



COMMITTEE OF THE WHOLE - GENERAL

Tuesday, July 15, 2025, 5:00 p.m.

Pages

1.	CALL TO ORDER	
2.	ADOPTION OF AGENDA	
3.	CONFLICT OF INTEREST	
4.	CLOSED SESSION	
	Closed meeting to consider matters that qualify under the Municipal Act 2001 Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; specifically regarding 27 Prideaux Street: and	
	Closed meeting to consider matters that qualify under the Municipal Act 2001 Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; specifically regarding the 2018 Interim Control By-law; and	
	Closed meeting to consider matters that qualify under the Municipal Act 2001 Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; specifically regarding Konzelmann Winery	
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From: [Town of Niagara-on-the-Lake](#)
To: [Clerks](#)
Subject: Webform submission from: Delegation Request Form
Date: June 1, 2025 6:06:26 AM

CAUTION: This email originated from outside the Town of Niagara-on-the-Lake. Use caution when clicking on a link or opening an attachment, unless you were expecting it or know that the content is safe. Forward the email to IT to validate.

Submitted on Sun, 06/01/2025 - 06:06

Submitted by:

Submitted values are:

Information

Name

Murray Weaver

Organization Name

peaceful residence against pools and STRs

Address

[REDACTED]

Email Address

[REDACTED]

Telephone Number

[REDACTED]

Presentation

Agenda Delegation

Non Agenda Delegation

Topic

I have never spoken on this issue before

For Agenda delegations please include the title of the item. In point form, provide an overview of what points you will be speaking to:

STRs and pools- the destruction of a neighbourhood.

-This is home with a pool ruining a peaceful life for 5 homes connected to this noisy place.

-The turnover is about every 3 days, meaning a fresh new bunch of those who want to party. It would never happen with a full-time owner or hosted residence.
A quiet lawyer, doctor, etc. would not be permitted, so why is a commercial venture allowed?
This would not be allowed to happen at a mini hotel operation.
-The owner manages his own STR and is unresponsive to my emails. Will only respond to a bylaw noise complaint.
Renters have no connection to the neighbourhood, don't care, and make a lot of noise
-This is a commercial, for-profit business in the middle of a quiet neighbourhood.
-This was in the 2021 STR committee recommendations, but staff removed it.
.

Terms

I have read and understand the Delegation Protocol and acknowledge the information contained on this form, including any attachments, will become public documents and listed on Town Meeting Agendas. I also understand presentation materials including speaking notes and electronic presentations must be submitted by email to clerks@notl.com no later than 12:00 p.m. on the Monday prior the scheduled meeting.
Yes

Meeting Time

I wish to appear before:
Committee of the Whole

Date
Tue, 06/17/2025 - 00:00

Presentation Requirements

Do you have a visual presentation (slideshow or photos) to accompany your delegation?
Yes

I agree
Yes

Delegation

I will be appearing:
In person

I also understand presentation materials including speaking notes and electronic

presentations must be submitted by email to clerks@notl.com no later than 12:00 p.m. on the Monday prior to the scheduled meeting.

Yes

I acknowledge I have 10 minutes to delegate

Yes

I give permission to be audio and video recorded on the Town of Niagara on the Lake's livestream

Yes

Do you require accessible accommodation to participate:

No

Privacy Disclaimer

I have read and understand the above Privacy Disclaimer.

Yes

Dear Councillors,

I have spoken to you over the past few years about the large and noisy STR [REDACTED]. The problem continues.

When my wife and I retired to this wonderful community, we anticipated enjoying the many activities and amenities that the community offered. We even chose our home in a quiet section of old town NOTL (south end section of King Street). During that first summer, we discovered that [REDACTED] was a mini hotel masquerading as a private residence for consecutive and continuous groups of 10-12 renters. This STR [REDACTED] is a commercial property, not a private residence. At the very least, it should be taxed commercial, as outlined by Revenue Canada regarding STR's.

The [REDACTED] STR has ruined our retirement plans. Many an afternoon we have been driven out of our backyard due to loud music, loud party noise, and loud pool games. There are 3 STR's within 100 metres of our residence, but this [REDACTED] property is the only one which causes noise problems. Our conclusion is that the outdoor pool draws these partying people to our quiet neighbourhood. Take note that current bylaws would not allow this house to be rented as an office to a doctor, lawyer or accountant, which, as you can guess, would be much quieter.

The STR renters have no connection to NOTL or our neighbourhood, so there is no reason for them to be quiet. They have rented this property to enjoy themselves from 'check in' to 'check out'. They could care less about being respectful.

My wife and I have tried to alleviate the noisy situation. We have contacted the owner (they are listed as the property managers), and while they have attended or called the renters in the house, five minutes later the party continues. On other occasions, the owners have ignored our requests, saying they are operating within the bylaws. We have been advised to call Granicus, to no avail. We received back a recorded message to call the local police, who in turn have refused to attend for a noise bylaw infraction. As you are well aware, noise bylaw officers do not work on weekday evenings or on the weekends, which of course is when they are needed.

This commercial [REDACTED] STR adjoins [REDACTED] residential properties in the neighbourhood, however, we are the ones who are most affected by the pool and party noise.

According to NOTL's current noise bylaw, between the hours of 7am to 11 pm, yelling, shouting, hooting, whistling or singing is considered acceptable behaviour. Loud music is not included in the bylaw, but this certainly plays a factor in the noise disruption. One muses what type of noise is not acceptable by bylaw.

Of note, in 2021 the STR committee consisting of several STR managers, recommended that a STR property with an outdoor swimming pool or hot tub not be allowed in NOTL. For some reason, staff omitted this recommendation when the STR changes were brought forward to Council.

At one of the recent Council meetings, Jason Clements, long time and local Vacation Rental Manager told Council that he does not accept client STR's that have a pool or hot tub. The reason is that they cause too many problems.

Council Members, we can't do this alone. Going forward, we need your help and support to change the bylaw and disallow pools, perhaps at the renewal of a STR license. I know we are asking for a very bold and possibly unpopular decision, but it is the right thing to do. NOTL residents should not have their rights negatively affected by the commercial purposes of STR owners and rights of their out of town visitors. Other communities have taken action to outlaw STRS altogether. All we are asking is to eliminate the pool in the bylaw.

The owner of [REDACTED] would still be allowed to rent his large home as a long term rental, and this would eliminate the never ending turnaround of vacation renters and give us some much needed peace and quiet.

From: [Town of Niagara-on-the-Lake](#)
To: [Clerks](#)
Subject: Webform submission from: Delegation Request Form
Date: March 23, 2025 1:26:15 PM

CAUTION: This email originated from outside the Town of Niagara-on-the-Lake. Use caution when clicking on a link or opening an attachment, unless you were expecting it or know that the content is safe. Forward the email to IT to validate.

Submitted on Sun, 03/23/2025 - 13:26

Submitted by:

Submitted values are:

Information

Name

Rianna Ford

Organization Name

Bull & Blossom Initiative

Address

[REDACTED]

Email Address

[REDACTED]

Telephone Number

[REDACTED]

Presentation

Agenda Delegation

Agenda Delegation

Topic

I have never spoken on this issue before

For Agenda delegations please include the title of the item. In point form, provide an overview of what points you will be speaking to:

Ontario Municipalities Must Reconsider Opting Out of Legal Cannabis Retail

In April 2023, Mississauga ended its five-year ban on legal cannabis storefronts, a decision made possible through advocacy from myself, Rianna Ford, along with Cyrus Hambaz, Brad Stott, and the owners of The Niagara Herbalist. Despite this progress, many Ontario municipalities continue to opt out, fueling the illicit market and misallocating law enforcement resources.

The Consequences of Opting Out

Banning legal cannabis stores does not stop cannabis consumption—it only pushes consumers toward unregulated, illicit sources. Illegal dispensaries lack safety standards, putting public health at risk, while legal stores adhere to strict regulations ensuring product safety, responsible sales, and age restrictions.

The Burden on Law Enforcement

With law enforcement resources increasingly limited, the need to protect legal cannabis businesses and push out unlawful competition is more critical than ever. Illicit dispensaries and unregulated operators not only undermine the legal market but also pose significant safety risks to communities. Opting out of legal cannabis retail allows these illegal businesses to thrive, making it harder for law enforcement to intervene effectively. By embracing a regulated market, municipalities can help ensure consumer safety, reduce illicit operations, and allow law enforcement to focus on more pressing community concerns.

Economic and Community Benefits

Legal cannabis retail creates jobs, generates tax revenue, and attracts business investments. These economic benefits directly support local communities through reinvestment in infrastructure and services. Additionally, legal retailers promote responsible consumption and public education, further ensuring safety.

A Call to Action

Mississauga's decision to opt in has provided safer access, reduced illicit activity, and boosted the local economy. Other municipalities should follow suit, prioritizing public safety and economic growth over outdated fears. Embracing a regulated cannabis market ensures safer communities and sustainable economic benefits. It's time for change.

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Yes

Meeting Time

I wish to appear before:
Council

Date
Tue, 04/29/2025 - 00:00

Presentation Requirements

Do you have a visual presentation (slideshow or photos) to accompany your delegation?
Yes

I agree
Yes

Delegation

I will be appearing:
In person

I also understand presentation materials including speaking notes and electronic presentations must be submitted by email to clerks@notl.com no later than 12:00 p.m. on the Monday prior to the scheduled meeting.
Yes

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Yes

I give permission to be audio and video recorded on the Town of Niagara on the Lake's livestream
Yes

Do you require accessible accommodation to participate:
No

Privacy Disclaimer

I have read and understand the above Privacy Disclaimer.
Yes

OPTING IN WITH INTENTION: A FRAMEWORK FOR NIAGARA-ON-THE-LAKE



Rianna Ford, Founder & Director
July 15, 2025

The Bull & Blossom Initiative is a community-driven not-for-profit dedicated to fostering inclusion, equity, and empowerment in legal cannabis, event coordination, and entrepreneurship.



KEY POINTS

- Meet the Speaker: Rianna Ford
- Mississauga Success
- Competitive Cities
- NOTL Controlled Growth
- A Trusted Local Model: The Niagara Herbalist
- Embrace Opportunity. Empower Community.
- Thank You

MEET THE SPEAKER



Rianna Ford
*Founder & Director
Bull & Blossom
Initiative*

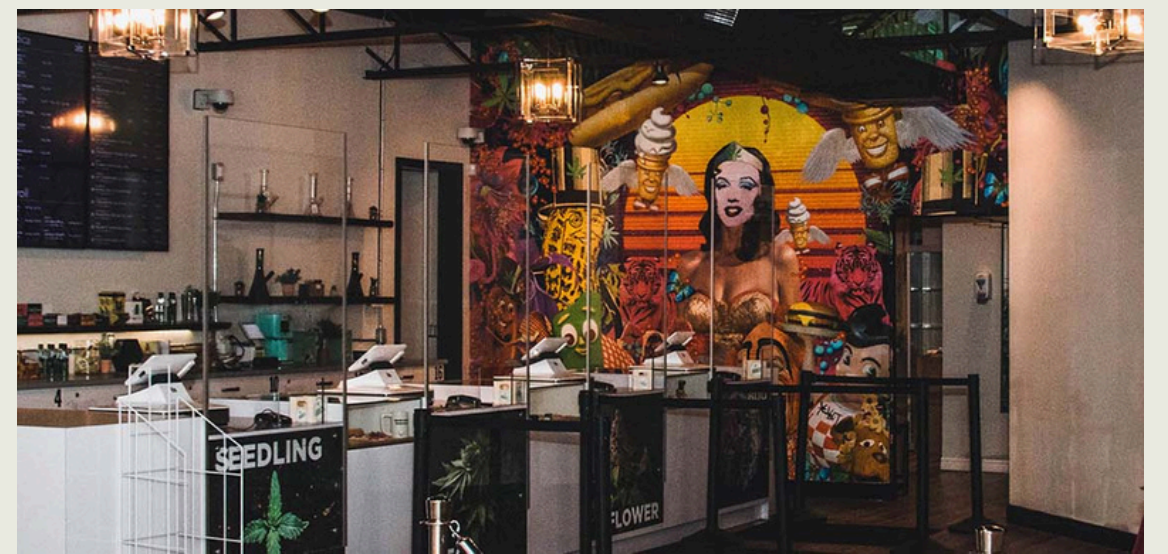
Experience:

- 360° legal cannabis industry experience
- Policy advocate for retail access
- Event and workforce program designer

Mission:

- Empower underrepresented communities
- Build inclusive cannabis and culture spaces
- Lead with equity, education & impact

Bull & Blossom: Community-driven. Equity-built.



MISSISSAUGA SUCCESS

Journey to legalization:

Dec 12 2018 – Council opts out amid clustering & control concerns

2019-2022 – Illegal shops proliferate; residents shop elsewhere

Apr 19 2023 – Rianna Ford deputation & Resolution 0103-2023 passes 8-4

Apr 20 2023 – Ban officially lifted; AGCO begins licensing

Arguments that won Council Support:

- Provincial data shows minimal ‘clustering’ in comparable cities
- Local jobs & storefront revitalization
- Public-health benefit: safe, tested products & dosage education
- Economic uplift without new municipal taxes
- Legal stores undercut black-market operators

First 12 months; 42 stores approved, first store opened May 26 2023 (corporate).

Hundreds of new jobs & landlord revenue. No zoning complaints related to odour or crowding.

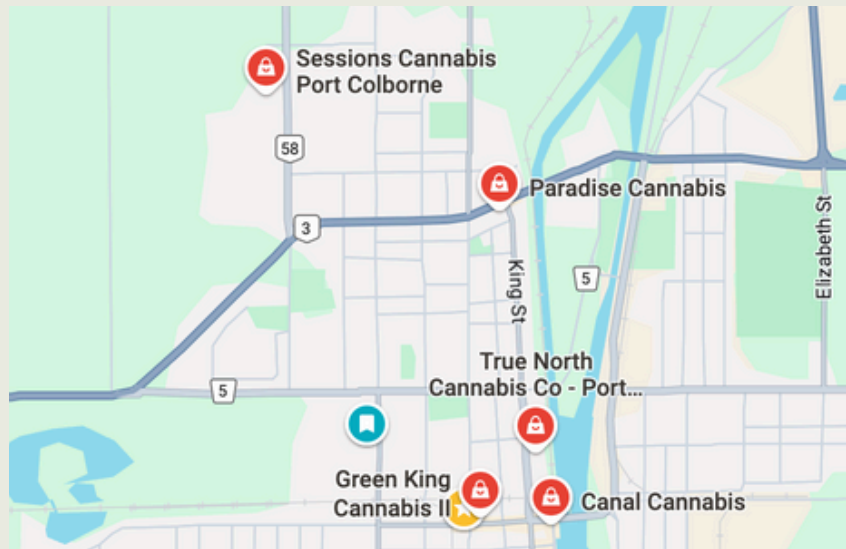
Illegal storefronts markedly reduced (Peel Police report), see following slide.



From left (red) to right (green), are photos of both illegal and legal cannabis neighbouring storefronts right on the corner of Hurontario and Dundas. Prior and during legalization Weed Releaf operated up until legal store front Runway Pot opened 2023 and ~~drove direct illicit competition out~~ ^{drove direct illicit competition out} March 2025 (when photo was taken)

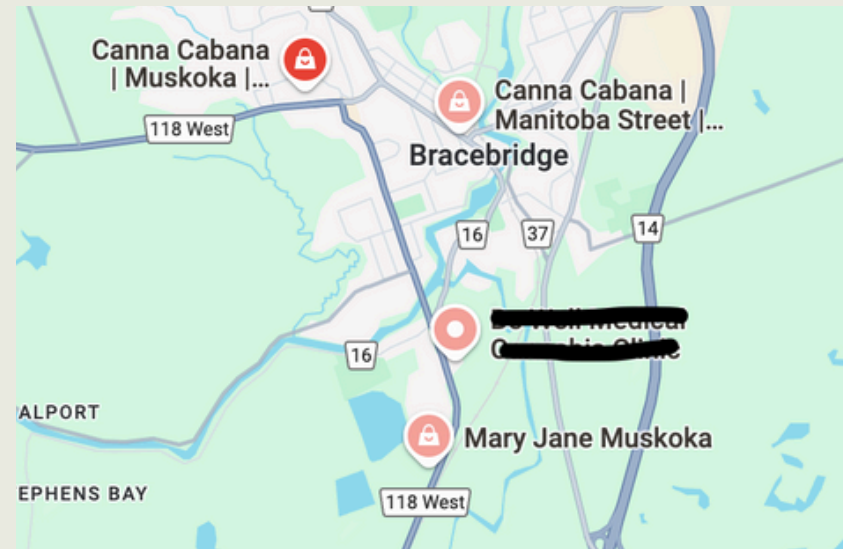
COMPETITIVE CITIES

Port Colborne, ON



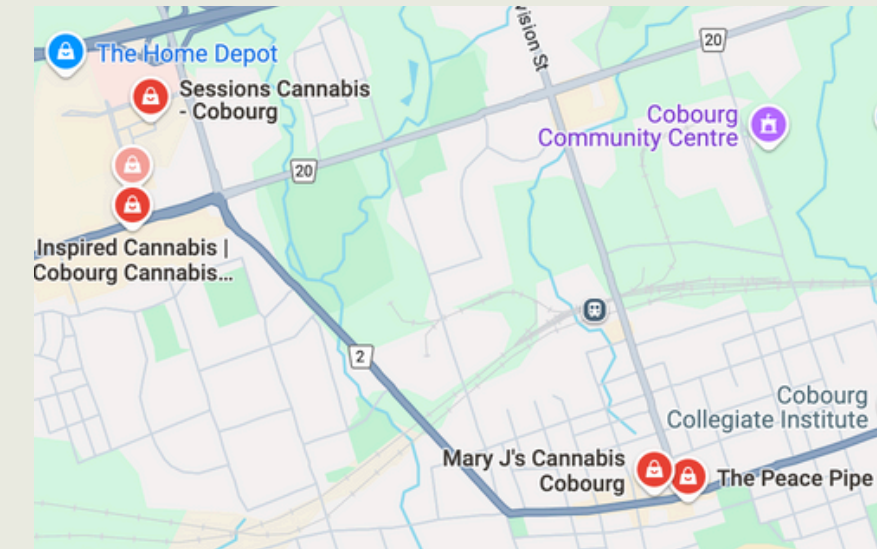
- 20,033 population
- 5 legal storefronts total, 1 closure
- 2/5 store fronts are corporate

Bracebridge, ON



- 17,305 population
- 3 legal storefronts total, 1 closure
- 2/3 store fronts are corporate
- 1 illicit store

Cobourg, ON



- 20,159 population
- 5 legal storefronts total, 1 closure
- 2/5 store fronts are corporate

Niagara-on-the-Lake median population 19,088 in 2021. Similar cities population offer a maximum 5 stores with majority independent operated legal storefronts. There are cities like St. Mary's (7,386 population) that currently has only one store which is corporate.

N-O-T-L CONTROLLED GROWTH

Landlord & Retailer Vetting Strategy

- **Require proven** operating track-record & financial stability, focus solely on independent retailers
- **Mandate** heritage-compatible storefront designs
- **Community-benefit agreements** (local hiring, sponsorships)

Economic & Community Benefits

- **20-30 new direct jobs;** spin-off tourism partnerships
- **Rental income** for vacant or underused properties
- **Increased municipal share** of provincial excise funding
- **Enhanced visitor experience:** education/safe consumption, wine-&-weed tours, wellness retreats,

Addressing Common Concerns

- **Youth access** –strict ID checks; provincially mandated staff training
- **Traffic & parking** – data shows negligible impact
- **Public consumption** – remains regulated under Smoke-Free Ontario Act
- **Odour control** – modern HVAC & display regulations

Proposed Action Plan for Council

- **Host public info sessions** showcasing other municipal data
- **Pass resolution** to opt-in & notify AGCO
- **Publish voluntary** Cannabis Retail Design & Siting Guidelines
- **Review licence applications** quarterly with community input



A TRUSTED LOCAL MODEL: THE NIAGARA HERBALIST

33 Lakeshore Rd #15, St. Catharines, ON L2N 6E3

- **The Niagara Herbalist** (est. April 2019) — A fully independent, community-rooted dispensary and one of Ontario's original cannabis license lottery winners (2018)
- Co-owners **Jessica Bonilla, Max Bonilla and Kevin Trethowan**, have family footprints in Niagara region dating back to the 1950s, they cherish and understand the nuances of our community.
- Their motto “**One Location. Excellence, not Volume.**”
- Apart of **Ontario Living Wage Network**, pays above minimum wage and provides staff benefits
- Actively promotes **equity, education, and wellness** within the cannabis industry
- Leads **community-focused initiatives through HighQ** (adjacent studio): Painting workshops, Yoga sessions, Cannabis plant education
- **A model operator**: trusted, regulated, and deeply invested in local wellbeing



• Centre three co-owners TNH, far right former Mayor of St. Catharines



EMBRACE OPPORTUNITY. EMPOWER COMMUNITY.

- Independent retailers like The Niagara Herbalist prioritize community, not corporate expansion
- Local operators invest in staff wellbeing, education, and inclusion
- Supporting trusted independents ensures measured, values-aligned growth
- Niagara-on-the-Lake can shape a retail model that reflects its unique identity and priorities

Thank you.



From: [Town of Niagara-on-the-Lake](#)
To: [Clerks](#)
Subject: Webform submission from: Delegation Request Form
Date: April 27, 2025 4:48:29 PM

CAUTION: This email originated from outside the Town of Niagara-on-the-Lake. Use caution when clicking on a link or opening an attachment, unless you were expecting it or know that the content is safe. Forward the email to IT to validate.

Submitted on Sun, 04/27/2025 - 16:48

Submitted by:

Submitted values are:

Information

Name

Joy Sanguedolce

Organization Name

NOTL Pickleball Club

Address

[REDACTED]

Email Address

[REDACTED]

Telephone Number

[REDACTED]

Presentation

Agenda Delegation

Non Agenda Delegation

Topic

I have never spoken on this issue before

For Agenda delegations please include the title of the item. In point form, provide an overview of what points you will be speaking to:

NOTL Club Indoor Pickleball Facility proposal.

The NOTL pb club has over 600 members who are looking for year round (indoor) dedicated play facilities. Our goal is to stay and play in NOTL. Our request is to build an expansion to the NOTL Community Centre (adjacent to the lawn bowling) for a permanent structure. The club is prepared to fundraise the costs to make this dream an achievable reality. Our goal is to make it accessible to not only our members but the wider community of PB enthusiasts who have made this the number one growth sport in North America.

Terms

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Yes

Meeting Time

I wish to appear before:

Council, Committee of the Whole

Date

Thu, 05/22/2025 - 00:00

Presentation Requirements

Do you have a visual presentation (slideshow or photos) to accompany your delegation?

Yes

I agree

Yes

Delegation

I will be appearing:

In person

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Yes

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Yes

I give permission to be audio and video recorded on the Town of Niagara on the Lake's livestream

Yes

Do you require accessible accommodation to participate:

No

Privacy Disclaimer

I have read and understand the above Privacy Disclaimer.

Yes

Exploring the Need for a Dedicated Indoor Pickleball Facility in Our Community

Potential site: land behind the lawn bowling area

Today, we'd like to open a conversation with Council about the opportunity to develop a new indoor pickleball facility in the Town of Niagara-on-the-Lake, ideally located near the NOTL Community Centre or another suitable site.





*We believe this initiative represents a **win-win**: enhancing community well-being while supporting the Town's vision for inclusive, year-round recreation.*

Before we dive into the specific benefits, we'd like to start by sharing a brief overview of our Club and the growing pickleball landscape in Canada.



Niagara-on-the-Lake Pickleball Club Inc.

A **non-profit** volunteer association *promoting the growth and enjoyment of pickleball in our community.* **Our mission** is to:

- Foster a safe, respectful, and welcoming environment
- Introduce new players to the game
- Ensure year-round access to indoor & outdoor courts
- Offer recreational and competitive play for all skill levels
- Support player development through coaching & practice sessions
- Promote participation in tournaments & competitive events
- Build community through inclusive social activities



47%

reside in
the Town
of NOTL

75% of

members range
in age from
56-75

53% of

members
are
women

The NOTL
Pickleball Club is
made up of **570**
MEMBERS
from over 28
communities
across Southern
Ontario



Membership

Pickleball is one of Canada's fastest-growing sports, with especially high demand here in Niagara-on-the-Lake. Since our founding in 2017 with 80 members, the Club has grown to 570 members in 2025, after peaking at 740 in 2024. We capped membership to maintain a high-quality experience while continuing to promote fitness, fun, and social connection for players of all ages and skill levels.



Currently estimated that **1.54mil** people are now playing in Canada

THAT'S A **57%**
INCREASE SINCE
2022

Source: [PickleBall Canada January 2025 Survey](#)

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For Discussion Purposes ONLY. Subject to Membership Approval.

Biggest
increase
**35-54 age
group**

Top
reason for
playing -
fun

Top 2
provinces:
Ontario
and
Quebec

Top
barriers:
**lack of
info** and
facilities



Why a Dedicated Indoor Facility Matters

The Club currently operates across four locations: NOTL Community Centre, Central Community Centre, Outdoor courts at Virgil Sports Park, Niagara Falls Bubble. These spaces are fragmented and limited — especially the outdoor courts, which are impacted by seasonal weather. A centralized indoor facility would:

- Improve accessibility and scheduling
- Provide consistent, year-round play
- Strengthen community connection among members
- Support program development and advanced player training
- Enable the hosting of larger events and tournaments
- A weather-independent facility would offer lasting value to both the Club and the broader community

The Club as a Long-term Partner

- Open to long-term tenancy and active community partnership
- Provides stability, consistent facility use, and modest revenue
- Supports efficient use of public infrastructure
- Maximizes Town's investment via year-round programming, volunteer involvement and shared maintenance efforts

As a non-profit organization, we are mindful of our limited financial resources. Nonetheless, our commitment remains firmly rooted in delivering long-term value to the community.

Key Community Benefits

- **Economic Impact:** Tournaments like the NOTL Classic in 2023 drew over 300 players and their families from across Ontario, generating meaningful local spending at hotels, restaurants, and shops.
- **Community Health & Wellness:** Year-round access to indoor courts supports active, healthy lifestyles for residents of all ages — a priority emphasized by CAO Bruce Zvaniga.
- **Social Connection:** Pickleball's welcoming and social nature builds strong community ties, encouraging inclusion, friendship, and a sense of belonging.
- **Community Concerns:** removal of all noise-related complaints from outdoor courts

For your consideration

New Indoor Facility

- Courts equipped with permanent lines and nets, fully compliant with Pickleball Canada standards.
- Proper lighting, soundproofing, wheel accessibility, HVAC.
- Members will still utilize washrooms, change rooms and meeting rooms in the main building.



We respectfully ask for Council's continued support to advance this concept, aligning with the Town's vision for vibrant, healthy communities, and to help position Niagara-on-the-Lake as a premier pickleball destination.

Thank you for your time and consideration. We welcome any questions and would be glad to provide further details.

From: [Town of Niagara-on-the-Lake](#)
To: [Clerks](#)
Subject: Webform submission from: Delegation Request Form
Date: June 16, 2025 9:38:20 PM

CAUTION: This email originated from outside the Town of Niagara-on-the-Lake. Use caution when clicking on a link or opening an attachment, unless you were expecting it or know that the content is safe. Forward the email to IT to validate.

Submitted on Mon, 06/16/2025 - 21:38

Submitted by:

Submitted values are:

Information

Name

Cindy Grant

Organization Name

Niagara-on-the-Lake Senior Housing Advisory Committee

Address

[REDACTED]

Email Address

[REDACTED]

Telephone Number

[REDACTED]

Presentation

Agenda Delegation

Non Agenda Delegation

Topic

I have never spoken on this issue before

For Agenda delegations please include the title of the item. In point form, provide an overview of what points you will be speaking to:

- Senior Housing Advisory Committee status update
- Request for actions by Council and Town Staff to support need for development of

alternative housing options for the community

Terms

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Yes

Meeting Time

I wish to appear before:
Council, Committee of the Whole

Date
Tue, 07/08/2025 - 00:00

Presentation Requirements

Do you have a visual presentation (slideshow or photos) to accompany your delegation?
Yes

I agree
Yes

Delegation

I will be appearing:
In person

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Yes

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Yes

I give permission to be audio and video recorded on the Town of Niagara on the Lake's livestream
Yes

Do you require accessible accommodation to participate:

No

Privacy Disclaimer

I have read and understand the above Privacy Disclaimer.

Yes

Niagara-on-the-Lake Committee of the Whole

Senior Housing Advisory Committee | July 15, 2025

Problem Statement

When seniors no longer wish to live in their single family homes, but desire to remain in the NOTL community, there are little or no alternatives available.

The Time is Now – Positioning NOTL for an Aging Future

Why Act Today?

- ✿ *By 2031, 1 in 3 NOTL residents will be 65+*
- ✿ *Current housing stock is not aging-friendly*
- ✿ *Waitlists are growing for supportive and attainable housing*
- ✿ *Senior housing is an economic driver — not just social policy*

The Ask: Recognize senior housing as a key pillar in NOTL's Economic Development and Official Plan strategy

Aligning Senior Housing with Economic Development

Aging Population = Economic Opportunity

- ✿ *Creates local jobs: construction, health services, wellness, and property management*
- ✿ *Supports business vitality: aging residents spend locally on goods, services, and dining*
- ✿ *Reduces healthcare costs: accessible, wellness-oriented homes prevent hospitalizations*
- ✿ *Attracts newcomers: many Ontarians seek age-friendly small towns with housing options*

Proposal: Formally incorporate senior housing and aging-in-place communities into NOTL's economic growth priorities

Public Land for Public Good

Town-Owned Land: A Tool for Housing Innovation

- ✿ *We ask the Town to identify municipally owned lands suitable for senior housing*
- ✿ *Is there land already zoned and/or serviceable that can be allocated?*
- ✿ *Prioritize locations near transit, healthcare, and town amenities*

Example Opportunity:

What is the status and potential amenability of the former hospital site in Old Town?

Strategic Integration in the Official Plan

Seniors Housing Must Be Embedded in Policy

- ✿ *Amend the Official Plan to explicitly prioritize:*
- ✿ *Senior Housing*
- ✿ *Mixed-income senior housing*
- ✿ *Wellness-focused, barrier-free living environments*

We're asking for more than recognition. We're calling for strategic action:

- ✿ *Clear targets and timelines*
- ✿ *Land-use designations for aging-focused housing*
- ✿ *NOTL Cross-departmental collaboration to bring it to life*

A Call for Leadership

We Recommend the Town Issue a Senior-Specific RFI (Request for Interest)

- ✿ *Invite qualified developers, nonprofits, and partners*
- ✿ *Focus: mixed-income, aging-in-place, community-connected models*
- ✿ *Leverage municipal incentives and policy alignment*

This is not a passive request. We ask the Town to lead a public-private innovation approach to create Canada's most livable community for older adults.

Let's Build This – Together

We are not asking the Town to solve this alone. We are:

- ✿ *Offering community leadership*
- ✿ *Bringing partners, advisors, and vision*
- ✿ *Ready to co-design solutions with Town staff, Council, and developers*

Let's position Niagara-on-the-Lake as a national leader in dignified, senior housing.

Contact: Cindy Grant, Chair

Niagara-on-the-Lake Senior Housing Advisory Committee

From: [Town of Niagara-on-the-Lake](#)
To: [Clerks](#)
Subject: Webform submission from: Delegation Request Form
Date: July 8, 2025 6:15:04 PM

CAUTION: This email originated from outside the Town of Niagara-on-the-Lake. Use caution when clicking on a link or opening an attachment, unless you were expecting it or know that the content is safe. Forward the email to IT to validate.

Submitted on Tue, 07/08/2025 - 18:14

Submitted by:

Submitted values are:

Information

Name

Thomas Richardson

Organization Name

Sullivan Mahoney LLP

Address

[REDACTED]

Email Address

[REDACTED]

Telephone Number

[REDACTED]

Presentation

Agenda Delegation

Non Agenda Delegation

Topic

I have never spoken on this issue before

For Agenda delegations please include the title of the item. In point form, provide an overview of what points you will be speaking to:

Non- Agenda delegation relating to Two Sisters Resorts Corp. and the Parliament Oak Development Charges.

Terms

I have read and understand the Delegation Protocol and acknowledge the information contained on this form, including any attachments, will become public documents and listed on Town Meeting Agendas. I also understand presentation materials including speaking notes and electronic presentations must be submitted by email to clerks@notl.com no later than 12:00 p.m. on the Monday prior the scheduled meeting.
Yes

Meeting Time

I wish to appear before:
Committee of the Whole

Date
Tue, 07/15/2025 - 00:00

Presentation Requirements

Do you have a visual presentation (slideshow or photos) to accompany your delegation?
No

I agree
Yes

Delegation

I will be appearing:
In person

I also understand presentation materials including speaking notes and electronic presentations must be submitted by email to clerks@notl.com no later than 12:00 p.m. on the Monday prior to the scheduled meeting.
Yes

I acknowledge I have 10 minutes to delegate
Yes

I give permission to be audio and video recorded on the Town of Niagara on the Lake's livestream
Yes

Do you require accessible accommodation to participate:

No

Privacy Disclaimer

I have read and understand the above Privacy Disclaimer.

