). | Consider installing floats on boat launch sides |
| Corroded bolt washers at slip 23 with 30% CSL (See Photograph 96). | Monitor for further deterioration |
| Pile B-end inner pads have moderate wear (See Photograph 95). | Monitor for further deterioration |

Dock C

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-11.

Table 3-11: Floats Dock C Inspection Findings

| Description | Recommendation |
|--|--|
| Minor moss build-up on some deck timbers and side stringers (See Photograph 98). | Monitor for further deterioration |
| Pile C5 has lost the pile guide and there is a steel wire instead (See Photograph 99). | See Section 3.5 below |
| Float sections loose by slip 30 – potential trip hazard (See Photograph 100). | Secure connection between floats |
| Pile C9 welded U section has impact damage and cover plate for services has been displaced – potential trip hazard (See Photograph 101). | Secure cover plate and monitor U section for further deterioration |
| Minor rot on 2 deck timbers in finger 28-29. | Monitor for further deterioration |
| Minor corrosion on slip 20 cover plate with 10% CSL. | Monitor for further deterioration |
| Pile C-end pad are worn and rubber fender damaged (See Photograph 102). | Monitor for further deterioration |
| Picnic Dock: | Monitor for further deterioration |



| Description | Recommendation |
|--|----------------|
| <ul style="list-style-type: none"> • General moss build-up on deck timbers and steel support (See Photograph 103). • Minor corrosion on handrailing bolts and cover frame structure at joint sections with 10% CSL (See Photograph 104). • Differential settlement of 2-3 inches from center to south end (See Photograph 105). | |

Dock D

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-12.

Table 3-12: Floats Dock D Inspection Findings

| Description | Recommendation |
|---|-----------------------------------|
| Minor moss build-up on some deck timbers and side stringers (See Photograph 114). | Monitor for further deterioration |
| Several float section joints are open up to 1 inch approximately (See Photograph 115). | Monitor for further deterioration |
| Electrical panel: minor corrosion on chain, base plates and handrail bolts with no CSL. | Monitor for further deterioration |
| Picnic dock: minor corrosion on steel support structure at joint connections (See Photograph 116). | Monitor for further deterioration |
| Pile D5 has lost the pile guide and there is a steel wire instead. Mechanical failure of welded capping U section due to wind force (See Photograph 106). | See Section 3.5 below |
| Piles D7, D11 and D14 have lost the pile guide and there is a steel wire instead (See Photograph 107, Photograph 109 and Photograph 111). | See Section 3.5 below |
| Steel base plate corroded in finger 8-9 with 20% CSL (See Photograph 108) | Monitor for further deterioration |
| Base plates in fingers 14-15 and 21-22 are of non-galvanized steel and are corroded with 10% CSL (See | Monitor for further deterioration |



| Description | Recommendation |
|--|-----------------------------------|
| Photograph 110 and Photograph 112). | |
| Pile D-end has damage on rubber fenders and pads (See Photograph 113). | Monitor for further deterioration |

Dock E

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-13.

Table 3-13: Floats Dock E Inspection Findings

| Description | Recommendation |
|---|--|
| There are no light poles | Consider installing light poles |
| Piles E3 and E7 has lost the pile guide and there is a steel wire instead which has minor superficial corrosion (See Photograph 117 and Photograph 118). | See Section 3.5 below |
| Fingers 10-11, 12-13, 14-15 and 20-21 have a 3 to 5-inch differential settlement between E and W sides potentially from damage related to interaction with end anchoring pile (See Photograph 120). | Verify condition of finger frame structure underneath the deck and connection between finger and dock for potential deformation due to wind loads. Consider replacing floats if no deformation is found and it turns out to be a floatation issue. Consider replacing pile anchoring for chain and anchor systems. |
| Pile at end of fingers 10-11, 14-15, 16-17 and 17-18 have no pile guide and plate has buckled. The steel wire is bolted to the last deck timber (See Photograph 119). | See Section 3.5 below |
| Missing life ring at slip 19. | Replace life ring. |
| Pile E21 has been jacked up, it is loose and missing pile cap. | Remove or drive pile to original depth |



Dock F

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-14.

Table 3-14: Floats Dock F Inspection Findings

| Description | Recommendation |
|---|--|
| Piles F3, F11, F14, F17 and F21 have lost the pile guide and it is secured with a steel wire instead. There is minor mechanical failure on the welded U section or bearing pad (See Photograph 121, Photograph 122, Photograph 123, Photograph 124 and Photograph 125). | See Section 3.5 below |
| Pole on slip 42 is loose and missing fire extinguisher (See Photograph 126). | Secure post and install fire extinguisher. |
| Piles F7 has lost the pile guide and it is secured with a steel wire instead. The dock is deformed and misaligned in this section due to wind loads from the north pulling the dock away from the pile and exerting high loads on the wire connections (See Photograph 127). | See Section 3.5 below |
| Finger 18-19 has a differential settlement between sides and is leaning towards the east (See Photograph 128). | Verify condition of finger frame structure underneath the deck and connection between finger and dock for potential deformation due to wind loads. Consider replacing floats if no deformation is found and it turns out to be a floatation issue. Consider replacing pile anchoring for chain and anchor systems. |
| Finger 20-21 end float is sticking out of the finger's footprint (See Photograph 129). | Re-position float. |
| Finger piles 16-17, 18-19 and 20-21 have lost the pile guide and it is secured with a steel wire instead. The steel wire is bolted to the last deck timber. The steel wire and bolted connection have superficial corrosion with no CSL (See Photograph 130). Additionally to this, piles 22-23, 24-25, 26-27, 28-29 and 30-31 present mechanical failure on the welded U section or bearing pad, or absence of any of them | See Section 3.5 below |



| Description | Recommendation |
|--|--------------------|
| (See Photograph 131 and Photograph 132). | |
| East side panel at end of finger 30-31 is loose. End pile has lost the pile guide and it is secured with a steel wire instead. There is minor mechanical failure on the welded U section (See Photograph 133). | Secure side panel. |

Dock G

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-15.

Table 3-15: Floats Dock G Inspection Findings

| Description | Recommendation |
|---|---|
| Transition plate from West Main presents minor corrosion at bolted plates with no CSL (See Photograph 134). | Monitor for further deterioration |
| Minor moss build-up on some of the deck timbers (See Photograph 137). | Monitor for further deterioration |
| Dock sections between slips 3 and 4 shows differential settlement of 2 inches – trip hazard (See Photograph 135). | Secure connection between dock sections – ramp maybe required |
| All dock anchoring piles have lost the pile guide and are secured to the dock with a steel wire to the cleat rail channel instead (See Photograph 136). | See Section 3.5 below |
| Pole at slip 51 is loose and bottom plate is not connected to the dock safely. | Secure bottom plate to dock. |
| Finger 40-41 east bolted connection is loose and west bolted connection is corroded. | Secure/replace bolted connections. |

Dock H

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-16.



Table 3-16: Floats Dock H Inspection Findings

| Description | Recommendation |
|--|--|
| Transition plate from West Main is very steep and presents minor corrosion at bolted plates with no CSL (See Photograph 138). | Consider replacing transition plate to allow for slope compatible with accessibility requirements. |
| Minor moss build-up on some of the deck timbers (See Photograph 139). | Monitor for further deterioration |
| Pole at slip 51 is loose (See Photograph 140). | Secure pole to dock. |
| Pole at slip 37 has connection bolts sticking out (See Photograph 141). | Secure connection bolts. |
| All dock anchoring piles have lost the pile guide and are secured to the dock with a steel wire to the cleat rail channel instead (See Photograph 142). | See Section 3.5 below |
| Finger pile 28-29 has lost the pile guide and it is secured with a steel wire instead. There is no bearing pad between pile and finger (See Photograph 143). | See Section 3.5 below |
| Finger pile 30-31 presents buckling of internal face of the pile guide due to the lack of a bearing pad. Rubber fender is damaged (See Photograph 144). | Repair internal face of pile guide, install bearing pad and replace rubber fender. |

Dock I

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-17.

Table 3-17: Floats Dock I Inspection Findings

| Description | Recommendation |
|---|--|
| Transition plate from West Main is very steep and presents minor corrosion at bolted plates with no CSL (See Photograph 145). | Consider replacing transition plate to allow for slope compatible with accessibility requirements. |
| Bolt washers are corroded in connection system with West Main (See Photograph 146). | Monitor for further deterioration |
| Minor moss build-up on some of the deck timbers (See | Monitor for further deterioration |



| Description | Recommendation |
|---|----------------------------|
| Photograph 147). | |
| All dock anchoring piles have lost the pile guide and are secured to the dock with a steel wire to the cleat rail channel instead (See Photograph 148). | See Section 3.5 below |
| Pole at slip 63 is loose (See Photograph 149). | Secure pole to dock. |
| Finger 66-67 has very low freeboard at end. | Consider replacing floats. |

Dock J

The floats are in serviceable condition with minor deterioration due to weathering. Specific inspection findings and recommendations are presented in Table 3-18.

Table 3-18: Floats Dock J Inspection Findings

| Description | Recommendation |
|---|---|
| Fish cleaning dock: <ul style="list-style-type: none"> Differential settlement between north and south sides of 5" towards the south. It is supported by fingers on both sides with little freeboard on the water side (See Photograph 151). Fender hanging loose on east finger (See Photograph 152). Minor superficial corrosion on steel frame structure (See Photograph 154). Minor rotting of deck timbers (See Photograph 153). | Consider replacing floats to allow for the dock's self-weight and live loads unless slope is purposely needed on dock for cleaning purposes. Fix fender. Monitor for further deterioration Monitor for further deterioration |
| Very high presence of marine vegetation in the water (See Photograph 155). | Consider removing marine vegetation at the beginning of each season |
| Moderate moss build-up and lichen on deck timbers (See Photograph 156). | Monitor for further deterioration |
| Launching ramps at slips 5, 7 and 9 are deck timbers, have lost flotation generally on west end and are not stable to walk on (See Photograph 159). Bolted connections are | Remove/replace launching ramps |



| Description | Recommendation |
|---|---|
| corroded with 20% CSL (See Photograph 160). | |
| Cover plate for service channel is not connected properly at slips 15, 23, 31 and 33 – trip hazard (See Photograph 162). | Connect cover plates properly or replace. |
| All dock anchoring piles have lost the pile guide and are secured to the dock with a steel wire to the cleat rail channel instead (See Photograph 157). | See Section 3.5 below |
| 2 inch gap on south side of deck timbers in float joint by slip 33, which makes alignment moving forward to be slightly leaning towards the north (See Photograph 158). | Verify and secure float connection. |

3.5 MOORING PILES

Given the design of the Marina where the majority of the floats are secured using mooring piles with steel collars which has required constant Spring maintenance at significant expense to the marina we have separated out our recommendations for this aspect of the structure.

Due to the amount of ice build-up and wind conditions within the harbour this method for securing the floats is potentially not the most optimum given these design conditions. The ice build-up attaches the collars to the piles and then as melting occurs causes the collars to either break or become detached from the floats. This is considered typical of this type of anchoring system in these conditions, and is a concern for many Marinas within the Great Lakes.

We would recommend that all future expansion or replacement projects within the Colborne Marina utilise an anchor block and chain mooring system to prevent the deterioration from occurring in the future.

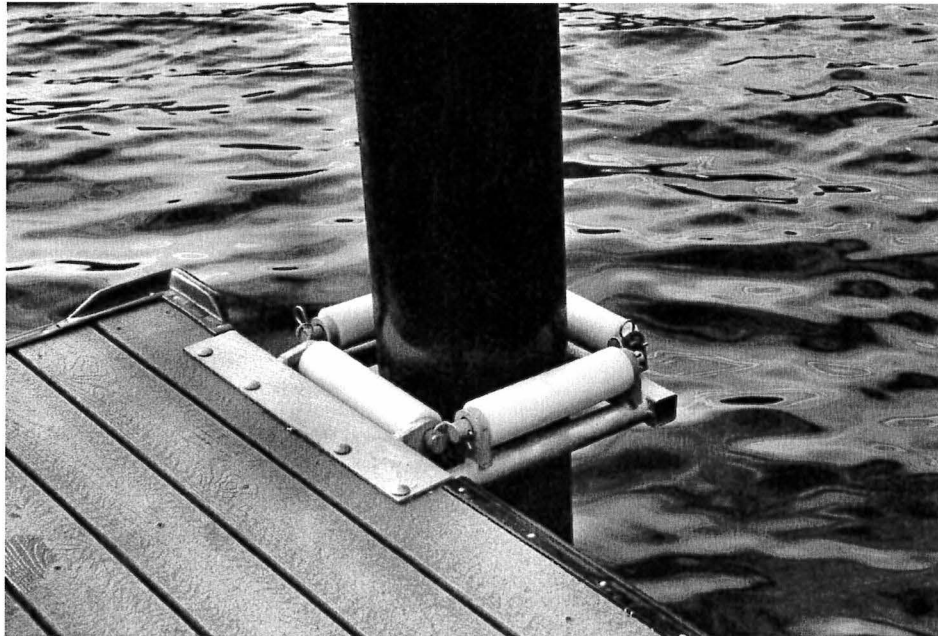
The existing system is functioning adequately however and with the level of annual repairs and maintenance remaining as is currently, the system’s life expectancy is well over 10 years as many of the piles are located on the leeward side of the floats and therefore support the system as is without collars and the piles themselves (with few exceptions) are in good condition.

Solution to reduce the maintenance costs of the existing system would include the following:

- 1) Consideration given to changing the pile guides (collars) themselves. Various manufacturers supply pile guides with four mounted rubber or coated polyethylene/polypropylene rollers which are considered an option for reducing the likelihood of the pile guide becoming stuck to the pile during the winter, refer to the



photograph below for a typical design of these types of pile guides.



Depending on the conditions of the individual marina this solution has had some success. We would however only recommend these guides on a trial basis (each one costing potentially \$400CAD before installation) as a replacement in a few locations for a severe winter before the expense of replacing each pile guide is considered. However once installed each roller and each steel section can be replaced if failure occurs without welding or altering the attachment to the floats themselves.

- 2) Generally however in replacing or repairing the pile guides the current usage of steel ropes or, potentially, chain guides (see photo below) should be continued as these are eminently more replaceable at lower cost than the full pile guides. The chain guide displayed here is available at less than \$100CAD per guide. These have the advantage of the mode of failure being in the rope or chain rather than in the main section of the float itself.



The typical chain pile guide shown above also has rubber coated sections to lower the chances of ice affecting the connection.

- 3) Other suggestions for enhancing the life expectancy and reducing the maintenance costs of the pile guide systems would include detaching all of the leeward (or downwind) piles for the winter which may reduce the amount of maintenance required each spring.

3.6 Electrical Systems

No initial layouts or drawings of the power to Marina Pedestals are available, however upon inspection all of the main boards are within capacity, regularly inspected by qualified electricians and in good condition.



3.7 Accessibility

Accessibility for Ontarians with Disabilities Act 2005 requires that the Accessibility Standard for Customer Service, Ontario Regulation 429/07 be followed. This requires publically accessible areas to have a policy in place that includes the following:

- Provision of goods and services to persons with disabilities
- The use of assistive devices
- The use of guide dogs, service animals and service dogs
- The use of support persons
- Notice of service disruptions
- Customer feedback
- Training for staff

For access particularly to the Marina this act would require that service animals be allowed access, allowing customers to use their own personal assistive devices when accessing the Marina and the development of communication plans and strategies that consider customers and take into account individual disabilities.

The current layout of the Marina allows wheeled access to most areas, which is acceptable, generally the ramps should be within the slopes recommended by the building code (i.e. 1 in 12) however given that the slopes of the access ramps from the upland areas onto the floats can alter depending upon the water depth then the provision of assistance plans to account for this should be considered. In a few locations a single step is in place to access certain floats. Consideration could be given to providing ramps in these locations.



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4 RESIDUAL LIFE ESTIMATES

As part of the inspection program, the estimated residual life of various classes of structural components is provided.

In long term facility planning, residual life estimates are used to predict annual maintenance costs in future years and to help develop programs of planned maintenance (versus maintenance done in response to inspection results or operational incidents). Estimated residual life is also used as one of many inputs into addressing the question of on-going maintenance versus replacement of a facility. Other considerations with respect to this question include future continued need for the facility, planned or potential changes of facility use, cost of capital, cost of down-time, potential operating cost savings that may result from replacement, and the facility owner's own internal accounting practices.

For the purposes of this report, residual life represents the estimated period that will elapse between the inspection date and the time when a component in the condition observed will typically require repair or replacement.

The residual life estimates below are based on the assumption that repairs and/or replacements recommended in Section 3 have been completed. The estimates are based on the typical condition observed for those structural components for which no repairs or replacement are currently recommended.

Residual life is challenging to estimate because individual structural components within a category of components will not be in identical condition. Furthermore, even components that appear to be in identical condition will not deteriorate at exactly the same rate. The residual life estimates presented are therefore averages based on published information and experience with similar structures. The residual life of an individual component may vary from the averages shown; inspections are therefore generally recommended to occur at a frequency that is less than the minimum residual life in order to identify elements that may deteriorate earlier than average.

For structures of the age of the subject facility in a fresh water environment, residual life is based on the following:

- Timber:
 - Where timber has been examined for the presence of decay and is found to be in a serviceable condition, an estimated life in excess of eight to ten years is appropriate.
 - Where evidence of decay has been found, but is limited in extent, the component can be assumed to have a residual life in the order of four to eight years.
- Concrete:



- Where concrete has been examined for the presence of cracking and spalling, and is found to be in good condition, an estimated life in excess of ten to fifteen years is appropriate.
- Where evidence of concrete deterioration has been found, but is limited in extent, the component can be assumed to have a residual life in the order of six to ten years.
- Where a component has significant spalling and cracking with exposed reinforcing steel, the residual life should be taken as negligible, and the component should be considered unreliable for structural loads.
- Steel:
 - Where steel components have been examined for the presence of deterioration and are found to be in good condition, an estimated life in excess of ten to fifteen years is appropriate.
 - Where evidence of deterioration has been found in steel, but is limited in extent, the component can be assumed to have a residual life in the order of six to ten years.
 - Where a component has a significantly weakened cross-section due to corrosion, based on visual observation or non-destructive testing, the residual life should be taken as negligible and the component should be considered unreliable for structural loads.

In evaluating the residual life of a structural component, note the following:

- Residual life is estimated for each major class of components in the system, i.e., decking, guardrail, hand railings, stringers, pile caps, piles and bracing, and for individual components within these classes where replacement of the deficient individuals is practical.
- The estimates are based on continuation of the original use of the facility. Changes in use may affect the residual life.
- Residual life estimates are based on normal deterioration. They do not include any provision for the effects of structural overload, operational incidents, or extreme environmental occurrences.
- The estimates are approximate as fungal decay (rot) in timbers, spalling / delamination in concrete, and corrosion in steel will spread quickly once established in the structure and conditions are favourable.
- Marine structures are typically designed for a service life of 25 to 50 years. However, life expectancy of materials varies considerably. In Ontario, it is not uncommon to have 50-year-old to 75-year-old structures still in service if the facility was well designed and constructed and there is an ongoing inspection, maintenance, and repair program. Because of their unique nature, which allows replacement of almost every individual element, some marinas remain in service well past the end of their original design service life.

The residual life estimates, which are based on the assumption that the recommended repairs detailed in Section 3 have been completed (estimated costs in Section 5), is presented in Table 4-1.



Table 4-1: Estimated Residual Life

| Component | Estimated Residual Life | Comment |
|------------------------------|--------------------------------|---|
| Docks 1 and 2 | | |
| Abutment | 6 to 10 years | Following completion of the repairs recommended in Section 3. |
| Gangway | 6 to 10 years | - |
| Steel floats | 6 to 10 years | Following completion of the repairs recommended in Section 3. |
| Deck timbers | 8 to 10 years | - |
| East Main – Main Dock | | |
| Abutment | 6 to 10 years | Following completion of the repairs recommended in Section 3. |
| Gangway | 10-15 years | - |
| Plastic floats | 8 to 10 years | Following completion of the repairs recommended in Section 3. |
| Mooring piles | 10+ years | - See Section 3.5 above |
| Deck timbers | 10+ years | - |
| East Main – Dock 3 | | |
| Plastic floats | 4 to 6 years | - |
| Deck timbers | 4 to 6 years | - |
| East Main – Dock 4 | | |
| Plastic floats | 4 to 6 years | Following completion of the repairs recommended in Section 3. |
| Deck timbers | 4 to 6 years | - |
| East Main – Dock 5 | | |
| Steel floats | 6 to 10 years | - |
| Deck timbers | 8 to 10 years | - |
| East Main – Dock 6 | | |



| Component | Estimated Residual Life | Comment |
|---------------------------------|-------------------------|---|
| Steel floats | 6 to 10 years | - |
| Deck timbers | 4 to 8 years | - |
| West Main – Main Dock | | |
| Abutment | 6 to 10 years | - |
| Gangway | 6 to 10 years | - |
| Plastic floats | 8 to 10 years | - |
| Mooring piles | 10+ years | - See Section 3.5 above |
| Deck timbers | 10+ years | - |
| West Main – Docks A to J | | |
| Plastic floats | 8 to 10 years | - |
| Mooring piles | 8 to 10 years | - See Section 3.5 above |
| Deck timbers | 8 to 10 years | Following completion of the repairs recommended in Section 3. |



5 SUMMARY AND COST ESTIMATES

On the basis of the inspection findings, Advisian considers that the Sugarloaf Marina dock facility is safe to use as intended within normal operational parameters, however, a repair program is recommended to maintain the facility in a safe and operable condition.

A summary of the recommended actions from Section 3, together with an order-of-magnitude cost estimates and time estimations are presented in Table 5-1. Where the recommendation in Section 3 is to “consider” a repair or replacement, the associated cost is not included in the estimate.

The time estimations for repairs or remediation are ranked in the following order:

- Immediate: Repairs or remediation to be completed within the next three months.
- Short Term: Repairs or remediation to be completed within the next two years.
- Long Term: Repairs or remediation to be complete within the next five years.

Table 5-1: Summary of Recommended Actions and Estimated Costs

| Item | Description | Order-of - Magnitude Estimated Cost (CAD\$) | Timing Estimation |
|------------------------------|--|--|----------------------|
| Docks 1 | | | |
| Abutment | Repair of crack and spalls in concrete | 1,000 | Short Term |
| Gangway | Replacement of anti-slip straps | 500 | Short Term |
| Floats | Install life rings | 500 | Immediate |
| | Install fire extinguishers | 500 | Immediate |
| Docks 2 | | | |
| | Replace landing dock float | 10,000 | Short Term |
| Floats | Install life rings | 500 | Immediate |
| | Install fire extinguishers | 500 | Immediate |
| Deck timbers | Replace t-end deck timber | 300 | Short Term |
| East Main – Main Dock | | | |
| Abutment | Repair of concrete spalls | 250 | Short Term |
| Gangway | Replacement of anti-slip straps | 500 | Short Term |



| Item | Description | Order-of - Magnitude Estimated Cost (CAD\$) | Timing Estimation |
|------------------------------|--|--|----------------------|
| Floats | Reposition and secure plastic float on landing dock | 500 | Immediate |
| Mooring piles | See Section 3.5 above. Costs only assumed for on-going maintenance or potential replacements of guides | 20,000 ¹ | Short Term |
| East Main – Dock 3 | | | |
| | Install life rings | 500 | Immediate |
| Floats | Install fire extinguishers | 500 | Immediate |
| | Repair finger / replace floats | 5,000 | Short Term |
| East Main – Dock 4 | | | |
| | Install life rings | 500 | Immediate |
| | Install fire extinguishers | 500 | Immediate |
| Floats | Repair finger / replace floats | 10,000 | Short Term |
| | Replace steel frame structure in all floats / resecure floats | 15,000 | Short Term |
| | Secure float connections | 5,000 | Short Term |
| East Main – Dock 5 | | | |
| Floats | Install life rings | 500 | Immediate |
| | Install fire extinguishers | 500 | Immediate |
| East Main – Dock 6 | | | |
| | Install life rings | 500 | Immediate |
| Floats | Install fire extinguishers | 500 | Immediate |
| | Secure float connections | 1,500 | Short Term |
| West Main – Main Dock | | | |
| Gangway | Replacement of anti-slip straps | 500 | Short Term |
| Floats | Secure hand railing at picnic dock D-E | 250 | Immediate |
| | Repair dock / replace floats (end | 10,000 | Short Term |



| Item | Description | Order-of - Magnitude Estimated Cost (CAD\$) | Timing Estimation |
|----------------------------|--|--|----------------------|
| | section) | | |
| Mooring piles | See Section 3.5 above. Costs only assumed for on-going maintenance or potential replacements of guides | 30,000 ¹ | Short Term |
| West Main – Docks A | | | |
| Floats | Replace lights | 200 | Short Term |
| Mooring piles | See Above | | Short Term |
| Deck timbers | Replace deck timber at slip 11 | 300 | Immediate |
| | Repair cleat rail at south end | 250 | Short Term |
| West Main – Docks B | | | |
| Mooring piles | See Above | | Short Term |
| Deck timbers | Replace deck timber at slip 38 | 300 | Immediate |
| West Main – Docks C | | | |
| Floats | Secure float connections | 1,500 | Short Term |
| Mooring piles | See Above | | Short Term |
| | Secure cover plate at pile C9 | 250 | Short Term |
| West Main – Docks D | | | |
| Mooring piles | See Above | | Short Term |
| West Main – Docks E | | | |
| Floats | Repair fingers / replace floats | 20,000 | Short Term |
| | Replace life ring at slip 19 | 100 | Immediate |
| Mooring piles | See Above | | |
| | Remove pile E21 or drive to original depth | 7,500 | Short Term |
| West Main – Docks F | | | |
| Floats | Install fire extinguisher in pole at slip 42. | 100 | Immediate |



| Item | Description | Order-of - Magnitude Estimated Cost (CAD\$) | Timing Estimation |
|-----------------------------|--|--|----------------------|
| | Repair fingers / replace floats | 5,000 | Short Term |
| Mooring piles | See Above | | Short Term |
| West Main – Docks G | | | |
| Floats | Secure float connections | 1,500 | Short Term |
| Mooring piles | See Above | | Short Term |
| West Main – Docks H | | | |
| Mooring piles | See Above | | Short Term |
| West Main – Docks I | | | |
| Mooring piles | See Above | | Short Term |
| West Main – Docks J | | | |
| Floats | Replace launching ramps | 15,000 | Immediate |
| | Secure float connections | 1,500 | Short Term |
| Mooring piles | See Above | | Short Term |
| Deck timbers | Allowance for removal of moss build-up | 2,000 | Long Term |
| Subtotal | | | - |
| Contingency (10%) | | | - |
| Total Estimated Cost | | | - |

In reviewing the above estimated costs, note the following:

- The estimate is based on in-house experience and budget price quotations from local contractors and suppliers for similar projects and assumes a competitive bidding process.
- The estimate is in Canadian dollars and is based on prices at the 3rd quarter 2017.
- The estimate is based on replacement of structural elements with those of similar type and size.
- The estimate does not include:
 - Contractor mobilization
 - Any applicable taxes



- Escalation
 - Costs to obtain environmental assessments, permits of any kind, or other regulatory approvals
 - Allowances for on-going future maintenance, upgrades, or further remedial measures unless indicated
 - Project management or Owner’s costs
- Subtotals and totals may be rounded to be reflective of the level of accuracy of the cost estimate.
 - A contingency allowance is included to cover undefined items. This contingency is not a reflection of the accuracy of the estimate, but covers items of work which will have to be performed, and elements of cost which will be incurred, but which are not explicitly detailed or described due to the level of engineering and estimating which has been completed to date.
- ¹ All costs for the repairs recommended to the pile attachments have been summarised for each main location. Further discussion with the Owner is required to determine the future course of action and the timing of repairs. We recommend long-term replacement of the pile and pile guide system with on – going guide replacement and maintenance.



