



GENERAL COMMITTEE AGENDA

Thirty-First Meeting, Regular, Monday, December 10, 2012

Council Chambers, City Hall

*His Worship Mayor Brian McMullan takes the Chair and opens the meeting
following Item Number 10 on the Council Agenda*

1. Call for Reports to be Brought Forward from Consent

2. Motion to Move Reports on Consent

3. Discussion Reports

- 3.1 Planning and Development Services, Policy
Community Improvement Plan - Update

(Copies to be distributed prior to the General Committee meeting)

- 3.2 Planning and Development Services, Policy
Community Improvement Plan, Brownfield Tax Increment Based Incentive
Grant Program and Municipal Application and Permit Fees Refund Program,
Municipal Addresses:
- 271 Merritt Street; Owner: Donatelli Productions Limited
- 343 Glendale Avenue; Owner: Crombie Property Holdings Limited
- 344 Glendale Avenue; Owner: 344 Glendale Avenue GP Inc.

- 3.3 Planning and Development Services, Policy
District School Board of Niagara - Accommodation Review of Central St.
Catharines Elementary Schools

(Copies to be distributed prior to the General Committee meeting)

- 3.4 Financial Management Services, Accounting
Asset Management and Sustainable Infrastructure Funding

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3. Discussion Reports

- 24-26 3.5 Corporate Support Services, Clerks
 2013 Schedule of Council Meetings
- 27-84 3.6 Ad Hoc Budget Review Committee
 2013 Schedule of Rates and Fees
- 85-91 3.7 Transportation and Environmental Services, Engineering and Construction
 Proposed Cost Sharing Agreement - Burgoyne Bridge Replacement Project
 and 2012 Capital Budget Amendment
- 92-99 3.8 Financial Management Services, Collections
 Corporation Insurance Coverage - January 1, 2013 to January 1, 2014
- 3.9 Corporate Support Services, Clerks
 Annual Councillor Appointments to Agencies, Boards and Committees

 (Copies to be distributed during the General Committee meeting)

4. Consent Reports

- 100-103 4.1 Transportation and Environmental Services, Operations
 Ad Hoc Downtown Parking Committee - Updates and Overnight Parking
 Restrictions in Parking Metered Zones
- 104-107 4.2 Transportation and Environmental Services, Environmental Services
 Standard of Care for Municipal Drinking Water Systems
- 108-110 4.3 Planning and Development Services, Implementation
 Bill 140, Strong Communities through Affordable Housing Act, 2011
- 111-114 4.4 Planning and Development Services, Policy
 Application for Community Improvement Plan, Façade Improvement Grant
 Program - 12 King Street; Owner: 1788733 Ontario Inc.
- 115-123 4.5 Planning and Development Services, Administration
 Site Plan Approval Process Review Study
- 124-128 4.6 Corporate Support Services, Clerks
 Ontario Electoral Boundaries Commission Recommendations

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4. Consent Reports

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| 129-131 | 4.7 | Financial Management Services, Billing
Cancellation, Reduction, Refund of Property Taxes |
| 132-133 | 4.8 | Financial Management Services, Accounting
Monthly Investment Report - Operating Fund as at October 31, 2012 |
| 134-155 | 4.9 | Financial Management Services, Administration
Cheque Register Number Eleven |
| 156-219 | 4.10 | Corporate Support Services, Clerks
Council Correspondence |

5. Other Business

6. General Committee (In-Camera)

Council will meet In Camera for the following purposes:

- a proposed or pending acquisition or disposition of land by the Municipality or local board



Corporate Report

Report from Planning & Development Services, Policy

Date of Report: November 26, 2012 **Date of Meeting:** December 10, 2012

Report Number: PDS-678-2012 **File:** 60.32.539, Vol.2, 60.32.585,
60.32.600

Subject: Community Improvement Plan, Brownfield Tax Increment Based Incentive Grant Program and Municipal Application and Permit Fees Refund Program
Municipal Addresses:

- 271 Merritt Street; Owner: Donatelli Productions Limited
- 343 Glendale Avenue; Owner: Crombie Property Holdings Limited
- 344 Glendale Avenue; Owner: 344 Glendale Avenue GP Inc.

Recommendation

That the Staff Recommendation outlined in the report from Planning and Development Services dated November 26, 2012, regarding applications made under the Community Improvement Plan Program for 271 Merritt Street, 343 Glendale Avenue, and 344 Glendale Avenue be approved. FORTHWITH

Staff Recommendation

That Council approve the application under the Community Improvement Plan (CIP) Brownfield Tax Increment Based Incentive Grant Program in the amount of approximately \$303,891 for 271 Merritt Street for a period up to 10 years with eligible expenditures to be retro-active to 2005 and a Tax Base Year of 2008; and

That the City Solicitor be directed to prepare the Brownfield Tax Increment Based Incentive Grant Program Agreement between Donatelli Productions Limited and the City of St. Catharines and any necessary by-laws authorizing the execution of the Agreement and other related documents regarding this Application; and

That Council approve the application under the Community Improvement Plan (CIP) Brownfield Tax Increment Based Incentive Grant Program in the amount of approximately \$915,902 for 343 Glendale Avenue for a period up to 10 years with eligible expenditures to be retro-active to 2005 and a Tax Base Year of 2008; and

That Year 1 of the Brownfield Tax Increment Based Incentive Grant be 2010; and

That the City Solicitor be directed to prepare the Brownfield Tax Increment Based Incentive Grant Program Agreement between Crombie Property Holdings Limited

and the City of St. Catharines and any necessary by-laws authorizing the execution of the Agreement and other related documents regarding this Application; and

That Council approve the application under the Community Improvement Plan (CIP) Brownfield Tax Increment Based Incentive Grant Program in the amount of approximately \$568,774 for 344 Glendale Avenue for a period up to 10 years with eligible expenditures to be retro-active to 2005 and a Tax Base Year of 2010; and

That Council approve the application under the CIP Municipal Application and Permit Fees Refund Program in the amount of approximately \$38,625 for 344 Glendale Avenue and that the Building Permit fees (retro-active to February 2, 2011) be refunded when all required municipal approvals are attained, authorization to occupy received and all required documentation is received; and

That the City Solicitor be directed to prepare the Brownfield Tax Increment Based Incentive Grant Program Agreement between 344 Glendale Avenue GP Inc. and the City of St. Catharines and any necessary by-laws authorizing the execution of the Agreement and other related documents regarding this Application; and

Further, that the Clerk be directed to make the necessary notifications.
FORTHWITH.

Summary

Applications under the City's Community Improvement Plan (CIP) Program have been made for the subject lands. The report provides a brief history of the applications. Staff is recommending approval of the applications since they are in keeping with the policies of the CIP and provide the basis for positive redevelopment of brownfields sites in the City of St. Catharines.

Site Description

The subject properties are located in the Hartzel Road / Merritt Community Improvement Area as shown on Appendix "1" as follows:

- 271 Merritt Street, Site No.1 - northwest corner of Glendale Avenue and Merritt Street,
- 343 Glendale Avenue, Site No. 2 - north side of Glendale Avenue, west of Merritt Street,
- 344 Glendale Avenue, Site No.3 - south side of Glendale Avenue, west of Merritt Street.

Financial Scenario

Under the Brownfield Tax Increment Based Incentive Grant Program (and subject to Council approval), an owner is eligible to receive an annual grant of 80% of the Net Increase in Assessment multiplied by the Tax Rate in the first year (Commencement Year) for a period up to 10 years or, when total grants provided under this program equal the total of the eligible costs, whichever comes first. The city retains the remaining 20% of the net increase in assessment.

Staff is recommending approval of each the applications for the above-noted properties. Approval of each of these applications would result in the following:

- the financial obligation for the City is estimated to be \$1,788,567
- the City would retain an estimated \$447,143
- the City would retain an estimated \$2,235,710 of taxes beyond 10 years after the program is completed

Background

In 2004, the City of St. Catharines was awaiting Provincial approval of its Community Improvement Plan and associated Financial Assistance Grant Programs, when Merritton Mills Redevelopment Corp. (MMRC) acquired properties from Domtar Inc. (April 1, 2004). At the time, MMRC submitted a preliminary “Application for Financial Incentive Grant Programs, Community Improvement Plan (CIP)” in advance of Provincial approval of the CIP which was subsequently adopted by By-law 2004-170 in November 2004.

Over subsequent years, a number of actions took place:

- the properties were remediated of environmental contaminants for redevelopment
- Glendale Avenue, west of Merritt Street was re-aligned to meet with Glendale Avenue east of Merritt Street
- the former Domtar properties were subdivided into four parcels now known municipally as 344 Glendale Avenue, 343 Glendale Avenue, 271 Merritt Street and 26 Oakdale Avenue (see Appendix “1”)
- 344 Glendale Avenue, 343 Glendale Avenue and 271 Merritt Street were sold to different parties
- the City of St. Catharines purchased a two acre parcel of land (on the west side of Merritt Street, north of Oakdale Avenue) from Merritton Mills Redevelopment Corp. for the new Merritton Firehall / Emergency Dispatch Centre; this property is known municipally as 427 Merritt Street with the remaining parcel known municipally as 26 Oakdale Avenue
- 26 Oakdale Avenue has been retained by Merritton Mills Redevelopment Corp. for future redevelopment
- the Trillium Rail Spur Line was closed and the associated railroad tracks were removed

Report

The Owners of the subject properties have provided the required information for staff to proceed with the CIP applications to aid in the redevelopment at:

- 271 Merritt Street
- 343 Glendale Avenue
- 344 Glendale Avenue

The Council request involves two related CIP programs. They are:

- **Brownfield Tax Increment Based Incentive Grant Program (BTIGP).** This program is intended to provide financial incentives in the form of grants to property owners who undertake appropriate development or redevelopment of properties in the Community Improvement Project Areas that increase property assessment resulting in increased municipal property taxes. The annual grant is paid to the registered owner of the property (unless directed in writing otherwise) based on the Supplementary Notice received from the Municipal Property Assessment Corporation and subject to the Grant Program General Provisions. This incentive program is meant to stimulate investment by the private sector that would otherwise not take place by providing an eligible property owner with a grant equivalent to a portion of the resultant municipal property tax increases. It is anticipated that the nature of the redevelopment will be in the form of conversion and / or intensification of a brownfield site which results in increased taxes. According to the CIP, the total amount of an approved grant provided under this program “shall not exceed the cost of redevelopment of the brownfield site under eligible program costs.”

To minimize the cost and financial risk to the City, the BTIGP has been structured as a “pay-as-you-go” grant. The owner will be responsible for the entire cost of the redevelopment project and, the City will reimburse the property owner for the eligible cost improvements in the form of an annual grant. Each year, the property owner must first pay all property taxes. The City may then provide a grant equivalent to the approved portion of the increase in municipal taxes resulting from the property improvements. The total amount of an approved grant provided under this program shall not exceed the cost of redevelopment of the brownfield site under the eligible program costs.

The owners of the three projects (271 Merritt Street, 343 Glendale Avenue, 344 Glendale Avenue) will be eligible to receive an annual grant of 80% of the Net Increase in Assessment multiplied by the Tax Rate in the first year (Commencement Year) for a period up to 10 years or when total grants provided under this program equal the total of the eligible costs, whichever comes first.

- **Municipal Application and Permit Fees Refund Program.** This program was intended to augment other grant programs. Where a property is undertaking improvements to lands and buildings in accordance with one or more of the grant programs, the City will provide a refund equivalent to the cost of normal application and permit fees in accordance with the *Planning Act*. As of June 4, 2012, Council approved changes to the overall Community Improvement Plan including the cancellation of this program. Only applications that were in process as of June 4, 2012 remain eligible.

Since the application for 344 Glendale Avenue was in process prior to June 4, 2012, the following fees remain eligible:

- Site Plan Agreement: \$1,000.00
- Minor Variance: \$500.00
- Building Permits: \$37,125.27
- Total: \$38,625.27

Redevelopment of Former Domtar Property

MMRC remediated, and subsequently sold three of the four parcels for redevelopment. In order to assist their redevelopment, the Region of Niagara entered into an agreement with MMRC with respect to the deferral of collecting “tipping fees” for the disposal of a quantity of “contaminated” material in a regional landfill site. Although reference is made to the City of St. Catharines in the agreement, the City was not a party to the agreement. The tipping fees were to be collected from City Council approved applications under the City’s CIP. However, it became apparent that the way the agreement was structured, it did not consider the possibility that should the former Domtar properties be subdivided, that they could be redeveloped by different parties at different times. More specifically, based on the agreement, the first Council approved application to receive a grant under the program would be responsible for the payment of the entire “tipping fees” (outstanding receivable).

In the fall of 2011, a series of meetings were held with Regional staff and the agent for the property owners. To support the redevelopment of the former Domtar properties under the CIP and, to assist the Region, City staff developed an allocation of the outstanding Regional receivable based on “developable land area” of each of the properties (see Appendix “3”). This allocation has been supported by each of the Owners of the four parcels of land as well as Regional Council through their endorsement of the tipping fee agreement.

Staff note that once Regional Council approved the allocation based on developable land area, Planning and Development Services were in a position to proceed with three applications (271 Merritt Street, 343 Glendale Avenue and 344 Glendale Avenue). Reports regarding the remaining 26 Oakdale Avenue, will be forwarded to Council at a later date when details of the redevelopment are known.

Eligibility

In order for Council to make an informed decision on the recommendations in this report, staff draw Council’s attention to the following clauses in the approved Community Improvement Plan:

- a) Properties participating in the BTIGP that are cleared or partially cleared of structures after the date of the Program start, and left undeveloped for a period greater than two years prior to participating in the Program, shall have as a starting point for the Program or base rate, the amount of municipal property taxes levied as of the day prior to the removal of buildings.

- b) The BTIGP will not be offered retroactively for redevelopment activities undertaken or costs incurred prior to approval by Council regarding this Community Improvement Plan Amendment without approval by City Council.
- c) Any property Owner wishing to be considered for a grant under this program must complete and submit an Application for Financial Incentive Grant Programs to the City prior to the commencement of any works and prior to an application for a Demolition Permit and / or a Building Permit.

The purpose in drawing Council's attention to the above-noted clauses is as follows:

1. Based on the time-frame between the acquisition of the property and the status of the 4 parcels of land today, staff is recommending different time-frames for the Tax Base Year for each of the parcels of land.
2. Staff is recommending that the various CIP programs be retroactive to the specific applications in the Hartzel Road / Merritton CIP Area. According to the CIP, "the BTIGP will not be offered retroactively for redevelopment activities undertaken or costs incurred prior to approval by Council regarding this Community Improvement Plan Amendment without approval by City Council."
3. For each of the subject lands, applications under the BTIGP have been received after the commencement of works and after applications for Demolition Permits and / or Building Permits were obtained.

As noted earlier, MMRC submitted a preliminary application in advance of formal Provincial Approval of the Community Improvement Plan and the Secondary Plan for the Hartzel Road / Merritton Area. It is important to note that, although the City of St. Catharines was not a party to the "tipping fees" agreement, it has been the City's position to work with MMRC, the four resultant property Owners, the Region, and offer assistance in resolving the outstanding receivable.

City staff were kept informed of the re-developments on each of the properties (e.g. demolitions, remediation, severances, sales of land, redevelopment proposals etc.) and are recommending approval for the applications relating to 271 Merritt Street, 343 Glendale Avenue and 344 Glendale Avenue at this time.

Financial Implications

Approval of these 3 applications under the BTIGP will result in the following:

- An estimated total rebate of \$1,788,567 (80% of the net increase in assessment multiplied by the tax rate in the first year for up to 10 years) to the property Owners,
- An estimated retention of \$447,143 by the City over the same time period which represents the remaining 20% of the net increase in assessment,
- After the approved grant is finally paid, the City will keep its portion of the taxes collected (estimated to be \$2,235,710 per year).

Planning and Development Services has provided a breakdown of each of the three projects (271 Merritt Street, 343 Glendale Avenue and 344 Glendale Avenue; see Appendix “2”).

Staff note that should Council approve the Staff Recommendations, this will commit Council to this and future years of the annually approved Community Improvement Plan Budget of approximately \$245,000 to \$300,000.

Conclusion

The CIP applications submitted for 271 Merritt Street, 343 Glendale Avenue and 344 Glendale Avenue should be approved because the redevelopment of these lands has provided a positive financial contribution to the City of St. Catharines and is keeping with the policies and intent of the City’s Community Improvement Plan.

Notification

Tim Kenny and Ms. Mary Lou Tanner, Associate Director, Regional Policy Planning, Integrated Community Planning, Niagara Region, 2201 St. David’s Road, P.O. Box 1042, Thorold, ON L2V 4T7.

Prepared and Submitted by:

Bryan Morris
Community Renewal Co-ordinator

Approved by:

James N. Riddell, MPI, MCIP, RPP
Director, Planning and Development Services

Estimated Eligible Costs

The Brownfield Tax Increment Based Incentive Grant is calculated as 80% of the Net Increase in Assessment multiplied by the applicable Tax Rate. The total amount of an approved grant provided under this program shall not exceed the cost of redevelopment for the lands and buildings under eligible program costs.

For each application, the following are the estimated eligible expenditures:

271 Merritt Street:

- Remediation / Demolition - \$196,630
- Building Construction - \$1,113,212
- Parking - \$263,606
- Landscaping - \$48,490
- Total: \$1,621,938

343 Glendale Avenue:

- Contractor / Consultants - \$256,886
- Building Construction - \$3,997,099
- Site Works - \$6,242,535
- Remediation - \$1,856,754
- Total: \$12,353,274

344 Glendale Avenue

- Remediation and Site Servicing Costs - \$1,765,323 [environmental an geotech - \$992,882, site servicing - \$330,133, parking lot - \$388,702, landscaping - \$53,606]
- Soft Costs [consultants] - \$253,214
- Building Costs - \$2,596,850
- Total: \$4,615,387

Financial Implications

In total, the financial obligations for approving each of these applications is approximately \$1,788,567.

Address: 271 Merritt Street – Johnny Rocco’s / Stone Mill Inn

Location: North side of Glendale Avenue, west side of Merritt Street (see Appendix “_”)

Owner: Donatelli Productions Limited

Date of Complete Application (modified application): August 8, 2012

Property Size: 1.13 acres +/-, 0.46 (ha) +/-

Official (Garden City) Plan designation: Mixed Use

Proposed Redevelopment: Commercial

Remediation: Record of Site Condition – February 28, 2006; Land Use – Residential; Full Depth Site Conditions Standard with Nonpotable Ground Water, Coarse Textured Soil, for Residential/Parkland/Institutional property use

Recommended Tax Base Year: 2008

Building Permit Approval Date: January 25, 2006

Assessment (2008): \$159,000

Assessment (2012): \$4,377,000

Tax Increment: \$4,377,000 – \$159,000 = \$4,218,000

Estimated Eligible Costs (C.I.P.): \$1,621,938

Estimated 1st Year Property Taxes Rebated (based on 2012 property tax rates):

\$70,160 (\$30,389-City, \$39,771-Region [subject to Regional Approval])

Estimated 1st Year Property Taxes Retained (based on 2012 property tax rates):

\$17,540 (\$7,597-City, \$9,943-Region)

B.T.I.G.P. commencement date: no later than 2015 (three years after the execution of the agreement)

Address: 343 Glendale Avenue – Sobeys

Location: North side of Glendale Avenue, west of Merritt Street (see Appendix “_”)

Owner: Crombie Property Holdings Limited

Date of Application (modified application): October 21, 2011

Property Size: 10.25 acres +/-, 4.15 (ha) +/-

Official (Garden City) Plan designation: Mixed Commercial Residential

Proposed Redevelopment: Retail plaza which has been constructed.

Remediation: Record of Site Condition filed and acknowledged by the Ministry of the Environment on September 30, 2004; filed as a “Table 3 full depth generic with non-potable water, fine grain soils for industrial/commercial/community use.”

Recommended Tax Base Year: 2008 Based on the time between approval of the first Building Permit and its status today.

Building Permit Approval Date: February 4, 2009

Assessment (2008): \$1,965,000

Assessment (2010): \$14,677,713

Actual Tax Increment: \$12,712,713

Estimated Eligible Costs (C.I.P.): \$12,353,274

Actual 1st Year Property Taxes Rebated (2010 property taxes levied): \$211,455
(\$91,590-City, \$119,865-Region [subject to Regional Approval])

Actual 1st Year Property Taxes Retained (2012 property taxes levied): \$52,864
(\$22,898-City, \$29,966-Region)

B.T.I.G.P. commencement date: 2011 (first grant payment in 2012, subject to Council Approval of this report)

Address: 344 Glendale Avenue (formerly 350 Glendale Avenue) – The Keg Site

Location: South side of Glendale Avenue, west of Merritt Street (see Appendix “_”)

Owner: 344 Glendale Avenue GP Inc.

C.I.P. Applications: - Brownfield Tax Increment Based Incentive Grant Program
- Municipal Application and Permit Fees Refund Program

Date of Complete Application (modified application): October 12, 2011

Related Planning Applications: Site Plan Agreement - \$1000.00

Minor Variance - \$500.00 for

Building Permit - \$10,738.05 for

Property Size: 1.79 (ha) +/-, 4.4 acres +/-

Official (Garden City) Plan designation: Mixed Commercial Residential

Proposed Redevelopment: Retail plaza nearing completion of development

Remediation: Record of Site Condition – June 30, 2011; Land Use – Commercial; Full Depth Site Conditions Standard with Nonpotable Ground Water, Coarse Textured Soil, for Industrial/Commercial/Community property use

Recommended Tax Base Year: 2010 Based on the time between when the property was acquired and its status today

Building Permit Approval Date: March 14, 2011

Assessment (2010):

- 344 Glendale Avenue (separate parcel – Keg Restaurant): \$1,137,501
- Formerly 350 Glendale Avenue (vacant property, east of Keg Restaurant): \$17,600
- Combined Assessment: \$1,155,101

Municipal Property Assessment Corporation Estimated Assessment (combined properties): \$7,912,000

Estimated Tax Increment: \$7,912,000 - \$1,155,101 = \$6,756,898

Estimated Eligible Costs (C.I.P.): \$4,615,387

Estimated 1st Year Property Taxes Rebated (based on 2012 property tax rates):

\$120,586 (\$56,877-City, \$63,709-Region [subject to Regional Approval])

Estimated 1st Year Property Taxes Retained (based on 2012 property tax rates):

\$30,146 (\$14,219-City, \$15,927-Region)

B.T.I.G.P. commencement date: no later than 2015 (three years after the execution of the agreement and the receipt of Supplemental Assessment by the Municipal Property Assessment Corporation)

No funds will be advanced to the owner (or re-directed) until new taxes are generated based on a Supplemental Assessment from MPAC.

Location: Former Domtar Properties

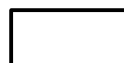
File #: 60.32.539, Vol. 2, 60.32.585, 60.32.600



LOCATION PLAN



- Original Property Acquisition



- Developable Land



Corporate Report

Report from Financial Management Services, Accounting

Date of Report: November 26, 2012 **Date of Meeting:** December 10, 2012

Report Number: TES-674-2012 **File:** 18.20.199, 18.45.250

Subject: Asset Management and Sustainable Infrastructure Funding

Recommendation

That Council receive the report from Financial Management Services regarding Asset Management and Sustainable Infrastructure Funding for information purposes and for referral to the Budget Committee; and

That Council direct staff to complete a comprehensive asset management plan prior to December 31, 2013. FORTHWITH

Summary

This report is intended to provide rationale and preliminary considerations for the development of a comprehensive asset management plan that will address increasing demands associated with municipal infrastructure financing, operations and maintenance. This report also details work that has been completed as the foundation for a comprehensive asset management, including defining local infrastructure needs and establishing a framework for the asset management plan.

A comprehensive asset management plan will help the City address the local infrastructure deficit, advance priorities stated in the City of St. Catharines Sustainability Strategy and improve eligibility for funding through the Ontario Ministry of Infrastructure's Municipal Infrastructure Strategy.

Background

At the meeting of February 27, 2012, Councillor Siscoe requested that staff report on the City's plan to achieve sustainable funding for our infrastructure as outlined in the report regarding the Early Budget and Approval of Proposed 2012 Construction Programs funded by 2012 Operating Budget, 2012 Capital Budget and 2012 Water/Wastewater Budget.

During the development of the City of St. Catharines Sustainability Strategy, "Tending the Garden City," input from Councillors, City staff and over 400 residents, businesses and community groups identified the local infrastructure deficit as one of the greatest challenges to the sustainability of St. Catharines in coming decades.

Recognizing the importance of sustainable infrastructure to the future prosperity of St. Catharines, the Sustainability Strategy, approved in August 2011, establishes the following goal:

“St. Catharines will become a community where long-term planning and effective resource allocation achieves a quality built environment.”

The development of a comprehensive asset management plan will directly advance six of the ten municipal priority areas stated in the Sustainability Strategy:

- **Asset management**
- Establishment of a **multi-modal transportation network**, by ensuring roads, sidewalks, trails and other transportation networks are funded to appropriate levels
- Creating **compact, livable neighbourhoods** by increasing our understanding of the relationship between density and infrastructure resources
- **Emergency management**, by identifying and ensuring appropriate resources for maintenance of critical infrastructure
- Developing **efficient buildings**, recognizing 44 per cent of corporate greenhouse gas emissions are generated by municipal facilities
- **Water protection and conservation**, through sustained support for pollution control and separation of combined sewer systems

In time, corporate asset management will be expanded to account for a broader infrastructure complement that includes the urban forest, heritage and cultural resources.

On August 16, 2012 the Ontario Ministry of Infrastructure announced the first phase of the Municipal Infrastructure Strategy comprising \$51 million over two years to fund infrastructure repairs that have been identified as priorities in asset management plans. The application process for this funding is now open. In order to be eligible for provincial funding, municipalities must either have a detailed asset management plan in place or be committed to completing one prior to December 31, 2013.

Report

This report describes status of work completed as the foundation for a comprehensive asset management plan. In particular, staff have undertaken work to: better understand local infrastructure needs; and, build a framework for a comprehensive asset management plan.

Understanding Local Infrastructure Needs

As in other Canadian communities, aging infrastructure in St. Catharines places tremendous burden on municipal resources. Current spending levels for roads, storm and sanitary sewers, waterworks and facilities will not maintain acceptable service on a long-term basis. While addressing significant community needs, the

recent addition of large projects such as the Carlisle Street Parking Garage, Aquatics Centre, future Performing Arts Centre and future Spectator Facility have increased demands associated with the City's infrastructure financing, operations and maintenance.

Staff has identified a range of infrastructure demands associated with: replacement of current assets; infrastructure upgrades; new facilities; and expanded infrastructure categories. These demands are described further below.

Replacement of Current Assets

Over the past ten months, staff undertook preliminary analysis of municipal infrastructure assets under various categories including facilities, traffic signals, streetlights, roads, water distribution, sidewalks, wastewater collection, storm sewers, and pollution control to estimate current municipal infrastructure needs in the City.

Based on the preliminary analysis, staff estimates an annual funding shortfall in the range of \$10 - \$12 million per year. This is a preliminary estimate only and further analysis is required. Details of the required funding levels for each asset type are provided in Appendix "1". In general, the traditional infrastructure categories have been funded at levels close to sustainable levels. However, asset categories such as City facilities and water/wastewater assets require increased funding on an annual basis.

In addition to the estimated current annual shortfall, a shortfall from previous years has accumulated over time. Without a comprehensive asset management plan in place the infrastructure backlog will continue to increase.

Infrastructure Upgrades

In addition to infrastructure demands associated with replacement of existing assets there are a number of upgrades that are required to carry out Council priorities, address current regulatory guidelines, or enhance services. These demands are over and above maintaining or replacing existing assets and examples of these upgrades include:

- Facility improvements to improve energy consumption
- Facility enhancements such as additional washrooms and enhanced lighting at sports fields
- Streetlight replacement/conversion to LED technology
- Combined sewer separation
- New sidewalks
- Pollution Control improvements

While the current asset management project is focusing on existing infrastructure, these infrastructure upgrades will be the subject of future reports to Council and included in subsequent phases of the asset management project.

New Municipal Facilities

There are several large-scale infrastructure projects that have been recently completed or are underway that will increase demands on municipal resources over the next 25 to 30 years. These projects include:

- Carlisle Street Parking Garage
- Kiwanis Aquatics Centre
- Performing Arts Centre
- Spectator Facility
- Fire Station No. 4

Taken together, these projects represent \$160 million in new infrastructure assets for the City. Given that these projects have been undertaken in the same time period, careful attention will be required for ongoing operation and maintenance in order to avoid significant lifecycle costs associated with these facilities.

Expanded Infrastructure Categories

While the City has demonstrated success in maintaining traditional infrastructure networks, such as roads, bridges, water and wastewater, expanded definitions of infrastructure are prompting staff to investigate implications associated with other municipal infrastructure such as urban forestry management, green infrastructure, cultural and heritage resources. Staff is still in the process of identifying and quantifying this infrastructure before a plan to manage these assets can be developed. It is anticipated that this expanded approach to infrastructure management will require significant financial resources.

Framework for an Asset Management Plan

On August 16, 2012 the Ontario Ministry of Infrastructure announced the first phase of the Municipal Infrastructure Strategy comprising \$51 million over two years to fund infrastructure repairs that have been identified as priorities in municipal asset management plans. The application process for this funding is now open. In order to be eligible for provincial funding, municipalities must either have a comprehensive asset management plan in place or be committed to completing one prior to December 31, 2013.

Using the components mandated by the Ontario Ministry of Infrastructure, staff have developed a framework for completing a comprehensive asset management plan. These components, and current status of work completed, are described below.

State of Local Infrastructure

The section of the plan is a basic inventory of the assets currently being managed by the City and includes the following:

- asset types and their related quantities
- valuation of the asset types, both historical costs (and related depreciation) as well as replacement cost valuation
- average age of the assets as a proportion of expected useful life

- Asset condition according to standard engineering practices.

Presently, staff have completed the first three steps for the majority of asset types. The fourth step, condition assessments, is complete for a number of asset types but will be required for all types to properly complete the asset management plan. Appendix “1” contains further specifics by asset type.

Desired Levels of Service

This section will detail, using specific performance measures, the targets for service for each of the asset types. As an example, for watermain, it will define how many breaks per 100km per year are acceptable. It will also detail the current performance achieved from the assets and how performance is expected to change over the planning period. While the City has general service level criteria for the majority of asset types, further refinement of these service levels and associated performance measures is necessary. Appendix “1” provides the present service levels where applicable.

Asset Management Strategy

This section of the plan will detail the actions that are necessary for the desired levels of service to be achieved. This may include, for example:

- Actions to lower costs or extend asset life
- Regular maintenance activities
- Preferred rehabilitation activities
- Proper disposal activities once an asset has reached the end of its useful life
- Expansion possibilities applicable
- Procurement methods to ensure the most efficient allocation of resources

Included, as part of the actions, will be an overview of the risks associated with the strategies.

Financing Strategy

A long-term financial plan is critical for the success of the asset management plan. The current funding level for the asset management is not sufficient to sustain local infrastructure. The financial plan will integrate the asset management planning with the City’s financial planning and budgeting processes, utilizing all available infrastructure financing tools. The financial plan will provide yearly expenditure forecasts for the actions described above. Actual expenditures from previous years will be included for comparison purposes. The impact of any funding shortfalls will be discussed including necessary risk management strategies. Ten years is considered a minimum timeframe for the financing strategy.

While the above efforts have increased our understanding of local infrastructure needs and mobilized staff to address shortfalls, there is much more work to be done to build an effective comprehensive asset management plan and meet the funding requirements of the Ontario Ministry of Infrastructure.

Financial Implications

When completed, the comprehensive asset management plan will map allocation of resources and activities to be undertaken in the future to address the City's infrastructure demands. These demands will be addressed through the long-term financial strategy and will include increasing funding through operations and debt, and consideration of asset divestment in order to redirect funds.

In the short term, the development and ongoing success of the asset management plan will require an integrated knowledge base and decision-making tools. Staff is currently researching available asset management solutions. Funds have been provided in previous budgets for the first phase of this asset management solution and an additional \$100,000 has been included in the 2013 expenditure submission.

Conclusion

While the City has made significant gains in developing an asset inventory and condition assessment through recent implementation of Fixed Asset Accounting and compliance with PSAB principles, the corporation's approach will be more sustainable if asset management is part of a comprehensive system that includes: standard maintenance and rehabilitation policies; lifecycle cost/benefit analyses; integration of infrastructure decisions within larger strategic, community and land-use goals; use of proven innovative, adaptable technology; and, monitoring and performance measurement. The objective of a comprehensive asset management plan is to bring the corporation closer to this model.