Yes

July 7, 2025

Reply to St. Catharines Office
THOMAS A. RICHARDSON, C.S.
905.327.6062 - Cell
tarichardson@sullivanmahoney.com

*Certified Specialist (Municipal Law – Local
Government/Land Use Planning and Development)*

Sent Via E-mail: gary.zalepa@notl.com and council@notl.com

Town of Niagara-on-the-Lake
P.O. Box 100
1593 Four Mile Creek Road
Virgil, ON L0S 1T0

Attention: Lord Mayor Gary Zalepa and Members of Council, Town-of-Niagara-on-the-Lake

Dear Lord Mayor Zalepa and Members of Council:

**Re: Two Sisters Resorts Corp. re: Parliament Oak
Our File No.: 136000**

We act as solicitors for Two Sisters Resorts Corp. with respect to the redevelopment of property located at 325 King Street, Niagara-on-the-Lake for the purpose of a hotel.

As you are aware, Council has granted certain planning approvals for this project. The Site Plan process is also underway and is nearing completion. Our client, prudently, is now addressing the matter of development charges to be paid upon application for the building permit.

The purpose of this correspondence is to seek the assistance of the Council of the Town of Niagara-on-the-Lake in addressing Regional development charges.

We are informed by the Chief Building Official that the Town development charges on this project will be \$989,393.00.

The Regional development charges on this project will be \$4,784,992.00.

The Town of Niagara-on-the-Lake Development Charge By-law does not include, in its calculation of “*gross floor area*”, floor area which is below grade. Conversely, the Regional Development Charge By-law does include, in its calculation of “*gross floor area*”, all floor area below grade.

Client Committed. Community Minded.

40 Queen Street, P.O. Box 1360, St. Catharines, ON L2R 6Z2 t: 905.688.6655 f: 905.688.5814

7085 Morrison Street, Niagara Falls, ON L2E 7K5 t: 905.357.3334 f: 905.357.3336

sullivanmahoney.com

In this case, this project will include two levels of underground parking.

Given the nature of the area and the site, one level of underground parking was proposed by Two Sisters from the outset of the project, an approach which the Town both supported and desired in order to increase the green and landscaped open space. However, the second level of underground parking was necessitated by the wishes of the Town to add 43 additional parking spaces while keeping all parking below grade. Those wishes of the Town directly result in the need for our client to construct a second level of underground parking, resulting in an additional construction cost of \$857,840.00 as well as an additional \$804,573.00 of Regional development charges.

Our client is seeking the support of Town Council in a request to the Region to waive the sum of \$804,573.00, being the Regional development charges incurred as a result of the second level of underground parking. The reasons for our request and for seeking the Town's support are set out below.

Two Sisters and the Town disagreed over the number of parking spaces needed for this development. Ultimately, and notwithstanding its own expert report which was peer reviewed, Two Sisters accepted the Town's position and agreed to construct the additional 43 parking spaces.

In order to provide the landscaped open space being proposed, which again Council will be aware is a key component of this development, the additional parking had to be accommodated underground, by way of an additional level of parking.

The Town's requirement for additional parking, which in turn results in the additional parking level, did not trigger any additional Town development charges for the reason expressed above, namely that the Town's Development Charge By-law does not include underground construction in its calculation of "*gross floor area*". However, the Town's requirement to include the additional parking spaces has triggered a substantial increase in both the construction cost and in the Regional development charges. In fact, the additional Regional development charges are only slightly less than the total development charges being charged by the Town.

The removal of all on-grade parking, save for the accessible parking, resulted in lot coverage of 25% where the General Commercial Zone permits 50%. Further, the proposed development will provide 65% landscaped area rather than 20% landscaped area permitted in the General Commercial Zone. In short, the fact that all parking will be constructed below-grade results in a more beneficial development than the standard Zoning By-law requirements. However, the additional parking and having all parking below-grade results in not only additional constructions costs, but also higher Regional development charges.

In closing, on behalf of Two Sisters Resorts Corp., we hereby respectfully ask the Council of the Town of Niagara-on-the-Lake to support of our request to be made to the Regional Council to reduce the Regional development charges with respect to the proposed hotel development at 325 King Street, Niagara-on-the-Lake by the sum of \$804,573.00.

We would welcome an opportunity to address Town Council on this matter.

Yours very truly,

SULLIVAN, MAHONEY LLP

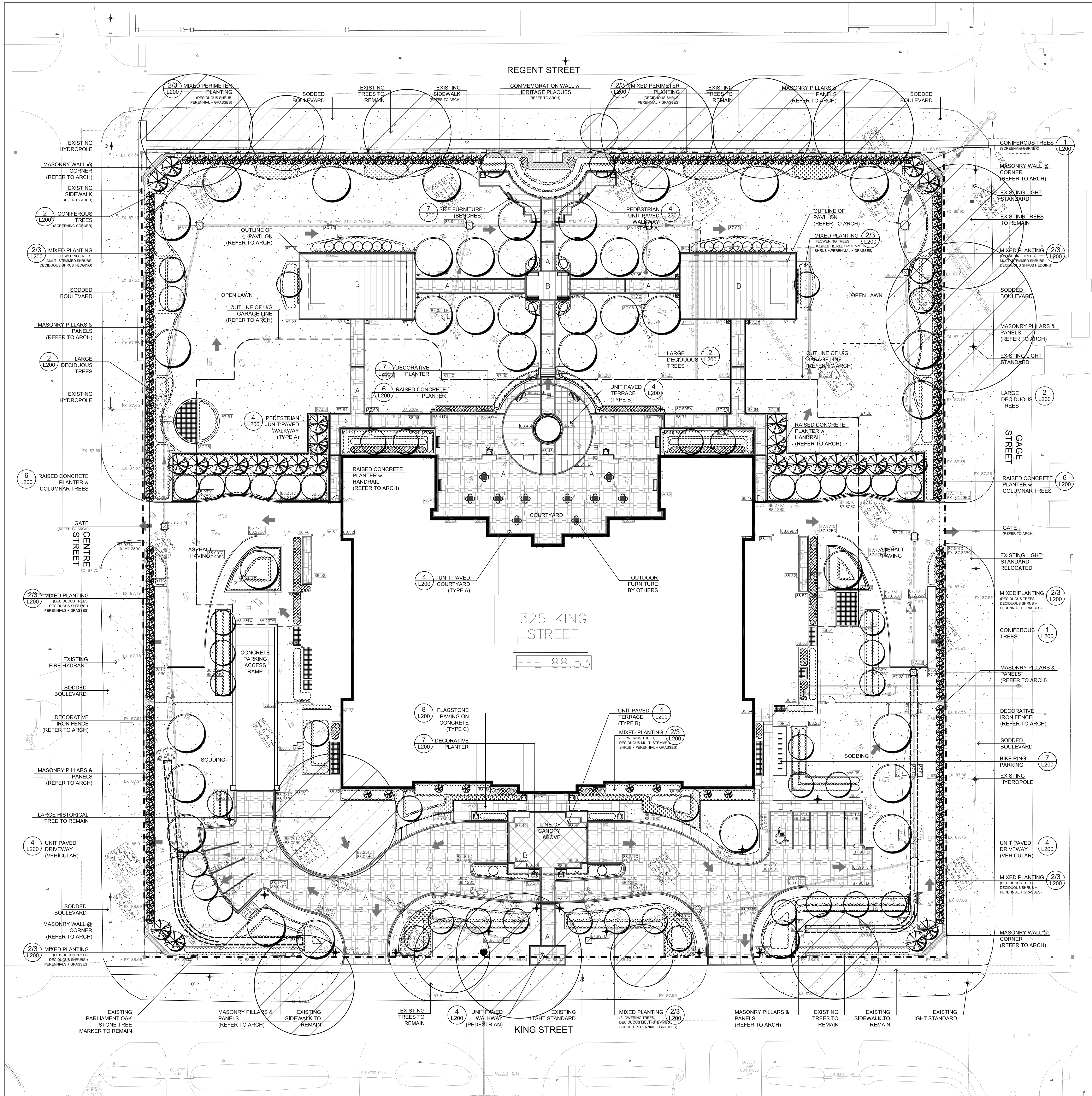
Per:



Thomas A. Richardson, C.S.
Thomas Richardson Legal
Professional Corporation

TAR:th

CC: Bruce Zvaniga, Chief Administrative Officer
Grant Bivol, Manager of Legislative Services/Town Clerk
Kyle Freeborn, Director of Corporate Services/Treasurer



KEY MAP:



OWNER'S NAME _____

OWNER'S SIGNATURE _____



Town of
Niagara-on-the-Lake

LORD MAYOR _____

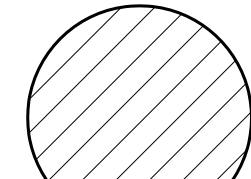
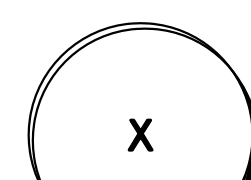
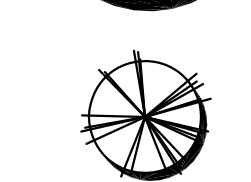
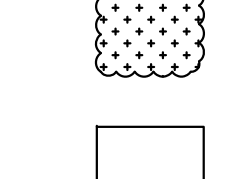
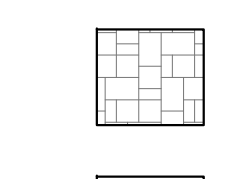
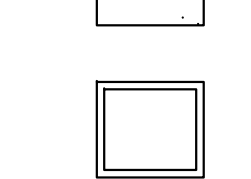
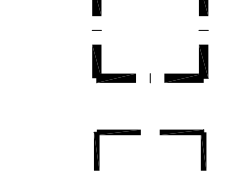
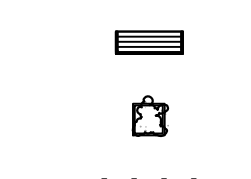


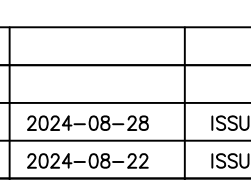
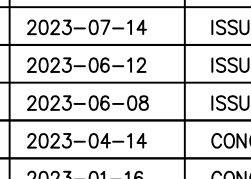
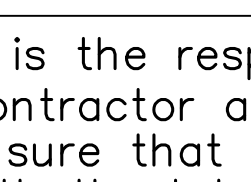
TOWN CLERK _____

DATE _____

GENERAL NOTES

- VERIFY ALL DIMENSIONS.
- DO NOT SCALE DRAWINGS.
- REPORT ANY DISCREPANCIES, DISCOVERED ERRORS, OR OMISSIONS TO THE LANDSCAPE ARCHITECT BEFORE PROCEEDING.
- IT IS ADVISED THAT CONTRACTORS CONTACT THE LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION TO ENSURE THE USE OF THE LATEST REVISED DRAWINGS.
- DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE LANDSCAPE ARCHITECT.

LEGEND:

-  EXISTING TREES TO BE PRESERVED
-  DECIDUOUS TREES
-  CONIFEROUS TREES
-  PERENNIAL/GRASSES/ORNAMENTAL PLANTING
-  EXISTING CONCRETE SIDEWALK
-  UNIT PAVING
-  SODDING
-  RAISED CONCRETE PLANTER
-  PROPERTY LINE
-  UG GARAGE LINE
-  DECORATIVE BENCH
-  DECORATIVE PLANTER
-  BIKE RINGS

GENERAL NOTES:

TOPSOIL:

- USE EVENLY MIXED TOPSOIL OF FERTILE, FRABLE NATURAL LOAM CONTAINING NOT LESS THAN 4% ORGANIC MATTER FOR CLAY LOAMS AND 2% MINIMUM ORGANIC MATTER FOR SAND LOAMS WITH AN ACTIVITY RANGE OF 5.5 TO 7.5 pH. ALL TOPSOIL SHOULD BE FREE OF SUBSOLS, CLAY STONES, ROOTS, EXCESS WATER, FROST AND OTHER EXTRANEOUS MATTER.

PLANTING: (UNLESS OTHERWISE SPECIFIED)

- PREPARE PLANTING SOIL BY EVENLY MIXING FOUR PARTS SANDY TOPSOIL, ONE PART ORGANIC SOIL ADDITIVE WITH 50% BONE MEAL AND 75% COMMERCIAL FERTILIZER PER CUBIC METER. THE FOREGOING RATES ARE SUBJECT TO ADJUSTMENT ON RECEIPT OF TOPSOIL ANALYSIS REPORT.
- EXCAVATE AND PROVIDE PLANTING SOILS AS PER PLANTING DETAILS.
- PROVIDE ALL SHRUBS AND TREES ACCORDING TO THE GUIDE SPECIFICATIONS FOR NURSERY STOCK OF THE CANADIAN NURSERY TRADE ASSOCIATION WITH REGARD TO QUALITY AND GRADING AND SIZED AS PER PLANT LIST.
- SPRAY ALL PLANTINGS IN LEAF WITH ANTI-DESICCANT. PROVIDE TREES WITH STAKES.
- PLANTS ARE TO BE NO. 1 NURSERY GROWN, UNDER PROPER CULTURAL PRACTICES, IN PARTICULAR WITH RESPECT TO AMPLE SPACING, PEST AND DISEASE CONTROL, AND BRANCH AND ROOT PRUNING.
- TREES ARE TO HAVE STURDY, STRAIGHT TRUNKS.
- TREES SHALL BE WELL BRANCHED AND BALANCED WITH A STRONG CENTRAL LEADER.
- DECIDUOUS SHADE TREES SHALL BE FREE OF BRANCHES NOT LESS THAN 1.8m ABOVE THE GROUND.
- ALL SHRUBS ARE TO BE PLANTED IN CONTINUOUS BEDS.
- DO NOT SOD BETWEEN PLANTS. EXCAVATE ENTIRE AREA OF SHRUB BED UNIFORMITY TO SPECIFIED DEPTH AND FILL WITH SPECIFIED PLANTING SOIL.

NOTE: ALL PLANT MATERIAL TO BE GUARANTEED BY THE CONTRACTOR FOR A PERIOD OF TWO YEARS FROM THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AND CITY AUTHORITIES.

UTILITIES:

- APPLICANT IS RESPONSIBLE FOR OBTAINING NECESSARY APPROVALS FROM THE UTILITY COMPANIES FOR WORKS WITHIN THE MUNICIPAL BOUNDARY.
- ALL UTILITIES WITHIN THE BOULEVARDS MUST BE LOCATED PRIOR TO COMMENCING CONSTRUCTION WITHIN THE BOULEVARD.

SODDING:

- PREPARE A MINIMUM 100mm DEPTH OF TOPSOIL WITH A 10-14% COMMERCIAL FERTILIZER AT 7.3kg/100sq.m. AND SUPER PHOSPHATE AT 5kg/100sq.m. THE PROPORTIONS SPECIFIED ARE SUBJECT TO ADJUSTMENT DEPENDING ON TOPSOIL ANALYSIS REPORT.
- LAY NO. 1 NURSERY SOD ON ALL AREAS OF THE PROJECT NOT COVERED BY BUILDINGS OR PAVING.
- IMMEDIATELY AFTER INSTALLATION, SOD MUST BE WATERED AND ROLLED.

MAINTENANCE & ACCEPTANCE:

- ALL PLANT MATERIAL SHALL BE MAINTAINED BY THE CONTRACTOR IMMEDIATELY AFTER ANY PLANTING HAS BEEN INSTALLED AND SHALL CONTINUE UNTIL THE DATE OF FINAL ACCEPTANCE.
- SUCH MAINTENANCE SHALL INCLUDE ALL MEASURES NECESSARY TO ESTABLISH AND MAINTAIN ALL PLANTS IN AN ACCEPTABLE, VIGOROUS AND HEALTHY GROWING CONDITION INCLUDING CULTIVATING AND WEEDING, WATERING, WHEN REQUIRED, PRUNING AND MAINTENANCE OF ALL ACCESSORIES.
- AT TIME OF INSPECTION FOR INITIAL & FINAL ACCEPTANCE, ALL PLANTING BEDS AND TREL PITS SHALL BE FRESHLY CULTIVATED, FREE OF WEEDS, LEAVES, BROKEN BRANCHES AND RUBBISH AND SHALL BE IN A NEAT AND TIDY CONDITION.
- ALL PLANT MATERIAL TO BE GUARANTEED FOR A PERIOD OF 2 (TWO) YEARS FROM THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AND LOCAL AUTHORITY UNLESS OTHERWISE NOTED.
- MAINTAIN PLANTING BEDS AND TREE PITS FREE OF WEEDS THROUGHOUT THE GUARANTEE PERIOD.
- THE DEVELOPER SHALL REGULARLY REMOVE DEBRIS FROM THE WETLAND UNTIL THE COMPLETION OF ALL BUILDING CONSTRUCTION WITHIN THE DEVELOPMENT.

RODENT PROTECTION:

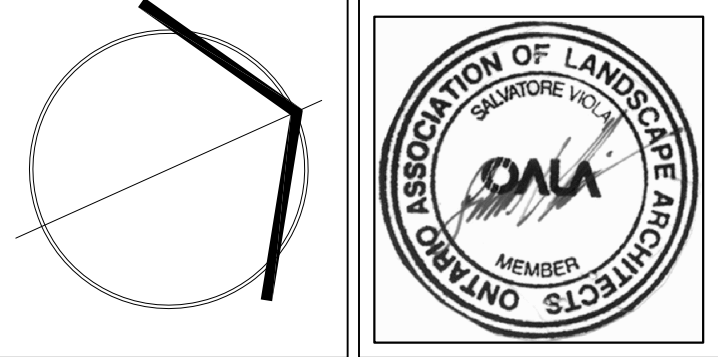
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL TREES AND SHRUBS FROM RODENT INJURY FOR THE DURATION OF THE GUARANTEE PERIOD.
- PROTECTIVE WIRE MESH GUARDS SHALL BE EMPLOYED AROUND ALL DECIDUOUS TREES.
- THE TREE TRUNK ON ALL SIZES, SUFFICIENT MESH SHOULD BE CUT TO COMPLETE THIS CIRCUMFERENCE AS WELL AS TO PROVIDE A MINIMUM OF 25mm OVERLAP.
- THE WIRE MESH GUARDS MUST BE OF GALVANIZED STEEL 12mm SQUARE MESH, 19 GAUGE AND SUPPLIED IN 600mm ROLLS. THE WIRE MESH CAN BE FASTENED WITH ANY ACCEPTABLE GALVANIZED WIRE TIE. ALL SHRUBS AND CONIFEROUS TREES SHALL HAVE AN APPLICATION OF "SKOOT" OR APPROVED EQUIVALENT RODENT FORMULA TO BE APPLIED AT THE END OF OCTOBER, FOLLOW MANUFACTURER'S DIRECTIONS FOR APPLICATION.

TREE LOCATION:

- NO TREES SHALL BE PLANTED UNDER OVERHEAD WIRES OR OVER UNDERGROUND SERVICES.
- TREES ARE NOT TO BE PLANTED LESS THAN 1m FROM CURBS, UNDERGROUND UTILITIES, SIDEWALKS AND DRIVEWAYS, 2m FROM FIRE HYDRANTS AND TRANSFORMERS, AND 4m FROM ANY OTHER OBSTACLES.
- THE CONTRACTOR IS TO STAKE OUT LOCATIONS OF TREE PITS. THIS STAKE OUT IS TO BE INSPECTED BEFORE THE EXCAVATION OF ANY TREE PITS.
- BEFORE THIS STAKE OUT, THE CONTRACTOR IS TO REQUEST A STAKE OUT ALL THE LANDSCAPE ARCHITECT AND THE MUNICIPALITY MAY, AT THEIR DISCRETION, REDISTRIBUTE TREE LOCATIONS PRIOR TO PLANTING, IN ORDER TO MINIMIZE CONFLICTS WITH UTILITIES, DRIVEWAYS AND INTERSECTION VISIBILITY.

No.	DATE	REVISION	BY
9	2024-08-28	ISSUED FOR SPA SUBMISSION	S.V.
8	2024-08-22	ISSUED FOR COORDINATION	S.V.
7	2024-07-24	ISSUED FOR REVIEW	S.V.
6	2023-08-08	ISSUED FOR SUBMISSION	S.V.
5	2023-07-14	ISSUED FOR COORDINATION	S.V.
4	2023-06-12	ISSUED FOR REVIEW	S.V.
3	2023-06-08	ISSUED FOR COORDINATION	S.V.
2	2023-04-14	CONCEPT FOR REVIEW	S.V.
1	2023-01-16	CONCEPT FOR REVIEW	S.V.

It is the responsibility of the Contractor and/or Owner to ensure that the drawings with the latest revisions are used for construction.

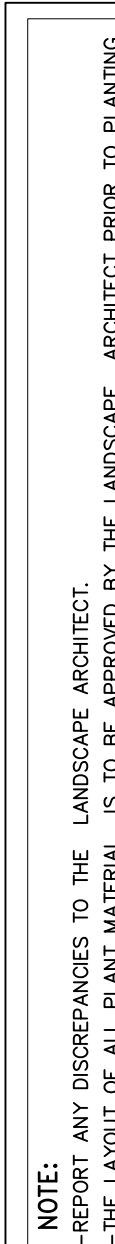


SBK
STRYBOS BARRON KING
LANDSCAPE ARCHITECTURE

PROJECT:
**THE INN
AT PARLIAMENT OAK**
325 KING STREET
NIAGARA-ON-THE-LAKE, ONTARIO

DRAWING TITLE:
**HARD
LANDSCAPE
PLAN**

SCALE:	1:250	PROJECT No.	5871
DATE:	JANUARY, 2023	DRAWING No.	L101
DRAWN BY:	J.M.		
CHECKED BY:	S.V.		




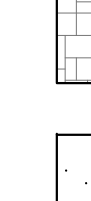




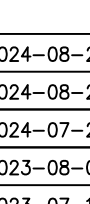
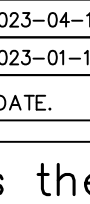





PLANT LIST

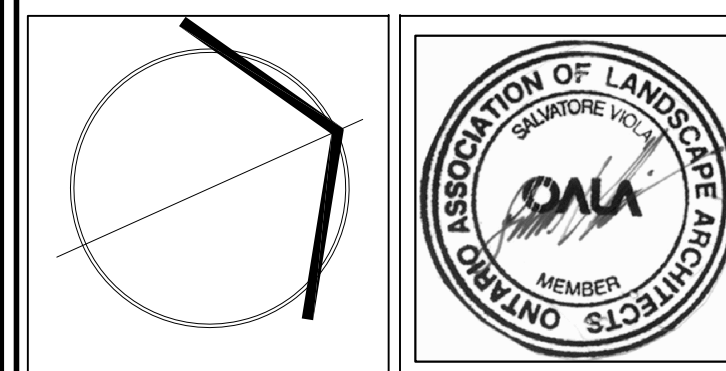
— THE QUANTITIES INDICATED ON THE PLAN SUPERCEDE THE TOTALS OF THE PLANT LIST.

KEY	QTY.	BOTANICAL NAME	COMMON NAME	HEIGHT	SPREAD	CAL.	SPACING	COND.	REMARKS	ON	FS	PS	SH	SLT	DT
DECIDUOUS TREES															
AS	4	Acer saccharum	Sugar Maple	4000	2000	70	as shown	SS	FULL FORM	✓	✓				
LT	9	Liriodendron tulipifera	Tulip Tree	4000	2000	70	as shown	SS	FULL FORM	✓	✓				
PA	6	Platanus x acerifolia	Platanee	4000	2000	70	as shown	SS	FULL FORM	✓	✓				
QR	13	Quercus rubra	Red Oak	4000	2000	70	as shown	SS	FULL FORM	✓	✓				
QRF	21	Quercus robur 'Fastigiata'	Pyramidal English Oak	4000	2000	50	as shown	SS	FULL FORM	✓	✓				
CB	12	Carpinus betulus 'Fastigiata'	Pyramidal European Hornbeam	4000	2000	50	as shown	SS	FULL FORM	✓	✓				
CC	2	Cercis canadensis	Eastern Redbud	4000	2000	50	as shown	SS	FULL FORM	✓	✓				✓
SR	7	Syringa reticulata	Ivory Silk Lilac	4000	2000	50	as shown	SS	FULL FORM	✓	✓				
ZS	4	Zelkova serrata 'Green Vase'	Green Vase Zelkova	4000	2000	50	as shown	SS	FULL FORM	✓	✓				
MA	9	Magnolia stellata 'Royal Star'	Royal Star Magnolia	4000	2000	50	as shown	SS	FULL FORM	✓	✓				
TC	8	Tilia cordata	Littleleaf Linden	4000	2000	70	as shown	SS	FULL FORM	✓	✓				
AC	20	Amelanchier canadensis	Serviceberry	1500	—	—	as shown	SS	FULL FORM	✓	✓				
CONIFEROUS TREES															
To	266	Thuja occidentalis	White Spruce	1800	—	—	750	CG	FULL FORM	✓	✓				✓
PP	24	Picea pungens	Colorado Spruce	1800	—	—	750	CG	FULL FORM	✓	✓				✓
SHRUBS															
Bg	262	Buxus x 'Green Mountain'	Green Mountain Boxwood	600	—	—	750	CG	FULL FORM	✓	✓				✓
Er	155	Eunonymus fortunei 'Suspens'	Suspens Eunonymus	600	—	—	750	CG	FULL FORM	✓	✓				✓
Ha	240	Hydrangea arborescens 'Annabelle'	Annabelle Hydrangea	600	—	—	750	CG	FULL FORM	✓	✓				✓
Lv	42	Ligustrum x sinense	Golden Privet	600	—	—	750	CG	FULL FORM	✓	✓				✓
Th	117	Thunbergia 'Hedge'	Hick's Yew	600	—	—	750	CG	FULL FORM	✓	✓				✓
Sf	54	Sorbus tortuosa 'Sorocole'	Sorocole Eunonymus	600	—	—	750	CG	FULL FORM	✓	✓				✓
Sp	42	Spiraea Goldflame x Burdula	Goldflame Spiraea	600	—	—	750	CG	FULL FORM	✓	✓				✓
Rt	67	Rosa rugosa	Rugosa Rose	600	—	—	750	CG	FULL FORM	✓	✓				✓
PERENNIALS															
Sal	107	Salvia nemorosa 'Snow Hill'	Snow Hill Salvia	1gdl.				potted		✓	✓				✓
Sal	96	Salvia spectabilis 'Brilliant'	Brilliant Snowy Stonerose	1gdl.				potted		✓	✓				✓
ad	188	Rubus spectabilis 'Godefrum'	Black-Eyed Susan	1gdl.				potted		✓	✓				✓
na	373	Asilula arensis 'Bridal Veil'	Bridal Veil False Spirea	1gdl.				potted		✓	✓				✓
vn	290	Vinca minor	Periwinkle	1gdl.				potted		✓	✓				✓
nos	50	Hosta 'Royal Standard'	Royal Standard Hosta	1gdl.				potted		✓	✓				✓
hem	320	Hemerocallis 'Stella D'Oro'	Stella D'Oro Daylily	1gdl.				potted		✓	✓				✓

LEGEND:

	EXISTING TREES TO BE PRESERVED
	DECIDUOUS TREES
	CONIFEROUS TREES
	PERENNIAL/GRASSES/ ORNAMENTAL PLANTING
	EXISTING CONCRETE SIDEWALK
	UNIT PAVING
	SODDING
	RAISED CONCRETE PLANTER
	PROPERTY LINE
	UG GARAGE LINE
	DECORATIVE BENCH
	DECORATIVE PLANTER
	BIKE RINGS

It is the responsibility of the Contractor and/or Owner to ensure that the drawings with the latest revisions are used for construction.



SBK 5770 HURONTARIO STREET, SUITE 320
MISSISSAUGA, ONTARIO, L5R 3G5
T: 416.695.4949 F: 905.712.3101
WWW.STRYBOS.COM

STRYBOS BARRON KING
LANDSCAPE ARCHITECTURE

PROJECT.

THE INN
AT PARLIAMENT OAK
325 KING STREET
NIAGARA-ON-THE-LAKE, ONTARIO

DRAWING TITLE.

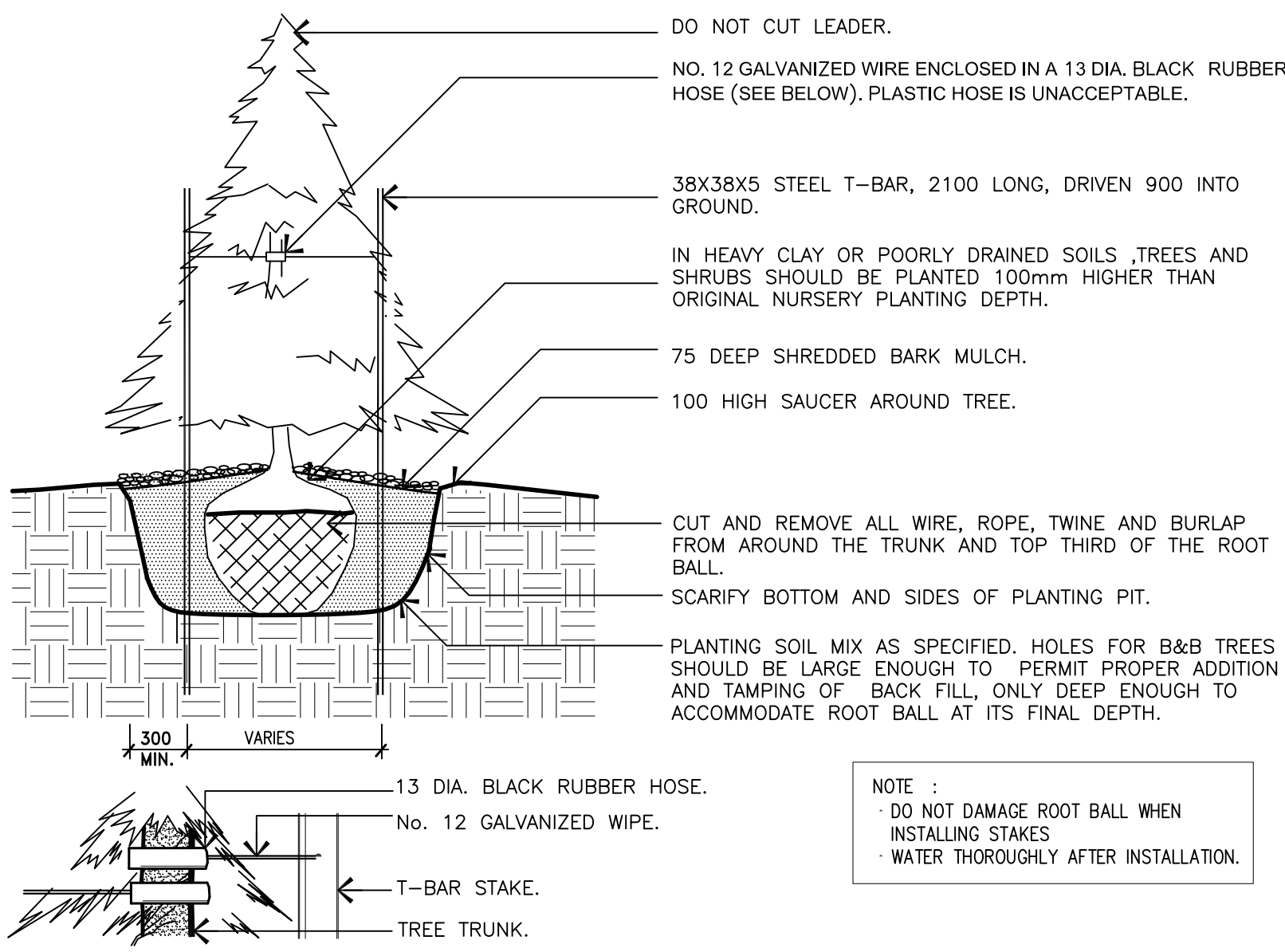
LANDSCAPE
PLANTING PLAN

SCALE.	1:250	PROJECT No.
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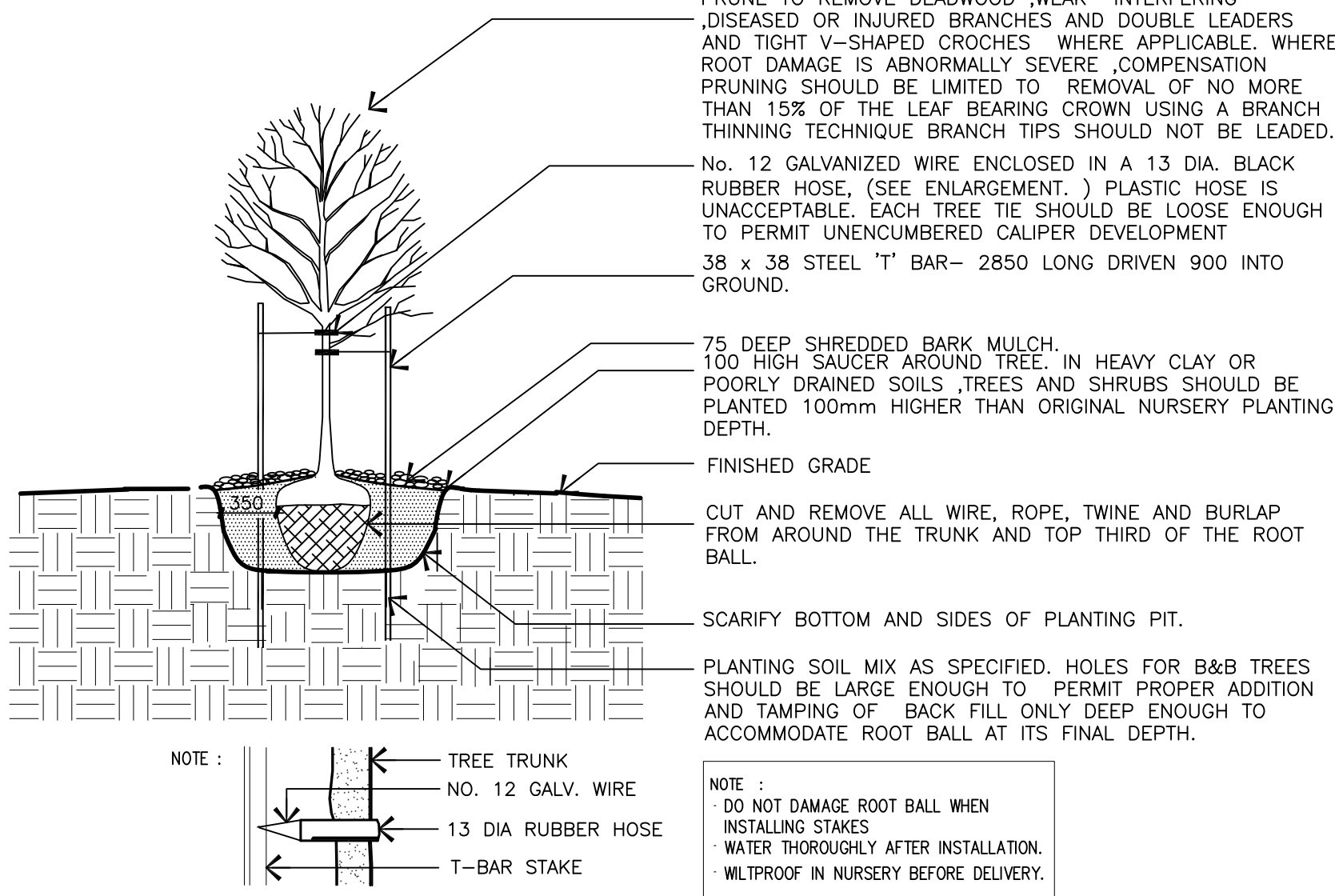
DATE: JANUARY, 2023