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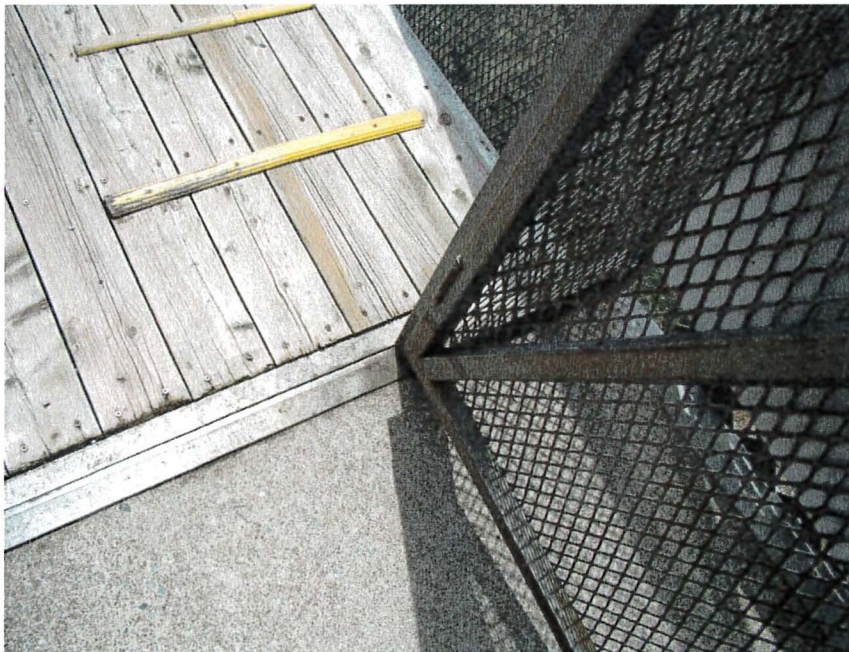
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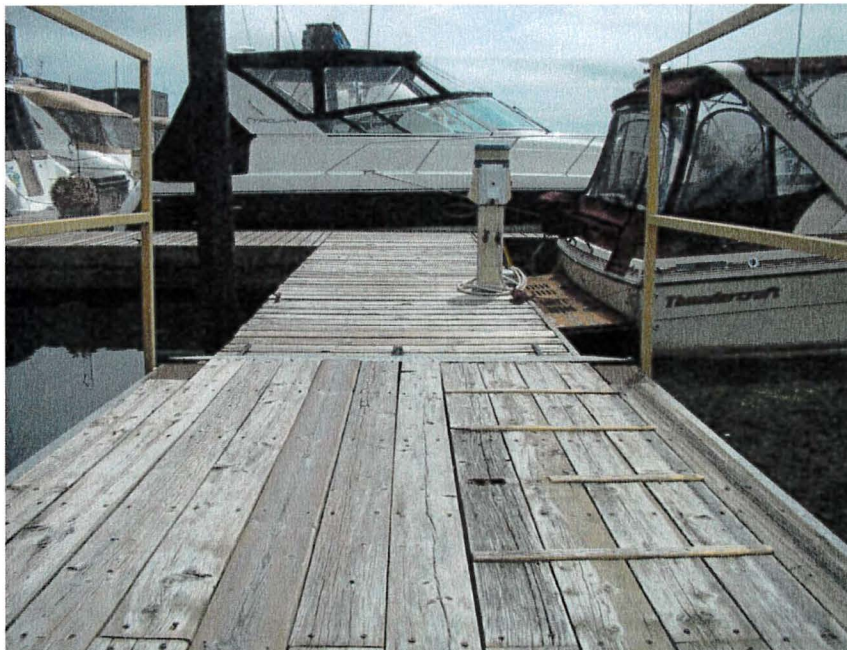
Photograph 1: Dock 1 – Access Gate. Front View



Photograph 2: Dock 1 – Access Gate. Minor Corrosion on Hinges and Truss



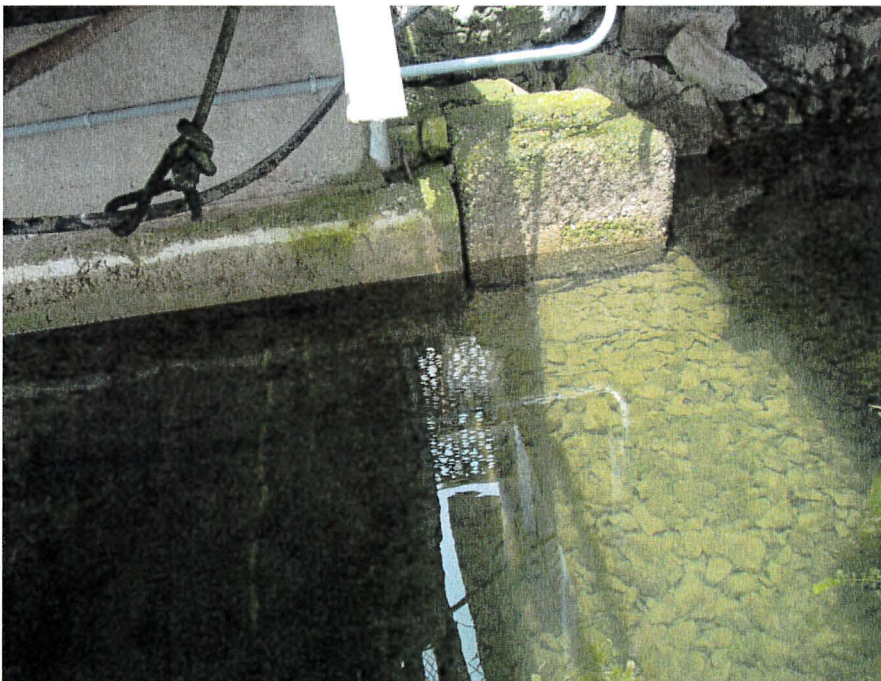
Photograph 3: Dock 1 – Access Gangway. General View.



Photograph 4: Dock 1 – Access Gangway. Anti-slip Strap Section Missing



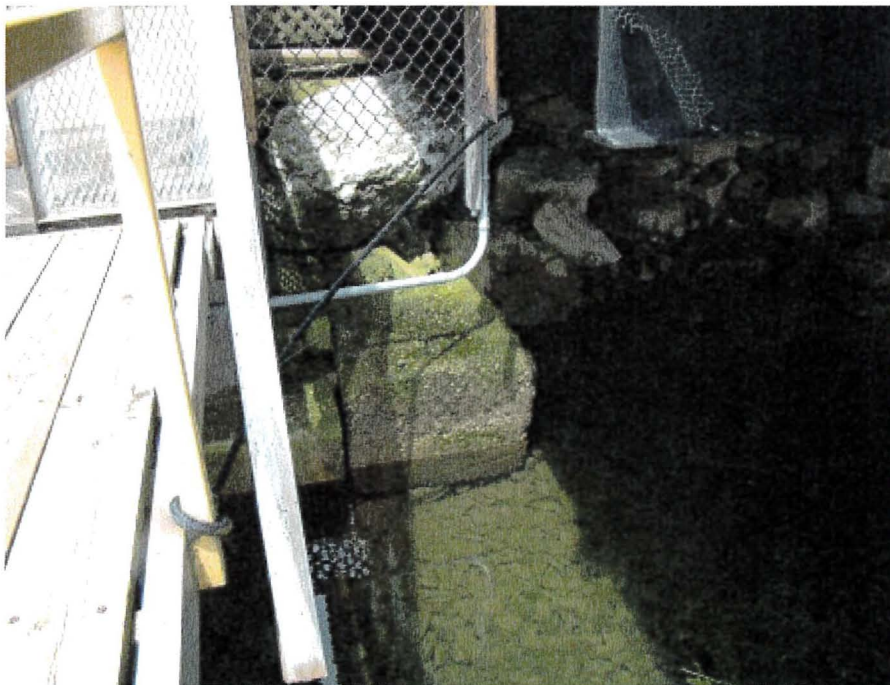
Photograph 5: Dock 1 – Abutment. Front View. Moss Build-up



Photograph 6: Dock 1 – Abutment. Easter Side. Spalling and Moss Build-up. Rebar Exposed



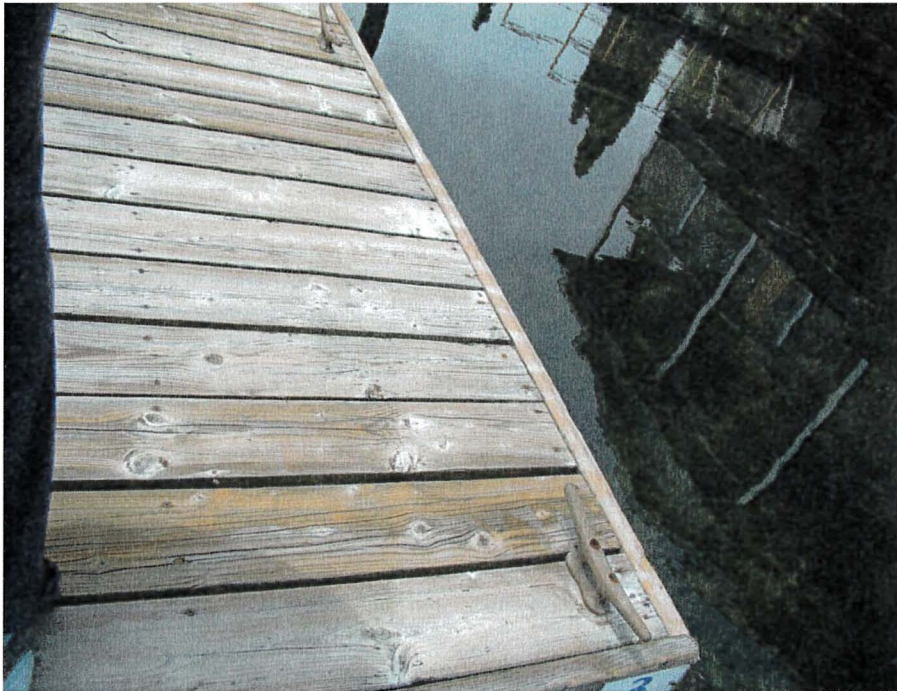
Photograph 7: Dock 1 – Abutment. NW Corner. Minor Cracks on the Concrete Surface



Photograph 8: Dock 1 – Access Gangway. Superficial Corrosion on Aluminium Supporting Structure



Photograph 9: Dock 1 – Access Gangway. Superficial Corrosion on Steel Beam and Roller Guides



Photograph 10: Dock 1 – Finger 3/5. Timber discoloration



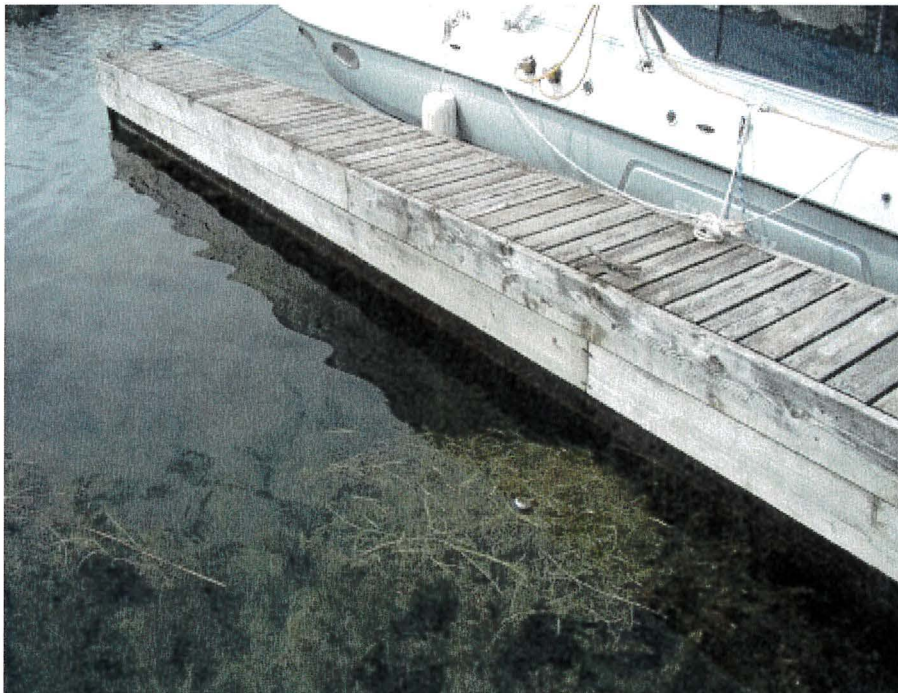
Photograph 11: Dock 1 – Finger 3/5. Bitts with Rusting in the Head of Anchorage Bolts



Photograph 12: Dock 1 – Finger 12/14. Moss Build-up. Surface Corrosion on Steel Cylinder Float



Photograph 13: Dock 1 – Finger 15/17. Timber discoloration



Photograph 14: Dock 1 – Finger 16/18. Timber Discoloration



Photograph 15: Dock 1 – Access to Finger 23/25. Timber Discoloration and Moss Build-up



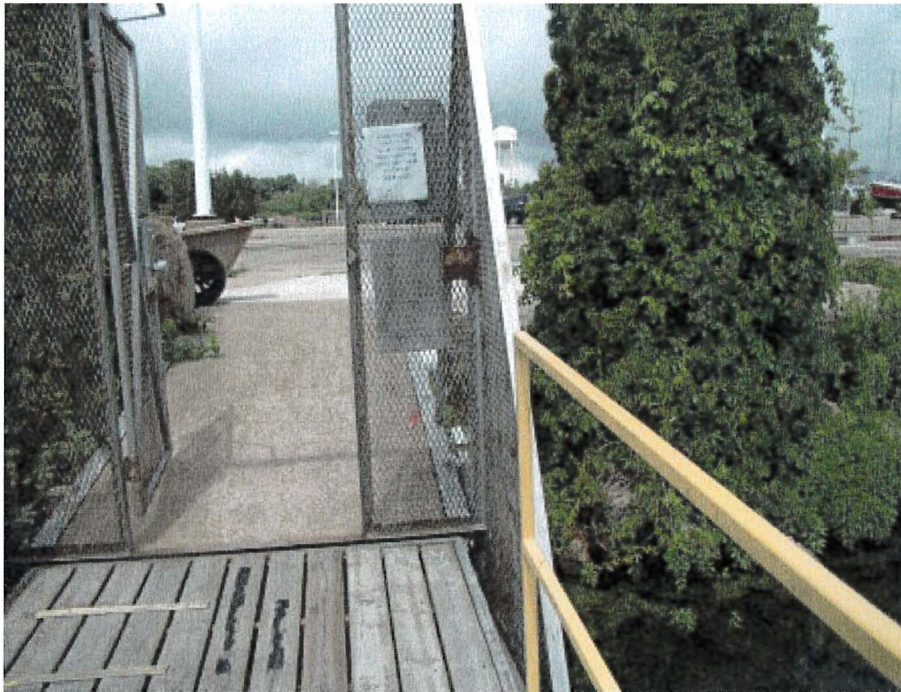
Photograph 16: Dock 1 – Finger 24/26. Surface Corrosion on Steel Cylinder Floats



Photograph 17: Dock 2 – Access Gate. Front View



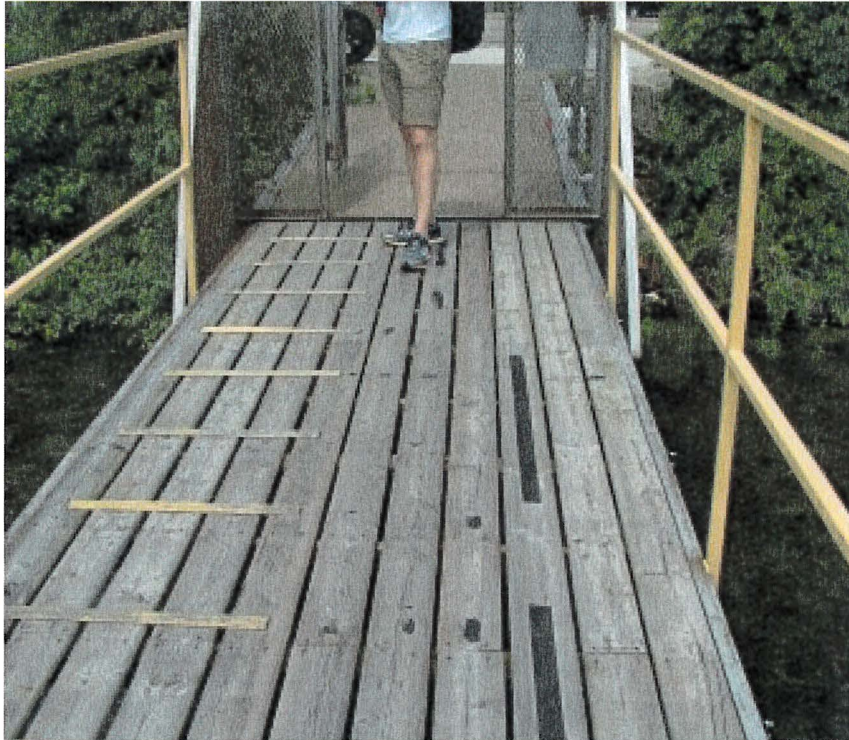
Photograph 18: Dock 2 – Abutment. Moderate Spalling



Photograph 19: Dock 2 – Access Gate. Minor Corrosion in Bolted Connections, Hinges and Truss



Photograph 20: Dock 2 – Access Gangway. Signs of Corrosion in the Base Plate



Photograph 21: Dock 2 – Access Gangway. Minor Corrosion on the Aluminium Supporting Structure



Photograph 22: Dock 2 – Access Gangway. Loss of Buoyancy. Signs of swamping/rotting



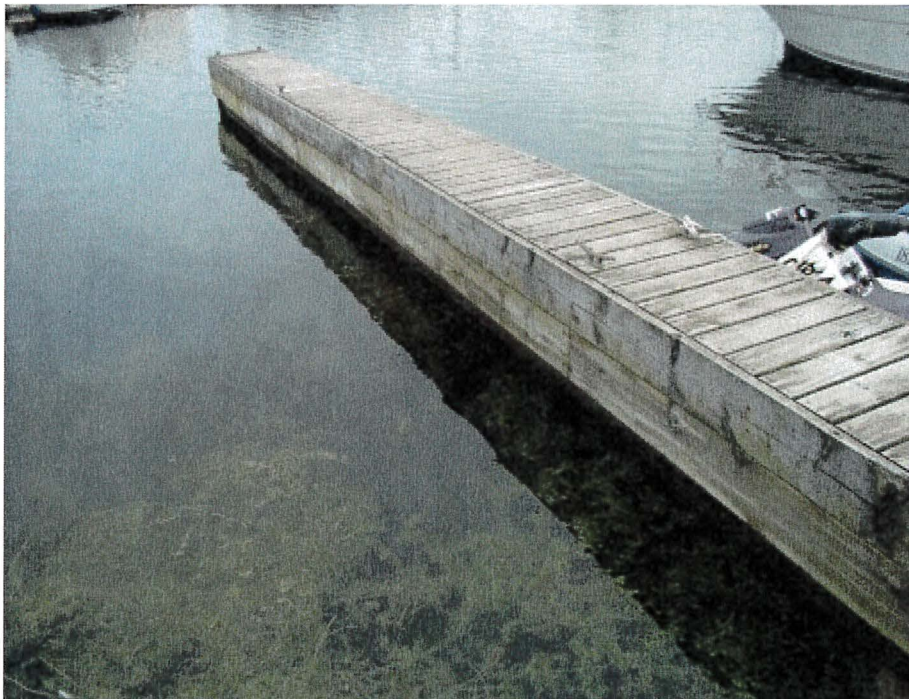
Photograph 23: Dock 2 – Access Gangway. Corroded Reception Steel Beam



Photograph 24: Dock 2 – Timber Discoloration and Moss Build-up



Photograph 25: Dock 2 – Finger 3/5. Surface Corrosion on Steel Beam underneath the Timber Deck



Photograph 26: Dock 2 – Finger 7/9. Timber Discoloration



Photograph 27: Dock 2 – Finger 16/18. Moss Build-up. Surface Corrosion on Steel Cylinder Floats



Photograph 28: Dock 2 –Finger 20/22. Timber Discoloration



Photograph 29: Dock 2 – Finger 24/26. Edge of the deck. Rotten Timber



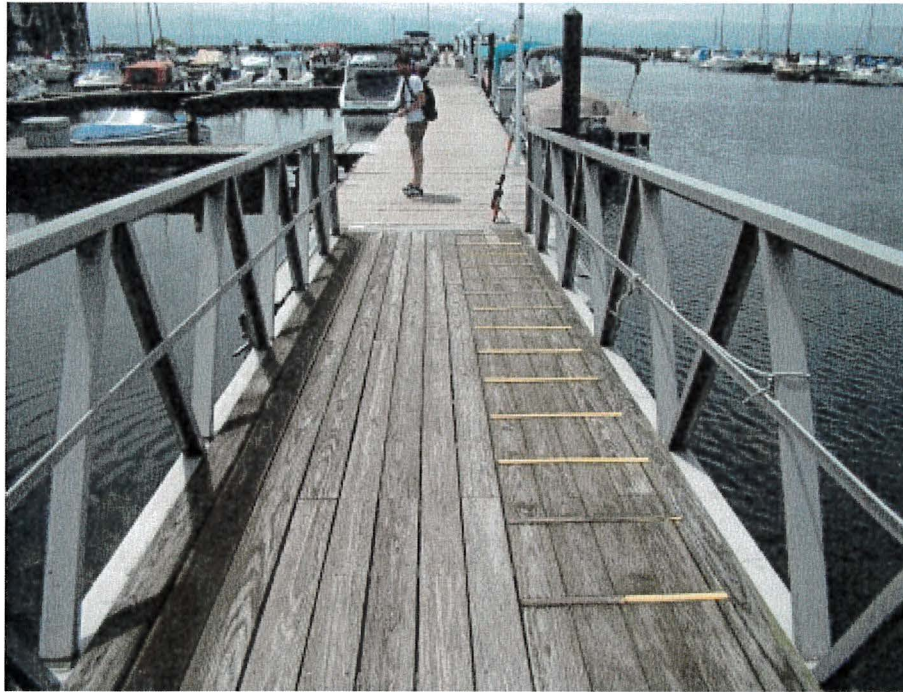
Photograph 30: East Main – Access Gate. Front View



Photograph 31: East Main – Access Gate. Minor Signs of Corrosion in the Sheet of the Sill and Bolts



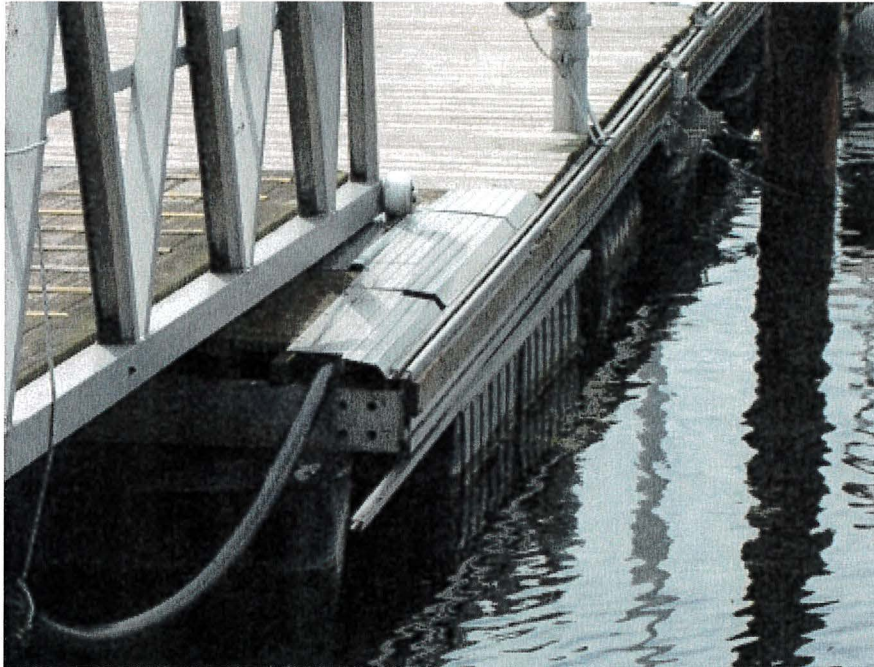
Photograph 32: East Main – Abutment. Desintegration on Top Face of the Connecting Slab