Prepared by:

Erin O'Hoski
Corporate Planning Officer

Approved by:

Shelley Chemnitz
Director, Financial Management Services

ASSET CATEGORY	DESCRIPTION	INVENTORY	ANTICIPATED ASSET LIFE CYCLE	INTEGRATION WITH OTHER ASSET REPLACEMENT	REHABILITATION & REPLACEMENT CRITERIA	REHABILITATION & REPLACEMENT STRATEGIES	LIFE CYCLE CONSEQUENCES	AVERAGE ANNUAL COST REQUIREMENTS FOR NEXT 10 YRS
Financial Management Services, Accounting	Facilities, consisting of Buildings and Land Improvements.	160 Buildings ranging from storage sheds to parking structures.		Some opportunities exist in conjunction with land improvements when building replacement is being considered. (eg: replacement building – replacement walkways and parking areas)	Criteria vary depending on asset subclass, ie: building envelope, electrical or mechanical.	To systematically rehabilitate and replace structures to create a low maintenance inventory which are in compliance with Ontario Building Code standards, with energy efficiency rates meeting the City's Energy Plan, being fully accessible as defined by the Ontarians with Disabilities Act (2001) by 2025 and meet or exceed Facility Accessible Design Standards (FADS).	Short term - increase operating costs through increase emergency maintenance and increased service interruptions or temporary facility closures.	\$7,500,000
	These assets are grouped together for Financial Reporting purposes.	Land improvements encompasses a diverse range of assets including: outdoor pools, splash pads, play structures, paths and multi-use trails, irrigation systems, fencing, turf field, ponds, landscaping, park amenities, fuel systems, parking lots, sports lights, water course improvements.	The life cycle for these assets ranges from 10-75 years. Generally, the land improvements have shorter life cycles than the facilities.	Within own asset class, re: building envelope, electrical or mechanical replacements are integrated with one another	Generally criteria include exceeding service life, increasing maintenance rates or costs, and work needed to meet current legislative requirements (health and safety, TSSA, etc.)	Heritage Buildings have an added requirement that all rehabilitation or replacement is sympathetic to the historical designations of each building.	Long term - closure of facilities, not meeting legislative requirements	
Traffic Control Signals	For the purposes of an asset management plan they will be separated due to their varying life cycles and rehabilitation or replacement criteria				Water course improvement criteria include erosion rate, bank stability, risk assessment of private facilities and municipal infrastructure; maintenance of 100 year flood plains, stream water quality and remove barriers to fish migration	Watercourse improvements shall follow Natural Channel design standards as defined by Ministry of Natural Resources		\$180,000
	Traffic Control Signals	44 Traffic Control Signals 7 Pedestrian Priority Signals	The life cycle for traffic signals is approximately 25 years.	Some opportunities exist in conjunction with planned road reconstruction and rehabilitation projects.	Traffic control signals require rehabilitation or replacement when equipment failure rates reduce the reliability of the device, in response to changing traffic patterns or to comply with new standards/codes governing construction, maintenance and operation. Priorities are based on annual reviews.	Prevailing conditions and annual reviews will determine if a traffic control signal requires full or partial replacement. A number of preventative maintenance strategies are used to extend the life of the asset (generally performed annually).	Decreased reliability resulting in delays to road users and possible safety concerns. Expensive emergency repairs.	
Streetslights			The life cycle of a streetlight system varies based on the components used however 30 years is not uncommon (longer is possible).	Some opportunities exist in conjunction with planned road reconstruction and rehabilitation projects.	Streetlight systems require rehabilitation or replacement when equipment failure rates or deterioration reduce reliability.	Prevailing conditions and annual reviews will determine if a streetlight requires full or partial replacement.	Decreased reliability results in safety concerns for road users.	\$257,800
	Streetslights	14,900 Streetslights	Provided the system sustains minimal damage, components such as poles, arms, wiring and the fixture housing will last the life of the system. Lamps are replaced on a 5 year rotating schedule and other components such as photocells and ballasts are replaced as needed.		Utility conflicts and road upgrades may also trigger the need for new streetlighting as well compliance with new standards/codes governing construction, maintenance and operation. Priorities are based on annual reviews.	A number of preventative maintenance strategies are used to extend the life of the asset (generally performed annually). A strategy to replace the current High Pressure Sodium (HPS) fixtures over the next 10 years with LED fixtures is being considered.	Expensive emergency repairs.	
Roads	Asphalt and Concrete Roads	565 km of Paved Roadway (1,135 paved lane km)	The lifecycle of a road depends on traffic and surface materials. Resurfacing is typically required after 10-15 years with complete road reconstruction after 30 years for asphalt roads and 55 for concrete roads.	Sidewalk replacements, underground utilities replacements including watermain and water services, storm sewers, sanitary sewer and sewer laterals.	The goal is to maintain an average Pavement Condition Rating (PCR) of 75 out of 100. Meet or exceed Minimum Maintenance standards (Ont Reg. 239/02)	Use a mixture of resurfacing and reconstruction options together with regular minor maintenance (patching, shouldering, concrete base repairs)	Decrease road rideability, increase emergency maintenance, increased private claims for damages, slower winter control operations.	\$9,500,000

ASSET CATEGORY	DESCRIPTION	INVENTORY	ANTICIPATED ASSET LIFE CYCLE	INTEGRATION WITH OTHER ASSET REPLACEMENT	REHABILITATION & REPLACEMENT CRITERIA	REHABILITATION & REPLACEMENT STRATEGIES	LIFE CYCLE CONSEQUENCES	AVERAGE ANNUAL COST REQUIREMENTS FOR NEXT 10 YRS
Financial Management Services, Accounting	Concrete and asphalt Sidewalks and trails	590 km of sidewalk (incl. walkways)	Average service life 30 years	Coordinated with Road reconstruction and other underground works.	Sidewalks are replaced when block to-block sections of sidewalk reach a 50% deficiency mark otherwise individual panels or short sections are repaired individually.	Meet or exceed Minimum Maintenance Standards (MMS) - (Ont Reg. 239/02), and meet or exceed FADs standards for width and grades.	May not meet MMS standards or FADs standards, increased exposure to liability due to accident claims by users.	\$500,000
Bridges	Road Bridges, major road crossing culverts and pedestrian bridges	26 Vehicular Bridges 9 Culverts 38 Pedestrian Bridges	Average service life of 30-50 years depending on the nature of the structure	They are typically replaced on their own with minor repairs to other assets. Major upgrades integrated with Roads	Replacement would occur if the rehabilitation costs are more than 50% of the replacement cost or if needs require a larger structural concerns. Bridges and culverts are inspected bi-annually, with the latest inspection being in 2012	Maintain Bridges and Large Culverts to minimum Ontario Bridge Code standards for designated use. Capacity requirements for vehicular bridges determined by Transportation Master Plans or area specific traffic studies. Culvert capacity shall meet 2008 MTO Highway Drainage Design Standards or as determined by Watershed Master Plans to prevent flooding	Increased annual maintenance costs, increased deferred costs or ultimately resulting in structural failure. Depending on what is being carried by a structure or what is under it, the structural failure will result in varying consequences.	\$915,300
Water	Watermain Distribution System, including valves, hydrants, meters and services within the road allowance	620 km of watermain, encompassing Hydrants, valves and valve chambers. Approximately 45,000 services plus fire services and meters.	Average service life of 75 years for new watermain installations	Coordinate with roadworks, sidewalk replacement, and underground utilities (sewers, water and sewer services)	A priority matrix consisting of time weighted watermain break frequency rates, pipe material, fire flows, pipe age, water quality concerns and coordination with other works. Undersized and metallic water services are generally replaced in conjunction with watermain replacement. Lead services are also replaced when water quality testing identifies that the MOE drinking water quality level for Lead has been exceeded.	To undertake any actions necessary to retain City's MOE Drinking Water Licence and Drinking Water Permit as such permit and licence are required to operate the drinking water system. To reduce 10 year average annual break rates, to address areas of coloured water complaints, to maintain fire flow rates in accordance with Fire Underwriters' standards, to maintain the average annual cost of the waterworks system to less than the Canadian Benchmarking average	Decreased system reliability as break rates increase. Increased coloured water complaints from older cast iron watermain. Increased exposure to liability due to potential property damage from watermain breaks.	\$11,185,000
Waste Water	Waste Water Collection System including sanitary sewers, combined sewers and services within the road allowance	566 km Sanitary and Combined Sewer mains Approximately 45,000 sanitary private drains	Average service life of 75 years for new sewer installations	Coordinate with roadworks, sidewalk replacement, and underground utilities (storm sewers, water and sewer services). Sewer services are coordinated with sanitary and or storm sewer replacement and to a lesser extent with roadworks, and watermain and water service replacements.	A priority basis set from the results of CCTV inspection reports, basement flooding reports, and capacity analysis. Where services are coordinated with sewer replacement, then private drain replacement or rehab based on the result of CCTV inspection during construction. Independent replacement based on basement flooding investigation or area specific investigations.	To have a sewer system meeting minimum MOE Design guideline criteria, MOE Certificates of Approval, and reduce the probability of basement sewer backups. In areas originally constructed with combined sewers, to have a sewer system which meets the MOE Procedure F-5-5 guidelines for 90% wet weather control and reduces the probability of basement sewer backups.	Increased sewer failures resulting in increased probability of basement sewage back-ups or illegal dry weather discharge to the natural environment via existing combined sewer overflows (CSO's). Increased exposure to liability due to basement sewage back-ups.	\$4,020,000

ASSET CATEGORY	DESCRIPTION	INVENTORY	ANTICIPATED ASSET LIFE CYCLE	INTEGRATION WITH OTHER ASSET REPLACEMENT	REHABILITATION & REPLACEMENT CRITERIA	REHABILITATION & REPLACEMENT STRATEGIES	LIFE CYCLE CONSEQUENCES	AVERAGE ANNUAL COST REQUIREMENTS FOR NEXT 10 YRS
Financial Management Services, Accounting	Storm Drainage System including separated storm sewers and outlets	348 km of storm sewers including catchbasins and outlets	Average service life of 75 years for new storm sewer installations	Coordinate with roadworks, sidewalk replacement, and underground utilities (sewers, water services and sewer services)	<p>A priority basis from the results of CCTV inspection reports, surface and basement flooding reports, and capacity analysis.</p> <p>Storm sewer shall be replaced if Peak storm flow / pipe capacity is greater than 100% of pipe capacity, and combined sewers shall be separated if Peak storm flow / pipe capacity exceeds more than 150% of pipe capacity, with priority to areas with recent basement flooding, sewage overflow or surface flooding issues.</p>	<p>In fully separated areas, to have a separated sewer system meeting minimum MOE Design guideline criteria, with capacity for the City's 5 year design storm and matching overland flow routes.</p> <p>In areas of combined sewers to have a storm relief sewer system which meets minimum MOE Design guideline criteria, with capacity for the City's 5 year design storm and to remaining dry weather sewer systems meets MOE Procedure F-5-5 for 90% wet weather control.</p> <p>The strategy for both systems is to reduce the probability of property damage due to surface flooding or sewer failures or capacity restrictions leading to basement sewer backups.</p>	<p>In increased probability of basement sewage back-ups, surface flooding or illegal dry weather discharge to the natural environment via existing combined sewer overflows (CSOs).</p> <p>Increased exposure to liability due to basement sewage back-ups.</p>	\$3,907,000
Pollution Control	Pollution Control Facilities	<p>7 CSO Storage Facilities including off line and in line tanks, control mechanisms, pumps, monitoring equipment, etc.</p> <p>Existing Pollution Control Facilities are relatively new</p>	The life cycle for these assets can range from 15-40 years	<p>New or upgraded installations may be coordinated with combined sewer analysis and sewer separation projects.</p> <p>Installation may trigger land development as often located in City owned lands.</p>	<p>Existing Overall Facility Criteria - to meet MOE Certificates of Approval conditions and structural condition surveys.</p> <p>Criteria for electrical or mechanical include exceeding service life, increasing maintenance rates or costs and work needed to meet current legislative requirements (health and safety, TSSA, etc.)</p>	<p>For existing storage facilities: To fulfill relevant MOE requirements.</p>	<p>Existing Storage Facilities: failure may result in increased discharge of combined sewage to the natural environment or increase sewer back-ups depending on the nature and location of the specific failure.</p>	\$18,000



Corporate Report

Report from Corporate Support Services, Clerks

Date of Report: November 12, 2012 **Date of Meeting:** November 26, 2012

Report Number: CSS-656-2012 **File:** 10.12.35

Subject: 2013 Schedule of Council Meetings

Recommendation

That Council approve the 2013 schedule of meetings as outlined in the report; and

That the City Solicitor be directed to make the necessary changes to the Procedural By-law. FORTHWITH

Summary

This report provides Council with a schedule of the 2013 bi-weekly General Committee and Council meetings.

Background

City Council, at its meeting of January 23, 2012, approved a schedule of City Council and General Committee meetings to be held bi-weekly from September to December 2012 on a trial basis. This was tacked on to the regular Council bi-weekly summer schedule for six months of bi-weekly meetings. Staff was directed to provide a follow up report to Council.

Report

To date, bi-weekly meetings have occurred since July 2012. There has been little feedback relative to the bi-weekly schedule and this trial and the business of Council has proceeded in a timely manner. This report recommends that Council continue to meet primarily on a bi-weekly basis. Meeting bi-weekly allows for two meetings per month. There are a couple of months where holidays, budget requirements and other events make keeping to a strict bi-weekly schedule difficult. Therefore, it is recommended by staff that Council hold 26 meetings in the year. In order to do so, staff has added an extra meeting date to be held in the months of February and April, and there are three occasions (February 4 and 11; February 25 and March 4; and April 22 and 29) where meetings will take place one week apart.

The proposed 2013 Schedule of Meetings calendar is attached as Appendix "1" and can be used as a reference. This calendar lists all the meetings as well as holidays

and the 2013 AMO Conference for Council's information and planning. The proposed Council meeting dates are as follows:

January 7, 2013	July 8, 2013
January 21, 2013	July 22, 2013
February 4, 2013	August 12, 2013
February 11, 2013	August 26, 2013
February 25, 2013	
March 4, 2013	September 9, 2013
March 18, 2013	September 23, 2013
April 8, 2013	October 7, 2013
April 22, 2013	October 21, 2013
April 29, 2013	
May 13, 2013	November 4, 2013
May 27, 2013	November 18, 2013
June 10, 2013	December 2, 2013
June 24, 2013	December 16, 2013

Section B11 in Council's procedural by-law allows the Mayor to summon a Special Meeting at any time with the appropriate support of Council should any issues arise that need immediate attention throughout the year.

Financial Implications

Not applicable.

Conclusion

That the City of St. Catharines continue to meet on a bi-weekly basis and that the schedule attached be approved for 2013.

Submitted by:

Bonnie Nistico-Dunk, City Clerk

Prepared by:

Susan Dods, Clerks Service Leader

Approved by:

Dan Carnegie, Deputy CAO/Director Corporate Support Services

... City of St. Catharines

Agenda Item 3.5

2013

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 New Year's Day Statutory Holiday	2	3	4	5
6	7 Council Meeting	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Council Meeting	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 Council Meeting	5	6	7	8	9
10	11 Council Meeting	12	13	14	15	16
17	18 Family Day Statutory Holiday	19	20	21	22	23
24	25 Council Meeting	26	27	28	1	2
3	4	5	6	7	8	9

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
3	4 Council Meeting	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Council Meeting	19	20	21	22	23
24	25	26	27	28	29 Good Friday Statutory Holiday	30
31	1	2	3	4	5	6

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Easter Monday (not stat. holiday)	2	3	4	5	6
7	8 Council Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Council Meeting	23	24	25	26	27
28	29 Council Meeting	30	1	2	3	4
5	6	7	8	9	10	11

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13 Council Meeting	14	15	16	17	18
19	20 Victoria Day Statutory Holiday	21	22	23	24	25
26	27 Council Meeting	28	29	30	31	1
2	3	4	5	6	7	8

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 Council Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Council Meeting	25	26	27	28	29
30	1	2	3	4	5	6

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Canada Day Statutory Holiday	2	3	4	5	6
7	8 Council Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Council Meeting	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 Civic Holiday Statutory Holiday	6	7	8	9	10
11	12 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Council Meeting	27	28	29	30	31
1	2	3	4	5	6	7

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day Statutory Holiday	3	4	5	6	7
8	9 Council Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Council Meeting	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7 Council Meeting	8	9	10	11	12
13	14 Thanksgiving Day Statutory Holiday	15	16	17	18	19
20	21 Council Meeting	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 Council Meeting	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Council Meeting	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Council Meeting	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Council Meeting	17	18	19	20	21
22	23	24	25 Christmas Day Statutory Holiday	26 Boxing Day Statutory Holiday	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11



Corporate Report

Report from Ad Hoc Budget Review Committee

Date of Report: November 13, 2012 **Date of Meeting:** December 10, 2012

Report Number: FMS-641-2012 **File:** 10.57.28

Subject: 2013 Schedule of Rates and Fees

Recommendation

That Council approve the 2013 Schedule of Rates and Fees; and

That the City Clerk be directed to maintain the list of Rates and Fees for public inspection in the Corporate Support Services department; and

Further, that the City Solicitor be directed to prepare the necessary by-laws.
FORTHWITH

Background

The City has established user fees to charge the person using the service a share of the cost of providing the service. The use of the service is at the option of the individual. The amount the user pays is a function of the amount of service used. The level of use of service is controlled by the user.

City Council, at its October 3, 2005 Strategic and Corporate Planning meeting, delegated the review of the Schedule of Rates and Fees to the Ad Hoc Budget Review Committee.

City Council, at its May 9, 2011 General Council meeting, moved that the Rates and Fees be presented for consideration and approval of Council prior to January 1 each year.

Report

The Ad Hoc Budget Review Committee has reviewed the 2013 Schedule of Rates and Fees and recommends their approval (see Appendix "1" attached).

Prior to the passing of a fee or a charge by-law, public notice must be given and a public meeting held. The following process will be followed:

- a. This report was prepared establishing a public meeting date giving a minimum of 7 days notice

- b. A copy of the Proposed Rates and Fees is made available in Corporate Support Services – Clerks. In addition, a copy of the Proposed Rates and Fees was placed on the City's website.
- c. Additional information is available by contacting Financial Management Services.
- d. Those persons wishing to be heard at the public meeting, at which the Rates and Fees proposed by-law is intended to be passed, shall apply in writing to the City Clerk before the commencement of the meeting.

Financial Implications

The approval of the 2013 Rates and Fees ensures the ability to provide essential services while ensuring maintenance of infrastructure.

Submitted by:

Ad Hoc Budget Committee

Prepared by:

Shelley Chemnitz, C.A., Treasurer/Director
Financial Management Services

Approved by:

Shelley Chemnitz, C.A., Treasurer/Director
Financial Management Services

... **SCHEDULE A**
2012 SCHEDULE OF RATES AND FEES

Agenda Item 3.6
2013 Schedule of Rates and Fees

1

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Corporate Support Services						
Burial Permits	17.70	2.30	20.00	20.00		20.00
City Documents- Photocopies						
By-laws, Deeds, Agreements						
1-3 pages	2.04	0.26	2.30			
1-3 pages (certified)	2.97	0.39	3.36	3.01	0.39	3.40
4-6 pages	2.97	0.39	3.36	3.01	0.39	3.40
4-6 pages (certified)	3.85	0.50	4.35			
7-10 pages	3.85	0.50	4.35			
7-10 pages (certified)	4.74	0.62	5.36	5.00	0.65	5.65
over 10 pages	4.74	0.62	5.36	5.00	0.65	5.65
over 10 pages (certified)	5.89	0.77	6.66	6.50	0.85	7.35
Condominium Agreement (Executed)	4.74	0.62	5.36	5.00	0.65	5.65
Election Poll by Poll Results	50.00		50.00			
Freedom of Information (Municipal) and Protection to Privacy Act:						
Application Fee	5.00		5.00			
photocopies - per page	0.20		0.20			
manual search each 15 minutes	7.50		7.50			
preparing a record for disclosure each 15 minutes	7.50		7.50			
Minutes of Council & Standing Committee- annual - in advance	66.37	8.63	75.00			
DVD of Minutes of Council & Standing Committees	8.85	1.15	10.00			
Minutes of Council or Committees						
per extract	0.93	0.12	1.05			
per extract (certified)	2.04	0.26	2.30			
Minutes or Reports - complete	2.97	0.39	3.36	3.01	0.39	3.40
- completed and certified	4.74	0.62	5.36	5.00	0.65	5.65
Photocopies - miscellaneous	0.33	0.04	0.37	0.31	0.04	0.35
Site Plan Agreement (Executed)	4.74	0.62	5.36	5.00	0.65	5.65
Subdivision Agreement (Executed)	4.74	0.62	5.36	5.00	0.65	5.65
Voter's List - individual	10.00		10.00			
- Set (All Wards)	60.00		60.00			
Ward and Poll Maps - Election - City Wide	4.82	0.63	5.45			
Ward	1.94	0.25	2.19	1.95	0.25	2.20
Zoning Area By-law with maps	5.00		5.00			
Zoning Area By-law Map certified	7.00		7.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
CODE OF CONDUCT FEE (Processing)	35.00		35.00			
COMMISSIONING OF DOCUMENTS						
Initialing and/or Sealing and/or Signing only of document fully completed condition	13.27	1.73	15.00			
Senior Pension Forms & Student OSAP Forms	NO CHARGE					
Certified Copy of Document	10.48	1.36	11.84	13.27	1.73	15.00
DOG LICENCE MUST BE OBTAINED FROM THE FINANCIAL MANAGEMENT SERVICES						
DOG LICENCES - Spayed or neutered	25.00		25.00			
- each additional spayed or neutered (maximum 3 per household)	25.00		25.00			
Dogs under 6 months old	25.00		25.00			
Male/Female Dog	45.00		45.00			
- each additional male/female dog (maximum 3 per household)	50.00		50.00			
Late Fee (Purchase After January 31)	10.00		10.00			
Licences for new residents (after June 30th) and dogs acquired after June 30 (proof required)						
spayed or neutered	12.00		12.00			
- each addition spayed/neutered	12.00		12.00			
male/female dog	22.00		22.00			
- each additional dog	25.00		25.00			
Kennel Owner - Registered with Canadian Kennel Club	100.00		100.00			
Replacement Dog Tags	1.00		1.00			
GENERAL BUSINESS LICENCES						
Adult Entertainment Parlour - Owner	3,200.00		3,200.00	4,000.00		4,000.00
- Operator	1,100.00		1,100.00			
Amusement arcade per sq.ft. gross usable floor area	0.50		0.50			
Auctioneer	50.00		50.00			
Body Rub Parlour: Owner who does not operate his own parlour OR owner operates own parlour	3,100.00		3,100.00	4,000.00		4,000.00
Operator	110.00		110.00			
Person other than a licensed owner or operator performing, offering, soliciting or making available body rubs in or at a parlour	110.00		110.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Business Licence Compliance Letter	15.00		15.00			
Business Licence Refund Fee	30.00		30.00			
Drive-in Theatre	175.00		175.00			
Hawkers and Peddlers						
- Resident, per year, per location	200.00		200.00			
PLUS Agreement Fee to a maximum charge of two locations; Agreement Fee to be applied in instances where a licence is issued involving use of a municipal sidewalk or road allowance.						
- per location per square foot	15.00		15.00			
- minimum fee	500.00		500.00			
- Non-resident, per year, per location	615.00		615.00			
PLUS Agreement Fee to a maximum charge of two locations; Agreement Fee to be applied in instances where a licence is issued involving the use of a municipal sidewalk or road allowance.						
- per location per square foot	15.00		15.00			
- minimum fee	500.00		500.00			
Licensed (SOP) event/tournament - per hour	40.00		40.00			
- per day (8:00 a.m. - 11:00 p.m.)	100.00		100.00			
Master Plumber - New Licence	77.00		77.00			
Master Plumber - Renewal	51.00		51.00	55.00		55.00
Master Plumber/Plumbing Contractor - New Licence	77.00		77.00			
Master Plumber/Plumbing Contractor - Renewal	51.00		51.00	55.00		55.00
Niagara Grape & Wine Festival						
- Resident in authorized location along grande parade route	55.00		55.00			
- Non-resident in authorized location along grande parade route	110.00		110.00			
Public hall	155.00		155.00			
Non-profit or charitable	116.00		116.00			
Refreshment Stand/Booth/Place	140.00		140.00			
Restaurant - Inspection regardless of number of tables	140.00		140.00			
Second Level Lodging Houses	200.00		200.00			
Theatre - Per Screen	175.00		175.00			
Transfer fee	10.00		10.00			
LOTTERY LICENCES						
Lottery Approval Fee	30.00		30.00			
Raffles						
Prize not exceeding \$500	5.00		5.00			
Prize exceeding \$500 under \$50,000						
Lottery at bazaar - each time	5.00		5.00			

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2012 SCHEDULE OF RATES AND FEES**PROPOSED**

4

Agenda Item 3.6**2012 Rates and Fees****2013 Rates and Fees**

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Bazaar Wheel - per day - per wheel	5.00		5.00			
Break Open Lottery Tickets (per box) - Regular						
Bingo - 3% of actual prize payout						
Marriage Licences	125.00		125.00			
CIVIL MARRIAGE CEREMONY	NEW			265.49	34.51	300.00
MEETING ROOM RENTAL - CITY HALL	33.33	4.33	37.66	35.40	4.60	40.00

2012 Rates and Fees

2013 Rates and Fees

DESCRIPTION

FEE

HST

13%

TOTAL

FEE

HST

13%

TOTAL

Economic Development & Tourism Services

MARKET SQUARE

Daily Rate	25.00	3.25	28.25	27.00	3.51	30.51
Charitable - Daily	15.00	1.95	16.95			
Lease holder (6-12 months) - per month - per stall	38.00	4.94	42.94	REMOVE		
Lease holder rates						
Attending 1 day a week*				19.00	2.47	21.47
Attending 2 days a week minus 15%*				16.15	2.10	18.25
Attending 3 days a week minus 35%*				13.30	1.73	15.03
MyPick Certified Farmer minus 45%**				11.40	1.48	12.88
*Subject to 85% attendance rate						
**Subject to MyPick.ca Certification #						
Marketing fee - per month - per stall - (Mandatory)	24.00	3.12	27.12			
Hydro per month -(if applicable)	12.50	1.63	14.13			
For agreement and day use vendor permits inside the Market Square building charge 1/2 the fee for 1/2 stall use.						
Private non-market uses - per day						
- commercial	300.00	39.00	339.00			
- non-profit - charitable	150.00	19.50	169.50			
Per Hour Surcharge (for use beyond regular business hours) (subject to change)						
Monday to Friday	22.03	2.86	24.89	22.47	2.92	25.39
Saturday	33.05	4.30	37.35	33.71	4.38	38.09
Sunday	44.06	5.73	49.79	44.94	5.84	50.78
Cancellation Fee Per booking	50.00	6.50	56.50			
Additional Hydro rates may apply						
Additional Sound System rates may apply						

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Financial Management Services						
CITY DOCUMENTS						
Assessment Roll - 1 - 3 pages	2.00		2.00			
- 4 - 6 pages	3.00		3.00			
- 7 - 10 pages	4.00		4.00			
Budget - Capital	5.40	0.70	6.10			
- Operating (Summary)	22.57	2.93	25.50			
Financial Statements	18.05	2.35	20.40			
Financial Statements and Information Return	22.57	2.93	25.50			
DOG LICENCE MUST BE OBTAINED FROM THE FINANCIAL MANAGEMENT SERVICES - SEE CSS FOR RATES						
N.S.F. CHEQUES (Service Charge)	23.89	3.11	27.00			
REGISTRATION OF TAX ARREARS CERTIFICATE						
(Preliminary work to expiry of redemption period)	1,000.00		1,000.00			
- Advise Interested Parties	80.00		80.00			
- Preparation of Extension Agreement	500.00		500.00			
- Search Title	80.00		80.00			
- Sale by Tender	1,400.00		1,400.00			
TAX ACCOUNT STATEMENT OR TAX BILL - Duplicate Copy	8.85	1.15	10.00			
TAX CERTIFICATES (Includes Local Improvement Search)	40.00		40.00			
TAXES - ADDITIONS TO THE ROLL - PER BILLING						
- Water Billing	30.97	4.03	35.00			
- Waterworks	30.97	4.03	35.00			
- Weed Cutting/Clearing diseased fruit trees	30.97	4.03	35.00			
- Private Drains	30.97	4.03	35.00			
- Fenceviewers	30.97	4.03	35.00			
- General Accounts Receivable	30.97	4.03	35.00			
- Hydro	30.97	4.03	35.00			
-WSIB 5% of Addition Amount						
TAX BILLING FOR MORTGAGE COMPANY						
Annual Fee on Final Payment Listing - Per Roll Number	10.00		10.00			
TAX SEARCH - MORTGAGE COMPANY	15.00		15.00			
(Mortgage Holder Without Interest)						
TAX STATUS - VERBAL REQUEST (Law Firms Only)	15.00		15.00			
TAX/WATER TITLE INSURANCE - CONFIRMATION LETTER	25.00		25.00			
WATER STATUS - VERBAL REQUEST (Law Firms Only)	15.00		15.00			
WATER ADMINISTRATION FEE	15.00		15.00	20.00		20.00
FINAL DEMAND / NON-COMPLIANCE FEE	8.85	1.15	10.00	13.27	1.73	15.00
WATER ACCOUNT STATEMENT OR WATER BILL - Duplicate Copy	8.85	1.15	10.00			

2012 Rates and Fees

Agenda Item 3.6
2013 Rates and Fees

DESCRIPTION	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Fire & Emergency Management Services						
FIRE SAFETY INSPECTION						
Administrative						
001 - Occupant Load Posting	93.90	12.21	106.11	17.70	2.30	20.00
002 - Fire Regulation Compliance Letter (Insurance report, records search)	109.55	14.24	123.79	110.62	14.38	125.00
003 - AGCO (Alcohol & Gaming Commission Ontario) Letter special Occasion Permit and Clearance Letter for Property	109.55	14.24	123.79	110.62	14.38	125.00
004 - Fire Route Application/Administration	281.70	36.62	318.32	265.49	34.51	300.00
On Site Inspection						
Residential						
100 - Residential - Single Family Dwelling (Home Share Programs)	234.75	30.52	265.27	132.74	17.26	150.00
100 A - Residential-Marijuana Grow Ops or Clandestine Lab	NEW			353.98	46.02	400.00
101 - Residential - Duplex	297.35	38.66	336.01	243.36	31.64	275.00
102 A - Residential 3 to 6 units	375.60	48.83	424.43	375.66	48.84	424.50
102 B - Residential each additional unit over 6	26.68	3.47	30.15	5.00	0.65	5.65
103 A - On site inspection Residential High Rise up to 6 storey	516.45	67.14	583.59	REMOVE		
103 B - On site Inspection Residential High Rise per floor above 6 stories	26.69	3.47	30.16	REMOVE		
Commercial						
201 - First 450m ² (5000 sq ft)	NEW			353.98	46.02	400.00
201 A - On site Inspection Commercial and Industrial first 900 m² (10000 sq ft)	406.90	52.90	459.80	REMOVE		
201 A - Each additional 450 m ² (5000 sq ft)	46.95	6.10	53.05	46.90	6.10	53.00
Industrial						
202 - First 900m ² (10,000 sq. ft)	NEW			353.98	46.02	400.00
202 A - Each additional 450m ² (5000 sq. ft)	NEW			46.90	6.10	53.00
Assembly						
203 - Including AGCO (Alcohol & Gaming Commission of Ontario) Inspection up to 150 persons	NEW			353.98	46.02	400.00
203 A - Including AGCO Inspection over 150 persons	NEW			407.08	52.92	460.00
203 B - Patio Inspection only for AGCO applications	NEW			137.17	17.83	155.00
Mixed Use						
204 - Mixed Commercial/Residential Building - (1 Comm. with 5 Apt.)	NEW			407.08	52.92	460.00
204 A - Each additional commercial unit	NEW			46.90	6.10	53.00
204 B - Each additional residential unit	NEW			5.00	0.65	5.65
Multi Unit Hotels/Motels						
301 A - Up to Three (3) Storeys	453.85	59.00	512.85	453.85	59.00	512.85
301 B - Each additional Storey	62.60	8.14	70.74	62.60	8.14	70.74
Other						
400 - Private Home Day Care Inspection - 5 children or less	234.75	30.52	265.27	132.74	17.26	150.00
401 - Day Care Centers - 5- 40 Children	422.55	54.93	477.48	353.98	46.02	400.00
401 A - A Day Care Centre - more than 40 Children	NEW			407.08	52.92	460.00
402 - Homes for Special Care	422.55	54.93	477.48			
403 - Group Home - Initial Inspection under 10 Occupants	391.25	50.86	442.11	323.76	42.09	365.85
403 A - Group Home Annual Inspection	NEW			239.38	31.12	270.50
404 - Nursing Homes - B2 Occupancies	453.85	59.00	512.85			
405 - Rest Homes & Seniors Homes	453.85	59.00	512.85			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Fire Prevention Miscellaneous Fees						
500 - Administrative Services - Per Hour	62.60	8.14	70.74	68.14	8.86	77.00
501 - Fire Prevention Officers Request for Assistance - Hourly Rate	62.60	8.14	70.74	68.14	8.86	77.00
501 A - Smoke Alarm - 9 volt style	10.00		10.00	13.27	1.73	15.00
501 B - Smoke Alarm - Long Life Lithium Powers	NEW			22.12	2.88	25.00
502 - Fire Extinguisher Training - maximum 20 persons	185.00	24.05	209.05	184.96	24.04	209.00
502 A - Each Additional Person over 20	NEW			5.00	0.65	5.65
503 -2nd & Subsequent Property Re-inspection/3rd Fire Safety Plan Review	156.50	20.35	176.85			
504 - Refreshment Vehicles Inspection	93.90	12.21	106.11			
505 - Fire Works Display Approval - New Venue or Technician	266.05	34.59	300.64			
505 A - Fire Works Annual Approval	NEW			34.07	4.43	38.50
506 - Open Air Burning	172.15	22.38	194.53			
507 - Prescribed Burn	438.20	56.97	495.17			
507 A - Improper Burn or While Prohibited (e.g. Ban)	NEW			221.24	28.76	250.00
508 - Preventable False Alarms						
Twelve month moving start date measured from date of first preventable false alarm						
3rd false alarm within 12 month period	300.00	39.00	339.00			
4th false alarm within 12 month period	400.00	52.00	452.00			
5th false alarm within 12 month period	500.00	65.00	565.00			
All subsequent false alarms within 12 month period	1,640.00	213.20	1,853.20			
509 - Fire Suppression and Investigation Charges	Invoice plus 15%					
510 - Copying fee for fire Safety Plans not submitted electronically	NEW			68.14	8.86	77.00
Propane - Licence Application Review						
511 - Existing - 5000 USWG or less	NEW			136.28	17.72	154.00
511 A - New/Modified - 5000 USWG or less	NEW			500.00	65.00	565.00
512 - Existing - greater than 5000 USWG	NEW			136.28	17.72	154.00
512 A - New/Modified - greater than 5000 USWG	NEW			1,000.00	130.00	1,130.00
513 - 3rd Party Engineer or Firm - if required	NEW			Actual Costs		
600 - Training Tower Facility - per day	250.00	32.50	282.50			
601 - Fire & Life Safety Education Vehicle Rental - per day	NEW			250.00	32.50	282.50

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Planning & Development Services						
BUILDING AND DEVELOPMENT FEES						
BILL POSTER - private property	110.00	14.30	124.30	REMOVE		
- public property	51.00	6.63	57.63	REMOVE		
- per poster	2.00	0.26	2.26	REMOVE		
BUILDING PERMIT FEES						
<u>Construction - New Buildings and Additions</u>						
IF PLANS IN METRIC USE THE FOLLOWING CONVERSION: 1 SQ. M = 10.764 SQ. FT.						
<u>Group A - Assembly</u>						
School, church, restaurant over 30 persons, library, club, outdoor patio, hall and occupancies of a similar nature - per sq. ft.	1.60		1.60			
<u>Group B - Institutional</u>						
Hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. ft.	1.79		1.79			
Residential Care Facility - per sq. ft.	1.41		1.41			
<u>Group C - Residential</u>						
Single, semi, duplex, triplex, row house and multiple dwelling - per sq. ft.	0.99		0.99			
Each attached garage or carport	110.00		110.00			
Miscellaneous Residential Work						
- addition to existing - per sq. ft.	0.99		0.99			
- finish basement - per sq. ft.	0.99		0.99			
- each garage, carport, shed, open porch, deck, new basement, masonry fireplace, wood stove	110.00		110.00			
Apartment building - 6 storey building or less - per sq. ft.	0.99		0.99			
- building more than 6 stories - per sq. ft.	0.88		0.88			
Hotel/motel - 2 storey building or less - per sq. ft.	1.10		1.10			
- building more than 2 stories - per sq. ft.	0.99		0.99			
<u>Group D - Business and Personal Services</u>						
Office, medical, financial institution and occupancies of a similar nature - 6 storey building or less - per sq. ft.	1.40		1.40			
- building more than 6 stories - per sq. ft.	1.33		1.33			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
<u>Group E - Mercantile</u>						
Strip plaza, mall retail store, restaurant not more than 30 persons, supermarket, department store and occupancies of a similar nature.						
- building up to and including 10,000 sq. ft. - per sq. ft.	1.12		1.12			
- building up to and including 50,000 sq. ft. - per sq. ft.	1.07		1.07			
- building over 50,000 sq. ft. - per sq. ft.	1.00		1.00			
<u>Group F - Industrial</u>						
Manufacturing plant, factories, warehouse, repair garage, service station, carwash and occupancies of a similar nature.						
- building up to and including 10,000 sq. ft. - per sq. ft.	0.82		0.82			
- building up to and including 50,000 sq. ft. - per sq. ft.	0.76		0.76			
- building over 50,000 sq. ft. - per sq. ft.	0.66		0.66			
Parking Garage - per sq. ft.	0.49		0.49			
<u>Farm Buildings - Low Human Occupancy</u>						
Greenhouse - per sq. ft.	0.30		0.30			
Storage, livestock buildings and occupancies of a similar nature - per sq. ft.	0.30		0.30			
<u>Other Than Low Human Occupancy</u>						
Office, work area, retail packaging and occupancies of a similar nature - per sq. ft.	0.82		0.82			
<u>Miscellaneous</u>						
- Temporary structure (tent, air supported structure, new portable, relocated portable) - flat fee	175.00		175.00			
- Foundation - per sq. ft.	0.25		0.25			
- Public Pool - flat fee	600.00		600.00			
- Designated structure (retaining wall, communication tower, pedestrian bridge, crane runway, storage tank, dish antenna, solar collector) - flat fee	175.00		175.00			
- Fire alarm system, emergency lighting, sprinkler system, stand pipe system, fixed extinguishing system - flat fee	175.00		175.00			
- Each balcony guard repair or balcony repair/flat fee	25.00		25.00			
- Parking Garage repair - flat fee	175.00		175.00			
- Each electromagnetic locking device, hold open device - flat fee	25.00		25.00			
- Canopy or marquee - per sq. ft.	0.75		0.75			
- Pavilion, bandshell, open sided covered walkway - per sq. ft.	0.75		0.75			
- Racking system - per sq. ft.	0.75		0.75			
<u>Minor Alterations</u>						
Single partition, demising wall, new roof structure, washroom, etc., each - flat fee	200.00		200.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
<u>Other Permits</u>						
Change of Use (no construction required) - flat fee	100.00		100.00			
Demolition Permit	100.00		100.00			
Occupancy Permit (building not fully completed)						
- residential - per dwelling unit, room or suite of rooms individually occupied - flat fee	100.00		100.00			
- other occupancies - per 1,000 sq. ft. of floor area or portion to be occupied - per sq. ft.	50.00		50.00			
To review revised drawings	25% OF THE ORIGINAL BUILDING PERMIT FEE OR \$60.00 WHICHEVER IS GREATER.					
To inspect building where the inspector is required to be on location as the work progresses						
To defer revocation of a permit or cancellation of an application	100.00		100.00			
To transfer ownership of permit	100.00		100.00			
Additional Fee When Permit Divided Into Part Permits	100.00		100.00			
To reinspect/update file closed with outstanding order	100.00		100.00			
To determine Building Permit Fee when not possible to use square foot method	\$12.00 for each \$1,000.00 of estimated value of work or portion thereof.					
To determine Application Fee for complex projects which will be adjusted during plan review using square foot method and may result in an additional fee or refund.	\$12.00 for each \$1,000.00 of estimated value of work or portion thereof.					
Re-inspection fee - per inspection (for 3rd and subsequent "repeat" inspections"	100.00		100.00			
Permit Administration Fee	Higher of \$100 or 25%, 50% or 100% of original permit fee added to the original permit fee based on stage of construction, not to exceed \$5000					
Alternative Solutions	\$400 per application (Up to 4 hours of staff time with an additional \$100/hr for every hour over 4)					
Request for Inspection Outside Normal Working Hours	\$100/hr with a minimum call out of 4 hours					
Minimum Building, Plumbing or HVAC Only	100.00		100.00			
AGREEMENTS, LEASES OR LICENCES (Misc.)	300.00		300.00			
AGREEMENTS, RELEASE OF VARIOUS	200.00		200.00			
BUILDING & ZONING COMPLIANCE LETTER (NO INSPECTION)	100.00		100.00			
BUILDING AND/OR ZONING INFORMATION LETTER (NO INSPECTION)	100.00		100.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
BUILDING AND/OR ZONING COMPLIANCE						
LETTER (INSPECTION AND NO PERMIT, INCLUDES FLAP)	160.00		160.00			
BUILDING PERMITS ISSUED MONTHLY						
- per year in advance	100.00		100.00			
- individual copy	15.00		15.00			
CONDITIONAL PERMIT AGREEMENT APPLICATION	240.00		240.00			
CONDITIONAL PERMIT AGREEMENT RELEASE	175.00		175.00			
DEMOLITION AGREEMENT	350.00		350.00			
DEMOLITION AGREEMENT RELEASE	250.00		250.00			
DIVISION REGISTRAR'S CERTIFICATE	20.00		20.00	REMOVE		
HVAC PERMIT FEES (where no Building Permit is required) Add on System: (unit heater, make up air unit, exhaust fans) and or ductwork alterations.	175.00		175.00			
Furnace Replacement or Air Conditioner - Unit Installation	175.00		175.00			
Commercial Exhaust Hood, Spray Booth, Dust Collection System	175.00		175.00			
PLUMBING PERMIT FEES (Where no building permit is required)						
-Each fixture	12.00		12.00			
- Each manhole, catch basin or fire hydrant	30.00		30.00			
- Drain, sewer or water pipe						
- 4" (100 mm) or less - per lin. ft.	0.42		0.42			
- more than 4" (100 mm) - per lin. ft.	0.66		0.66			
- Septic Tank Changeover	60.00		60.00			
Minimum Plumbing Permit Fee	66.00		66.00			
RE-INSPECTION FEES						
Property Standards or By-law Enforcement (for the 3rd and subsequent required inspections)	130.00		130.00			
RETRIEVAL OF DEAD PERMIT FILES & DRAWINGS - PER FILE	47.79	6.21	54.00			
SERVICING AGREEMENT	700.00		700.00			
SIGN BY-LAW VARIANCE APPLICATION	250.00		250.00			
SIGN PERMIT FEES - PER PERMIT						
- Ground, projecting and wall	100.00		100.00			
- Pole	200.00		200.00			
- Portable						
- For 30 consecutive days	43.00		43.00			
- For 60 consecutive days	73.00		73.00			
- For 90 consecutive days	106.00		106.00			
- For 120 consecutive days	139.00		139.00			
- to defer revocation of a permit or cancellation of an application.	100.00		100.00			
- Appeal to Council	250.00		250.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
- Temporary Wrap Around Signs	125.00		125.00			
SPATIAL SEPARATION AGREEMENT	400.00		400.00			
SPATIAL SEPARATION AGREEMENT RELEASE	250.00		250.00			
SWIMMING POOL FENCE PERMIT	130.00		130.00			
PLANNING FEES						
CITY DOCUMENTS						
Basic Street Maps (Paper Prints Only)						
1:20,000 (Black & White)	4.07	0.53	4.60			
1:20,000 (Colour)	6.00	0.78	6.78			
Official Plan (Garden City Plan)	15.57	0.78	16.35	47.62	2.38	50.00
Official Plan (certified)				52.38	2.62	55.00
HERITAGE:						
Heritage Book: "Footsteps Through Time"	30.28	1.51	31.79			
Heritage Districts Commemorative Posters						
Queen Street & Area (Black & White)	6.56	0.85	7.41			
Yates Street & Area (Colour)	12.11	1.57	13.68			
Both Posters	15.14	1.97	17.11			
Heritage Resource Inventory	13.42	1.74	15.16			
Port Dalhousie Heritage Conservation District Study						
Heritage Assessment Report (August 2000)	7.30	0.95	8.25			
- no charge for residents of study area						
Port Dalhousie Heritage Resource Inventory (1998)	13.54	1.76	15.30			
Port Dalhousie Heritage Conservation District	7.30	0.95	8.25			
Guidelines for Conservation and Change (March 2001)						
- no charge for residents of study area						
Queen St. Heritage Conservation	7.30	0.95	8.25			
District Study - (District Plan)						
- no charge for residents of study area						
Yates St. and area Heritage Conservation	7.30	0.95	8.25			
District Study						
- no charge for residents of study area						
Mapping Requests for Ministry of Environment Approvals	44.25	5.75	50.00			
Microfilm Prints	0.93	0.12	1.05			
Microfilm 35mm print of plans						REMOVE
Official Plan (With Binder)	20.80	1.04	21.84			REMOVE
Official Plan (Without Binder)	15.57	0.78	16.35			REMOVE
Official Plan (certified)	25.97	1.30	27.27			REMOVE
Official Plan Schedule 'B' (Land Use Plan)						REMOVE
14 X 22 inches	5.09	0.25	5.34			REMOVE
24 X 43 inches	10.18	0.51	10.69			REMOVE
Photocopies - miscellaneous	0.33	0.04	0.37	0.31	0.04	0.35