DRAWN BY.	J.M.	DRAWING No.
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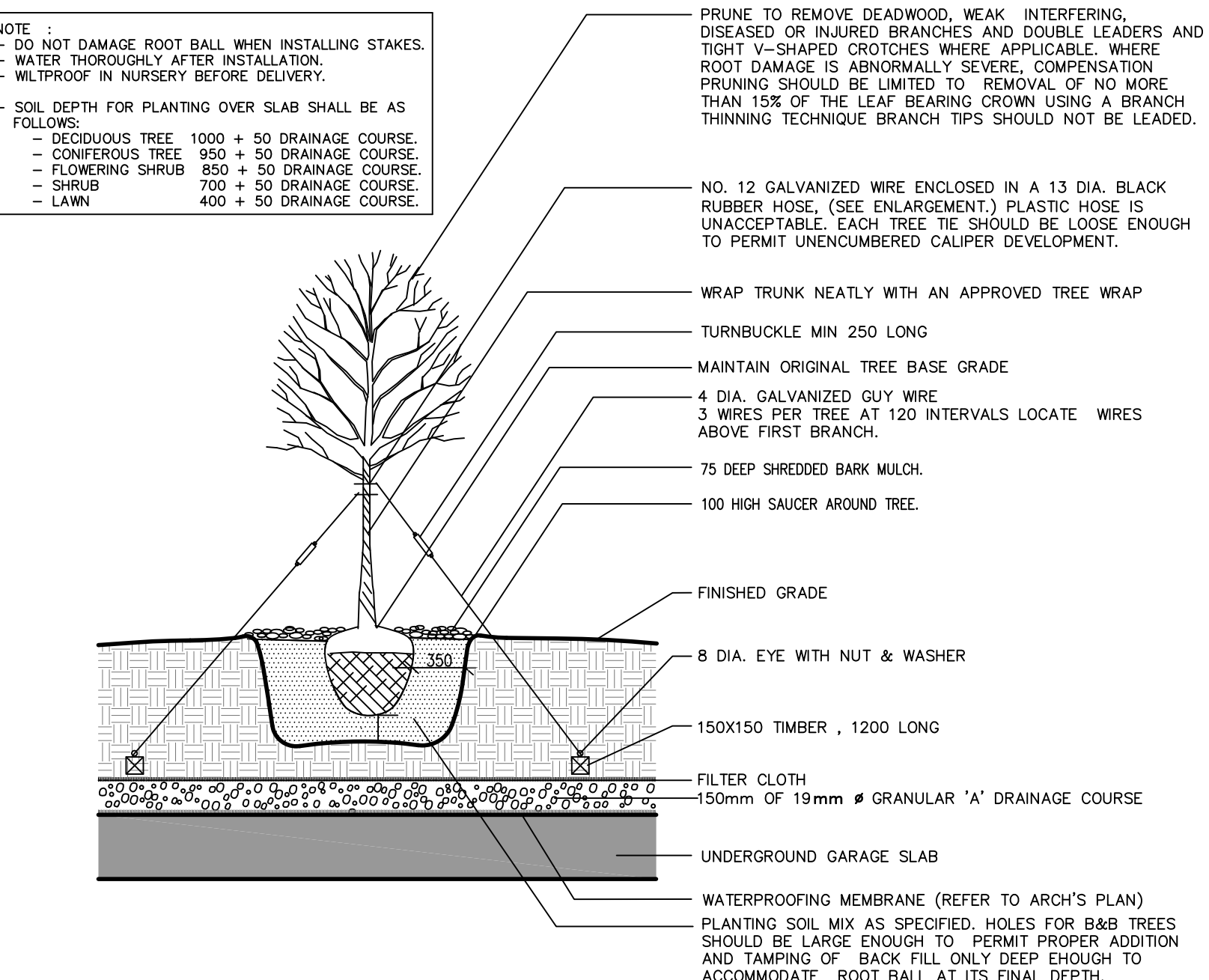
CHECKED BY.	S.V.	L102
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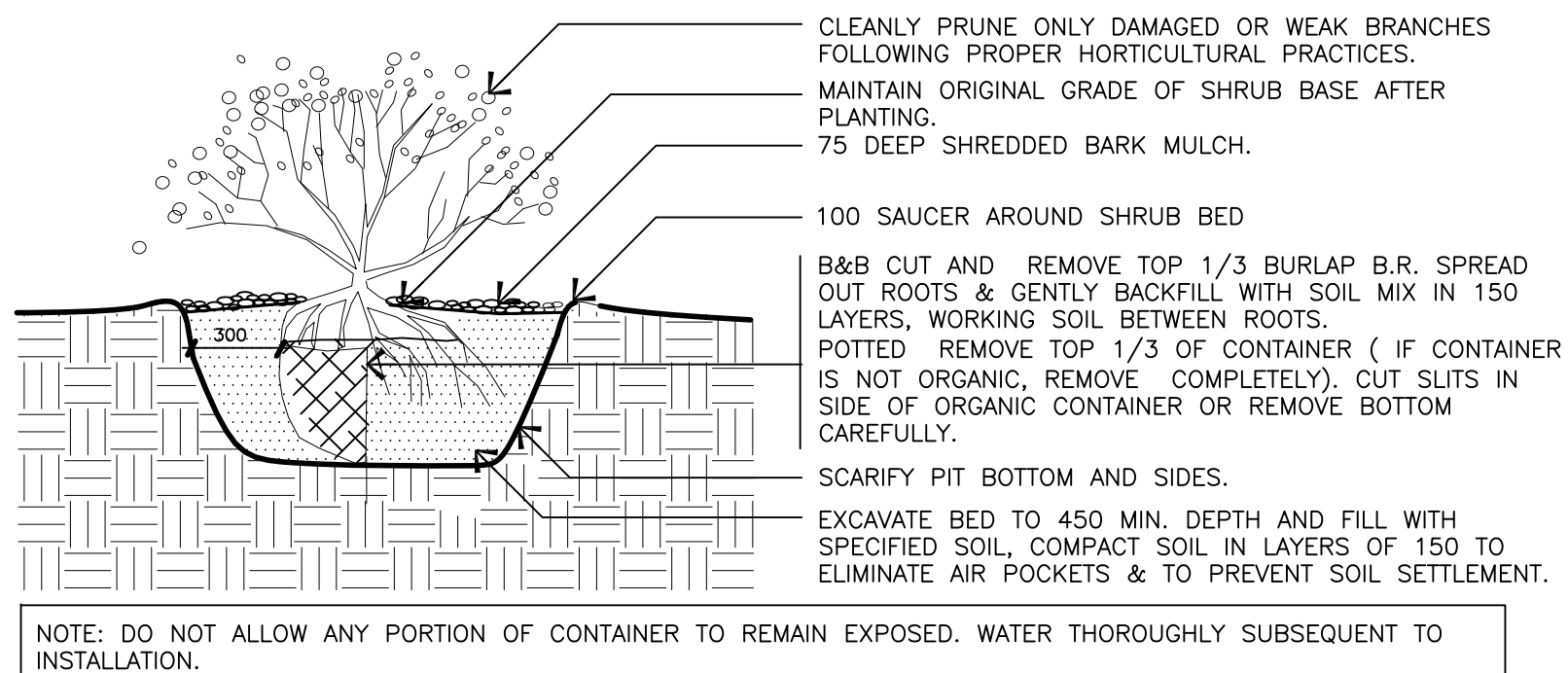
1 L200 CONIFEROUS TREE PLANTING DETAIL N.T.S.



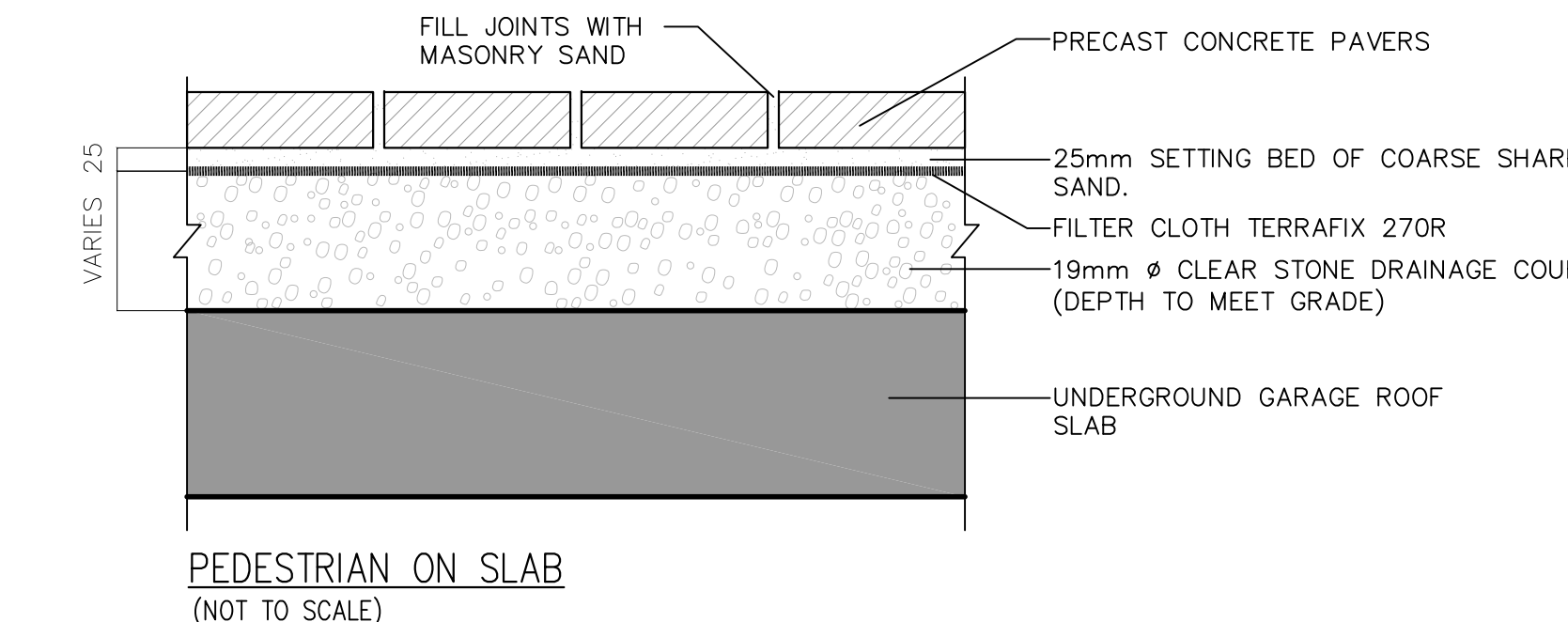
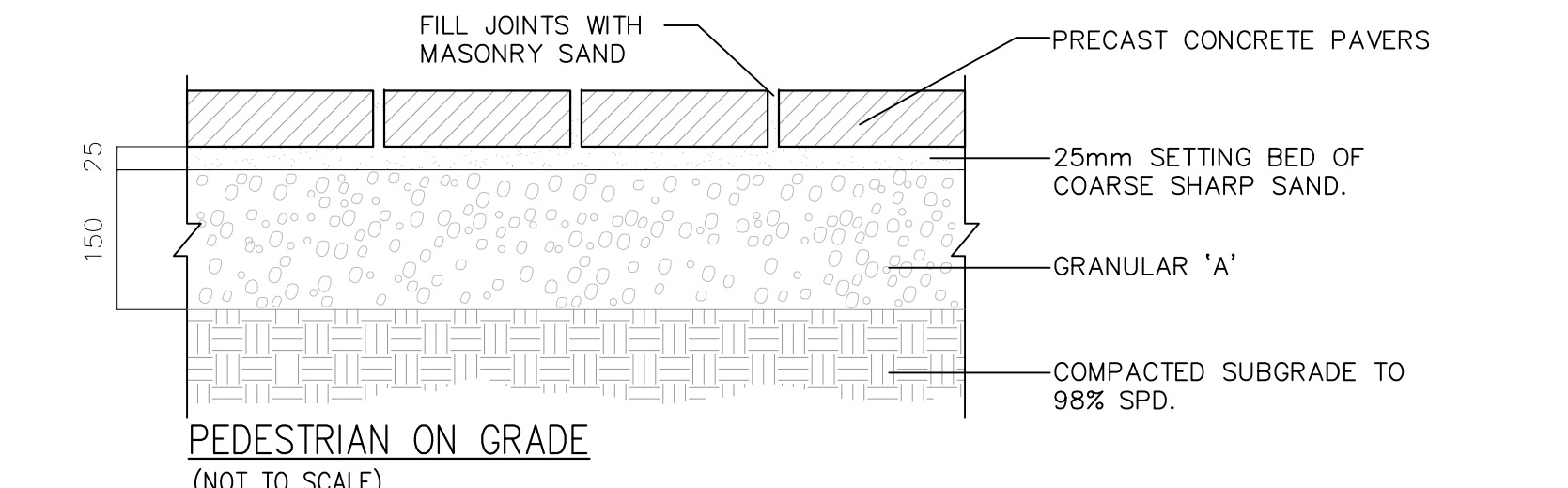
2 L200 DECIDUOUS TREE PLANTING FOR TREES LESS THAN 80 mm CALIPER N.T.S.



3 L200 DECIDUOUS TREE PLANTING ON SLAB N.T.S.



3 L200 SHRUB PLANTING DETAIL N.T.S.

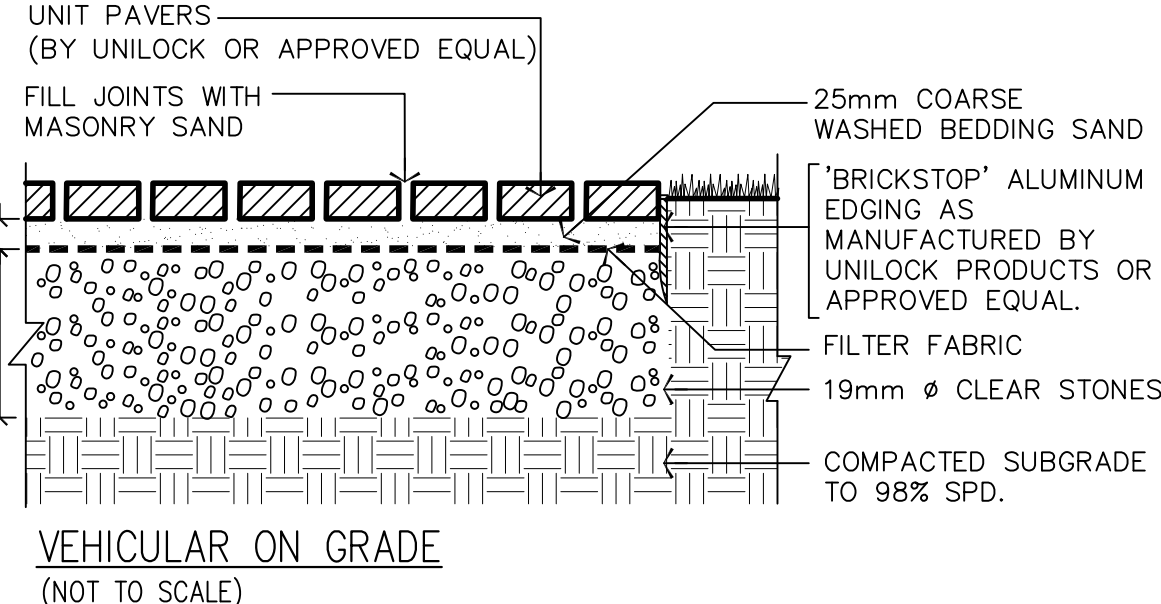


4 L200 PRECAST CONCRETE UNIT PAVERS ON/OFF SLAB (PEDESTRIAN & VEHICULAR) N.T.S.

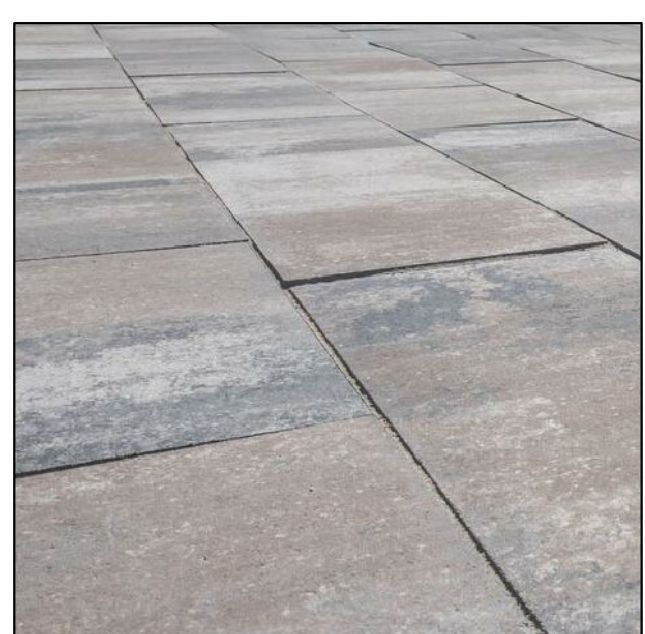
PAVING SCHEDULE

ON PLAN PAVERS

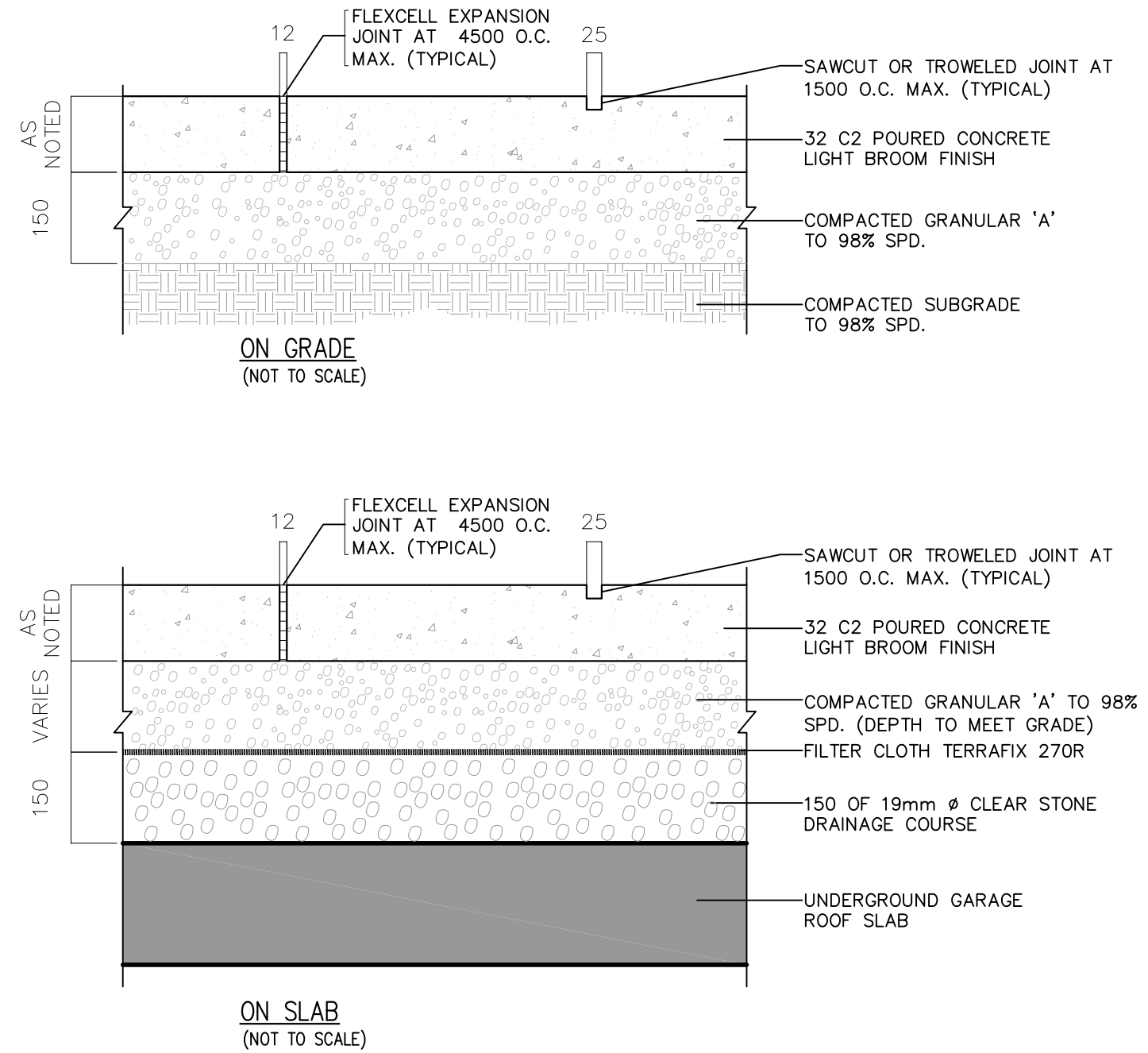
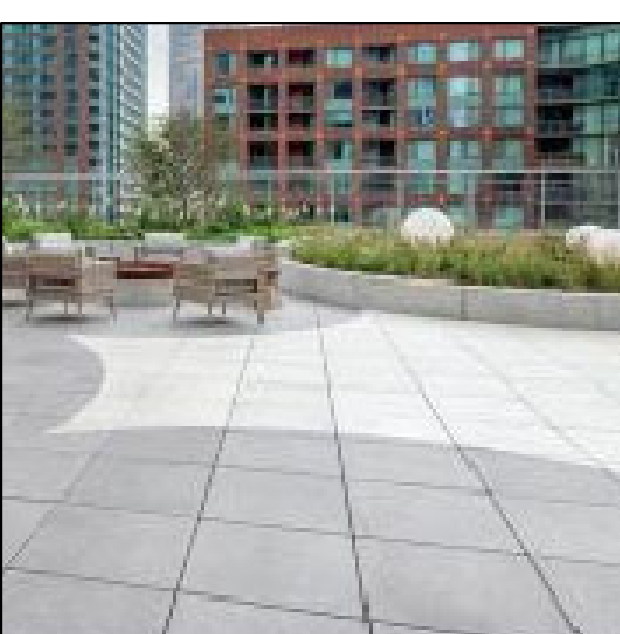
	TYPE A (VEHICULAR PAVING & BANDING/WALKWAYS) PAVERS TO BE MOLINA 60mm & 80mm BY OAKS OR APPROVED EQUAL -COLOUR TO BE CLOUDBURST -BANDING & PARKING LINES COLOUR TO BE LUNA
	TYPE B (PEDESTRIAN TERRACE UNIT PAVING) PAVERS TO BE ARCANIA BY UNILOCK OR APPROVED EQUAL -COLOUR TO BE VIVANTO
	TYPE C (PEDESTRIAN FLAGSTONE) NATURAL OWEN SOUND FLAGSTONE OR APPROVED EQUAL



TYPE A - MOLINA 60mm & 80mm BY OAKS OR APPROVED EQUAL



TYPE B - ARCANIA BY UNILOCK OR APPROVED EQUAL



5 L200 CONCRETE PAVING ON/OFF SLAB N.T.S.

BENCH - WELLSRING BY LANDSCAPE FORMS OR APPROVED EQUAL



BICYCLE RACK - MULTIPLICITY BY LANDSCAPE FORMS OR APPROVED EQUAL



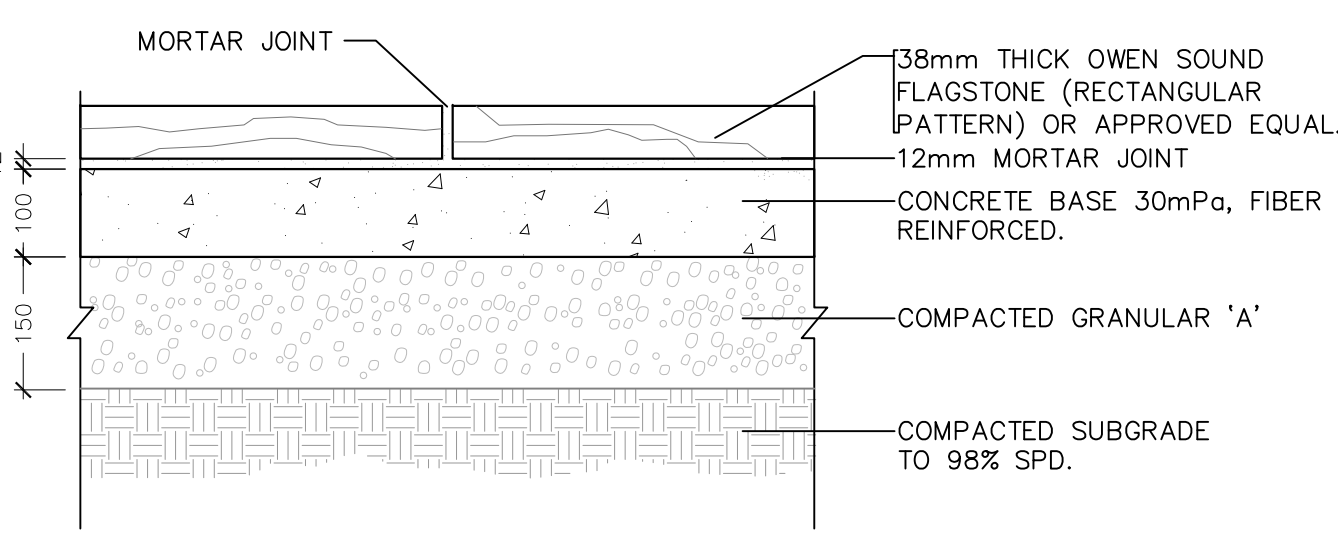
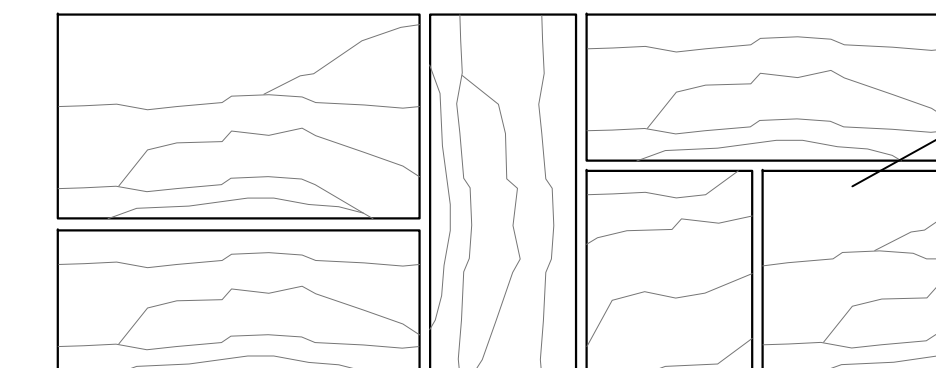
PLANTER - HERITAGE BY HADDONSTONE OR APPROVED EQUAL



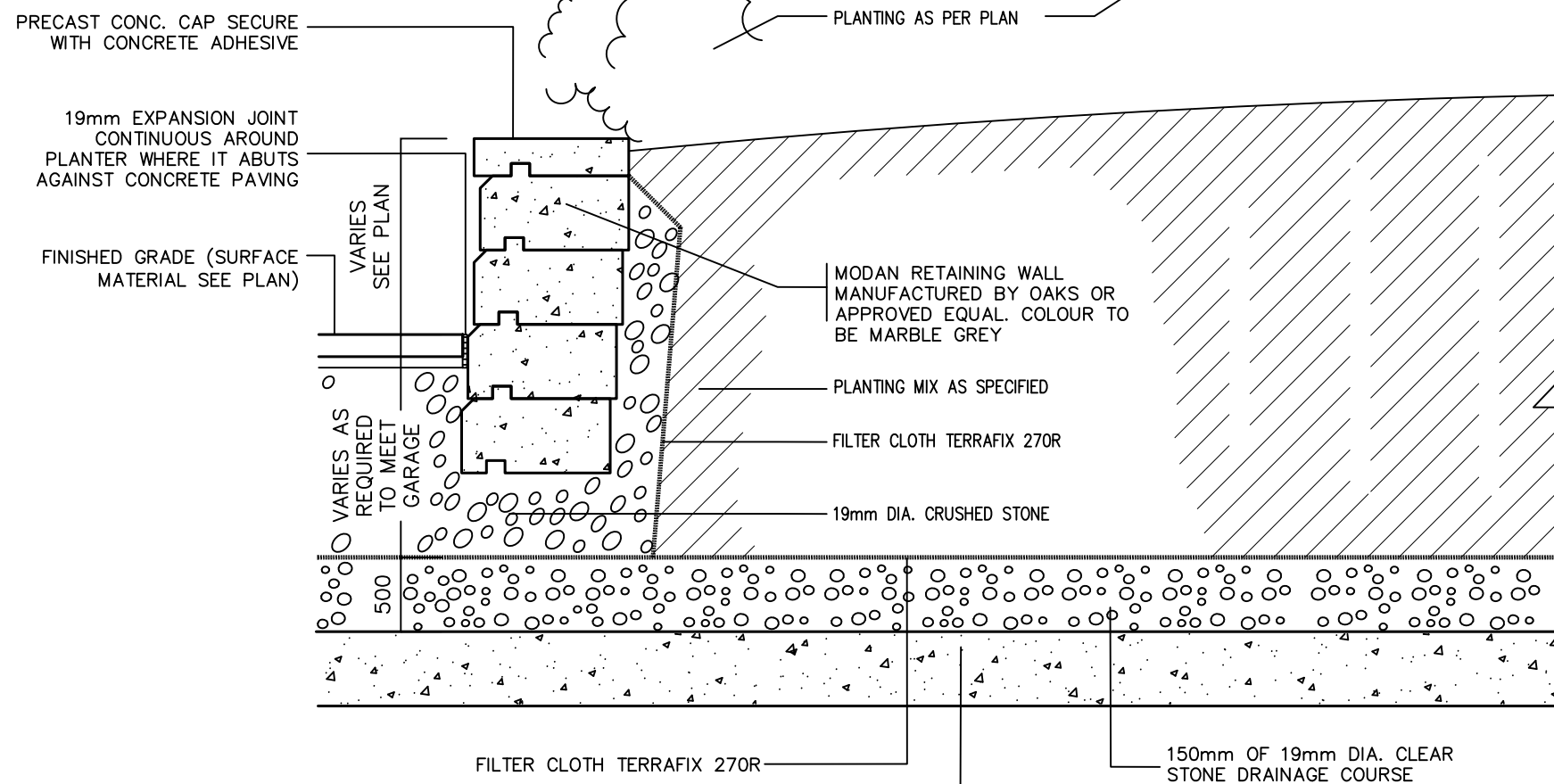
TRASH CAN - WELLSRING BY LANDSCAPE FORMS OR APPROVED EQUAL



PLAN VIEW:



8 L200 FLAGSTONE PAVERS ON CONCRETE N.T.S.



6 L200 PRECAST CONCRETE PLANTER WALL ON SLAB N.T.S.

OWNER'S NAME

OWNER'S SIGNATURE

Town of
Niagara-on-the-Lake

LORD MAYOR

TOWN CLERK

DATE

GENERAL NOTES

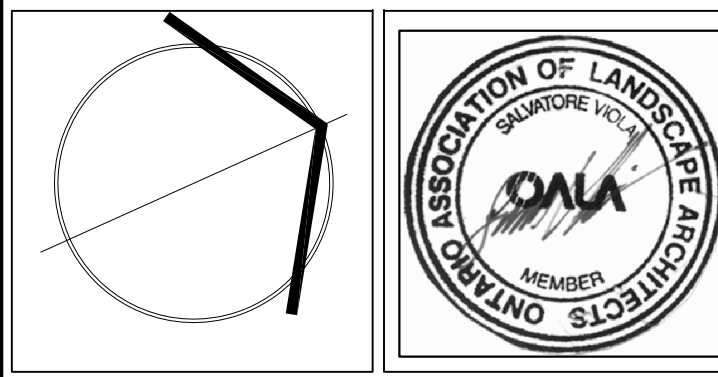
- VERIFY ALL DIMENSIONS.
- DO NOT SCALE DRAWINGS.
- REPORT ANY DISCREPANCIES, DISCOVERED ERRORS, OR OMISSIONS TO THE LANDSCAPE ARCHITECT BEFORE PROCEEDING.
- IT IS ADVISED THAT CONTRACTORS CONTACT THE LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION TO ENSURE THE USE OF THE LATEST REVISED DRAWINGS.
- DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE LANDSCAPE ARCHITECT.