Photograph 33: East Main – Access Gangway. Anti-slip Strap Sections Damaged



Photograph 34: East Main – Access Gangway. Loss of some Stringers



Photograph 35: East Main – Access Gangway. Landing Dock with First Plastic Float (West Side) Shifted



Photograph 36: East Main – Pile 1. Steel Wire instead of Pile Guide. Moss Build-up



Photograph 37: East Main – Picnic Dock. Differential Elevation between Inner and Outer Sides



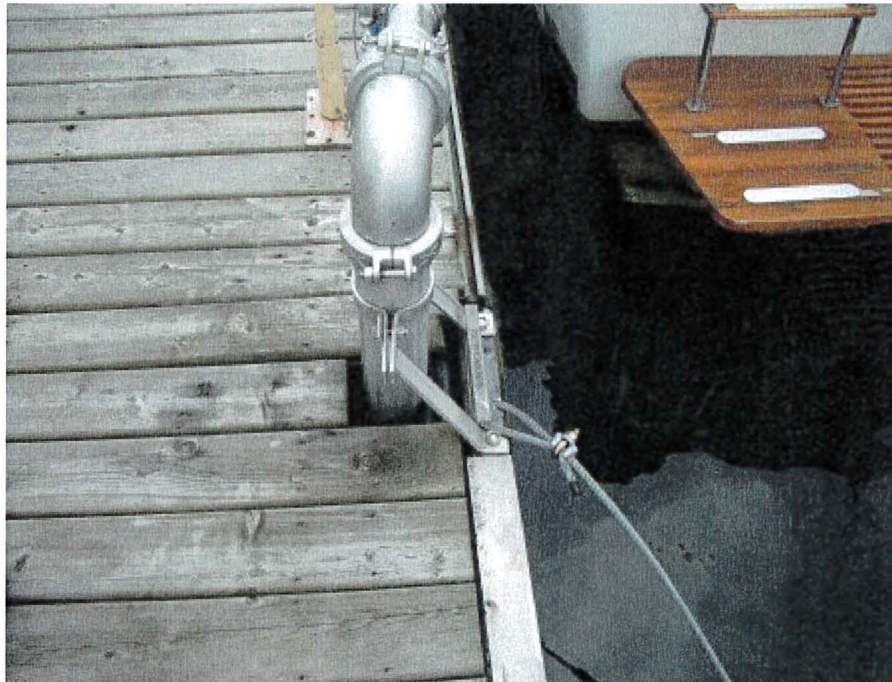
Photograph 38: East Main – Picnic Dock. Moderate Moss Build-up in Deck Timbers and Furniture



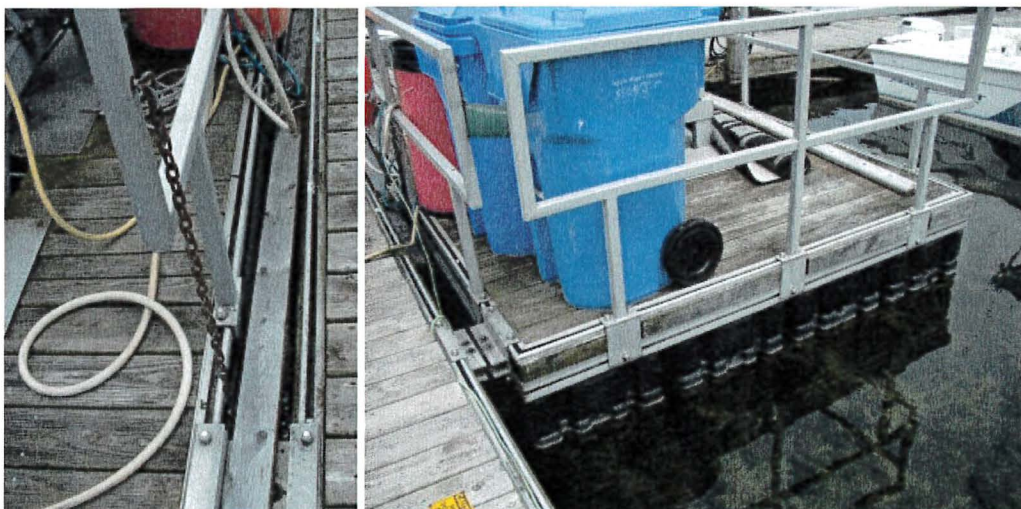
Photograph 39: East Main – Picnic Dock. Minor Superficial Corrosion on Steel Tubular Floats and Bolts



Photograph 40: East Main – Pile 4. Steel Wire instead of Pile Guide. Anchored to the Cleat Channel



Photograph 41: East Main – Pile 5. Steel Wire instead of Pile Guide. Anchored to the Cleat Channel



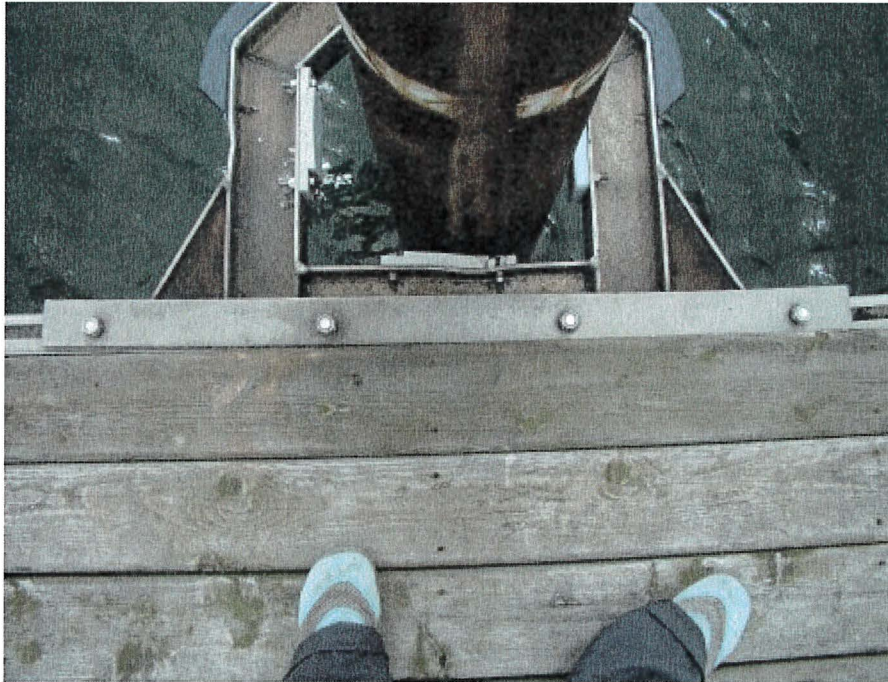
Photograph 42: East Main – Electrical Panel Floats. Minor Corrosion on Steel Chain and Moss Build-up



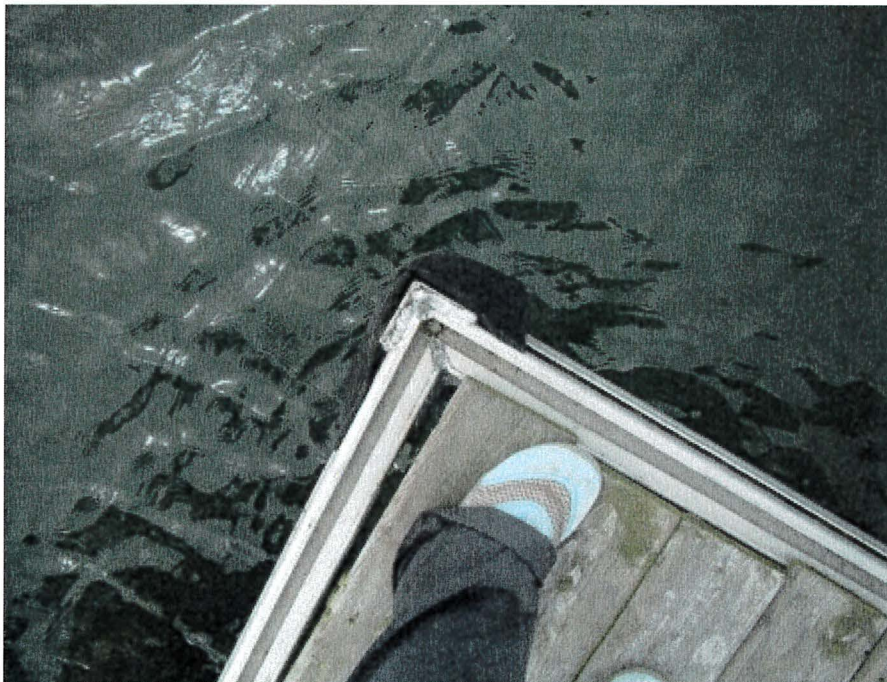
Photograph 43: East Main – Electrical Panel Float. Differential Elevation between Inner and Outer Side



Photograph 44: East Main – Final Section. Different Float Types on Left and Right Sides. No Life Rings. No Fire Extinguishers



Photograph 45: East Main – Pile-End. Inner Side of Pile Guide Buckled. Pad is worn



Photograph 46: East Main – Corner Rubber Fender on Main End Damaged



Photograph 47: East Main – Dock 3. Heavy Moss Build-up in Timber Supporting the Steel Truss



Photograph 48: East Main – Dock 3. General Corrosion of Steel Truss Supporting the Timber Deck



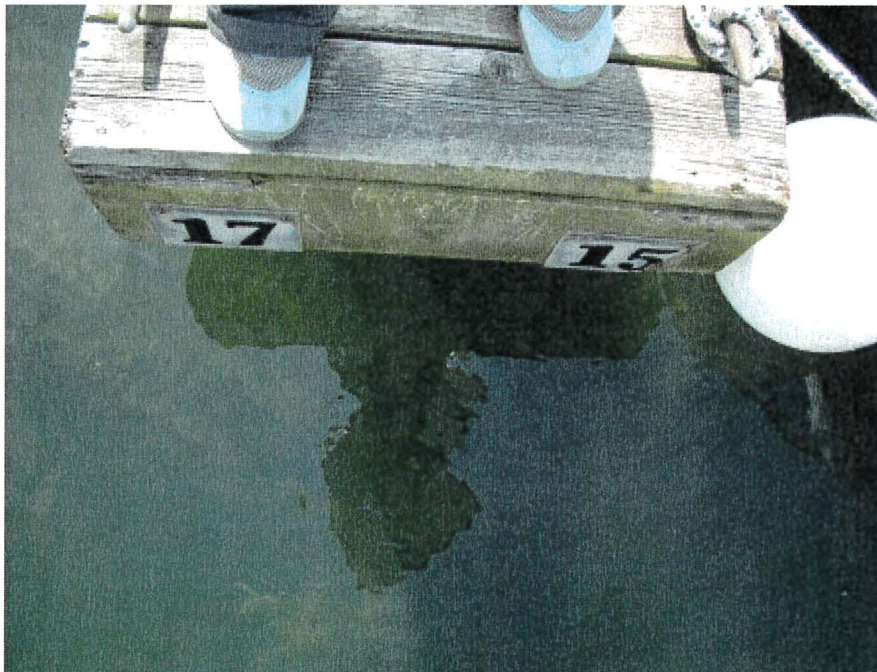
Photograph 49: East Main – Dock 3. Minor Deformation of Bottom chord of Steel Truss



Photograph 50: East Main – Dock 3. Moderate Moss Build-up



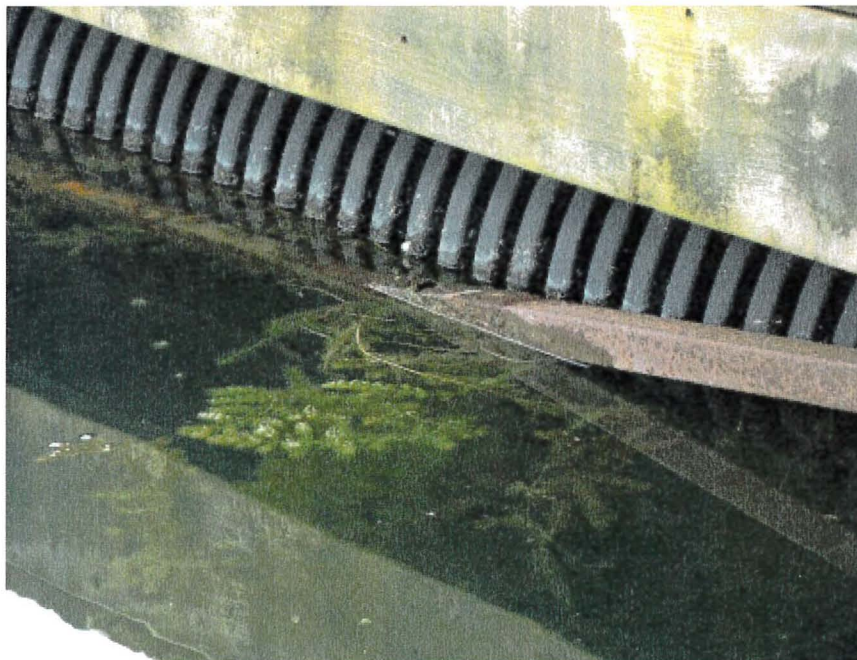
Photograph 51: East Main – Dock 3. Moderate Corrosion in most Bolted Connections between Floats



Photograph 52: East Main – Dock 4. Moderate Moss Build-up



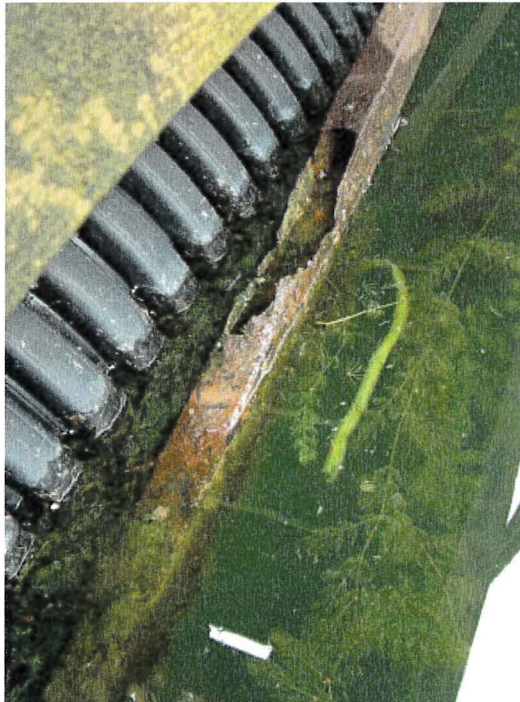
Photograph 53: East Main – Dock 4. Moderate to Heavy Corrosion of Steel Frame for Tubular Plastic Floats



Photograph 54: East Main – Dock 4. Moderate to Heavy Corrosion of Steel Frame for Tubular Plastic Floats (2)



Photograph 55: East Main – Dock 4. Moderate to Heavy Corrosion of Steel Frame for Tubular Plastic Floats (3)





Photograph 56: East Main – Dock 4. Moderate to Heavy Corrosion of Steel Frame for Tubular Plastic Floats (4)



Photograph 57: East Main – Dock 4. Moderate to Heavy Corrosion of Steel Frame for Tubular Plastic Floats (5)



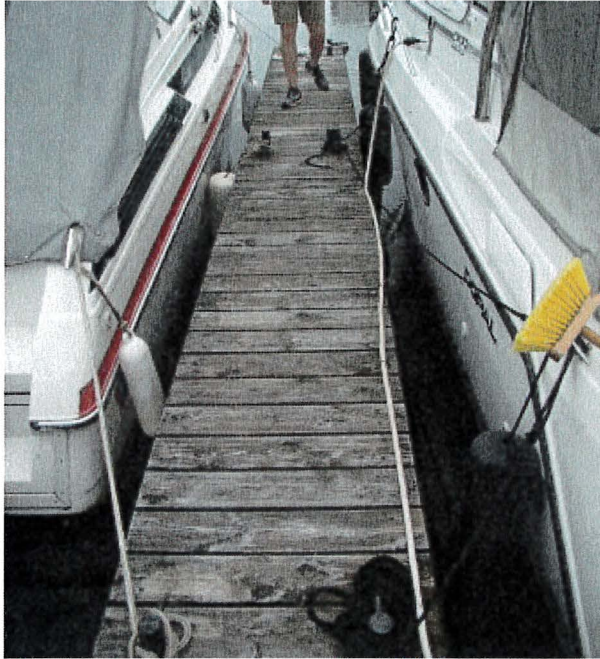
Photograph 58: East Main – Dock 4. Moderate Corrosion in Most Bolted Connections between Floats



Photograph 59: East Main – Dock 5. Moss Build-up



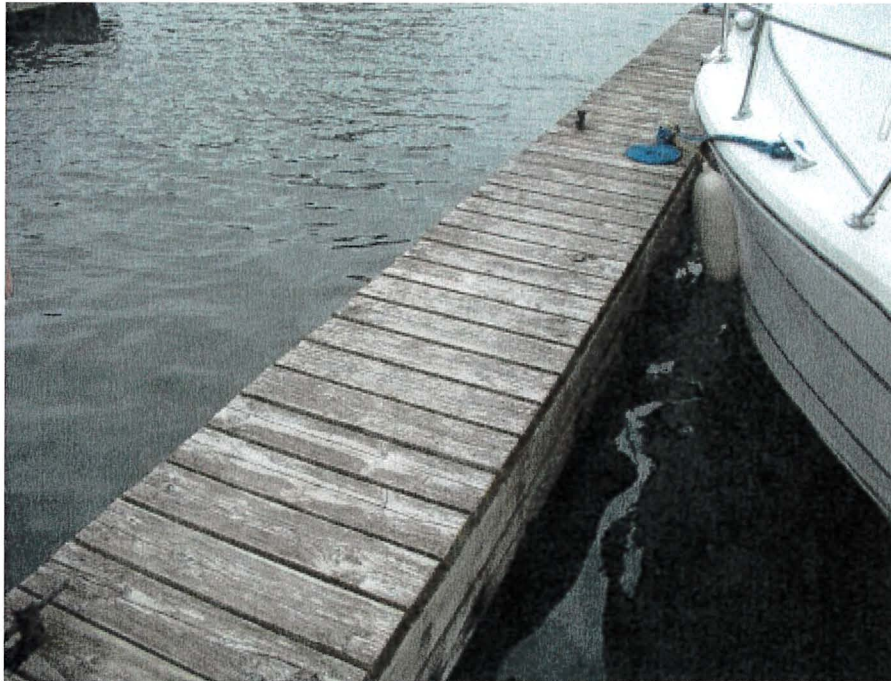
Photograph 60: East Main – Dock 5. Minor Surface Corrosion on Steel Floats



Photograph 61: East Main – Dock 5. Width between Bitts Restricts Accessibility



Photograph 62: East Main – Dock 6. Minor Surface Corrosion on Steel Floats



Photograph 63: East Main – Dock 6. Width between Bitts Restricts Accessibility and Handling of Equipment



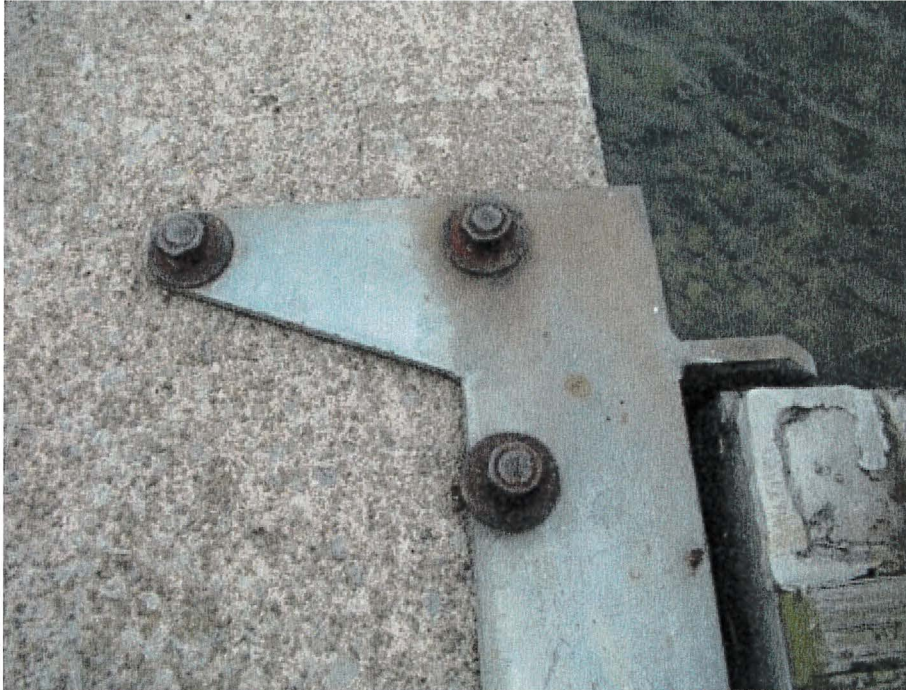
Photograph 64: East Main – Dock 6. Moderate Wear and Rot on Deck Timbers



Photograph 65: East Main – Dock 6. Differential Settlement (1 inch) and Gap (2 inches) at Dock-Finger Joint



Photograph 66: West Main – Access Gate. Front View. Minor Corrosion on Hinges and Truss



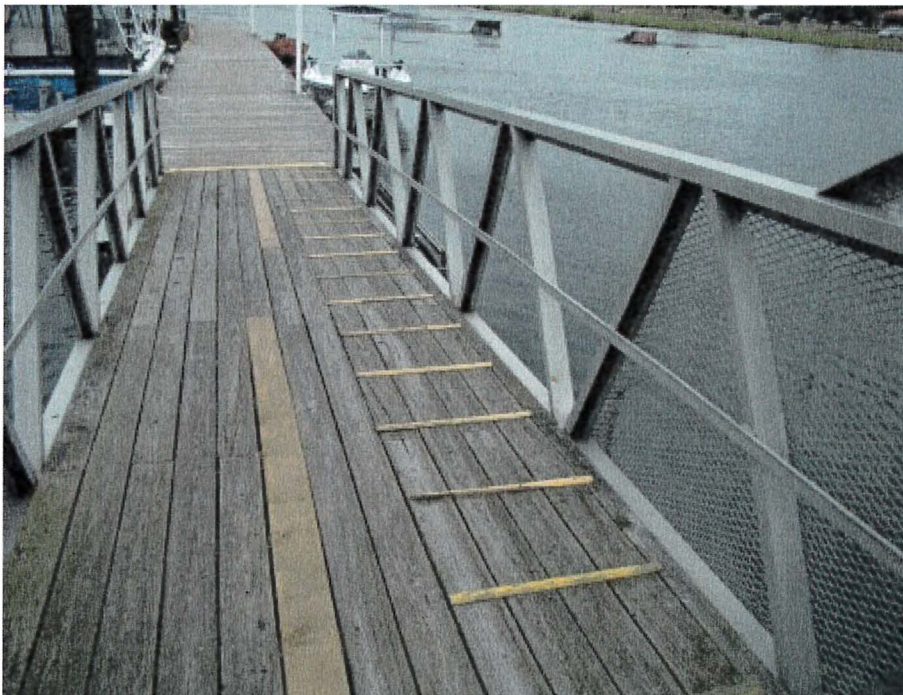
Photograph 67: West Main – Access Gate. Minor Corrosion on Bolted Connections



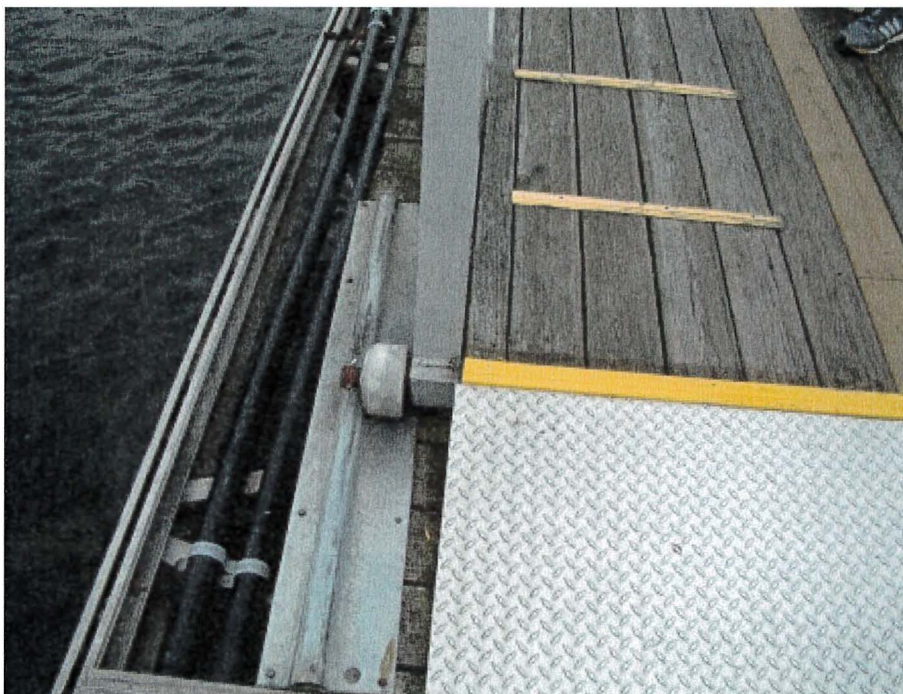
Photograph 68: West Main – Access Gangway. General View