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Plan reproduction (General)						
per m2 white print paper	2.74	0.36	3.10	REMOVE		
Property/Addressing Mapping - Per Page	5.09	0.66	5.75			
- Set of 15	76.33	9.92	86.25			
Queenston-Hartzel Smart Growth Study Area Reclaiming Ground Report - Full Report	27.88	3.62	31.50			
Queenston-Hartzel Smart Growth Study Area Reclaiming Ground Report - Executive Summary	10.18	1.32	11.50			
Queenston-Hartzel Smart Growth Study Area Reclaiming Ground Report - CD	20.35	2.65	23.00			
Registered Plans - key map	4.82	0.63	5.45	REMOVE		
Site Plan Agreement Procedural Manual	10.40	1.35	11.75			
Zoning Area By-law Amendment - Key Map	4.82		4.82			
Zoning Book - composite	10.18		10.18			
Zoning Map - composite	7.12		7.12			
COMMITTEE OF ADJUSTMENT						
Consent Application - New Lots	1,200.00		1,200.00			
Consent Application - Others, i.e., easements, etc.	800.00		800.00			
Variance Application	500.00		500.00			
Consent Certification Fee	125.00		125.00			
Recirculation Fee	300.00		300.00			
Section 45 Agreements	1,500.00		1,500.00			
Combined Variance and Consent Application - New Lots (if processed concurrently)	1,675.00		1,675.00			
Combined Variance and Consent Application - Others (if processed concurrently)	1,275.00		1,275.00			
Special Hearing Fee (in addition to Application Fee)	500.00		500.00			
New Tree Planting for a Consent Application 60 mm deciduous tree	400.00		400.00			
Removal of Tree for a Consent Application or Road Allowance						
- up to 60 mm cal	400.00		400.00			
- up to 100 mm cal.	600.00		600.00			
- up to 200 mm cal.	900.00		900.00			
- in excess of 200 mm cal. (to be evaluated individually by the TES Forestry Section).						
CONDOMINIUM ASSUMPTION AGREEMENT APPLICATION	1,200.00		1,200.00			
CONDOMINIUM CONVERSION AGREEMENT	2,500.00		2,500.00			
CONDOMINIUM DRAFT PLAN APPROVAL	4,400.00		4,400.00	4,500.00		4,500.00
CONDOMINIUM EXTENSION TO DRAFT APPROVAL						
- Major - WITH CIRCULATION > 4 months	1,000.00		1,000.00	1,200.00		1,200.00
CONDOMINIUM EXTENSION TO DRAFT APPROVAL						
- Minor - WITHOUT CIRCULATION < 4 months	NEW			800.00		800.00

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
CONDOMINIUM EXEMPTION FROM DRAFT APPROVAL	2,500.00		2,500.00	REMOVE		
DEEMING BY-LAWS	700.00		700.00			
PUBLIC MEETING RESCHEDULING AFTER PUBLIC NOTICE ISSUED (Official Plan Amendment, Zoning Amemdmnt, Draft Plan of Subdivision, Draft Plan of Condominium) (Request for adjournment or rescheduling of Public Meeting by Applicant. Fees paid prior to Council's consideration of report)	400.00		400.00			
OFFICIAL PLAN APPLICATION AMENDMENT (includes advertising cost)	4,200.00		4,200.00	5,000.00		5,000.00
OFFICIAL PLAN & ZONING BY-LAW AMENDMENT APPLICATION COMBINED (Includes advertising costs)	5,700.00		5,700.00	6,000.00		6,000.00
PART LOT CONTROL BY-LAW APPLICATION	1,050.00		1,050.00			
SERVICING AGREEMENT & OTHER DEVELOPMENT TYPE AGREEMENTS (similar to Section 45 C. of A. Agreements)	700.00		700.00	1,500.00		1,500.00
SITE PLAN AGREEMENT (includes preconsultation)	2,700.00		2,700.00	3,500.00		3,500.00
PLUS for each additional dwelling unit in excess of the first 40 units for residential development	20.00		20.00	REMOVE REMOVE		
PLUS for every 1,000 sq. ft. of floor area in excess of the first 30,000 sq. ft. used commercial, industrial or other non-residential use	20.00		20.00	25.00		25.00
- Maximum charge	3,500.00		3,500.00	5,000.00		5,000.00
SITE PLAN AGREEMENT AMENDMENT APPLICATION - Major (registered agreement) - includes preconsultation	1,000.00		1,000.00	1,500.00		1,500.00
SITE PLAN AGREEMENT AMENDMENT APPLICATION - Minor (no registered agreement)	NEW			1,000.00		1,000.00
SITE PLAN AGREEMENT CLEARANCE LETTERS	380.00		380.00			
SITE PLAN AGREEMENT RELEASE	552.00		552.00	600.00		600.00
SITE PLAN CONTROL (PLANS APPROVED)	1,000.00		1,000.00			
STREET NAMING - PRIVATE ROADS	600.00		600.00			
SUBDIVISION AGREEMENT APPLICATION	4,000.00		4,000.00			
PLUS for each additional building lot in excess of the first 40 building lots	10.00		10.00			
New Tree Planting for a Subdivision - 60 mm deciduous tree	400.00		400.00			
SUBDIVISION AGREEMENT AMENDMENT APPLICATION	1,600.00		1,600.00			
SUBDIVISION AGREEMENT RELEASE	602.00		602.00			
SUBDIVISION DRAFT PLAN APPROVAL	6,000.00		6,000.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
SUBDIVISION EXTENSION TO DRAFT APPROVAL - Major - WITH CIRCULATION - > 4 months extension	1,000.00		1,000.00	1,200.00		1,200.00
SUBDIVISION EXTENSION TO DRAFT APPROVAL - Minor - WITHOUT CIRCULATION - < 4 months extension	NEW			800.00		800.00
SUBDIVISION MODIFICATION TO DRAFT APPROVAL - Major - WITH CIRCULATION	1,200.00		1,200.00			
- Minor - WITHOUT CIRCULATION	800.00		800.00			
ZONING AMENDMENT (Lifting of 'Holding' (H) Designation)	1,000.00		1,000.00			
ZONING BY-LAW AMENDMENT	400.00		400.00	REMOVE		
(Request for adjournment or rescheduling of				REMOVE		
Public Meeting by Applicant.				REMOVE		
Fees paid prior to Council's consideration of report)				REMOVE		
ZONING BY-LAW AMENDMENT APPLICATION - Major	3,500.00		3,500.00	4,500.00		4,500.00
ZONING BY-LAW AMENDMENT APPLICATION - Minor	NEW			3,500.00		3,500.00
ZONING BY-LAW AND OFFICIAL PLAN AMENDMENT APPLICATION COMBINED If processed concurrently Includes advertising costs	5,700.00		5,700.00	6,000.00		6,000.00

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Recreation & Community Services						
ALL FACILITY RENTALS SUBJECT TO INSURANCE RATES VARIED BY AGE, GROUP SIZE AND ACTIVITY						
Administration Fee(to be applied when withdrawing from a program)	5.00	0.65	5.65	5.31	0.69	6.00
AQUATICS						
Registered Programs						
All registered programs subject to a \$2.00 plus HST new facility surcharge						
A volunteer/caregiver/personal support worker accompanied with a paying person with the disability enters free of charge						
	NEW					
Piranhas Summer Swim Team				REMOVE		
5 to 10 years	135.50		135.50	REMOVE		
11 years and over	193.25		193.25	REMOVE		
Dynamite Drop-in Lessons - per class (Child is HST exempt)	3.00		3.00			
Dynamite Drop-in Clip Card (6 visits)	16.50		16.50			
Adult Water Safety Lessons - 14 Week Session	80.50	10.47	90.97	REMOVE		
Adult Water Safety Lessons - per class				5.75	0.75	6.50
Teen Water Safety Lessons - per 14 week session	77.00	10.01	87.01	REMOVE		
Teen Water Safety Lessons - per class				5.50	0.72	6.22
Child Water Safety Lessons - 14 week session				REMOVE		
Red Cross Preschool and Swim Kids Level 1-6 and Camp Activity Lesson	70.00		70.00	REMOVE		
Level 7 - 10, Swim Patrol and Jr. Lifeguard Club	77.00		77.00	REMOVE		
Child Water Safety Lessons - per class						
Red Cross Preschool and Swim Kids Level 1-6 and Camp Activity Lesson				5.75		5.75
Level 7 - 10, Swim Patrol and Jr. Lifeguard Club				5.50		5.50
Private Instruction, 14 week session				REMOVE		
Child	213.50		213.50	REMOVE		
Adult	230.02	29.90	259.92	REMOVE		
Older Adult	203.28	26.43	229.71	REMOVE		
Private Instruction, per lesson						
Child				15.20		15.20
Adult				16.43	2.14	18.57
Older Adult				15.20	1.98	17.18
Semi Private Instruction, 14 week session				REMOVE		
Child	171.50		171.50	REMOVE		
Adult	203.28	26.43	229.71	REMOVE		
Older Adult	163.38	21.24	184.62	REMOVE		

2012 Rates and Fees

DESCRIPTION	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Semi Private Instruction, per lesson						
Child				12.25		12.25
Adult				14.52	1.89	16.41
Older Adult				12.25	1.59	13.84
Family Rates:						
Registering One Child (full price)						
Registering Two Children or more						
First child at full price						
Each additional child received 20% discount						
Children must be from the same family, living in one household registered in the same session of the Red Cross Swim Lessons						
Rookie, Ranger, Star or Summer Swim Team						
Wittle Water Works, 14 week session	70.00	9.10	79.10			
Wittle Water Works, per class				5.00	0.65	5.65
Wednesday Morning Ladies Club, 14 week session	42.00	5.46	47.46			
Wednesday Morning Ladies Club, 14 week session				5.00	0.65	5.65
Lesson lengths may vary each session, classes will be prorated						
No refunds or transfers will be issued after the third class. If the program has started, registration fees will be refunded on a pro-rated basis. A program withdrawal refund request form must be completed and approved.						
All refunds are subject to a \$5.00 per person per registration administration fee.						
All transfers are subject to a \$5.00 per person, per registration administration fee.						
Leadership Classes						
Bronze Medallion	125.00	16.25	141.25			
Bronze Star	65.00	8.45	73.45	66.37	8.63	75.00
Bronze Cross	93.00	12.09	105.09			
AWSI & High Five	227.50	29.58	257.08	228.32	29.68	258.00
National Lifeguard Service	245.00	31.85	276.85	246.02	31.98	278.00
National Lifeguard Saving Recertification	67.00	8.71	75.71	67.26	8.74	76.00
Extended National Lifeguard Service Recertification	90.00	11.70	101.70	90.26	11.73	101.99
Standard First Aid	100.00	13.00	113.00			
Standard First Aid Recertified	60.00	7.80	67.80	60.18	7.82	68.00
CPR Recertified	35.00	4.55	39.55	35.39	4.60	39.99
Aquatic Supervisory Training	65.00	8.45	73.45	67.26	8.74	76.00
Instructor Renewal	67.00	8.71	75.71	67.26	8.74	76.00
Red Cross Water Safety Instructor (WSI)	170.00	22.10	192.10	170.80	22.20	193.00
Lifesaving Society, Bronze Family Instructor	145.00	18.85	163.85	146.02	18.98	165.00
Lifesaving Society Learn to Swim Instructor	145.00	18.85	163.85	146.02	18.98	165.00

Aquatics Leadership Programs - Cancellation Policy:

For all aquatics leadership programs, no refunds issued. Withdrawals 14 days prior to the start of the program, credit applied to the account.

Agenda Item 3.6

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Leisure Swim and Aquatic Activity (DROP IN Programs):						
Admittance fee per session includes Family Swim, Public Swim, Splish Splash Lengths Swim and Deep Water Walking. Family rate is for adults and children of an immediate family, living in the same household.						
Day Entry - Large Pool						
Children/Youth	2.00		2.00			
Older Adult	2.00	0.26	2.26	1.99	0.26	2.25
Adult	3.00	0.39	3.39	3.10	0.40	3.50
Family	8.00	1.04	9.04	7.97	1.04	9.00
Wading and Small Pool Recreational Swim	NO CHARGE					
Promotion Pack:						
Children's swim passes, 10 entries	10.00		10.00			
Clip Card - valid for 12 entries						
Leisure Swim and Aquatic Activity Clip Card. Adult Clip Card gain adults entry into Leisure Swims and Aquatic Activity Swims. Child/Youth Clip Card gain children/youth entry into Leisure Swims and Any Age Lengths. Family Clip Card gain families entry into Leisure Swims and Aquatic Activity Swims (adult participants only). Clip Card can NOT be used for Aqua fitness classes, Therapeutic Aquatics. Family rate is for adults and children of an immediate family, living in the same household.						
	NEW					
Children/Youth	20.00		20.00			
Older Adult	20.00	2.60	22.60			
Adult	30.00	3.90	33.90			
Family	80.00	10.40	90.40			
12 entries into pool						
Passes:						
Leisure Swim and Aquatic Activity Pass. Adult pass gain adults entry into Leisure Swims and Aquatic Activity Swims. Child/Youth Pass gain children/youth entry into Leisure Swims and Any Age Lengths. Family Pass gain families entry into Leisure Swims and Aquatic Activity Swims (adult participants only). Pass can NOT be used for Aqua fitness Classes, Therapeutic Aquatics. Family rate is for adults and children of an immediate family, living in the same household.						
Children/Youth						
3-Month Pass	30.00		30.00			
6-Month Pass	45.00		45.00			
1 Year	75.00		75.00			
Older Adult						
3-Month Pass	30.00	3.90	33.90			
6-Month Pass	45.00	5.85	50.85			
1 Year Pass	75.00	9.75	84.75			
Adult						
3-Month Pass	45.00	5.85	50.85			
6-Month Pass	67.50	8.78	76.28			
1 Year Pass	112.50	14.63	127.13			
Family						
3-Month Pass	120.00	15.60	135.60			
6-Month Pass	180.00	23.40	203.40			
1 Year Pass	300.00	39.00	339.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Summer Leisure and Swim Activity Pass						
Dated for the duration of summer pool operation. Leisure Swim and Aquatic Activity Pass. Adult Pass gain adults entry into Leisure Swims and Aquatic Activity Swims. Child/Youth Pass gain children/youth entry into Leisure Swims and any Age Lengths. Family Pass gain families entry into Leisure Swims and and Aquatic Activity Swims (adult participants only). Pass can NOT be used for Aqua Fitness Classes, Therapeutic Aquatics. Family rate is for adults and children of an immediate family, living in the same household.						
Children/Youth	25.00		25.00			
Older Adult	25.00	3.25	28.25			
Adult	37.50	4.88	42.38			
Family	87.50	11.38	98.88			
Fitness						
Fitness Clip Card is limited to Aquafit Classes or Therapeutic Aquatic Classes.						
A Fitness Clip Card gains you 12 entries into the pool. The Fitness Clip Card may be used for any Aqua Fitness Program that does not require registration or for any Leisure Swim or Aquatic Activity Swim.						
Adult - Pay As You Go Fitness	5.00	0.65	5.65			
Clip Card Fitness - 12 visits	50.00	6.50	56.50			
3-Month Pass Fitness	125.00	16.25	141.25			
6 Month Pass Fitness	240.00	31.20	271.20			
Older Adult - Pay As You Go Fitness	3.00	0.39	3.39			
Clip Card Fitness	30.00	3.90	33.90			
3-Month Pass Fitness	75.00	9.75	84.75			
6 Month Pass Fitness	144.00	18.72	162.72			
Masters Swim Program						
	NEW					
Masters Swim Program per class				5.75	0.75	6.50
Masters Swim Program - 12 Week Session						
3 classes per week x 12 weeks x \$5.75 = \$207 + \$40.25 (7 classes x \$5.75)				247.25	32.14	279.39
Lost Swim Pass Replacement Fee (available only with proof of payment)	5.00	0.65	5.65			
Facility Rental of Pools						
All rentals subject of a \$2.00 plus HST new facility surcharge						
For any two hour or longer rental, additional Lifeguard Fee for per hour	15.00	1.95	16.95			
Indoor Facility						
Kiwanis Warm Water Pool						
Whole Pool Rental, 1-30 people, per hour	60.00	7.80	67.80			
Whole Pool Rental, 31-109 people, per hour	75.00	9.75	84.75			
Kiwanis Lane Pool						
Whole Pool Rental, per hour, 271 people maximum	135.00	17.55	152.55 REMOVE			
1/2 Pool Rental, per hour, 125 people maximum	75.00	9.75	84.75 REMOVE			
1 Lane Rental, per hour, 25 people maximum	37.50	4.88	42.38	17.00	2.21	19.21

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
West Park Lane Pool						REMOVE
Whole Pool Rental, per hour, 165 people maximum	105.00	13.65	118.65	REMOVE		
1/2 Pool Rental, per hour, 82 people maximum	67.50	8.78	76.28	REMOVE		
1 Lane Rental, per hour, 30 people maximum	37.50	4.88	42.38	REMOVE		
Outdoor Pools						
Lancaster and Burgoyne 403 person capacity						
Whole pool rental, per hour, 403 people maximum	102.00	13.26	115.26			
1/2 pool rental, per hour, 1-125 people	51.00	6.63	57.63			
1/2 pool rental, per hour, 126-200 people	66.00	8.58	74.58			
Port and LDS 165 person capacity						
Whole Pool Rental, per hour, 165 people maximum	72.00	9.36	81.36			
1/2 Pool Rental, per hour, 82 people maximum	51.00	6.63	57.63			
Free Swim Sponsorship						
Charge accordingly with pool rental costs and staff costs listed above.						
Affiliates Rates (DSBN, NCDSB, GCAC)						
All affiliate rentals subject to a \$2.00 plus HST new facility surcharge per participant						
Swim to Survive Program (1 hour, 5 week session)						
1-20 children	250.00		250.00			
Additional child, per session, maximum 20 additional children	12.50		12.50			
Leisure Swim 1 hour - Affiliate Tentat Non Prime Hours:						
Half Pool - 1-82 people	50.00	6.50	56.50	REMOVE		
Whole Pool 1-165 people	70.00	9.10	79.10	REMOVE		
1 Lane Rental, per hour, 25 people maximum				12.00	1.56	13.56
Swim Teams - School Rental						REMOVE
Whole Pool - 1 - 30 people	52.50	6.83	59.33	REMOVE		
Whole Pool - 1 - 125 people	67.50	8.78	76.28	REMOVE		
Whole Pool - 1 - 165 people	82.50	10.73	93.23	REMOVE		
Half Pool - 1 - 30 people	41.25	5.36	46.61	REMOVE		
Half Pool - 1 - 82 people	56.25	7.31	63.56	REMOVE		
Lengths Swimming - Affiliate Rental Non Prime Hours:						
1 Lane Rental, per hour, 25 people maximum	NEW			10.31	1.34	11.65
Special Olympics						
1-30 participants, rate per hour for pool	30.00	3.90	33.90			
31-125 participants, rate per hour for pool	37.50	4.88	42.38			
New facility surcharge per participant	2.00	0.26	2.26			
ARENAS (RATES EFFECTIVE MAY 1)						
NOTE: In all cases - Youth is 19 years and under and Adult is 20 years plus.				REMOVE		
Note: Youth rate only applies to formal youth groups/associations; adult fees apply to all private rentals.	NEW					

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
ICE RENTAL FEES						
<u>Prime Time Hours</u>						
Monday to Friday (5:00 p.m. to 11:00 p.m.)						
Saturday and Sunday (7:00 a.m. to 11:00 p.m.)						
<u>Non-Prime Time Hours September 1 - June 30</u>						
Monday to Friday (12:00 a.m. to 5:00 p.m.)						
Saturday and Sunday (12:00 a.m. to 7:00 a.m.)						
Daily (11:00 p.m. to 12:00 a.m.)						
Stat Holidays - prime time rate will apply for full day						
Adults/Private - Prime (20 yrs. plus) all arenas/per hour	174.00	22.62	196.62	176.00	22.88	198.88
Youth Groups - Prime (19 years and under) - per hour	148.00	19.24	167.24			
Youth Groups - Non-prime(19 years and under)-per hour	56.00	7.28	63.28	58.00	7.54	65.54
Adult/Private-Non-prime	92.00	11.96	103.96	95.00	12.35	107.35
Mini Practice Rink - Per 1/2 Hour - Prime Time Rate	20.00	2.60	22.60	20.50	2.67	23.17
- Non-Prime Time Rate	15.50	2.02	17.52	16.00	2.08	18.08
\$1.50 surcharge plus HST per 1/2 hour						
ALL ABOVE ICE RATES SUBJECT TO A \$10.00 PLUS HST PER HOUR SURCHARGE AND \$3.00 PLUS HST FOR MINI RINK						
ARENA DRY SPORTS FLOOR USE (Lacrosse, Ball Hockey, etc.)						
Youth Games and Practices/Non Profit Event - Per Hour	NEW			58.00	7.54	65.54
Adult Games/Practices or Non-Profit Event - per hour	75.00	9.75	84.75	77.00	10.01	87.01
Event Rate - Commercial per hour (dry or ice)	160.00	20.80	180.80	176.00	22.88	198.88
OTHER RENTALS AND USES (COMMUNITY AND NON-PROFIT GROUPS)						
- Storage Areas - Per square foot per annum	9.52	1.24	10.76			
ARENA PUBLIC PROGRAMS						
Arena surcharge is not applicable to public programs						
PUBLIC SKATING - All Arena Clip Cards - 12 visits						
- Adult	30.97	4.03	35.00			
- Older Adult	24.34	3.16	27.50			
- Youth	22.12		22.12	25.00		25.00
- Family	84.07	10.93	95.00			
PUBLIC SKATING - All Arenas						
- Adults	3.10	0.40	3.50			
- Older Adults	2.43	0.32	2.75			
- Youths (17 yrs. & under)	2.21		2.21	2.50		2.50
- Family	8.41	1.09	9.50			
Family rate is for adults and children of an immediate family, living in the same household	NEW					

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Public Skating Sponsor - per hour (includes staff costs)	175.00	22.75	197.75			
Note, if booking S.H. November - April, 2 rinks are required						
Ticket Ice (coach free) per person, per hour	5.75	0.75	6.50			
Adult Shinny Hockey-per person - per 2 hour	7.08	0.92	8.00			
Teen Shinny Hockey (13-17 years) - per person - per hour	3.54	0.46	4.00			
Older Adults' Pond Hockey (per person, per hour)	2.43	0.32	2.75			
Stick and Puck (One Youth and One Adult)	6.64	0.86	7.50			
Additional Child	2.21	0.29	2.50			
CAROUSEL						
CAROUSEL RIDE	0.05		0.05			
Carousel Rental (private/exclusive) - per 30 minutes	60.00	7.80	67.80	62.50	8.13	70.63
COURTESY RIDE SPONSORSHIP PROGRAM						
Hourly rate (includes singage opportunity)	75.00		75.00	125.00		125.00
Monday to Friday afternoon rate (noon - 5 p.m.)	325.00		325.00	REMOVE		
Saturday, Sunday & Holidays - hourly rate	100.00		100.00	REMOVE		
Saturday, Sunday & Holidays - afternoon rate (noon - 5:00 p.m.)	450.00		450.00	REMOVE		
COMMUNITY ROOMS - ARENAS, CENTRES, MUSEUM, POOL						
Large gym/hall rental (Capacity of over 150)						
Port Weller Gymnasium, Russell Ave Assembly Room, Dunlop Drive Large Hall, Merritton Large Hall Upstairs, West St. Catharines Main Hall, Jack Gatecliff Upstairs Lounge, Lockview Lounge-Museum, KAC - Community Room						
- per hour to a max. charge of 8 hours per day	28.54	3.71	32.25	31.50	4.10	35.60
Large Meeting rooms (Capacity of 56-150)						
Russell Avenue Meeting Room, Merritton Small Hall-Main Floor, Dunlop Drive Small Hall, Port Dalhousie Hall, Meridian Room - SH, Jack Gatecliff Community Room, Burgoyne Room-Museum, 2/3 Com. Room-KAC						
- per hour to a max. charge of 8 hours per day	23.23	3.02	26.25	23.50	3.06	26.56
Small Meeting rooms (Capacity of 55 or less)						
Dunlop Drive Craft, Port Weller Meeting Room, Russell Ave. Craft Room, 1/2 Meridian Room-SH, 1/3 Community Room KAC						
- per hour to a max. charge of 8 hours per day	14.38	1.87	16.25	15.50	2.02	17.52
Pre-school Play Room						
Non-Profit and Community						
- per hour (includes one staff)	39.00		39.00			
Youth Arena Room Rental - Tournaments/Off Ice Training	NEW					
Large Meeting Room - per hour to a max. charge of 8 hours per day.	NEW			15.00	1.95	16.95

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Small Meeting Room - per hour to a max. charge of 8 hours per day.	NEW			10.00	1.30	11.30
No charge for purposes of a meeting in arena for a youth group who rents facilities regularly with the City of St. Catharines	NEW					
All facility rentals include use of available tables and chairs on site (up to 10 tables and 40 chairs) - subject to availability	NEW					
Table and chair rental with delivery (per additional 5 tables/20 chairs) - subject to availability	NEW			20.00	2.60	22.60
Additional table	NEW			2.00	0.26	2.26
Additional chair	NEW			1.00	0.13	1.13
Note: use of tables and chairs not permitted in certain facilities where floor damage could be imminent	NEW					
Note: At the Museum: Additional equipment required for rentals will be charged the actual amount paid by the Museum-this could include linens, additional sound and lighting equipment, catering services etc. Museum Room rentals include use of; coffee maker, LCD projector, podium, chairs and tables, flip charts and whiteboard.						
Rental of portable sound system at Museum - per day	50.00	6.50	56.50			
Setup/Take Down Museum Room per hour (by Museum staff)	NEW			20.00	2.60	22.60
GOLF COURSE - Fairview Golf and Mini Putt						
ANNUAL MEMBERSHIPS						
unlimited Monday to Friday (excluding holidays)						
Junior (9 to 17 years)	123.89	16.11	140.00			
Older Adult (60 years +)	264.60	34.40	299.00			
Adult (18 to 59 years)	353.10	45.90	399.00			
ACTIVITY PACKS						
(must be used in current season) - Weekday only						
Weekday						
10 rounds	66.37	8.63	75.00			
20 rounds	123.89	16.11	140.00			
30 rounds	168.14	21.86	190.00			
Weekend						
10 rounds	75.22	9.78	85.00			
20 rounds	141.59	18.41	160.00			
30 rounds	199.12	25.88	225.00			
RENTALS						
Pull Cart	2.65	0.35	3.00			
Clubs	2.65	0.35	3.00			
Lockers (per season)	26.55	3.45	30.00			
REVENUE - GREEN FEES						
Weekday						
9 holes	7.96	1.04	9.00			
18 holes (play twice)	10.62	1.38	12.00	11.50	1.50	13.00
Weekend & holidays						
9 holes	8.85	1.15	10.00			
18 holes (play twice)	11.50	1.50	13.00	12.39	1.61	14.00
Off-Season (All) - Weekday	6.64	0.86	7.50	7.08	0.92	8.00
- Weekend	7.08	0.92	8.00	7.97	1.04	9.00

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
MINI PUTT	5.31	0.69	6.00			
Standard Birthday Parties (per participant)	6.19	0.81	7.00	7.08	0.92	8.00
Deluxe Birthday Parties (per participant) (minimum of 10 participants)	7.08	0.92	8.00	7.97	1.04	9.00
Promotional Gift Pack (Sundays) - Mini Putt	4.42	0.58	5.00			
Promotional Gif Pack (Sundays) Par 3	NEW			6.20	0.81	7.00
EDUCATION RATES (schools and educators)						
Monday to Friday, 9:00 a.m. to 4:00 p.m. (per person)						
(4:00 p.m. May, June, September, October)						
Golf - 9 holes	5.75	0.75	6.50	6.20	0.81	7.00
Club Rentals	1.77	0.23	2.00			
Mini Putt	2.65	0.35	3.00	3.54	0.46	4.00
TOURNAMENTS						
(minimum of 24 people - 9 holes)						
weekday	7.08	0.92	8.00			
weekend & holidays	7.96	1.04	9.00			
GOLF COURSE - Garden City Municipal Golf Course						
ANNUAL MEMBERSHIPS AND ACTIVITY PACKS						
Activity Packs Weekday only - Must be used in current season						
10 Rounds	150.44	19.56	170.00			
20 Rounds	283.19	36.81	320.00			
30 Rounds	371.68	48.32	420.00			
45 Rounds	513.27	66.73	580.00			
Junior Membership (9 to17 yrs.)						
GOLD (unlimited after 11:00 a.m.)	265.49	34.51	300.00			
SILVER (Mon-Fri) (unlimited after 11:00 a.m.)	176.99	23.01	200.00			
Adult Membership (18 to 59 years)						
GOLD (unlimited)	619.47	80.53	700.00			
SILVER (Mon-Fri) Excluding Holidays	530.97	69.03	600.00			
Older Adult Membership (60 years +)						
GOLD (unlimited)	530.97	69.03	600.00			
SILVER (Mon-Fri) Excluding Holidays	442.48	57.52	500.00			
RENTALS						
Clubs	6.64	0.86	7.50			
Carts	3.10	0.40	3.50			
Motorized Carts (1 RIDER ONLY)	12.39	1.61	14.00			
Motorized Carts (1 Rider Only) 9 Holes	6.19	0.81	7.00			
Motorized Carts Activity Pack (10 18 hole rounds)	NEW			88.50	11.51	100.00
Off Season 18 Holes (April/May & Sept-Close)						
Weekday						
9 holes	8.85	1.15	10.00			
18 holes	16.81	2.19	19.00	17.70	2.30	20.00
Weekends						
9 holes	11.50	1.50	13.00			
18 holes	18.58	2.42	21.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
TOURNAMENTS						
(minimum of 24 paid golfers - 18 holes only)						
weekday	16.81	2.19	19.00			
weekend	21.24	2.76	24.00			
PROMOTIONAL GOLF PACKAGES						
Twilight Golf (after 4:00 p.m. - single round - 18 holes only)	14.16	1.84	16.00			
Twilight rates start at 4:00 p.m. and run until the end of the day, during the months of June through August.						
Twilight rates start at 3:00 p.m. and runs until the end of the day, from September to close of golf course.						
REVENUE - GREEN FEES						
Adults (18 to 59 years)						
(Monday to Friday, excluding holidays)						
9 holes	11.50	1.50	13.00			
18 holes	19.47	2.53	22.00	20.35	2.65	23.00
Replay	NEW			8.85	1.15	10.00
Saturday, Sunday & Holidays						
9 holes	12.39	1.61	14.00			
18 holes	22.12	2.88	25.00			
Replay	NEW			9.74	1.27	11.00
Older Adults (60 years +)						
(Monday to Friday only)						
9 holes	10.62	1.38	12.00			
18 holes	18.58	2.42	21.00			
Replay	NEW			7.97	1.04	9.00
Juniors (17 years or under)						
(must have high school only ID card)						
Monday to Friday - 18 holes	18.58	2.42	21.00			
League Rate						
Weekday						
9 holes	9.73	1.27	11.00			
18 holes	17.70	2.30	20.00			
Weekend						
9 holes	11.50	1.50	13.00			
18 holes	20.35	2.65	23.00			

NOTE: The above fees pertaining to the Garden City Municipal Golf Course may be subject to an adjustment of up to 15% increase or decrease as determined by the Director of Financial Management Services from time to time, based on changing market conditions.

MUSEUM

DEFINITIONS

Age Groups - when not specifically mentioned the following age groups are in effect:

* Adults 20 years of age to 59 years of age

* Older Adults 60 years and older

* Students 14 years of age to 19 years of age: in addition this includes post-secondary students who can present a valid student card.