LEGEND:

- EXISTING TREES TO BE PRESERVED
- DECIDUOUS TREES
- CONIFEROUS TREES
- PERENNIAL/GRASSES/ ORNAMENTAL PLANTING
- EXISTING CONCRETE SIDEWALK
- UNIT PAVING
- SODDING
- RAISED CONCRETE PLANTER
- PROPERTY LINE
- UG GARAGE LINE
- DECORATIVE BENCH
- DECORATIVE PLANTER
- BIKE RINGS

No.	DATE	REVISION	BY
9	2024-08-26	ISSUED FOR SPA SUBMISSION	S.V.
8	2024-08-22	ISSUED FOR COORDINATION	S.V.
7	2024-07-24	ISSUED FOR REVIEW	S.V.
6	2023-08-06	ISSUED FOR SUBMISSION	S.V.
5	2023-07-14	ISSUED FOR COORDINATION	S.V.
4	2023-06-12	ISSUED FOR REVIEW	S.V.
3	2023-06-08	ISSUED FOR COORDINATION	S.V.
2	2023-04-14	CONCEPT FOR REVIEW	S.V.
1	2023-01-16	CONCEPT FOR REVIEW	S.V.

It is the responsibility of the Contractor and/or Owner to ensure that the drawings with the latest revisions are used for construction.



SBK 5770 HURONTARIO STREET, SUITE 320
MISSISSAUGA, ONTARIO, L4R 3G5
T: 416.695.4949 F: 905.712.3101
WWW.STRYBOS.COM

STRYBOS BARRON KING
LANDSCAPE ARCHITECTURE

PROJECT:

THE INN
AT PARLIAMENT OAK
325 KING STREET
NIAGARA-ON-THE-LAKE, ONTARIO

DRAWING TITLE:

LANDSCAPE
DETAILS

SCALE:	-	PROJECT No.	5871
DATE:	JANUARY, 2023	DRAWN No.	L200
DRAWN BY:	J.M.	CHECKED BY:	S.V.

Climate Change Initiatives

Summary Presentation

Agenda

Introduction

- Strategic Plan
- Climate Change Action Plan

Current Climate Change Initiatives

- Summary of Activities
- Plans Developed
- Grant Submissions
- Reporting and Updates
- Ongoing Projects & Program
- Community Outreach
- Collaborative Approach

Future Climate Change Initiatives

- Plans, ByLaws, & Policies
- Programs, Projects, & Engagement





Introduction

Strategic Plan

Mission: To efficiently deliver a high standard of municipal services and dependable infrastructure to support the community and to take leadership in planning, decision-making and policy development to ensure a healthy and financially sustainable future.

Strategic Pillars



Vibrant & Complete Community



Good Governance



**Enrich Community Assets,
Environment, & Infrastructure**



Optimize Organizational Excellence

Environmental Stewardship Lens

Actions outlined under the pillars align with the Town's ongoing climate change initiatives and include:

- Develop Natural Asset Plan
- Implement Climate Change Adaptation Plan
- Develop Invasive Species Plan
- Research and Community Engagement for Waterfront Plan
- Research and Data Collection for Coastal Protection Program
- Integrate Sustainability and Green Infrastructure Principals

Climate Change Adaptation Plan (CCAP)

Vision : Niagara-on-the-Lake will demonstrate leadership and innovation to protect the community's natural beauty, charm and heritage against the impacts of climate change today and into the future.



Integrate Climate Change into Plans, Policies, By-Laws and Standards



Urban Forest Resiliency



Reduce Flooding Risks



Incorporate Climate Change in Design and Construction



Minimize Health and Safety Risks to Community Members



Support Public Awareness and Education

Current Climate Change Initiatives

Operations



Summary of Activities

- Plans in Development
- Policy/By-Law Reviews
- Grant Submissions
- Niagara Region—Corporate Climate Action Plan
- Development Application Resources
- Energy Management Reporting
- CCAP Tracking
- Review of Town Approved Tree Species
- Committees & Networks
- Workshops & Webinars
- Events
- Website & Social Media

Natural Asset Management Plan

Purpose: To assess and manage green infrastructure, supporting sustainable asset management planning in compliance with O. Reg. 588/17.

Update : Initial draft completed & under review.

In development by: Niagara-on-the-Lake



Natural Asset Management Framework

Invasive Species Management Plan

Purpose: To define steps staff will take to manage invasive species.

Update : Initial draft completed.
Mapping models under development.

In development by: Niagara-on-the-Lake



Natural Asset Management Framework

Grant Submissions



Heritage Trail Restoration

Led by: Government Relations, Economic Development, and Tourism Office

Status: Awarded \$2,500 for restoration effort along Trail



From Assets to Action

Led by: Climate Change Coordinator

Status: Pending approval
Total Project Value: \$130,000



From Biogas to Biomass

Led by: Climate Change Coordinator

Status: Pending approval
Total Project Value: \$90,300

Reporting & Updates



Development Application Resources

Status: Complete

Comments & infographic developed to include climate lens on new development projects.



CCAP Tracking

Status: Complete

Excel database established to track on going CCAP actions.



Energy Management Reporting

Status: Complete

Continuation of annual STARs Energy Portfolio report submissions.



Tree Species List Review

Status: Complete

Recommendations provided to increase tree species list for approved planting.

Ongoing Projects & Programs



Corporate Climate Action Plan (Developed by: Consultant)

Status: In development
Supports CCAP action 4.5



NPCA Watershed Plan

Status: In development
Strategic Plan support & CCAP
action 3.2



Greening the Landscape Research Consortium (Phase 2)

Status: In development
Supports CCAP action 2.6



Coastal Protection Program (Data Collection)

Status: In development
Supports CCAP action 4.4 & 5.2



Natural Asset Inventory

Status: Anticipated start Q3 2025
Strategic Plan & CCAP action 6.1

Community Outreach/ Involvement

- Invasive Species Workshop
- Earth Day: Seniors for Climate Niagara
- Niagara Children's Water Festival (2025)
- NICHE Agriculture
- Walker Campus Tour
- Social Media Posts



Collaborative Approach



Committees &
Networks



Strengthened
Partnerships



Webinars

Future Climate Change Initiatives

Operations



Plans to be Developed



Natural Asset Management Plan

Status: In development
Strategic Plan & CCAP



Invasive Species Management Plan

Status: In development
Strategic Plan & CCAP



Stormwater Management Plan

Status: Anticipated start Q3 2025;
**possible addition in the Master Servicing Plan*
CCAP action 2.1



Urban Forestry Management Plan

Status: Anticipated start Q4 2025
CCAP action 3.1



Flood Preparedness & Evacuation Plan

Status: Anticipated start Q2 2026
CCAP action 3.3

Items to be Reviewed



Official Plan

Status: Under review
Strategic Plan support
& CCAP action 1.1



Private Tree By-Law

Status: Under review
Strategic Plan & CCAP
action 1.2 support



Tree Protection & Preservation Policy

Status: Under review
Strategic Plan & CCAP support



Engineering Design Standards

Status: Under review
CCAP action 1.4



Floodplain Mapping

Status: Anticipated start Q3 2025
CCAP action 3.2



Sustainable Procurement By-Law

Status: Anticipated start Q4 2025
**subject to updating by-law*
CCAP support

Proposed Policies



Climate Action and Response

Status: Anticipated start Q3, 2025

CCAP support



Infrastructure Design Standards & Climate Change

Status: Anticipated start Q4, 2025

CCAP action 1.3



Invasive Species

Status: Anticipated start Q1 2026

CCAP support



Net Zero (2050)

Status: Anticipated start Q3 2026

CCAP support



Ecological Offsetting

Status: Pending deliberation

CCAP support

Proposed Projects & Programs



Electrify Fleet & EV Chargers

Status: Pending deliberation

Strategic Plan support & CCAP action 4.5



Retrofit Building(s)

Status: Pending deliberation

Strategic Plan support & CCAP action 4.3



Tree Planting

Status: Pending deliberation

Strategic Plan & CCAP support



Low Impact Development (LID)

Status: Pending deliberation

Strategic Plan & CCAP support



Active Transport

Status: Pending deliberation

Strategic Plan & CCAP support



Invasive Species Removal

Status: Pending deliberation

Strategic Plan & CCAP support

Proposed Events / Engagement Campaigns



Species Identification
(BioBlitz)



Clean Up



Star Gazing



Environmental Art Display



Ecological Tours and Walks



World Climate Events Campaign
(United Nations Climate Change
Conference)

THANK YOU!

The Corporation of the Town of Niagara-on-the-Lake Information Report to Council

SUBJECT: Climate Change Initiatives: Summary Report
DATE: 2025-07-15
REPORT #: OPS-25-020
PREPARED BY: Kassie Burns, Climate Change Coordinator
DEPARTMENT: Operations Services

BACKGROUND INFORMATION

The purpose of this report is to provide an update to Council on the meaningful progress the Town has made in advancing its climate objectives and sustainability measures.

As climate change continues to threaten infrastructure, the environment, the economy, and daily life, the Town of Niagara-on-the-Lake faces added vulnerability due to its agricultural prominence. In response, climate action has been embedded in the Town's core planning documents and aligned with Council's strategic priorities. The Strategic Plan incorporates an environmental stewardship lens across all municipal activities, while the Climate Change Adaptation Plan outlines 27 key actions to guide progress. The establishment of a Climate Change Coordinator role further demonstrates the Town's long-term commitment and supports integrated, cross-departmental collaboration toward a unified climate strategy.

Since the declaration of a Climate Emergency in 2020, the Town of Niagara-on-the-Lake has advanced climate action across the Operations Department. These efforts align with Council's strategic priorities and demonstrate a long-term commitment to sustainability and community resilience. Key initiatives have included the continued restoration of the Heritage Trail, the planting of over 400 trees, and the implementation of the Tree Inventory and Maintenance Program.

Operational improvements in the Roads Division featured enhancements to tree management tools, roadside vegetation maintenance through the Green Machine Program, and optimized winter maintenance using GPS technology. The Engineering Division upgraded streetlights along Niagara Stone Road to improve energy efficiency, while the Cemetery Division enhanced irrigation systems and expanded urban forestry and landscape plantings.

Environmental Services focused on infrastructure resilience and water resource management through the Water Loss Program, stormwater facility maintenance, and invasive species control in municipal drains. A sanitary sewer infiltration study was completed alongside a rehabilitation plan for key drainage areas. In Parks, achievements included the Adopt-A-Park

Program, collaboration on the Two Billion Trees initiative, expanded community gardens, and the introduction of the Witness Tree Program. The division also led beautification efforts across over 400 plant beds and displays, earning national recognition at the Communities in Bloom Conference. Together, these initiatives highlight the Town's proactive and integrated response to climate challenges and its ongoing pursuit of a more sustainable future.

The Town of Niagara-on-the-Lake's Strategic Plan embeds an environmental stewardship lens into all municipal operations, providing the foundation for its current climate change initiatives. Central to these efforts are the ongoing development of the Natural Asset Management Plan and Invasive Species Management Plan, along with the implementation of the Climate Change Adaptation Plan to enhance community resilience. Additional priorities include advancing coastal protection, expanding green infrastructure, and encouraging sustainable development. These efforts require strong cross-departmental coordination and are supported by newly developed tools such as new infographic resources for sustainable development applications, ongoing energy reporting for greenhouse gas tracking, a climate adaptation action database, and an updated climate-resilient tree species list.

Progress continues on the Town's Electric Fleet Strategy, which targets the electrification of 10% of municipal vehicles, with three new electric vehicles expected to be added by year-end. The Town is also active in pursuing funding opportunities, having submitted three climate-related grant applications in the past few months. One of which was awarded \$2,500 for the Heritage Trail Restoration, with two others pending approval, representing a combined total value of \$220,300.

Collaborative initiatives remain a priority, including a shared Corporate Climate Action Plan with Niagara Region and six other municipalities, watershed planning with the NPCA for erosion mitigation, urban forestry case studies with Vineland Research and Innovation Centre, coastal data collection, and the creation of a natural asset inventory. Public engagement has also played a key role, with the Town supporting events, campaigns, and working groups such as the Niagara Invasive Species Strategy and the Phragmites Collaborative. Ongoing participation in committees, networks, and webinars, including a developing partnership with the Toronto and Region Conservation Authority, continues to foster knowledge-sharing and strengthen regional climate leadership.

NEXT STEP / CONCLUSION

Looking ahead, the Town of Niagara-on-the-Lake is advancing several key climate action initiatives. The Natural Asset Management Plan and Invasive Species Management Plan remain in development and will continue to guide local adaptation efforts. Additional plans, prioritized by anticipated start dates, include a Stormwater Management Plan, identified as an action item in the Climate Change Adaptation Plan and potentially integrated into the Master Servicing Plan, an Urban Forestry Management Plan, and a Flood Preparedness and Evacuation Plan. To embed climate considerations across all operations, the Town is reviewing relevant by-laws and policies, including the Official Plan, engineering standards, tree protection measures, and floodplain mapping. Even small operational changes, such as incorporating emissions-conscious language into hybrid work guidelines, reflect a broader commitment to climate integration.

To provide structure and direction, several new policies are being proposed. These include a Climate Action and Response Policy, infrastructure design standards that incorporate climate

projections, invasive species, net-zero targets, and an ecological offsetting policy. The Town is also exploring future projects such as electric vehicle charging infrastructure and fleet electrification, building retrofits, targeted tree planting in low-canopy areas, low-impact development features like rain gardens and permeable pavement, active transportation enhancements, and invasive species management. These projects will be shaped by available funding, staff capacity, and community involvement. Public engagement remains a vital part of this work, supported through events like species identification days, environmental clean-ups, art displays, stargazing nights, ecological walks, and community plantings. These efforts will be amplified through social media campaigns aligned with global environmental observances, in collaboration with the Communications team, to strengthen awareness and participation.

In summary, this report outlines the progress the Town has made in advancing its climate objectives, with a continued focus on integration, collaboration, and long-term resilience. Climate action is now embedded across municipal operations, supported by coordinated efforts among departments and strengthened through partnerships with regional and community stakeholders.



Town of Niagara-on-the-Lake

1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 www.notl.com

REPORT #: CS-25-011

COMMITTEE DATE: 2025-07-15

DUE IN COUNCIL: 2025-07-22

REPORT TO: COTW-General

SUBJECT: 2025 Discretionary Grant Committee Allocations

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 That the following allocations be approved, as recommended by the Discretionary Grant Committee for the 2025 Program Year.

Organization	2025 Request
Cultural Communications Group	\$ 7,500.00
Community Palliative Care & Wellness	\$ 4,031.00
Niagara Health Foundation	\$ 14,485.00
Friends of Laura Secord	\$ 14,997.98
NOTL Horticultural Society	\$ 2,000.00
Total Grants Awarded	\$ 43,013.98

2. EXECUTIVE SUMMARY

- This report presents the Discretionary Grant Committee allocation recommendations for Council approval for the 2025 program year.
- Total funds recommended for dispersal is \$43,013.98 and are funded from parking revenue.
- Twenty-three (23) applications were received for 2025, with eighteen (18) being eliminated due to not meeting policy criteria. These applicants will be notified accordingly and are excluded from the final recommended list.
- Grant requests totaled \$226,408.98, exceeding the Town's budgeted program of \$90,600 by \$135,808.98.
- Successful applicants will be notified following the approval of this report, and payment arrangements will be made.

3. PURPOSE

The purpose of this report is to request that Council approve the Discretionary Grant Allocations, as recommended by the Discretionary Grant Committee.

4. BACKGROUND

In November 2024, Council reviewed and approved the Town's Discretionary Grant Policy through report CS-2024-018. At this time, changes were made to outline eligible and ineligible organizations, eligible and ineligible expenses, maximum grant amounts per grant category, and terms and conditions of the policy.

Council approved the above changes, and Councillors Balasiuk, Mavridis, and Vizzari continue to serve on the Discretionary Grant Committee. Applications were open from April 22, 2025, to May 26, 2025. The Committee met on two occasions, June 5, 2025, and June 12, 2025, to discuss the Discretionary Grant Policy and procedure to apply for grant applications.

Twenty-three (23) applications were received for 2025, with requests totalling \$226,408.98. Eighteen (18) grants were eliminated based on not meeting policy criteria. Those eliminated have been removed from the summary lists and will be notified separately. There is no mechanism to appeal the Committee's or Council's decision.

5. DISCUSSION / ANALYSIS

The Discretionary Grant Committee, made up of three Councillors and two Staff members from Finance, independently reviewed all applications received. As a group, it was determined that 18 applications did not meet policy requirements for various reasons, including failure to provide financial statements, ineligibility due to the type of project (i.e. covering ineligible staffing costs), initiatives that applied for the same project as the previous year, or initiatives that did not align with the policy's intent. The remaining applications were graded based on a scoring matrix. An average score was calculated for each grant application. If the average score exceeded the minimum mark required, the application was deemed eligible for a grant. Grant funds were awarded according to the total grant requested. The balance of \$47,586.02 will be transferred back to the reserve at the end of the year unless otherwise directed by Council.

6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

Pillar

1. Vibrant & Complete Community

Priority

1.2 Economic Development & Community Partnerships

Action

1.2 a) Economic Development

7. OPTIONS

7.1 Option 1: Council approve the Discretionary Grant Committee's allocations
(Recommended)

7.2 Option 2: Council modify the Discretionary Grant Committee's allocations *(Not Recommended)*

8. FINANCIAL IMPLICATIONS

The Discretionary Grant program is funded through parking revenues. Total funds being granted for 2025 amount to \$43,013.98.

9. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

10. COMMUNICATIONS

Following the approval of this report, staff will notify all parties of the status of their grant application and coordinate grant agreements and payments.

11. CONCLUSION

Staff is recommending that Council approve the allocations made by the Discretionary Grant Committee.

12. PREVIOUS REPORTS

- CS-24-018

13. APPENDICES

N/A

Respectfully submitted:

Prepared by:



Amy Sager
Finance Coordinator

Recommended by:



Nick Alaimo, CPA, CMA
Manager of Finance/Deputy Treasurer

Recommended by:



Kyle Freeborn, CPA, CMA
Director of Corporate Services/Treasurer

Submitted by:



Nick Ruller
Chief Administrative Officer



Town of Niagara-on-the-Lake

1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 www.notl.com

REPORT #: CS-25-012 **COMMITTEE DATE:** 2025-07-15
REPORT TO: COTW-General **DUE IN COUNCIL:** 2025-07-22
SUBJECT: 2024 Development Charges Reserve Fund Statement

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council approve the annual Development Charges Reserve Fund Statement for the period from January 1, 2024, to December 31, 2024.

2. EXECUTIVE SUMMARY

- This report provides Council with a statement relating to the Development Charges (DC) Reserve Fund activities for 2024 in accordance with the Province's *Development Charges Act, 1997* (DCA) as amended.
- The DC reserve fund reporting requirements obligate municipalities to provide all funding sources for anything funded from DCs, a compliance statement regarding imposing additional levies or requiring the construction of a service not authorized under the DCA and require that the statement be made available to the public.
- At the end of 2024, \$12.7 million in DC revenue is available for future eligible growth-related projects after accounting for 2024 Capital and Operating Expenditures.

3. PURPOSE

The purpose of this report is to present to Council the Development Charges Reserve Fund Statement for January 1, 2024, to December 31, 2024.

4. BACKGROUND

The attached Development Charge Reserve Fund Statements are presented to Council in compliance with the *Development Charges Act, 1997* (the Act). The Act requires the municipality's treasurer to provide Council with an annual financial statement relating to development charge reserve funds. The statement must include the opening balance, closing balance, and all transactions relating to development charge funds and the related funding sources.

5. DISCUSSION / ANALYSIS

In accordance with the Act and the Town's Development Charges By-laws (By-law No. 5072-18), this report must be prepared annually.

The statements will be made available to the public through the Budget & Finance section of the Town's website and include the following documents:

- **Appendix I - Development Charge Reserve Fund Component Statement**

This appendix summarizes the Reserve Fund activity established under the Development Charges Act, 1997.

- **Appendix II - Development Charge Reserve Fund Activity Statement**

This appendix summarizes the Reserve Fund activity established under the Development Charges Act, 1997, and transfers to capital projects and the operating budget.

- **Appendix III - Notice of Collections Received**

This appendix details development charges collected by dwelling type.

- **Appendix IV - Capital Project Financing**

This appendix lists capital projects where development charges were used to finance a capital project.

- **Appendix V - Development Charge Contribution Summary 2014 - 2023**

This appendix provides a history of year-end balances and 5-year and 10-year averages.

The Town must also make a statement regarding its compliance with Sections 59.1(1) & (2) of the amended DCA regarding imposing additional levies or requiring the construction of a service not authorized under the DCA. The Town does not impose additional levies or require the construction of services not authorized under the DCA; therefore, it is compliant with Sections 59.1(1) & (2).

6. STRATEGIC PLAN

Development Charges are a significant funding source for growth projects in the capital budget. As such, Development Charges assist in achieving strategic priorities.

The content of this report supports the following Strategic Plan initiatives:

Pillar

2. Good Governance

Priority

2.1 Financially Sustainable Future

Action

2.1 b) Revenue Generation

7. OPTIONS

Not applicable. There are no other options associated with the 2024 Development Charges Reserve Fund.

8. FINANCIAL IMPLICATIONS

The intent of this report is to provide an update on the status of the Town's development charge reserve funds as detailed in the attached appendices (Appendix I to Appendix V).

9. ENVIRONMENTAL IMPLICATIONS

Not applicable. There are no environmental implications associated with this report.

10. COMMUNICATIONS

Following Council's approval of this report, a copy of the Development Charges Reserve Fund Statement will be published on the Town's website.

11. CONCLUSION

This report complies with the Town of Niagara-on-the-Lake's reporting obligation under Section 43 of the Development Charges Act, 1997.

12. PREVIOUS REPORTS

- Not applicable.

13. APPENDICES

- **Appendix I** – Development Charges Reserve Fund Component Statement 2024
- **Appendix II** – Development Charges Reserve Fund Activity Statement 2024
- **Appendix III** – Notice of Collections Received 2024
- **Appendix IV** – Capital Project Financing 2024
- **Appendix V** – Development Charges Contribution Summary 2015 – 2024

Respectfully submitted:

Prepared by:



Amy Sager
Finance Coordinator

Recommended by:



Nick Alaimo, CPA, CMA
Manager of Finance/Deputy Treasurer

Recommended by:



Kyle Freeborn, CPA, CMA
Director of Corporate Services/Treasurer

Submitted by:



Nick Ruller
Chief Administrative Officer

DEVELOPMENT CHARGE RESERVE FUND ACTIVITY STATEMENT
AS OF DECEMBER 31, 2024

	ADMIN. DEV. RELATED STUDIES	BY-LAW SERVICES	ROADS, LIGHTS SIDEWALKS & VEHICLES	PARKING	FIRE PROTECTION	RECREATIONAL FACILITIES, PARKS & VEHICLES	LIBRARY	WATER	WASTEWATER SEWERS	STORM SEWER	RESERVE FUND TOTALS
December 31, 2023 Closing Balance	061-0809 664,926.45	061-0810 1,039.76	061-0811 5,129,214.47	061-0812 30,693.94	061-0813 741,713.81	061-0815 2,434,280.29	061-0817 18,563.31	061-0819 (1,121,427.02)	061-0821/ 061-0825 781,658.83	061-0823 1,921,474.59	10,602,138.43
Add:											
Development Charge Proceeds	153,410.85	137.00	797,006.78	9,541.98	318,000.18	334,825.05	14,435.99	59,526.05	87,753.73	241,793.71	2,016,431.32
St. Davids Community Proceeds											-
Developer Credit by-law 4494-11											-
Interest Apportionment	27,805.55	24.83	144,456.62	1,729.47	57,637.18	60,686.68	2,616.51	10,789.04	9,525.51	50,204.61	365,476.00
SUB-TOTAL DEPOSITS:	846,142.85	1,201.59	6,070,677.87	41,965.39	1,117,351.17	2,829,792.02	35,615.81	(1,051,111.93)	878,938.07	2,213,472.91	12,984,045.75
Less:											
Amounts Transferred to Capital			48,051.29			661.45	30,564.53		(3,744.11)		75,533.16
Amounts Transferred to Operating	34,359.66				26,384.52		5,051.28		74,135.11		139,930.57
SUB-TOTAL WITHDRAWALS:	34,359.66	-	48,051.29	-	26,384.52	661.45	35,615.81	-	70,391.00	-	215,463.73
December 31, 2024 Closing Balance	811,783.19	1,201.59	6,022,626.58	41,965.39	1,090,966.65	2,829,130.57	-	(1,051,111.93)	808,547.07	2,213,472.91	12,768,582.02

St. Davids
Town Wide

248,908.97
559,638.10
808,547.07

Amounts Transferred to Capital

C00448 - Anne St. Mississauga- King			5,737.00								5,737.00
C02065 - Eng-Line 2 Reconstruct NSR-C6			40,082.47								40,082.47
C02107 - Line 8 Reconstruction - Conc 7			2,231.82								2,231.82
C01764 - Drainage & Survey Work Rye Heritage Park						661.45					661.45
C00787 - Library Collection Development							30,564.53				30,564.53
C01954 - CSO - I/I Study - Old Town									(3,744.11)		(3,744.11)
TOTAL AMNTS TRANSFERRED TO CAPITAL:	-	-	48,051.29	-	-	661.45	30,564.53	-	(3,744.11)	-	75,533.16

Amounts Transferred to Operating

Transportation Master Plan	2,607.16										2,607.16
Recreation Master Plan	31,752.50										31,752.50
Ladder Truck Debenture					18,260.00						18,260.00
C02124 - Fire Station 3 Addition					8,124.52						8,124.52
E-collection Contribution							5,051.28				5,051.28
C01954 - CSO - I/I Study - Old Town									3,744.11		3,744.11
Repayment of St Davids Sanitary Sewer Debt									70,391.00		70,391.00
TOTAL AMNTS TRANSFERRED TO OPERATING	34,359.66	-	-	-	26,384.52	-	5,051.28	-	74,135.11	-	139,930.57

TOWN OF NIAGARA-ON-THE-LAKE DEVELOPMENT CHARGES RESERVE FUND

NOTICE OF COLLECTIONS RECEIVED

FOR THE PERIOD ***JANUARY 1, 2024 TO DECEMBER 31, 2024***

Appendix III

Single Family & Semi-Detached Dwellings	648,809.00
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2 Bedroom & Larger Apt. & 2 Bedroom Townhouse	75,957.00
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Bachelor & 1 Bedroom Apt.	
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All Other Dwelling Unit Types	
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Non-Residential	1,291,665.28
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St. Davids Community	
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Single Family & Semi-Detached Dwellings	-
---	---

2 Bedroom & Larger Apt. & 2 Bedroom Townhouse	-
---	---

All Other Dwelling Unit Types	-
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Non-Residential	-
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	<u>2,016,431.28</u>
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CAPITAL PROJECT FINANCING**FOR THE YEAR 2024**

Project	Development Charges/ Component	Additional Funding/ Reserve	Comments
C00448 Anne St. Mississauga - King	5,737.00 Roads, Sidewalks & Lights		Complete
C02065 Eng - Line 2 Reconstruct NSR-C6	40,082.47 Roads, Sidewalks & Lights	7,073.38 Capital Levy	In Progress
C02107 Line 8 Reconstruct - Con 7	2,231.82 Roads, Sidewalks & Lights	8,927.29 Capital Levy	In Progress
C01764 Drainage & Survey Work Rye Park	661.45 Parkland & Recreation		In Progress
C00787 Library Collection Development	30,564.53 Library Facilities & Materials	3,396.06 Library Development	Complete
C01954 CSO - I/I Study Old Town	(3,744.11) Wastewater		Expensed to Operating
TOTAL	75,533.16		

DEVELOPMENT CHARGE RESERVE FUND COMPONENT STATEMENT**AS OF DECEMBER 31, 2024**

	Admin. Dev. Related Studies	By-Law Services	Roads, Sidewalks & Lights	Parking	Fire Facilities	Parkland & Recreation	Library Facilities & Materials	Water Distribution	Wastewater Sewers	Storm Sewers	St. Davids Area-Specific Sewers	Total
Account Number	061-0809	061-0810	061-0811	061-0812	061-0813	061-0815	061-0817	061-0819	061-0821	061-0823	061-0825	
Balance, beginning of year	664,926.45	1,039.76	5,129,214.47	30,693.94	741,713.81	2,434,280.29	18,563.31	(1,121,427.02)	462,358.86	1,921,474.59	319,299.97	10,602,138.43
Revenue: Developers Contributions	153,410.85	137.00	797,006.78	9,541.98	318,000.18	334,825.05	14,435.99	59,526.05	87,753.73	241,793.71		2,016,431.32
Revenue: Investment Income	27,805.55	24.83	144,456.62	1,729.47	57,637.18	60,686.68	2,616.51	10,789.04	9,525.51	50,204.61		365,476.00
Revenue: Transfer from Capital							3,635.47					3,635.47
Expense: Transfer to Capital			(48,051.29)	-	(26,384.52)	(661.45)	(34,200.00)		3,744.11			(105,553.15)
Expense: Transfer to Operating	(34,359.66)						(5,051.28)		(3,744.11)		(70,391.00)	(113,546.05)
Balance, end of year	811,783.19	1,201.59	6,022,626.58	41,965.39	1,090,966.65	2,829,130.57	-	(1,051,111.93)	559,638.10	2,213,472.91	248,908.97	12,768,582.02

*The Town borrowed \$3,494,940.58 to fund the purchase of 176 Wellington St which is not reflected in this total. This amount will be repaid with interest as per section 36 of the Development Charges Act, 1997 and approved by Council in report CS-18-014.

DEVELOPMENT CHARGE CONTRIBUTION SUMMARY
2015-2024

YEAR	ADMIN. DEV. RELATED STUDIES	ROADS, LIGHTS SIDEWALKS & VEHICLES	FIRE PROTECTION	BY-LAW	PARKING	RECREATIONAL FACILITIES, PARKS & VEHICLES	LIBRARY	WATER	WASTEWATER SEWERS	STORM SEWER	SUB-TOTAL	ST. DAVIDS	TOTAL
2024	153,410.85	797,006.78	318,000.18	137.00	9,541.98	334,825.05	14,435.99	59,526.05	87,753.73	241,793.71	2,016,431.32	0.00	2,016,431.32
2023	158,466.70	820,535.43	326,358.15	193.00	4,500.18	426,572.36	18,409.70	61,165.86	53,997.59	282,664.57	2,152,863.54	0.00	2,152,863.54
2022	29,934.28	165,092.16	62,190.25	80.00	2,584.93	130,884.01	5,965.24	10,914.49	5,555.23	13,756.32	426,956.91	0.00	426,956.91
2021	14,452.74	72,179.79	30,047.71	(46.00)	1,308.88	9,591.15	304.98	5,320.52	3,408.69	16,573.46	153,141.92	0.00	153,141.92
2020	44,019.14	251,691.99	90,849.38	209.00	4,739.80	280,802.33	12,470.70	17,608.92	16,594.51	86,721.37	805,707.14	-1,621.00	804,086.14
2019	118,866.62	641,360.74	240,579.76	488.00	12,634.11	612,326.14	27,405.96	43,649.42	40,890.14	216,033.76	1,954,234.65	0.00	1,954,234.65
2018	37,360.31	887,407.51	212,617.48			119,482.57	60,189.27	66,566.61	44,517.55	196,035.61	1,624,176.91	23,868.68	1,648,045.59
2017	40,473.27	962,792.46	234,252.26			112,952.26	56,887.13	72,562.68	47,860.98	218,245.44	1,746,026.48	52,286.00	1,798,312.48
2016	37,747.11	969,292.88	213,969.82			225,368.94	113,172.97	73,997.59	28,977.80	233,725.62	1,896,252.73	156,491.00	2,052,743.73
2015	63,018.12	1,579,076.71	361,749.68	-	-	300,332.00	151,265.50	119,134.50	38,577.04	337,818.38	2,950,971.93	260,173.00	3,211,144.93
2014	44,556.62	1,098,221.50	240,819.14	-	-	268,329.88	132,121.44	85,700.05	34,557.96	249,867.54	2,154,174.13	181,948.90	2,336,123.03

5-year average	80,056.74	421,301.23	165,489.13	114.60	4,535.15	236,534.98	10,317.32	30,907.17	33,461.95	128,301.89	1,111,020.17	-324.20	1,110,695.97
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10-year average	67,482.34	749,514.36	211,948.53	132.63	4,413.74	256,496.97	53,875.35	56,013.34	36,608.29	190,294.16	1,625,539.79	61,195.14	1,686,734.93
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Town of Niagara-on-the-Lake

1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 www.notl.com

REPORT #: CS-25-013 **COMMITTEE DATE:** 2025-07-15
REPORT TO: COTW-General **DUE IN COUNCIL:** 2025-07-22
SUBJECT: 2024 Capital Project Closure Report

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council receive the Capital Project Closure Report effective December 31, 2024, attached as **Appendix I** to this report;
- 1.2 Council receive the Capital Project Expenditure Status Report effective December 31, 2024, attached as **Appendix II** to this report;
- 1.3 Council approve the transfer of the favourable variance for capital projects of \$3,537,996.40, as identified in **Appendix I** in the column identified "Under/(Over) Budget," net of internal financing and debenture projects;
- 1.4 Council approve the transfer of surplus capital funds to projects C00974, C01140, C01141, C02402 and C02248 as outlined in section 5.1 of this report; and
- 1.5 Council approve a new capital budget for Hydrant Replacements as outlined in section 5.1 of this report.