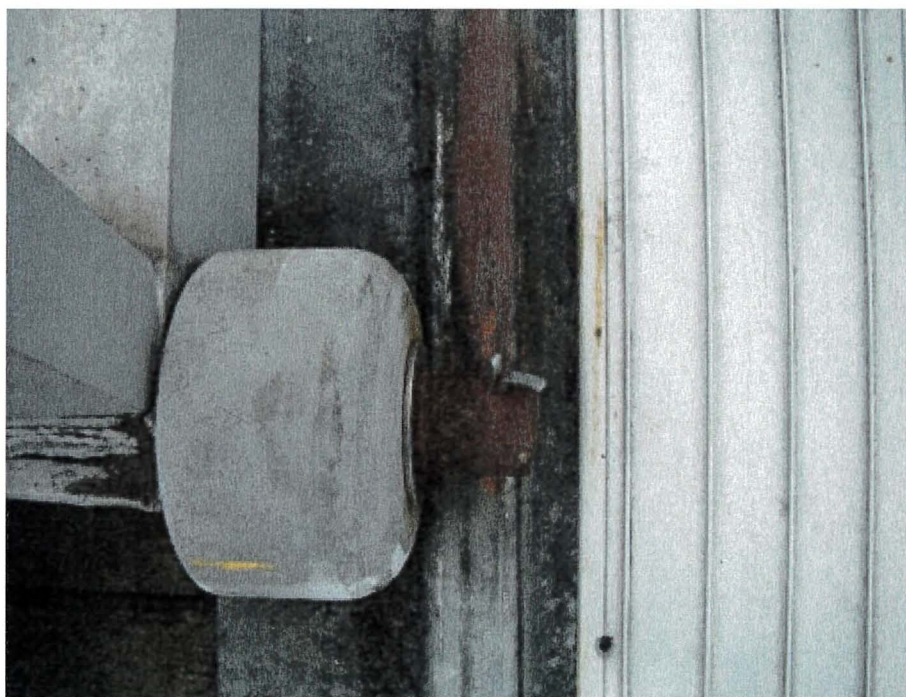
Photograph 69: West Main – Access Gate. Left Side View. Spalling on Concrete Abutment



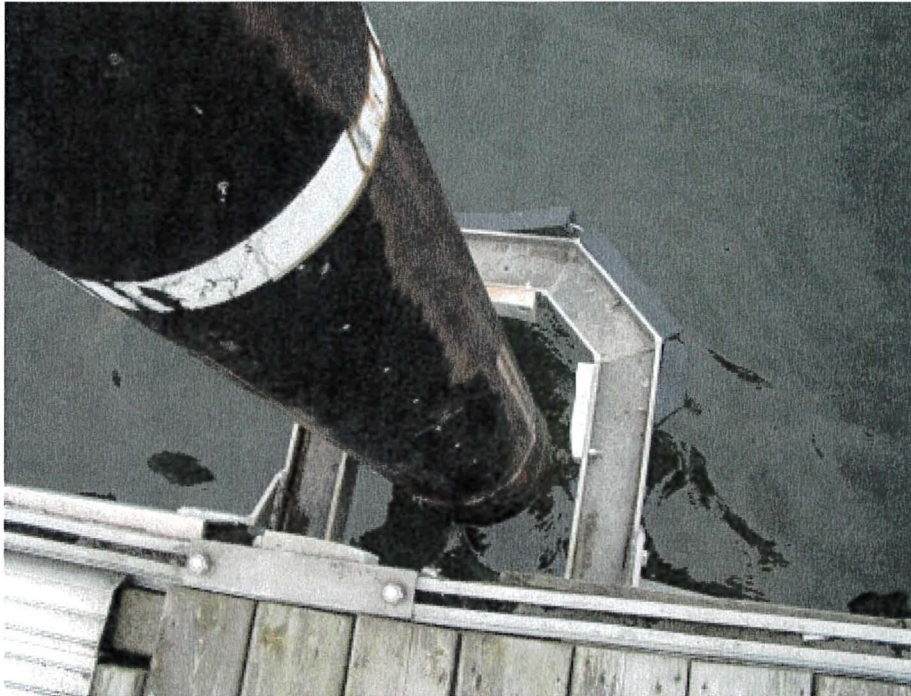
Photograph 70: West Main – Access Gangway. Anti-slip Strap Section Missing



Photograph 71: West Main – Access Gangway. Minor Superficial Corrosion on Rollers



Photograph 72: West Main – Access Gangway. Minor Superficial Corrosion on Roller Guides



Photograph 73: West Main – Pile 1. Rubber Fender Damaged



Photograph 74: West Main – Pile 2. Steel Wire instead of Pile Guide



Photograph 75: West Main – Pile 3. Steel Wire instead of Pile Guide



Photograph 76: West Main – Pile A-B. Rubber Fender Damaged



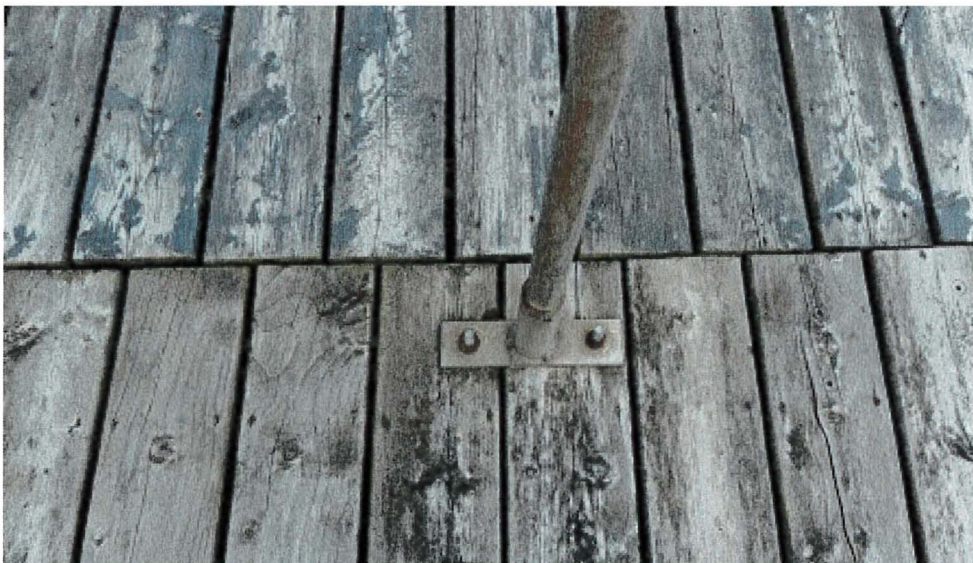
Photograph 77: West Main – Pile B-C. Rubber Fender Damaged and Inner Pads with Moderate Wear



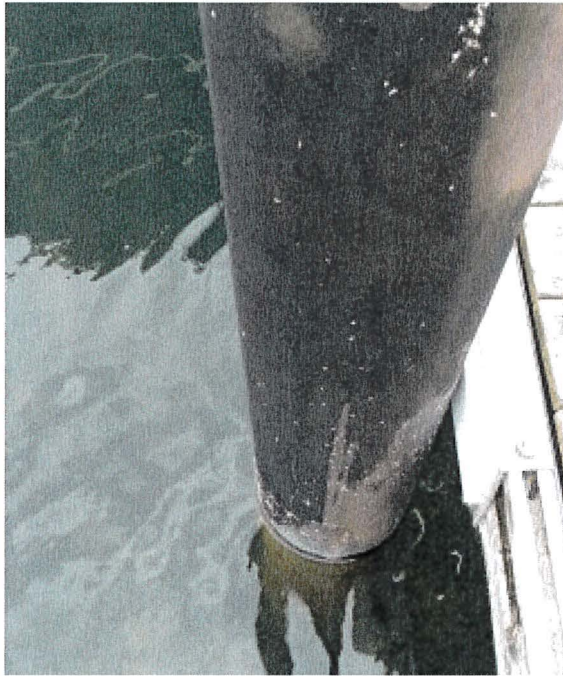
Photograph 78: West Main – Pile C-D. Rubber Fender Damaged and Inner Pads with Moderate Wear



Photograph 79: West Main – Picnic Dock D-E. Different Settlement between Outer and Inner Sides



Photograph 80: West Main – Picnic Dock D-E. Minor Corrosion on Steel Support Structure and Handrailing Bolts



Photograph 81: West Main – Pile D-E. Loss of Pile Guide



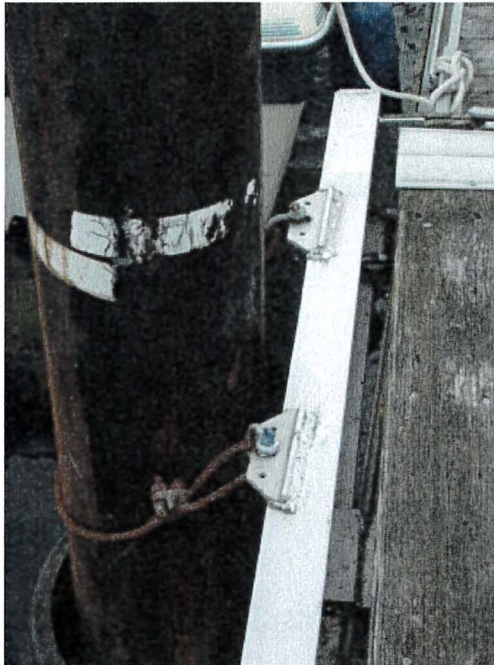
Photograph 82: West Main – Dock A. 3 Light Poles with Lights Missing



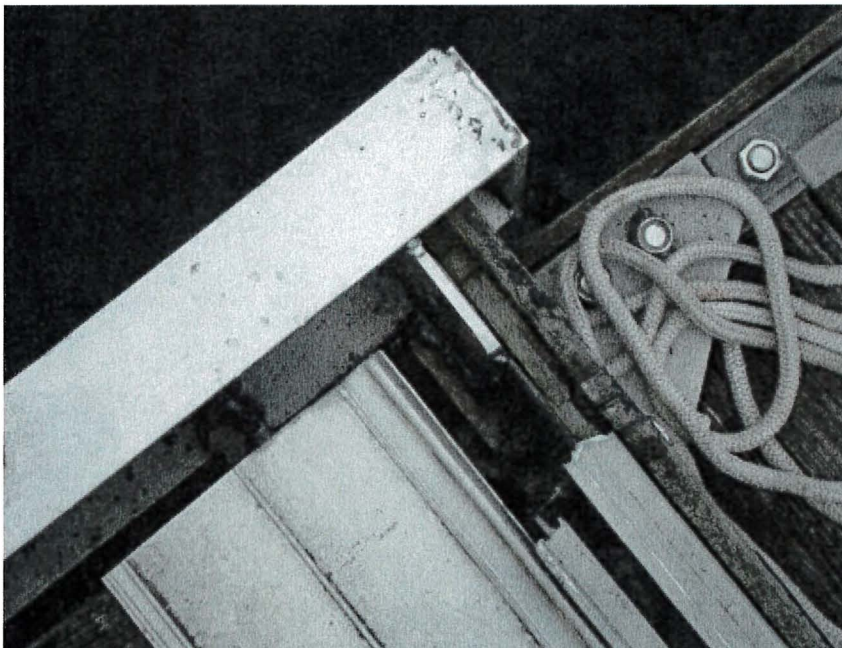
Photograph 83: West Main – Dock A. Pile 7. Steel Wire instead of Pile Guide. Welded Capping U Section Failed



Photograph 84: West Main – Dock A. Pile 15. Steel Wire instead of Pile Guide. Welded Capping U Section Failed



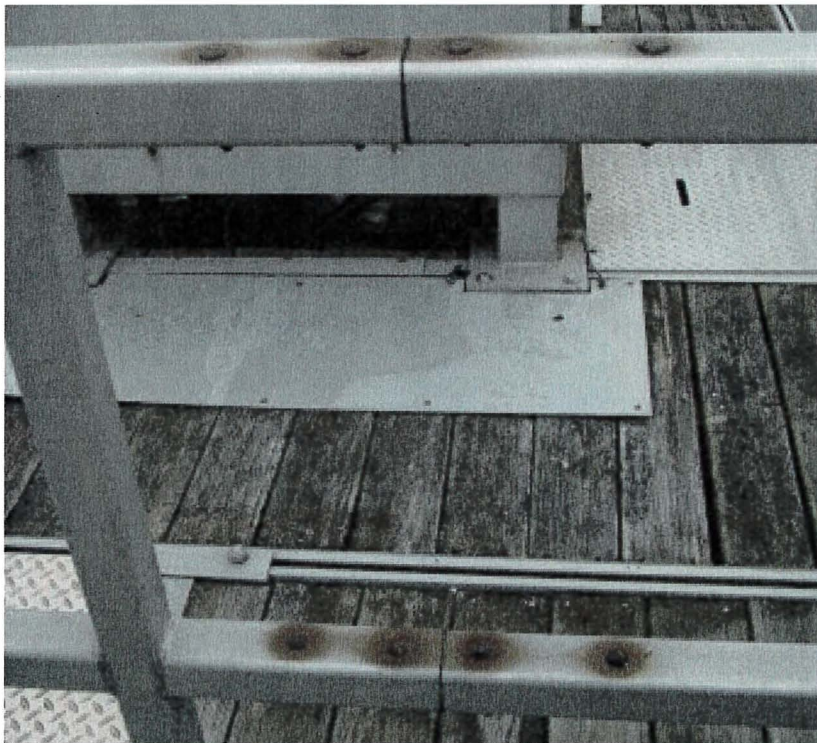
Photograph 85: West Main – Dock A. Pile-End. Steel Wire instead of Pile Guide



Photograph 86: West Main – Dock A. Cleat Rail Cross Section Loss on South End



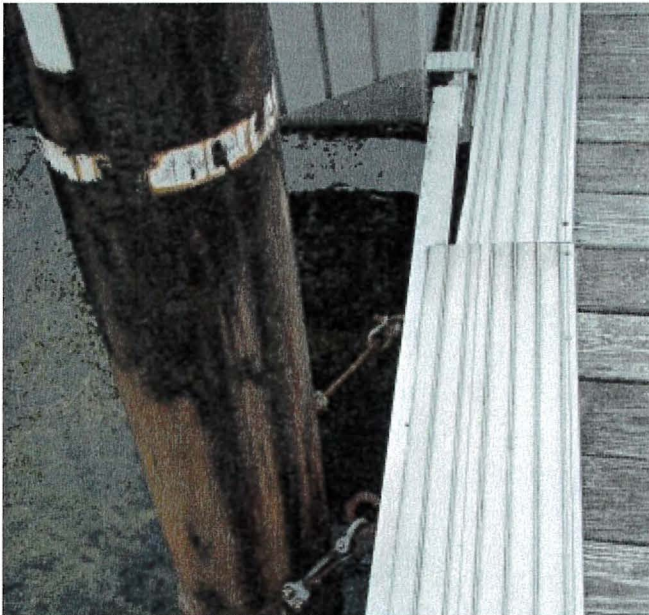
Photograph 87: West Main – Dock A. Deck Timber Minor Splintering by Slip 11



Photograph 88: West Main – Dock B. Minor Corrosion on Handrailing Bolts



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Photograph 90: West Main – Dock B. Pile 3. Steel Wire instead of Pile Guide. Welded U Section without Bearing Pad



Photograph 91: West Main – Dock B. Moss Build-up on some Side Stringers



Photograph 92: West Main – Dock B. Moss Build-up on some Deck Timbers. Rotten Deck Timber (Slip 38)



Photograph 93: West Main – Dock B. Pile 9. Steel Wire instead of Pile Guide.



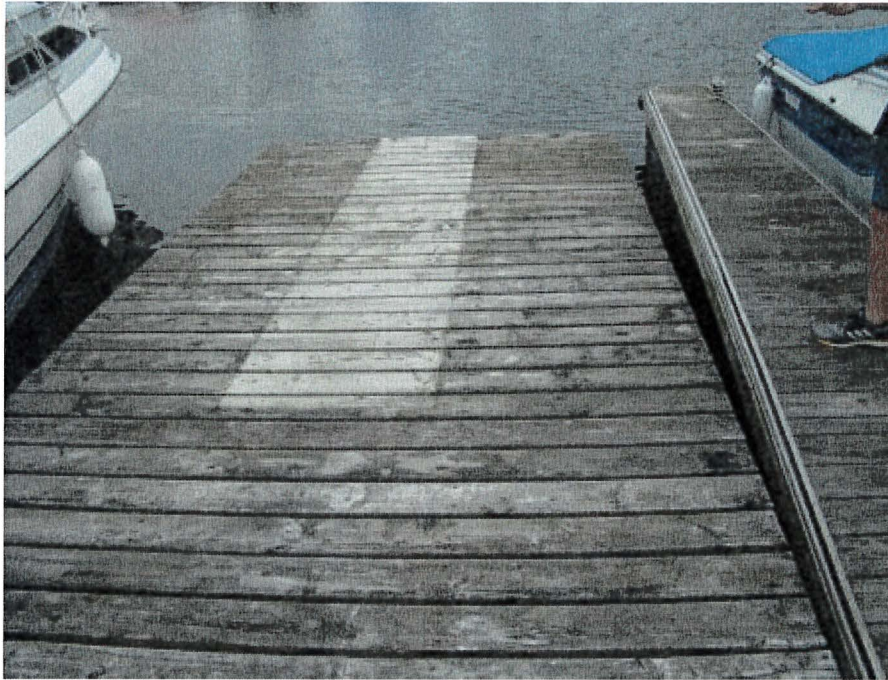
Photograph 94: West Main – Dock B. Pile 15. Steel Wire instead of Pile Guide.



Photograph 95: West Main – Dock B. Pile-End. Inner Pads with Moderate Wear



Photograph 96: West Main – Dock B. Corroded Bolt Washers at Slip 23



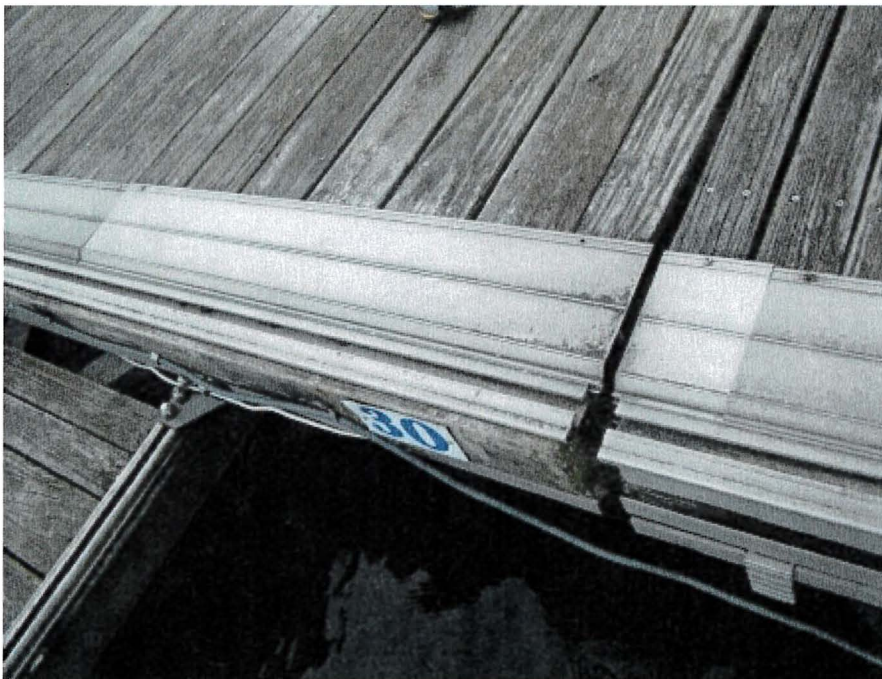
Photograph 97: West Main – Dock B. Boat Launch on Slip 32 without Floats on the sides.



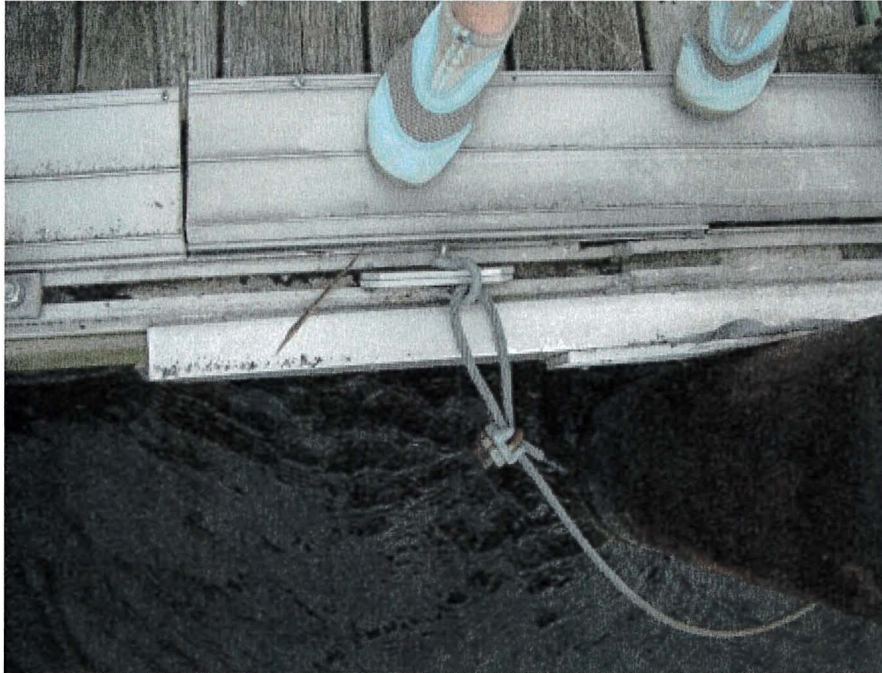
Photograph 98: West Main – Dock C. Moss Build-up on some Deck Timbers and Side Stringers



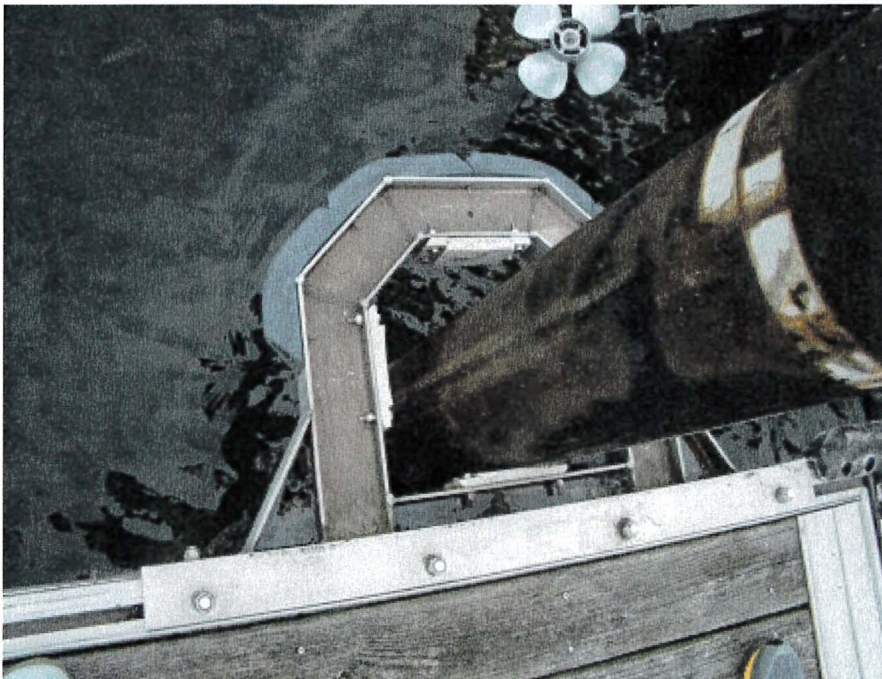
Photograph 99: West Main – Dock C. Pile 5. Steel Wire instead of Pile Guide



Photograph 100: West Main – Dock C. Potential Trip Hazard due to the Float Sections Loss by Slip 30



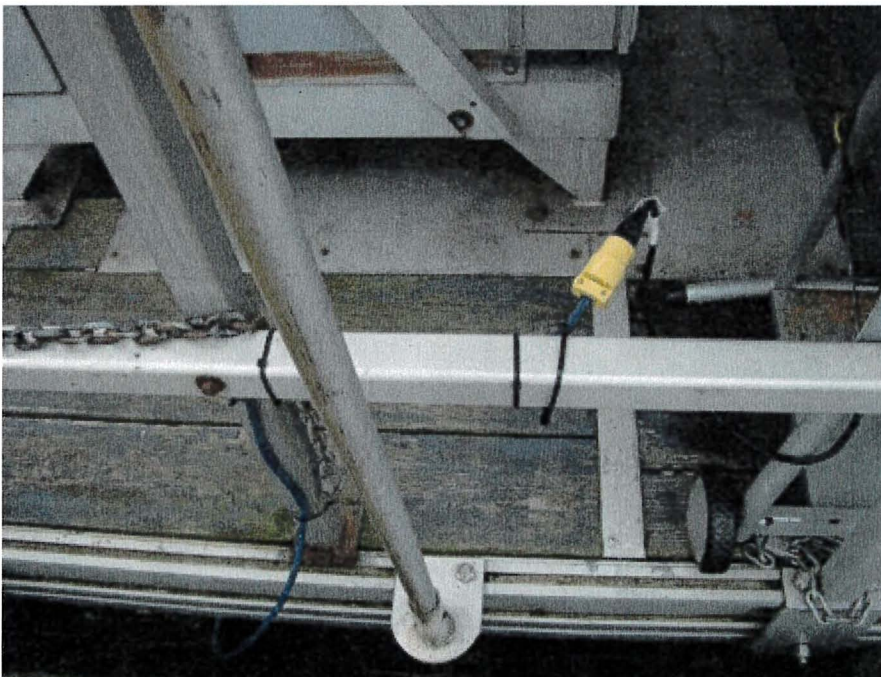
Photograph 101: West Main – Dock C. Welded U Section Damaged and Cover Plate Moved