Agenda Item 3.6

2012 Rates and Fees				2013 Rates and Fees		
DESCRIPTION	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
* Children 6 to 13 years of age and accompanied by a guardian (either a student, adult or Older Adult).						
Local Residents - a local mailing address within the City of St. Catharines.						
Non-Profit-a recognized charitable organization, including museums, or for private study or personal use.						
Commercial - a for-profit organization or activities relating to promotion, publicity, or distribution.						
DESCRIPTION						
ADMISSION FEES (Museum Gallery)	NO CHARGE					
CURATORIAL SERVICES						
Includes Conservation Services, Consultation and Search Fees, Research Fees, and Filming and Videography etc.						
(1 hour minimum charge plus cost of Archival Supplies as Applicable)						
Commercial (per hour)	52.21	6.79	59.00			
Non-profit (per hour)	26.55	3.45	30.00			
DIGITAL REPRODUCTIONS & PHOTO ORDERS						
(8 x 10 Photo print or JPEG (at 300 dpi) on CD)						
(Rush order - add 50% per photo + taxes)						
(Special orders - fee determined on an individual basis)						
Commercial (per image)	60.18	7.82	68.00			
Non-profit (per image)	30.97	4.03	35.00			
Osprey Media - up to 12 images per year from the St. Ctharines Standard Collection at no cost						
REPRODUCTION & EXHIBITION LICENSE						
(for usage of images not reproduced)						
Commerical (per image)	10.62	1.38	12.00			
Non-profit (per image)	5.31	0.69	6.00			
Discounts will be applied to Consultation & Search Fees, Curatorial Services, digital Reporductionoos & Photo Orders, Filming and Videography as follows.						
10% to all Museum membership holders, volunteers & staff						
10% to Donors for reproductions of artifacts donated						
ARCHIVAL SUPPLIES						
(Includes acid free tissue paper, cotton gloves, packing boxes, etc.)	ACTUAL COST					
* Catalogue unit price +shipping & HST						
EDUCATIONAL KIT RENTALS (one kit per 1 1/2 weeks-pick up only).						
LARGE KITS (Early Settlers in Upper Canada; Medieval Times; Early Civilizations; War, Peace & Remembrance)						
	35.40	4.60	40.00			
MEDIUM KITS (Traditions and Celebrations; Peoples of Niagara; Follow the North Star; Citizenship & Government)						
	22.12	2.88	25.00			
SMALL KITS (Welland Canals; Vikings; An Introduction to European Explorers)						
	15.93	2.07	18.00			
Travelling Museum Outreach Program	NEW			No cost		

2012 Rates and Fees

DESCRIPTION

FEE	HST 13%	TOTAL
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FEE	HST 13%	TOTAL
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MEMBERSHIP FEES

(includes complimentary passes (2) for friends and/or relative, subscription to monthly newsletter Tales of the Twelve, 10% savings on selected items in the gift shop, 10% discount on all Museum room rentals, 10% discount on Curatorial Services, advance notice of upcoming special events and preferred rates for specials programs).

One Year Membership

Adult	22.12	2.88	25.00
Family (parent(s)/dependent children)	26.55	3.45	30.00
Older Adults (60 and over)	15.93	2.07	18.00
Students (full-time)	15.04	1.96	17.00

Two Year Membership

Adult	39.82	5.18	45.00
Family (parent(s)/dependent children)	48.67	6.33	55.00
Older Adults (60 and over)	26.55	3.45	30.00
Students (full-time)	22.12	2.88	25.00

TOUR GROUP RATES

Complimentary for group chaperones, 1:8 for elementary groups, 1:12 for secondary groups. Bus driver and tour operators are entitled to complimentary passes

Tours

(Regular hours of operation includes one Tour guide for each group of 20)

Guided Tours (Docent Led Tours of the Museum Gallery)

Tours of the Gallery fall within three categories: Follow the North Star; Ontario Lacrosse Hall of Fame & Museum; Welland Canals

Older Adults	3.98	0.52	4.50
Adult	3.98	0.52	4.50
Children Elementary	4.00		4.00
Secondary School Students	3.54	0.46	4.00

Additional persons joining the group, other than chaperones, are charged the respective individual group rate

Educational Programmes (per student)

Educational Programmes include a guided tour with a docent based on specific links to the Ontario Curriculum. These programs also include an additional activity based on the age group of the students.

Students	4.00		4.00
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VIDEO VIEWING (includes use of the Burgoyne Room for one hour)
Booking Per Group

22.12	2.88	25.00
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A Walk through History Cemetery Tours

NEW	8.00	1.04	9.04
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PARKS & PLAYING FIELDS**MOWING OF WEEDS AND GRASS ON PRIVATE LOTS - AREA**

0 - 7,500 sq. ft.
+ 10% overhead

389.85	389.85
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DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
7,500 - 15,000 sq. ft. + 10% overhead	444.44		444.44			
15,000 - 30,000 sq. ft. + 10% overhead	650.96		650.96			
30,000 sq.ft. - acre + 10% overhead	682.74		682.74			
1 acre - 1.5 acre + 10% overhead	753.44		753.44			
1.5 acres - 2 acres + 10% overhead	883.32		883.32			
Over 2 acres - per acre (additional charge) + 10% overhead	389.85		389.85			
NOTE: Subdivisions to be charged as individual lots.						
CLEARING OF DISEASED FRUIT TREES ON PRIVATE LOTS Plus 10% overhead (Maximum of \$100.00)	Actual Cost					
MEMORIAL BENCHES						
Port Dalhousie style with back	1548.68	201.32	1,750.00			
Port Dalhousie style without back	1194.69	155.31	1,350.00			
Parkway style with back	1548.68	201.32	1,750.00			
Parkway style without back	1194.69	155.31	1,350.00			
Elizabethan bench	1548.68	201.32	1,750.00			
Maglin bench	1548.68	201.32	1,750.00			
Standard bench	486.73	63.27	550.00			
FLOWER POTS						
1 Pot	70.80	9.20	80.00	75.22	9.78	85.00
2 Pots	132.74	17.26	150.00	141.59	18.41	160.00
3 Pots	185.84	24.16	210.00	199.12	25.89	225.00
4 Pots	230.09	29.91	260.00	247.79	32.21	280.00
Each additional pot beyond 4	NEW			61.95	8.05	70.00
PARK ACCESS FOR PERSONAL USE						
Park Restoration Fee	Actual Cost					
PARK PERMIT (Small Picnics, Photos) (fee applicable to each park amenity where several exist)						
- General/Basic Reservation Fee	63.00	8.19	71.19	66.00	8.58	74.58
- Pavilion Reservation Fee	84.00	10.92	94.92	88.00	11.44	99.44
Instructional class - For Profit (fees charged) per hour	NEW			16.50	2.15	18.65
- Mobile Vending Cart Park Permit - per month (4 month minimum)	328.50	42.71	371.21			
SERVICE CLUB SIGNS						
-per location - per year	67.70	8.80	76.50	70.00	9.10	79.10

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
SPECIAL EVENTS (outdoor open spaces i.e. park, parking surfaces)						
If renting 3 or more amenities in park and/or attendance of over 100 people with exception of races/runs using space as checkpoint only.						
Note: For large picnics i.e. family reunion, church - see Park Permits						
	NEW					
Non-profit, charitable organization - per day	294.00	38.22	332.22			
Commercial - for profit, business (daily rate, plus out-of-pocket expenses ie: extra staff equipment, park reinstatement, garbage pickup, hydro at cost.)	530.00	68.90	598.90			
NON PROFIT DAYCAMP RENTAL RATES - per day rate	120.00	15.60	135.60	125.00	16.25	141.25
Bleacher Rental (subject to availability & RCS approval)	150.00	19.50	169.50			
Bleacher delivery charge (per bleacher)	600.00	78.00	678.00			
Picnic Table Rental 10 tables (includes delivery)	480.00	62.40	542.40			
Subject to availability	NEW					
Garbage Can rental - only included with picnic table rentals	5.00	0.65	5.65			
Subject to availability	NEW					
Portable Plywood Stage Rental	199.00	25.87	224.87			
Portable Stage delivery charge	515.00	66.95	581.95			
No out-of-town delivery of rentals						
SHOWMOBILE - Community Groups Per Day 24 hour period 9:00 a.m. to 9:00 a.m. Security/Damage Deposit (refundable)	1,000.00		1,000.00			
City Community Non-profit Groups (50% discount)						
weekday	483.50	62.86	546.36			
weekend and Stat Holidays	725.00	94.25	819.25			
Commercial/Community/Out of Town						
weekday (per day)	950.00	123.50	1,073.50			
weekend (per day) and Stat Holidays	1,425.00	185.25	1,610.25			
PLAYING FIELDS - Seasonal Rentals						
Type A Fields - Lighted diamonds or fields that are fenced, may have washrooms, bleachers and are lined as per schedules.						
PRIME TIME 6:00 - 11:00 PM - Users Pay "B" Rates During Other Times						
Adults - Per Hour	27.00	3.51	30.51	28.50	3.71	32.21
Minors - Per Hour	8.00	1.04	9.04	9.00	1.17	10.17
Type B Fields - Fields that are maintained on a regular basis, have bleachers and are lined as per schedules.						
Adults - Per Hour	25.00	3.25	28.25	26.50	3.45	29.95
Minors - Per Hour	5.00	0.65	5.65	6.00	0.78	6.78
Type C Fields - Fields which are not lined and suitable for practice.						

2012 Rates and Fees

DESCRIPTION	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Adults - Per Hour	12.00	1.56	13.56	13.00	1.69	14.69
Minors - per hour (min 3 hours per night)	1.00	0.13	1.13	1.50	0.20	1.70
PLAYING FIELDS - Tournament Use of Playing Fields						
Type A Fields - Lighted diamonds or fields that are fenced, have washroom, bleachers, and are lined as per schedule of tournament use.						
PRIME TIME 6:00 - 11:00 PM - Users Pay "B" Rates During Other Times						
Adults - Per Hour	36.00	4.68	40.68	37.50	4.88	42.38
Minors - Per Hour	9.00	1.17	10.17	10.00	1.30	11.30
Special Needs Persons' Tournament - per hour	8.00	1.04	9.04	REMOVE		
Type B Fields - Fields that are maintained on a regular basis,have bleachers and are lined as per schedule of tournament use.						
Adults - Per Hour	33.00	4.29	37.29	34.50	4.49	38.99
Minors - Per Hour	7.00	0.91	7.91	8.00	1.04	9.04
Use Regular Field Rates for Type C fields						
NEW						
Type C Fields - Fields which are not lined out and				REMOVE		
have no other maintenance other than mowing				REMOVE		
Adults - Per Hour	12.00	1.56	13.56	REMOVE		
Minors - per hour (min 3 hours per night)	1.00	0.13	1.13	REMOVE		
Artificial Turf						
Prime Time						
Mon. - Fri. 6 p.m. - 11 p.m.; Sat. & Sun. 7a.m. - 11 p.m.						
Non Prime Time						
Mon. - Fri. 7 a.m. - 6 p.m.						
Youth Prime - per hour	50.00	6.50	56.50	54.00	7.02	61.02
Youth Non Prime - per hour	40.00	5.20	45.20	43.00	5.59	48.59
Adults Prime - per hour	80.00	10.40	90.40	86.00	11.18	97.18
Adults Non - Prime - per hour	60.00	7.80	67.80	65.00	8.45	73.45
Commercial, Private Clubs, For Profit-Prime - per hour	160.00	20.80	180.80			
Commercial, Private Clubs, For Profit-Non Prime - per hour	110.00	14.30	124.30			
Scoreboard per hour	5.00	0.65	5.65			
Dressing room - per booking/per day	15.00	1.95	16.95			
All Fields:						
Lighting per hour	10.00	1.30	11.30	11.00	1.43	12.43
Use of Dressing Rooms: - Casual Use						
Per Season - Adults	129.50	16.84	146.34			
Per Season - Minors	77.20	10.04	87.24			
Exclusive Seasonal Use/Location/Room	518.00	67.34	585.34			
Use of concession booth at Lancaster, McCaffery, Community and Pearson Parks						
- non licensed event/tournament						
-per hour	20.00	2.60	22.60			
-per day	75.50	9.82	85.32			
- licensed (SOP) event/tournament - per hour	40.85	5.31	46.16			
- per day *	155.00	20.15	175.15			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
- security key deposit *	100.00		100.00			
*Security Key Deposit is refundable from 8:00 a.m. to 11: a.m. daily						
Food and Beverage Park Permit (in conjunction with, and in addition to, park permit for seasonal playing fields (tournaments))						
Food and Beverage Services in Park - per day	41.00	5.33	46.33	45.00	5.85	50.85
Special Occasion Permit - Liquor Licence Server with Food and Beverage Server - per day	83.00	10.79	93.79			
Beach Volleyball Courts						
Hourly court rate	5.00	0.65	5.65	6.00	0.78	6.78
Tennis Court Rentals						
Adult Lessons (per hour) (permit required)	11.50	1.50	13.00			
Children Lessons (per hour) (permit required)	6.00		6.00			
Membership (unlimited use) May 1 - Oct. 31						
Adult	58.00	7.54	65.54			
Children - 14 & under	30.00		30.00			
Youth - 15 & over	30.00	3.90	33.90			
Family Membership (2 adults and 2 children)	96.50	12.55	109.05			
Adult (Sept. - Oct 31)	19.30	2.51	21.81			
Youth (Sept. - Oct 31)	9.65	1.25	10.90			
FOB Deposit	10.00		10.00			
PORT DALHOUSIE HARBOUR						
Transient dockage - per foot - per 24 hours -without hydro	1.20	0.16	1.36			
Transient dockage - per foot - per 24 hours -with hydro	1.45	0.19	1.64			
flat rate 3 hours maximum	5.75	0.75	6.50			
Dock Reservation Fee/Cancellation Charge	10.00	1.30	11.30			
Clip Card - valid for 12 flat rates	57.50	7.48	64.98			
Commercial Passenger Vessel						
- per foot/per season (April 1 to October1)	83.81	10.90	94.71			
- per foot of dockage leased per month	14.29	1.86	16.15			
- per day of dockage leased (off season)	20.00	2.60	22.60			
- per day of dockage (April 1 to October 31)	95.24	12.38	107.62			
Use of hydro per season	165.00	21.45	186.45			
Cross Lake Passenger Service						
- per lineal foot of dockage leased per month	7.00	0.91	7.91			
RECREATION PROGRAMS						
Age Groups - When not specifically mentioned the following age groups are in effect:						
- Children (12 years & under)						
- Youth (13 to 17 years)						
- Adults (18 years and over)						
- Older Adults (60 years and over)						

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Adult Program						
(per hour times the number of sessions)	6.25	0.81	7.06			
Minimal fee to be charged. Program costs will be determined by actual costs of program						
Drop in extra fee (for applicable Programs), per class	2.65	0.34	3.00			
Children's Program						
(per hour times the number of sessions)	4.35		4.35			
Minimal fee to be charged. Program costs will be determined by actual costs of program.						
Drop in Fee (per child, per activity)	2.50		2.50			
Use for special day drop in programs (ie. Family day)						
Themed Birthday Party Package (15 children)	230.00		230.00			
Themed Birthday Party Package (25 children)	NEW			265.00		265.00
Locations: Arena, Museum, Port Weller, Preschool Playroom-Russell, Kiwanis Aquatics Centre (man # apply)						
2 1/2 hour party - 15 children (25 children Irene Room) - includes room rental, staff, crafts, decorations, and arena or museum admission if applicable.						
Dance Party Package - Russell Avenue	140.00		140.00			
2 hour party - includes room rental, staff, decorations for up to 25 children						
Additional child (themed and dance party packages)	3.55		3.55			
CAROUSEL BIRTHDAY PARTY	140.00		140.00			
1 1/2 hour programme, includes staff lead craft, games, and rides, t-shirt and poster for birthday child						
(does not include private rental - would take place during regular operating hours)						
Carousel Youth Program for Organizations						
1.5 hour program, with staff led games, craft and carousel rides and pavilion use.						
Option A Basic Program - 1-25 Children	130.00		130.00			
Additional child	3.00		3.00			
Option B - includes snack, granola bar and juice box - 1-25 children.	150.00		150.00			
Additional child	4.00		4.00			
Older Adult Programs						
Older Adults' Centre Card * (January - December)	44.25	5.75	50.00	46.02	5.98	52.00
* 50 years-plus valid only at Older Adults' Centres and Community Centres Older Adults' Drop-in Program Only						
purchased Jan 1st to Mar 31st	44.25	5.75	50.00	46.02	5.98	52.00
purchased Apr 1st to Jun 30th	33.19	4.31	37.50	34.51	4.49	39.00
purchased Jul 1st to Sep 31st	22.12	2.88	25.00	23.01	2.99	26.00
purchased Oct 1st to Dec 31st	11.06	1.44	12.50	11.50	1.50	13.00
Older Adult Membership-over 90 years of age, corresponding fee is no charge.						
Older Adult Drop in Fee, per class, (if applicable) minimal fee to be charged	NEW			1.77	0.23	2.00

2012 Rates and Fees							2013 Rates and Fees		
DESCRIPTION	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL			
Program costs will be determined by actual costs of program									
Older Adults with "Older Adult's Photo Card" 10% Discount on all Adult Programming									
REMOVE REMOVE									
FACILITY ADVERTISING									
All advertising is annual fee including installation & production unless noted									
Rinkboard Seymour-Hannah Rink 1	1,300.00	169.00	1,469.00						
Rinkboard Seymour-Hannah Rinks 2,3, 4	1,000.00	130.00	1,130.00						
Rinkboard Bill Burgoyne, Rex Stimers, Haig Bowl	700.00	91.00	791.00						
Premium Rink Board (5' x5')	1,200.00	156.00	1,356.00						
Mini Rink Decal (4' x4')	800.00	104.00	904.00						
SH Rink 1Score Board Corners 4 - 29.50" w x 23.50"h panels	2,000.00	260.00	2,260.00						
SH Rink 1 Score Board Sign 2 (96"w x 24"h panel)	1,200.00	156.00	1,356.00						
Time of day Clock (35.75"h x 42.75"w)	700.00	91.00	791.00						
Score Board Illuminated Sign (24"h x 36"w)	600.00	78.00	678.00						
Shots on Goal (47.75"H x 48.75"W)	800.00	104.00	904.00						
Ice Resurfacer whole wrap (plus production and installation)	5,000.00	650.00	5,650.00						
Ice Resurfacer 1 side panel (plus production and installation)	1800.00	234.00	2,034.00						
Ice Resurfacer top or front panel (1) (plus production & installation)	700.00	91.00	791.00						
Ad Display -large 8' x 8'	1,500.00	195.00	1,695.00						
Ad Display-small 5'x5'	1,400.00	182.00	1,582.00						
Bank of Step Faceplates (3)	1,425.00	185.25	1,610.25						
Seat Plaques	250.00	32.50	282.50						
Front panel of Media Box rink 1	1,400.00	182.00	1,582.00						
Ice Logo Centre Ice (Plus production and installation)	2500.00	325.00	2,825.00						
Ice Logo - Blue line (2) (plus production and installation)	1,200.00	156.00	1,356.00						
Ice Logo - Goal Crease (2) (plus production and installation)	1,000.00	130.00	1,130.00						
Ice Logo - Outer Centre Ice (2) (plus production and installation)	1,500.00	195.00	1,695.00						
Ice Logo - Neutral Zones (2) (plus production and installation)	1,500.00	195.00	1,695.00						
Floor Logo - 5' x 5' or smaller (plus prod and installation)	1,150.00	149.50	1,299.50						
Rink naming annual fee (min 5 year commitment)	8,000.00	1040.00	9,040.00						
Waste Container Boards (1 side)	1,300.00	169.00	1,469.00						
Poster Display (lg 24"h x 36"w)	600.00	78.00	678.00						
Poster Display (lg 24"h x 36"w) Kiwanis Aquatics Centre	NEW			1,000.00	130.00	1,130.00			
Poster Display (small 24"x 18" or 17" x 11")	330.00	42.90	372.90						
Wall Wrap/Perforated Window Space per 25 sq. ft. (plus prod. & install.)	1,400.00	182.00	1,582.00						
Sport Boards 4' x 8'	1,200.00	156.00	1,356.00						
Kiwanis Field Score Board Panel	NEW			1,200.00	156.00	1,356.00			
Dog bag dispenser sign year 1 (plus installation costs)	265.00	34.45	299.45						
Dog bag dispenser sign year (where dispenser with ad available)	80.00	10.40	90.40						
24 x 36 backlit sign	1400.00	182.00	1,582.00						
Ad Discount Scale (applicable when purchasing multiple items)									
advertising costs \$1399 and under	no discount								
\$1400 - \$2999	5% discount								
\$3000 - \$3999	10% discount								
\$4000 - \$4999	15% discount								
over \$5000	20% discount								
Note: if third party advertiser, total discount based on value of all contracts generated in their name									
LEISURE GUIDE ADVERTISEMENTS REMOVE									
1/8 page bw	184.00	23.92	207.92	REMOVE					
1/8 page 2 colour	204.00	26.52	230.52	REMOVE					
1/8 page charitable rate	156.00	20.28	176.28	REMOVE					
1/4 page bw	285.00	37.05	322.05	REMOVE					
1/4 page 2 colour	305.00	39.65	344.65	REMOVE					
1/4 page charitable rate	242.00	31.46	273.46	REMOVE					

2012 Rates and Fees

DESCRIPTION	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
1/2 page bw	495.00	64.35	559.35	REMOVE		
1/2 page 2 colour	515.00	66.95	581.95	REMOVE		
1/2 page charitable rate	420.00	54.60	474.60	REMOVE		
full page bw	810.00	105.30	915.30	REMOVE		
full page 2 colour	830.00	107.90	937.90	REMOVE		
full page charitable rate	688.50	89.51	778.01	REMOVE		
outside cover	2,000.00	260.00	2,260.00	REMOVE		
inside cover front	1,600.00	208.00	1,808.00	REMOVE		
inside cover back	1,600.00	208.00	1,808.00	REMOVE		
1/2 page inside cover front	850.00	110.50	960.50	REMOVE		
1/2 page inside cover back	850.00	110.50	960.50	REMOVE		
Special Event Listing	24.78	3.22	28.00	REMOVE		
Community Contact Listing	15.93	2.07	18.00	REMOVE		
Extra description	10.62	1.38	12.00	REMOVE		
extra word fee 1-20 words over	8.85	1.15	10.00	REMOVE		
discount if advertised in previous issue		5%				
value of leisure guide ad included with facility						
to be eligible for discount scale						

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Transportation & Environmental Services						
ENGINEERING & CONSTRUCTION						
LOCAL IMPROVEMENTS						
Storm sewers excluding laterals	354.00		354.00	330.00		330.00
Sanitary sewer including laterals	619.00		619.00	592.00		592.00
Watermain excluding services	263.00		263.00	300.00		300.00
Roads & Drainage improvements on local streets, per m: assuming existing storm sewers	349.00		349.00	366.00		366.00
including storm sewers	647.00		647.00	649.00		649.00
Concrete Sidewalk on low traffic local streets	153.00		153.00			
CONSTRUCTION PLANS & SPECIFICATIONS (non-refundable)						
In the range of	30.97	4.03	35.00			
Based on reproduction costs	66.37	8.63	75.00			
	106.19	13.80	120.00			
ENVIRONMENTAL SERVICES						
ENVIRONMENTAL AUDIT REVIEW	61.90	8.05	69.95			
GEOMATICS						
CITY DOCUMENTS (Copies)						
Aerial Photographs	ALL ORDERS BY QUOTATION ONLY, PAYABLE IN ADVANCE OF ORDER.					
Bench Mark Photocopies - per page	0.31	0.04	0.35			
Contracts, per page	0.31	0.04	0.35			
Digital Graphics Files						
- Various file formats - DVD	18.05	2.35	20.40			
- Special requests (compression, overlays) - each 15 minutes	13.54	1.76	15.30			
2002 Colour 1 KM Tile - 20 cm Ortho Tiff Format	44.25	5.75	50.00			
2006 Black & White 1 KM Tile - 10 cm Ortho Tiff Format	53.10	6.90	60.00			
2010 Colour 1 KM Tile - 20cm Ortho Tiff Format	53.10	6.90	60.00			
Microfilm Prints	0.93	0.12	1.05			
Microfilm 35mm print of plans -	BY QUOTATION ONLY					
Ontario Basic Mapping 1:2,000 (1985)						REMOVE
(Topographical Line Maps)						REMOVE
paper prints - each	4.74	0.62	5.36			REMOVE
set of 84 paper	130.80	17.00	147.80			REMOVE

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Photocopies - miscellaneous	0.31	0.04	0.35			
Plan reproduction (General)						
per m2 white print paper	2.74	0.36	3.10			
minimum	2.74	0.36	3.10			
Sewer Atlas (Sanitary & Storm)						
complete - advance order	57.79	7.51	65.30			
copy of individual pages	0.31	0.04	0.35			
Water Atlas						
Water Atlas - Complete - advance order	57.79	7.51	65.30			
ENCROACHMENT AGREEMENTS	265.49	34.51	300.00			
OPERATIONS						
BANNER PERMIT - PER LOCATION	140.00	18.20	158.20	145.00	18.85	163.85
<u>CULVERT INSTALLATION</u>						
600mm Diameter and Less						
Minimum Charge - 2.0m	560.92		560.92			
Per Linear Metre up to 6.0m	280.46		280.46			
Each Metre over 6.0m	280.46		280.46			
<u>CULVERT INSTALLATION</u>						
<u>Greater than 600mm Diameter</u>						
Charges for new culverts or extensions greater than 600mm diameter in size will be based on actual cost. The fee will be based on an estimate prepared by the City Engineer, will reflect actual site conditions and must be prepaid. Should the actual cost be greater than the estimate, the property owner shall be invoiced for any additional costs incurred. Should the actual cost be less than the estimate, the property owner will be refunded the difference.						
	ACTUAL COST					
CURB ENTRANCES						
Curb cuts only (per lin.m.)	23.95		23.95			
Minimum (1 lin.m.) - per side	23.95		23.95			
NOTE: If 2 separate cuts are required to cut a 1 metre length, a second charge will apply. Minimum charge of \$55.00 applies						
Lowering Sidewalk - per sq. m.	212.27		212.27	239.67		239.67
- minimum 2 sq. m.	424.54		424.54	479.35		479.35
Curb Face Sidewalk - per sq. m.	212.27		212.27	239.67		239.67
- minimum 2 sq. m.	424.54		424.54	479.35		479.35
Curb replacement (fill)	196.27		196.27			
- minimum (2 lin.m.)	392.54		392.54			
MUNICIPAL CONSENT PERMIT	142.86	18.57	161.43			
REINSTATEMENTS (Within Road Allowance) - Per m2						
- asphalt - per square metre	85.18		85.18			
- minimum charge - 2.0 sq. m	170.36		170.36			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
- boulevard - per square metre	23.75		23.75			
- minimum charge - 2.0 sq. m.	47.50		47.50			
- concrete curb - per linear metre	147.41		147.41	172.78		172.78
- minimum charge - 2.0 lin. m.	294.82		294.82	345.56		345.56
- concrete driveway - per square metre	137.92		137.92			
- minimum charge - 2.0 sq. m.	275.84		275.84			
- concrete road - per square metre	137.42		137.42	162.60		162.60
- minimum charge - 2.0 sq. m.	274.84		274.84	325.20		325.20
- concrete sidewalks - per square metre	108.30		108.30			
- minimum charge - 2.0 sq. m.	216.60		216.60			
ROAD ALLOWANCE - DEPOSIT FOR DAMAGES (Where Sidewalk Exists)						
Residential - up to 4 units	591.03		591.03			
- pool construction	288.68		288.68			
- additions requiring footings	288.68		288.68			
- accessory buildings requiring footings	288.68		288.68			
Commercial/Industrial						
Large Residential (Greater than 4 units)						
Demolition (greater than 100 sq. m.)						
- per square metre of sidewalk	76.56		76.56			
- minimum 2 sq. m.	153.11		153.11			
SEWER SERVICES - PRIVATE AND PUBLIC PROPERTY						
If the cause and location of a sewer service blockage can be determined through a sewer service video inspection, charges may be adjusted accordingly.						
Property owner is responsible for charges related to Building Sewer maintenance crossing both private and public property.						
Residential - includes buildings which contain a maximum of three (3) residential units and does not include any other uses such as commercial or any combination thereof.						
Property owners subject to one clearing charge per 12 month period for rodding services only. 12 month policy does not apply if a clean out, satisfactory to the City Engineer, does not exist on the service and an electric snake is used to clear a blockage.						
BUILDING SEWER CLEARING AND OTHER SERVICES						
The City cannot provide a copy of any video taken of a property owner's sewer service.						
NOTE: Tree roots, one charge per 12 month period for rodding only.						
- 12 month policy does not apply when clean out does not exist and an electric snake is used.						
Residential						
Regular time (7:00 a.m. - 7:00 p.m., Monday to Friday)	260.00		260.00			

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
Overtime (7:00 p.m. - 7:00 a.m., Saturday/Sunday/Holidays)	345.00		345.00			
Non-residential - Regular time & Overtime - Minimum charge, Actual cost if greater	425.00		425.00			
Commercial Overtime - Actual Cost						
NOTE: Charges for clearing blockages on public property (road allowance) will be subsidized up to 100% only if there is a clean out, satisfactory to the City Engineer, on the sewer service. Charges for drain clearing will be forgiven only after the property owner installs a clean out, satisfactory to the City Engineer, on the sewer service and/or repairs any building sewer obstruction on the private side.						
INSPECTION OR TRACING OF EXISTING SEWER LATERAL ON PUBLIC PROPERTY EXCLUDING SEWER CLEARING						
The City cannot provide a copy of any video taken of a property owner's sewer service.						
The fee is for one visit and the sewer must be safely accessible and/or exposed at the time the City crew arrives. The sewer must be clear of obstructions or a separate sewer clearing charge may apply.						
- RESIDENTIAL - Regular Time Only	219.02		219.02	194.14		194.14
- NON-RESIDENTIAL - Regular Time Only	219.02		219.02	194.14		194.14
- Minimum charge. Actual cost if greater						
SERVICE CALLS						
<u>RESIDENTIAL</u>						
- Regular time (7:00 a.m. - 7:00 p.m., Mon. to Fri.)	150.67		150.67			
- Overtime (7:00 p.m. - 7:00 a.m., Sat., Sun. & Holiday)	218.38		218.38			
<u>NON-RESIDENTIAL</u>						
- Regular time (7:00 a.m. - 7:00 p.m., Mon. to Fri.)	195.82		195.82			
- Overtime (7:00 p.m. - 7:00 a.m., Sat., Sun. & Holiday)	283.84		283.84			
- Minimum charges. Actual cost if greater						
<u>BUILDING SEWER REPLACEMENT</u>						
PRIVATE PROPERTY						
All work on Private Property to be completed by private contractors. Rates are based on a 5m minimum charge and do not include						
PUBLIC PROPERTY (Road Allowance)						
NEW BUILDING SEWER CONNECTIONS OR REPLACEMENTS (STORM OR SANITARY)						
Charges for new building sewers apply to either storm or sanitary service connections, include a connection to the main sewer, the installation of the service from the main sewer to the property line and the associated restoration works and must be pre-paid.						

Agenda Item 3.6

2013 Rates and Fees

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees																																																																																																											
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL																																																																																																									
<p>* The policy of Council and the charges in this schedule are based on a main sewer being available somewhere within the frontage or flankage of the property. Subject to approval from the City Engineer, other situations may be charged based on actual cost. The fee will be based on an estimate prepared by the City Engineer, will reflect actual site conditions, may include the extension of an existing main sewer and must be pre-paid.</p> <p>Charges for new building sewers greater than 150mm diameter in size will be based on actual cost. The fee will be based on an estimate prepared by the City Engineer, will reflect actual site conditions, will include the cost of a manhole (where applicable) and must be pre-paid. Should the actual cost be greater than the estimate, the property owner shall be invoiced for any additional costs incurred. Should be actual cost be less than the estimate, the property owner will be refunded the difference.</p> <p>New Sewer Connections to the Property Line - Prepaid - Storm or Sanitary</p> <p>Rates are based on open cut installations in material which can be removed by equipment normally used by City Forces for the work. Installations requiring rock excavation, or any form of boring or tunneling will be charged at actual cost.</p> <p><u>Servicing for Semi-detached Dwelling Units</u></p> <tr> <td>- 2 - 100 mm diameter - per linear metre</td> <td>597.42</td> <td></td> <td>597.42</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Minimum charge - 10.0 m</td> <td>5974.23</td> <td></td> <td>5,974.23</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- 100 mm diameter - per linear metre *</td> <td>398.28</td> <td></td> <td>398.28</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Minimum charge - 10.0 m</td> <td>3982.82</td> <td></td> <td>3,982.82</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- 125 mm diameter - per linear metre *</td> <td>406.98</td> <td></td> <td>406.98</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Minimum charge - 10.0 m</td> <td>4069.83</td> <td></td> <td>4,069.83</td> <td></td> <td></td> <td></td> </tr> <tr> <td>- 150 mm diameter - per linear metre *</td> <td>411.49</td> <td></td> <td>411.49</td> <td>465.87</td> <td></td> <td>465.87</td> </tr> <tr> <td>- Minimum charge - 10.0 m</td> <td>4114.90</td> <td></td> <td>4,114.90</td> <td>4658.65</td> <td></td> <td>4,658.65</td> </tr> <tr> <td>- 200 mm diameter - per linear metre ** *</td> <td>ACTUAL COST</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Minimum charge - 10.0 m</td> <td>ACTUAL COST</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- 250 mm diameter - per linear metre ** *</td> <td>ACTUAL COST</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Minimum charge - 10.0 m</td> <td>ACTUAL COST</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- 300 mm diameter - per linear metre ** *</td> <td>ACTUAL COST</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Minimum charge - 10.0 m</td> <td>ACTUAL COST</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>- Greater than 300 mm diameter</td> <td>ACTUAL COST</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr>							- 2 - 100 mm diameter - per linear metre	597.42		597.42				- Minimum charge - 10.0 m	5974.23		5,974.23				- 100 mm diameter - per linear metre *	398.28		398.28				- Minimum charge - 10.0 m	3982.82		3,982.82				- 125 mm diameter - per linear metre *	406.98		406.98				- Minimum charge - 10.0 m	4069.83		4,069.83				- 150 mm diameter - per linear metre *	411.49		411.49	465.87		465.87	- Minimum charge - 10.0 m	4114.90		4,114.90	4658.65		4,658.65	- 200 mm diameter - per linear metre ** *	ACTUAL COST						- Minimum charge - 10.0 m	ACTUAL COST						- 250 mm diameter - per linear metre ** *	ACTUAL COST						- Minimum charge - 10.0 m	ACTUAL COST						- 300 mm diameter - per linear metre ** *	ACTUAL COST						- Minimum charge - 10.0 m	ACTUAL COST						- Greater than 300 mm diameter	ACTUAL COST					
- 2 - 100 mm diameter - per linear metre	597.42		597.42																																																																																																												
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<p>* The charges in this schedule are subject to a 35% reduction when carried out in conjunction with planned City road, sewer and waterworks.</p> <p>** Subject to the extra cost (by quote) of a manhole where the size of the connection is equal to or one size smaller than the City sewer, i.e. a 200mm to a 250mm main.</p>																																																																																																															

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
New sewer connections for semi-detached dwelling units, where the services can be installed in the same trench, shall be prepaid with the fee being 1.5 times that of individual connection.						
New building sewers requiring a connection to a Regional trunk sanitary sewer will be charged a Regional connection fee in addition to the new service charge. Charges must be pre-paid and property owner must provide written authorization from the Region of Niagara.						
Regional Sanitary Sewer Connection	500.00		500.00			
Manhole (if required by Region)						
ABANDON EXISTING SEWER SERVICE (ANY SIZE)	799.06		799.06	922.12		922.12
	(50% rebate if sewer is exposed at property line by others)					
Assumes access is available to existing sewer (clean-out or open excavation). Work to include tracing sewer from existing clean-out or open excavation, excavation on the existing sewer service at the property line, TV inspection of the sewer from the property line to the sewer main, capping the sewer service at both ends, backfilling excavation and reinstatement.						
SHOPPING CARTS, ABANDONED (RECLAIM FEE FOR PICKUP, HANDLING & STORAGE)	20.00	2.60	22.60			
SIDEWALK PATIO APPLICATION	308.92	40.16	349.08			
- Rental per square meter per year	34.29	4.46	38.75			
SIDEWALK SNOW REMOVAL						
- RECOVERABLE (PER METRE)	10.00		10.00			
WATER SERVICES:						
FIRE HYDRANTS - The maintenance and repair for all private fire hydrants is the responsibility of the owner.						
Rates are based on open cut installations in material which can be removed by equipment normally used by City Forces for the work. Installations requiring rock excavation, or any form of boring or tunneling will be charged at actual cost.						
Hydrant Connection - temporary	191.95		191.95			
Water Consumption	ACTUAL COST					
Meter and valve assembly rental - per week (Up to a maximum of \$600.00 per year)	25.24		25.24			
Refundable Deposit	1000.00		1,000.00			
Minor repair - private property	ACTUAL COST					
Relocate Hydrant - public property	ACTUAL COST					
Install New Hydrant - public property (Requiring new connection to watermain)	ACTUAL COST					
Replace Hydrant After Damage	ACTUAL COST					

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
FROZEN WATER SERVICES - The property owner will be responsible for all charges relating to any thawing of frozen water services on private property.						
1/2", 3/4" and 1" (25mm diameter and less)) - regular time	457.60		457.60			
- overtime	619.30		619.30			
Greater than 1" service (greater than 25mm diameter)						
REGULAR TIME (7:00 a.m. - 3:00 p.m., Mon. to Fri.)	ACTUAL COST					
OVERTIME (3:00 p.m. - 7:00 a.m., Sat., Sun. & Holidays)	ACTUAL COST					
NEW WATER SERVICE (ON PUBLIC PROPERTY)						
Rates are based on open cut installations in material which can be removed by equipment normally used by City Forces for the work. Installations requiring rock excavation, or any form of boring or tunneling will be charged at actual cost.						
Charges for new water services include a connection to the watermain, the installation of the service from the main to the property line and the associated restoration works and must be pre-paid.						
The policy of Council and the charges in this schedule are based on a watermain being available somewhere within the frontage or flankage of the property. Subject to approval from the City Engineer, other situations may be charged based on actual cost. The fee will be based on an estimate prepared by the City Engineer, will reflect actual site conditions, may include the extension of an existing watermain and must be pre-paid.						
Servicing for a Semi-detached Dwelling Unit						
2 - 20 mm diameter - per linear metre	360.64		360.64	409.57		409.57
Minimum charge 10.0m	3606.38		3,606.38	4095.73		4,095.73
20mm diameter - per linear metre *	240.43		240.43	273.05		273.05
Minimum charge 10.0m	2404.25		2,404.25	2730.48		2,730.48
25mm diameter - per linear metre *	251.85		251.85	286.70		286.70
Minimum charge 10.0m	2518.55		2,518.55	2867.01		2,867.01
40mm diameter - per linear metre *	288.00		288.00	342.71		342.71
Minimum charge 10.0m	2880.00		2,880.00	3427.06		3,427.06
50mm diameter - per linear metre *	358.12		358.12			
Minimum charge 10.0m	3581.19		3,581.19			
75mm diameter - per linear metre *	436.83		436.83			
Minimum charge 10.0m	4368.26		4,368.26			
100mm diameter - per linear metre *	ACTUAL COST					
Minimum charge 10.0m	ACTUAL COST					
150mm diameter - per linear metre *	ACTUAL COST					
Minimum charge 10.0m	ACTUAL COST					
200mm diameter - per linear metre *	ACTUAL COST					
Minimum charge 10.0m	ACTUAL COST					

2012 Rates and Fees

DESCRIPTION

FEE

HST

TOTAL

FEE

HST

TOTAL

13%

13%

250mm diameter - per linear metre *

Minimum charge 10.0m

ACTUAL COST

ACTUAL COST

300mm diameter - per linear metre *

Minimum charge 10.0m

Greater than 300mm diameter *

ACTUAL COST

ACTUAL COST

ACTUAL COST

New water service connections for semi-detached dwelling units, where the services can be installed in the same trench, shall be pre-paid with the fee being 1.5 times that of an individual connection.