2. EXECUTIVE SUMMARY

- Finance Staff report annually on the status of all capital projects as part of year-end processes.
- Projects are closed when considered complete (which includes all expenses being incurred or accrued) and related assets have been constructed or delivered.
- Assets are placed into service, depreciated over their useful lives, and recorded on the Town's balance sheet.
- A total of 81 capital projects were completed in 2024. These projects came in under budget by \$3,537,996.40.
- As of December 31, 2024, 96 approved capital projects remain ongoing.

3. PURPOSE

This report provides Council with a summary of completed and eligible capital projects and recommends sources for disposing of funding variances. A Capital Project Status Report (Appendix II) summarizes all ongoing capital projects as of December 31, 2024.

4. BACKGROUND

Each year, Corporate Services Staff review the status of all capital projects as part of the year-end process and identify completed projects that may be closed in the Town's financial system. Projects are eligible for closure when the work is complete, all expenditures have been

processed, and construction holdbacks have been recorded. Once closed, capital projects become tangible capital assets (TCA) and are amortized as per the Town's TCA Policy. Staff continue to review all incomplete capital projects.

5. DISCUSSION / ANALYSIS

Since capital projects can be ongoing for several years and may not be completed at the end of a calendar year, a formal process has been established to provide better disclosure and ensure sufficient funds are available to address any project variances when these projects are closed. Funding must be in place to match the final expenditures incurred and bring the final account to \$0.00 (Project Funding = Project Expenses). Due to various factors, capital project expenditures seldom exactly match the approved budget estimates. These variances are reported to Council annually through the capital projects close-out process.

5.1 Transfer of Funds to New Projects

Occasionally, recurring projects (such as annual replacements for equipment) or projects with multiple phases will have a small balance of funding remaining at the end of the year, with the project balance substantially complete. Closing the project and moving related assets into service can be more beneficial in these cases. The balance of funding is sometimes moved to the following year or the project's next phase and disclosed in the Capital Project Closure Report. For 2024, these projects include:

- C00860 – 2024 Corporate PC Replacement – transfer balance to C00974 – 2025 Corporate PC Replacement to cover purchases that were unable to be completed in 2024
- C02116 – 2024 Protective Equipment – transfer balance to C01141 – 2025 Protective Equipment to cover purchases that were unable to be completed in 2024 due to the delay in acquiring the equipment from the manufacturer.
- C02117 – 2024 Misc Firefighting Equipment – transfer balance to C01140 – 2025 Misc Firefighting Equipment. The intent of the Miscellaneous Firefighting Equipment capital project is to ensure readiness for purchasing equipment that may fail throughout the year. By maintaining a state of readiness, the department can quickly replace equipment, ensuring that the level of emergency service provided to the community always remains consistent. If equipment does not fail, this project will be underbudget for the year. A transfer to the 2025 project is requested to cover equipment that was expected to need replacement in 2024.
- C02118 – 2024 Hoses, Nozzles & Appliances - transfer balance to C02402 – 2025 Hoses, Nozzles & Appliances. The purpose of the Hoses, Nozzles and Appliances capital project is to be ready to purchase Hoses, Nozzles and Appliances that may fail throughout the year. All equipment is tested annually to ensure it is operational with no leaks or failures. By maintaining a state of readiness, the department can

ensure that equipment is replaced quickly, thereby maintaining the level of emergency service always provided to the community. When Hoses, Nozzles and Appliances do not fail, this project will remain underbudget for the year. A transfer to the 2025 project is requested to cover equipment that was expected to need replacement in 2024.

- C01916 – Crack Sealing – transfer to C02248 – 2025 Crack Sealing to cover additional repairs that may be needed in 2025.
- C02084 Water Infrastructure Improvements and C02251 Hydrant Replacements – Transfer to New Hydrant Replacement Project (C02599) – The 2025 hydrant replacement project was inadvertently missed in the 2025 Capital Program. The surplus funds from these projects will fund the new project and allow the Town to continue with water infrastructure replacements.

6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

Pillar

2. Good Governance

Priority

2.1 Financially Sustainable Future

Action

2.1 c) Efficiencies & Cost Reductions/Avoidances

7. OPTIONS

Not applicable. There are no other options available for capital project closures.

8. FINANCIAL IMPLICATIONS

Attached to this report as **Appendix I** is a listing of projects detailing the original funding source, project budget, actual expenditures for the project, budget-to-actual variance, and recommended disposition of project over or under variances. A total of 81 projects have been identified as complete as of December 31, 2024.

A summary of the recommended disposition of project variances is as follows:

Summary of Recommended Reserve Disposition of Project Variances	Amount of Transfer to/(from)	Account #
Capital Levy	593,851.75	063-0901
Federal Gas Tax	128,567.90	061-0827
Parking Revenue	72,970.69	063-0965
DC: Library Facilities	3,635.47	061-0817
Library Development	20,403.94	062-0860
Park Dedication	50,000.00	061-0807
DC: Parkland	500,000.00	061-0815
NOTL Donation	26,492.80	063-0802

Summary of Recommended Reserve Disposition of Project Variances	Amount of Transfer to/(from)	Account #
Water Capital Improvements	754,795.22	063-0904
Wastewater Capital Improvements	113,453.22	063-0905
Storm Water Management	320,506.51	063-0903
Grants & Other	29,999.79	063-0981
Expensed to Operating	217,617.35	
Total excluding debt	2,832,294.64	
Debt	754,939.94	
TOTAL	3,537,996.40	

While most budget variances are minor, a few are quite significant compared to the size of their respective budgets. These projects, along with brief explanations for the discrepancies, are as follows:

PROJECT	VARIANCE UNDER/(OVER)	EXPLANATION
C00736 Aerial Ortho Imagery	\$7,500.00	Aerial Photography was used by the Region instead of Swoop Imagery, resulting in a lower price.
C00860 2024 Corporate PC Replacement	\$8,802.56	Not enough time to complete within the year. Outstanding devices to be replaced in 2025.
C00946 Network Server Uninterrupted PS	-\$1,282.81	Additional APC and surge protectors were required, which were not included in the original budget.
C01897 Payroll Conversion	-\$5,645.10	Implementation issues impacted timelines and required additional staff and resources to complete the conversion
C02128 Mail Folder/Inserter Machine	\$2,333.96	Different makes and models purchased for a lower price with similar features.
C02131 Council Chamber Chairs	\$15,502.38	Favourable pricing on chairs selected.
C02075 Diesel Exhaust Removal System	\$99,593.37	Lower tender price than the price estimated by industry sources.
C02076 Diesel Exhaust Removal System	\$97,661.62	Lower tender price than the price estimated by industry sources.
C02081 2023 Staff Vehicle	\$18,470.29	Purchased a smaller suitable vehicle as the original model budgeted for was unavailable.
C02116 2024 Protective Equipment	\$58,765.98	Delays in acquiring equipment from the manufacturer. Funds are proposed to be added to the 2025 project.
C02117 2024 Misc Firefighting Equipment	\$12,350.00	Less equipment to be replaced than anticipated. Funds are proposed to be added to the 2025 project.

PROJECT	VARIANCE UNDER/(OVER)	EXPLANATION
C02118 2024 Hoses, Nozzles & Appliances	\$24,557.34	Less equipment to be replaced than anticipated. Funds are proposed to be added to the 2025 project.
C02119 Diesel Exhaust Removal System	\$66,244.59	Lower tender price than the price estimated by industry sources.
C00450 Speed Limit Sign Install Program	\$26,019.39	Identified as operating costs and will be budgeted in the operating budget in the future. Open since 2014.
C00710 Dorchester/Gage Culvert Design	-\$20,947.85	Unexpected design changes due to Bell utility conflicts.
C01626 Engineering Concession 6	-\$35,612.97	Unexpected design changes are required due to the excess rock removal required.
C01916 Crack Sealing	\$30,852.48	Less volume required than anticipated.
C01918 One Mile Creek Culvert Inspection	-\$2,043.88	A more detailed report is required.
C02053 Line 3 Reconstruct FMC-Con 6	\$762,215.04	Favourable unit prices at the time of tendering and reduced unit quantities on some items.
C02055 Glendale @ York Streetscape En	\$163,335.22	Grant received from Niagara Region Public Realm Investment Program reducing total costs.
C02057 Lincoln Ave Culvert Replacement	\$37,678.76	Favourable construction bids at the time of tendering.
C02157 Dorchester St Culvert @ Gage	-\$126,643.03	Higher costs due to unexpected watermain valve replacements and Bell Utility conflicts.
C02214 Con 6 Resurface - Line 6-7	\$27,732.28	Budget estimates were increased as the costs of materials and labour were expected to rise.
C02242 Con 6 Resurface - Line 8- Queen	\$22,204.63	Budget estimates were increased as the costs of materials and labour were expected to rise.
C02243 Dorchester Resurface-William	\$59,524.36	Budget estimates were increased as the costs of materials and labour were expected to rise.
C02490 Line 8 rehab - conc 1-NRP	\$19,106.63	Budget estimates were increased as the costs of materials and labour were expected to rise.
C02121 Handheld Ticketer Replacement	\$1,526.14	Lower than expected pricing.
C02125 Parking Machines	\$88,518.74	Lower tender price than the price estimated by industry sources.

PROJECT	VARIANCE UNDER/(OVER)	EXPLANATION
C01403 Stander Mower	\$6,817.21	Favourable pricing from local dealer.
C02122 2024 Staff Vehicle	\$11,494.35	Unexpected rebates when purchasing the vehicle.
C02284 Cemetery Golf Cart	-\$2,206.11	Higher than expected pricing.
C00787 Library Collection Development	\$4,039.41	Purchased less materials to minimize expenditures from the Development Charge Reserve.
C01605 Pumphouse - Paint Exterior	\$19,420.81	Favourable pricing from the local painter.
C01752 Centennial Arena Parking Lot	-\$15,548.05	The scope of construction was larger than expected, including substantial grading requirements.
C01891 Eng: Hunter Rd Watermain Replace	\$10,732.97	No major changes in design requirements.
C01946 Hunter Rd Watermain - FMC-Conc4	\$327,860.26	Favourable construction bids at the time of tendering.
C02067 Line 5 Road Water Replacement	\$268,494.72	Favourable construction bids at the time of tendering.
C01953 CSO Flow Monitoring Old Town	\$11,867.70	Sufficient information was gathered in a shorter time than anticipated.
C01954 CSO I/I Study - Old Town	\$94,599.69	Sufficient information was gathered in a shorter time than anticipated.
C02089 Garrison Village Sanitary Lateral	\$82,495.68	Reduced the number of properties requiring open-cut repairs, which were completed by trenchless methods.
C02093 Garrison Village Storm Rehab	\$95,506.51	Reduced scope and quantity of storm sewers requiring full relining.

A Capital Project Expenditure Status Report (**Appendix II**) has been prepared and attached to provide information on outstanding capital projects. This report contains 96 approved incomplete capital projects as of December 31, 2024, or projects that have not been placed into service because they are preliminary engineering work for future years' construction or new development work that has not been assumed.

9. ENVIRONMENTAL IMPLICATIONS

Not applicable.

10. COMMUNICATIONS

Departmental Staff have worked with Finance to identify projects that may be closed. They will be informed of the Council's approval of this report.

11. CONCLUSION

Capital project closures are part of the regular accounting cycle. Approving the transfer of funds to and from capital projects upon project closure is a process that helps to provide transparency and accountability in the Town's capital budgeting process.

12. PREVIOUS REPORTS

- Not applicable

13. APPENDICES

- **Appendix I** – Capital Project Closure Report
- **Appendix II** – Capital Project Expenditure Status Report

Respectfully submitted:

Prepared by:



Amy Sager
Finance Coordinator

Recommended by:



Nick Alaimo, CPA, CMA
Manager of Finance/Deputy Treasurer

Recommended by:



Kyle Freeborn, CPA, CMA
Director of Corporate Services/Treasurer

Submitted by:



Nick Ruller
Chief Administrative Officer

CAPITAL PROJECT CLOSURE REPORT - FINAL
as of Dec 31, 2024

Project Number and Name	Original Reserve Funding Source	Original Budget	Actual	Under/(Over) Budget	Status	Recommended Disposition of Project Variance
Corporate Services						
C00736 - Aerial Ortho Imagery (2021)	Capital Levy	15,000.00	7,500.00	7,500.00	complete	Capital Levy
C00860 - 2024 Corporate PC Replacement (2024)	Capital Levy	70,000.00	61,197.44	8,802.56	complete	Proposed Transfer to C00974
C00861 - 2024 Network Equip Upgrades (2024)	Capital Levy	7,000.00	7,260.55	(260.55)	complete	Capital Levy
C00946 - Network Server Uninterrupted PS (2021)	Capital Levy	10,000.00	11,282.81	(1,282.81)	complete	Capital Levy
C01704 - Virtual Server 1 (2024)	Capital Levy	50,000.00	49,438.06	561.94	complete	Capital Levy
C01897 - Payroll Conversion (2021)	Capital Levy	43,000.00	48,645.10	(5,645.10)	complete	Capital Levy
C02128 - Mail Folder/Inserter Machine (2024)	Capital Levy	14,000.00	11,666.04	2,333.96	complete	Capital Levy
C02131 - Council Chamber Chairs (2024)	Capital Levy	20,000.00	4,497.62	15,502.38	expensed to operating	Capital Levy
C02489 - Admin Emergency Door Repairs (2024)		-	11,864.19	(11,864.19)	complete	Capital Levy
		229,000.00	213,351.81	15,648.19		
Fire & Emergency Services						
C02075 - Diesel Exhaust Removal System (2023)	Capital Levy	250,000.00	150,406.63	99,593.37	complete	Capital Levy
C02076 - Diesel Exhaust Removal System (2023)	Capital Levy	250,000.00	152,338.38	97,661.62	complete	Capital Levy
C02081 - 2023 Staff Vehicle (2023)	Capital Levy	85,000.00	66,529.71	18,470.29	complete	Capital Levy
C02116 - 2024 Protective Equipment (2024)	Capital Levy	75,000.00	16,234.02	58,765.98	complete	Proposed Transfer to C01141
C02117 - 2024 Misc Firefighting Equipme (2024)	Capital Levy	25,000.00	12,650.00	12,350.00	complete	Proposed Transfer to C01140
C02118 - 2024 Hoses, Nozzles & Appliance (2024)	Capital Levy	25,000.00	442.66	24,557.34	expensed to operating	Proposed Transfer to C02402
C02119 - Diesel Exhaust Removal System (2024)	Capital Levy	200,000.00	133,755.41	66,244.59	complete	Capital Levy
C02124 - Fire Station 3 Addition (2024)	DC: Fire Facilities	8,000.00	8,124.52	(124.52)	expensed to operating	DC: Fire Facilities
	Capital Levy	2,000.00	2,031.13	(31.13)		Capital Levy
C02480 - Comm Emerg Preparedness Grant (2024)	Grants & Other	33,908.20	33,908.41	(0.21)	complete	Grants & Other
		953,908.20	576,420.87	377,487.33		
Roads Department						
C00450 - Speed Limit Sign Install Prog (2014)	Capital Levy	50,000.00	23,980.61	26,019.39	complete	Capital Levy
C00703 - Resurf-Con6(York to NF Border) (2021)	Capital Levy	574,493.00	478,456.25	96,036.75	complete	Capital Levy
	Federal Gas Tax	555,364.00	555,364.00	0.00		
	OCIF Grant	815,415.00	815,415.00	0.00		
	Grants & Other	25,000.00	25,000.00	0.00		
C00710 - Dorchester/Gage Culvert Desig (2020)	Capital Levy	110,000.00	130,947.85	(20,947.85)	complete	Capital Levy
C01626 - Engineering Concession 6 Rd (2019)	Capital Levy	135,000.00	170,612.97	(35,612.97)		Capital Levy
C01916 - Crack Sealing (2022)	Capital Levy	50,000.00	19,147.52	30,852.48	expensed to operating	Proposed Transfer to C02248
C01918 - One Mile Creek Culvert Inspect (2022)	Bridges & Culverts	10,000.00	12,043.88	(2,043.88)	expensed to operating	Bridges & Culverts
C01922 - Eng Mississauga Reconstruction (2022)	Capital Levy	60,000.00	60,000.00	0.00	funds transferred to C01877	
C01960 - NSR Streetscape Enhancement Ph1 (2023)	Grants & Other	120,000.00	120,000.00	0.00	complete	
	Debt	1,335,474.00	1,409,479.40	(74,005.40)		
C01966 - Irvine Reconstruction/Drainage (2022)	Debt	430,000.00	399,961.89	30,038.11	complete	
C02053 - Line 3 Reconstruct FMC-Con 6 (2023)	OCIF Grant	1,341,335.00	1,341,335.00	0.00	complete	
	Debt	1,058,665.00	296,449.96	762,215.04		
C02055 - Glendale @ York Streetscape En (2023)	Grants & Other	140,000.00	140,000.00	0.00	complete	
	Debt	400,000.00	236,664.78	163,335.22		
C02057 - Lincoln Ave Culvert Replace (2023)	Capital Levy	60,000.00	22,321.24	37,678.76	complete	Capital Levy
C02058 - 2024 Guiderail Improvement (2024)	Capital Levy	100,000.00	100,000.00	0.00	funds transferred to C01914	
C02062 - Crack Sealing (2023)	Capital Levy	30,000.00	30,000.00	0.00	funds transferred to C02248	
C02063 - Scour Protection Improvements (2024)	Capital Levy	100,000.00	100,000.00	0.00	funds transferred to C01917	
C02103 - Excess Soils Mgmt Site Feasabi (2024)	Capital Levy	85,000.00	-	85,000.00	not proceeding	Capital Levy

C02157 - Dorchester St Culvert @ Gage (2024)	Debt	750,000.00	876,643.03	(126,643.03) complete	
C02214 - Con 6 Resurface - Line 6-7 (2024)	Federal Gas Tax	165,000.00	137,267.72	27,732.28 complete	Federal Gas Tax
	Capital Levy	-	5,027.53	(5,027.53)	Capital Levy
C02242 - Con 6 Resurface - Line 8-Queen (2024)	Federal Gas Tax	165,000.00	142,795.37	22,204.63 complete	Federal Gas Tax
	Capital Levy	-	1,638.83	(1,638.83)	Capital Levy
C02243 - Dorchester Resurface-William-G (2024)	Federal Gas Tax	119,510.00	59,985.64	59,524.36 complete	Federal Gas Tax
	Capital Levy	-	2,749.34	(2,749.34)	Capital Levy
C02490 - Line 8 Rehab - Conc 1 - NRP (2024)	Federal Gas Tax	130,000.00	110,893.37	19,106.63 complete	Federal Gas Tax
		8,915,256.00	7,824,181.18	1,091,074.82	
Parking Operations					
C02121 - Handheld Ticketer Replacement (2024)	Parking Revenue	6,000.00	4,473.86	1,526.14 expensed to operating	Parking Revenue
C02125 - Parking Machines (2024)	Parking Revenue	400,000.00	311,481.26	88,518.74 complete	Parking Revenue
		406,000.00	315,955.12	90,044.88	
Fleet					
C01401 - Mowers (replaces P580) (2024)	Capital Levy	40,000.00	37,257.70	2,742.30 complete	Capital Levy
C01403 - Stander Mower (replaces P582) (2024)	Capital Levy	30,000.00	23,182.79	6,817.21 complete	Capital Levy
C01994 - Utility Vehicle - NSR Streetsc (2024)	Capital Levy	46,500.00	47,748.44	(1,248.44) complete	Capital Levy
C02122 - 2024 Staff Vehicle (FD-01) (2024)	Capital Levy	85,000.00	73,505.65	11,494.35 complete	Capital Levy
C02284 - Cemetery Golf Cart (2024)	NOTL Donation	10,000.00	10,000.00	0.00 complete	
	Capital Levy	-	2,206.11	(2,206.11)	Capital Levy
C02300 - Additional Funds for C01881 (2024)	Fleet Replacement	10,000.00	10,000.00	0.00 transferred to C01881	
		221,500.00	203,900.69	17,599.31	
Library					
C00787 - Library Collection Development (2024)	DC: Library Facilities & Materia	34,200.00	30,564.53	3,635.47 complete	DC: Library Facilities
	Library Development	3,800.00	3,396.06	403.94	Library Development
C02475 - Library Shelf Repair (2024)	Library Development	20,000.00	-	20,000.00 not proceeding	Library Development
C02481 - Library Wifi Access Ports (2024)	Library Computer	3,500.00	3,197.74	302.26 expensed to operating	Library Computer
		61,500.00	37,158.33	24,341.67	
Parks, Recreation & Facilities					
C00361 - Community Centre Trail&Playgnd (2015)	Park Dedication	50,000.00	-	50,000.00 not proceeding	Park Dedication
	NOTL Donation	23,034.37	-	23,034.37	NOTL Donation
C01191 - Xmas Display Replacement Ph 1 (2020)	Capital Levy	18,000.00	17,839.65	160.35 complete	Capital Levy
C01279 - Centennial Arena Side lot pave (2017)	Capital Levy	66,400.00	66,443.72	(43.72) complete	Capital Levy
C01300 - Queen St. Flower Beds Ph4 (2018)	Capital Levy	35,000.00	37,916.29	(2,916.29) complete	Capital Levy
C01550 - VOF History Application (2018)	NOTL Donation	25,000.00	22,105.39	2,894.61 complete	NOTL Donation
	Grants & Other	51,200.00	51,200.00	0.00	
C01605 - Pumphouse- Paint Exterior (2022)	Capital Levy	35,000.00	15,579.19	19,420.81 expensed to operating	Capital Levy
C01608 - 92 Queens St Washroom Replace (2020)	DC: Parkland & Recreation	500,000.00	-	500,000.00 not proceeding	DC: Parkland & Recreation
C01752 - Centenial Arena Parking Lot (2020)	Parking Revenue	40,000.00	55,548.05	(15,548.05) complete	Parking Revenue
C01984 - Parks & Properties Upgrades (2023)	Capital Levy	14,875.00	14,856.16	18.84 complete	Capital Levy
C02010 - Community Garden (2022)	NOTL Donation	14,995.70	14,995.70	0.00 complete	
	Capital Levy	4,569.19	4,569.19	0.00	
C02015 - Disc Golf - Community Centre (2022)	NOTL Donation	15,000.00	14,436.18	563.82 complete	NOTL Donation
C02019 - Picnic Tables (2023)	Capital Levy	17,050.00	18,114.54	(1,064.54) complete	Capital Levy
C02021 - Cenotaph Foundation Repairs (2023)	NOTL Donation	2,187.84	2,187.84	0.00 complete	
	Cenotaph Maintenance	155,325.58	155,325.58	0.00	
		-	1,130.42	(1,130.42)	Capital Levy
C02483 - Pickleball Fencing (2024)	Capital Levy	22,926.29	22,926.29	0.00 complete	
	NOTL Donation	1,000.00	1,000.00	0.00	
		1,091,563.97	516,174.19	575,389.78	

Water

C00927 - Int Virgil Dev ONL19(C6-Homes) (2017)	Water Capital Improvements	118,104.00	-	118,104.00	not proceeding	Water Capital Improvements
C01891 - Eng: Hunter Rd Watermain Repla (2021)	Water Capital Improvements	80,000.00	69,267.03	10,732.97	complete	Water Capital Improvements
C01946 - Hunter Rd Watermain- FMC-Conc4 (2024)	Water Capital Improvements	1,650,000.00	1,322,139.74	327,860.26	complete	Water Capital Improvements
C01947 - Eng. Line 5 Rd Water Replaceme (2022)	Water Capital Improvements	90,000.00	83,339.71	6,660.29	complete	Water Capital Improvements
C02067 - Line 5 Road Water Replacement (2023)	Water Capital Improvements	1,250,000.00	981,505.28	268,494.72	complete	Water Capital Improvements
C02084 - Water Infrastructure Improve (2023)	Water Capital Improvements	25,000.00	3,811.92	21,188.08	expensed to operating	Proposed Transfer to C02599
C02085 - Backflow/Meter Testing Station (2023)	Water Capital Improvements	15,000.00	-	15,000.00	not proceeding	Water Capital Improvements
C02251 - Hydrant Replacements (2024)	Water Capital Improvements	25,000.00	17,057.02	7,942.98	complete	Proposed Transfer to C02599
		3,253,104.00	2,477,120.70	775,983.30		

Wastewater

C01953 - CSO Flow Monitoring Old Town (2022)	Wastewater Capital Improvements	20,000.00	15,328.44	4,671.56	expensed to operating	Wastewater Capital Improvements
	Grants & Other	30,000.00	22,803.86	7,196.14		Grants & Other
C01954 - CSO - I/I Study - Old Town (2022)	DC: Wastewater Sewers	37,800.00	3,744.11	34,055.89	expensed to operating	DC: Wastewater
	Wastewater Capital Improvements	67,200.00	6,656.20	60,543.80		Wastewater Capital Improvements
C02087 - Garrison Village Sanitary Sewer (2023)	Wastewater Capital Improvements	80,000.00	83,143.36	(3,143.36)	complete	Wastewater Capital Improvements
C02088 - Garrison Village Sanitary Late (2023)	Wastewater Capital Improvements	250,000.00	235,899.10	14,100.90	complete	Wastewater Capital Improvements
C02089 - Garrison Village Sanitary Late (2023)	Wastewater Capital Improvements	130,000.00	47,504.32	82,495.68	complete	Wastewater Capital Improvements
C02090 - CSO Flow Monitoring Old Town (2023)	Wastewater Capital Improvements	20,000.00	-	20,000.00	not proceeding	Wastewater Capital Improvements
	Grants & Other	30,000.00	-	30,000.00		Grants & Other
		665,000.00	415,079.39	249,920.61		

Storm Water

C02093 - Garrison Village Storm Rehab (2023)	Storm Water Management	215,000.00	119,493.49	95,506.51		Storm Water Management
C02259 - Minor Storm System Improvement (2024)	Storm Water Management	25,000.00	25,000.00	0.00	funds transferred to C00892	
C02260 - Garrison Village Storm Sewer (2024)	Storm Water Management	225,000.00	-	225,000.00	not proceeding	Storm Water Management
		465,000.00	144,493.49	320,506.51		
		16,261,832.17	12,723,835.77	3,537,996.40		

Summary of Recommended Reserve Disposition of Project Variances	Amount of Transfer to/(from)	Account #
Capital Levy	544,613.57	063-0901
Federal Gas Tax	128,567.90	061-0827
Parking Revenue	72,970.69	063-0965
DC: Library Facilities	3,635.47	061-0817
Library Development	20,403.94	062-0860
Park Dedication	50,000.00	061-0807
DC: Parkland	500,000.00	061-0815
NOTL Donation	26,492.80	063-0802
Water Capital Improvements	754,795.22	063-0904
Wastewater Capital Improvements	113,453.22	063-0905
Storm Water Management	320,506.51	063-0903
Grants & Other	29,999.79	063-0981
Expensed to Operating	217,617.35	
Total excluding debt	2,783,056.46	
Debt	754,939.94	
TOTAL	3,537,996.40	

CAPITAL PROJECT STATUS REPORT**Schedule B**

**All Projects scheduled for 2025 Completion
as of December 31, 2024**

Project Number and Name	Original Reserve Funding Source	Budget	Actual	Available Spending
Corporate Services				
C00749 - Council Chambers Microphones (2023)	Capital Levy	59,262.97	54,871.91	4,391.06
C00868 - Replace Existing Firewall/Rout (2024)	Capital Levy	14,000.00	-	14,000.00
C02127 - Security Cameras (2024)	Capital Levy	12,500.00	-	12,500.00
C02130 - Meeting Room Upgrades Ph 1 (2024)	Capital Levy	24,000.00	-	24,000.00
		<u>109,762.97</u>	<u>54,871.91</u>	<u>54,891.06</u>
Fire & Emergency Services				
C02079 - Volunteer Fire Public Educatio (2023)	Capital Levy	10,000.00	1,483.65	8,516.35
C02120 - 2024 Health & Wellness Initiat (2024)	Capital Levy	20,000.00	6,832.71	13,167.29
C02279 - Fire & By-law Shared Workspace (2024)	Parking	18,000.00	-	18,000.00
	Capital Levy	2,000.00	-	2,000.00
C02280 - Replacement Apparatus Pump 1 (2024)	Capital Levy	20,000.00	-	20,000.00
		<u>70,000.00</u>	<u>8,316.36</u>	<u>61,683.64</u>
Roads Department				
C00499 - Line 1 Homestead-Henry-FMCR (2019)	Capital Levy	16,340.00	11,256.44	5,083.56
	DC: Roads, Sidewalks & Lights	26,660.00	18,365.77	8,294.23
C01698 - Traffic Control Devices (2019)	Capital Levy	50,000.00	45,853.27	4,146.73
C01728 - Fort George Parking Lot (2018)	Cash-in-Lieu of Parking	60,000.00	32,733.14	27,266.86
C01876 - Line 1 Rd Rd Reconstruction (2021)	Capital Levy	85,000.00	6,851.87	78,148.13
C01877 - Mississauga Street Recon (2021)	Capital Levy	125,000.00	89,165.43	35,834.57
C01914 - Guide Rail Improvement Ph 1 (2022)	OCIF Grant	100,000.00	2,443.72	97,556.28
	Capital Levy	100,000.00	286.39	99,713.61
C01917 - Scour Protection Improve Ph. 1 (2022)	Capital Levy	200,000.00	-	200,000.00
C01920 - ENG - Line 2 Culverts (2024)	Capital Levy	120,000.00	28,585.71	91,414.29
C02065 - Eng- Line 2 Reconstruct NSR-C6 (2023)	Capital Levy	18,750.00	8,685.73	10,064.27
	DC: Roads, Sidewalks & Lights	106,250.00	49,219.13	57,030.87
C02082 - Line 8 Slope Stability FMC-Tan (2023)	Capital Levy	100,000.00	-	100,000.00
C02097 - Airport Grading (2023)	Capital Levy	125,000.00	41,098.32	83,901.68
C02101 - Bluetooth Metering - Software (2024)	Irrigation	55,000.00	4,472.43	50,527.57
C02107 - Line 8 Reconstruct- Con 7 (2023)	Capital Levy	148,000.00	13,142.84	134,857.16

C02187 - Con 6 Reconstruc - Warner-York (2024)**C02248 - Crack Sealing (2024)****C02249 - ENG - Queenston Rd Reconstruct (2024)**

DC: Roads, Sidewalks & Lights	37,000.00	3,285.71	33,714.29
Capital Levy	483,009.00	8,046.06	474,962.94
OCIF Grant	1,416,991.00	1,202,632.03	214,358.97
Capital Levy	85,852.48	51,280.36	34,572.12
Capital Levy	95,400.00	-	95,400.00
DC: Roads, Sidewalks & Lights	24,600.00	-	24,600.00
	<u>3,578,852.48</u>	<u>1,617,404.35</u>	<u>1,961,448.13</u>

Parking Operations**C00775 - Tourist Wayfinding Signage (2014)**

Parking Revenue	55,853.96	40,853.96	15,000.00
	<u>55,853.96</u>	<u>40,853.96</u>	<u>15,000.00</u>

Fleet**C00463 - 1-Ton with Dump (replaces 516) (2024)****C01995 - 3/4 Ton Truck (replaces P517) (2024)****C02123 - 2024 Re-purposed Staff Vehicle (2024)****C02267 - 4x4 Pickup Ext Cab (W247 repla (2024)****C02268 - Electric Vehicle (Replace W234 (2024)****C02269 - 5 Ton Dump + Plow Truck (W235) (2024)****C02271 - Replace W317 Hitchman Trailer (2024)****C02297 - Replace B703 GMC Canyon (2024)****C02298 - Replace B752 By-Law/Parking (2024)**

Fleet Replacement	75,000.00	-	75,000.00
Fleet Replacement	78,000.00	-	78,000.00
By-Law Vehicle & Equipment	20,000.00	5,095.33	14,904.67
Fleet Replacement	78,000.00	-	78,000.00
Water Capital Improvements	72,000.00	-	72,000.00
Water Capital Improvements	500,000.00	-	500,000.00
Fleet Replacement	25,000.00	-	25,000.00
Building Vehicle & Equipment	55,000.00	-	55,000.00
By-Law Vehicle & Equipment	27,500.00	-	27,500.00
Parking Revenue	27,500.00	-	27,500.00
	<u>958,000.00</u>	<u>5,095.33</u>	<u>952,904.67</u>

Community & Development**C02299 - Boundry Stone Restoration (2024)****C02472 - Bounday Stones Phase 1 (2023)**

Capital Levy	7,500.00	-	7,500.00
Capital Levy	5,000.00	-	5,000.00
	<u>12,500.00</u>	<u>-</u>	<u>12,500.00</u>