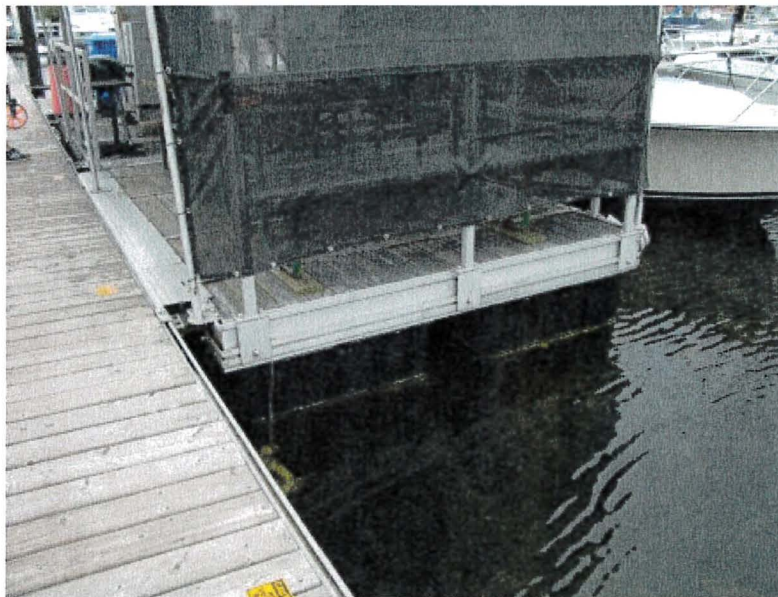
Photograph 102: West Main – Dock C. Pile-End. Worn Pad and Rubber Fender Damaged



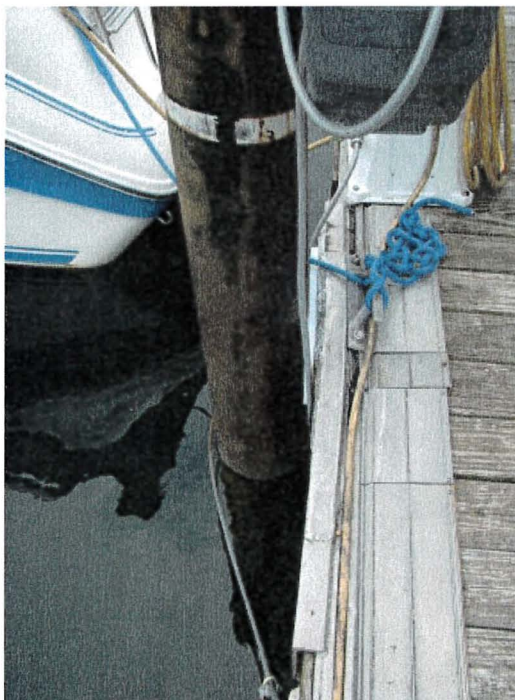
Photograph 103: West Main – Dock C. Picnic Dock. General Moss Build-up



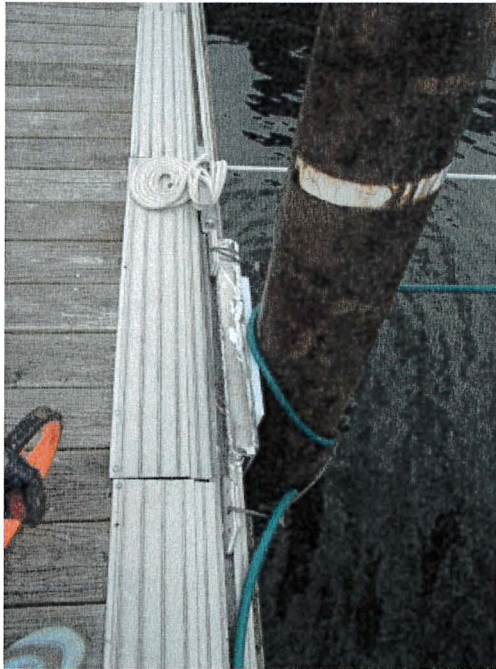
Photograph 104: West Main – Dock C. Picnic Dock. Minor Corrosion on Handrailing Bolts and Cover Frame Structure



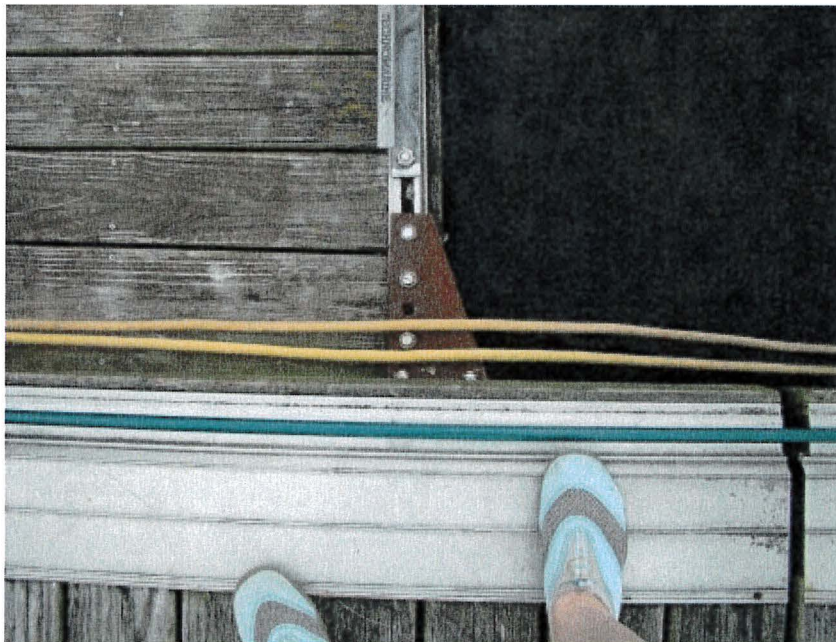
Photograph 105: West Main – Dock C. Picnic Dock. Differential Settlement from Centre to South End



Photograph 106: West Main – Dock D. Pile 5. Steel Wire instead of Pile Guide. Welded Capping U Section failed



Photograph 107: West Main – Dock D. Pile 7. Steel Wire instead of Pile Guide



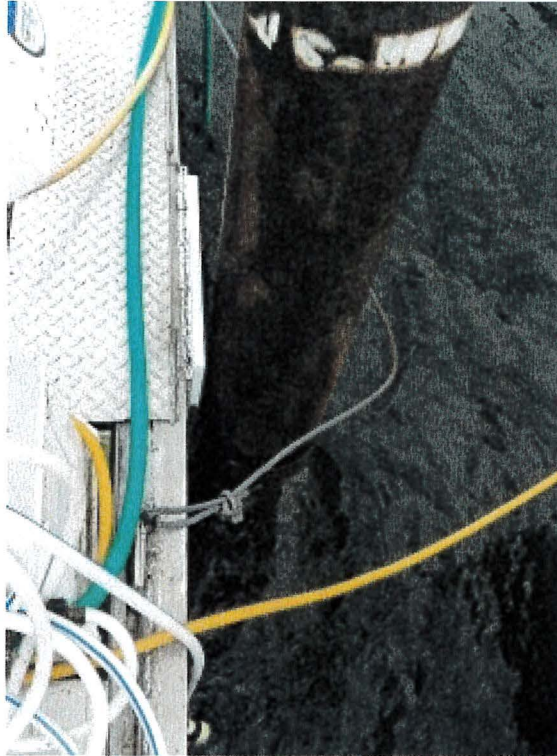
Photograph 108: West Main – Dock D. Steel Base Plate Corroded in Finger 8/9



Photograph 109: West Main – Dock D. Pile 11. Steel Wire instead of Pile Guide



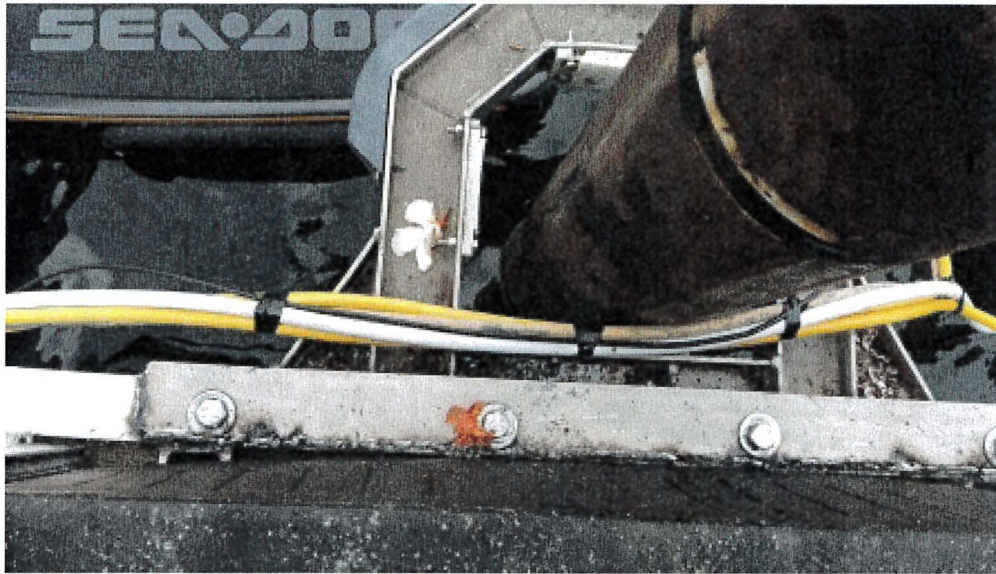
Photograph 110: West Main – Dock D. Base Plates Corroded in Finger 14/15



Photograph 111: West Main – Dock D. Pile 14. Steel Wire instead of Pile Guide



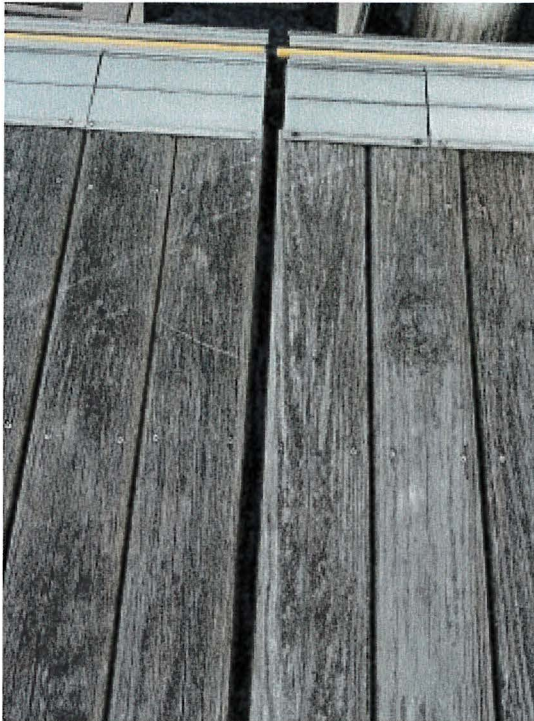
Photograph 112: West Main –Dock D. Base Plates Corroded in Finger 21/22



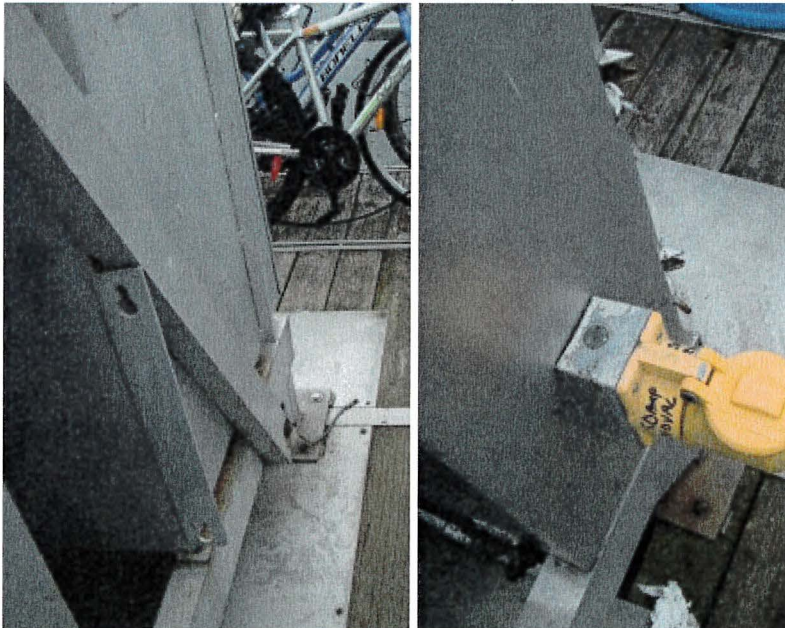
Photograph 113: West Main – Dock D. Pile-End. Rubber Fender and Pads Damaged



Photograph 114: West Main – Dock D. Moss Build-up on some Deck Timbers and Side Stringers



Photograph 115: West Main – Dock D. Several Float Section Joints Opened Up to 1 inch



Photograph 116: West Main – Dock D. Electrical Panel. Minor Corrosion on Steel Support at Joint Connections. Minor Corrosion on Chain, Base Plates and Handrail Bolts



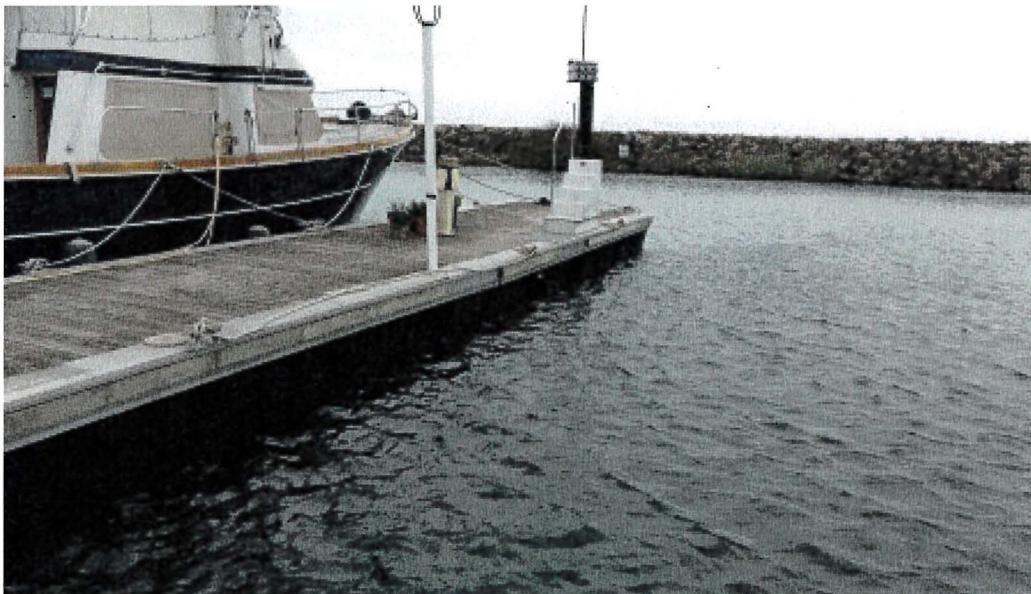
Photograph 117: West Main – Dock E. Pile 3. Steel Wire (Minor Superficial Corrosion) instead of Pile Guide



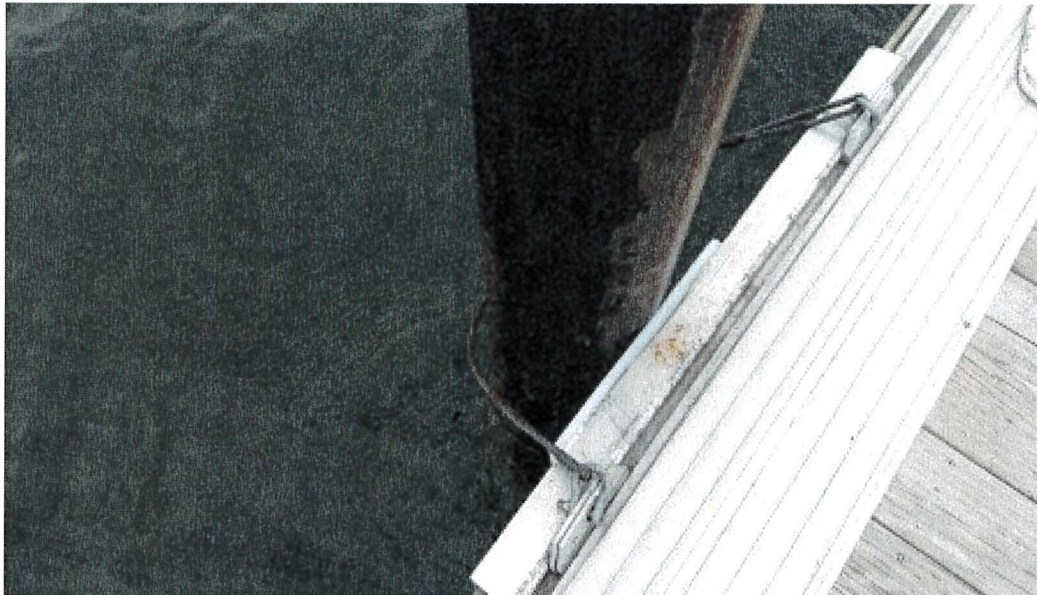
Photograph 118: West Main – Dock E. Pile 7. Steel Wire (Minor Superficial Corrosion) instead of Pile Guide



Photograph 119: West Main – Dock E. Piles of Fingers 10/11, 14/15, 16/17 without Pile Guide. Steel Wire anchored to the Deck Timber. Buckled Plate



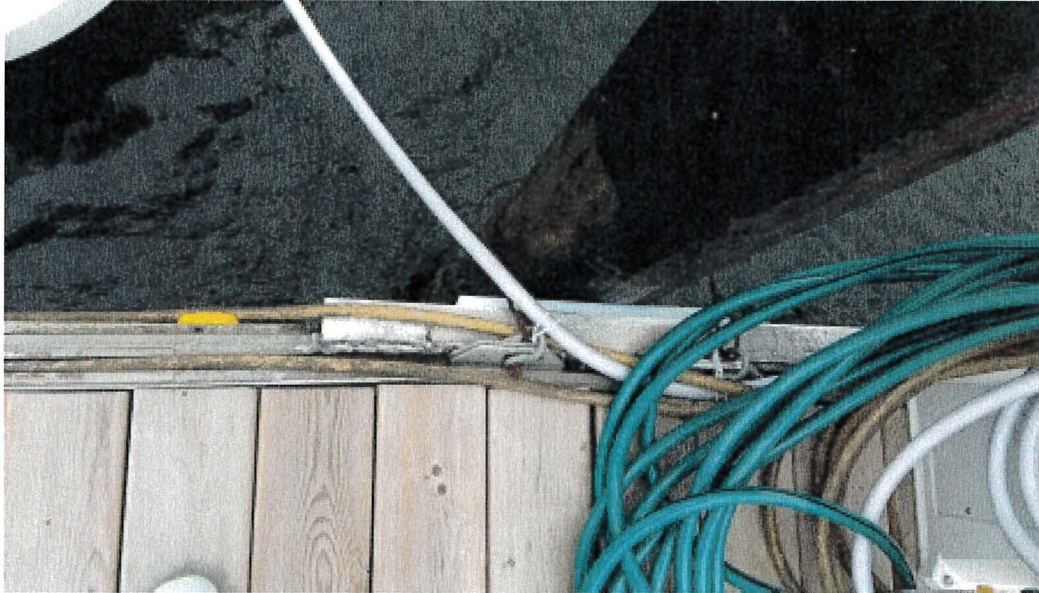
Photograph 120: West Main – Dock E. Differential Settlement between E and W sides in Fingers 10/11, 12/13, 14/15 and 20/21



Photograph 121: West Main – Dock F. Pile 3. Steel Wire instead of Pile Guide. Welded Capping U Section and Bearing Pad Failed



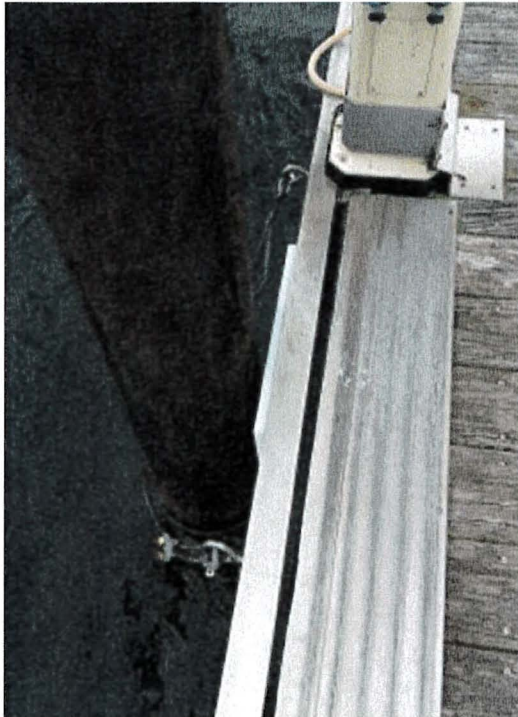
Photograph 122: West Main – Dock F. Pile 11. Steel Wire instead of Pile Guide. Welded Capping U Section and Bearing Pad Failed



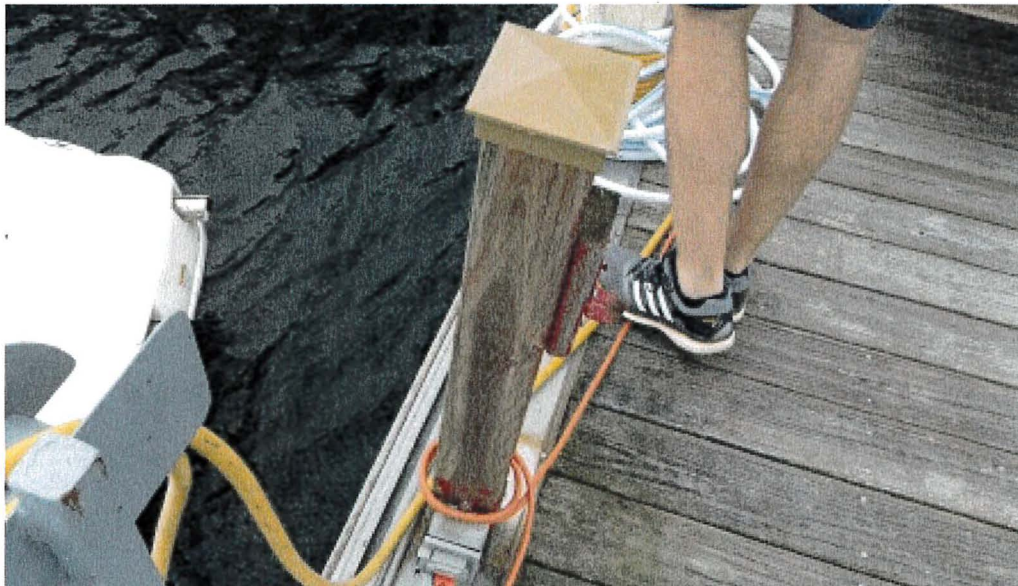
Photograph 123: West Main – Dock F. Pile 14. Steel Wire instead of Pile Guide. Welded Capping U Section and Bearing Pad Failed



Photograph 124: West Main – Dock F. Pile 17. Steel Wire instead of Pile Guide. Welded Capping U Section and Bearing Pad Failed



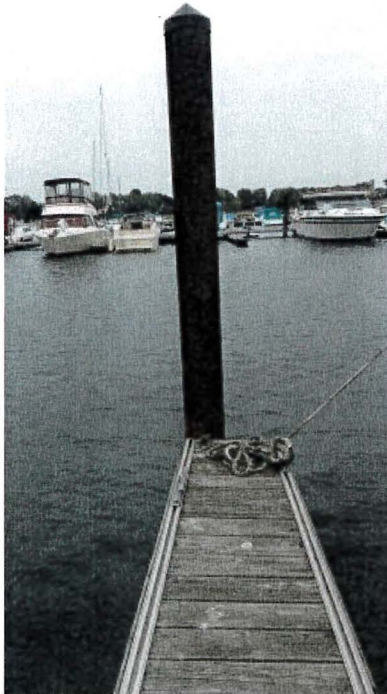
Photograph 125: West Main – Dock F. Pile 21. Steel Wire instead of Pile Guide. Welded Capping U Section and Bearing Pad Failed



Photograph 126: West Main – Dock F. Pole on Slip 42 is Loose and Missing Fire Extinguisher

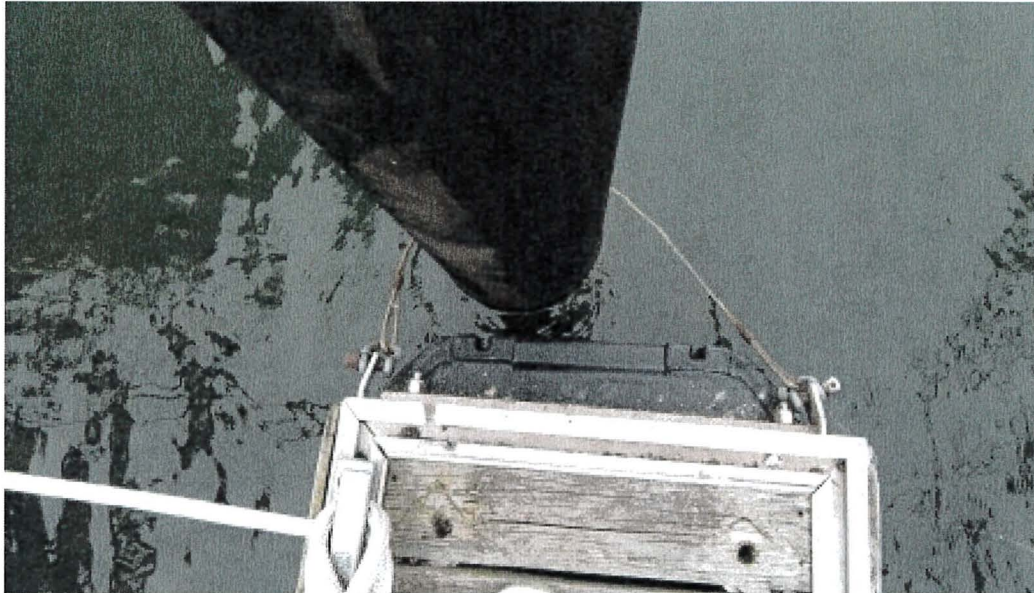


Photograph 127: West Main – Dock F. Pile 7. Steel Wire instead of Pile Guide. Dock Misaligned and Deformed