Charges for new water services 150mm diameter and greater in size will be based on actual cost. The fee will be based on an estimate prepared by the City Engineer, will reflect actual site conditions, and must be pre-paid. Should the actual cost be greater than the estimate, the property owner shall be invoiced for any additional costs incurred. Should the actual cost be less than the estimate, the property owner will be refunded the difference.

The charges in this schedule are subject to a 35% reduction when carried out in conjunction with planned City road, sewer and waterworks.

New water services requiring a connection to Regional trunk watermain will be charged a Regional connection fee in addition to the new water service charge. Charges must be pre-paid and property owner must provide written authorization from the Region of Niagara.

Regional watermain connection

750.00

750.00

Valve Chamber (if required by Region)

ACTUAL COST

REPAIR, REPLACE OR UPGRADE OF WATER SERVICES - PUBLIC PROPERTY

Charges (or non-charges) for all water service replacements and/or upgrades are at the discretion of the City Engineer. Water services 40mm and greater in size, constructed of a non-approved material, may be replaced at no charge at the discretion of the City Engineer.

Less than 40mm diameter

NO CHARGE

40mm diameter and greater of a non-approved material may be replaced at no charge at the discretion of the City Engineer.

ABANDON EXISTING WATER SERVICE

Water Service <= 50mm (2")

1543.17

1,543.17

Work to include removal of existing meter, excavation on the existing service at the main, shutting off the main stop, removal of existing curb box, backfilling excavations and reinstatement.

Water Service > 50mm (2")

ACTUAL COST

Work will generally include removal of existing meter, excavation on the existing service at the main, replacing a section of the watermain at the service connection, removal of existing service valve and valve box, backfilling excavations and reinstatement.

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DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
WATER METER PITS (CHAMBERS)						
Where a water meter cannot be installed and protected within the building to be serviced, an appropriate meter pit (<50mm Dia.) or precast concrete chamber (<50mm Dia.) shall be designed, supplied and installed as specified by the City Engineer. All costs associated with the supply and installation of a meter pit or precast chamber shall be borne by the property owner.						
Rates are based on open cut installations in material which can be removed by equipment normally used by City Forces for the work. Installations requiring rock excavation, or any form of boring or tunneling will be charged at actual cost.						
Water Meter Pit - Supply Only						
- 16 mm(5/8") Diameter Service	765.00		765.00	667.92		667.92
- 19 mm (3/4") Diameter Service	825.00		825.00	723.58		723.58
- 25 mm (1") Diameter Service	975.00		975.00	850.96		850.96
- 38mm (1-1/2") Diameter Service	3540.00		3,540.00	3094.52		3,094.52
- 50mm (2") Diameter Service	3600.00		3,600.00	3170.20		3,170.20
Water Meter Pit - Supply & Install						
- 16mm(5/8") Diameter Service	1965.00		1,965.00			
- 19mm (3/4") Diameter Service	2010.00		2,010.00			
- 25mm (1") Diameter Service	2165.00		2,165.00			
- 38mm(1-1/2") Diameter Service	4730.00		4,730.00			
- 50mm (2") Diameter Service	4790.00		4,790.00			
Water Meter Bench Test (includes meter removal, testing and replacement)	71.31		71.31	93.08		93.08
Water Meter Lost/Stolen/Broken Pricing dependent on meter size						
	ACTUAL COST					
FROZEN WATER METER - (Service and replacement cost)						
Regular Time (7:00 a.m. - 3:00 p.m., Mon. to Fri.)						
Overtime (3:00 p.m. - 7:00 a.m., Sat., Sun. & Holiday)						
LESS THAN 50mm DIAMETER						
- regular time	114.46		114.46			
- overtime	140.87		140.87			
50mm DIAMETER AND GREATER						
- regular time	ACTUAL COST					
- overtime	ACTUAL COST					
WATER SERVICE CALL						
Regular Time (7:00 a.m. - 7:00 p.m., Mon. to Fri.)						
Overtime (7:00 p.m. - 7:00 a.m., Sat., Sun. & Holiday)						
- Residential - regular time	82.14		82.14			
- overtime	116.22		116.22			
- Commercial - regular time	105.36		105.36			
- overtime	149.67		149.67			
- Minimum charges, actual cost if greater						

DESCRIPTION	2012 Rates and Fees			2013 Rates and Fees		
	FEE	HST 13%	TOTAL	FEE	HST 13%	TOTAL
WATER TURN OFF/ON						
Residential - regular time includes turn-on	63.26		63.26			
- overtime	80.34		80.34			
Commercial - regular time	88.13		88.13			
- overtime	149.17		149.17			
NOTE:						
WATER TURNED OFF ON REGULAR TIME AND TURNED BACK ON ON OVERTIME IS CHARGED AT THE OVERTIME RATE.						
WATER TURNED OFF ON OVERTIME AND TURNED BACK ON WITHIN TWO (2) HOURS OF BEING TURNED OFF IS CHARGED AT THE OVERTIME RATE.						
WATER TURNED OFF ON OVERTIME AND TURNED BACK ON AFTER TWO (2) HOURS OF BEING TURNED OFF IS CHARGED AT TWO (2) TIMES THE OVERTIME RATE.						

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SCHEDULE B
2012 SCHEDULE OF RATES AND FEES

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Agenda Item 3.6

DESCRIPTION	2012 Rates & Fees				PROPOSED 2013 Rates & Fees			
	FEES	Care & Maintenance	HST 13%	TOTAL	FEES	Care & Maintenance	HST 13%	TOTAL
VICTORIA LAWN CEMETERY								
PRICE OF LOTS:								
- Adult/Space - At head-Flat marker only	517.70	345.13	112.17	975.00	530.97	353.98	115.04	1,000.00
- Adult/space - Preferred-Flat marker only	690.27	460.17	149.56	1,300.00	743.36	495.58	161.06	1,400.00
- Adult/space-Section O and QQ/V-Lot	743.36	495.58	161.06	1,400.00	796.46	530.97	172.57	1,500.00
- upright (preferred) FOUNDATION	398.23		51.77	450.00	398.23		51.77	450.00
TOTAL	1,141.59	495.58	212.83	1,850.00	1,194.69	530.97	224.34	1,950.00
- Adult 2 grave lot	1,433.63	955.75	310.62	2,700.00	1,592.92	1,061.95	345.13	3,000.00
- Adult 2 grave lot with foundation - lot	1,433.63	955.75	310.62	2,700.00	1,592.92	1,061.95	345.13	3,000.00
FOUNDATION	641.59		83.41	725.00	641.59		83.41	725.00
TOTAL	2,075.22	955.75	394.03	3,425.00	2,234.51	1,061.95	428.54	3,725.00
- Adult 3 grave lot	2,336.29	1,557.52	506.19	4,400.00	2,548.67	1,699.11	552.21	4,800.00
- Adult 4 grave lot	3,823.01	2,548.67	828.32	7,200.00	3,982.30	2,654.87	862.83	7,500.00
- Adult 6 grave lot	6,371.68	4,247.79	1,380.53	12,000.00				
- Cremation Grave - Flat Marker Only 2' x 2'	265.49	176.99	57.52	500.00	318.58	212.39	69.03	600.00
- Cremation Grave - Flat marker only - 3' x 3'	424.78	283.18	92.04	800.00	477.88	318.59	103.54	900.00
- Cremation Grave With Foundation	663.72	442.48	143.80	1,250.00	716.81	477.87	155.31	1,350.00
FOUNDATION	398.23		51.77	450.00	398.23		51.77	450.00
TOTAL	1,061.95	442.48	195.57	1,700.00	1,115.04	477.87	207.08	1,800.00
- Infant Grave - Flat Marker Only	265.49	176.99	57.52	500.00	318.58	212.39	69.03	600.00
- Infant Grave With Foundation	530.98	353.98	115.04	1,000.00	557.52	371.68	120.80	1,050.00
FOUNDATION	398.23		51.77	450.00	398.23		51.77	450.00
TOTAL	929.21	353.98	166.81	1,450.00	955.75	371.68	172.57	1,500.00
- Veteran Graves (Perpetual Care Only)								
- Veteran Lot		460.18	59.82	520.00		495.58	64.43	560.00
- Veteran Cremation-Grave		283.19	36.81	320.00		318.58	41.42	360.00
- Clergy's Grave -(Perpetual care only) (no charge for grave site)		460.18	59.82	520.00		495.58	64.43	560.00
INTERMENT CHARGES:								
- Regular earth adult opening	1,061.95		138.05	1,200.00	1,106.19		143.80	1,250.00
- Regular earth infant opening	530.97		69.03	600.00	553.10		71.90	625.00
- Regular earth cremation opening	398.23		51.77	450.00				
- Cremation Inurnment Garden	398.23		51.77	450.00				
- Cremation Scattering Garden	530.97		69.03	600.00				
- Regular cremation opening - Double (Admin)	88.50		11.51	100.00				
- Extra depth on sales prior to April 1, 1986 only								
NO EXTRA DEPTH SALES AFTER APRIL 1, 1986.	530.97		69.03	600.00	553.10		71.90	625.00

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SCHEDULE B
2012 SCHEDULE OF RATES AND FEES

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Agenda Item 3.6

DESCRIPTION	FEES	2012 Rates & Fees		TOTAL	FEES	PROPOSED 2013 Rates & Fees		TOTAL
		Care & Maintenance	HST 13%			Care & Maintenance	HST 13%	
MAUSOLEUM & COLUMBARIUM INTERMENT CHARGES								
- Regular Niche Opening	287.61		37.39	325.00				
- Mausoleum Plate Removal	66.37		8.63	75.00				
TOTAL	353.98		46.02	400.00				
- Crypt End Opening	442.48		57.52	500.00				
- Crypt Side Opening	530.97		69.03	600.00				
- Storage Crypt Rental - First Month	132.74		17.26	150.00				
- Storage Crypt Rental - Each Additional Month	132.74		17.26	150.00				
- Use of Mausoleum for Funeral	132.74		17.26	150.00				
- Use of Mausoleum for Saturday Funeral	132.74		17.26	150.00				
- Use of Cemetery Chairs	66.37		8.63	75.00				
DISINTERMENTS:								
- minimum charge (includes 1 opening and closing) Note: Appropriate Interment Fees Applies.	2,477.88		322.12	2,800.00	2,654.87		345.13	3,000.00
Additional Services:								
- concrete liners - cost	486.73		63.27	550.00				
- installation fee	176.99		23.01	200.00				
TOTAL	663.72		86.28	750.00				
- Tent Rental - (10' x 10') - 4 hours	66.37		8.63	75.00				
- Tent Rental (15' x 15') - 4 hours	110.62		14.38	125.00				
MISCELLANEOUS CHARGES:								
- late arrivals after 3:45 p.m. Monday to Friday - each half hour	154.87		20.13	175.00				
- late arrivals each half hour Saturday after 11 a.m. up to 1:00 p.m.	154.87		20.13	175.00				
- Saturday burial (9:00 a.m. to 11:00 a.m.)	309.73		40.27	350.00				
- Registration of Transfer	66.37		8.63	75.00				
- Duplicate Interment Rights Certificate	44.25		5.75	50.00				
- Administration Fee	265.49		34.51	300.00				
-Declaration for Interment/Transfer Fee	66.37		8.63	75.00				

... **SCHEDULE B**
2012 SCHEDULE OF RATES AND FEES

Agenda Item 3.6

DESCRIPTION	2012 Rates & Fees				PROPOSED 2013 Rates & Fees			
	FEES	Care & Maintenance	HST 13%	TOTAL	FEES	Care & Maintenance	HST 13%	TOTAL
Setting of Markers: (Set by Province) *								
- Over 14" x 24" - setting	171.24		22.26	193.50				
- Care and Maintenance *	50.00		6.50	56.50				
TOTAL	221.24		28.76	250.00				
- 12" x 18" to 14" x 24" - setting	135.84		17.66	153.50				
- Care and Maintenance *	50.00		6.50	56.50				
TOTAL	185.84		24.16	210.00				
- under 12" x 18" (over 439.42 square cent.) (over 173 square inches) - Setting	113.72		14.78	128.50				
- Care and Maintenance	50.00		6.50	56.50				
TOTAL	163.72		21.28	185.00				
- under 439.42 sq. in./173 sq. in. Setting Fee	110.62		14.38	125.00				
- upright veteran marker	221.24		28.76	250.00				
- corner markers (set of 4) - setting The setting fee only applies to a replacement flat marker.	154.87		20.13	175.00				
Care and Maintenance (Rates Are Set by Province and Cannot be Changed)								
- upright monuments up to 48" high and up to 48" long including base	100.00		13.00	113.00				
- upright monuments over 48" high or over 48" long including base	200.00		26.00	226.00				
GARDEN CRYPT MAUSOLEUM (GENESIS)								
North & South Elevations (30 Single Crypts Each Side)								
Level A - 12	4,955.75	1,238.94	805.31	7,000.00				
Level B - 12	6,017.70	1,504.42	977.88	8,500.00				
Level C - 12	7,079.65	1,769.91	1,150.44	10,000.00				
Level D - 12	8,495.58	2,123.89	1,380.53	12,000.00				
Level E - 12	6,725.66	1,681.42	1,092.92	9,500.00				
West Elevation (20 Tandem Crypts - 40 Entombments)								
Level A - 4	9,203.54	2,300.88	1,495.58	13,000.00				
Level B - 4	11,327.43	2,831.86	1,840.71	16,000.00				
Level C - 4	12,743.36	3,185.84	2,070.80	18,000.00				
Level D - 4	14,867.26	3,716.81	2,415.93	21,000.00				
Level E - 4	12,743.36	3,185.84	2,070.80	18,000.00				

... **SCHEDULE B**
2012 SCHEDULE OF RATES AND FEES

Agenda Item 3.6

		2012 Rates & Fees			PROPOSED 2013 Rates & Fees			
DESCRIPTION	FEES	Care & Maintenance	HST 13%	TOTAL	FEES	Care & Maintenance	HST 13%	TOTAL
East Elevation (100 Niches)								
INTERIOR SIZE OF NICHES: 11 - 1/4" HIGH X 11 - 1/4" WIDE X 9 - 3/4" DEEP								
Level A - 10	1,053.10	185.84	161.06	1,400.00				
Level B - 10	1,053.10	185.84	161.06	1,400.00				
Level C - 10	1,053.10	185.84	161.06	1,400.00				
Level D - 10	1,278.76	225.66	195.58	1,700.00				
Level E - 10	1,278.76	225.66	195.58	1,700.00				
Level F - 10	1,278.76	225.66	195.58	1,700.00				
Level G - 10	1,278.76	225.66	195.58	1,700.00				
Level H - 10	1,053.10	185.84	161.06	1,400.00	1,278.76	225.66	195.57	1,700.00
Level I - 10	1,053.10	185.84	161.06	1,400.00	1,278.76	225.66	195.57	1,700.00
Level J - 10	1,053.10	185.84	161.06	1,400.00	1,278.76	225.66	195.57	1,700.00
GARDEN OF GETHSEMANE - GARDEN OF GALILEE MAUSOLEUM CRYPTS								
Level A	4,955.75	1,238.94	805.31	7,000.00				
Level B	6,017.70	1,504.42	977.88	8,500.00				
Level C	7,079.65	1,769.91	1,150.44	10,000.00				
Level D	8,495.58	2,123.89	1,380.53	12,000.00				
Level E	6,725.66	1,681.42	1,092.92	9,500.00				
All Niches	1,278.76	225.66	195.58	1,700.00				
HOLY TRINITY MAUSOLEUM								
Crypts - Fountain Level								
Level A	5,805.31	1,451.33	943.36	8,200.00				
Level B	6,725.66	1,681.42	1,092.92	9,500.00				
Level C	8,707.97	2,176.99	1,415.04	12,300.00				
Level D	9,628.32	2,407.08	1,564.60	13,600.00				
Level E	8,353.98	2,088.50	1,357.52	11,800.00				

... **SCHEDULE B**
2012 SCHEDULE OF RATES AND FEES

Agenda Item 3.6

DESCRIPTION	FEES	2012 Rates & Fees		TOTAL	FEES	PROPOSED 2013 Rates & Fees		TOTAL
		Care & Maintenance	HST 13%			Care & Maintenance	HST 13%	
Crypts - Inside Level								
Level A	6,371.68	1,592.92	1,035.40	9,000.00				
Level B	7,079.65	1,769.91	1,150.44	10,000.00				
Level C	9,203.54	2,300.88	1,495.58	13,000.00				
Level D	9,911.50	2,477.88	1,610.62	14,000.00				
Level E	8,495.58	2,123.89	1,380.53	12,000.00				
Crypts - Outside Level								
Level A	5,309.73	1,327.43	862.84	7,500.00				
Level B	6,371.68	1,592.92	1,035.40	9,000.00				
Level C	7,787.61	1,946.90	1,265.49	11,000.00				
Level D	8,849.56	2,212.39	1,438.05	12,500.00				
Level E	7,079.65	1,769.91	1,150.44	10,000.00				
NICHES								
Fountain - Heart Level	1,278.76	225.66	195.58	1,700.00				
- Other Levels	1,053.10	185.84	161.06	1,400.00				
Inside - Heart Level	1,278.76	225.66	195.58	1,700.00				
- Other Levels	1,053.10	185.84	161.06	1,400.00				
Outside - Heart Level	1,278.76	225.66	195.58	1,700.00				
- Other Levels	1,053.10	185.84	161.06	1,400.00				
GARDEN OF MEMORIES MAUSOLEUM - CRYPTS - CHAPEL SINGLES								
Level A	6,159.29	1,539.82	1,000.89	8,700.00				
Level B	8,849.56	2,212.39	1,438.05	12,500.00				
Level C	10,619.47	2,654.87	1,725.66	15,000.00				
Level D	11,044.25	2,761.06	1,794.69	15,600.00				
Level E	9,345.13	2,336.28	1,518.59	13,200.00				
SIDE CORRIDOR SINGLES								
Level A	5,309.73	1,327.43	862.84	7,500.00				
Level B	7,079.65	1,769.91	1,150.44	10,000.00				
Level C	8,495.58	2,123.89	1,380.53	12,000.00				
Level D	8,920.35	2,230.09	1,449.56	12,600.00				
Level E	7,433.63	1,858.41	1,207.96	10,500.00				

SCHEDULE B
2012 SCHEDULE OF RATES AND FEES

Agenda Item 3.6

DESCRIPTION	2012 Rates & Fees				PROPOSED 2013 Rates & Fees			
	FEES	Care & Maintenance	HST 13%	TOTAL	FEES	Care & Maintenance	HST 13%	TOTAL
MAIN CORRIDOR SINGLES								
Level A	5,805.31	1,451.33	943.36	8,200.00				
Level B	7,929.20	1,982.30	1,288.50	11,200.00				
Level C	9,486.73	2,371.68	1,541.59	13,400.00				
Level D	10,053.10	2,513.27	1,633.63	14,200.00				
Level E	8,212.39	2,053.10	1,334.51	11,600.00				
INTERIOR CRYPTS - WALL NUMBERS:16,17,18,22,23,24								
Level B	8,637.17	2,159.29	1,403.54	12,200.00				
Level C	10,407.08	2,601.77	1,691.15	14,700.00				
Level D	10,973.45	2,743.36	1,783.19	15,500.00				
Level E	9,203.54	2,300.88	1,495.58	13,000.00				
INTERIOR NICHEs								
Level A	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Level B	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Level C	1,504.42	265.49	230.09	2,000.00	1,353.98	238.94	207.08	1,800.00
Level D	1,504.42	265.49	230.09	2,000.00	1,654.87	292.04	253.10	2,200.00
Level E	1,504.42	265.49	230.09	2,000.00	1,654.87	292.04	253.10	2,200.00
Level F	1,504.42	265.49	230.09	2,000.00	1,654.87	292.04	253.10	2,200.00
Level G	1,504.42	265.49	230.09	2,000.00	1,654.87	292.04	253.10	2,200.00
Level H	1,504.42	265.49	230.09	2,000.00	1,654.87	292.04	253.10	2,200.00
Level I	1,504.42	265.49	230.09	2,000.00	1,654.87	292.04	253.10	2,200.00
Level J	1,278.76	225.66	195.58	1,700.00	1,654.87	292.04	253.10	2,200.00
EXTERIOR WALLS								
Level A	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Level B	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Level C	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Level D	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Level E	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Level F	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00

SCHEDULE B
2012 SCHEDULE OF RATES AND FEES

Agenda Item 3.6

DESCRIPTION	FEES	2012 Rates & Fees		TOTAL	FEES	PROPOSED 2013 Rates & Fees		TOTAL
		Care & Maintenance	HST 13%			Care & Maintenance	HST 13%	
QUEENSTON COURTYARD COLUMBARIUM								
Buildings 1 - 4	1,278.76	225.66	195.58	1,700.00	1,353.98	238.94	207.08	1,800.00
Harmony Circle 48 Niches	1,504.42	265.49	230.09	2,000.00	1,654.87	292.04	253.10	2,200.00
BRONZE INSCRIPTIONS								
Niche Wreath	884.96		115.04	1,000.00				
Installation Fee	88.50		11.50	100.00				
TOTAL	973.46		126.54	1,100.00				
Second Niche Scroll (NWC108)	176.99		23.01	200.00				
Bronze Picture Frame	66.37		8.63	75.00				
Black & White Picture	88.50		11.50	100.00				
Colour Picture	110.62		14.38	125.00				
Bud Vase (VB0026) Roman 5" (includes installation)	265.49		34.51	300.00				
Installation Fee (Additional)	88.50		11.50	100.00				
BRONZE EMBLEMS								
Christ W/Thorns - 2 1/4" EB0014	110.62		14.38	125.00				
Praying Hands - Left EB12L	88.50		11.50	100.00				
Praying Hands - Right EB12R	88.50		11.50	100.00				
Madonna - 2 1/4" EB15	110.62		14.38	125.00				
Angel Left - 2 3/4" EB16L	88.50		11.50	100.00				
Angel Right - 2 3/4" EB16R	88.50		11.50	100.00				
Rose Left - 2 1/4" EB13L	88.50		11.50	100.00				
Rose Right - 2 1/4" EB13R	88.50		11.50	100.00				
Holy Bible - 1 1/2" EB09	88.50		11.50	100.00				
Together Forever - 1 1/2" EB10	88.50		11.50	100.00				
Praying Cherub 1 1/2" EB11	88.50		11.50	100.00				
Cross - Flat Bronze 1738 (EB17380001)	66.37		8.63	75.00				
Cross W/Christ 4214 (EB42140001)	66.37		8.63	75.00				
Policeman - 2 7/8" EB0039	154.87		20.13	175.00				
Fireman - 2 7/8" EB0040	154.87		20.13	175.00				
Knights of Columbus - 2 7/8" EB0041	154.87		20.13	175.00				
Masonic - 4" EB0042	154.87		20.13	175.00				

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SCHEDULE B
2012 SCHEDULE OF RATES AND FEES

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Agenda Item 3.6

		2012 Rates & Fees			PROPOSED 2013 Rates & Fees				
DESCRIPTION	FEES	Care & Maintenance	HST 13%	TOTAL	FEES	Care & Maintenance	HST 13%	TOTAL	
PRODUCT PRICING									
Lettering - maximum 90 letters includes installation	1,327.43		172.57	1,500.00					
Light/Vase (Includes Installation)	796.46		103.54	900.00					
Electricity Fee (5 year Re-Newable)	265.49		34.51	300.00					
Picture Frame - Bronze	66.37		8.63	75.00					
Colour Picture - Ceramic	508.85		66.15	575.00					
TOTAL	575.22		74.78	650.00					
Picture Frame - Bronze	66.37		8.63	75.00					
Black & White Picture - Ceramic	331.86		43.14	375.00					
TOTAL	398.23		51.77	450.00					
Niche Plate includes installation	1,061.95		138.05	1,200.00					
Niche Plate Scroll	331.86		43.14	375.00					
Bud Vase includes installation	309.73		40.27	350.00					
Memorial installation fee - additional	115.04		14.96	130.00					
MAUSOLEUM EMBLEMS:									
Crucifix with Christ - 500315	176.99		23.01	200.00					
Christ - 500319	154.87		20.13	175.00					
Madonna - 500321	154.87		20.13	175.00					
Angel (Facing Right) - 500327	110.62		14.38	125.00					
Angel (Facing Left) - 500326	110.62		14.38	125.00					
Pieta - 300326	309.73		40.27	350.00					
Madonna & Child with Halo - 500329	154.87		20.13	175.00					
Christ with Crown of Thorns - 500330	154.87		20.13	175.00					
Sacred Heart - 500340	154.87		20.13	175.00					
Praying Hands - 500375	154.87		20.13	175.00					
Rose - 500396	199.12		25.88	225.00					
WREATHS: (Wreath Style #)									
W-4 - 18" Round	57.52		7.48	65.00					
H-1 17" Heart Shaped	48.67		6.33	55.00					
C-2 - 18" Cross	57.52		7.48	65.00					
ST-1 - Stone Topper 36"	57.52		7.48	65.00					
ST-2 - Stone Topper 32"	48.67		6.33	55.00					
XM-1 Christmas Wreath 16"	48.67		6.33	55.00					
Vase with Art Flowers	30.97		4.03	35.00					
Niche Flowers	13.27		1.73	15.00					

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SCHEDULE B
2012 SCHEDULE OF RATES AND FEES

Agenda Item 3.6

DESCRIPTION	2012 Rates & Fees			TOTAL	PROPOSED 2013 Rates & Fees			TOTAL
	FEES	Care & Maintenance	HST 13%		FEES	Care & Maintenance	HST 13%	
Monument Foundations								
Minimum	265.49		34.51	300.00				
2' 0" x 1' 2"	367.26		47.74	415.00				
2' 2" x 1' 2"	398.23		51.77	450.00				
2' 4" x 1' 2"	429.20		55.80	485.00				
2' 6" x 1' 2"	460.18		59.82	520.00				
2' 8" x 1' 2"	486.73		63.27	550.00				
2' 10" x 1' 2"	517.70		67.30	585.00				
3' 0" x 1' 2"	553.10		71.90	625.00				
3' 2" x 1' 2"	575.22		74.78	650.00				
3' 4" x 1' 2"	606.19		78.81	685.00				
3' 6" x 1' 2"	641.59		83.41	725.00				
3' 8" x 1' 2"	663.72		86.28	750.00				
3' 10" x 1' 2"	707.96		92.04	800.00				
4' 0" x 1' 2"	730.09		94.91	825.00				
4' 6" x 1' 2"	818.58		106.42	925.00				
5' 0" x 1' 2"	907.08		117.92	1,025.00				
5' 6" x 1' 2"	995.58		129.42	1,125.00				
6' 0" x 1' 2"	1,084.07		140.93	1,225.00				
6' 6" x 1' 4"	1,327.43		172.57	1,500.00				
8" x 8" x 4" Zinc Cremation Urn	398.23		51.77	450.00				
Genealogy Searches								
- First 3 names								
- 4 to 10 Searches	17.70		2.30	20.00				
- Over 10 - additional per person	2.65		0.35	3.00				
Photocopy _ Genealogy Information								
- First 3 copies								
- Per sheet	0.22		0.03	0.25				
NON-RESIDENT FEES AND CHARGES								
The price of lots and single graves and all other fees and charges herein set forth shall be those charged to bona fide residents of the City of St. Catharines.								
The non-resident surcharge does not apply to mausoleum and columbarium service.								
IN THE CASE OF ALL PERSONS NOT RESIDENT IN THE CITY OF ST. CATHARINES, ALL SUCH PRICES FOR LOTS, CRYPTS, NICHES, CARE AND MAINTENANCE CONTRIBUTION WILL BE INCREASED BY 20 PER CENT OF THE TOTAL SELLING PRICE.								
<u>NOTE:</u>								
If the owner of a lot was a resident of St. Catharines at the time of purchase but since then has moved out of the City, the rate (fee) charged to inter this individual will only be non-resident rate if the individual has been out of the City of St. Catharines for more than 10 (ten) years.								

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Agenda Item 3.6

RATES EFFECTIVE JANUARY 1, 2012

PROPOSED

2013 Rates & Fees

DESCRIPTION	FEE	HST	TOTAL	FEE	HST	TOTAL
PARKING RATE STRUCTURE						
HOURLY/DAILY RATES:						
LAST INCREASE: 2012						
PARKING METERS						
PARKING METERS PER HOUR	1.33	0.17	1.50			
BAGGED METER RATE PER DAY	19.91	2.59	22.50			
PARKING GARAGES						
PER HOUR	1.33	0.17	1.50			
PER HALF HOUR	0.66	0.09	0.75			
DAILY MAXIMUM	10.62	1.38	12.00			
MONTHLY RATES						
LAST INCREASE: 2012						
ACCESSIBLE PARKING PERMIT	37.61	4.89	42.50			
LOWER LEVEL LOT	37.61	4.89	42.50			
ARENA LOT	37.61	4.89	42.50			
LAKE/WELLINGTON STREET LOT	49.12	6.38	55.50			
RACE STREET LOT	53.54	6.96	60.50			
WILLIAM STREET LOT	53.54	6.96	60.50			
HEAD STREET	53.54	6.96	60.50			
LIBRARY LOT - SURFACE	64.16	8.34	72.50			
LIBRARY LOT - UNDERGROUND	72.12	9.38	81.50			
GARAGES						
ONTARIO STREET	72.12	9.38	81.50			
CARLISLE STREET- ABOVE GROUND	72.12	9.38	81.50			
CARLISLE STREET- UNDERGROUND LEVEL	84.07	10.93	95.00			
CARLISLE STREET- CAR POOLING EXTRA CARD	NEW			8.85	1.15	10.00
OTHER RATES:						
RESIDENTIAL PERMITS - YEARLY	35.40	4.60	40.00			
LOST PERMIT - MONTHLY	4.42	0.58	5.00	REMOVE		
LOST PERMIT - GARAGE	8.85	1.15	10.00	REMOVE		
REPLACEMENT PERMIT - ALL GARAGES AND LOTS	NEW			8.85	1.15	10.00
HANG TAG PLASTIC SLEEVE	NEW			0.89	0.12	1.00
NO VOLUME DISCOUNTS AT CITY LOTS AND PARKING GARAGES AS OF JANUARY 1, 2008.						
2012 PARKING INFRACTION NOTICE (PIN FEES)						

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RATES EFFECTIVE JANUARY 1, 2012

Agenda Item 26

2013 Rates & Fees

PARKING INFRACTION

LAST INCREASE: **JANUARY 1, 2012**

EXPIRED METER	12.00
OVERTIME LIMIT	12.00
WHERE PROHIBITED	24.00
WHERE RESTRICTED	24.00
WITHIN 3M OF FIRE HYDRANT	24.00
ON BOULEVARD	24.00
OBSTRUCT LANE OR DRIVEWAY	24.00
FACING WRONG WAY	24.00
OVER 12 HOURS	24.00
ON REGIONAL ROAD BETWEEN 2 A.M. - 6 A.M.	24.00
STANDING WHERE PROHIBITED	36.00
STOPPED WHERE PROHIBITED	48.00
STOPPED IN LOADING ZONE	48.00
STOPPED OR PARKED ON SIDEWALK	48.00
OVERSIZED VEHICLE	75.00
PARKED IN FIRE ROUTE	75.00
FRONT YARD PARKING	100.00
IN DESIGNATED ACCESSIBLE SPACE - NO PERMIT	300.00

Set Fine
Payment



Corporate Report

Report from Transportation & Environmental Services, Engineering and Construction

Date of Report: November 25, 2012 **Date of Meeting:** December 10, 2012

Report Number: TES-682-2012 **File:** 35.23.14

Subject: Proposed Cost Sharing Agreement – Burgoyne Bridge Replacement Project and 2012 Capital Budget Amendment

Recommendation

That the following criteria be used to form the basis of a cost sharing agreement with the Region of Niagara related to the replacement of the Burgoyne Bridge:

1. The City agrees to funding 1/3 of the incremental costs associated with the widening of sidewalks on both sides of the bridge from 1.8 metres to 2.4 metres;
2. The City agrees to funding 1/3 of the incremental costs associated with upgrading St. Joseph Street to the minimum City standard for local residential roads;
3. The City agrees to fund all of the civic enhancement / beautification elements of the project should Council decide to move forward these elements (100% City funded); and
4. The City agrees that all overages associated with the fundamental and essential elements of the project shall be applied evenly across the entire project; and

That \$1.0 Million of Federal Gas Tax funding be reallocated from the Spectator Capital Facility project to the Burgoyne Bridge project; and

Further, that the appropriate amendment to the 2012 Capital Budget be completed.
FORTHWITH

Summary

The Region has requested an “agreement in principle” from the City related to cost sharing on various elements of the proposed replacement of the Burgoyne Bridge. Based on a review of the Region’s proposal and staff’s understanding of the project, it is recommended that the following criteria be used to form the basis of a cost sharing agreement between the two parties:

1. The City agrees to funding 1/3 of the incremental costs associated with the widening of sidewalks on both sides of the bridge from 1.8 metres to 2.4 metres;
2. The City agrees to funding 1/3 of the incremental costs associated with upgrading St. Joseph Street to the minimum City standard for local residential roads;
3. The City agrees to fund all of the civic enhancement / beautification elements of the project should Council decide to move forward these elements (100% City funded); and
4. The City agrees that all overages associated with the fundamental and essential elements of the project shall be applied evenly across the entire project.

Based on this understanding and the preliminary cost estimates provided by the Region, the City's potential obligations are in the order of \$2.5 Million (\$1.3 Million for sidewalks, \$166,000 for St. Joseph Street and \$1 Million for civic enhancements / beautification).

Background

As Council is aware, the Region is proceeding with the detailed design associated with the replacement of the Burgoyne Bridge across the Twelve Mile Creek Valley. The bridge, as documented in the recently completed Environmental Assessment and Preliminary Design Study, will be a structural steel box girder bridge with a single central structural steel arch that will allow a continuous span across Highway 406 and Twelve Mile Creek.

In order to move forward with this project, the Region has received 2/3 funding from the Federal and Provincial Governments with an upset limit of \$54.5 million. The funding application made in this regard was based on constructing a conventional bridge across the valley lands and did not include any "enhanced" elements such as wider sidewalks, beautification / landscaping, architectural illumination, trail system upgrades, plazas / parkettes, and heritage / story-telling features. In short, the funding approval was for a utilitarian bridge structure that would accommodate the basic transportation needs of the community (vehicles, bicycles, pedestrians, goods movement and emergency services) and restore any disturbed lands to their current condition.

Although the joint funding committed to this project was for fundamental and basic bridge elements, there were a number of features that were presented to the public at the various information sessions that would make the finished product more appealing and attractive. As these items were not included in the original funding application, the Region can not commit to any cost-sharing for these features until the project is tendered and actual costs are known. Any cost-sharing on these items would be from the remaining Federal / Provincial funds where 2/3 would be covered by these two levels of government and the remaining 1/3 would be covered by the City (no Regional contribution). Like other Regional Road projects, the Region will not commit any funds towards these features as they are determined to be a higher

standard than what would typically be provided or are considered a municipal responsibility. In order to move forward with the project, the Region has requested that the City “agree in principle” to funding certain elements of the proposed bridge design, either wholly or partially.

As the Region is only seeking an “agreement in principle” at this point, it’s important to focus on the funding arrangements being proposed rather than the dollar value of the various elements. The primary purpose of the report is to establish a framework for future negotiations with the Region once actual pricing is known. Cost estimates have been included simply to provide context and a potential scale of magnitude. It’s important to note that these estimates are being refined over time and will change as the detail design proceeds.

The following report will detail the funding arrangements being proposed by the Region.