Parks, Recreation & Facilities**C01029 - Simcoe Park Playground Replace (2022)****C01074 - Queenston Park Site Amenities (2020)****C01187 - Queenston Lib - Interior Rehab (2020)****C01228 - St. David's Pool Construction (2020)**

Park Dedication	150,000.00	-	150,000.00
Park Dedication	1,835.78	-	1,835.78
Capital Levy	4,753.67	-	4,753.67
Capital Levy	20,000.00	5,988.81	14,011.19
Capital Levy	100,000.00	-	100,000.00
NOTL Donation	47,493.47	765.00	46,728.47

C01299 - Virgil Sportspark Diamond Irr (2018)	Park Dedication	25,000.00	17,810.00	7,190.00
C01393 - Lakeshore Cemetery Irrigation (2018)	Capital Levy	61,200.00	51,737.16	9,462.84
C01540 - Legacy Trail (2018)	Park Dedication	10,000.00	4,718.25	5,281.75
	NOTL Donation	185,767.21	122,245.30	63,521.91
	Grants & Other	81,400.00	81,400.00	-
	Capital Levy	65,890.32	65,890.32	-
C01590 - Community Centre- Parking Ext (2020)	Parking Revenue	100,000.00	-	100,000.00
C01596 - Queens Royal Park Amen Ph 1 (2019)	Capital Levy	41,000.00	30,832.22	10,167.78
C01750 - Sound System- Community Centre (2020)	Capital Levy	27,000.00	23,762.43	3,237.57
C01751 - Hot Water Tank - Comm Centre (2020)	Capital Levy	15,000.00	-	15,000.00
C01754 - Queens Royal Park Amenities (2020)	Capital Levy	65,000.00	-	65,000.00
C01764 - Drainage and Survey Work (2021)	DC: Parkland & Recreation	25,000.00	10,737.76	14,262.24
C01981 - Foundations Mgmt Program (2024)	Capital Levy	35,000.00	-	35,000.00
C01983 - Columbarium New Section Unit 1 (2022)	Capital Levy	60,000.00	49,317.99	10,682.01
C01988 - Protective Netting (2022)	Capital Levy	160,000.00	117,081.44	42,918.56
C01989 - Queen St - Lanscape Upgrades (2023)	Capital Levy	13,500.00	10,388.06	3,111.94
C01991 - Operations Mezzanine Fire Exit (2022)	Capital Levy	70,000.00	35,704.93	34,295.07
C02111 - Heritage Trail Pollinator Gard (2023)	NOTL Donation	21,000.00	18,447.74	2,552.26
C02112 - Heritage Trail Signage (2023)	NOTL Donation	6,480.00	4,874.25	1,605.75
C02113 - Playground Improvements (2024)	Capital Levy	21,700.00	7,971.98	13,728.02
C02114 - Parks & Properties Upgrades (2024)	Capital Levy	11,800.00	3,308.73	8,491.27
C02133 - Queen's Royal Park Pathway Imp (2024)	Capital Levy	38,000.00	-	38,000.00
C02205 - Roof Management Program (2024)	Capital Levy	153,150.00	8,910.10	144,239.90
C02276 - Ops Centre - Electrical Upgrad (2024)	Capital Levy	100,000.00	3,816.00	96,184.00
C02278 - Lakeshore Cemetery Int Renos (2024)	Capital Levy	15,000.00	4,101.89	10,898.11
C02295 - Facilities - Mechanical & Elec (2024)	Capital Levy	92,000.00	50,249.32	41,750.68
C02474 - Accessibility Upgrades (2024)	Ontarians with Disabilities	20,000.00	7,611.65	12,388.35
C02476 - Comm Centre - Youth Programmin (2023)	NOTL Donation	17,724.24	7,670.21	10,054.03
C02482 - Community Centre Projector (2024)	NOTL Donation	12,674.65	6,727.28	5,947.37
C02484 - Melville St Dock Demolition (2024)	Capital Levy	55,120.00	6,317.18	48,802.82
		<u>1,929,489.34</u>	<u>758,386.00</u>	<u>1,171,103.34</u>

P & R Vehicles/Equipment

C01881 - Van (2021)	Fleet Replacement	55,000.00	-	55,000.00
		<u>55,000.00</u>	<u>-</u>	<u>55,000.00</u>

Water

C00927 - Int Virgil Dev ONL19(C6-Homes) (2017)	Water Capital Improvements	118,104.00	-	118,104.00
C01949 - ENG - Line 7 Water Replacement (2024)	Water Capital Improvements	100,000.00	60,962.94	39,037.06
C01951 - ENG - Conc 5 Water Replacement (2024)	Water Capital Improvements	70,000.00	57,184.70	12,815.30
C01973 - Environmental Services IT Impr (2024)	Water Capital Improvements	10,500.00	-	10,500.00
	Wastewater Capital Improvements	4,500.00	-	4,500.00
C02016 - Water Loss Action Reduction (2024)	Water Capital Improvements	177,500.00	-	177,500.00
C02068 - Water Meter Replace Program (2023)	Water Capital Improvements	275,000.00	186,699.43	88,300.57
C02086 - Town Wide Water Leak Detection (2023)	Water Capital Improvements	60,000.00	-	60,000.00
C02250 - Water Meter Replacement Progra (2024)	Water Capital Improvements	275,000.00	22,332.93	252,667.07
		<u>1,090,604.00</u>	<u>327,180.00</u>	<u>763,424.00</u>

Wastewater

C01644 - CSO-Resident Assitant Program (2019)	Wastewater Capital Improvements	90,000.00	129.99	89,870.01
	Grants & Other	60,000.00	86.66	59,913.34
C01645 - ENG: Line 1 (Homestead-Henry) (2019)	DC: Wastewater Sewers	18,000.00	6,657.17	11,342.83
	Wastewater Capital Improvements	2,000.00	739.68	1,260.32
C01886 - Eng Line 1 Rd Reconstruction (2021)	DC: Wastewater Sewers	31,000.00	1,670.54	29,329.46
C01955 - Queenston CSO Infiltration (2022)	Grants & Other	60,000.00	-	60,000.00
	Wastewater Capital Improvements	90,000.00	-	90,000.00
C01956 - Pollution Control Plan Study (2022)	Wastewater Capital Improvements	100,000.00	68,222.34	31,777.66
	Grants & Other	100,000.00	62,678.30	37,321.70
C02091 - Eng Market St Sanitary Replace (2023)	Wastewater Capital Improvements	30,000.00	890.40	29,109.60
C02096 - Eng - Garrison Village Sanitar (2023)	Wastewater Capital Improvements	80,000.00	890.40	79,109.60
C02252 - Garrison Village Sanitary Sewe (2024)	Wastewater Capital Improvements	100,000.00	72,864.23	27,135.77
C02253 - Garrison Village Sanitary Late (2024)	Wastewater Capital Improvements	275,000.00	130,822.97	144,177.03
C02254 - Garrison Village San Lateral R (2024)	Wastewater Capital Improvements	150,000.00	5,425.18	144,574.82
C02255 - Market St Sanitary Replacement (2024)	Wastewater Capital Improvements	300,000.00	4,353.12	295,646.88
		<u>1,486,000.00</u>	<u>355,430.98</u>	<u>1,130,569.02</u>

Storm Water

C00892 - Storm Sewer Improvements (CB) (2022)	Capital Levy	25,000.00	2,391.87	22,608.13
	Storm Water Management	125,000.00	7,175.61	117,824.39
C01658 - ENG:Line 1: Homestead-Henry-FM (2019)	Storm Water Management	40,000.00	15,491.76	24,508.24
C01893 - Melville Street Storm Sewer (2021)	Storm Water Management	300,000.00	187,371.31	112,628.69
C01895 - Eng Line 1 Road Reconstruction (2021)	Storm Water Management	31,000.00	1,670.54	29,329.46
C02094 - Storm Ponds- Oper & Maint Plan (2023)	Storm Water Management	50,000.00	16,837.74	33,162.26
C02095 - Storm Ponds - Flow Monitoring (2023)	Storm Water Management	50,000.00	16,837.75	33,162.25

621,000.00	247,776.58	373,223.42
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Street Lighting**C01896 - Eng:Line 1 Road Reconstruction (2021)****C02262 - ENG - Queenston Rd Reconstruct (2024)****C02477 - Ph 1 - Village Pathway Design (2023)**

Street Lighting	7,600.00	317.41	7,282.59
DC: Roads, Sidewalks & Lights	12,400.00	517.87	11,882.13
Capital Levy	15,000.00	-	15,000.00
Developer Contributions	20,000.00	3,866.88	16,133.12
	55,000.00	4,702.16	50,297.84

10,022,062.75 3,420,017.63 6,602,045.12

Capital Levy	\$ 2,346,517.32
Fleet Replacement	\$ 311,000.00
DC: Roads, Sidewalks & Lights	\$ 135,521.52
OCIF	\$ 311,915.25
Irrigation	\$ 50,527.57
Parking Revenue	\$ 160,500.00
By-Law Vehicle & Equipment	\$ 42,404.67
Building Vehicle & Equipment	\$ 55,000.00
Cash-in-Lieu of Parking	\$ 27,266.86
Park Dedication	\$ 164,307.53
Ontarians with Disabilities	\$ 12,388.35
DC: Parkland	\$ 14,262.24
NOTL Donation	\$ 130,409.79
Water Capital Improvement	\$ 1,330,924.00
Wastewater Capital Improvements	\$ 937,161.69
DC: Wastewater Sewers	\$ 40,672.29
Storm Water Management	\$ 350,615.29
Streetlighting	\$ 7,282.59
Grants & Other	\$ 157,235.04
Developer Contributions	\$ 16,133.12

6,602,045.12

Overbudget**C00823 - Eng Mississauga- Johnshon-Que (2021)****C01957 - Pollution Control Plan Flow (2022)****C01894 - Eng: Mississagua Street Storm (2021)**

Wastewater Capital Improvements	25,000.00	38,499.01	(13,499.01)
Wastewater Capital Improvements	15,000.00	64,104.73	(49,104.73)
Storm Water Management	28,000.00	40,374.03	(12,374.03)
			(74,977.77)



Town of Niagara-on-the-Lake

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REPORT #: CS-25-014 **COMMITTEE DATE:** 2025-07-15
REPORT TO: COTW-General **DUE IN COUNCIL:** 2025-07-22
SUBJECT: 2024 Building Permit Fees Annual Financial Report

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 The Building Permit Fees Annual Financial Report for 2024 be approved by COTW-General and forwarded to Council.
- 1.2 Council approve the transfer of \$144,987.46 from the Parking Reserve to cover the Building Reserve deficit in 2024.

2. EXECUTIVE SUMMARY

- The Ontario Building Code (OBC) requires that a financial report be prepared to provide information concerning the total fees collected, the total costs of delivering the services, and the balance of the Building Funds Reserve. This information is detailed in **Appendix I – Building Funds Reserve Statement (2024)**.
- Building permit revenues collected in 2024 were \$800,163.78.
- Direct and Indirect costs for the Building department were \$1,160,868.70.
- The resulting deficit of \$349,074.92 was covered by a combination of building reserve (\$204,087.46) and parking revenues (\$144,987.46). Council must approve the transfer of \$144,987.46. At the end of 2024, the Building Funds Reserve balance is \$0.00.
- Staff are approximately 70% of the way through a building fee review, which will adjust building fees collected to a revenue-neutral position.

3. PURPOSE

The purpose of this report is to provide Council with the Building Permit Fees Annual Financial Report for 2024, as required by the Ontario Building Code.

4. BACKGROUND

The Building Code requires that a financial report be prepared annually to provide information on the following:

- Total Fees Collected (12-month period);
- Direct Costs of delivering services (Review of permit applications and inspections of buildings);
- Indirect Costs of providing services (Support and Overhead Costs); and
- The account balance for the Building Funds Reserve as established by Council. (To comply with the Building Code, the Building Permit Fees Annual Financial Report has been prepared for 2024 and is based on unaudited information.)

5. DISCUSSION / ANALYSIS

This report has been prepared in coordination with the Building Services and Finance Divisions. The Building Funds Reserve was established to stabilize fluctuations in permit revenues resulting from changes or variations in construction activity. Stabilizing building permit revenues allows the Building Services Division to meet its legislated requirements, ensuring continuity of service delivery without impacting the general tax base.

6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

Pillar

2. Good Governance

Priority

2.1 Financially Sustainable Future

Action

2.1 b) Revenue Generation

7. OPTIONS

Not applicable. There are no other options available.

8. FINANCIAL IMPLICATIONS

The Building Permit Fees Annual Financial Report shows a total revenue of \$811,793.78 for building permit fees collected in 2024, along with a combined total of direct and indirect costs of \$1,160,868.70. The deficit of \$349,074.92 is covered off through a transfer from the building reserve (\$204,087.46) and parking revenues (\$144,987.46). The 2024 closing balance in the Building Funds Reserve is \$0.00

Town Staff are conducting a Building Fee Review as identified in the Strategic Plan Implementation actions to recommend sustainable rates moving into the future.

9. ENVIRONMENTAL IMPLICATIONS

Not applicable. There are no environmental implications to this report.

10. COMMUNICATIONS

Following Town Council's approval of this report, a copy of the Building Permit Fees Annual Financial Report for 2024 will be published on the Town's website.

11. CONCLUSION

As legislation requires, this report provides the total fees collected in 2024, the total costs of delivering service, and the Building Funds Reserve balance.

12. PREVIOUS REPORTS

13. APPENDICES

- **Appendix I** – Building Funds Reserve Statement (2024)

Prepared by:



Amy Sager
Finance Coordinator

Recommended by:



Nick Alaimo, CPA, CMA
Manager of Finance/Deputy Treasurer

Recommended by:



Kyle Freeborn, CPA, CMA
Director of Corporate Services/Treasurer

Submitted by:



Nick Ruller
Chief Administrative Officer

Town of Niagara-on-the-Lake
Ontario Building Code Act
Building Funds Reserve
2023 - Annual Actual Report - Unaudited
For the Period January 1, 2024 to December 31, 2024

Ontario Building Code - Revenues

Total Fees Collected	\$ (811,793.78)
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Ontario Building Code - Expenses

Direct Costs	\$ 923,568.70
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Indirect Costs	\$ 237,300.00
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Total Direct and Indirect Costs	\$ 1,160,868.70
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Contribution To/(From) Building Funds Reserve	\$ (204,087.46)
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Contribution To/(From) Parking Reserve	\$ (144,987.46)
--	-----------------

Net Balance	\$ -
--------------------	-------------

Building Funds Reserve

Opening Balance	\$ 204,087.46
-----------------	---------------

Transfer to/(Withdrawal from) - Operating	\$ (204,087.46)
---	-----------------

Transfer to/(Withdrawal from) - Capital	\$ -
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<u>Closing Balance Reserve</u>	<u>\$ -</u>
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Town of Niagara-on-the-Lake

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REPORT #: CS-25-016

COMMITTEE DATE: 2025-07-15

DUE IN COUNCIL: 2025-07-22

REPORT TO: COTW-General

SUBJECT: 2024 Year-End Deficit

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council receives Report CS-25-016 quantifying the 2024 Operating Budget Deficit of \$578,897 or 1.8%;
- 1.2 Council approves that the 2024 deficit be funded with the Parking Reserve.

2. EXECUTIVE SUMMARY

- Annually, as the Town completes fiscal year-end processes, an Operating Budget Surplus or Deficit is calculated, which reflects the year's performance. (Budgeted revenues and expenses less actual revenues and expenses).
- The Town's annual surplus/deficit results fluctuate generally due to external factors such as market conditions, with some years showing a positive variance and others showing a negative variance.
- For 2024, the Town experienced an operating budget (cash) deficit of 1.8% or \$578,897. This indicates an overall unfavourable performance of actuals compared to the budget.
- Staff recommend funding the deficit with the Parking Reserve.

3. PURPOSE

This report updates Council on the 2024-year end Operating Budget Deficit and seeks approval for the recommended funding.

4. BACKGROUND

During the January 23rd Budget Review Committee meeting, Staff presented an estimated projected deficit for the 2024 year-end of \$280,440. After finalizing the 2024 year-end results, the deficit for 2024 is \$578,897. The increase from the projected deficit consists of several differences, with two notable drivers being insurance claims (\$178k over projected) and lower-than-expected ice rental revenues (\$150k lower than projected). Staff are recommending funding the deficit with the Parking Reserve, which has performed exceptionally well with a year-end balance of \$3.35M.

KPMG, the Town's auditor, is finalizing the 2024 year-end audit and reviewing financial statements. The Financial Statements and audit findings are anticipated to be presented at the July 22, 2025 Council meeting. Should Council approve the above-noted recommendations, the funding for the 2024 Operating Deficit will be reflected in the Financial Statements accordingly.

This report focuses exclusively on budget performance and how any variances from the budget are funded at the end of the year, excluding those that have already been addressed through other staff reports. Actual results, as reflected in the Town's financial statements, can vary significantly. For example, the Town received a substantial dividend from the sale of its ownership in Niagara Regional Broadband of \$3 Million, but these proceeds have been addressed and allocated to various reserves through report CS-25-003. A reconciliation between budget performance and overall financial performance will be presented with the Town's Financial Statements at Council in report CS-25-017.

The following is a review of the Town's 5-year historical budget Surplus/ (Deficit) results:

Year	Surplus/(Deficit)
2020	129,526
2021	187,548
2022	(99,416)
2023	234,613
2024	(578,897)

5. DISCUSSION / ANALYSIS

The 2024 Operating Budget Deficit has been quantified and generated as follows:

Department	2024 Budget	2024 Actual	\$Surplus/ (Deficit)	%(Over)/ Under Budget
Municipal Purposes	(15,805,280) *	(15,924,441) *	119,161	(0.75%)
Council	274,889	341,727	(66,838)	(24.31%)
CAO Administration	464,763	549,423	(84,661)	(18.22%)
Corporate Services	3,029,915	2,919,737	110,178	3.64%
Fire & Emergency Services	2,212,883	2,329,352	(116,468)	(5.26%)
Operations-Roads	3,933,391	4,500,523	(567,132)	(14.42%)
Fort George and Transit Subsidy	(842,338) *	(708,343) *	(133,995)	15.91%
Operations- Parks & Recreation	3,844,004	3,678,066	165,938	4.32%
Community & Development	1,087,556	930,444	157,112	14.45%
By-Law Enforcement	416,508	545,683	(129,175)	(31.01%)
Street Lighting	514,960	547,977	(57,311)	(11.35%)
Total Deficit	\$0	578,897	(578,897)	

*Municipal Purposes & Transit reflects net revenue in blue

Major surpluses/(deficits) are summarized as follows:

Municipal Purposes: Experienced a surplus driven by revenues performing better than expected. Primarily, market conditions resulted in high interest rates, allowing for a substantial increase in passive investment revenue. Additionally, taxation-related revenues, including penalties and interest, exceeded budget targets. Even though this Cost Centre experienced a surplus, some expenses were well over budget and revenues under budget, preventing a larger surplus from being realized; this includes legal fees, insurance claims, as well as POA and NRBN interest revenues .

Council: Deficit driven by higher-than-expected costs associated with the Integrity Commissioner, which is largely an uncontrollable cost and varies depending on complaints/usage, and conference expenses.

CAO Administration: The overall cost centre experienced a deficit associated with staffing changes.

Corporate Services: Surplus was driven by lower-than-expected costs and higher-than-expected revenues, particularly from finance charges. This surplus was partially offset by higher expenses for staff recruitment and audit fees, related to CAO recruitment and a delayed final billing for the 2023 audit, which was posted in 2024.

Fire & Emergency Services: Deficit driven by higher-than-expected expenses related to salaries, recruitment, training, and vehicle maintenance.

Public Works: Deficit is driven by various expenditures that were higher than expected, some of which are due to fluctuating market conditions. Drivers include salaries, various supplies/materials, vehicle/equipment fuel and maintenance, along with various road maintenance contracts and construction materials related to surface treatment, sweeping and flushing, ditching, sidewalk repairs and maintenance, tree trimming and removal, and sanding and salting. Increasing costs, failures, and service level management had implications that contributed to these overages.

Fort George/Transit Subsidy: The overall cost centre deficit is driven by lower-than-expected revenues associated with Fort George Bus Traffic, along with increasing costs associated with revenue sharing (proportion) and the heritage shuttle contract.

Parks & Recreation: The overall cost centre surplus is driven by higher-than-expected revenues associated with the Community Centre (i.e. memberships and rentals), Arena ice rentals, Parks revenues, and various types of Cemetery revenues. However, higher-than-expected costs associated with utilities and vehicle and building maintenance have slightly decreased this surplus.

Community & Development: The overall cost centre experienced a surplus driven by lower-than-expected costs from staffing gaps.

By-Law Enforcement: The overall Cost Centre experienced a deficit mainly driven by

higher-than-expected salary-related costs.

Street Lighting: The overall Cost Centre deficit is driven by higher-than-expected hydro utility and maintenance costs on street lighting. Despite utility costs decreasing over the past several years post-implementation of the Town's LED conversions, overly optimistic budget projections for 2024 contributed to a deficit. Staff will continue to monitor trends and project closer to actuals in the 2026 budget.

5.2 Funding of 2024 Operating Deficit

The Municipal Act stipulates that the net operating budget be balanced to zero annually. After completing the Town's 2024 year-end, an overall deficit of \$587,897 has been quantified, and Staff are recommending that it be fully funded from the Parking Reserve. Further, post-pandemic, the Parking Reserve has remained healthy due to excellent performance in parking revenues. The reserve balance has grown 256% since 2021, with an average annual increase of 57%. Lastly, after consideration of 2025 net commitments, the reserve is projected to remain well above \$3M.

6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

Pillar

2. Good Governance

Priority

2.1 Financially Sustainable Future

Action

2.1 c) Efficiencies & Cost Reductions/Avoidances

7. OPTIONS

7.1 Option 1: Council approves the operating budget deficit funding (**As Recommended**).

7.2 **Option 2:** Council recommends an alternative surplus allocation (Not Recommended).

8. FINANCIAL IMPLICATIONS

Now that the 2024-year-end results are identified, Staff have a clearer picture of reserve balances and will continue to monitor the 2025 budget to actual results.

9. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications to this report.

10. COMMUNICATIONS

No communication is required as a result of this report.

11. CONCLUSION

The recommended funding of the 2024 Operating Budget Deficit will bring the Town in compliance with balancing the budget to zero as required by the Municipal Act while utilizing appropriate reserves and mitigating financial impacts into 2025.

12. PREVIOUS REPORTS

N/A.

13. APPENDICES

N/A

Respectfully submitted:

Prepared by:



Nick Alaimo, CPA, CMA
Manager of Finance/Deputy Treasurer

Recommended by:



Kyle Freeborn, CPA, CMA
Director of Corporate Services/Treasurer

Submitted by:



Nick Ruller
Chief Administrative Officer



Town of Niagara-on-the-Lake

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REPORT #: OPS-25-021

COMMITTEE DATE: 2025-07-15

DUE IN COUNCIL: 2025-07-22

REPORT TO: COTW-General

SUBJECT: Rural Road Speed Limit Reduction and Traffic By-Law Amendment

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council approve a policy of establishing 70 km/h as the highest possible speed limit on Town-owned roads, and the reduction of all posted speed limits of 80 km/h to 70 km/h for Town-owned roads;
- 1.2 The draft By-law attached as Appendix 1 be forwarded to Council for adoption; and
- 1.3 Council direct Staff to install the necessary signage to implement the above-noted speed limit changes and issue the necessary public notices at an estimated cost of \$33,000 to be charged to 320-3150-92984 (Vision Zero funds received from the Region).
- 1.4 Council direct the Clerk to provide a copy of this Report to the Region of Niagara, Parks Canada, Niagara Parks Commission and Niagara Regional Police; and
- 1.5 Council direct Staff to provide a report back to Council on the reduction of residential speed limits from 50km/hr to 40km/hr in Q4 2025.

2. EXECUTIVE SUMMARY

- The Town of Niagara-on-the-Lake has seen a steady population and tourist growth over the last 15 years, increasing the amount of traffic on our roadways and motor vehicle collisions.
- Roads with 80 km/h posted speed limits in Niagara-on-the-Lake are used by residents, cyclists, tourists, and farm vehicles.
- Research demonstrates a significant correlation between speed and the severity of traffic collisions. A reduction of 10% in average speed can result in a 40% decrease in fatal crashes.
- Niagara Region's Vision Zero aims to eliminate serious injuries and fatalities through measures like automated speed enforcement and community safety zones.
- While staff have traditionally focused on the Traffic Association of Canada (TAC) warrants to recommend speed limits, this report recommends setting a lower maximum speed limit to reduce risk to road users and better reflect the mix of user characteristics.
- Consistent speed limits improve safety for all, especially vulnerable road users, and align with Vision Zero principles to create safer road environments.
- As the community continues to grow and evolve, the holistic approach to lowering all of the Town's rural speed limits (and reviewing the lowering of residential speed limits) is in the best interest of all involved

3. PURPOSE

The purpose of this report is to seek Council's approval to establish a maximum 70km/h speed limit on Town-owned roads and to review further speed limit reductions in the Town of Niagara-on-the-Lake.

4. BACKGROUND

Speed limits are a key factor in road safety and environmental health. Studies have shown that a 10 km/h reduction in vehicle operating speed significantly lowers the likelihood and severity of collisions, reduces noise, and contributes to lower vehicle emissions.

The roads currently signed at 80 km/h in Niagara-on-the-Lake traverse both rural and semi-urban areas, many of which are frequented by a mix of local residents, cyclists, tourists, and farm vehicles.

Niagara Region has proactively adopted the Vision Zero philosophy, focusing on reducing and eventually eliminating serious injuries and fatalities on roadways. As part of this initiative, the Region has implemented measures such as automated speed enforcement, red light cameras, and the establishment of community safety zones. Notably, automated speed enforcement cameras have been deployed in various municipalities, including Niagara-on-the-Lake, with positive outcomes. For instance, a camera on York Road near St. Davids Public School has shown a significant reduction in speeding violations.

While automated enforcement is not proposed in the rural areas at this time, consistent speed limits throughout our municipality may assist in changing driver behaviour to ultimately reduce the risk to others that higher vehicle speeds create.

5. DISCUSSION / ANALYSIS

Research demonstrates a significant correlation between speed and the severity of traffic collisions. A reduction of 10% in average speed can result in a 40% decrease in fatal crashes. This relationship also applies to driver reaction time and braking distance concerning pedestrians and other obstacles near or potentially crossing the travel path.

The proposed reduction in speed limits aligns with the Vision Zero initiative by addressing speed as a critical risk factor in traffic collisions. By enforcing lower speed limits, the Town aims to create safer road environments, particularly in high-use areas.

Vision Zero is a strategic approach to road safety that accepts human error and aims to eliminate fatalities and serious injuries on roadways. Key principles supporting this speed reduction include:

- **Safe Speeds:** The human body is vulnerable to impact forces; the probability of a fatal injury in a collision increases sharply at speeds above 70 km/h.
- **Safe Systems:** Lower speeds provide drivers with more time to react and avoid collisions, especially in areas with pedestrian or cyclist activity.
- **Equity in Safety:** Vulnerable Road users, such as children, older adults, and cyclists, are disproportionately affected by higher speeds.
- **Collision Records:** Data indicates a pattern of speed-related incidents on several stretches of 80 km/h roadways, particularly during the summer months.

- **Proximity Risks:** Higher vehicle speeds increase the risk to others in areas near schools, wineries, cycling trails, and zones with high pedestrian activity present.

6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

Pillar

1. Vibrant & Complete Community

Priority

1.3 Strategies & Masterplans

Action

1.2 b) Community Partnership

7. OPTIONS

- 7.1 **Option 1:** That Council approve the lowering of all posted 80km/h speed limits to 70km/h on Town-owned roads and proceed with the updating of all relevant By-laws. **(Recommended)**
- 7.2 **Option 2:** That Council not approve the lowering of the speed limits and continue with the status quo. *(Not Recommended)*

8. FINANCIAL IMPLICATIONS

The estimated cost to replace all associated signs is approximately \$33,000, which will be funded through the Vision Zero (320-3150) funds received under the Regional Vision Zero program.

The Town is expected to receive proceeds of \$134,484 in 2025 from the Regional Vision Zero Road Safety Program. The Town entered an intermunicipal agreement with the Region in late 2022, which stipulates that Vision Zero program revenues shall be used for road safety projects and initiatives.

These funds represent a new revenue source and will be further incorporated into the 2026 operating budget for road safety initiatives, with the funds placed into a new reserve for tracking and reporting purposes.

9. ENVIRONMENTAL IMPLICATIONS

Lowering speed limits offers clear environmental benefits:

- Vehicles operating at 70 km/h emit considerably less CO₂, NO_x, and particulate matter compared to those at 80 km/h, especially during acceleration.
- A consistent speed reduction decreases idling and aggressive driving, which are significant factors in air pollution.
- Reduced speeds lead to quieter traffic, benefiting residents and wildlife in agricultural and conservation areas.
- Slower traffic promotes walking and cycling, thereby decreasing reliance on motor vehicles and enhancing community health.
- It has the potential to foster eco-tourism, supporting local wineries and agritourism venues.

10. COMMUNICATIONS

Upon Council approval of the By-law:

- Staff will work with the Communications Division on a communications campaign, including website updates, social media posts, and newspaper ads, to inform of the changes that have been approved.
- Supporting speed limit signage will be erected as soon as practicable, advising motorists of the speed limit change, including “New” tabs for 90 days to highlight the change in speed.
- After the signs are posted, public notice of the changed speed limit will be provided for two weeks before enforcement commences.
- The **Region of Niagara, Parks Canada, Niagara Parks Commission and Niagara Regional Police (NRP)** will be provided with a copy of this report and of the amended By-law.
- NRP will be respectfully requested to begin enforcing the new speed limits within our municipality.

11. CONCLUSION

The implementation of a reduced posted speed limit from 80 km/h to 70 km/h on rural roads in Niagara-on-the-Lake is a strategic measure that aligns with the Vision Zero initiative's goal of eliminating traffic-related fatalities and serious injuries. This will also address the concerns that have been raised by residents throughout the community with respect to speeds along our roadways.

While the Warrants of the TAC may not fully be met on all roadways at the present time, a proactive approach to reducing speeds as our community grows and our tourist population expands is the correct way to proceed.