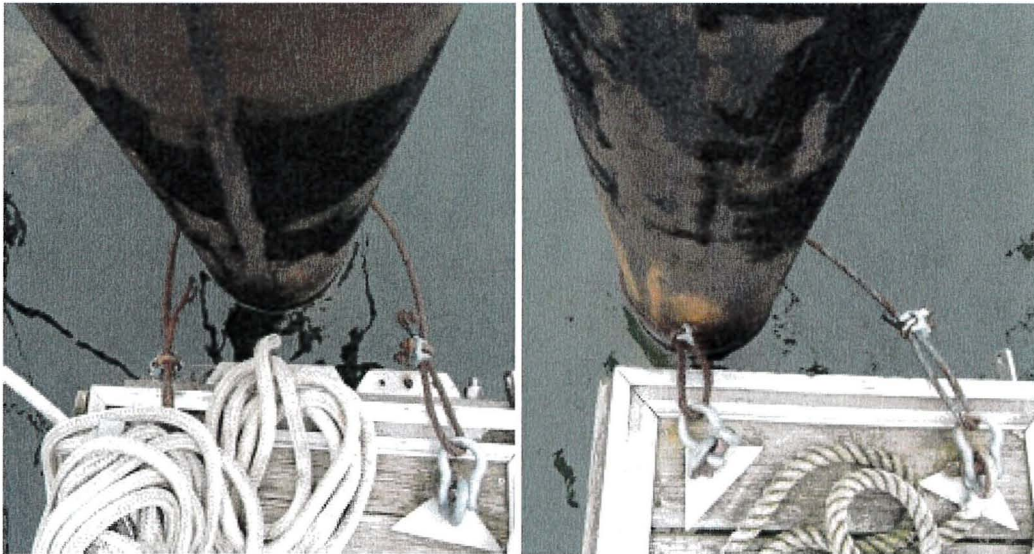




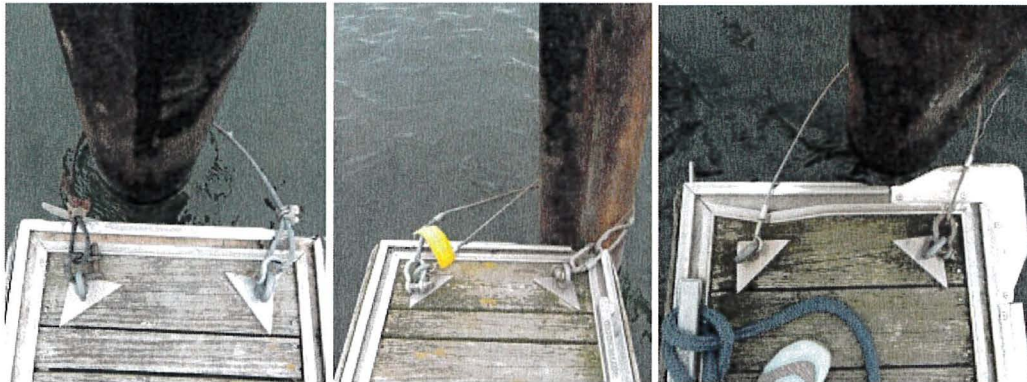
Photograph 128: West Main – Dock F. Finger 18/19 with Differential Settlement between Sides



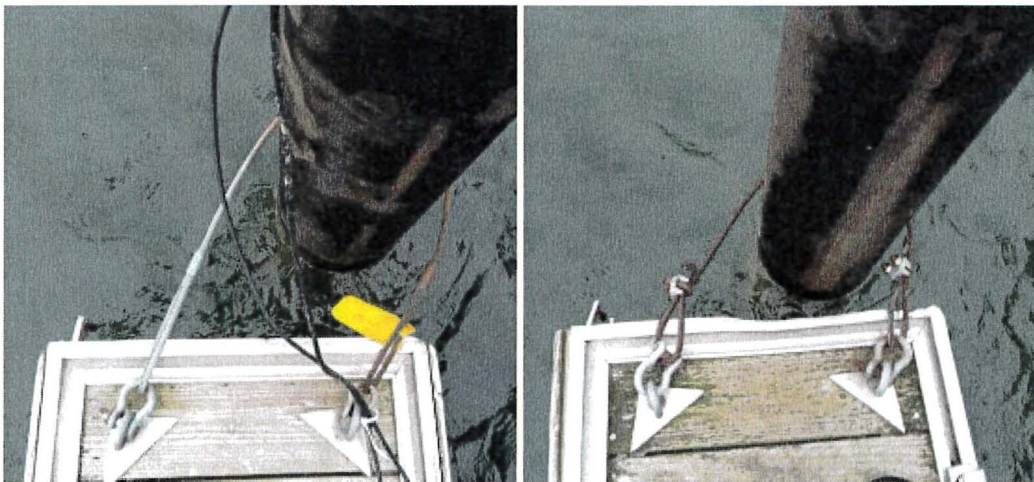
Photograph 129: West Main – Dock F. Finger 20/21 End Float Sticking Out of the Footprint of the Finger. Steel Wire instead of Pile Guide. Steel Wire and Bolted Connection to the deck with Superficial Corrosion.



Photograph 130: West Main – Dock F. Steel Wire instead of Pile Guide in Fingers 16/17 and 18/19. Steel Wire and Bolted Connection to the deck with Superficial Corrosion.



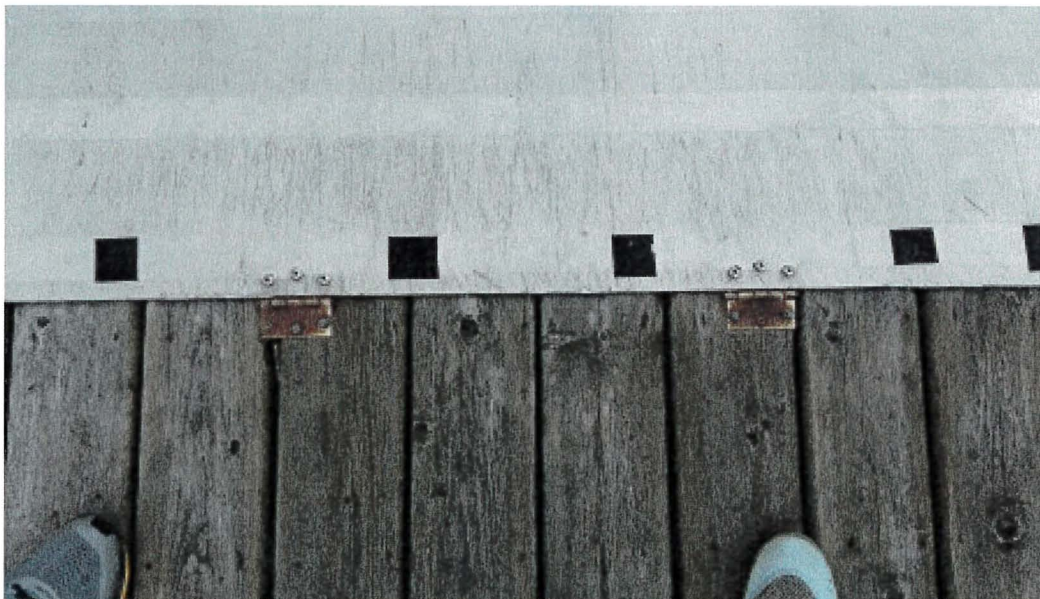
Photograph 131: West Main – Dock F. Steel Wire instead of Pile Guide in Fingers 22/23, 24/25 and 26/27. Welded Capping U Section and Bearing Pad Failed (or absence of any of them)



Photograph 132: West Main – Dock F. Steel Wire instead of Pile Guide in Fingers 28/29 and 30/31. Welded Capping U Section and Bearing Pad Failed (or absence of any of them)



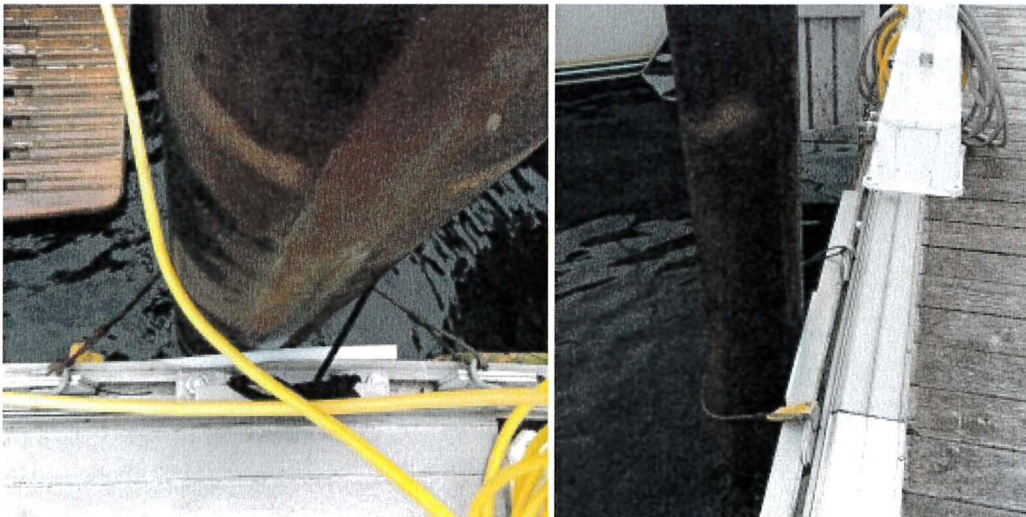
Photograph 133: West Main – Dock F. Loss of the East Side Panel at the End of Finger 30/31



Photograph 134: West Main – Dock G. Transition Plate Corroded (Minor Signs at Bolted Plates)



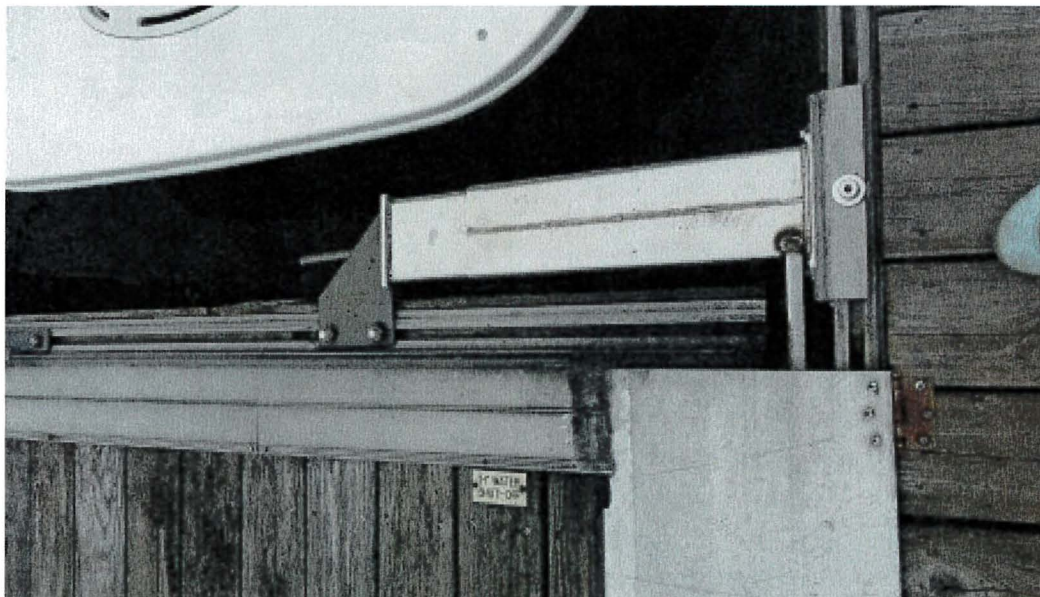
Photograph 135: West Main – Dock G. Differential Settlement between Slips 3 and 4



Photograph 136: West Main – Dock G. Steel Wire instead of Pile Guide in all the Dock Anchoring Piles



Photograph 137: West Main – Dock G. Minor Moss Build-up



Photograph 138: West Main – Dock H. Very Steep Transition Plate. Minor Corrosion at Bolted Plates



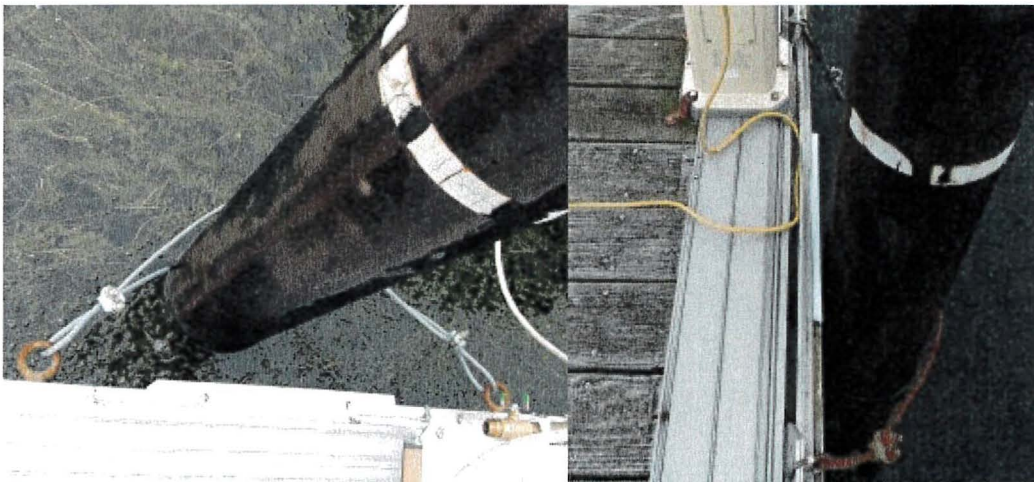
Photograph 139: West Main – Dock H. Moss Build-up



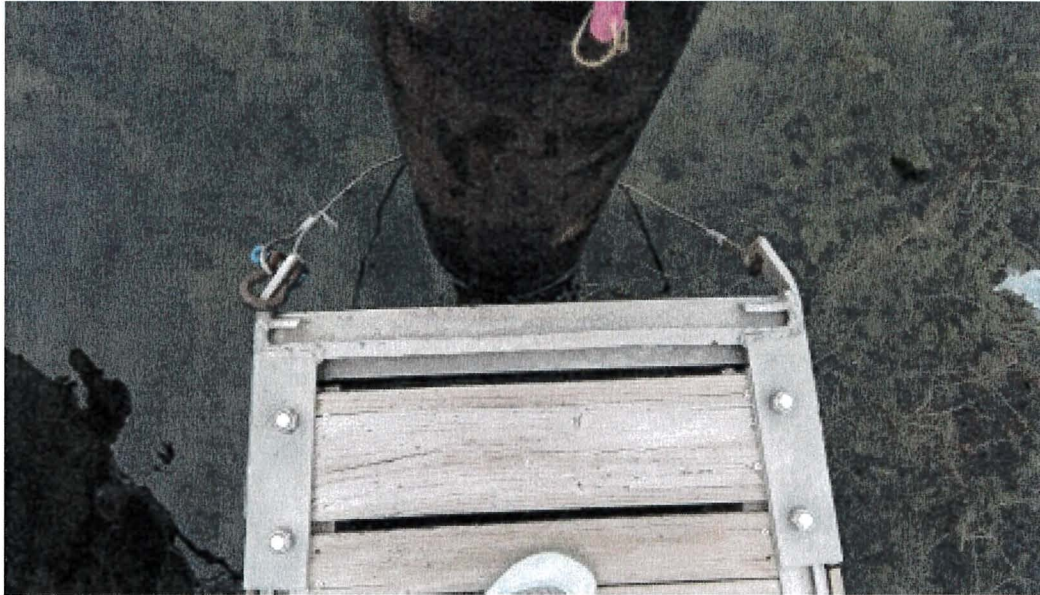
Photograph 140: West Main – Dock H. Pole at Slip 51 is Loose



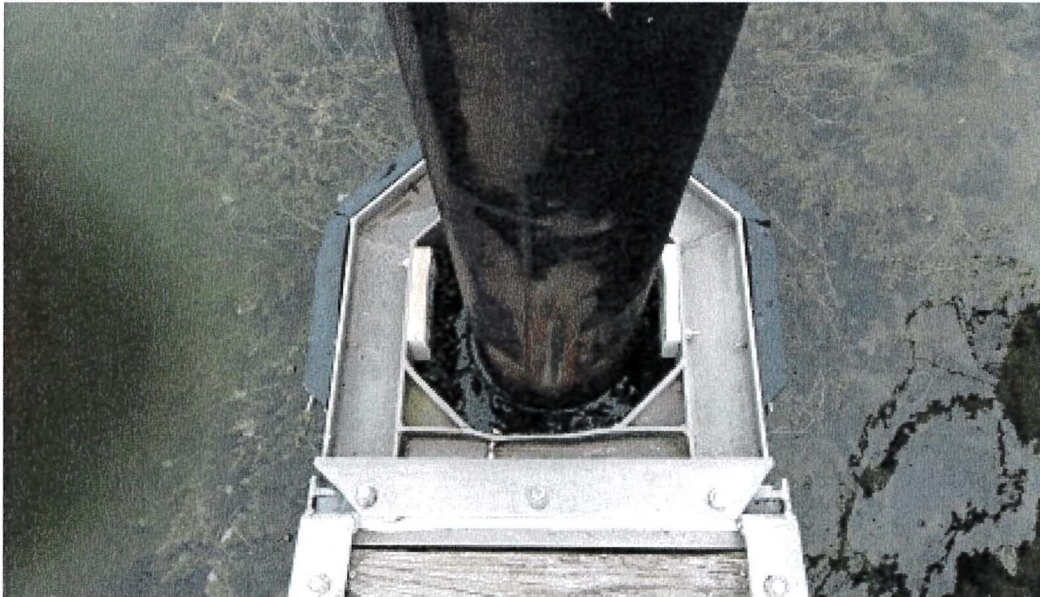
Photograph 141: West Main – Dock H. Pole at Slip 37 Connection Bolts Sticking Out



Photograph 142: West Main – Dock H. Steel Wire instead of Pile Guide in all Dock Anchoring Piles



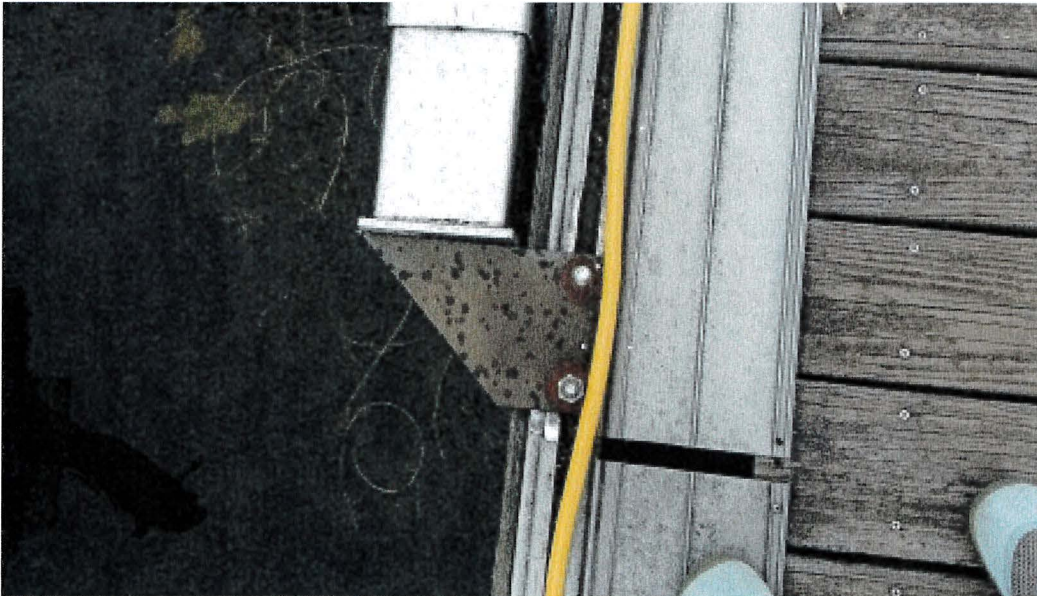
Photograph 143: West Main – Dock H. Pile-End of Finger 28/29. Loss of Bearing Pad



Photograph 144: West Main – Dock H. Pile-End of Finger 30/31. Buckling of Pile Guide. Lack of Bearing Pad



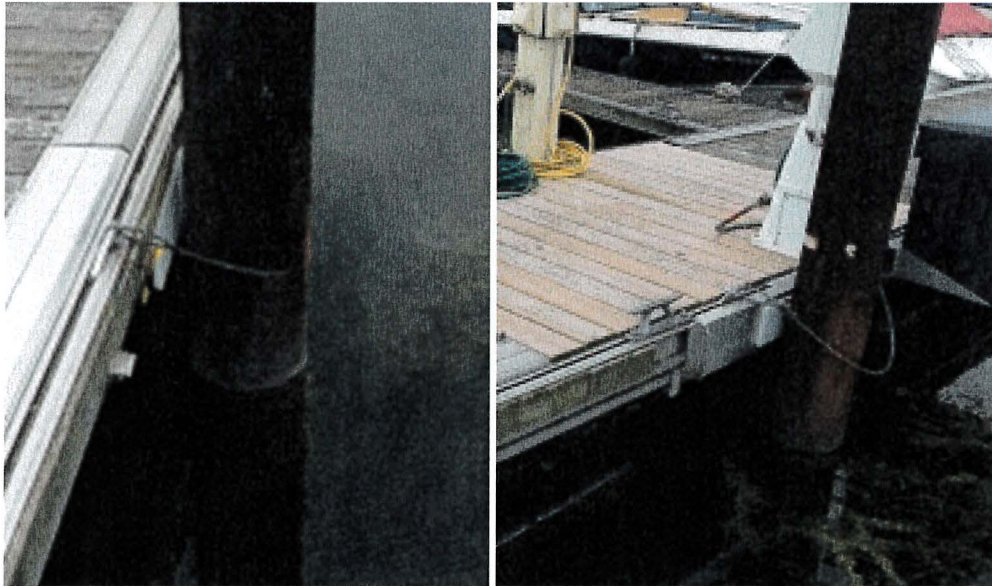
Photograph 145: West Main – Dock I. Very Steep Transition Plate. Minor Corrosion at Bolted Plates



Photograph 146: West Main – Dock I. Connection System with West Main. Bolt Washers Corroded.



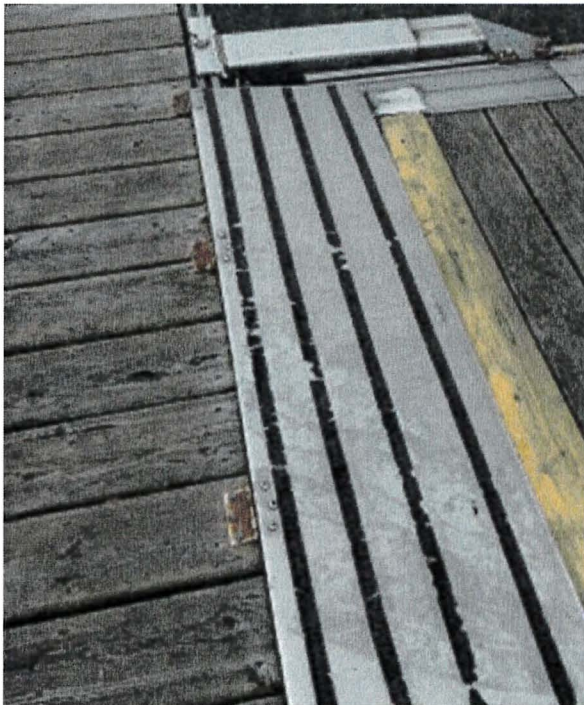
Photograph 147: West Main – Dock I. Minor Moss Build-up on Deck Timbers and Stringers



Photograph 148: West Main – Dock I. Steel Wire instead of Pile Guide in all the Piles of the Dock with Anchorages to the Welded Capping U Section for Bitts Installation



Photograph 149: West Main – Dock I. Loss of Pole at Slip 63



Photograph 150: West Main – Dock J. Minor Corrosion at Bolted Plates



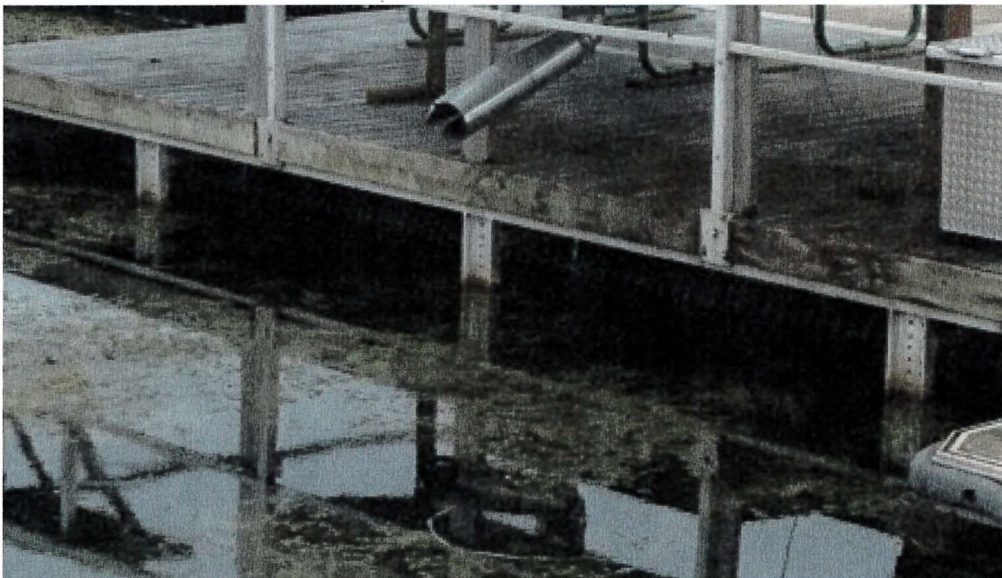
Photograph 151: West Main – Dock J. Fish Cleaning Dock. Differential Settlement between N and S



Photograph 152: West Main – Dock J. Fish Cleaning Dock. Supported by Fingers with Little Freeboard. Fender Hanging Loose on East Finger



Photograph 153: West Main – Dock J. Fish Cleaning Dock. Minor Rotting of Deck Timbers.