Report

The elements deemed to be a municipal responsibility and requiring a funding agreement can be broken down into the following two categories; “infrastructure improvements” and “civic enhancements / beautification”. Those elements included in the “infrastructure improvements” category are those that are considered fundamental and necessary from a construction and future operations perspective (i.e. sidewalks, roads and underground services). Elements included in the “civic enhancements / beautification” category are those that add to the overall appeal of the project but will not impact the functionality of the bridge if they are excluded.

Infrastructure Improvements

The costs associated with this category are primarily related to the widening of the sidewalks along both sides of the bridge as well as the relocation of St. Joseph Street under the bridge.

Widening of Sidewalks

The Region’s standard width for sidewalks across their bridge structures is 1.8 metres and they have proposed the same for the new Burgoyne Bridge. The City’s standard for similar sidewalks is 2.4 metres. As sidewalks are considered a municipal responsibility on Regional Roads, the City’s standard of 2.4 metres has been requested by staff for the bridge. As the need for the increased width is a City requirement, the additional costs associated with widening the sidewalks from 1.8 metres to 2.4 metres are the City’s responsibility.

Similar to recent cost-sharing agreements with the Province where sidewalks were widened on the various structures crossing the QEW, the Region is proposing that the City be responsible for the incremental costs associated widening the sidewalks from 1.8 metres to 2.4 metres (0.6 metres per side or 1.2 metres overall). The preliminary estimates provided by the Region suggest that the costs associated with the widening are in the order of \$4 Million. The Region has also indicated that these

costs will only be eligible for the 2/3 Federal / Provincial funding if the project comes in under budget and sufficient funds remain.

While staff support and recommend the cost-sharing formula proposed by the Region for the sidewalk widening, staff do not support the Region's position that these costs are not eligible for the 2/3 Federal / Provincial funding from the outset. In staff's opinion, sidewalks are an integral element of the structure's overall performance. Furthermore, the widening requested is not considered excessive and is supported / recognized as an appropriate and reasonable standard within the transportation industry. The requested width is in keeping with City and Regional accessibility standards and supports numerous accessibility and walkability initiatives promoted by the City, Region and Province.

As the Region is benefitting from the 2/3 Federal / Provincial funding for their portion of sidewalk construction (1.8 metres), staff are of the opinion that the City's portion of the sidewalk should be funded as well. Based on this understanding, the City's commitment to fund the sidewalk widening should only be 1/3 of the estimated costs (1/3 of \$4 Million or \$1.33 Million based on the preliminary estimates).

Realignment of St. Joseph Street

In order to maintain access and accommodate the proposed bridge supports, St. Joseph Street will need to be realigned under the bridge and shifted to the northeast. From a cost-sharing perspective, the Region has agreed to pay all costs associated with the construction of St. Joseph Street on a new alignment and to a similar standard as what exists today (a 4.0 metre wide road with a rural cross section). These costs also include the extension of any underground services (primarily watermain and sewer) to accommodate the realignment.

As St. Joseph Street is currently 4.0 metres wide, staff have requested that the realigned road be constructed to the City's minimum standard for a local residential road (6.0 metres wide with 0.5 metres shoulders and ditches / swales on either side). Similar to sidewalks, the Region is proposing that the City is responsible for the incremental costs associated with widening the road from 4.0 metres to 6.0 metres as well as the costs to upgrade or replace existing underground services. Although estimates are still being refined, the Region suggests that the costs associated with the road upgrade are in the order of \$500,000. Again, similar to sidewalks, the Region has also indicated that these costs will only be eligible for the 2/3 Federal / Provincial funding if the project comes in under budget and sufficient funds remain.

While staff support and recommend the cost-sharing formula proposed by the Region for the road upgrade, staff do not support the Region's position that these costs are not eligible for the 2/3 Federal / Provincial funding from the outset. St. Joseph Street needs to be realigned to accommodate the new bridge supports and maintain appropriate and reasonable access to the homes abutting the road. Both of these issues are considered fundamental elements of the project. Furthermore, the road improvements requested by staff are not considered excessive as the road is simply being upgraded to the City's minimum standard for local residential roads.

Where such opportunities exist, it is common for minimum standard upgrades to be included as part of larger projects.

As the Region is benefitting from the 2/3 Federal / Provincial funding for their portion of constructing and realigning St. Joseph Street, staff are of the opinion that the City's portion of these works should be funded as well. Based on this understanding, the City's commitment to fund the upgrade of St. Joseph Street should only be 1/3 of the estimated costs (1/3 of \$500,000 or \$166,666 based on the preliminary estimates).

Although not subject to a cost-sharing agreement with the Region, the City will take the opportunity to upgrade the existing watermain along St. Joseph Street as part of this project. Funds to replace this watermain were included in the 2011 Water Budget and will be reallocated to this project.

Civic Enhancements / Beautification

As noted, the Region's funding approval was based on constructing a conventional bridge across the valley lands and did not include any "enhanced" elements such as beautification / landscaping, architectural illumination, trail system upgrades, plazas / parkettes, and / or heritage / story-telling features. While the Region will restore all disturbed areas to reflect current conditions, upgrades or enhancements beyond these basic restoration efforts (i.e. grassed slopes and tree replacement) are considered a municipal responsibility.

During the public information sessions, various schemes illustrating plazas / parkettes at either end of the bridge structure were shown. These features included a combination of hard and soft surfaces as well as benches, pedestrian scale lighting and areas where interpretive / commemorative plaques and story boards could be displayed. Trail system upgrades, accent lighting on and under the bridge and pedestrian improvements to the closed portion of Bellevue Terrace are other enhancements proposed by the design consultants. While these elements add to the overall attractiveness and appeal of the bridge, they are considered a municipal responsibility and will not be included as part of the project unless the City agrees to fund these features. Similar to those items included in "infrastructure improvements", the Region has indicated that these costs may be eligible for the 2/3 Federal / Provincial funding if the project comes in under budget and sufficient funds remain.

As the Region's position regarding the funding of these enhanced features is in keeping with their policy related to such initiatives, staff acknowledge that the City will be responsible for these features should Council decide that they are desirable. Although the design of these features continue to evolve and are being refined, preliminary estimates suggest that these costs may be in the order of \$1 Million (\$333,333 if eligible for the 2/3 Federal / Provincial funding).

Financial Implications

As the primary purpose of this report is to establish a cost-sharing framework for future negotiations with the Region once actual pricing is known, approval of this report is not committing the City to fund any aspect of this project at this time. Once the project has been tendered and actual pricing is known, a report detailing the City's potential obligations will be presented to Council for their consideration. In order to simplify this process and obtain specific pricing, the Region has agreed to tender the civic enhancements/beautification components of the project as "provisional items" in the contract. With this said, although only an "agreement in principle" is being sought at this time, Council must be aware of the potential financial impacts associated with this project. Based on the estimates provided by the Region, the impact could be as high as \$5.5 Million and as low as \$1.8 Million.

In order to further refine these potential impacts, it is staff's opinion that the City's portion of the requested sidewalk widening and the upgrades to St. Joseph Street are subject to the 2/3 Federal / Provincial funding from the outset. This would reduce the City's potential high limit to \$2.5 Million (\$1.3 Million for sidewalks, \$166,000 for St. Joseph Street and \$1 Million for civic enhancements / beautification).

To further limit the City's exposure to escalating costs during the project, staff are also recommending that any overages associated with the project should be applied evenly over the entire project. For instance, if the total project costs exceed the Federal / Provincial funding limit by 10%, the overage would be applied to all fundamental elements of the bridge and not just those at the Region's discretion. Under this scenario, 90% of the costs associated with the widening of the sidewalks and the realignment and upgrading of St. Joseph Street would be covered by the 2/3 Federal / Provincial funding agreement (1/3 City share) while the remaining 10% would be at full cost (100% City share). The civic enhancements / beautification elements of the project would not be eligible for this "overage protection" as they are not considered fundamental or essential to the overall project.

As the project will commence in 2013, staff will include the necessary funds to cover the sidewalk widening and the upgrades to St. Joseph Street in the 2013 Capital Budget. Any future commitments made by Council related to civic enhancements / beautification will have to be budgeted in 2014. Furthermore, given the more immediate pressures associated with this project, staff recommend that \$1.0 Million of Federal Gas Tax funding be reallocated from the Spectator Facility project to the Burgoyne Bridge project. Future reports associated with the Spectator Facility will address the reallocation of these funds in greater detail if required.

Conclusion

In order to move forward with this project, the Region has requested an "agreement in principle" from the City related to cost sharing on various elements of the proposed design. Based on a review of the Region's proposal, staff recommend that the following criteria be used to form the basis of a cost sharing agreement between the two parties:

1. The City agrees to funding 1/3 of the incremental costs associated with the widening of sidewalks on both sides of the bridge from 1.8 metres to 2.4 metres;
2. The City agrees to funding 1/3 of the incremental costs associated with upgrading St. Joseph Street to the minimum City standard for local residential roads;
3. The City agrees to fund all of the civic enhancement / beautification elements of the project should Council decide to move forward these elements (100% City funded); and
4. The City agrees that all overages associated with the fundamental and essential elements of the project shall be applied evenly across the entire project.

Based on this understanding and the preliminary cost estimates provided by the Region, the City's potential obligations are in the order of \$2.5 Million (\$1.3 Million for sidewalks, \$166,000 for St. Joseph Street and \$1 Million for civic enhancements / beautification).

Notification

It is in order that Mr. Ken Brothers, P.Eng., Commissioner of Public Works, Region of Niagara, be so notified.

Submitted by:

C. C. Adams, P. Eng.,
Manager of Engineering and Construction

Prepared by:

Kris Jacobson
Manager of Transportation Services

Approved by:

Dan Dillon, P. Eng.
Acting Director



Corporate Report

Report from Financial Management Services, Collections

Date of Report: November 23, 2012 **Date of Meeting:** December 10, 2012

Report Number: FMS-669-2012 **File:** 10.53.99

Subject: Corporation Insurance Coverage-January 1, 2013 to January 1, 2014

Recommendation

That Council approve the 2013 Corporation Insurance Coverage; and

That Council authorize the City Treasurer to bind insurance coverage up to the premium amount of \$991,241.00 submitted by the City's current carrier, Jardine Lloyd Thompson Canada Inc. (JLT); and

Further, that the various Boards and Commissions be so advised. FORTHWITH

Background

The Corporation's current insurance term expires on January 1, 2013.

As of January 1, 2011, the City of St. Catharines bound coverage with Jardine Lloyd Thompson Canada Inc. (JLT) after a five year history of insurance coverage with St Paul Travelers (2006-2010). Prior to 2006 the Corporation had a long standing history of insurance coverage with Frank Cowan Company.

In addition, as of January 1, 2011, the City of St. Catharines engaged the services of Verge Insurance Group as the local broker after a long standing history with Hub International.

Report

Attached as Appendix "1" is a summary of Insurance Coverage for the 2013 term including risks, protections and costs.

Jardine Lloyd Thompson Canada Inc. (JLT) is considered a leading public sector risk management, insurance and employee benefits specialty broker firm with clients ranging from provincial governments to municipal governments of various sizes. Jardine Lloyd Thompson Canada Inc. (JLT) was founded in 1900 and with over 100 years of operations in Canada is believed to have the expertise and understanding of issues facing the public sector, allowing them to recommend the appropriate cost-effective insurance solutions.

The main broker service for Jardine Lloyd Thompson Canada Inc. (JLT) is provided locally by Verge Insurance Group, a large regional brokerage ranked in the top five of regional brokerages in the province. Verge Insurance Group was established in 1923 and has been the largest independent insurance brokerage serving the Niagara Peninsula for the past 23 years. Verge Insurance Group is committed to providing account services in addition to excellent customer service and has been instrumental in aiding with the improvement of the Corporation's risk management / loss control programs.

Financial Implications

The renewal premium submitted by Jardine Lloyd Thompson Canada Inc. (JLT) for the 2013 renewal year is \$991,241.00 which represents an increase of \$22,292.00 (approximately 2.5%) over the 2012 premium renewal amount of \$968,949.00 reported in December 2011. The renewal premium does not include new buildings under construction that will form part of the Corporation's property schedule at some point in 2013, in particular the new Fire Hall at 427 Merritt Street.

The increase in premium is accounted for in the following manner:

- an overall increase in property and vehicle premiums (\$19,328.00) as a result of an increase in property values, adjustments to assets and equipment throughout 2012 and a standard inflationary factor being applied to all buildings;
- a mandatory increase in the Environmental Impairment Liability/Pollution premium (\$3,000.00);
- a decrease in the umbrella liability premium **(\$36.00)**;

The following is a comparison of actual premiums over the past five years:

2012	\$ 968,949.00
2011	\$ 899,257.00
2010	\$1,211,883.00
2009	\$1,184,043.00
2008	\$1,177,314.00

Conclusion

This office and the Corporation's Insurance Broker, Verge Insurance Group, are active in maintaining the best available protection for our needs while maintaining control of the premium costs. Verge Insurance Group provide day to day advice on various insurance matters and emphasize the reduction of liability exposure faced by municipalities. They are an integral part of the Corporation's risk management / loss control program by coordinating and hosting semi-annual claims review meetings to review and discuss outstanding claims / risk management issues, organizing seminars for City on staff on risk management and loss control measures as well as providing functional guidance to City managers in the day to day situations that evolve.

Prepared by:

Joan Gatt
Collections Manager

Approved by:

Shelley Chemnitz, CA
Director / City Treasurer

2013 – 2014 INSURANCE COVERAGE SUMMARY

ALL COVERAGE IS SUBJECT TO POLICY LIMITS, TERMS & CONDITIONS

TYPE OF INSURANCE

COMBINED PHYSICAL DAMAGE & MACHINERY BREAKDOWN POLICY

Property of Every Description & Boiler / Machinery Insurance

Limit of Insurance

BLANKET LIMIT

\$357,429,837.

INCLUDES COVERAGE FOR:

Property of Every Description – All Risks of Direct Physical Loss or Damage

Blanket Limit (including accident to an object)

Included: Computer / Electronic Data Processing

Business Interruption Business Income (\$4,762,750. Included in blanket limit)

Vacant Building: 52 Lakeport & West Park Swimming Pool Building: Fire & Extended Coverage

EXTENSION OF COVERAGE

Valuable Papers	\$500,000.
Extra Expense (limit per any one location)	\$1,000,000.
Accounts Receivable	\$500,000.
Gross Rentals	\$500,000.
Computer Media	\$525,000.
Fine Arts Form (Agreed Value)	\$2,746,841.

Deductible:

\$10,000. each Occurrence for all losses except

\$50,000. each Flood Loss

3% of total loss or \$100,000. minimum, whichever is greater, each Earthquake occurrence

This policy provides "All Risk" coverage to protect the municipality's assets from direct physical loss or damage. Coverage is provided on a blanket basis with replacement cost applying.

E.D.P. INSURANCE (ELECTRONIC DATA PROCESSING):

Included in Property of Every Description - Deductible - \$10,000.

The policy insures against direct physical loss or damage by an insured peril to electronic data processing & word processing equipment, including their component parts, & electronic media.

ALL COVERAGE IS SUBJECT TO LIMITS, TERMS & CONDITIONS AS STATED IN EACH POLICY

COMBINED PHYSICAL DAMAGE & MACHINERY BREAKDOWN POLICY**Machinery Breakdown Insurance****Included in Property Policy: Combined Policy****Limit of Insurance**

Blanket Limit	\$357,429,837.
Hazardous Substance	\$500,000.
Spoilage or Consequential Loss	\$100,000.
Off Premises Service Interruption	\$1,000,000.

Business Interruption Included

Deductible - \$10,000.

Machinery Breakdown Insurance otherwise known as Boiler & Machinery Insurance.

Coverage is designed to insure for sudden and accidental breakdown to boilers, pressure vessels, mechanical objects and miscellaneous electrical apparatus. The policy insures both damage to equipment and to other property, resulting from these types of breakdowns.

CRIME**Limit of Insurance**

Employee Dishonesty: Commercial Blanket Bond Form A	\$1,000,000.
Money Orders & Counterfeit Paper Currency	\$1,000,000.
Depositors Forgery	\$1,000,000.
Broad Form Loss of Money (Inside Premises)	\$200,000.
Broad Form Loss of Money (Outside Premises)	\$200,000.
Computer Fraud or Funds Transfer Fraud	\$200,000.
Professional Fees / Audit Expense	\$200,000.

Deductible (All Crime Coverage) NIL

Employee Dishonesty Bond: Form A - The bond insures the loss of money, securities or other property sustained through the fraudulent or dishonest acts of any of the City's employees, Members of Council, and Members of all Boards, Commissions and Committees appointed by and under the jurisdiction of Council.

ALL COVERAGE IS SUBJECT TO LIMITS, TERMS & CONDITIONS AS STATED IN EACH POLICY

TYPE OF INSURANCE

COUNCIL ACCIDENT POLICY

Limit of Insurance

Class B / Option II
Insured Persons – 13

BENEFITS

Accidental Death	\$200,000.
Accidental Dismemberment	\$200,000.
Paralysis	\$400,000.
Accident Weekly Disability	\$500.
Accidental Para-Medical	\$15,000.
Accidental Dental Expenses	\$5,000.
Aggregate Limit of Liability	\$2,500,000. any one (1) accident

Provides the Mayor & Council compensation for accidental injury or death while they are acting within the scope of their duties, including traveling required thereby.

ALL COVERAGE IS SUBJECT TO LIMITS, TERMS & CONDITIONS AS STATED IN EACH POLICY

TYPE OF INSURANCE**LIABILITY INSURANCE****Limit of Insurance****CANADIAN COUNCILS LIABILITY****TOTAL: \$25,000,000.**

This coverage provides protection of \$25,000,000. for any one liability claim.

A \$5,000,000. primary liability provided by the Canadian Councils Liability Plus \$20,000,000. excess layer: Canadian Councils Umbrella Liability = Total Liability Limits \$25,000,000.

Primary Deductible: \$50,000. per occurrence except \$25,000. per claimant in respect of sewer backup.

Excess Deductible / Retained Limit: Nil

Liability Package includes:

- 1) Municipal Operations Liability**
- 2) Municipal Errors & Omissions Liability**
- 3) Environmental Impairment Liability (Total \$2,500,000. Limit)**
- 4) Employee Benefits Liability**
- 5) Non-Owned Automobile Liability**
- 6) Conflict of Interest & Legal Expense Reimbursement (Total \$100,000. Limit)**

1. Municipal Operations Liability

Insurer agrees to pay on behalf of the City all sums which the City shall become legally obligated to pay by reason of liability imposed upon the City by law or assumed by the City under contract or agreement for damages because of: bodily injury sustained by any person or persons, personal injury, property damage caused by an occurrence during the policy period. Subject to the limits of liability, exclusions, conditions & any other terms contained in the policy. Primary Deductible \$50,000.

2. Municipal Errors & Omissions Liability

Insurer agrees to pay on behalf of the City all sums, which the City shall become legally obligated to pay as damages imposed upon the City because of a wrongful act. Coverage is subject to the limit, terms & conditions as stated in the policy. This policy is written on a claims made policy. Deductible \$50,000.

3. Environmental Impairment Liability

LIMIT OF INSURANCE: \$2,500,000. any one Claim
\$5,000,000. in the Annual Aggregate during the Policy Period
Deductible - \$50,000. per claim

The Insurer agrees to pay on behalf of the City all sums, which the City shall become obligated to pay by reason of the liability imposed upon the City by law & caused by environmental impairment and or the prevention, control, repair, clean-up or restoration of land, the atmosphere or any watercourse or body of water. Coverage is subject to the limit, terms & conditions as stated in the policy.

This policy is written on a claims made policy. Deductible \$50,000.

ALL COVERAGE IS SUBJECT TO LIMITS, TERMS & CONDITIONS AS STATED IN EACH POLICY

TYPE OF INSURANCE LIABILITY INSURANCE CONTINUED**4. Employee Benefits Liability**

Insurer agrees to pay on behalf of the City all sums which the City shall become legally obligated to pay by reason of the liability imposed by laws on account of any claim first made against the City during the policy period by an employee or the beneficiaries or legal representatives thereof for damages caused by negligent act, error or omission of the City, or any other person for whose acts the Insured is legally liable in the administration of Employee Benefits.

5. Non-Owned Automobile Liability

Insurer agrees to pay on behalf of the City all sums which the City shall become legally obligated to pay by reason of the liability imposed upon the City by law for loss or damage arising from the use or operation of any automobile not owned in whole or in part by or licensed in the name of the City & resulting from Bodily Injury or damage to property of others not in the care, custody or control of the City.

Legal Liability for Damage to Hired Autos - \$250,000. any one occurrence.
Subject to a \$1000. deductible.

6. Conflict of Interest & Legal Expense Reimbursement
\$100,000. any One Claim / \$500,000. in the Annual Aggregate during the Policy Period

Municipal Conflict of Interest Insurance / Legal Expense Insurance:

Pay on behalf of the Insured all sums which the City shall become obligated to pay on account of legal fees & disbursements incurred in defending proceedings under the Municipal Conflict of Interest Act where there is a finding by a court that there has been no contravention of the Act by the Insured.

Pay on behalf of the Insured all sums which the City shall become obligated to pay on account of legal fees & disbursements incurred in defending proceedings under the Municipal Conflict of Interest Act where there is a finding by a court that there has been a contravention of the Act by the Insured & one or more of the following findings is also made by the court: the contravention occurred by reason of inadvertence; the contravention occurred by reason of a bona fide error in judgement; & or the interest of the member is so remote or insignificant in its nature that it could not reasonably be regarded as likely to influence;

Reimburse legal fees including disbursements incurred by the City in defence of charges laid for an alleged offence under any Act, for the proceedings against the City in the performance of his/her duties as such.

Act means any provincial statute with the exception of The Highway Traffic Act (or other applicable Statute title) & The Municipal Conflict of Interest Act (or other applicable Statute title).

Subject to limit, terms & conditions of policy.

ALL COVERAGE IS SUBJECT TO LIMITS, TERMS & CONDITIONS AS STATED IN EACH POLICY

TYPE OF INSURANCE

Automobile Fleet Insurance

Limit of Insurance

COVERAGE:

LIABILITY- Bodily Injury / Property Damage
Accident Benefits – Basic Benefits
Uninsured Automobile – Limit as stated in policy
Direct Compensation –
Loss or Damage – All Perils - \$10,000. Deductible

\$25,000,000.

Third Party Liability insures the liability of the City for Bodily Injury or Property Damage arising from the use or operation of all licensed vehicles owned or leased by the City.

Compulsory Standard Accident Benefits provided as per Statute. Basic Benefits included.
 Increased Accident Benefits are available

Physical Damage \$10,000. All Perils Deductible.

Insures all licensed vehicles owned and/or leased by the City for loss or damage caused by collision, upset, fire, lightning, theft or malicious mischief subject to a deductible in respect of each claim.

Replacement Cost Coverage: On all Vehicles 20 Years & newer unless otherwise agreed.

Fire Trucks:

Over 20 years up to & including 25 years old Replacement Cost
 Guaranteed Amount: Purchase price to be used unless professional appraisal provided.
 Over 25 years in age: (ACV) Actual Cash Value applies

Newly acquired vehicles, for similar types of vehicles currently insured, are automatically covered.

Loss of Use Included for all Light Units

ALL COVERAGE IS SUBJECT TO LIMITS, TERMS & CONDITIONS AS STATED IN EACH POLICY



Corporate Report

Report from Transportation & Environmental Services, Operations

Date of Report: November 26, 2012 **Date of Meeting:** December 10, 2012

Report Number: TES-680-2012 **File:** 35.60.88

Subject: Ad Hoc Downtown Parking Committee – Update and Overnight Parking Restrictions in Parking Metered Zones

Recommendation

That parking be restricted between 3:00 a.m. and 6:00 a.m. daily in the parking metered spaces located on both sides of the following roads:

- St. Paul Street, William Street to Geneva Street,
- King Street, William Street to Carlisle Street,
- Church Street, Ontario Street to Carlisle Street,
- William Street, King Street to Church Street,
- Queen Street, St. Paul Street to Church Street,
- James Street, St. Paul Street to Church Street,
- Carlisle Street, St. Paul Street to Church Street, and
- Market Street, Helliwell Lane to its north terminus (Market Square); and

That the City Solicitor be directed to prepare the necessary by-law. FORTHWITH

Summary

As directed by Council, the Ad Hoc Downtown Parking Committee has been working for the past several months on developing a strategy to address current and future parking concerns in the Downtown. The Committee is expecting to have a final strategy for Council review in the Spring of 2013. Although the final strategy is still being refined, the Committee is recommending that overnight parking be restricted between the hours of 3:00 a.m. and 6:00 a.m. daily at certain parking metered spaces in the Downtown. Overnight parking in these areas presents challenges to both businesses and municipal operations. The implementation of these restrictions will help address those concerns. The recommendation is endorsed by the Committee and staff.

Background

At their meeting of January 9, 2012, Council established the Ad Hoc Downtown Parking Committee to address concerns expressed by the local business community. The Committee has been charged with developing and recommending to Council a sustainable strategy to address current and future parking concerns in the Downtown core. The strategy is to consider the concerns of all stakeholders and

is to focus on new and emerging parking technologies and philosophies. The key objectives of the strategy are:

- to establish a new philosophy and guiding principles related to municipal parking operations,
- to establish a new parking rate structure and hours of revenue,
- to establish a new parking control methodology and conversion strategy (single space meter, pay and display, pay by space etc.),
- to establish or confirm parking enforcement practices, and
- to identify opportunities for incentives

The following report will provide an update on the progress the Committee has made to date.

Report

Since its formation earlier this year, the Committee has met on nine (9) occasions in an effort to establish a new strategy for parking operations in the Downtown. While significant progress has been made towards establishing this new strategy, the Committee requires a few more meetings to refine their findings and recommendations. The Committee intends to be in a position to present their findings to Council in the Spring of 2013. Although more time is needed to finalize the strategy, the Committee is seeking Council's approve to move forward with one initiative at this time.

Given that parking is generally free and unregulated at on-street parking metered spaces after 6:00 p.m. on weekdays and all-day on weekends, the occupation of these spaces during these periods is high and presents a number of challenges to the adjacent businesses and municipal operations. From a business perspective, it is common to see most parking metered spaces in the core area of the Downtown occupied from late Friday night to early Monday morning by residents, business owners and staff. While these vehicles do move throughout the weekend, their presence, primarily overnight, limits the availability of on-street parking for patrons frequenting the Downtown. This also occurs during weekday evenings where much of the on-street parking availability is occupied after 6:00 p.m. and is not vacated until the following morning (before 9:00 a.m.).

From a municipal operations perspective, parking in these areas presents a significant challenge to snow clearing and, to a lesser extent, street sweeping. When ploughing these roads, the presence of vehicles in the curb lane / parking lane results in a windrow adjacent to the parked vehicles and a curb lane / parking lane that rarely gets cleared. This presents a significant challenge to patrons looking to use on-street parking after a snow storm as the parking lane may become inaccessible. To address this in the past, the City has performed rolling street closures in the evening hours to remove snow from these areas. Although effective, such activities are expensive to undertake and difficult to coordinate.

In order to address these issues, the Committee is recommending that overnight parking be prohibited between the hours of 3:00 a.m. and 6:00 a.m., daily, at all parking metered spaces located within the "core demand" area of the Downtown

bounded by Ontario Street, St. Paul Street, Carlisle Street and Church Street. It is further recommended that the limits of St. Paul Street be extended to include its entire length from Ontario Street to Geneva Street. A graphic illustrating the proposed area is provided in Appendix "1".

The Committee believes that implementing overnight parking restrictions at these parking metered spaces will help increase the availability of these spaces for patrons during weekday evenings and throughout the weekend. The Committee further believes that these restrictions will also aid snow clearing and street sweeping activities by providing a window of opportunity for maintenance crews to plough and sweep roads with minimal interference from both parked and moving traffic. The restrictions will also assist the set-up associated with parades and special events requiring early morning road closures. On-street parking during the set-up of these events is often problematic and typically results in the towing of several vehicles.

Although the restriction may only impact three hours of the day, it will have an influence on the hours before and after the restricted period as most residents will remove their cars from the street prior to the 3:00 a.m. start (or decide to not park on the street at all). This type of restriction also influences the parking habits and choices of residents and encourages them to be less dependent on on-street parking. The 3:00 a.m. start also recognizes the value of on-street parking to the various licensed establishments in the Downtown and should not impact their operation. It should also be noted that an overnight prohibition between the hours of 2:00 a.m. and 6:00 a.m. already exists for Ontario Street and portions of St. Paul Street, King Street and William Street under Regional control.

Financial Implications

The cost of installing the signs associated with these restrictions is approximately \$5,000. These costs will be funded by the Annual Operating Budget (Traffic Safety Devices).

Conclusion

The implementation of overnight parking prohibitions at various parking metered spaces in the Downtown will help address a number of business and municipal operational concerns. These restrictions will improve the availability of on-street parking spaces for Downtown patrons during weekday evenings and throughout the weekend. These restrictions will also aid City snow clearing and street sweeping activities and will assist special event and parade set-up. This recommendation is endorsed by the Ad Hoc Downtown Parking Committee and staff.

Notification

It is in order that the St. Catharines Downtown Association be so notified.

Submitted by:
Dan Dillon, P. Eng.
Acting Director

Prepared by:
Kris Jacobson
Manager of Transportation Services

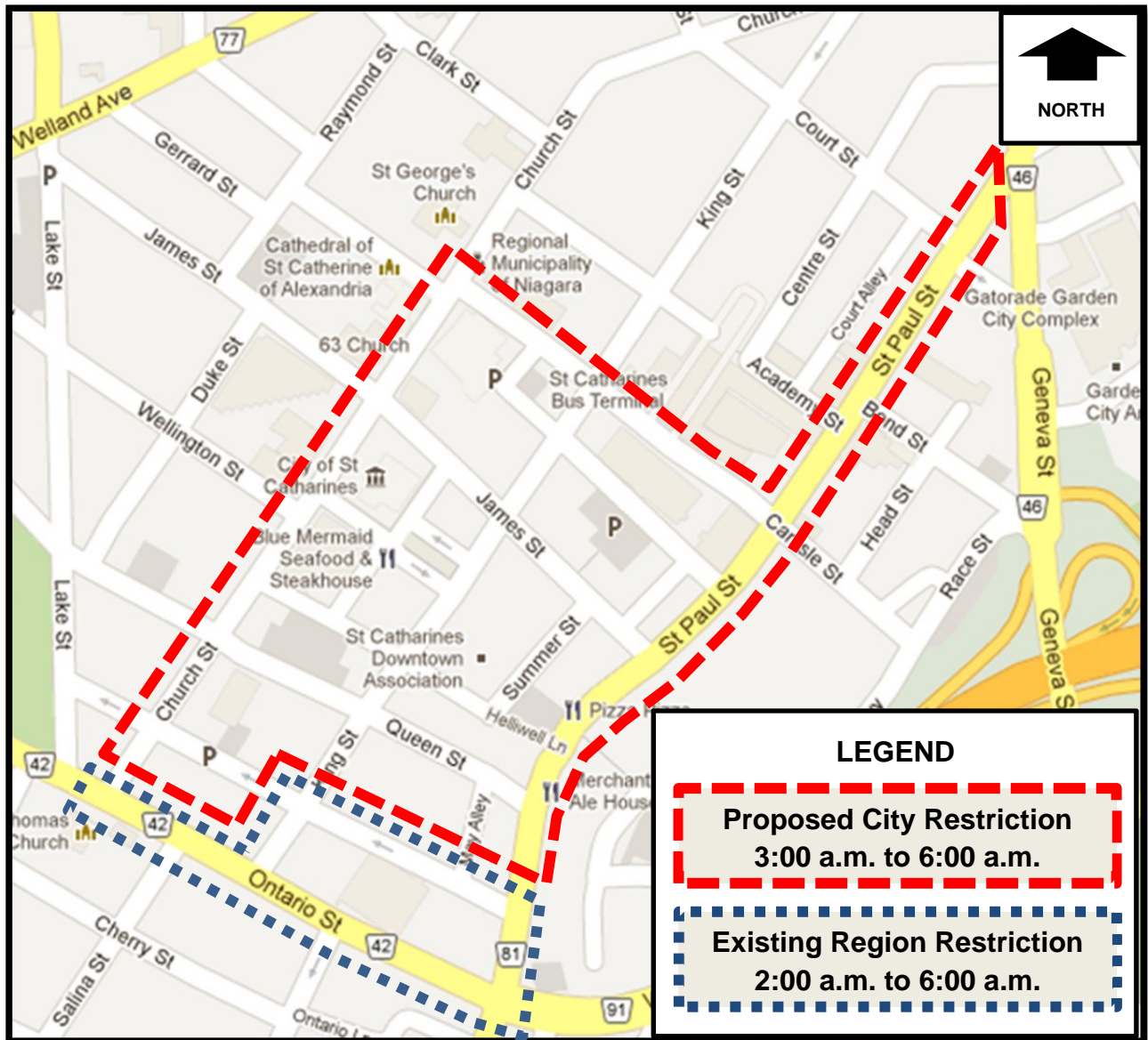
Approved by:
Dan Dillon, P. Eng.
Acting Director

OVERNIGHT PARKING RESTRICTIONS AT DOWNTOWN PARKING METERS

3:00 a.m. to 6:00 a.m.

Daily

AREA LIMITS





Corporate Report

Report from Transportation & Environmental Services, Environmental Services

Date of Report: November 27, 2012 **Date of Meeting:** December 10, 2012

Report Number: TES-681-2012 **File:** 68.81.21

Subject: Standard of Care for Municipal Drinking Water Systems

Recommendation

That Council receive for information purposes, the report from Transportation and Environmental Services, dated November 16, 2012, respecting standard of care for municipal drinking water systems. FORTHWITH

Summary

The objective of this report is to inform members of Council of their legal responsibilities and duties under Section 19 of the Safe Drinking Water Act, 2002, as amended.

Background

Following the Walkerton drinking-water tragedy in 2000, the Government of Ontario established a public inquiry headed by Mr. Justice O'Connor. The first part of the inquiry's mandate was to report on the events in Walkerton and the causes of the tragedy. The second part of the mandate was to make recommendations to ensure the safety of drinking water across the province. Justice O'Connor's Inquiry made 93 recommendations, and the provincial government has addressed these recommendations through the Safe Drinking Water Act, 2002 (SDWA).

Recommendation #45 of the Inquiry is: *"Given that the safety of drinking water is essential for public health, those who discharge the oversight responsibilities of the municipality should be held to a statutory standard of care."*

This recommendation was addressed by Section 19 of the SDWA, which is commonly referred to as the Standard of Care provision. Though introduced in 2002, Section 19 comes into force on December 31, 2012.

Report

Section 19 of the SDWA extends responsibility to members of Council, who have an important role to play in ensuring that their community has access to safe and clean drinking water. Council, as the owner of the St. Catharines drinking water system, must ensure that the drinking water supplied to consumers meets prescribed

drinking water standards and the system is operated by qualified staff and in accordance with the SDWA and its regulations. Council members must ensure they are informed, vigilant and prepared to make decisions to support a state of good repair, asset management and risk management of the water infrastructure.

Standard of Care for Municipal Drinking Water Systems

The standard of care is expected of senior staff as well as every member of Council. Specifically, a duty to:

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

There are both corporate and individual legal implications and financial consequences for failing to carry out this duty. For drinking water systems owned by a municipality, members of Council and senior staff could be convicted of an offence under the SDWA with possible fines or imprisonment. Members of Council are not expected to become experts in water treatment and supply. The SDWA does recognize that persons with decision making authority may need to rely in good faith on a report and expert advice of qualified and credible professionals such as engineers, lawyers or accountants.

Justice O'Connor explained his Standard of Care recommendation as follows:

“In light of municipal ownership of water systems, municipal councils are responsible for ensuring the effective management and operation of their water systems. In some cases, councillors will assume this oversight responsibility directly; in others, they may delegate aspects of the oversight function. Given the importance of drinking water for public health, those responsible for discharging the oversight function of the municipality (e.g., the council or a committee of council) should be held to a statutory standard of care that recognizes and formalizes their responsibilities. These individuals should be required under the Safe Drinking Water Act to act honestly and in good faith with a view to the protection of the safety of the consumer, and to exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. This standard of care is similar to the standard of care for directors of corporations under the various corporations’ statutes.

Depending on the circumstances, the types of oversight responsibilities to be discharged will include: adopting an overall policy for the system, hiring senior management or contracting with an external operating agency, and periodically auditing or evaluating the performance of the operating agency. Where those who are responsible lack the confidence in their expertise in a particular area, they would be expected to obtain outside expert advice. As with a board of directors of a corporation, obtaining and following proper expert advice can satisfy the statutory

standard of care. Also, the fact that a municipality has an accredited operating agency will do much to satisfy the standard of care.”

Fulfilling the Standard of Care

The Municipal Drinking Water Licensing Program (MDWLP) launched by the Ministry of the Environment (MOE) will assist owners and operators of drinking water systems in meeting the statutory standard of care. The City's drinking water system is operated as an accredited Operating Authority in accordance with the requirements of the SDWA, the City's Municipal Drinking Water Licence, Drinking Water Works Permit and Drinking Water Quality Management System (DWQMS).