12. PREVIOUS REPORTS

N/A

13. APPENDICES

- Appendix I – Draft By-law to Amend Parking and Traffic By-Law 4308AU-24

Respectfully submitted:

Prepared by:  Darren MacKenzie Director of Operations (A)	Submitted by:  Nick Ruller Chief Administrative Officer
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THE CORPORATION

OF THE

TOWN OF NIAGARA-ON-THE-LAKE

BY-LAW NO. 4308AU-25

A BY-LAW TO AMEND BY-LAW 4308-09, AS AMENDED, BEING A BY-LAW REGULATING TRAFFIC AND PARKING ON TOWN ROADS; TO AMEND THE FOLLOWING SCHEDULE:
“W” SPEED LIMITS ON HIGHWAYS;

WHEREAS the Council of the Corporation of the Town of Niagara-on-the-Lake approved By-Law 4308-09 on the 8th day of June 2009;

AND WHEREAS Section 11 of the Municipal Act, R.S.O. 2001, Chapter 25, authorizes the Council of a Municipality to pass By-Laws respecting highways, including parking and traffic on highways;

AND WHEREAS Municipalities may pass By-Laws under the provisions of the Highway Traffic Act, R.S.O. 1990, c H8;

AND WHEREAS on May 27, 2025 Council approved a motion to lower speed limits on all 80 km/hr municipal roads to 70 km/hr.;

AND WHEREAS Council wishes to make certain technical corrections to Parking and Traffic By-Law 4308-09;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE enacts as follows:

1. That Schedule “W” (Speed Limits on Highways) attached to By-law 4308-09 be amended by deleting;

HIGHWAY	FROM	TO	RATE OF SPEED KM/H
CONCESSION 1 ROAD	EAST WEST LINE	LINE 9 ROAD	80
CONCESSION 4 ROAD	HUNTER ROAD	NIAGARA STONE ROAD (REG. RD. 55)	80
CONCESSION 4 ROAD	NIAGARA STONE ROAD (REG. RD. 55)	LINE 1 ROAD	80
CONCESSION 5 ROAD	LINE 5 ROAD	QUEENSTON ROAD	80
CONCESSION 5 ROAD	YORK ROAD (REG. RD. 81)	WARNER ROAD	80
CONCESSION 6 ROAD	EAST WEST LINE	LINE 1 ROAD	80
CONCESSION 6 ROAD	LINE 1 ROAD	LINE 2 ROAD	80
CONCESSION 6 ROAD	LINE 2 ROAD	NIAGARA STONE ROAD (REG. RD. 55)	80
CONCESSION 6 ROAD	LINE 3 ROAD	QUEENSTON ROAD	80
CONCESSION 7 ROAD	LINE 1 ROAD	YORK ROAD (REG. RD. 81)	80
CROSS STREET	STEWART ROAD	EAST LIMIT OF CROSS STREET	80

EAST AND WEST LINE	LAKESHORE ROAD (REG. RD. 87)	225 M WEST OF FOUR MILE CREEK ROAD	80
EAST AND WEST LINE	NIAGARA STONE ROAD (REG. RD. 55)	NIAGARA RIVER PARKWAY	80
EASTCHESTER AVENUE	IRVINE ROAD	STEWART ROAD	80
IRVINE ROAD	QUEENSTON ROAD	NIAGARA STONE ROAD (REG. RD. 55)	80
IRVINE ROAD	SCOTT STREET	NORTH LIMIT OF IRVINE RD	80
LINCOLN AVENUE	IRVINE ROAD	EAST LIMIT OF LINCOLN AVENUE	80
LINE 1 ROAD	NIAGARA RIVER PARKWAY	CONCESSION 4 ROAD	80
LINE 2 ROAD	NIAGARA RIVER PARKWAY	CONCESSION 4 ROAD	80
LINE 2 ROAD	CONCESSION 6 ROAD	TOWNLINE (GRANTHAM) ROAD	80
LINE 3 ROAD	NIAGARA RIVER PARKWAY	CONCESSION 4 ROAD	80
LINE 3 ROAD	CONCESSION 4 ROAD	CONCESSION 6 ROAD	70
LINE 3 ROAD	NIAGARA STONE ROAD (REG. RD. 55)	TOWNLINE (GRANTHAM) ROAD	80
LINE 4 ROAD	CONCESSION 2 ROAD	CONCESSION 7 ROAD	80
LINE 5 ROAD	CONCESSION 1 ROAD	CONCESSION 7 ROAD	80
LINE 6 ROAD	CONCESSION 1 ROAD	CONCESSION 7 ROAD	80
LINE 7 ROAD	CONCESSION 1 ROAD	CONCESSION 7 ROAD	80
LINE 9 ROAD	FOUR MILE CREEK ROAD	EASTERN TERMINUS OF LINE 9 ROAD	80
MARTIN ROAD	QUEENSTON ROAD	TOWNLINE (GRANTHAM) ROAD	80
SCOTT STREET	TOWNLINE (GRANTHAM) ROAD	READ ROAD	80
TAYLOR ROAD	QUEENSTON ROAD	YORK ROAD	80
TOWNLINE (GRANTHAM) ROAD	CARLTON ROAD	NORTH LIMIT OF TOWNLINE (GRANTHAM) ROAD	80
WAGG ROAD	EAST WEST LINE	NORTH LIMIT OF WAGG ROAD	80

2. That Schedule “W” (Speed Limits on Highways) attached to By-law 4308-09 be further amended by adding;

HIGHWAY	FROM	TO	RATE OF SPEED KM/H
CONCESSION 1 ROAD	EAST WEST LINE	LINE 9 ROAD	70
CONCESSION 4 ROAD	HUNTER ROAD	NIAGARA STONE ROAD (REG. RD. 55)	70
CONCESSION 4 ROAD	NIAGARA STONE ROAD (REG. RD. 55)	LINE 1 ROAD	70
CONCESSION 5 ROAD	LINE 5 ROAD	QUEENSTON ROAD	70
CONCESSION 5 ROAD	YORK ROAD (REG. RD. 81)	WARNER ROAD	70
CONCESSION 6 ROAD	EAST AND WEST LINE	LINE 1 ROAD	70
CONCESSION 6 ROAD	LINE 1 ROAD	LINE 2 ROAD	50
CONCESSION 6 ROAD	LINE 2 ROAD	NIAGARA STONE ROAD (REG. RD. 55)	60
CONCESSION 6 ROAD	NIAGARA STONE ROAD (REG. RD. 55)	250 METRES SOUTH OF NIAGARA STONE ROAD (REG. RD. 55)	50
CONCESSION 6 ROAD	250 METRES SOUTH OF NIAGARA STONE ROAD (REG. RD. 55)	QUEENSTON ROAD	70
CONCESSION 6 ROAD	QUEENSTON ROAD	SOUTH LIMIT OF CONCESSION 6 ROAD	60
CONCESSION 7 ROAD	LINE 1 ROAD	QUEENSTON ROAD	70
CONCESSION 7 ROAD	QUEENSTON ROAD	YORK ROAD (REG. RD. 81)	60

CROSS STREET	STEWART ROAD	EAST LIMIT OF CROSS STREET	70
EAST AND WEST LINE	LAKE SHORE ROAD (REG. RD. 87)	225 M WEST OF FOUR MILE CREEK ROAD	70
EAST AND WEST LINE	NIAGARA STONE ROAD (REG. RD. 55)	NIAGARA RIVER PARKWAY	70
EASTCHESTER AVENUE	IRVINE ROAD	STEWART ROAD	70
IRVINE ROAD	SCOTT STREET	NORTH LIMIT OF IRVINE RD	70
LINCOLN AVENUE	AIRPORT ROAD	EAST LIMIT OF LINCOLN AVENUE	70
LINE 1 ROAD	NIAGARA RIVER PARKWAY	CONCESSION 4 ROAD	70
LINE 2 ROAD	NIAGARA RIVER PARKWAY	CONCESSION 4 ROAD	70
LINE 2 ROAD	CONCESSION 6 ROAD	TOWNLINE (GRANTHAM) ROAD	70
LINE 3 ROAD	NIAGARA RIVER PARKWAY	CONCESSION 6 ROAD	70
LINE 3 ROAD	NIAGARA STONE ROAD (REG. RD. 55)	TOWNLINE (GRANTHAM) ROAD	70
LINE 4 ROAD	CONCESSION 2 ROAD	CONCESSION 7 ROAD	70
LINE 5 ROAD	CONCESSION 1 ROAD	CONCESSION 7 ROAD	70
LINE 6 ROAD	CONCESSION 1 ROAD	CONCESSION 7 ROAD	70
LINE 7 ROAD	CONCESSION 1 ROAD	CONCESSION 7 ROAD	70
LINE 9 ROAD	FOUR MILE CREEK ROAD	EASTERN TERMINUS OF LINE 9 ROAD	70
MARTIN ROAD	QUEENSTON ROAD	TOWNLINE (GRANTHAM) ROAD	70
SCOTT STREET	TOWNLINE (GRANTHAM) ROAD	READ ROAD	70
TOWNLINE (GRANTHAM) ROAD	CARLTON ROAD	NORTH LIMIT OF TOWNLINE (GRANTHAM) ROAD	70
TOWNLINE (GRANTHAM) ROAD	QUEENSTON ROAD	YORK ROAD	50
WAGG ROAD	EAST WEST LINE	NORTH LIMIT OF WAGG ROAD	70

3. This by-law shall come into force and take effect immediately upon the passing thereof except where signs must be erected, in which case the signs must be erected and the by-law finally passed before those clauses shall come into effect.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 27th DAY OF MAY 2025.

LORD MAYOR GARY ZALEPA

TOWN CLERK GRANT BIVOL

The Corporation of the Town of Niagara-on-the-Lake Information Report to Council

SUBJECT: Water Distribution Systems Information Update
DATE: 2025-07-15
REPORT #: OPS-25-019
PREPARED BY: Darrin Wills
DEPARTMENT: Operations Services

BACKGROUND INFORMATION

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. The Ministry of Environment, Conservation and Parks (MECP) has encouraged such individuals, particularly municipal councilors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps include reviewing annual inspection reports and their findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils" on the Drinking Water Ontario website at <https://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

As per above, and to ensure Council is kept informed beyond the Annual Summary Report submitted every March for the previous year, this update is for information purposes only and no action is required.

The Safe Drinking Water Act requires all municipalities with Drinking Water Systems to maintain a Drinking Water Quality Management System and have accreditation with one of two External Accreditation Agencies. The Town's accreditation is through Intertek SAI Global who completed their Annual Surveillance Audit of the Town's DWQMS in May of 2025. The Audit Reports that no non-compliances were found and noted "Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted." A copy of the report is attached here as **Appendix I**.

The Safe Drinking Water Act also requires all municipalities with Drinking Water Systems to have their systems inspected annually by the MECP. This year's Ministry Inspection of the Town's Water Distribution Systems was a detailed inspection starting on April 29 and completed on May 28, 2025. The inspection reports that no non-compliances were found and

noted this year's Inspection Ratings to both be 100% once again. A copy of both reports are attached here in **Appendix II** and **Appendix III**. These reports highlight the Town's dedication to provide safe, reliable drinking water to all residents and visitors of the Town at all times.

NEXT STEP / CONCLUSION

Since there were no non-compliances found in either the audits or the inspections, there are no outstanding action items required. Staff continue their commitment to public health through ensuring safe drinking water at all times.

ATTACHMENTS

- Appendix I – Annual Surveillance Audit Report
- Appendix II – MECP Inspection Report for Bevan Heights Water Distribution System
- Appendix III – MECP Inspection Report for NOTL Water Distribution System

Audit Report

12 Month Surveillance audit for

Town of Niagara-on-the Lake

ACTY-2023-654023

Audited Address: 3 Lorraine St. PO Box 100 Virgil, ON L0S 1T0

Start Date: May 6, 2025 End Date: May 6, 2025

Type of audit -
Surveillance System Audit

Issue Date: May 14, 2025

Revision Level: *Final*

Audit Report

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of Town of Niagara on the Lake on May 6, 2025, to the Drinking Water Quality Management Standard (Version 2).

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DWQMS (Version 2)
Applicable codes:	ACTY-2023-654023; CPRJ-2023-141045; CMPY-165092
Scope of Certification:	DWQMS (Version 2)
Drinking Water System Owner:	Town of Niagara-on-the-Lake
Operating Authority:	Town of Niagara-on-the-Lake
Population Services:	15000
Activities:	Distribution
Drinking Water Systems	Niagara-on-the Lake Distribution System Bevan Heights Drinking Water System
Total audit duration:	Person(s): 1.0 Day(s): 1.0
Audit Team Member(s):	Ryan Bourner

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or re-certification audits, from the last day of the audit**.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment, Conservation and Parks.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2.

Review of any changes

Changes to the company since last audit include: none

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to Intertek - SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Review and assign action, where it is required, for Opportunities for Improvement from external audits and internal audits in a timelier fashion..

It is suggested that the opportunities for improvement be considered by management to further enhance the company's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	NA/NC
2. Quality Management System Policy	NA/NC
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	NA/NC
6. Drinking-Water System	NA/NC
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	NA/NC
10. Competencies	NA/NC
11. Personnel Coverage	NA/NC
12. Communications	NA/NC
13. Essential Supplies and Services	NA/NC
14. Review and Provision of Infrastructure	NA/NC
15. Infrastructure Maintenance, Rehabilitation & Renewal	NA/NC
16. Sampling, Testing and Monitoring	NA/NC
17. Measurement & Recording Equipment Calibration and Maintenance	NA/NC
18. Emergency Management	NA/NC
19. Internal Audits	Conforms.
20. Management Review	Conforms
21. Continual Improvement	OFI
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	PW-DW-OP-001-001 (Rev. 9, Jan 2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>The Operational Plan is endorsed by the Mayor and Director of Operations.</p>	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	PW-DW-OP-001-001 Rev. 9, January 2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>The Engineering Technologist, DWQMS has been appointed as the DWQMS Representative.</p>	

DWQMS Reference	7 Risk Assessment
Client Reference:	<p>PW-DW-PRO-004-001 (Rev. 5, May 2018)</p> <p>Risk Assessment Outcomes for Bevan Heights Drinking Water System (21-Nov-2024)</p> <p>Risk Assessment Outcomes for Niagara-on-the-Lake Drinking Water System (21-Nov-2024)</p>
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms</p> <p>The risk assessment outcomes note the most recent risk assessment was completed as a re-assessment on November 21, 2024, for both the Bevan Heights and Niagara-on-the-Lake Drinking Water Systems.</p>	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	<p>Risk Assessment Outcomes for Bevan Heights Drinking Water System (21-Nov-2024)</p> <p>Risk Assessment Outcomes for Niagara-on-the-Lake Drinking Water System (21-Nov-2024)</p>
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Conforms.</p> <p>All required components are listed in the risk assessment outcomes (Bevan Heights and Niagara-on-the-Lake Drinking Water Systems) with low chlorine residual and contamination of water as critical control points.</p>	

Audit Report

DWQMS Reference:	19 Internal Audits
Client Reference:	PW-DW-PRO-15-001 (Rev. 5, July 2018)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. The internal audit was completed by Darlene Suddard on December 9 and 10, 2024, to the DWQMS Standard, with the audit checklist, and auditor qualifications included with the internal audit report.	

DWQMS Reference:	20 Management Review
Client Reference:	PW-DW-PRO-016-001(Rev. 6, November 2019)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Conforms. The most recent management review was held on December 11, 2024, by the Director of Operations, Manager of Public Works, Supervisor Environmental Services, and the Supervisor Engineering.	

DWQMS Reference:	21 Continual Improvement
Client Reference:	PW-DW-PRO-017-002 (Rev. 0, August 2018)
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Opportunity for Improvement Review and assign action, where it is required, for Opportunities for Improvement from external audits and internal audits in a timelier fashion. The external reaccreditation audit report was issued in June 2024, and the internal audit report was issued in December 2024, but the operating authority has yet to consider their Opportunities for Improvement.	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - Intertek - SAI Global.

This report was prepared by:



Ryan Bournier
Intertek - Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - Intertek - SAI Global
- Operating Authority
- Owner
- MECP

Notes

Copies of this report distributed outside the organization must include all pages.

Ministry of the Environment, Conservation
and Parks
Drinking Water and Environmental
Compliance Division
West Central Region
Niagara District Office

9th Floor, Suite 15 301 St. Paul Street
St. Catharines, ON,
L2R 7R4

Ministère de l'Environnement de la Protection
de la nature et des Parcs
Division de la conformité en matière
d'eau potable et d'environnement
Direction régionale du Centre-Ouest Bureau
de district de Niagara

9e étage, bureau 15 301, rue St. Paul
St. Catharines, ON,
L2R 7R4



June 11, 2025

Town of Niagara-on-the-Lake,
1593 Four Mile Creek Road,
Virgil, Ontario, L0S 1T0

Attention: Mr. Darrin Wills, Manager of Environmental Services

Re: Bevan Heights Distribution System, DWS# 260062452

Dear Mr. Wills,

Please find the enclosed copy of the inspection report for the Bevan Heights Distribution System under the Ministry's detailed inspection protocol to assess compliance with Safe Drinking Water legislation. The report is based on conditions encountered at the time of inspection, and subsequent follow-up.

The items found within the section entitled "Non-Compliance" which have sections under legislative requirements outline non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or guidelines. Please ensure that the required actions are completed within the prescribed time frame if applicable.

The items with "Not Applicable" legislative requirements provide information to the owner or operating authority outlining practices or standards established through existing and emerging industry standards that should be considered in order to advance current efforts. These items do not, in themselves, constitute violations. More recommendations are also provided within the body of the report.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils" on the Drinking Water Ontario website at <https://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

The IRR is a summarized quantitative measure of the drinking water system's annual inspection and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results.

Thank you for the assistance during the inspection. If you have any questions or concerns regarding the inspection report or rating, please contact Elizabeth Chee Sing, Water Compliance Supervisor, at 519-400-6731.

Sincerely,

Connie Height

Connie Height

Ministry of the Environment, Conservation and Parks
Drinking Water and Environmental Compliance Division
Water Compliance Officer, Provincial Officer #2068
West Central Region, Niagara District Office
301 St. Paul St., 9th Floor, St. Catharines, ON, L2R 3M8
(226) 971-1268, connie.height@ontario.ca

A

Cc: Darren Mackenzie- Manager Of Public Works, Town of Niagara-on-the-Lake
Colin Horne, Niagara Region Public Health Unit
Jason Wolf, Niagara Region Public Health Unit
Leilani Lee-Yates, Niagara Peninsula Conservation Authority
Thomas Proks, Niagara Peninsula Conservation Authority
Elizabeth Chee Sing, Water Compliance Supervisor, West Central Region, MECP
inspect@niagararegion.ca

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APPENDIX B	STAKEHOLDER APPENDIX
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BEVAN HEIGHTS DISTRIBUTION SYSTEM
Physical Address: 1593 FOUR MILE CREEK RD.,
VIRGIL, ON, L0S 1T0

INSPECTION REPORT

System Number: 260062452
Entity: CORPORATION OF THE TOWN
OF NIAGARA-ON-THE-LAKE
Inspection Start Date: April 29, 2025
Site Inspection Date: April 29, 2025
Inspection End Date: May 29, 2025
Inspected By: Connie Height
Badge #: 2068


(signature)

INTRODUCTION

Purpose

This announced, detailed inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

Bevan Heights Distribution System (BHDS) is owned by the Town of Niagara-on-the-Lake (NOTL) and operated by the Town of NOTL. The system serves an estimated population of 160 private residences and is categorized as a Small Municipal Residential System.

Information reviewed for this inspection covered the time period of June 16, 2024, to April 24, 2025. On April 29, 2025, Water Compliance Officer, Connie Height, met with the Manager of Public Works, Darrin Wills and Senior Operator, Brad Morkem, as part of the inspection process.

Systems/Components

The Town of NOTL is the Owner and Operator of the Town's two separate drinking water distribution systems:

- The Niagara-on-the-Lake Distribution System (NOTLDS), DWS # 260001380, which receives treated water from the St. Catharines (DeCew) Water Treatment Plant and the Niagara Falls Water Treatment Plant; and,
- The Bevan Heights Distribution System, DWS # 260062452, which receives treated water from the Niagara Falls Water Treatment Plant.

Both Niagara-on-the-Lake Distribution Systems utilize the same management system (i.e. same operations and maintenance manual, procedures, and staff) and much of the information is similar, however, this report focuses solely on the BHDS.

The BHDS consists of approximately 2 km of Town owned watermains which are 150 mm in size and are primarily PVC watermains. There are approximately 16 fire hydrants and 19 valves located throughout the system.

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1028001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were up-to-date plans for the drinking water system made available in such a manner that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system, in accordance with the Drinking Water Works Permit and Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Plans for the drinking water system were kept up-to-date and made available as required. A detailed map of the distribution system including valves and hydrants was provided to the ministry. The map was last updated on April 30, 2025.			

Question ID	DWMR1034001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (5); SDWA O. Reg. 170/03 7-2 (6);			
Question: Was secondary disinfectant residual tested as required for the small municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required. Subsection 7-2 (5) of Schedule 7, O.Reg.170/03 requires the owner of a Small Municipal Residential System that provides secondary disinfection to ensure that at least two distribution samples are collected each week, at least 48 hours apart, but within the same week, and those samples be tested immediately for free available chlorine residual. Records provided for review indicate that the owner has ensured that at least two samples were collected each week, at least 48 hours apart, from within the distribution system and tested for free available chlorine residual. Typically, secondary disinfectant residual is measured at two separate locations, twice a week. During the physical inspection, 3 FCR measurements were taken by the Water Compliance Officer:			

- Bevan Heights fire station with a FCR measurement of 0.78 mg/L;
- 84 Concession 6 with a FCR measurement of 0.75 mg/L; and,
- 50 Melville St. with a FCR measurement of 0.62 mg/L.

Question ID	DWMR1049001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did records confirm that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system. Typically, only two sample locations are used in the BHDS: - 108 Melrose Drive; and, - 84 Concession 6 Rd. Both locations are found at the extremities of the BHDS.			

Question ID	DWMR1036001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-7 (1);			
Question: Where continuous monitoring equipment was not used for chlorine residual analysis, were samples tested using an acceptable portable device?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Samples for chlorine residual analysis were tested using an acceptable portable device. Distribution chlorine residuals are taken using a handheld direct readout Hach colourimeter. Operational staff perform a quarterly 3-point calibration verification on all the units. Additionally, each device that is being used for weekly chlorine residual measurements are also checked prior to every use. If a unit does not meet specifications, it is removed from service.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records showed that all water sample results met the Ontario Drinking Water Quality Standards.

Question ID	DWMR1082001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 11-2 (1); SDWA O. Reg. 170/03 11-2 (2); SDWA O. Reg. 170/03 11-2 (6);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 11-2 of O. Reg. 170/03 for small municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met. BHDS is required to take one microbiological sample per week. Additionally, at least 25% of these samples must also be tested for Heterotrophic Plate Count (HPC). All distribution bacteriological sample requirements were met during the inspection period.			

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that chlorine residual tests were conducted as required. A review of the sample submission forms and operational logs that were provided to the ministry confirm that free chlorine residual measurements were taken at the same time and location as that of the microbiological sampling.			

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Haloacetic acid sampling requirements were met.

BHDS is required to test for haloacetic acids within the distribution system every calendar quarter. The last date samples were taken was February 12, 2025.

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met. BHDS is required to test for trihalomethanes within the distribution system every calendar quarter. The last date samples were taken was February 12, 2025.			

Question ID	DWMR1092001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-2;			
Question: Were water samples taken at the prescribed location?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Water samples were taken at the prescribed location. A review of the sample analyses indicates that the appropriate sample locations have been used for the various sample parameters.			

Question ID	DWMR1095001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 15.1-10; SDWA O. Reg. 170/03 15.1-4 (1); SDWA O. Reg. 170/03 15.1-5 (1); SDWA O. Reg. 170/03 15.1-5 (10); SDWA O. Reg. 170/03 15.1-5 (11); SDWA O. Reg. 170/03 15.1-5 (2); SDWA O. Reg. 170/03 15.1-5 (3); SDWA O. Reg. 170/03 15.1-5 (4); SDWA O. Reg. 170/03 15.1-5 (5); SDWA O. Reg. 170/03 15.1-5 (6); SDWA O. Reg. 170/03 15.1-5 (7); SDWA O. Reg. 170/03 15.1-5 (8); SDWA O. Reg. 170/03 15.1-5 (9); SDWA O. Reg. 170/03 15.1-7 (1); SDWA O. Reg. 170/03 15.1-7 (2); SDWA O. Reg. 170/03 15.1-7 (3); SDWA O. Reg. 170/03 15.1-7 (4); SDWA O. Reg. 170/03 15.1-9 (1); SDWA O. Reg. 170/03 15.1-9 (2); SDWA O. Reg. 170/03 15.1-9 (3); SDWA O. Reg. 170/03 15.1-9 (4); SDWA O. Reg. 170/03			

15.1-9 | (5); SDWA | O. Reg. 170/03 | 15.1-9 | (6); SDWA | O. Reg. 170/03 | 15.1-9 | (7);
SDWA | O. Reg. 170/03 | 15.1-9 | (8); SDWA | O. Reg. 170/03 | 15.1-9 | (9);

Question:

Were lead sampling requirements prescribed by Schedule 15.1 of O. Reg. 170/03 met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Lead sampling requirements were met.

BHDS was exempt from lead testing under Subsection 15.1-5 (9) of Schedule 15.1 of O. Reg. 170/03 on January 13, 2010.

BHDS is only required to measure pH and alkalinity at one point in the distribution system during the winter and summer sampling sessions and is also required to sample for lead every third, 12-month period.

Sample data for lead was reviewed and sample requirements for parameters and frequency was completed as required.

Question ID	DWMR1110001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 11 (6);			
Question: Was the annual report prepared by February 28th of the following year and did it contain the required information?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The annual report requirements were met. It was verified that the 2024 Annual Report was available online on the NOTL website for public view and contained the required information. The report was published before February 28, 2025.			

Question ID	DWMR1056001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Did the donor provide an annual report to the owner of this receiver drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The donor provided an annual report to the owner of the receiver drinking water system. The Region of Niagara provided copies of the Niagara Falls WTP and the DeCew WTP Annual Reports to the BHDS.			

Question ID	DWMR1111001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 22-2 (1); SDWA O. Reg. 170/03 22-2 (2); SDWA O. Reg. 170/03 22-2 (3); SDWA O. Reg. 170/03 22-2 (4);			
Question: Did the summary report contain the required information and was it completed and distributed as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The summary report requirements were met. The 2024 Summary Report required by Schedule 22, O.Reg.170/03 was prepared on March 18, 2025, and provided to the members of the NOTL Council and the Mayor. The report appears to contain the required content.			

Question ID	DWMR1113001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10.1 (3);			
Question: Were changes to the system registration information provided to the ministry within ten (10) days of the change?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Changes to the system registration information were provided as required.			

Question ID	DWMR1114001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had evidence that the required notifications were made. The ministry was provided a document titled "Compliance Information for Contractors (PW-DW-MIS-009-001)", which outlines the obligations of developers and referenced documents (MDWL, DWWP, Watermain Disinfection Procedure ,etc.) that need to be followed before any portion of the system can be added or modified.			

Question ID	DWMR1098001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13 (1); SDWA O. Reg. 170/03 13 (2); SDWA O. Reg. 170/03 13 (3);			
Question: Were the required records kept for the periods prescribed by section 13 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The required records were kept for the prescribed periods.			

Question ID	DWMR1053001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was the owner able to maintain proper pressures in the distribution system and was pressure monitored to alert the operator of conditions of loss of pressure below the value under which the system was designed to operate?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate. Pressure monitoring for the BHDS is completed during hydrant inspection program and are combined with the hydrant inspection program of the NOTLDS. Records were reviewed and no record was below 20 psi. The lowest record was 40 psi and the highest record was 100 psi.			

Question ID	DWMR1048001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Had the owner implemented a program for the flushing of watermain as per industry standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had implemented a program for the flushing of watermain. According to the Standard Operating Procedure (SOP) titled "Watermain Flushing (PW-DW-SOP-011-003)", there is no frequency indicated. However, it is still common practice to flush annually and typically do one area of town in the spring and another area of town in the fall. Additionally, specific areas have been identified for dead-end flushing to ensure			

adequate chlorine residuals all the time.

BHDS flushing program is combined with the NOTLDS flushing program.

Question ID	DWMR1050001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a program in place for inspecting and exercising valves?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a program in place for inspecting and exercising valves. According to the SOP titled "Water Valve Inspection and Maintenance (PW-DWSOP-011-004)", the main distribution valves (approximately 20% of the system) shall be inspected and exercised on an annual basis. Records provided to the ministry indicate that the valves were addressed in 2024. BHDS valve exercising program is combined with the NOTLDS valve exercising program.			

Question ID	DWMR1051001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a program in place for inspecting and operating hydrants?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a program in place for inspecting and operating hydrants. According to the SOP titled "Hydrant Inspection & Maintenance (PW-DW-SOP-011-005)", a portion of hydrants shall be inspected on an annual basis. Records provided to the ministry indicate that approximately 13% of the valves were addressed in 2024. BHDS hydrant inspection & maintenance program is combined with the NOTLDS hydrant inspection & maintenance program.			

Question ID	DWMR1052001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a bylaw or policy in place limiting access to hydrants?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

There was a bylaw or policy in place limiting access to hydrants.

NOTL does have a bylaw (814-77) which outlines the use and restrictions of town-owned hydrants.

Question ID	DWMR1058001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			
Question: Did operators and maintenance personnel have ready access to operations and maintenance manuals?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators and maintenance personnel had ready access to operations and maintenance manuals. The Operations Manual for the BHDS appears to contain the required elements prescribed by Ontario Regulation 128/04 and Municipal Drinking Water Licence 069-102. A hard copy of the O&M manual is available in the Public Works office and there is also an electronic version available to all operators.			

Question ID	DWMR1059001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			
Question: Did the operations and maintenance manuals contain plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manuals contained plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

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Question ID	DWMR1064001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 26 (2);			
Question: Did an operator-in-charge ensure that records were maintained of all adjustments to the processes within their responsibility?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operator-in-charge ensured that records were maintained of all adjustments to the processes within their responsibility.			

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03. Logbook entries made by persons taking operational testing were reviewed and compared to OWWCO records and all persons had the required certification.			

Question ID	DWMR1063001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-10 (1);			
Question: For every required operational test and sample, was a record made of the date, time, location, results, and name of the person conducting the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): For every required operational test and sample, a record was made as required. Operational logbooks were reviewed and do contain the required content.			

Question ID	DWMR1061001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (1); SDWA O. Reg. 128/04 27 (2); SDWA O. Reg. 128/04 27 (3); SDWA O. Reg. 128/04 27 (4); SDWA O. Reg. 128/04 27 (5); SDWA O. Reg. 128/04 27 (6); SDWA O. Reg. 128/04 27 (7);			
Question: Were logbooks properly maintained and did they contain the required information?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logbooks were properly maintained and contained the required information. Ontario Regulation 128/04 s. 27, (4) stipulate that a person who makes an entry in a log or other record keeping mechanism shall do so in a manner that permits the person to be unambiguously identified as the maker of the entry. Operational logbooks were reviewed and the majority of all entries conformed to the requirements. However, a portion of the entries, specifically the portion which identifies the names of on-duty operators, the Overall Responsible Operator (ORO) and the Operator in Charge (OIC), does not indicate who made the entry. Effective immediately, all entries in operational logbooks shall identify who the author is.			

Question ID	DWMR1065001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (6);			
Question: Were logs and other record keeping mechanisms available for at least five (5) years?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logs or other record keeping mechanisms were available for at least five (5) years. BHDS keeps previous logbooks in the Public Works building. In addition, the Town keeps scanned copies of the logs for easier availability.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system.			

During the physical inspection, it was observed that all sample stations are equipped with locks.

Question ID	DWMR1072001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Had the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.			

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystems.			

Question ID	DWMR1078001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1); SDWA O. Reg. 128/04 23 (2); SDWA O. Reg. 128/04 23 (4); SDWA O. Reg. 128/04 23 (6); SDWA O. Reg. 128/04 23 (7);			
Question: When the overall responsible operator was unable to act, was a properly certified operator designated to act in their place?			
Compliance Response(s)/Corrective Action(s)/Observation(s): A properly certified operator was designated to act in place of the overall responsible operator. Both the ORO and the back-up have the appropriate certification for this Class 1 distribution system. The system received Certificate #5064 on April 24, 2007.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems. Each day, the OIC is indicated in the operational logbook. Typically, the OIC for the NOTLDS is the same as the BHDS.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required. The document provided to the ministry titled "Operator License and Training Information", was reviewed in conjunction with operational logbooks and OWWCO records and all operators possess the required certification.			

Appendix A

Inspection Rating Report

DWS Name:	BEVAN HEIGHTS DISTRIBUTION SYSTEM
DWS Number:	260062452
DWS Owner:	CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE
Municipal Location:	NIAGARA-ON-THE-LAKE
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Detailed
Compliance Assessment Start Date:	Apr-29-2025
Ministry Office:	Niagara District Office

Maximum Risk Rating: 227

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/35
Logbooks	0/30
Operations Manuals	0/42
Reporting & Corrective Actions	0/16
Treatment Processes	0/33
Water Quality Monitoring	0/71
Overall - Calculated	0/227

Inspection Risk Rating:	0.00%
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Final Inspection Rating:	100.00%
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DWS Name: BEVAN HEIGHTS DISTRIBUTION SYSTEM
DWS Number: 260062452
DWS Owner Name: CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE
Municipal Location: NIAGARA-ON-THE-LAKE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Detailed
Compliance Assessment Start Date: Apr-29-2025
Ministry Office: Niagara District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 227

Inspection Risk Rating:	0.00%
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FINAL INSPECTION RATING:	100.00%
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APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

RISK = LIKELIHOOD × CONSEQUENCE
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Appendix B

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

Ministry of the Environment, Conservation
and Parks
Drinking Water and Environmental
Compliance Division
West Central Region
Niagara District Office

9th Floor, Suite 15 301 St. Paul Street
St. Catharines, ON,
L2R 7R4

Ministère de l'Environnement de la Protection
de la nature et des Parcs
Division de la conformité en matière
d'eau potable et d'environnement
Direction régionale du Centre-Ouest Bureau
de district de Niagara

9e étage, bureau 15 301, rue St. Paul
St. Catharines, ON,
L2R 7R4



June 11, 2025

Town of Niagara-on-the-Lake,
1593 Four Mile Creek Road,
Virgil, Ontario, L0S 1T0

Attention: Darrin Wills, (A) Manager of Public Works

Re: Niagara-on-the-Lake Distribution System, DWS# 260001380

Dear Mr. Wills,

Please find the enclosed copy of the inspection report for the Niagara-on-the-Lake Distribution System under the Ministry's detailed inspection protocol to assess compliance with Safe Drinking Water legislation. The report is based on conditions encountered at the time of inspection, and subsequent follow-up.

The items found within the section entitled "Non-Compliance" which have sections under legislative requirements outline non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or guidelines. Please ensure that the required actions are completed within the prescribed time frame if applicable.

The items with "Not Applicable" legislative requirements provide information to the owner or operating authority outlining practices or standards established through existing and emerging industry standards that should be considered in order to advance current efforts. These items do not, in themselves, constitute violations. More recommendations are also provided within the body of the report.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils" on the Drinking Water Ontario website at <https://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

The IRR is a summarized quantitative measure of the drinking water system's annual inspection and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results.

Thank you for the assistance during the inspection. If you have any questions or concerns regarding the inspection report or rating, please contact Elizabeth Chee Sing, Water Compliance Supervisor, at 519-400-6731.

Sincerely,

Connie Height

Connie Height

Ministry of the Environment, Conservation and Parks
Drinking Water and Environmental Compliance Division
Water Compliance Officer, Provincial Officer #2068
West Central Region, Niagara District Office
301 St. Paul St., 9th Floor, St. Catharines, ON, L2R 3M8
(226) 971-1268, connie.height@ontario.ca

A

Cc: Darren Mackenzie- Manager Of Public Works, Town of Niagara-on-the-Lake
Colin Horne, Niagara Region Public Health Unit
Jason Wolf, Niagara Region Public Health Unit
Leilani Lee-Yates, Niagara Peninsula Conservation Authority
Thomas Proks, Niagara Peninsula Conservation Authority
Elizabeth Chee Sing, Water Compliance Supervisor, West Central Region, MECP
inspect@niagararegion.ca

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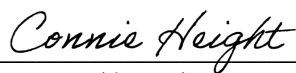


NIAGARA-ON-THE-LAKE DISTRIBUTION SYSTEM

Physical Address: 1593 FOUR MILE CREEK RD.,
VIRGIL, ON, L0S 1T0

INSPECTION REPORT

System Number: 260001380
Entity: CORPORATION OF THE TOWN
OF NIAGARA-ON-THE-LAKE
Inspection Start Date: April 29, 2025
Site Inspection Date: April 29, 2025
Inspection End Date: May 28, 2025
Inspected By: Connie Height
Badge #: 2068



(signature)

INTRODUCTION

Purpose

This announced, detailed inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Facility Contacts and Dates

Niagara-on-the-Lake Distribution System (NOTLDS) is owned by the Town of Niagara-on-the-Lake and operated by the Town of Niagara-on-the-Lake. The system serves an estimated population of 20,000 and is categorized as a Large Municipal Residential System.