Photograph 154: West Main – Dock J. Fish Cleaning Dock. Minor Corrosion on Steel Frame Structure



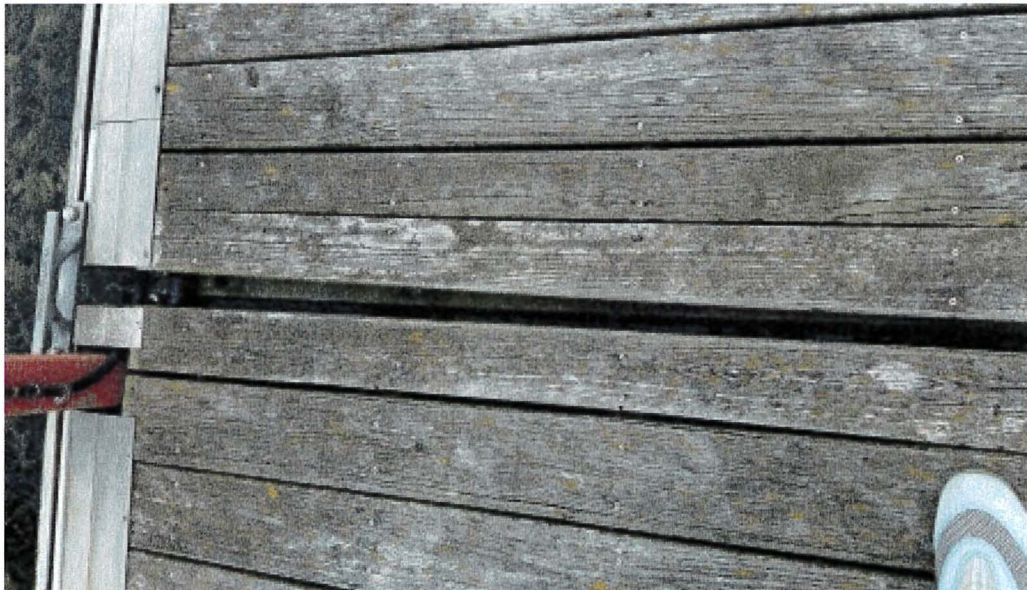
Photograph 155: West Main – Dock J. Very High Presence of Marine Vegetation in the Water



Photograph 156: West Main – Dock J. Moderate Moss Build-up and Lichen on Deck Timbers



Photograph 157: West Main – Dock J. Steel Wire instead of Pile Guide in all Piles of the Dock. Wire anchored to the Welded Capping U Section



Photograph 158: West Main – Dock J. Gap on South Side of Deck Timbers in Float Joint by Slip 33



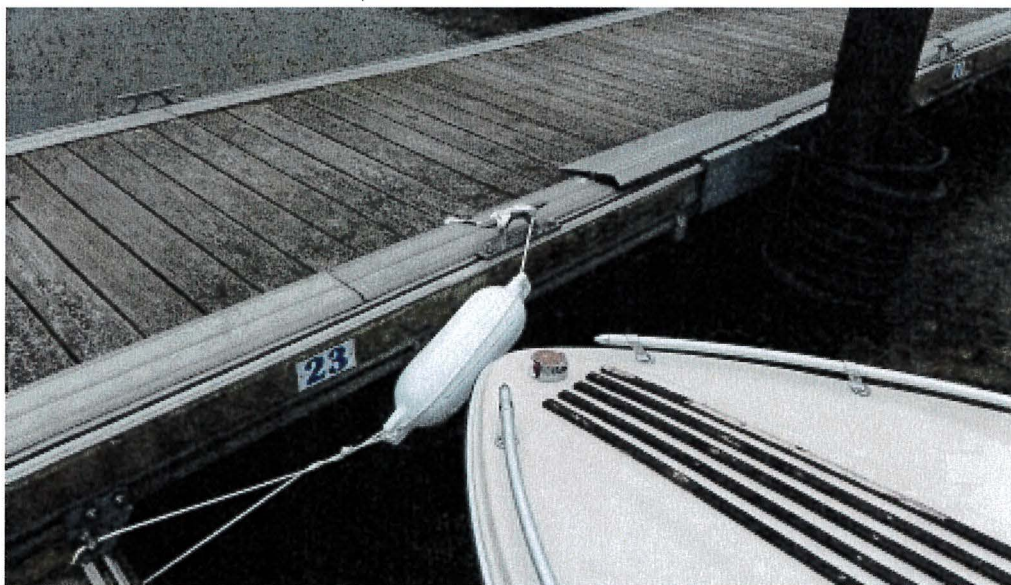
Photograph 159: West Main – Dock J. Launching Ramps. Loss of Flotation generally on West. Slips 5, 7 and 9



Photograph 160: West Main – Dock J. Launching Ramps. Bolted Connections Corroded

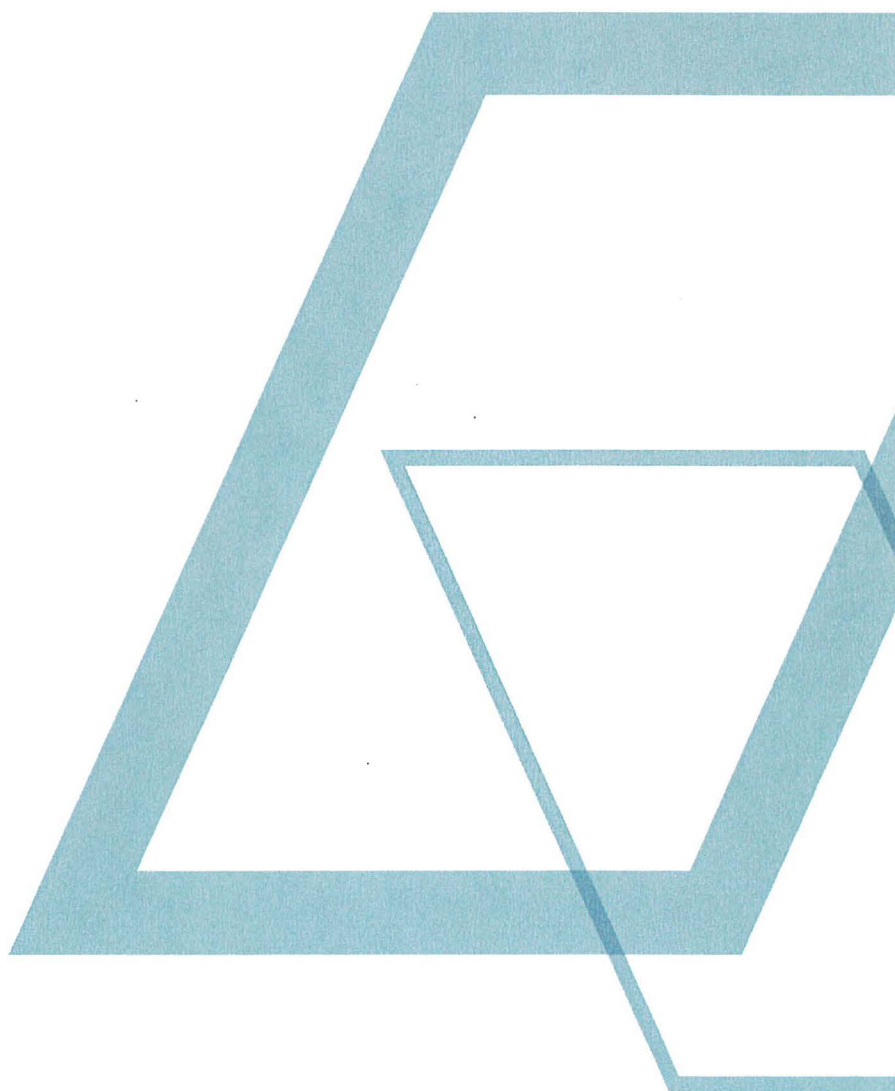


Photograph 161: West Main – Dock J. Corroded Plates in Slip 6



Photograph 162: West Main – Dock J. Cover Plate Not properly Connected at Slips 15, 23, 31 and 33

Appendix B Reference Drawings





Advisian

WorleyParsons Group

City of Port Colborne
2017 Level 1 Inspection of Sugarloaf Marina Docks





**Corporate Services Department
Finance Division**

Report Number: 2018-154

Date: December 10, 2018

**SUBJECT: Approval of Spending Limits During the Interval Prior
to the Approval of the 2019 Budget Estimates**

1) PURPOSE:

To establish interim spending limits for departments during the period prior to the approval of the 2019 budget estimates.

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The Current Budget review schedule provides for approval of the 2019 budget by approximately April 1, 2019.

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

3) STAFF COMMENTS AND DISCUSSION

Although the 2019 budget should be approved within the next few months, it is suggested that interim spending approval be granted. Most departments, boards and agencies should be able to operate with an interim spending approval of approximately 50% of the 2018 budget. This is consistent with the approach adopted in 2018 and previous years. If Council approval of the budget is not achieved, a further report with an amended interim spending authority may be submitted.

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

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

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

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

None.

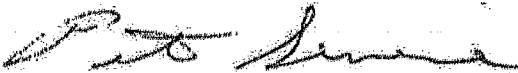
7) RECOMMENDATION:

That until such time that the 2019 Current Budget is adopted, the following be approved:

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

8) SIGNATURES:

Prepared on November 28, 2018
and respectfully submitted by:



Peter Senese
Director of Corporate Services,
Acting Chief Administrative Officer



**Corporate Services Department
Finance Division**

Report Number: 2018-155

Date: December 10, 2018

SUBJECT: 2019 Borrowing By-law

1) PURPOSE:

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

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

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

3) STAFF COMMENTS AND DISCUSSION

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

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

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

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

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

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

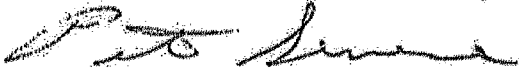
None.

7) RECOMMENDATION:

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

8) SIGNATURES:

Prepared on November 28, 2018
and respectfully submitted by:



Peter Senese
Director of Corporate Services,
Acting Chief Administrative Officer



**Corporate Services Department
Finance Division**

Report Number: 2018-156

Date: December 10, 2018

SUBJECT: Penalty Charges and Interest Rates for 2019

1) PURPOSE:

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

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

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

Penalty

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

Interest

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

Other Accounts Receivable

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

3) STAFF COMMENTS AND DISCUSSION

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

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

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

The penalty and interest charge is not to exceed 1 1/4% of the amount due. Staff recommend the upset limit of 1 1/4% to be charged for non payment of taxes and other accounts receivable.

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

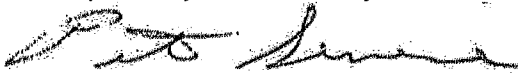
None.

7) RECOMMENDATION:

That the Penalty Charges and Interest Charges by-law be adopted to establish the 2019 late payment charges on payments due to the municipality.

8) SIGNATURES:

Prepared on November 28, 2018
and respectfully submitted by:



Peter Senese
Director of Corporate Services,
Acting Chief Administrative Officer



**Corporate Services Department
Finance Division**

Report Number: 2018-157

Date: December 10, 2018

SUBJECT: 2019 Interim Tax Billing

1) PURPOSE:

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

2) HISTORY, BACKGROUND, COUNCIL POLICY, PRACTICES

The levy of interim taxes is legislated under the *Municipal Act, 2001*. Council has passed an Interim Levy By-law every year at 50% of last year's taxes in accordance with the *Municipal Act, 2001*, as amended.

3) STAFF COMMENTS AND DISCUSSION

When the 2018 Assessment Roll for the 2019 taxation year is received, Finance Division staff will verify and balance this Roll in preparation of a Collector's Roll for the 2019 billing. Each tax account is updated using the new Assessment Roll.

The interim tax bill will be calculated for all property tax classes in accordance with Section 317(3) of the *Municipal Act, 2001*, as amended. The interim levy calculation cannot exceed 50% of the 2018 final levy, as adjusted.

The interim tax bill for all property tax classes will be mailed by February 7, 2019 with due dates of March 1 and May 1, 2019. The due dates are within the twenty-one (21) days of the mailing date, in accordance with Section 343(1) of the *Municipal Act, 2001*.

4) OPTIONS AND FINANCIAL CONSIDERATIONS:

Option A

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

Option B

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

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

5) COMPLIANCE WITH STRATEGIC PLAN INITIATIVES:

N/A

6) ATTACHMENTS:

None.

7) RECOMMENDATION:

That a by-law be adopted to authorize the 2019 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established.

8) SIGNATURES:

Prepared on November 28, 2018
and respectfully submitted by:



Peter Senese
Director of Corporate Services,
Acting Chief Administrative Officer

From: "Minister (MMAH)" <minister.mah@ontario.ca>
To: "cityclerk@portcolborne.ca" <cityclerk@portcolborne.ca>
Date: 2018-11-30 10:41 AM
Subject: un message du ministre Steve Clark

City of Port Colborne
RECEIVED

NOV 30 2018

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



**CORPORATE SERVICES
DEPARTMENT**

November 30, 2018

Bill Steele
Mayor
City of Port Colborne
cityclerk@portcolborne.ca

Dear Mayor Steele and Council:

Please accept my congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public, and I look forward to working with you in the years ahead.

As a former mayor, I know firsthand that municipal government is closest to the people and delivers important services every day. I also know your constituents expect local government to be effective and responsive, and you expect the same in the provincial-municipal relationship.

At the AMO conference this year, I was proud to sign a renewed Memorandum of Understanding one year before it expired. The MOU signals our government's commitment to consult when introducing measures that affect municipalities.

There is much work ahead of us. Our government is working hard to remove red tape that stands in the way of job creation and development in communities across the province. We will be working together to increase housing supply and find efficiencies by reducing the reporting burden you face when dealing with the province. Our goal is to ensure that local governments are working well and supporting future economic prosperity.

As we work together to serve the people of our great province, I want to hear about the challenges you face. I know that local representatives understand their communities and that you can help us ensure that local government is working harder, smarter and more efficiently. Best wishes to you and to council for success over the next four years. Sincerely,

Steve Clark



Minister

DEC 04 2018

CORPORATE SERVICES
DEPARTMENT

November 28, 2018

Jennifer Stevens, MPP-St. Catharines
Jeff Burch, MPP-Niagara Centre
Wayne Gates, MPP-Niagara Falls
Sam Oosterhoff, MPP-Niagara West
Ann-Marie Norio, Regional Clerk, Niagara Region
Niagara Local Area Municipalities

**Re: Appointment of Supervisors for Conservation Authorities
Our File No. 35.11.2**

At its meeting held on November 26, 2018, St. Catharines City Council approved the following motion:

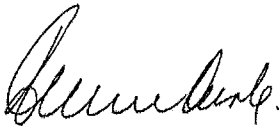
That we urge the Province to create the ability for the Ministry to appoint a Supervisor for Conservation authorities; and

That Regional Council appoint an interim Board of Directors until all citizen appointments have been made for the NPCA at the first meeting of the new term of Regional Council; and

That the new board look at the NPCA Foundation as per the comment of the Auditor General; and

Further, that all Niagara municipalities and MPPs, the Ministry of Natural Resources, the Auditor General and the Premier be informed.
FORTHWITH

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:em

cc: Premier Doug Ford
Ministry of Natural Resources and Forestry
Office of the Auditor General of Ontario
Niagara Peninsula Conservation Authority

**City of Port Colborne
Regular Committee of the Whole Meeting 22-18
Minutes**

Date: November 26, 2018

Time: 6:30 p.m.

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

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

Staff Present: D. Aquilina, Director of Planning and Development
A. Grigg, Director of Community and Economic Development
N. Halasz, Manager of Parks and Recreation
A. LaPointe, Manager of Legislative Services/City Clerk
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
P. Senese, Director of Corporate Services
S. Shypowskyj, Acting Director of Engineering and Operations

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

1. Call to Order:

Mayor Maloney called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

Moved by Councillor R. Bodner
Seconded by Councillor Y. Doucet

That the agenda dated November 26, 2018 be confirmed, as circulated or as amended.

CARRIED.

4. **Disclosures of Interest:**

Nil.

5. **Adoption of Minutes:**

(a) **Regular meeting of Committee of the Whole 21-18, held on November 13, 2018**

Moved by Councillor A. Desmarais
Seconded by Councillor B. Kenny

- (a) That the minutes of the regular meeting of the Committee of the Whole 21-18, held on November 13, 2018, be approved as presented.

CARRIED.

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

Nil.

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

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

That item 1 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.

Item:

1. **Community and Economic Development Department, Parks and Recreation Division, Report 2018-151, Subject: Award of Consulting Services – Parks and Recreation Master Plan (Project 2018-10)**

Committee of the Whole recommends:

That Project 2018-10, Qualification of Consulting Services – Parks and Recreation Master Plan, be awarded to MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), with a submitted price of \$69,895, plus applicable taxes.

That Council consideration of the creation of a Parks and Recreation Locator Map, as a value-added project offered by MHBC, under the Parks and Recreation Master Plan, at an approximate cost of \$15,000, be referred to the 2019 budget process; and

That the appropriate by-law be presented for approval.

CARRIED.

8. Presentations:**(a) Recognition and plaque presentation to outgoing members of Council**

Mayor Maloney presented a plaque as well as remarks to Councillors Doucet, Kenny, Butters, Elliott, and Mayne and to Regional Councillor Barrick. The presentation is attached. Each Councillor provided outgoing remarks.

The Chief Administrative Officer presented a plaque as well as remarks to Mayor Maloney. Mayor Maloney provided outgoing remarks.

9. Delegations:

Nil.

10. Mayor's Report:

A copy of the Mayor's Report is attached.

11. Regional Councillor's Report:

Nil.

12. Councillors' Items:

Nil.

13. Consideration of Items Requiring Separate Discussion:

Nil.

14. Notice of Motion:

Nil.

15. Adjournment:

Moved by Councillor F. Danch
Seconded by Councillor Y. Doucet

That the Committee of the Whole meeting be adjourned at approximately
7:12 p.m.

CARRIED.

AL/cm



PORT COLBORNE

Speaking notes for Presentations at November 26, 2018 Council Meeting

This evening we will be bidding farewell to several of our City Councillors who have collectively served the community as a member of City Council for a total of 76 years.

These are individuals with a strong sense of community and a desire to make Port Colborne the best it can be.

I will start with the longest serving.

Will you please come to the podium Councillor Doucet.

Councillor Yvon Doucet has served the residents of Ward 2 for 22 years, most recently from 2011 to 2018 and previously from 1989 to 2003. I understand he will be spending lots of time at "camp" with his family.

I would like to present this plaque of appreciation for your most recent service.

Would you like to say a few words?

Yvon speaks.

Thank you Yvon.

Next to the podium is Councillor Bea Kenny.

Councillor Bea Kenny has served the residents of Ward 3 for 21 years, most recently from 2007 to 2018 and previously from 1995 to 2003. She had just one short break of 3 years inbetween. I am sure we will continue to see Councillor Kenny as a member of one of our many committees as she continues to contribute to the community.

I would like to present this plaque of appreciation for your most recent service.

Would you like to say a few words?

Bea speaks.

Thank you Bea.

I would like to call up Councillor Barbara Butters.

Councillor Barbara Butters has served the residents of Ward 4 consecutively for the past 21 years. And she is not done serving the residents yet. As you know, Councillor Butters stepped away from her seat at the City Council table and received the nod from the constituents of Port Colborne to represent the City of Port Colborne as one of our two Regional Councillors at the Niagara Region.

I know Councillor Butters will continue to put her strong work ethic into this new position. We look forward to hearing from you in the Regional Council Chambers over the next four years.

I would like to present you with a plaque of appreciation for your service as a City Councillor.

Would you like to say a few words?

Barbara speaks.

Thank you Barbara.

Next from City Council is Councillor Dave Elliott – can you please come forward.

Councillor Dave Elliott has had a seat in the Council Chambers representing the residents of Ward 1 since 2011, and working tirelessly with the Downtown BIA. Councillor Elliott, I'm not sure what your next plans are, but I'm sure we will continue to see you out in the community making a contribution.

I would like to present you with a plaque of appreciation for your service as a City Councillor.

Would you like to say a few words?

Dave speaks.

Thank you Dave.

Next from City Council is Councillor John Mayne – can you please come to the podium.

Councillor John Mayne was new to the council chambers four years ago representing the residents of Ward 1. John was a fresh light to the table and brought his community-mindedness forward at every opportunity. We wish you all the best in your retirement.

I would like to present you with a plaque of appreciation for your service as a City Councillor.

Would you like to say a few words?

John speaks.

Thank you John.

And finally, I would like to recognize our outgoing Regional Councillor David Barrick – can you please come up to the podium.

Regional Councillor David Barrick has served the residents of Port Colborne on Niagara Regional Council for the past 8 years. Prior to that, he served 4 years as a City Councillor. I am sure your growing family will be glad to have more time with you.

I would like to present you with a plaque of appreciation for your service as our Regional Councillor.

Would you like to say a few words?

Dave speaks.

Thank you Dave.

Scott or Peter comes to the podium to make the presentation to Mayor Maloney.



PORT COLBORNE

Mayor's Report to the
November 26, 2018 Council Meeting

Tugboat Santa

Santa Claus will be arriving on the Pilot boat on West Street at 1 p.m. this coming Saturday and then proceeding to the Guild Hall to meet with our children.

Santa Claus Parade

The Santa Claus parade is also this Saturday night starting from Port Colborne High School and leading through the downtown core.

It is a colourful, community event that starts the festive season. Come and enjoy the fun.

Museum's Grand Olde Christmas

The Museum's Grand Olde Christmas returns this Sunday at the Museum grounds from 12 p.m. to 4 p.m..

Come and enjoy carriage rides, chestnuts roasting, a visit with Santa, Arabella's tea and Christmas pudding and the various exhibits throughout the grounds.

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**City of Port Colborne
Regular Meeting of Council 30-18
Monday, December 10, 2018
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 28-18, held on November 26, 2018.
- 6. Determination of Items Requiring Separate Discussion:**
- 7. Approval of Items Not Requiring Separate Discussion:**
- 8. Consideration of Items Requiring Separate Discussion:**
- 9. Proclamations:**

Nil.
- 10. Minutes of Boards, Commissions & Committees:**
 - (a) Minutes of the Port Colborne Public Library Board Meeting of October 16, 2018
- 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) Corporate Services Department, Clerk's Division Report 2018-159,
Subject: Appointments to Boards and Committees, pursuant to the Municipal Act, 2001, Subsection 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees.
 - (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 |
|-----------------------------------|------|--|
| WCS MB EB RB GB FD AD DK HW | 1. | <p><u>Planning and Development Department, Planning Division, Report 2018-152, Subject: Private Retail Sale of Cannabis</u></p> <p>That the Council of The Corporation of the City of Port Colborne “opt-in” to having physical cannabis retail stores effective April 2019; and</p> <p>That the Cannabis Retail Store Policy Statement be adopted; and</p> <p>That a copy of this resolution be sent to the Premier of the Province of Ontario the Honourable Doug Ford, the Ontario Attorney General Minister, the Honourable Caroline Mulroney, the Minister of Finance, the Honourable Victor Fedeli.</p> |
| WCS MB EB RB GB FD AD DK HW | 2. | <p><u>Corporate Services Department, Clerk’s Division, Report 2018-161, Subject: Appointment of Deputy Mayors for the 2018-2022 Term of Council</u></p> <p>That the following Councillors be appointed as Deputy Mayor for a six-month period:</p> <p>Councillor Ron Bodner, December 2018 to May 2019, Councillor Harry Wells, June 2019 to November 2019, Councillor Frank Danch, December 2019 to May 2020, Councillor Gary Bruno, June 2020 to November 2020, Councillor Angie Desmarais, December 2020 to May 2021, Councillor Eric Beauregard, June 2021 to November 2021, Councillor Mark Bagu, December 2021 to May 2022, Councillor Donna Kalailieff, June 2022 to November 2022.</p> |
| WCS MB EB RB GB FD AD DK HW | 3. | <p><u>Corporate Services Department, Clerk’s Division, Report 2018-162, Subject: Review of Committees of Council Organization</u></p> <p>That attachment ‘A’ to Corporate Services Department, Clerk’s Division Report 2018-162 setting out changes to the Committees of Council be approved.</p> |

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| <p>WCS MB EB RB GB FD AD DK HW</p> | <p>4.</p> | <p>Corporate Services Department, Clerk’s Division, Report 2018-160, Subject: Council Representation on Boards and Committees</p> <p>Accessibility Advisory Committee: That Councillor Ron Bodner be appointed as the Council representative on the Accessibility Advisory Committee for a term ending November 30, 2022.</p> <p>Active Transportation Committee: That Councillor _____ be appointed as the Council representative on the Active Transportation Committee for a term ending November 30, 2022.</p> <p>Backflow Prevention/Cross Connection Technical Advisory Committee: That Councillor Harry Wells be appointed as the Council representative on the Backflow Prevention/Cross Connection Technical Advisory Committee for a term ending November 30, 2022.</p> <p>Canal Days Committee: That Councillors _____ and _____ be appointed as the Council representative on the Canal Days Committee for a term ending November 30, 2022.</p> <p>Committee of Adjustment: That Councillors _____, _____, and _____ be appointed as the Council representatives to the Committee of Adjustment for a period ending November 30, 2022.</p> <p>Downtown Business Improvement Area Board of Management: That Councillor _____ be appointed as the Council representative on the Downtown Business Improvement Area Board of Management for a term ending November 30, 2022.</p> <p>Drinking Water Quality Management System: That Councillors Gary Bruno and Harry Wells be appointed as the Council representatives on the Drinking Water Quality Management System for a term ending November 30, 2022.</p> <p>East Side Employment Lands Site Servicing Technical Advisory Committee: That Councillors Angie Desmarais and Harry Wells be appointed as the Council representatives on the East Side Employment Lands Site Servicing Technical Advisory Committee for a term ending November 30, 2022.</p> |
|--|-----------|---|

Economic Development Advisory Committee:

That Councillors Gary Bruno and Harry Wells be appointed as the Council representatives on the Economic Development Advisory Committee for a term ending November 30, 2022.