St. Catharines' DWQMS conforms to the Ontario Drinking Water Quality Management Standard. The DWQMS It was approved and endorsed by Council at its meeting of November 8, 2008. Staff have developed an Operational Plan with documented policies and procedures with a strong commitment to regular review and continual improvement.

On October 16, 2009, the City was accredited as an Operating Authority by the Canadian General Standards Board. Effective July 31, 2012, two new organizations have been designated by the MOE as accredited bodies under the SDWA for the purpose of providing accreditation audit services to operating authorities. St. Catharines selected NSF International as its new accreditation body to maintain the certification of the DWQMS.

Council as the Owner of St. Catharines drinking water system plays an important role in the provision of safe drinking water to residents. Staff supports Council in meeting the duties and responsibilities of the legislative and regulatory requirements under the SDWA and the standard of care through regular updates and reports. Staff informs Council on the status of the drinking water system through various communications including annual reporting on the water quality provided by March 31 of each year, infrastructure program reports and budget reports. These reports provide Council with information to aid decision making with respect to the ongoing operation, repair and rehabilitation of the drinking water system. Council plays a key role in ensuring the sustainability and reliability of St. Catharines' water infrastructure and is responsible for the sufficient level of funding required to meet future demands.

Financial Implications

Not Applicable

Conclusion

As the owner of St. Catharines Water Distribution System, Council has a number of duties and responsibilities under the Safe Drinking Water Act, 2002 including a statutory standard of care under Section 19 which will come into force on December 31, 2012. The intent of Section 19 is to ensure that owners of municipal drinking water systems are doing their due diligence by exercising vigilant oversight and making informed decisions.

It is important that Council is aware of their drinking water oversight responsibilities and duties for meeting the statutory standard of care. Staff will continue to provide Council communications to help ensure that the standard of care provisions are being met.

Submitted by:

Mark Green
Manager of Environmental Services

Prepared by:

Mark Green
Manager of Environmental Services

Approved by:

Dan Dillon, P. Eng.
Acting Director of Transportation and Environmental Services



Corporate Report

Report from Planning & Development Services, Implementation

Date of Report: November 20, 2012 **Date of Meeting:** December 10, 2012

Report Number: PDS-677-2012 **File:** 35.31.87

Subject: Bill 140, Strong Communities through Affordable Housing Act, 2011

Recommendation

That Council receive for information purposes the report from Planning and Development Services dated November 20, 2012 regarding The Strong Communities through Affordable Housing Act. FORTHWITH

Summary

This report outlines the requirements of Bill 140, The Strong Communities through Affordable Housing Act, 2011, and how the City of St. Catharines will satisfy these requirements.

Background

On October 12, 2012, Council requested a report on Bill 140, Strong Communities through Affordable Housing Act, 2011.

Report

Bill 140, the Strong Communities Through Affordable Housing Act, 2011

Bill 140, the Strong Communities Through Affordable Housing Act, 2011 (SCTAHA) is the foundation for Ontario's long-term commitment to affordable housing. The Act includes a wide range of actions to improve the affordable housing system, including amendments to the Planning Act. The changes for second units came into effect on January 1, 2012. Second units, also known as accessory or basement apartments, secondary suites and in-law suites, are self-contained residential units with kitchen and bathroom facilities within a dwelling or within structures accessory to a dwelling (such as a detached garage). Identified benefits of second units include: an increase in affordable housing stock; opportunities for additional income for homeowners; creation of a variety of housing types; and, increased densities in established neighbourhoods.

The SCTAHA amended various sections of the Planning Act to facilitate the creation of second units by:

- Specifically identifying affordable housing as a matter of Provincial interest
- requiring municipalities to establish official plan policies and zoning by-law provisions allowing second units in detached, semi-detached and row houses (townhouses), as well as in accessory structures (a detached garage);
- removing the ability to appeal the establishment of these official plan policies and zoning by-law provisions except where such official plan policies are included in five- year updates of municipal official plans; and,
- providing authority for the Minister of Municipal Affairs and Housing to make regulations authorizing the use of, and prescribing standards for, second units.

While the SCTAHA requires municipalities to permit second units, municipalities are responsible for determining what standards or zoning provisions should apply to second units. These provisions may include minimum or maximum unit size or parking requirements. The SCTAHA does not change any requirements under the Building Code, nor does it grandfather second units which were constructed without the necessary planning or Building Code approvals.

Implementation the SCTAHA in St. Catharines

In St. Catharines, Section 7.10 of the Garden City Plan permits accessory apartments in single detached, semi-detached and townhouse dwelling units, or in a detached structure accessory to a single detached, semi-detached and townhouse dwelling unit in accordance with applicable by-law requirements and other applicable laws and requirements, including the Building Code, Fire Code and Property Standards By-law.

Currently, the City's Zoning By-law permits duplex dwellings and second units in some but not all residential zone categories. Planning and Development Services is preparing a new comprehensive zoning by-law for Council consideration in 2013. The new comprehensive zoning by-law will implement the policies of the Garden City Plan and implement the requirements of the SCTAHA.

Existing Second Units

The SCTAHA does not grandfather existing illegal second units which do not have planning and building permits. Zoning compliance and Building Code compliance are still required to have illegal units permitted. Future changes to the comprehensive zoning by-law will not retroactively permit illegal second units which have been established without necessary approvals. Once the new comprehensive zoning by-law takes effect, it may be easier for homeowners to obtain the necessary planning approvals to permit a second unit, although compliance with the Building Code will still have to be demonstrated and a permit issued.

Conclusion

The SCTAHA includes a wide range of actions to improve the affordable housing system, including amendments to the Planning Act. These changes have been incorporated into the Garden City Plan and greater permission for second units will be included in the new comprehensive zoning by-law. These changes will not

...

Agenda Item 4.3

legalize exiting illegal units. Legalization of existing units requires compliance with the applicable zoning, and applicable building permits.

Financial Implications

Not Applicable.

Submitted by:

Judy Pihach, M.C.I.P, R.P.P.
Manager of Planning Services

Prepared by:

Jessica Button, M.C.I.P, R.P.P.
Planner I

Approved by:

James N. Riddell, M.Pl., M.C.I.P., R.P.P.
Director of Planning and Development Services



Corporate Report

Report from Planning & Development Services, Policy

Date of Report: November 23, 2012 **Date of Meeting:** December 10,

2012 **Report Number:** PDS-676-2012 **File:** 60.32.601

Subject: Application for Community Improvement Plan, Façade Improvement Grant Program - 12 King Street; Owner: 1788733 Ontario Inc.

Recommendation

That the Staff Recommendation outlined in the report from Planning and Development Services dated November 22, 2012, regarding the application under the Community Improvement Plan (CIP), Façade Improvement Grant Program for 12 King Street, be approved. FORTHWITH

Staff Recommendation

That Council approve the Façade Improvement Grant Program application for 12 King Street to a maximum of \$10,000 of which the City's contribution is \$5,000 and the Region's contribution is \$5,000 subject to Regional approval; and

That the Owner obtain a Building Permit for the façade improvement within six (6) months of this report; and

Further, that the Clerk be directed to make the necessary notifications. FORTHWITH

Summary

Under the Community Improvement Plan (CIP), Planning and Development Services has received an application under the Façade Improvement Grant Program from the Owner of 12 King Street to make façade improvements to the property.

Staff are recommending approval of the application in accordance with CIP policies.

Background

Site Description

The subject property is located on the northeast corner of King and William Streets in the Downtown Community Improvement Project Area (see Appendix "1").

The building has approximately 14.9 metres (49 feet) of frontage on King Street and approximately 37.5 metres (123 feet) of frontage on William Street.

Report

The Owner is proposing to improve both of the King Street and William Street frontages (see Appendix "2").

To effect these works, the Owner is required to obtain a building permit for the façade improvements.

Program Details

The Council request involves the following City related program:

- **Façade Improvement Grant Program** – Grants are available to assist commercial building owners to improve / restore the street-facing portion of the building. Grants are available for facades equal to 50 per cent of the eligible costs to a maximum of \$10,000 per building. Funds are not paid until the works are complete.

Improvements to the façade involve new cap moulding, stucco, stucco signband, roofing (standing seam metal) over metal frame, new overhead door, and goose neck lighting fixtures.

Financial Implications

Should Council approve the recommendation in this report, the grant will be funded through the approved 2012 Community Improvement Plan Budget for which \$70,000 has been budgeted for façade improvements.

Monies remain in this account to cover this application.

Notification

1788733 Ontario Inc., 39 Queen Street, Suite 207, St. Catharines, ON L2R 5G6, Attention: Tony DiPaola; and Ms. Mary Lou Tanner, Associate Director, Regional Policy Planning, Integrated Community Planning, Niagara Region, 2201 St. David's Road, P.O. Box 1042, Thorold, ON L2V 4T7.

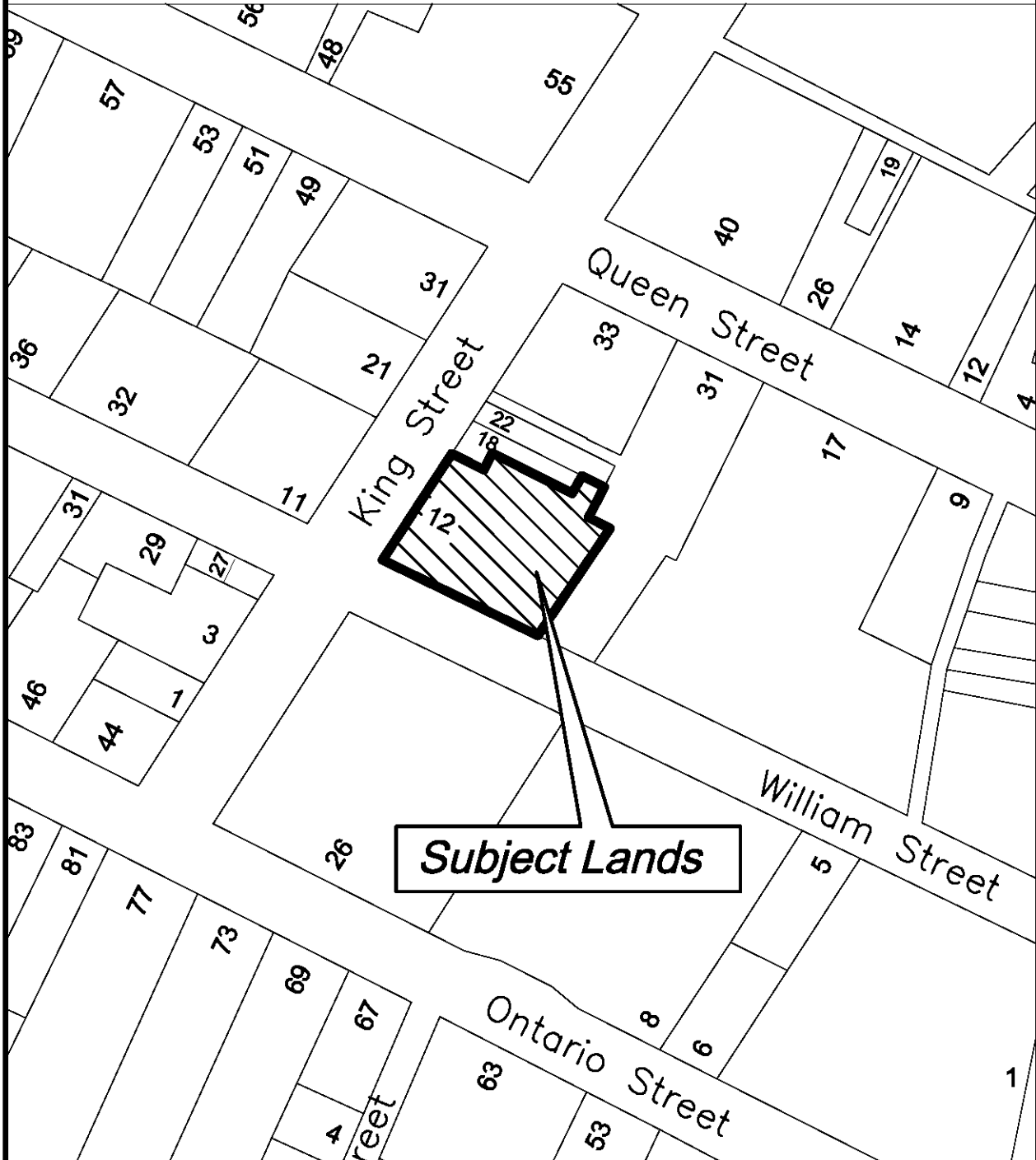
Prepared and Submitted by:

Bryan Morris
Community Renewal Co-ordinator

Approved by:

James N. Riddell, MPI, MCIP, RPP
Director, Planning and Development Services

Location: 12 King Street
File #: 60.32.601



LOCATION PLAN

 - Subject Lands (31 Ontario Street)







Corporate Report

Report from Planning & Development Services, Administration

Date of Report: November 26, 2012 **Date of Meeting:** December 10, 2012

Report Number: PDS-679-2012 **File:** 60.51.1 Vol. 2

Subject: Site Plan Approval Process Review Study

Recommendation

That the Staff Recommendation outlined in the report from Planning and Development Services dated November 26, 2012, regarding Site Plan Approval Process improvements, be approved. FORTHWITH

Staff Recommendation

That the Planning and Development Services Report, dated November 26, 2012, regarding Site Plan Approval process improvements be received for information; and

That the City's Delegation By-law 2004-277 be amended to permit the Director of Planning and Development Services the authority to execute Site Plan Development Agreements without the passage of Council approved by-laws for each site plan application; and

That for all new site plan agreements and for all existing agreements corresponding securities are authorized to be released in a phased sequence equal to the works that have been completed and that a minimum of twenty per cent of the original Letter of Credit be held until the final completion and inspection of the works to the City's satisfaction; and

That the City Solicitor be directed to prepare the requirement amendment to the Delegation By-law FORTHWITH.

Summary

This report provides a discussion of the Site Plan Approval Process Review study and outlines the recommended improvements to the process. As well, timelines are provided for the implementation of the recommendations.

Background

One of the main goals of the Mayor's Development Review Task Force (December 2008) was "to set the City of St Catharines on a path that is conducive to investment".

The Committee developed consensus regarding the three most significant areas that needed to be addressed:

- The need to identify all municipal requirements from the onset of a project
- The need for open and constructive communication between all parties; and
- The need for a positive attitude toward development in City Hall

To address these concerns the Committee developed recommendations based on five key objectives as follows:

- A vision for development
- A welcoming environment
- Clear expectations\ integrated approach
- Commitment to an expeditious review
- Ongoing communication

Many of these objectives have also formed the basis for the review of the Site Plan Approval Process that has been conducted in 2012. The recommendations of this review are provided in this report.

Report

During the Director of Planning and Development Services' orientation with the City and as a result of interviews with City Councillors, staff and the development community, it became apparent that there was a need to improve some aspects of the site plan approval process. It should be noted that, in keeping with the objective of continuous improvement, many changes have already occurred that improve the daily processing of site plan applications.

In keeping with the first objective of the original Mayor's Development Review Task Force, the Vision for St Catharines development is contained in the recently approved Garden City Plan, the City's new Official Plan which guides development for the next twenty years. Essentially, each site plan application represents an opportunity to shape the future. This is particularly significant in St Catharines since there is an emphasis on community redevelopment and revitalization rather than extensive green field development.

Many of the study recommendations have been, or are in the process of being completed immediately. Others, because of the nature of their complexity or the need for additional resources, will be fulfilled during a longer timeframe.

Process Review Methodology

The review team was composed of the Planning and Development Services Director, the Manager of Planning Services, the Manager of Building and Development Services, the Development Committee and representatives of the development and consulting industry in the City.

Together the following study was undertaken:

- Individual interviews of the development and consultant community were conducted by the Director;
- The team undertook a workflow and process mapping exercise which identified opportunities, inefficiencies, redundancies and bottlenecks in the approval process;
- The team zeroed in on counterproductive process patterns and pinpointed some process alternatives;
- Other municipalities were reviewed for best practices in site plan approval processes. While this review was valuable and helped inform what is considered to be good business practice, it is important to note that comparisons were made against similar organizations in terms of application volume, the size of the organization and financial and human resources that are available. It is not always possible to pattern an identical system after another city that has different resources and expectations. However, a comparison does reveal a wide range of approaches to the approval process that prove valuable when analyzing the local situation;
- Background history was obtained;
- Discussions were held with the Development Committee;
- Suggested improvements were discussed at a Mayor's Development Review Committee and supported;
- Additional meetings were held with the Development Committee and other representatives of the various departments who are part of the site plan approval process.

Process Study and Recommendations:

Customer and Citizen First Culture

There is a need to nurture a corporate culture that searches for creative and practical solutions that listens and understands the issues and gives more than what is expected. Relationships forge partnerships. Above all else, staff must be committed to excellent customer service and demonstrate a continued willingness to go the "extra mile". Everyone must demonstrate a "can do attitude" in order for the city to be "open for business".

Recommendation

That the following Customer Service Vision be adopted by Planning and Development Services:

Timing

Immediate

"For site plan approval, improve the governance structure and decision making protocol to provide a more dynamic and positive experience for the customer. The Department will be an efficient and effective service provider who delivers quality service with pride and accountability to residents and stakeholders alike."

Team Approach

The Development Committee must operate as a collaborative team that is integrated in its approach to achieve transparent decision making. Constructive engagement with all interested parties should be the norm for meetings. Discussions revealed that there is a need to empower staff to make decisions at the Development Committee level and also to have management attend these meetings to facilitate decisions. First, it is essential to agree on a vision of the final outcome of the development proposal and then work towards achieving this vision when applying standards and decision making during the review process.

Recommendation

- That Management staff from Planning and Development Services attend the Development Committee regularly to offer guidance and decision-making advice to work towards empowering staff to make decisions.

Timing

Immediate

Technology Improvements

The Mayor's Task Force realized that the "developer requires the ability to know where they stand throughout the approval process". In order to plan and budget effectively, the status of applications should be readily available. Therefore, technical infrastructure must be effective and enable improvements which underpin business processes in the most effective and innovative way possible. Excellent customer service can only be delivered by providing staff with current, easy to access and relevant data and information. Improved technology will help to integrate service delivery and track applications.

Recommendations

Planning and Development Services will:

- Enhance communication through website information and access improvements;
- Improve the AMANDA system by refining and maximizing capabilities of the system to streamline the approval process
- Establish a public portal to provide applicants access to the status of their applications at all times and thereby enhance public information;
- Establish on-line services, including the electronic submission of applications.

Timing

2nd Q 2013

4th Q 2013

4th Q 2013

4th Q 2013

Facilitator Role

During this study, comments have been received indicating that there needs to be a staff member who is able to facilitate the application through city processes as well as outside agency and Ministerial approvals. While they are significantly larger municipalities, London and Hamilton staff facilitators help to guide development applications through the development process. Other cities such as Guelph are exploring the possibility of providing this service. A facilitator would provide ongoing assistance to resolve issues and monitor progress. This role would be coupled with

Planning and Development Services staff who are assigned the file and are responsible for managing the approval process. Planners should be responsible for managing all related development applications for a site from Official Plan and Zoning amendment applications to Site Plan approval. In this way, a continuity of service is maintained and solid knowledge about the site and the surrounding area is ascertained and maintained. At the same time, site plan approval applications without related zoning or official plan applications, will continue to be progressed by the Development Agreement Coordinator function. In this way, the applicant always has a continuous city face to guide the application through the approval process.

Recommendations

- Work with other city departments to establish a facilitator role for small business development:
- Establish roles and responsibilities for City planners to be development application project managers who will “own the file” and facilitate development application processing including site plan approval.

Timing

1st Q 2013

1st Q 2013

Process Improvements

The outcome of this study must produce permanent improvements in productivity, cycle times and quality in site plan approval. Obtaining approvals must be less complicated and result in a positive partnership between City Hall and the development and building industry. The outcome of a well-designed business process garners increased effectiveness and efficiency and thereby adds value for the customer.

To this end, the following process improvements will be implemented:

Pre-consultation Meetings

To ensure a complete application, it is important to resolve issues as quickly and effectively as possible so that the proponent knows what is expected up front. Clear and concise technical requirements and standards for approval must be conveyed at these meetings. Staff should be flexible and demonstrate a need for creative compliance. An environment must be created where issues are discussed and staff are provided license to find reasonable solutions to any problems early on. During this Process Review Study one comment from a development consultant was that, together, the City and developer must decide on the ultimate vision of the development and only then decipher how best to arrive at this ultimate conclusion. Only then would dialogue involve requirements and standards that are to be applied to the application.

There must be a consistent application of the rules and policies while also appreciating that there needs to be flexibility in their application under certain circumstances.

Recommendations

- Complete a review of technical standards that are

Timing

1st Q 2013

Agenda Item 4.5

- applied to site plan approval;
- Complete the technical site plan approval manual so that all requirements are clearly known from the beginning of the process; 1st Q 2013
- Clearly establish types of site plan approval and identify approval criteria including requirements, standards and application fees for each type being: 1st Q 2013
 - Minor applications (minor building additions)
 - Major applications, (significant new development)
 - Revisions to existing approvals
- Where appropriate, provide for a three tiered site plan approval process, together with corresponding phased building permit approval: 1st Q 2013
 - Foundation only site plan approval;
 - Structure / building shell site plan approval;
 - Final Site Plan approval.
 - Phasing approvals will enable the applicant to begin construction while finalizing details for final approval

Circulation and Application Approval Process

Recommendations

- Upon receipt of application comments hold a meeting to discuss issues before forwarding comments to the applicant. In this way no surprises are faced by the applicant and issues are resolved immediately;
- Establish a decision-making model whereby staff are empowered to problem solve and know standards that must be applied and those that can be varied with some flexibility;
- Assign additional administrative staff and professional staff to help in the administrative circulation and processing of applications as well as provide continuity in service;
- Revise and update Development Agreement content and explore ways of streamlining the drafting of the agreement between Legal Services and Planning and Development Services.

Timing
Immediate

Immediate

Immediate

Immediate

Performance Measures

After improvements are implemented, it is imperative that their success be measured. To this end, a series of performance measures will be instituted which are focused on outcomes. Baseline requirements / measurements can be monitored on a regular basis. Originally, the Mayor's Task Force recognized a need for commitment to the expeditious review of applications. One of the Task Force's

recommendations was to mandate and monitor timelines for each approval process, ensuring sufficient staff resources to be available to meet these targets and track performance. This information can be conveyed to Council through annual performance reports.

Recommendations

- Establish performance measures that will indicate:
 - Turnaround time targets for circulation, providing comments and approval
 - Timeliness satisfaction
 - Quality of response
 - Effectiveness of actual service
- Establish a mechanism to receive feedback from the Business Community such as conducting focus groups surveys, meetings and phone calls to receive regular and constructive feedback and check back on progress regularly, especially customer / client feedback on service responsiveness.

Timing
1st Q 2013

1st Q 2013

Delegation of Signing Site Plan Agreements

In accordance with the City's Delegation By-law 2004-277, the Director of Planning and Development Services is delegated the approval of site plans and is not required to prepare a report to Council seeking authorization for approval subject to meeting the standards as approved by Council. However, associated site plan development agreements are still required to have Council pass a by-law to authorize the Mayor and Clerk to execute each agreement on behalf of the municipality.

The time required for the preparation and passage of this by-law after other requirements for site plan approval are fulfilled is approximately 2 weeks or longer. Delegation of signing the agreement without a by-law would, therefore, reduce the time for ultimate site plan approval by at least two weeks.

Section 41(13) of the Planning Act states that a municipal Council may, by by-law:
b) "delegate to either a committee of council or to an appointed officer of the municipality identified in the by-law either by name or position occupied, any of the council's powers or authority under this section, except the authority to define any class or classes of development..."

Recommendation

Amend Delegation By-law 2004-277 to authorize the Director of Planning and Development Services to sign site plan agreements without the passage of Council by-laws for individual approvals.

Timing
Immediate

Reductions in Securities for Site Plan Agreements

Prior to final site plan approval, current City practice is to obtain securities to cover the cost of the installment of certain physical works proposed to be constructed in accordance with site plan approval. Securities are based on a cost estimate and scope of work of the project. Currently, monies are only returned to the proponent once all site works are completed in accordance with approved plans and inspected by the City. No provision for a graduated reduction of securities corresponding to works completed exists.

Rather than hold 100 per cent of the securities until final construction completion, it is reasonable to phase the reduction of the securities based on works completed in stipulated stages of construction that are agreed to by the City and applicant. A final percentage of the original securities amount (approximately twenty per cent) should be held until all works are completed to the City's satisfaction. Phasing the release of the securities in stages enables the proponent to receive back a portion of monies sooner and does not compromise the City because an appropriate amount of security will always be retained by the City corresponding to the amount of works yet to be completed. This requirement should be applied for all new and existing agreements.

Recommendation

- To review what securities are required to ensure that all works are completed in accordance with approved plans.
- That the City permit the staged reduction of securities pertaining to Site Plan Approval corresponding to works completed and in accordance with site plan approval.

Timing

Immediate

Immediate

Financial Implications

To provide technological improvements to the AMANDA system and establish on-line services a 12-month contract for a technical person will be requested in the 2013 budget. This amount is \$102,255.79.

Conclusion

Approval processes can always be continuously improved. As such, the fulfillment of the recommendations contained in the recent Site Plan Approval Process study will enable the reduction in site plan approval by approximately 4 to 5 weeks. Short-term fixes that can be easily and quickly implemented have been identified. As well, longer- term improvements / changes that may require further study or have budgetary implications have been pinpointed.

It should be noted that lessons learned during this re-engineering process can also be applied to other process reviews in 2013 including Building Services activities and other development approval processes such as zoning by-law amendment applications.

Notification

The Niagara Homebuilders Association and the consulting industry.

Prepared, Submitted and Approved by:

James N. Riddell, MPI., MCIP, RPP
Director of Planning and Development Services



Corporate Report

Report from Corporate Support Services, Clerks

Date of Report: November 29, 2012 **Date of Meeting:** December 10, 2012

Report Number: CSS-686-2012 **File:** 35.49.1

Subject: Ontario Electoral Boundaries Commission Recommendations

Recommendation

That Council receive the report Ontario Electoral Boundaries Commission Recommendations for information. FORTHWITH

Summary

This report is providing Council with information relating to the proposals from the Ontario Electoral Boundaries Commission (the Commission).

Background

On October 29, 2012, in Niagara Falls, the Commission held a public hearing to seek input into their redistribution proposal. The original proposal left the riding of St. Catharines untouched.

On November 20, 2012, the Commission made changes to their original redistribution proposal and presented this second proposal in Hamilton at a public hearing. The rationale for these changes and the changes themselves are explained in the body of this report.

On November 26, 2012, Councillor Secord placed a notice of motion before Council to consider at the December 10, 2012 Council meeting. The Notice of Motion is as follows:

"That the City of St. Catharines Council supports the original proposal of the Ontario Electoral Boundaries Commission which represented the City's cultural composition and represented a fair redistribution model and opposes the second, revised proposal as presented at the public hearing conducted in Hamilton on November 20, 2012; and

That a copy of this resolution be forwarded to the Ontario Electoral Boundaries Commission, The Canada and Ontario Ministers responsible for Electoral Redistribution, local MP's and MPP's and area municipalities.

AND THAT Council direct staff to bring forward a report, providing background information on the matter.”

On November 26, 2012, Councillor Burch asked staff to prepare a report regarding these proposals.

Report

Parliament has determined, after the release and publication of the 2011 Statistics Canada data, that the Province of Ontario should have an additional 15 electoral districts. This readjustment of electoral boundaries is solely based upon the discrepancies in the numbers in each of the districts.

When adjusting any electoral boundaries, the Commission is required to apply the principles contained in the *Electoral Boundaries Readjustment Act (the Act)*. The Act is in place to ensure that the population in each electoral district be as close as possible with the electoral quota for the province. In the province of Ontario this number is 106,213, which was established by dividing the census population by the number of electoral districts assigned to the province. The Commission can depart from the quota for the following reasons:

- *Respect the community or interest of identity in, or the historical pattern of an electoral district in the province, or*
- *Maintain a manageable geographic size for electoral districts in sparsely populated, rural or northern regions of the province.*

Taking these factors into consideration, the Commission, must make every effort to ensure they remain within 25% (plus or minus) of the quota of 106,213. The upper limit of deviation from the quota would be 132,766 and the lower limit of deviation from the quota would be 79,660.

On the 29th of October, the Commission held a public hearing in Niagara Falls to present its recommendations for the federal riding of St. Catharines. The recommendation was to leave the St. Catharines riding untouched (see Appendix “1”). The riding has a population of 112,015.

As well, the Commission’s first proposal for the electoral district of Welland was that the riding be renamed Welland-Fort Erie. It was to be comprised of the cities of Welland and Port Colborne, the Town of Fort Erie and the Township of Wainfleet. It had a population of 105,371.

Following this public hearing, objections to the first proposal were considered and some recommendations were incorporated into a second proposal. On the 20th of November, the Commission held a second public hearing in Hamilton and presented a revised recommendation.

The second proposal changes the boundaries of the St. Catharines federal riding by moving the west boundary to Highway 406 from 7th Avenue and the south boundary

from Glendale Avenue to Queenston Street. This would essentially remove the Merritton Ward and the new hospital from the St. Catharines electoral district (see Appendix "2"). This recommendation would change the population of the riding from 112,015 to 105,269.

The second proposal with the new west and south boundaries of the St. Catharines riding would add 6,746 electors to the Welland-Fort Erie riding bringing the new population total to 112,117.

All the proposed changes are within the established acceptable upper and lower population limits.

Should Council wish to address this situation, Council's position must reach the Commission by December 21, 2012. An internal memorandum from the House of Commons stated that unless an extension is granted that this is the final date for any comments to be considered.

At the time of writing this report, the Chief Electoral Officer has been granted an additional two months to prepare their findings, however, there is no posted extensions for general comments to be submitted.

Financial Implications

There are no financial implications to the municipality.

Notification

MP Rick Dykstra's Office

MP Malcolm Allen's Office

MP Cindy Forster's Office

Justice George Valin, Ontario Electoral Boundaries Commission

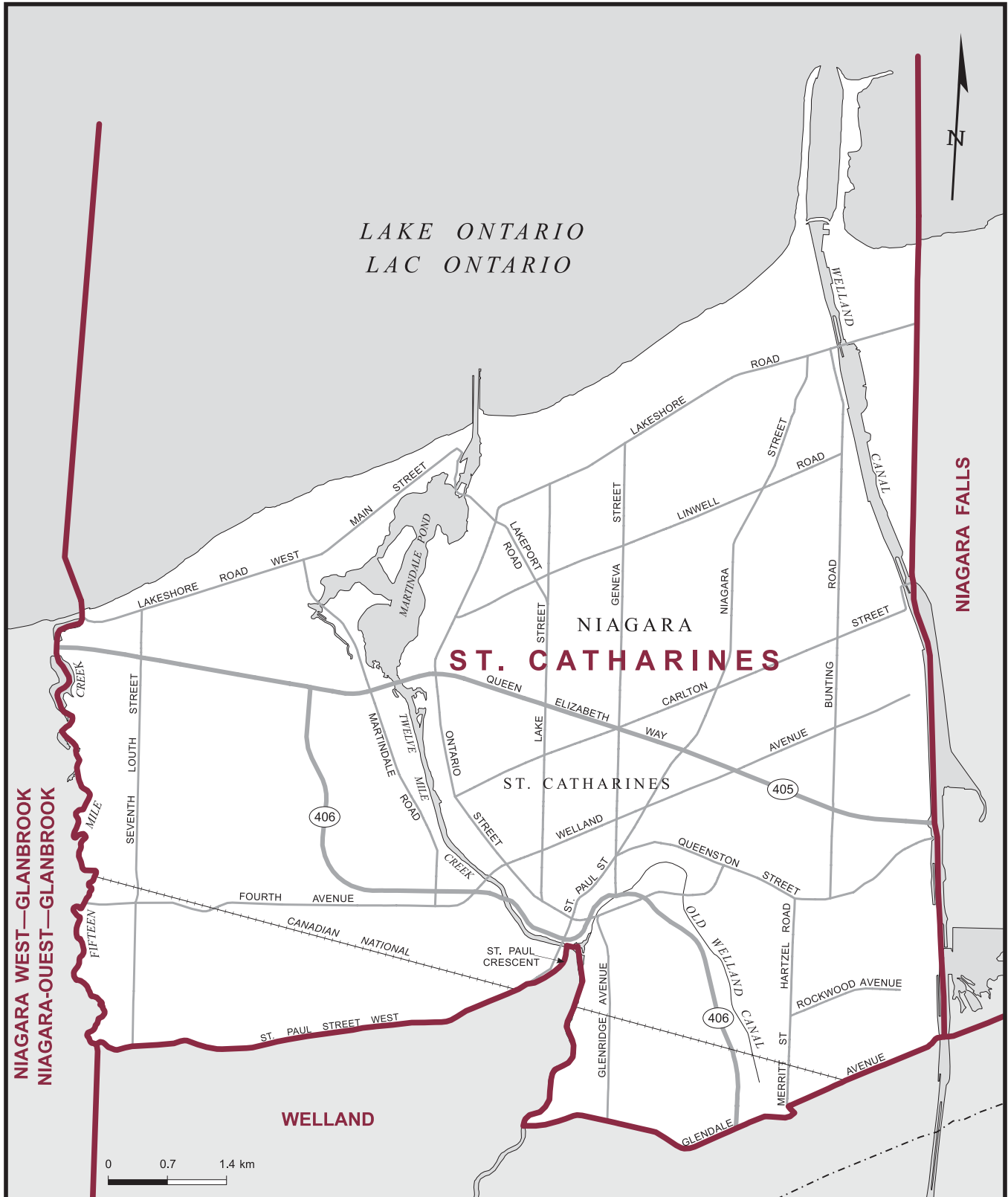
Prepared by:

Bonnie Nistico-Dunk, City Clerk

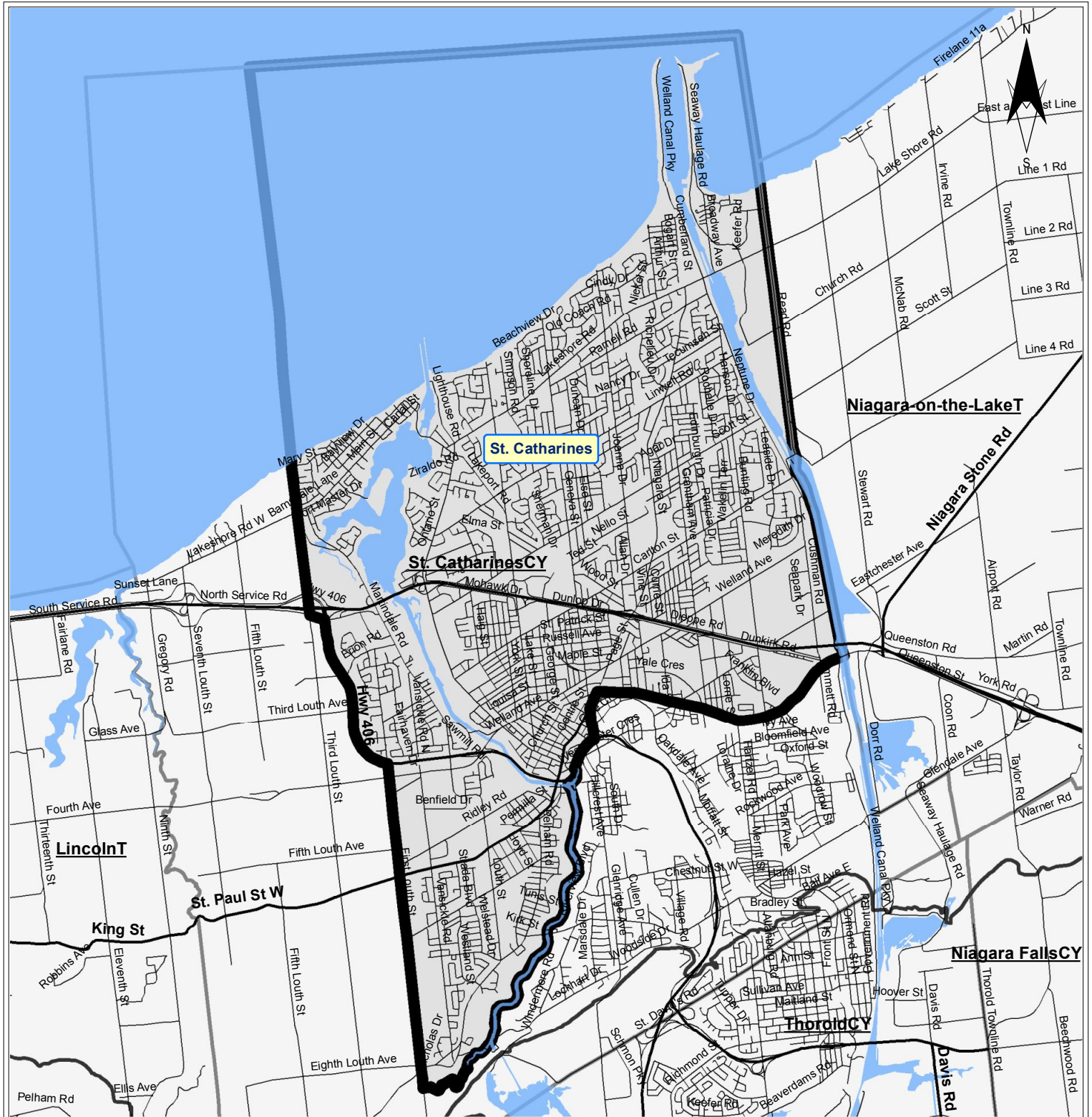
Approved by:

Dan Carnegie, Deputy CAO/Director Corporate Support Services

ST. CATHARINES



St. Catharines (Pop. 105,269)





Corporate Report

Report from Financial Management Services, Billing

Date of Report: November 23, 2012 **Date of Meeting:** December 10, 2012

Report Number: FMS-668-2012 **File:** 10.57.99

Subject: Cancellation, Reduction, Refund of Property Taxes

Recommendation

That Council approve the necessary tax reductions, cancellations and refunds pursuant to Section 357 and 358 of The Municipal Act in the amount of \$61,629.37 in accordance with the list submitted by Financial Management Services, dated November 23, 2012 (see Appendix "1" attached). FORTHWITH

Background

Pursuant to Section 357 and 358, application may be made to Council for cancellation, reduction and refund of taxes levied in the year.