Information reviewed for this inspection covered the time period of June 16, 2024, to April 24, 2025. On April 29, 2025, Water Compliance Officer, Connie Height, met with the Manager of Public Works, Darrin Wills and Senior Operator, Brad Morkem, as part of the inspection process.

Systems/Components

The Town of Niagara-on-the-Lake is the Owner and Operator of the Town's two separate

drinking water distribution systems:

- The Niagara-on-the-Lake Distribution System, DWS # 260001380, which receives treated water from the St. Catharines (DeCew) Water Treatment Plant and the Niagara Falls Water Treatment Plant; and,
- The Bevan Heights Distribution System, DWS # 260062452, which receives treated water from the Niagara Falls Water Treatment Plant.

Both Niagara-on-the- Lake Distribution Systems utilize the same management system (i.e. same operations and maintenance manual, procedures, and staff) and much of the information is similar, however, this report focuses solely on the NOTLDS.

The NOTLDS is a Class 1 water distribution system and consists of approximately 201 km of NOTL owned watermains and 48 km of Regionally owned watermains which range in size from 100 mm to 300 mm. The system consists primarily of asbestos cement, ductile iron, PVC, and PE watermains. There are approximately 1,410 fire hydrants and approximately 1,383 valves located throughout the system.

Permissions/Approvals

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SDWA and its regulations:

- Drinking Water Works Permit (DWWP), 069-202, issued February 24, 2025; and,
- Municipal Drinking Water Licence (MDWL), 069-102, issued February 24, 2025.

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1020001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 1 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 1 documents were prepared as required. During the inspection review period, one (1) form one was received: - The Installation of 22.6 metres of 150mm diameter PVC watermain and the installation of one (1) fire hydrant on Princess Street, north of Walnut Street (Permit # 069-102).			

Question ID	DWMR1028001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were up-to-date plans for the drinking water system made available in such a manner that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system, in accordance with the Drinking Water Works Permit and Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Plans for the drinking water system were kept up-to-date and made available as required. A detailed map of the distribution system including valves and hydrants was provided to the ministry. The map was last updated on April 30, 2025.			

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

All parts of the drinking water system were disinfected as required.

During the inspection one (1) watermain break was reported. The records provided to the ministry indicate all mandatory requirements under the MECP Watermain Disinfection Procedure were followed and documented.

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required. Subsection 7-2(3) of Schedule 7 of O. Reg. 170/03 prescribes that at least seven free chlorine residuals (FCR) must be collected each week from the distribution system of a Large Municipal Residential drinking water system such as the NOTLDS. Subsection 7-2(4) includes two options available to satisfy this requirement: <ul style="list-style-type: none"> - at least one free chlorine residual must be taken in the distribution system each day of the week; or, - at least four free chlorine residual tests must be conducted from four different locations on one day of the week, at least 48 hours after the last sample was taken the previous week; and at least three more chlorine residual tests must be conducted at three different locations on another day during the week, at least 48 hours after the first day that week (4/3 option). Records show that the NOTLDS has opted to use the 4/3 option and has measured the secondary disinfection residual chlorine within the distribution as required. During the physical inspection, 3 FCR measurements were taken by the Water Compliance Officer: <ul style="list-style-type: none"> - Bevan Heights fire station with a FCR measurement of 0.78 mg/L; - 84 Concession 6 with a FCR measurement of 0.75 mg/L; and, - 50 Melville St. with a FCR measurement of 0.62 mg/L. 			

Question ID	DWMR1049001	Question Type	BMP
Legislative Requirement(s): Not Applicable			

Question:

Did records confirm that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system.

NOTLDS uses a variety of sample points throughout the distribution system to take FCR measurements and many of those are at the extremities of the the system.

Question ID	DWMR1036001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-7 (1);			
Question: Where continuous monitoring equipment was not used for chlorine residual analysis, were samples tested using an acceptable portable device?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Samples for chlorine residual analysis were tested using an acceptable portable device. Distribution chlorine residuals are taken using a handheld direct readout Hach colourimeter. Operational staff perform a quarterly 3-point calibration verification on all the units. Additionally, each device that is being used for weekly chlorine residual measurements are also checked prior to every use. If a unit does not meet specifications, it is removed from service.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that not all water sample results met the Ontario Drinking Water Quality Standards. On July 9, 2024, a total coliform sample result of 1 CFU/100ml from a distribution sample was reported. See question DWMR1100001 for more details.			

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			

Question:

Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Distribution microbiological sampling requirements were met.

With a population of approximately 20,000, NOTLDS is required to take a minimum of 28 microbiological samples per month, testing for total coliform (TC) and E.coli (EC). Also, at least three samples are required each week and at least 25% of samples are required to be tested for heterotrophic plate count (HPC). A review of sample records indicated that NOTLDS has exceeded the monthly microbiological samples required each month during the inspection period.

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that chlorine residual tests were conducted as required. A review of the sample submission forms and operational logs that were provided to the ministry confirm that free chlorine residual measurements were taken at the same time and location as that of the microbiological sampling.			

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met. NOTLDS is required to test for haloacetic acids within the distribution system every calendar quarter. The last date samples were taken was February 12, 2025.			

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met. NOTLDS is required to test for trihalomethanes within the distribution system every calendar quarter. The last date samples were taken was February 12, 2025.			

Question ID	DWMR1092001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-2;			
Question: Were water samples taken at the prescribed location?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Water samples were taken at the prescribed location. A review of the sample analyses indicates that the appropriate sample locations have been used for the various sample parameters.			

Question ID	DWMR1095001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 15.1-10; SDWA O. Reg. 170/03 15.1-4 (1); SDWA O. Reg. 170/03 15.1-5 (1); SDWA O. Reg. 170/03 15.1-5 (10); SDWA O. Reg. 170/03 15.1-5 (11); SDWA O. Reg. 170/03 15.1-5 (2); SDWA O. Reg. 170/03 15.1-5 (3); SDWA O. Reg. 170/03 15.1-5 (4); SDWA O. Reg. 170/03 15.1-5 (5); SDWA O. Reg. 170/03 15.1-5 (6); SDWA O. Reg. 170/03 15.1-5 (7); SDWA O. Reg. 170/03 15.1-5 (8); SDWA O. Reg. 170/03 15.1-5 (9); SDWA O. Reg. 170/03 15.1-7 (1); SDWA O. Reg. 170/03 15.1-7 (2); SDWA O. Reg. 170/03 15.1-7 (3); SDWA O. Reg. 170/03 15.1-7 (4); SDWA O. Reg. 170/03 15.1-9 (1); SDWA O. Reg. 170/03 15.1-9 (2); SDWA O. Reg. 170/03 15.1-9 (3); SDWA O. Reg. 170/03 15.1-9 (4); SDWA O. Reg. 170/03 15.1-9 (5); SDWA O. Reg. 170/03 15.1-9 (6); SDWA O. Reg. 170/03 15.1-9 (7); SDWA O. Reg. 170/03 15.1-9 (8); SDWA O. Reg. 170/03 15.1-9 (9);			
Question: Were lead sampling requirements prescribed by Schedule 15.1 of O. Reg. 170/03 met?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Lead sampling requirements were met.

The NOTLDS was exempt from lead testing under Subsection 15.1-5 (9) of Schedule 15.1 of O. Reg. 170/03 on January 13, 2010.

NOTLDS is only required to measure pH and alkalinity at four points in the DS during the winter and summer sampling sessions. NOTLDS is also required to sample for lead every third 12-month period.

Sample data for lead was reviewed and sample requirements for parameters and frequency was completed as required.

Question ID	DWMR1104001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 16-6 (1); SDWA O. Reg. 170/03 16-6 (2); SDWA O. Reg. 170/03 16-6 (3); SDWA O. Reg. 170/03 16-6 (3.1); SDWA O. Reg. 170/03 16-6 (3.2); SDWA O. Reg. 170/03 16-6 (4); SDWA O. Reg. 170/03 16-6 (5); SDWA O. Reg. 170/03 16-6 (6);			
Question: Were immediate verbal notification requirements for adverse water quality incidents met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Immediate verbal notification requirements for adverse water quality incidents were met.			

Question ID	DWMR1105001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 16-7 (1); SDWA O. Reg. 170/03 16-7 (2); SDWA O. Reg. 170/03 16-7 (3); SDWA O. Reg. 170/03 16-7 (4); SDWA O. Reg. 170/03 16-7 (5);			
Question: Were written notice requirements for adverse water quality incidents met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Written notice requirements for adverse water quality incidents were met.			

Question ID	DWMR1106001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 16-9 (1); SDWA O. Reg. 170/03 16-9 (2);			
Question: Were issue resolution notice requirements for adverse water quality incidents met?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Requirements for written notices of issue resolution for adverse water quality incidents were met.

Question ID	DWMR1101001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 17-1; SDWA O. Reg. 170/03 17-10 (1); SDWA O. Reg. 170/03 17-11; SDWA O. Reg. 170/03 17-12; SDWA O. Reg. 170/03 17-13; SDWA O. Reg. 170/03 17-14; SDWA O. Reg. 170/03 17-2; SDWA O. Reg. 170/03 17-3; SDWA O. Reg. 170/03 17-4; SDWA O. Reg. 170/03 17-5; SDWA O. Reg. 170/03 17-6; SDWA O. Reg. 170/03 17-9;			
Question: For large municipal residential systems, were corrective actions, including any steps directed by the Medical Officer of Health, taken to address adverse conditions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Corrective actions were taken to address adverse conditions. The corrective actions for the AWQI were to flush, resample and restore disinfection. All corrective actions were confirmed as completed.			

Question ID	DWMR1110001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 11 (6);			
Question: Was the annual report prepared by February 28th of the following year and did it contain the required information?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The annual report requirements were met. It was verified that the 2024 Annual Report was available online on the NOTL website for public view and contained the required information. The report was published before February 28, 2025.			

Question ID	DWMR1056001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Did the donor provide an annual report to the owner of this receiver drinking water system?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

The donor provided an annual report to the owner of the receiver drinking water system.

The Region of Niagara provided copies of the Niagara Falls WTP and the DeCew WTP Annual Reports to the NOTLDS.

Question ID	DWMR1111001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 22-2 (1); SDWA O. Reg. 170/03 22-2 (2); SDWA O. Reg. 170/03 22-2 (3); SDWA O. Reg. 170/03 22-2 (4);			
Question: Did the summary report contain the required information and was it completed and distributed as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The summary report requirements were met. The 2024 Summary Report required by Schedule 22, O.Reg.170/03 was prepared on March 18, 2025, and provided to the members of the NOTL Council and the Mayor. The report appears to contain the required content.			

Question ID	DWMR1113001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10.1 (3);			
Question: Were changes to the system registration information provided to the ministry within ten (10) days of the change?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Changes to the system registration information were provided as required.			

Question ID	DWMR1114001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had evidence that the required notifications were made.			

The ministry was provided a document titled "Compliance Information for Contractors (PW-DW-MIS-009-001)", which outlines the obligations of developers and referenced documents (MDWL, DWWP, Watermain Disinfection Procedure ,etc.) that need to be followed before any portion of the system can be added or modified.

Question ID	DWMR1098001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13 (1); SDWA O. Reg. 170/03 13 (2); SDWA O. Reg. 170/03 13 (3);			
Question: Were the required records kept for the periods prescribed by section 13 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The required records were kept for the prescribed periods.			

Question ID	DWMR1045001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner update the document describing the distribution components within 12 months of completion of alterations to the system in accordance with the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had up-to-date documents describing the distribution components. The map that was provided to the ministry was reviewed and it contained the new addition of watermain within the last 12 months.			

Question ID	DWMR1046001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a backflow prevention program, policy and/or bylaw in place that addressed cross connections and connections to high hazard facilities?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a backflow prevention program, policy and/or bylaw in place. NOTL has 2 backflow preventors at the following locations: - 627 Concession 5, water filling station; and, - 11 Walker Rd., water filling station.			

Both backflow preventors are tested by a certified plumber on an annual basis. Both indicate a passed status.

Question ID	DWMR1053001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was the owner able to maintain proper pressures in the distribution system and was pressure monitored to alert the operator of conditions of loss of pressure below the value under which the system was designed to operate?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate. 20 pounds per square inch (psi) is the typically accepted minimum distribution system pressure required to ensure system integrity. Pressure monitoring for the NOTLDS is completed during hydrant inspection. Records were reviewed and no record was below 20 psi. The lowest record was 40 psi and the highest record was 100 psi.			

Question ID	DWMR1048001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Had the owner implemented a program for the flushing of watermain as per industry standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had implemented a program for the flushing of watermain. According to the Standard Operating Procedure (SOP) titled "Watermain Flushing (PW-DW-SOP-011-003)", there is no frequency indicated. However, it is still common practice to flush annually and typically do one area of town in the spring and another area of town in the fall. Additionally, specific areas have been identified for dead-end flushing to ensure adequate chlorine residuals all the time. BHDS flushing program is combined with the NOTLDS flushing program.			

Question ID	DWMR1050001	Question Type	BMP
Legislative Requirement(s): Not Applicable			

Question:

Was there a program in place for inspecting and exercising valves?

Compliance Response(s)/Corrective Action(s)/Observation(s):

There was a program in place for inspecting and exercising valves.

According to the SOP titled "Water Valve Inspection and Maintenance (PW-DW-SOP-011-004)", the main distribution valves (approximately 20% of the system) shall be inspected and exercised on an annual basis. Records provided to the ministry indicate that the valves were addressed in 2024.

BHDS valve exercising program is combined with the NOTLDS valve exercising program.

Question ID	DWMR1051001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a program in place for inspecting and operating hydrants?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a program in place for inspecting and operating hydrants.			
According to the SOP titled "Hydrant Inspection & Maintenance (PW-DW-SOP-011-005)", a portion of hydrants shall be inspected on an annual basis. Records provided to the ministry indicate that approximately 13% of the valves were addressed in 2024.			
BHDS hydrant inspection & maintenance program is combined with the NOTLDS hydrant inspection & maintenance program.			

Question ID	DWMR1052001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Was there a bylaw or policy in place limiting access to hydrants?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a bylaw or policy in place limiting access to hydrants.			
NOTL does have a bylaw (814-77) which outlines the use and restrictions of town-owned hydrants.			

Question ID	DWMR1058001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			

Question:

Did operators and maintenance personnel have ready access to operations and maintenance manuals?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators and maintenance personnel had ready access to operations and maintenance manuals.

Copies of the operations and maintenance (O&M) manual are kept in the Public Works office and in each operator's vehicle. Additionally, the NOTLDS operators have tablets in their trucks with the O&M manual electronically available.

Question ID	DWMR1059001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			
Question: Did the operations and maintenance manuals contain plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manuals contained plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system. The Operations Manual for the NOTLDS appears to contain the required elements prescribed by Ontario Regulation 128/04 and Municipal Drinking Water Licence 069-102. A hard copy of the O&M manual is available in the Public Works office and there is also an electronic version available to all operators.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			

Question:

Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.

Logbook entries made by persons taking operational testing were reviewed and compared to OWWCO records and all persons had the required certification.

Question ID	DWMR1063001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-10 (1);			
Question: For every required operational test and sample, was a record made of the date, time, location, results, and name of the person conducting the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): For every required operational test and sample, a record was made as required. Operational logbooks were reviewed and do contain the required content.			

Question ID	DWMR1061001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (1); SDWA O. Reg. 128/04 27 (2); SDWA O. Reg. 128/04 27 (3); SDWA O. Reg. 128/04 27 (4); SDWA O. Reg. 128/04 27 (5); SDWA O. Reg. 128/04 27 (6); SDWA O. Reg. 128/04 27 (7);			
Question: Were logbooks properly maintained and did they contain the required information?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logbooks were properly maintained and contained the required information. Ontario Regulation 128/04 s. 27, (4) stipulate that a person who makes an entry in a log or other record-keeping mechanism shall do so in a manner that permits the person to be unambiguously identified as the maker of the entry. Operational logbooks were reviewed and the majority of all entries conformed to the requirements. However, a portion of the entries, specifically the portion which identifies the names of on-duty operators, the Overall Responsible Operator (ORO) and the Operator in Charge (OIC), does not indicate who made the entry. Effective immediately, all entries in operational logbooks shall identify the author.			

Question ID	DWMR1065001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (6);			
Question: Were logs and other record keeping mechanisms available for at least five (5) years?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logs or other record keeping mechanisms were available for at least five (5) years. NOTLDS keeps previous logbooks in the Public Works building. In addition, the Town keep scanned copies of the logs for easier availability.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system. During the physical inspection, it was observed that all sample stations are equipped with locks.			

Question ID	DWMR1072001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Had the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.			

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			

Question:

Was an overall responsible operator designated for all subsystems which comprise the drinking water system?

Compliance Response(s)/Corrective Action(s)/Observation(s):

An overall responsible operator was designated for all subsystems.

Question ID	DWMR1078001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1); SDWA O. Reg. 128/04 23 (2); SDWA O. Reg. 128/04 23 (4); SDWA O. Reg. 128/04 23 (6); SDWA O. Reg. 128/04 23 (7);			
Question: When the overall responsible operator was unable to act, was a properly certified operator designated to act in their place?			
Compliance Response(s)/Corrective Action(s)/Observation(s): A properly certified operator was designated to act in place of the overall responsible operator. Both the ORO and the back-up have the appropriate certification for this Class 1 distribution system. The system received Certificate #1293 on July 13, 2005.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems. Each day, the OIC is indicated in the operational logbook. Typically, the OIC for the NOTLDS is the same as the Bevan Heights.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

All operators were certified as required.

The document provided to the ministry titled "Operator License and Training Information" was reviewed in conjunction with operational logbooks and OWWCO records and all operators possess the required certification.

Appendix A

Inspection Rating Report

DWS Name:	NIAGARA-ON-THE-LAKE DISTRIBUTION SYSTEM
DWS Number:	260001380
DWS Owner:	CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE
Municipal Location:	NIAGARA-ON-THE-LAKE
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Detailed
Compliance Assessment Start Date:	Apr-29-2025
Ministry Office:	Niagara District Office

Maximum Risk Rating: 307

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/35
Distribution System	0/4
Logbooks	0/26
Operations Manuals	0/42
Reporting & Corrective Actions	0/71
Treatment Processes	0/58
Water Quality Monitoring	0/71
Overall - Calculated	0/307

Inspection Risk Rating:	0.00%
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Final Inspection Rating:	100.00%
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DWS Name: NIAGARA-ON-THE-LAKE DISTRIBUTION SYSTEM
DWS Number: 260001380
DWS Owner Name: CORPORATION OF THE TOWN OF NIAGARA-ON-THE-LAKE
Municipal Location: NIAGARA-ON-THE-LAKE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Detailed
Compliance Assessment Start Date: Apr-29-2025
Ministry Office: Niagara District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 307

Inspection Risk Rating:	0.00%
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FINAL INSPECTION RATING:	100.00%
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APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

RISK = LIKELIHOOD × CONSEQUENCE
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Appendix B

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

The Corporation of the Town of Niagara-on-the-Lake Information Report to Council

SUBJECT: 2025 AMO Proposed Delegations
DATE: 2025-07-15
REPORT #: CAO-25-027
PREPARED BY: Ashleigh Myers, Government Relations, Economic Development and
Tourism Officer
DEPARTMENT: CAO/Administration

BACKGROUND INFORMATION

The purpose of this report is to provide Council with an update and overview of the Town's proposed advocacy efforts at the Association of Municipalities of Ontario (AMO) Conference in Ottawa from Sunday, August 17, to Wednesday, August 20, 2025.

As recognized in Council's 2022–2027 Strategic Plan, strong government relations and proactive advocacy are essential to advancing key community initiatives, fostering intergovernmental partnerships, and securing the resources needed for sustainable, long-term growth. Engagements such as the AMO Conference offer a strategic opportunity to align local priorities with provincial objectives and elevate the Town's unique voice at the provincial level.

To ensure the Town's advocacy efforts reflect the priorities of both Council and the broader community, municipal staff sought input from Councillors prior to finalizing the list of delegation requests. This approach ensured that submissions were informed by Councillor's insight and aligned with shared strategic goals.

The AMO Conference remains a vital platform to:

- Connect directly with Ministers and Ministry staff to highlight Niagara-on-the-Lake's distinct opportunities and challenges, ensuring local issues are heard at the decision-making table.
- Learn from peer municipalities by exchanging ideas, best practices, and innovative policy solutions that can enhance the Town's approach to infrastructure, planning, and service delivery.
- Collaborate across jurisdictions, recognizing both the diversity and commonalities among Ontario municipalities in areas such as climate resilience, affordable housing, and economic development.

The following Town representatives are scheduled to participate in AMO:

- Deputy Lord Mayor Erwin Wiens
- Councillor Wendy Cheropita
- Councillor Maria Mavridis
- Councillor Andrew Niven
- Chief Administrative Officer Nick Ruller
- Director of Community & Development Services Kirsten McCauley
- Government Relations, Economic Development & Tourism Officer Ashleigh Myers

The Town submitted nine delegation requests to Provincial Ministries to advocate Niagara-on-the-Lake priority issues and projects. The following is a high-level summary of the proposed delegations:

Ministry	Topic
Agriculture, Food & Agribusiness	<ul style="list-style-type: none"> • Flowing Forward: NOTL's Irrigation Leadership • Empower On-Farm Diversification Responsibly • From Field to Province, Freely
Citizenship & Multiculturalism	<ul style="list-style-type: none"> • Request to Extend Heritage Deadline • Archaeological Heritage (Bill 5)
Economic Development, Job Creation & Trade	<ul style="list-style-type: none"> • Empowering Trade, Protecting Communities • Airport Connectivity: Unlocking Potential
Indigenous Affairs & First Nations Economic Reconciliation	<ul style="list-style-type: none"> • Building Indigenous Partnerships • Support for Urban Indigenous Services
Infrastructure	<ul style="list-style-type: none"> • Restore Growth Planning Tools • Future-Proof Ontario's Infrastructure • Support Agricultural Infrastructure Equity
Municipal Affairs & Housing	<ul style="list-style-type: none"> • Unlocking Growth Through Strategic Partnership • Municipal Modernization • Fund Feasibility for Future Growth
Rural Affairs	<ul style="list-style-type: none"> • Fund Feasibility for Future Growth • Connect Rural Communities Through Transit • Connecting Nature, Community, and Transportation
Tourism, Culture & Gaming	<ul style="list-style-type: none"> • Advancing "Destination Niagara" Together • Support for Tourism Trail Infrastructure • Multi-Modal Tourism Economy
Transportation	<ul style="list-style-type: none"> • Connected Community: NOTL Transit Hub • Advance Air Connectivity • Connecting Nature, Community, and Transportation

In addition, Niagara-on-the-Lake has submitted one joint delegation, and has been invited to participate in two joint delegations with partner municipalities, further strengthening collective advocacy on regional matters. The following is a high-level summary of the proposed joint delegations:

Ministry	Lead	Partners	Topic
Public & Business Service Delivery & Procurement	NOTL	West Lincoln Lincoln	Preserving Ontario's Abandoned Cemeteries
Transportation	Niagara Falls	NOTL	Highway 405 & Concession 6 Improvements
Finance Colleges, Universities Research Excellence & Security	Welland	NOTL	Niagara College: Investments into building a resilient labour force

NEXT STEP / CONCLUSION

Staff remain committed to advancing Council's strategic advocacy efforts and are actively preparing relevant logistical details and background materials to support the Town's participation in AMO delegations.

As the Conference approaches, staff will continue to monitor the status of delegation requests. An email update will be provided to Councillors in advance of AMO confirming the final list of successful delegations.

Following the conclusion of the Conference, staff will prepare a summary information report to Council outlining key highlights, outcomes of delegation meetings, sharing supporting documents and any follow-up actions or emerging opportunities.

Through these coordinated efforts, the Town of Niagara-on-the-Lake continues to meaningfully engage with Provincial leaders and advance Council's priorities through focused and strategic advocacy.

The Corporation of the Town of Niagara-on-the-Lake Information Report to Council

SUBJECT: StopGap Ramp Accessibility Initiative
DATE: 2025-07-15
REPORT #: CAO-25-030
PREPARED BY: Bruce Zvaniga, Former Interim CAO
DEPARTMENT: CAO/Administration

BACKGROUND INFORMATION

As part of the Town's ongoing commitment to improving accessibility and inclusion for all, staff are preparing to launch the StopGap Ramp Program, a practical and visible initiative designed to enhance access to storefronts across Niagara-on-the-Lake. This initiative is grounded in the Town's commitment to inclusion, as outlined in the Diversity, Equity and Inclusion Lens within Council's Strategic Plan. It reflects a meaningful and visible step toward reducing physical barriers and improving access to public spaces for all.

StopGap ramps are lightweight, portable, and non-permanent wooden structures designed to address single-step barriers at storefront entrances. These ramps provide an immediate improvement for people using mobility devices, pushing strollers, or facing other physical access challenges. Ramps are to be deployed only during business hours and stored securely when not in use.

Accessibility advocate Pamela Turner Smith brought this issue forward after years of highlighting the inaccessibility of businesses in Niagara-on-the-Lake, particularly within the Heritage District. Many local storefronts, especially those housed in older buildings, feature one or more steps at the entrance, creating barriers that make it difficult, or sometimes impossible, for individuals with mobility challenges to access the shops and services inside. This lack of access has long excluded residents and visitors alike who rely on wheelchairs, walkers, or other mobility supports, limiting their ability to participate in local commerce and community life.

This initiative is modelled on the successful StopGap program implemented by the Town of Fort Erie, among other areas. For its launch in Niagara-on-the-Lake, \$7,500 was set aside in the 2025 Operating Budget to fund the fabrication and distribution of approximately 15 custom ramps. These will be provided free of charge to eligible local businesses that meet specific criteria, including having a single-step entrance between 2 and 9 inches and sufficient clearance for safe ramp deployment. Eligible applicants must also submit photographs and entrance measurements, confirm landlord awareness (if the property is leased), and provide proof of \$2 million liability insurance. Participating businesses will be required to sign an

agreement with the StopGap Foundation, accepting full responsibility for the use, storage, and maintenance of ramps.

In recognition of the Town's unique character and historical charm, staff consulted the Municipal Heritage Committee (MHC) to ensure the program aligns with heritage considerations. The Committee was supportive of the initiative and provided feedback to enhance both safety and aesthetics. In response, one heritage-approved colour will be selected for all ramps to ensure visual consistency throughout the program. While the ramps are already designed with a textured non-slip surface to prevent slipping, the Committee emphasized the importance of noticeable colouring to further support user safety and ramp visibility. Business branding, decals, or logos will not be permitted on the ramps. Ramp dimensions will be determined to achieve the minimum footprint necessary for safe entry, thereby preserving the streetscape while enhancing accessibility.

The program concept and proposed rollout were also reviewed by the Joint Accessibility Advisory Committee (JAAC), which has expressed strong support for the initiative. Their endorsement reinforces the community-wide value of this effort and ensures that accessibility best practices are upheld throughout implementation.

Pending Council's support of this program, applications will be scheduled to open in July 2025, and ramps will be fabricated and delivered in fall 2025. Eligible businesses will be selected on a first-come, first-served basis. Staff will monitor uptake and track feedback from participants and the public to inform future planning and potential enhancements.

NEXT STEP / CONCLUSION

Pending Council's support of this Information Report, staff will move forward with public communication and program rollout. A news release will be issued to raise awareness and promote the program, supported by information shared through the Town's website, social media channels, and local business networks. All eligible storefronts in Niagara-on-the-Lake will be encouraged to apply.

If demand for the ramps exceeds initial supply and community feedback remains positive, staff will explore opportunities to expand the program in future years. Specifically, staff plan to recommend additional funding in the 2026 budget to support a second round of ramps. It is anticipated that future expansion could be supported through the Municipal Accommodation Tax (MAT) Reserve Fund, provided the program aligns with MAT funding criteria related to enhancing the visitor experience and improving tourism-serving infrastructure.

The StopGap Ramp Program offers a low-cost, high-impact solution that demonstrates the Town's commitment to removing barriers and improving the quality of life **and experiences** for residents and visitors alike. It is a meaningful example of how small, community-driven solutions can make a significant difference, especially when they are inclusive, collaborative, and grounded in local values.

Please see below for pictures of sample StopGap ramps that were shown to some local businesses earlier this year:



ATTACHMENTS

- Appendix I – StopGap Ramp Accessibility Initiative – MHC Information Report



1593 Four Mile Creek Road
P.O. BOX 100, Virgil, ON L0S 1T0
905-468-3266 • FAX: 905-468-2959

www.notl.com

The Corporation of the Town of Niagara-on-the-Lake Information Report

SUBJECT: StopGap Ramp Accessibility Initiative

DATE: 2025-07-09

REPORT #: CAO-25-029

SUBMITTED BY: Bruce Zvaniga, CAO

DEPARTMENT: CAO/Administration

BACKGROUND INFORMATION

Staff are preparing to launch a StopGap Ramp Program aimed at increasing accessibility for businesses in Niagara-on-the-Lake. This initiative is grounded in the Town's commitment to inclusion, as outlined in Council's 2022–2027 Strategic Plan. It reflects a meaningful and visible step toward reducing physical barriers and improving access to public spaces for all.

StopGap ramps are lightweight, temporary wooden ramps designed to help individuals safely access storefronts with a single step. They are portable, non-permanent, and intended to be deployed during business hours or upon request.

The program will provide these ramps to eligible storefronts with a step at their entrance. The Town has allocated \$7,500, which is expected to fund approximately fifteen custom ramps. Applications will open to all eligible local businesses in July, and ramps will be delivered to participating businesses in Fall 2025 on a first-come, first-served basis.

This initiative is modelled on the successful program launched by the Town of Fort Erie. Locally, the project was brought forward by accessibility advocate Pamela TurnerSmith, who has championed this solution for several years. Pamela highlighted the inaccessibility of many businesses in the historic shopping district and other areas throughout Niagara-on-the-Lake. Her leadership and advocacy have been instrumental in bringing this project to life. The Town's Joint Accessibility Advisory Committee (JAAC) is also aware of and supportive of the program.

This memo is being shared with the Municipal Heritage Committee for awareness and transparency. Staff anticipate that pending Council approval, accessibility ramps may begin to appear as early as Fall 2025.

Business Eligibility Criteria

To ensure safety, suitability, and program integrity, participating businesses must meet the

following requirements:

- Be located within the Town of Niagara-on-the-Lake
- Have a single-step entrance between 2 and 9 inches at the primary public access point
- Provide sufficient clearance for safe ramp deployment and usage
- Ensure the landlord is aware and has no concerns (if the property is leased)
- Submit photos and measurements of the entrance with their application
- Sign an agreement with the StopGap Foundation, including:
 - Acceptance of responsibility and liability for ramp use
 - Commitment to store the ramp when not in use and maintain it (e.g., snow/ice removal)
 - Provision of proof of \$2 million liability insurance

Heritage Considerations

To maintain the visual integrity of Niagara-on-the-Lake's heritage streetscape, staff are recommending the following design parameters for all ramps installed through the program:

- Businesses will be able to choose from pre-approved ramp colours that align with the Town's heritage palette. These colours will be applied consistently Town-wide.
- No decals, logos, stickers, or business branding will be permitted on the ramps.
- Ramp dimensions will be tailored to provide the minimum footprint necessary for safe entry, depending on the entrance height.

The ramps are lightweight, non-permanent, and equipped with a built-in non-slip surface. Businesses will be permitted to use their ramps during business hours and will be required to store the ramp when not in use, specifically outside of business hours.

Please see below for pictures of sample StopGap ramps that were shown to some local businesses earlier this year:



NEXT STEP / CONCLUSION

Staff will be bringing forward an Information Report to Council on July 15, 2025, outlining the program details and proposed implementation. Should Council support the initiative, applications will open shortly afterward.

Ramp fabrication and delivery are anticipated in Fall 2025, beginning with the first eligible businesses selected through a first-come, first-served process. Staff will continue to monitor uptake and consider opportunities for future program expansion or enhancement based on feedback and demand.



Office of the Lord Mayor

Town of Niagara-on-the-Lake

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MAYORAL DECISION

Decision Number: 2025-03

Date: July 7, 2025

Subject: Delegation of Powers to CAO regarding the Town's Organizational Structure and Employment Matters

I, Gary Zalepa, Lord Mayor of the Town of Niagara-on-the-Lake, in accordance with the authority granted to the Head of Council under Part VI.1 of the *Municipal Act, 2001* (the "Act"), Section 284.6 (Organizational Structure) and pursuant to Ontario Regulation 530/22 made under the Act, as amended, hereby delegate to the Chief Administrative Officer of Niagara-on-the-Lake the following powers:

- The authority to determine the organizational structure of the municipality; and,
- The authority to make decisions and approvals in respect of all employment and staffing matters.

This delegation is in effect as of the date stated above. It shall remain in effect unless, and until such time that, it is amended, rescinded, or revoked in writing and in accordance with the provisions of the Act.

Gary Zalepa
Lord Mayor