Energy Conservation Committee:

That Councillors _____, _____, and _____ be appointed as the Council representative on the Energy Conservation Committee for a term ending November 30, 2022.

Environmental Advisory Committee:

That Councillors Mark Bagu, Harry Wells, and _____ be appointed as the Council representatives on the Environmental Advisory Committee for a term ending November 30, 2022.

Fair Trade Town Committee:

That Councillor _____ be appointed as the Council representative on the Fair Trade Town Committee for a term ending November 30, 2022.

Grant Policy Committee:

That Councillor Gary Bruno be appointed as the Council representative on the Grant Policy Committee for a term ending November 30, 2022.

Heritage Port Colborne:

That Councillors Eric Beauregard _____, and _____ be appointed as the Council representatives on Heritage Port Colborne for a term ending November 30, 2022.

Main Street Business Improvement Area Board of Management:

That Councillor _____ be appointed as the Council representative on the Main Street Business Improvement Area Board of Management for a term ending November 30, 2022.

Mayor's Youth Advisory Council:

That Councillor _____ be appointed as the Council representative on the Mayor's Youth Advisory Council for a term ending November 30, 2022.

Niagara Central Airport Commission:

That Councillors Gary Bruno and Ron Bodner be appointed as the Council representatives on the Niagara Central Airport Commission for a term ending November 30, 2022.

| | |
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| | <p>Niagara Community Foundation, Port Colborne Fund: That Councillor _____ be appointed as the Council representative on the Niagara Community Foundation, Port Colborne Fund for a term ending November 30, 2022.</p> <p>Niagara Peninsula Conservation Authority: That Councillor _____ be appointed as the Port Colborne Council representative to recommend for appointment by Regional Council to the Niagara Peninsula Conservation Authority for a term ending November 30, 2022.</p> <p>Notice to Muzzle Appeal Committee: That Councillors Angie Desmarais, _____, _____ and _____ be appointed as the Council representatives on the Notice to Muzzle Appeal Committee for a term ending November 30, 2022.</p> <p>Port Cares (non-voting liaison to the Volunteer Board of Directors): That Councillor _____ be appointed as the Port Cares non-voting liaison to the Volunteer Board of Directors for a term ending November 30, 2022.</p> <p>Port Colborne Historical and Marine Museum Board: That Councillor Mark Bagu be appointed as the Council representative on the Port Colborne Historical and Marine Museum Board for a term ending November 30, 2022.</p> <p>Port Colborne Medical Education, Recruitment and Health Services Committee: That Councillors Gary Bruno, Donna Kalailieff and Ron Bodner be appointed as the Council representatives on the Port Colborne Medical Education, Recruitment and Health Services Committee for a term ending November 30, 2022.</p> <p>Port Colborne Public Library Board: That Councillor _____ be appointed as the Council representative on the Port Colborne Public Library Board for a term ending November 30, 2022.</p> <p>Port Colborne Senior Citizen Advisory Council: That Councillors _____, _____, and _____ be appointed as the Council representative on the Port Colborne Senior Citizen Advisory Council for a term ending November 30, 2022.</p> |
|--|---|

Port Colborne Transit Advisory Committee:

That Councillors _____ and _____ be appointed as the Council representatives on the Transit Advisory Committee for a term ending November 30, 2022.

Port Colborne/Wainfleet Chamber of Commerce:

That Councillor _____ be appointed as the Council representative on the Port Colborne/Wainfleet Chamber of Commerce for a term ending November 30, 2022.

Property Standards Committee:

That Councillors Frank Danch, Angie Desmarais, Donna Kalailieff, and Harry Wells be appointed as the Council representatives on the Property Standards Committee for a term ending November 30, 2022.

Social Determinants of Health Advisory Committee – Everyone Matters:

That Councillor Angie Desmarais be appointed as the Council representative to the Social Determinants of Health Advisory Committee – Everyone Matters for a term ending November 30, 2022.

Tourism and Marketing Advisory Committee:

That Councillor Mark Bagu be appointed to the Tourism and Marketing Advisory Committee as the Council representative for a term ending November 30, 2022.

Transportation Strategy Steering Committee:

That Councillor _____ be recommended for appointment as the Council representative on the Regional Transportation Strategy Steering Committee for a term ending November 30, 2022.

Trustees, Julia Yager Social and Recreation Centre:

That Councillors Ron Bodner and Harry Wells be appointed as the Council representatives on the Julia Yager Social and Recreation Centre Committee for a term ending November 30, 2022.

Trustees, Sherkston Community Centre Trust:

That Councillor Ron Bodner be appointed as the Council representative on the Sherkston Community Centre Trust for a term ending November 30, 2022.

That the Clerk be directed to prepare the appropriate by-law for approval.

| | | |
|--|-----------|---|
| <p>WCS MB EB RB GB FD AD DK HW</p> | <p>5.</p> | <p><u>Community and Economic Development Department, Parks and Recreation Division, Report 2018-158, Subject: Level One Condition Survey – Sugarloaf Marina Dock Inspection</u></p> <p>That Community and Economic Development Department, Parks and Recreation Division Report 2018-158, Subject: Level One Condition Survey – Sugarloaf Marina Dock Inspection, be received for information; and</p> <p>That consideration of the Level One Inspection Report - Sugarloaf Marina dock facilities, be referred to the 2019 budget process.</p> |
| <p>WCS MB EB RB GB FD AD DK HW</p> | <p>6.</p> | <p><u>Corporate Services Department, Finance Division, Report 2018-154, Subject: Approval of Spending Limits During the Interval Prior to the Approval of the 2019 Budget Estimates</u></p> <p>That until such time that the 2019 Current Budget is adopted, the following be approved:</p> <ol style="list-style-type: none"> 1. City Departments, Boards, and Agencies be allowed to incur operating costs to a level of 50% of the departmental expenditure of the prior year. 2. New capital items deemed essential by a department be approved by the respective Standing Committee or Board, or Agency and the Council of the City of Port Colborne prior to purchase. 3. That this policy be communicated to all Department Directors, Boards, and Agencies. |
| <p>WCS MB EB RB GB FD AD DK HW</p> | <p>7.</p> | <p><u>Corporate Services Department, Finance Division, Report 2018-155, Subject: 2019 Borrowing By-law</u></p> <p>That a by-law be adopted to authorize temporary borrowing, as required, of up to \$4,000,000 for operating cash flow to meet the current expenditures of the Corporation until property taxes are billed and collected.</p> |
| <p>WCS MB EB RB GB FD AD DK HW</p> | <p>8.</p> | <p><u>Corporate Services Department, Finance Division, Report 2018-156, Subject: Penalty Charges and Interest Rates for 2019</u></p> <p>That the Penalty Charges and Interest Charges by-law be adopted to establish the 2019 late payment charges on payments due to the municipality.</p> |

| | | | | |
|---|----|----|-----|---|
| WCS | MB | EB | 9. | <p><u>Corporate Services Department, Finance Division, Report 2018-157, Subject: 2019 Interim Tax Billing</u></p> <p>That a by-law be adopted to authorize the 2019 interim levy of taxes for all property tax classes, from the last revised assessment roll, before the adoption of the estimates for the year and final tax levy rates are established.</p> |
| RB | GB | FD | | |
| AD | DK | HW | | |
| Miscellaneous Correspondence | | | | |
| WCS | MB | EB | 10. | <p><u>Ministry of Municipal Affairs and Housing Re: A Congratulatory Message to City Council</u></p> <p>That the correspondence received from Steve Clark, Minister of Municipal Affairs and Housing Re: A Congratulatory Message to City Council, be received for information.</p> |
| RB | GB | FD | | |
| AD | DK | HW | | |
| Outside Resolutions – Requests for Endorsement | | | | |
| WCS | MB | EB | 11. | <p><u>City of St. Catharines Re: Appointment of Supervisors for Conservation Authorities</u></p> <p>That the resolution received from the City of St. Catharines Re: Appointment of Supervisors for Conservation Authorities, be received for information.</p> |
| RB | GB | FD | | |
| AD | DK | HW | | |
| Responses to City of Port Colborne Resolutions | | | | |
| Nil. | | | | |

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

| By-law No. | Title |
|-------------------|--|
| 6633/88/18 | Being a by-law to authorize the temporary borrowing of \$4,000,000.00 for 2019 |
| 6634/89/18 | A by-law to establish penalty charges and interest charges on payments due to the municipality for 2019 |
| 6635/90/18 | Being a by-law to provide for an Interim tax levy for the year 2019 |
| 6636/91/18 | Being a by-law to adopt, ratify and confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of December 10, 2018 |

The Corporation of the City of Port Colborne

By-Law no. 6633/88/18

Being a by-law to authorize the temporary borrowing of \$4,000,000.00 for 2019

Whereas the Council of the Corporation of the City of Port Colborne (hereinafter called the "Corporation") may, by by-law, at any time during the fiscal year authorize the Head of Council and Treasurer to temporarily borrow such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Corporation for the year including the amounts required for sinking and retirement funds, principal and interest falling due upon any debt of the Corporation, school purposes, the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default, and other purposes for which the Corporation is required by law to provide; and

Whereas Section 407 of the *Municipal Act, 2001*, as amended, provides for Council to pass such a by-law; and

Whereas at its meeting of December 10, 2018 the Council of The Corporation of the City of Port Colborne ("Council") approved the recommendation of Corporate Services Department, Finance Division Report 2018-155, Subject: 2019 Borrowing By-law.

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

1. The Head of Council and Treasurer are hereby authorized, on behalf of the Corporation, to borrow temporary funds, a sum or sums not to exceed the aggregate of \$4,000,000.00, from the Canadian Imperial Bank of Commerce, to meet, until taxes are collected, the current expenditures of the Corporation, and to give, on behalf of the Corporation, to the Bank, a promissory note or notes sealed with the Corporate Seal and signed by the Head of Council and Treasurer for the monies so borrowed with interest at such rate as may be agreed upon from time to time, with the bank.
2. All sums borrowed pursuant to the authority of this by-law, as well as all other sums borrowed in this year and in previous years from the said Bank for any or all of the purposes mentioned, in accordance with Section 407 of the *Municipal Act, 2001*, as amended, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year, and for all preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply, in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for such purpose.
4. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 10th day of December, 2018.

William C. Steele
Mayor

Amber LaPointe
City Clerk

The Corporation of the City of Port Colborne

By-Law no. 6634/89/18

A by-law to establish penalty charges and interest charges on payments due to the municipality for 2019

Whereas Section 345(1) of the *Municipal Act, 2001*, as amended, authorizes that Council may, by by-law, impose late payment charges for non-payment of taxes or any instalment by the due date; and

Whereas Section 345(2)(3) of the *Municipal Act, 2001*, as amended, authorizes that Council may, by by-law, impose a penalty charge and interest charges, not to exceed 1 1/4% for non-payment of taxes on the first day of default and each month thereafter on the amount of taxes due and unpaid but interest may not start to accrue before the first day of default; and

Whereas at its meeting of December 10, 2018 the Council of The Corporation of the City of Port Colborne ("Council") approved the recommendation of Corporate Services Department, Finance Division Report 2018-156, Subject: Penalty Charges and Interest Rates for 2019.

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

1. There shall be imposed, a penalty for non-payment of taxes or any instalment by the due date and unpaid, a percentage charge of 1 1/4% on the first day of default, in accordance with Section 345(2) of the *Municipal Act, 2001*, as amended.
2. There shall be imposed, an interest charge for non-payment of taxes of 1 1/4% each month of the amount of taxes due and unpaid, in accordance with Section 345(3) of the *Municipal Act, 2001*, as amended.
3. No interest or penalty added to taxes shall be compounded.
4. Interest and penalties added to taxes form part of such taxes and shall be collected as taxes.
5. Interest on payments due to the Municipality, other than taxes and water/wastewater utility billings, shall be added to the account at a percentage rate of 1 1/4% on the first day of the month which follows the billing date by at least thirty days, and shall be added the first day of each month thereafter until the amount billed is paid.
6. Payments to the Municipality not received at the Municipal Offices on or before the due date, are subject to penalty and interest charges.
7. That this By-law shall come into force and take effect on the date of passing.

Enacted and passed this 10th day of December, 2018.

William C. Steele
Mayor

Amber LaPointe
City Clerk

The Corporation of the City of Port Colborne

By-Law no. 6635/90/18

Being a by-law to provide for an Interim tax levy for the year 2019

Whereas Section 317 of the *Municipal Act, S.O. 2001, c.25*, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

Whereas the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality.

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

In this by-law, the following words shall be defined as:

"Minister" shall mean the Minister of Finance

"MPAC" shall mean the Municipal Property Assessment Corporation

1. The amounts levied shall be as follows:

- 1.1 For the Residential, Pipeline, Farm, Farmland Awaiting Development, Railway Right-of-Way, and Managed Forest property classes, there shall be imposed and collected an interim levy of:
 - a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or;
 - b) 50%, if no percentage is prescribed, of the total annualized taxes for municipal and school purposes levied on property in the year 2018.
- 1.2 For the Multi-Residential, New Multi-Residential, Commercial, Parking Lot, Shopping Centre, Industrial and Large Industrial property classes, there shall be imposed and collected an interim levy of:
 - a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*; or,
 - b) 50%, if no percentage is described, of the total annualized taxes for municipal and school purposes levied on property in the year 2018.

The amounts shall be levied on the assessment according to the Assessment Roll, as returned by MPAC.

2. For the purposes of calculating the total amount of taxes for the year 2018 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2018 because assessment was added to the Collector's Roll during 2018, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The provisions of this by-law apply in the event that assessment is added for the year 2019 to the Collector's Roll after the date this by-law is passed and an interim levy shall be imposed and collected.
4. All taxes levied and collected under this by-law shall be payable to the Office of the Treasurer, or any financial institution within the City of Port Colborne. Payment must be received at City Hall on or before the due dates in accordance with the provisions of this by-law.

5. The interim tax levy imposed by this by-law shall have a date of demand being February 7th, 2019 and shall be paid in two instalments due on the following dates:

5.1 One-half thereof on the **1st day of March of 2019;**

5.2 One-half thereof on the **1st day of May of 2019;**

Non-payment of the amount on the dates stated above shall constitute default and any subsequent instalments shall forthwith become payable.

Properties registered for the preauthorized monthly payment program will have their taxes payable in automatic instalments at the first of the month beginning January 2, 2019 or the beginning of the month following enrolment.

6. The Treasurer may mail or cause to be mailed a notice specifying the amount of taxes payable and due dates for payment to the address of the residence or place of business of each person taxed under this by-law, unless the taxpayer directs the Treasurer, in writing, to send the bill to another address, in which case it shall be sent to that address. This direction will continue until revoked by the taxpayer in writing.
7. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be on the tax bill under Section 343 of the *Municipal Act*.
8. The final levy for the year 2019 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.
9. The provisions of s. 317 of the *Municipal Act*, as amended, apply to this by-law with necessary modifications.
10. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment or late payment of any taxes or any instalment of taxes.
11. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
13. This by-law shall come into force and take effect on the day of the final passing thereof.

Enacted and passed this 10th day of December, 2018.

William C. Steele
Mayor

Amber LaPointe
City Clerk

The Corporation of the City of Port Colborne

By-Law no. 6636/91/18

Being a by-law to adopt, ratify and confirm
the proceedings of the Council of The
Corporation of the City of Port Colborne at
its Regular Meeting of December 10, 2018

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

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

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

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

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of December 10, 2018 upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof; 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 10th day of December, 2018.

William C. Steele
Mayor

Amber LaPointe
City Clerk

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**City of Port Colborne
Regular Council Meeting 28-18
Minutes**

- Date:** November 26, 2018
- Time:** 7:12 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** R. Bodner, Councillor
B. Butters, Councillor
F. Danch, Councillor
A. Desmarais, Councillor
Y. Doucet, Councillor
D. Elliott, Councillor
B. Kenny, Councillor
J. Maloney, Mayor (presiding officer)
J. Mayne, Councillor
- Staff Present:** D. Aquilina, Director of Planning and Development
A. Grigg, Director of Community and Economic Development
N. Halasz, Manager of Parks and Recreation
A. LaPointe, Manager of Legislative Services/City Clerk
S. Luey, Chief Administrative Officer
C. McIntosh, Deputy Clerk (minutes)
P. Senese, Director of Corporate Services
S. Shypowskyj, Acting Director of Engineering and Operations

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

1. Call to Order:

Mayor Maloney called the meeting to order.

2. Introduction of Addendum Items:

Nil.

3. Confirmation of Agenda:

No. 168 Moved by Councillor B. Butters
Seconded by Councillor B. Kenny

That the agenda dated November 26, 2018 be confirmed, as
circulated or as amended.

CARRIED.

4. Disclosures of Interest:

Nil.

5. Adoption of Minutes:

No. 169 Moved by Councillor R. Bodner
Seconded by Councillor D. Elliott

- (a) That the minutes of the special meeting of Council 26-18, November 13, 2018, be approved as presented.
- (b) That the minutes of the regular meeting of Council 27-18, November 13, 2018, be approved as presented.

CARRIED.

6. Determination of Items Requiring Separate Discussion:

Nil.

7. Approval of Items Not Requiring Separate Discussion:

No. 170 Moved by Councillor A. Desmarais
Seconded by Councillor B. Kenny

That item 1 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.

CARRIED.

Item:**1. Community and Economic Development Department, Parks and Recreation Division, Report 2018-151, Subject: Award of Consulting Services – Parks and Recreation Master Plan (Project 2018-10)**

Council resolved:

That Project 2018-10, Qualification of Consulting Services – Parks and Recreation Master Plan, be awarded to MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), with a submitted price of \$69,895, plus applicable taxes.

That Council consideration of the creation of a Parks and Recreation Locator Map, as a value-added project offered by MHBC, under the Parks and Recreation Master Plan, at an approximate cost of \$15,000, be referred to the 2019 budget process; and

That the appropriate by-law be presented for approval.

CARRIED.

8. Consideration of Items Requiring Separate Discussion:

Nil.

9. Proclamations:

Nil.

10. Minutes of Boards, Commissions & Committees:

Nil.

11. Consideration of By-laws:

No. 171 Moved by Councillor D. Elliott
Seconded by Councillor A. Desmarais

That the following by-laws be enacted and passed:

- 6629/84/18 Being a by-law to adopt an Interim Control By-law for all lands within the City of Port Colborne
- 6630/85/18 Being a by-law to authorize entering into an agreement with MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) for the completion of a Parks and Recreation Master Plan (Project 2018-10)
- 6631/86/18 Being a By-law to adopt, ratify and confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of November 26, 2018

CARRIED.

12. Council in Closed Session:

Motion to go into Closed Session – 7:16 p.m.

No. 172 Moved by Councillor Y. Doucet
Seconded by Councillor F. Danch

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 meetings: November 13, 2018.
- (b) Chief Administrative Officer, Special Projects and Corporate Strategic Initiatives Division memo re: update concerning the Nyon Energy Lands and the Nyon Tank Farm property, pursuant to *Municipal Act, 2001*, Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

CARRIED.

Motion to rise with report:

No. 173 Moved by Councillor A. Desmarais
Seconded by Councillor D. Elliott

That Council do now rise from closed session without report at approximately 7:45 p.m.

CARRIED.

13. Disclosures of Interest Arising from Closed Session:

Nil.

14. Reports/Motions Arising from Closed Session:

(b) Chief Administrative Officer, Special Projects and Corporate Strategic Initiatives Division memo re: update concerning the Nyon Energy Lands and the Nyon Tank Farm property, pursuant to *Municipal Act, 2001*, Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

The Clerk reported that direction was provided to staff during closed session in accordance with the *Municipal Act, 2001*.

15. Adjournment:

No. 174 Moved by Councillor F. Danch
Seconded by Councillor Y. Doucet

That the Council meeting be adjourned at approximately 7:46 p.m.

CARRIED.

John Maloney
Mayor

Amber LaPointe
City Clerk

AL/cm

MINUTES of the 8th Regular Board Meeting of 2018

Held Tuesday, October 16, 2018, 6:00 p.m.

Port Colborne Public Library, Auditorium

310 King St., Port Colborne, ON

Present: Michael Cooper (Chair), Valerie Catton (Vice Chair), Jeanette Frenette, Bryan Ingram, Ann Kennerly
Staff: Scott Luey (CEO), Susan Therrien (Director of Library Services)
Regrets: Harmony Cooper, Cheryl MacMillan

1. Call to Order:

Michael Cooper, Chair, called the meeting to order at 6:15 p.m.

2. Invocation:

The invocation was read.

3. Chairperson's Remarks:

Mr. Cooper welcomed the Board.

4. Approval of the Agenda:

Moved by V. Catton

Seconded by A. Kennerly

18:056 That the agenda be adopted as circulated.

CARRIED.

5. Declaration of Conflict of Interest:

Nil.

6. Delegations:

Nil.

7. Approval of the Minutes of the Previous Meeting of Tuesday, September 11, 2018:

Moved by B. Ingram
Seconded by J. Frenette

18:057 That the minutes of the September 11, 2018 meeting be adopted with one amendment.

CARRIED.

8. Business Arising from the Minutes:

Nil.

9. Agenda Items:

i. Legacy Document Working Session with CEO Scott Luey

The Board worked on the Legacy Document and will continue the session at the November Board meeting.

ii. Governance and Policy Review

- Employment of Employees
- Prevention of Workplace Violence
- Health and Safety of Staff
- Safety, Security, and Emergencies
- Accessibility

iii. Strategic Plan Implementation

The Director reported on work accomplished to date regarding implementing the goals of the Strategic Plan.

iv. Report on Capital Projects

a. PC Lions Gazebo

The project is now finished with installation of external LED security lighting on the

Port Colborne Public Library Board

north side of the library (facing Elgin Street) completed.

b. Carpeting, Shelving and Furniture

The carpeting, shelving, and furniture projects are scheduled to be completed by Friday, November 30, 2018. Signage will include a plaque to acknowledge the bequest that made the Adult Fiction room's new shelving and furniture possible. An Open House will be planned.

All efforts have been made to keep the library open during the carpet installation projects however the Children's Room cannot be closed off completely from the rest of the library due to its location and high ceiling. Due to health and safety concerns, the Director requested that the Board approve the closure of the Library to the public on the installation date(s). The dates include Monday, November 19 and, if necessary, Tuesday, November 20, 2018. If the library closes to the public, library staff will work in their offices on the administrative level or will engage in Staff Development activities.

Moved by B. Ingram
Seconded by V. Catton

18:058 To close the library on Monday, November 19, 2018, to facilitate carpet replacement in the Children's Room with the potential for a second closed day on Tuesday, November 20, 2018, per the Director's discretion.

CARRIED.

c. LED Retrofit Project

The City of Port Colborne was approached by its hydro provider, Canadian Niagara Power, regarding an incentive to retrofit bulbs in City facilities to energy efficient LEDs. As a result, 538 fluorescent bulbs were replaced with LEDs at the library. The cost before the incentive would have been \$4,605.28. The incentive from CNP was \$3,766.00. The total cost to the Library was \$839.28. The City's Facilities Maintenance staff did the retrofits and completed the project in October.

d. Cultural Block Security

Pinder's Security Products was onsite September 26, 2018, to assess the library and museum for wiring requirements for security cameras.

e. **Risk Assessment Security Upgrades**

Pinder's Security Products assessed wiring requirements for swipe doors at the library and to program the elevator on September 26, 2018.

f. **Accessible Public Washroom: Updates**

The renovation is scheduled for the spring of 2019.

v. **Committee Reports:**

Accessibility Committee (B. Ingram, V. Catton):

Nil.

Cultural Block Sub-Committee (M. Cooper, V. Catton):

V. Catton reported that the committee will meet to review a proposal received from consultant Lyn Royce regarding a Master Plan for the Cultural Block.

10. **Administrative Business:**

i. **Correspondence:**

The Board received a card of thanks from Councilor John Mayne; and, reviewed a letter of appreciation to William Higgins who resigned from the Board.

Moved by A. Kennerly
Seconded by J. Frenette

18:059 That the correspondence be received for information purposes.
CARRIED

ii. **Public Relations Report:**

Librarian R. Tkachuk submitted reports on Pop-Up Library, Outreach, and Summer Programming activities.



Moved by V. Catton
Seconded by A. Kennerly

18:060 That the Public Relations report be received for information purposes.
CARRIED

iii. **Chief Executive Officer's Report:**

Nil.

iv. **Treasurer's Report:**

Nil.

v. **Director's Report:**

a. **Port Colborne High School Co-Op Student**

The library is hosting a PCHS student for a co-op placement during the first semester of the school year.

b. **John Howard Society Onsite Social Worker**

The Port Colborne, Welland, Pelham, Thorold, and Fort Erie public libraries have partnered with the John Howard Society for an onsite social worker. The contract will run from September 2018 to May 2019.

c. **2019: "Let's Talk" Series and "Read to the Bump" Story Time**

The library is planning to partner with various agencies to reach out to the community through information sessions. Proposed topics include homelessness, human trafficking, the opioid crisis, and teen suicide. The library is also planning a "Read to the Bump" story time for expectant mothers to help connect them with prenatal health care information.

d. **Report on Meetings and Workshops**

- i. "Social Determinants of Health Advisory Committee—Everyone Matters," October 6, 2018

- ii. "Community on Human Trafficking in Niagara," Saturday, October 13, 2018

e. Incident Report

The Director reported on two incidents.

f. Health and Safety

- i. Fire Drill, October 31, 2018, with Port Colborne Fire Department
- ii. Workplace Inspection Report

Moved by A. Kennerly

Seconded by J. Frenette

18:061 That the Director's report be received for information purposes.
CARRIED

Circulation Report:

Deferred to the November 2018 meeting.

11. Board Members' Items:

Nil.

12. Notices of Motion:

Nil.

13. Date of the Next Meeting:

Tuesday, November 13, 2018, 6:00 p.m.
Port Colborne Public Library, Auditorium
310 King St., Port Colborne, ON



14. Adjournment:

Moved by J. Frenette
Seconded by B. Ingram

18:062 That the meeting be adjourned at 8:02 p.m.
CARRIED.

Michael Cooper, Library Board Chair

November 13, 2018

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