The appeals are processed in the Financial Management Services Department, forwarded to MPAC where the amount of reduction is calculated in assessment dollars. The appeals are then returned to the Financial Management Services Department and the amount of reduction is calculated in tax dollars. Under the Municipal Act, a recalculation of the Capping Adjustments is necessary for those properties experiencing a reduction or removal from the Capped Classes (Multi-Residential, Commercial, Industrial).

Report

Application may be made for the following reasons:

Section 357

- (a) Tax reclassification resulting in a lower tax ratio
- (b) The land has become vacant land or excess land
- (c) The land has become exempt from taxation
- (d) A building on the land was razed or damaged by fire, demolition or otherwise so as to render it substantially unusable
- (e) A mobile unit on the land was removed
- (f) A person was overcharged due to a gross or manifest error that is clerical or factual in nature, but not an error in judgement in assessing the property
- (g) Repairs or renovation to the land prevented the normal use of the land for a period of at least 3 months during the year.

Section 358

Overcharge caused by a gross or manifest error in the preparation of the assessment roll in one or both of the previous two years that is clerical or factual in nature but not an error in judgement in assessing the property.

Financial Implications

Section 357 and 358 appeals amount to \$61,629.37 as listed on Appendix "1".

Submitted by:

Tracey Miller
Billing Manager

Prepared by:

Tanya Craig
Tax Billing and Adjustment Clerk

Approved by:

Shelley Chemnitz, C.A.
Director/City Treasurer

City of St. Catharines Section 357/358 Tax Appeals - For Council Date December 10, 2012

Appeal #	Roll Number	Location	Description	Year	Period From	Period To	Reduction Amount	Tax Levied	Comments
3623	030.009.20500.0000	43 YALE CRES	358 Gross/Manif Pr 2 Yrs	2010	1-Jan-10	31-Dec-10	0.00	185,104.41	DENIED
3624	030.009.20500.0000	43 YALE CRES	357(d) Destroyed/Damaged	2011	1-Jan-11	31-Dec-11	9,065.31	178,149.63	
3625	030.009.20500.0000	43 YALE CRES	357(d) Destroyed/Damaged	2011	10-Jan-11	31-Dec-11	3,078.52	178,149.63	
3628	060.044.05400.0000	18 CORBETT AVE	357(g) > 3 Mths Renovation	2012	1-Jan-12	1-Sep-12	0.00	2,949.24	DENIED
3666	020.036.53000.0000	76 RIDLEY RD	357(f) Gross/Manifest error	2011	1-Jan-11	31-Dec-11	33,791.67	151,299.70	
3672	010.013.07600.0000	403 GLENDALE AVE	357(d) Destroyed/Damaged	2012	1-Jan-12	31-Dec-12	0.00	1,355.46	DENIED
3675	040.012.14100.0000	58 MAPLE ST	357(d) Destroyed/Damaged	2012	15-Mar-12	31-Dec-12	760.55	1,966.16	
3676	040.016.05200.0000	22 RODMAN ST	357(d) Destroyed/Damaged	2012	26-Apr-12	31-Dec-12	30.52	1,933.67	
3684	050.033.14500.0000	8 BRUCEDALE AVE	357(d) Destroyed/Damaged	2012	23-May-12	31-Dec-12	136.13	3,113.09	
3685	020.033.07300.0000	327 PELHAM RD	357(d) Destroyed/Damaged	2012	31-Mar-12	31-Dec-12	685.18	4,854.40	
3686	010.036.29705.0000	GLENDALE AVE (497)	357(c) Exempt	2012	1-Jan-12	31-Dec-12	1,745.40	1,745.40	
3688	020.005.00700.0000	169 RIVERVIEW BLVD	357(d) Destroyed/Damaged	2012	8-Aug-12	31-Dec-12	112.88	4,066.37	
3689	030.032.20300.0000	522 WELLAND AVE	357(d) Destroyed/Damaged	2012	21-Aug-12	31-Dec-12	4,762.41	21,550.20	
3692	040.005.01600.0000	97-99 GENEVA ST	357(d) Destroyed/Damaged	2012	20-Feb-12	31-Dec-12	2,830.97	5,551.44	
3693	040.043.16300.0000	1746-1766 GREGORY RD	357(a) Tax Class Change	2012	1-Jan-12	31-Dec-12	1,914.81	7,096.53	
3694	040.009.06000.0000	9 DUKE ST	357(a) Tax Class Change	2012	17-Aug-12	31-Dec-12	1,228.54	5,724.93	
3696	010.036.29700.0000	527 GLENDALE AVE	357(d) Destroyed/Damaged	2012	10-Aug-12	31-Dec-12	310.59	8,862.60	
3697	040.031.14900.0000	88 SHERWOOD AVE	357(d) Destroyed/Damaged	2012	22-Aug-12	31-Dec-12	10.73	2,115.10	
3698	050.029.07700.0000	65 MELODY TRAIL	357(d) Destroyed/Damaged	2012	12-Jul-12	31-Dec-12	492.84	2,353.43	
3699	030.008.10800.0000	13 SENECA ST	357(d) Destroyed/Damaged	2012	12-Apr-12	31-Dec-12	553.32	1,489.52	
3703	060.018.18100.0000	21 AMEER DR	357(d) Destroyed/Damaged	2012	13-Jul-12	31-Dec-12	119.00	3,738.67	
TOTAL							61,629.37		



Corporate Report

Report from Financial Management Services, Accounting

Date of Report: November 26, 2012 **Date of Meeting:** December 10, 2012

Report Number: FMS-673-2012 **File:** 10.57.99

Subject: Monthly Investment Report – Operating Fund as at October 31, 2012

Recommendation

That Council receive the report for information purposes and no further action be taken. FORTHWITH

Background

An Operating Fund investment report is provided to Council each month. Included in this report is a record of each investment, ordered by due date, outstanding as of the last day of the month. The report details the settlement date, the investment term and interest rate.

Report

Financial Management Services has forwarded the Monthly Investment Report – Operating Fund as at October 31, 2012, for consideration of the General Committee (see Appendix “1” attached).

Financial Implications

Not applicable.

Submitted by:

John Sim

Prepared by:

John Sim

Approved by:

Shelley Chemnitz

City of St. Catharines
Monthly Investment Report - Operating Fund
As at October 31, 2012

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1

INVESTMENT SUMMARY:

Institution ¹	Individual Share ²	Portfolio Share ²	Maturity Value	Policy Limit ²
Schedule I banks		93.4%	\$48,151,452	100%
Bank of Montreal	9.7%		\$5,000,000	50%
Bank of Nova Scotia	22.7%		\$11,689,643	50%
Canadian Imperial Bank of Commerce	19.3%		\$9,949,092	50%
Manulife Bank	3.9%		\$2,009,245	50%
Royal Bank of Canada	13.1%		\$6,753,472	50%
Toronto Dominion Bank	24.7%		\$12,750,000	50%
Provincial Governments		5.6%	\$2,900,000	10%
Municipal Finance Authority of B.C.	5.6%		\$2,900,000	5%
Credit Unions		1.0%	\$501,446	10%
Meridian Credit Union	1.0%		\$501,446	5%
TOTAL		100.0%	\$51,552,898	100%

INVESTMENT DETAIL BY DUE DATE:

Security Issuer (Dealer ³), Type ⁴	Settlement Date	Due Date	Term Days	Interest Rate	Maturity Value
Toronto Dominion Bank, SU	10-Nov-11	10-Nov-12	366	2.60%	\$1,000,000
Toronto Dominion Bank, SU	17-Nov-10	17-Nov-12	731	2.50%	\$750,000
Toronto Dominion Bank, GIC	11-May-12	10-Dec-12	213	1.75%	\$5,000,000
Toronto Dominion Bank, GIC	14-May-12	10-Dec-12	210	1.75%	\$3,000,000
Canadian Imperial Bank of Commerce, SU	21-Jan-10	21-Jan-13	1096	2.75%	\$500,000
Toronto Dominion Bank, GIC	28-Jan-12	28-Jan-13	366	1.86%	\$3,000,000
Canadian Imperial Bank of Commerce, GIC	29-May-09	29-May-13	1461	3.34%	\$5,000,000
Royal Bank of Canada (TD), DN	6-Apr-09	17-Jul-13	1563	3.07%	\$2,000,000
Bank of Montreal (RBC), NC/DN	6-Feb-09	3-Sep-13	1670	3.99%	\$5,000,000
Bank of Nova Scotia, GIC	30-Oct-09	30-Oct-13	1461	3.81%	\$2,000,000
Municipal Finance Authority of B.C. (TD), DN	6-Apr-09	3-Dec-13	1702	3.05%	\$2,900,000
Bank of Nova Scotia, GIC	30-Oct-09	30-Oct-14	1826	4.10%	\$2,000,000
Bank of Nova Scotia (CIBC), DN	9-Apr-10	25-Mar-15	1811	3.55%	\$1,007,000
Manulife Bank (TD), CA	31-Aug-11	N/A	N/A	1.50%	\$2,009,245
Royal Bank of Canada (TD), CA	7-Oct-10	N/A	N/A	1.45%	\$4,753,472
Canadian Imperial Bank of Commerce (TD), CA	13-Oct-10	N/A	N/A	1.45%	\$4,449,092
Bank of Nova Scotia (TD), CA	29-Nov-10	N/A	N/A	1.45%	\$6,682,643
Meridian Credit Union, CA	19-Jul-12	N/A	N/A	1.45%	\$501,446
TOTAL					\$51,552,898

NOTES:

¹ Investment eligibility in accordance with Section 418 of the *Municipal Act 2001* and O. Reg 438/97, amended to O. Reg 399/02.

² The "Policy Limit" sets out the maximum share of a particular investment or investment category at the time of placement.

Refer to the City of St. Catharines Investment Policy, Appendix B Approved Investments, Diversifications and Ratings.

³ Security dealer noted if different than security issuer.

⁴ Investment Types:

BA = Bankers' Acceptance, purchased at discount
BDN = Bearer Deposit Note, purchased at discount
CD = Certificate of Deposit
FRN = Floating Rate Note, purchased at premium
GN = Guaranteed Note, purchased at discount
DN = Deposit Note (Senior Bank Paper)
NC = Non-Callable
CA = Cash Account
GIC = Guaranteed Investment Certificate
SU = Extendible Step-Up Deposit Note



Corporate Report

Report from Financial Management Services, Administration

Date of Report: November 28, 2012 **Date of Meeting:** December 10, 2012

Report Number: FMS-675-2012 **File:** 10.57.99

Subject: Cheque Register Number Eleven

Recommendation

That Council approve the accounts listed on Cheque Register Number Eleven, dated November December 10, 2012, in the amount of \$10,734,528.16.
FORTHWITH

Report

Financial Management Services - Administration has submitted Cheque Register Number Eleven, dated December 10, 2012, for the consideration of the General Committee (see Appendix "1" attached).

Submitted by:

Shelley Chemnitz, CA
Treasurer, Director of Financial Management Services

Prepared by:

Joanne Tessier, Assistant Director
Financial Management Services

CHEQUE REGISTER

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
228321	1473941 ONTARIO LIMITED	24,745.50
235356	1686232 ONTARIO LTD	4,413.78
235408	1686232 ONTARIO LTD	2,406.00
235421	1686232 ONTARIO LTD	7,101.82
235426	4 OFFICE AUTOMATION LTD	5,636.33
228097	826 ROYAL CANADIAN AIR CADETS	800.00
235358	A-1 ASPHALT MAINTENANCE LTD	1.00
235400	A-1 ASPHALT MAINTENANCE LTD	43,392.56
227985	AAF CANADA INC	599.59
228258	AAF CANADA INC	313.42
228254	ABERNETHY & SON	1,146.95
228135	ABILITY RESOURCE MANAGEMENT	500.00
227886	ACE ALIGNMENT LTD	135.60
228173	ACE ALIGNMENT LTD	67.80
228351	ADAMS CHRISTINE	440.70
228231	ADVANCE GRAPHICS	162.72
228331	ADVANCE INSULATION SYSTEMS	14,361.81
227795	AECOM CANADA LTD.	5,175.40
228022	AECOM CANADA LTD.	11,982.65
228102	AECOM CANADA LTD.	15,582.20
227833	ALFIERI, REBECCA	355.54
228105	ALFRED BEAM EXCAVATING LTD.	64,462.38
227922	ALL IN ONE	875.64
228200	ALL IN ONE	2,483.92
227956	ALLAN FYFE EQUIPMENT LTD.	514.15
227905	ALLIED MEDICAL INSTRUMENTS	1,846.88
228251	ALPHA VICO INC.	3,695.10
227965	AMBER SAME DAY DELIVERY	36.39
227801	AMEC ENVIRONMENTAL & INFRASTRU	1,744.40
235448	AMEC ENVIRONMENTAL & INFRASTRU	146.13
235457	AMEC ENVIRONMENTAL & INFRASTRU	473.85
235471	AMEC ENVIRONMENTAL & INFRASTRU	15,830.17
235341	ANTIPASTOS DI ROMA	1.00
235350	ANTIPASTOS DI ROMA	155.14
235514	ANTIPASTOS DI ROMA	273.72
235325	AQUA PLANS AQUATIC CONSULTANTS	2,083.85
227826	AQUAFOR BEECH LIMITED	10,256.17

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228284	AQUAM INC.	19,760.87
228164	ARAMARK CANADA LTD	140.00
228175	ARCHER TRUCK SERVICES LTD	723.45
227993	ARIVA	2,510.21
227888	ART'S TOOL SALES	30.23
228049	ASSOCIATION OF MUNICIPALITIES	259.90
235348	ASTRAL MEDIA RADIO GP NIAGARA	1,920.00
227911	ATKINS PONY RIDES(LEON ATKINS)	1,017.00
227804	AUSENCO ENGINEERING CANADA INC	1,401.20
227836	AUSENCO ENGINEERING CANADA INC	1,977.50
235385	AUSENCO ENGINEERING CANADA INC	1.00
235398	BCR ELECTRIC LIMITED	110,149.26
235359	BEATTIES BASICS	8,807.04
235491	BEATTIES BASICS	5,789.86
235478	BECHARD JAN	100.00
235549	BECHARD JAN	40.77
228087	BELL CANADA	120.35
228290	BELL CANADA	164.30
228093	BELL CANADA - BOX 1550	73.10
228295	BELL CANADA - BOX 1550	5,290.88
227819	BELL CANADA - BOX 9000 N. YORK	4,280.90
228003	BELL CANADA - BOX 9000 N. YORK	3,675.09
228089	BELL CANADA - BOX 9000 N. YORK	751.60
228293	BELL CANADA - BOX 9000 N. YORK	8,571.21
228074	BELL CONFERENCING INC	46.04
228090	BELL MOBILITY - BOX 5102 BURLI	46.33
235360	BEN BERG FARM AND INDUSTRIAL	1,084.35
235492	BEN BERG FARM AND INDUSTRIAL	1,242.33
228166	BETHANY COMMUNITY CHURCH	92.50
228203	BICKLE MAIN INDUSTRIAL SUPPLY	84.75
235349	BIOCHEM ENVIRONMENTAL	1.00
228008	BIRD ILA	1,750.00
228161	BLACK & MCDONALD LIMITED	976.32
228033	BLOZOWSKI KEVIN	171.47
228339	BLUSHAK, PAUL	258.86
227940	BOLTWORKS	94.65
235436	BOLTWORKS	1.00

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235515	BOLTWORKS	235.47
227828	BRAND BLVD	281.26
235446	BRAND BLVD	1.00
235488	BRAND BLVD	313.31
227893	BRIAN CULLEN MOTORS LTD	2,230.22
228177	BRIAN CULLEN MOTORS LTD	1,934.97
227953	BRINK'S CANADA LIMITED	858.80
227864	BROCK UNIVERSITY	4,237.50
228086	BROCK UNIVERSITY	697.92
228305	BROCK UNIVERSITY CONFERENCES	2,160.52
228255	BRODART CO.	1,139.47
228017	BUDGET ENVIRONMENTAL DISPOSAL	1,532.11
227865	C.U.P.E. 1287	349.41
228147	C.U.P.E. 1287	349.36
235330	C.U.P.E. LOCAL 150	3,197.09
235388	C.U.P.E. LOCAL 150	3,190.28
235438	C.U.P.E. LOCAL 150	3,167.98
235527	C.U.P.E. LOCAL 150	3,177.83
235387	C.U.P.E. LOCAL 157	3,701.05
235479	C.U.P.E. LOCAL 157	3,710.73
228207	CAMBRIDGE CANVAS CENTRE LTD.	197.69
227974	CAMPBELL SCIENTIFIC (CANADA)	1,119.56
235440	CAMPBELL SCIENTIFIC (CANADA)	1.00
227813	CAN CORPS OF COMMISSIONAIRES	14,521.39
228078	CAN CORPS OF COMMISSIONAIRES	14,532.79
235473	CAN CORPS OF COMMISSIONAIRES	1.00
227841	CANADA POST CORPORATION	5,322.67
228285	CANADIAN BAR ASSOCIATION-OTTAWA	748.04
235337	CANADIAN BEARINGS LTD	1.00
235494	CANADIAN BEARINGS LTD	13.06
227829	CANADIAN GARDENING MAGAZINE	39.95
227958	CANADIAN LINEN AND UNIFORM	1,023.08
228234	CANADIAN LINEN AND UNIFORM	1,028.30
228001	CANADIAN MUSEUM OF CIVILIZATIO	2,401.25
227897	CANADIAN NATIONAL	1,000.86
228260	CANADIAN PAYROLL ASSOCIATION	519.80
235490	CANADIAN RED CROSS	418.01

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228072	CANPAR TRANSPORT L.P.	109.93
227963	CANSEL	4,520.00
235405	CANTEC SECURITY SERVICES	6,419.52
235441	CANTEC SECURITY SERVICES	12,780.30
235474	CANTEC SECURITY SERVICES	6,443.51
227981	CARQUEST	55.94
227831	CARSWELL	1,290.59
228181	CARSWELL	740.00
228341	CARSWELL	977.02
227959	CASTLE MECHANICAL	1,423.20
228169	CATCHPAW-FOGEL AMANDA	304.36
235423	CBRE LIMITED	29,637.64
235486	CBRE LIMITED	29,637.64
227890	CELL-A-NET INC	902.87
227891	CENTENNIAL CONCRETE (NIAGARA)	2,648.44
227871	CENTRELINE EQUIPMENT RENTALS	1,919.70
227917	CENTURY VALLEN	2,369.65
228196	CENTURY VALLEN	2,017.74
227975	CERTIFIED LABORATORIES	359.79
235340	CFMS WEST CONSULTING INC	61.51
235459	CFMS WEST CONSULTING INC	2,260.00
227895	CHARLES JONES INDUSTRIAL	5,125.68
235424	CHARLES JONES INDUSTRIAL	1.00
235543	CHARTER BUILDING CO	1.00
235447	CHARTIS INSURANCE COMPANY	2,400.49
228250	CHESTERTON	252.62
227904	CHOWN, CAIRNS	3,878.68
227843	CHRISTOPHER C. COOPER	314.82
227966	CHUBB EDWARDS	14,436.81
235476	CIT	3,438.59
228336	CITY OF KINGSTON	80.00
228337	CITY OF MARKHAM	200.00
228011	CLAIRE ANDREA	59.20
228101	CLAIRE ANDREA	47.36
228112	CLARKSON JOYCE	250.00
228116	CLEAR WATER LEGACY	9,057.35
228031	CLINIC OF NATUROPATHIC MEDICIN	47.87

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227916	CLUB ROMA	4,123.02
227901	COCO PAVING INC	9,511.96
228183	COCO PAVING INC	5,426.45
235343	CODE 4 FIRE & RESCUE INC.	1.00
235525	CODE 4 FIRE & RESCUE INC.	11,971.35
228075	COFFEY GEOTECHNICS INC	1,828.45
228340	COFFEY GEOTECHNICS INC	380.13
227834	COGECO	161.05
227996	COGECO	566.57
228286	COGECO	496.36
227906	COLBEY CUSTOM FABRICATING CO	872.36
228185	COLBEY CUSTOM FABRICATING CO	1,414.76
227907	COMMERCIAL AUTO ELECTRIC LTD	932.62
228187	COMMERCIAL AUTO ELECTRIC LTD	102.13
235530	COMMERCIAL DIGITAL PRINT INC	321.26
235379	COMPUTER MEDIA GROUP,THE	3,953.88
235519	COMPUTER MEDIA GROUP,THE	1,394.61
227810	CONCORD SOCCER CLUB	860.50
227884	CONTROLCHEM CANADA LIMITED	1,154.60
228172	CONTROLCHEM CANADA LIMITED	10,694.81
235487	CORIX WATER PRODUCTS LIMITED	693.09
228350	CORP. OF THE CITY OF BRAMPTON	400.00
235365	CORPORATE CHEMICALS	75.84
235497	CORPORATE CHEMICALS	334.06
227954	COSBY, BRIAN	1,786.86
227973	COTTON INC.	497.20
228246	COTTON INC.	497.20
228154	CRANFORD ROGER	135.00
228046	CRL CAMPBELL CONSTRUCTION	12,865.05
235469	CRL CAMPBELL CONSTRUCTION	1.00
227848	CTA LAB	1,552.28
235354	CTC TRAINCANADA	4,519.00
235454	CTC TRAINCANADA	5,650.00
227817	CUNNINGHAM LINDSEY CANADA	10,885.00
228084	CUNNINGHAM LINDSEY CANADA	82,313.89
228322	CUNNINGHAM LINDSEY CANADA	43,446.82
227872	CW TECHNICAL SERVICES	1,808.00

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227838	D & H LIMITED PARTNERSHIP	90.76
235391	D & H LIMITED PARTNERSHIP	1.00
235544	D & H LIMITED PARTNERSHIP	30.82
228048	D.F. BROWN ROOFING	15,016.01
235475	D.F. BROWN ROOFING	1.00
227982	DACK AUTO PARTS AND PAINT	18.78
228256	DACK AUTO PARTS AND PAINT	16.20
228043	DAISLEY ANDREA	81.61
228334	DANIEL PAULIN	1,666.75
227932	DARCH FIRE	1,318.03
228209	DARCH FIRE	193.35
235355	DAVEY TREE EXPERT CO. OF	19,032.53
235419	DAVEY TREE EXPERT CO. OF	5,226.37
235482	DAVEY TREE EXPERT CO. OF	9,144.24
227812	DEMAR CONSTRUCTION	117,749.45
227851	DEMAR CONSTRUCTION	494.94
228241	DESIGN ELECTRONICS	3,803.95
235362	DILTS PISTON HYDRAULICS INC.	105.36
227964	DIRECT GRAPHICS	89.26
227999	DIRECT GRAPHICS	2,840.82
235413	DIRECT GRAPHICS	1.00
228029	DIXON BONNIE	76.64
235483	DON'S PORTABLE TOILETS	1,561.01
228180	DON'S SPRING REPAIR AND	943.55
228343	DUNLOP SUSAN	30.00
227898	DURAROC RUBBER SURFACING	4,463.50
228010	DYNAMIC ENERGY SERVICES INC	5,593.50
235389	DYNAMIC INDUSTRIAL SERV INC	1.00
227943	E & R LAWN EQUIPMENT SALES	488.63
228218	E & R LAWN EQUIPMENT SALES	35.68
228114	E.L. CROSSLEY MARCHING BAND	1,000.00
235361	E.S. FOX SERVICE	390.98
227885	EASTWAY EMERGENCY VEHICLES	360.31
227873	ECLIPSE TECHNOLOGY SOLUTIONS	6,491.85
228005	ECLIPSE TECHNOLOGY SOLUTIONS	63,950.09
235445	ECLIPSE TECHNOLOGY SOLUTIONS	1.00
235363	ED LEARN FORD LINCOLN LTD	3,422.87

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235493	ED LEARN FORD LINCOLN LTD	1,100.37
227933	ED MACPHERSON CONSTRUCTION LT	3,390.00
235432	ED MACPHERSON CONSTRUCTION LT	1.00
235508	ED MACPHERSON CONSTRUCTION LT	1,694.00
228224	EDUFUN	462.74
228113	ELLIS ENGINEERING INC.	4,658.09
228061	EMCO SUPPLY LTD	2,660.84
227820	ENBRIDGE	63.82
228015	ENBRIDGE	7,308.26
228060	ENBRIDGE	336.89
228115	ENBRIDGE	3,341.29
228149	ENBRIDGE	99.48
228253	ENBRIDGE	96.02
228352	ENBRIDGE	13,538.14
235328	ENGINEERING CONCEPTS NIAGARA	5,042.63
235402	ENGINEERING CONCEPTS NIAGARA	20,197.34
235411	ENGINEERING CONCEPTS NIAGARA	2,090.50
235428	ENGINEERING CONCEPTS NIAGARA	666.70
235455	ENGINEERING CONCEPTS NIAGARA	6,169.80
235503	ENGINEERING CONCEPTS NIAGARA	3,141.40
235465	ENROUTE EMERGENCY SYSTEMS	5,961.20
235323	ESN ELECTRICAL SOLUTIONS	1.00
227879	FASTCO FASTENERS	295.72
228221	FASTENAL CANADA	91.48
235528	FIRESERVICE MANAGEMENT	317.92
227908	FISHER'S REGALIA	541.64
235368	FLEXO PRODUCTS LIMITED	892.13
235501	FLEXO PRODUCTS LIMITED	13,346.00
228057	FONTASY SIGN & DISPLAY INC.	203.97
228320	FORT ERIE EDTC	1,000.00
227883	FOURGROUNDS MEDIA INC.	2,128.75
228171	FOURGROUNDS MEDIA INC.	432.61
228155	FRID & RUSSELL	1,829.74
227889	FRONTIER EQUIPMENT CO. LTD.	328.15
235467	FRONTIER EQUIPMENT CO. LTD.	1.00
227910	G C DUKE EQUIPMENT LTD	1,845.21
235370	G&K SERVICES CANADA INC	247.38

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235506	G&K SERVICES CANADA INC	170.36
235331	G.T. FRENCH PAPER LIMITED	791.88
235461	G.T. FRENCH PAPER LIMITED	395.95
235520	GALBRAITH ELECTRIC LTD.	176.28
228204	GARDEN CITY LAWN & LEISURE	45.03
227846	GARUS JORDAN	378.00
228042	GAUTHIER LUC	1,044.15
228319	GELENTSO, DENA COLLINGS	350.00
235470	GENIVAR INC.	2,950.51
235334	GEORGE ROBB ARCHITECT	1.00
235451	GEORGE ROBB ARCHITECT	2,732.70
235463	GEORGE ROBB ARCHITECT	3,028.40
228335	GEORGIAN COLLEGE	292.00
235381	GERRIE ELECTRIC WHOLESALE	585.57
227924	GIBBY'S	4,364.97
228167	GIROUARD MR ARCHIE	11,060.00
235443	GLENTEL WIRELESS CENTRE	1.00
235541	GLENTEL WIRELESS CENTRE	3,398.26
228244	GOERING EXCAVATING	4,321.12
228030	GOKA CLAUDIA	280.00
228118	GONFA BEA	15.00
228311	GONFA BEA	10.00
227971	GRAND & TOY	62.76
235439	GRAND & TOY	1.00
228191	GRANTHAM OPTIMIST CLUB	200.00
227998	GRAPHIX WORKS	2,570.75
227849	GREATER NIAGARA CHAMBER OF COM	113.00
228040	GREEN DOUG	500.00
227811	GREENHALGH WILLIAM	62.86
228082	GREER KRISTINA	200.00
228041	GRIFFIN LANDSCAPING	10,888.68
227983	GUILLEVIN INTERNATIONAL INC.	266.59
235329	GYM-CON LTD.	1.00
227957	HAMILTON BUILDERS' SUPPLY INC	101.70
227845	HAMMOND BILL	1,245.00
227978	HANG UPS	3,631.16
228002	HANG UPS	801.68

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228176	HARRIS SIGN CO.	3,796.80
228194	HARRIS, JR ERNEST	420.00
227902	HARTLIEB HOPKINS COLTON LTD	43.84
228184	HARTLIEB HOPKINS COLTON LTD	520.14
235416	HATCH MOTT MACDONALD LTD.	3,226.96
228121	HEAD SARAH KING	113.00
228128	HELLER FRED	6,428.00
228026	HEMPHILL GREG	774.07
228012	HEWLETT-PACKARD CANADA CO.	119,300.55
228056	HICKS, MORLEY	361.60
228163	HINGSTON METAL FABRICATORS	124.30
227979	HOLIDAY INN & SUITES	3,546.53
228124	HOLLAND TIM	904.00
227920	HOME HARDWARE-GRANTHAM PLAZA	325.18
228199	HOME HARDWARE-GRANTHAM PLAZA	203.16
227919	HOME HARDWARE-HARTZEL RD	2,710.40
228198	HOME HARDWARE-HARTZEL RD	6,932.25
227816	HORIZON UTILITIES CORPORATION	7,793.87
228000	HORIZON UTILITIES CORPORATION	4,514.59
228083	HORIZON UTILITIES CORPORATION	2,298.20
228289	HORIZON UTILITIES CORPORATION	340,179.32
228314	HOZJAN, JOE	15.00
227806	HUMANE WILDLIFE CONTROL INC.	73.45
227847	IMARK EVENTS INC-MAGIC 'N	197.75
227882	IMPERIAL LINEMARKING	45,769.80
227950	INDEPENDENT AUTO TRIM & GLASS	129.95
228021	INSPEC-SOL INC.	52,191.31
228018	INTERKOM INC	22,600.00
235422	ISHERWOOD GEOSTRUCTURAL ENG	2,880.50
235466	ISHERWOOD GEOSTRUCTURAL ENG	2,838.56
227961	JAGREEN ENTERPRISES LTD.	110.45
235367	JAY'S STUMPING SERVICE	5,761.60
235427	JAY'S STUMPING SERVICE	3,152.71
235485	JEFFY LUBE	66.44
235369	JOE JOHNSON EQUIPMENT INC	19.67
235504	JOE JOHNSON EQUIPMENT INC	93.16
228125	JOEL SMITH PHOTOGRAPHY	565.00

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228107	JOHN BOLDT BUILDERSLTD.	5,000.00
235500	JOHN STADELMIER SEPTIC SERVICE	829.95
235394	JOHNNY RAG	443.47
228158	JOJACKS	1,412.64
228019	JONES MARIA	85.66
227927	KAUPP ELECTRIC LTD	1,071.35
227941	KC AUTO PARTS	18.00
235339	KERRY T. HOWE ENGINEERING LTD	1.00
235456	KERRY T. HOWE ENGINEERING LTD	141.38
228308	KING BAY CAPITAL CORPORATION	3,295.08
227992	KSAL GENERAL CONTRACTING LTD	102,818.70
227929	L. ST. AMAND ENTERPRISES INC	146.15
228205	L. ST. AMAND ENTERPRISES INC	2,175.01
227791	LADSON PROPERTIES LTD	442,669.78
228098	LADSON PROPERTIES LTD	176,415.48
235347	LAERDAL MEDICAL CANADA, LTD.	1.00
235396	LAKESHORE TOWING LTD.	79.10
235538	LAKESHORE TOWING LTD.	141.25
228081	LANDTEK LIMITED	3,181.23
228233	LANDTEK LIMITED	4,915.50
235346	LANE RICK	378.84
227938	LARRY'S RENTAL INC.	39.90
228214	LARRY'S RENTAL INC.	2,145.03
228315	LAURIE MAYNARD	103.30
227832	LAW TIMES	183.75
227896	LAWNS AND MORE	21,118.37
228032	LEEMET DAVE	688.74
235468	LEIDEN CONCRETE BURIAL VAULTS	1.00
227835	LEXISNEXIS CANADA INC.	180.13
228228	LEXISNEXIS CANADA INC.	143.06
228287	LEXISNEXIS CANADA INC.	1,583.13
228344	LEXISNEXIS CANADA INC.	351.22
227989	LIEBERT CANADA	7,122.39
227853	LINCOLN & WELLAND REGIMENT BAN	800.00
227821	LINCOLN COUNTY HUMANE SOCIETY	35,960.55
228004	LINCOLN COUNTY HUMANE SOCIETY	1,030.00
228091	LINCOLN COUNTY HUMANE SOCIETY	568.50

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235480	LINCOLN COUNTY HUMANE SOCIETY	1.00
228106	LIPPERT & WRIGHT FUELS LTD	65,262.07
228213	LIPPERT & WRIGHT FUELS LTD	738.20
227877	LOUD AND CLEAR	25,758.35
227930	LOUTH & NIAGARA ORCHARDS LTD	674.61
228208	LOUTH & NIAGARA ORCHARDS LTD	3,807.68
228190	LUCAS LIFTRUCK SERVICES LTD.	226.44
235395	M & L SUPPLY	279.54
235535	M & L SUPPLY	8,033.98
227861	MACKIE CARLA	31.96
227790	MADD CANADA	248.60
227945	MAGICLEAN SERVICES	56.50
228170	MAINSTREAM	930.00
235452	MAKEPEACE, JANICE	200.00
228134	MAMBELLA LORI	137.58
228006	MANDARIN RESTAURANT	111.24
235502	MARK'S WORK WEARHOUSE	61.00
228249	MARKU SYSTEMS INC	2,025.53
235333	MAROTTA TIMOTHY	33.89
235345	MASELLI SABRINA	210.80
228243	MATTHEWS CANADA LTD	3,699.50
235536	MAXILL INC.	197.52
228126	MCADAM CHRIS	100.00
227934	MCGEE MARKING DEVICES	234.20
228210	MCGEE MARKING DEVICES	83.07
227935	MCNAMARA & REYNOLDS	56.49
228211	MCNAMARA & REYNOLDS	56.49
227880	MEASUREMAX	947.55
227794	MERCER {CANADA} LTD.	389.85
228168	MERCER {CANADA} LTD.	2,169.60
228117	MERCREDI MUSIQUE	150.00
228013	MERRITTON MATTERS	75.00
227955	METAL SUPERMARKETS (NIAGARA)	54.91
227878	MG DISTRIBUTION	322.46
228303	MICHAEL FANCY	596.67
228119	MILLIER DICKINSON BLAIS INC	1,130.00
227918	MINISTER OF FINANCE	209.14

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228050	MINISTER OF FINANCE	21,802.20
228145	MINISTER OF FINANCE	345.00
228197	MINISTER OF FINANCE	209.14
227839	MINISTER OF FINANCE MTO	4,347.75
227923	MOBILE COMMUNICATION SERVICES	2,816.67
235430	MOBILE COMMUNICATION SERVICES	1.00
235512	MODERN LANDFILL INC., CANADA	960.24
227792	MOMENTUM CHOIR	100.00
228024	MUNICIPAL EMPLOYEE ASSOCIATION	600.00
228146	MUNICIPAL LAW ENFORC OFFICERS	439.00
228047	MUNICIPAL WORLD INC.	480.25
227809	MUSIC WITH BRIAN	734.50
227991	NAYLOR (CANADA), INC.	485.34
228261	NCS	3,270.24
235393	NELLA CUTLERY (HAMILTON) INC.	122.04
235533	NELLA CUTLERY (HAMILTON) INC.	61.02
228332	NEUFELD TOM	20.00
228201	NEW WAVE POOLS	42.38
227858	NEXT COMPANY THEATRE	1,000.00
235507	NIAGARA ANALYTICAL INC.	1,208.82
227793	NIAGARA AREA BUSINESS WOMEN'S	50.00
235375	NIAGARA BATTERY AND TIRE LTD	1,014.63
235510	NIAGARA BATTERY AND TIRE LTD	3,295.57
228217	NIAGARA DEEP STEAM	339.00
227837	NIAGARA DINING & ENTERTAINMENT	282.50
227936	NIAGARA DRIVETRAIN CENTRE INC.	4,088.60
235434	NIAGARA DRIVETRAIN CENTRE INC.	1.00
235511	NIAGARA DRIVETRAIN CENTRE INC.	59.21
228055	NIAGARA HEALTH SYSTEMS FDN	10.00
228349	NIAGARA HEALTH SYSTEMS FDN	10.00
228189	NIAGARA INDUSTRIAL SUPPLIES	96.96
228095	NIAGARA MILITAIRES ALUMNI DRUM	800.00
228025	NIAGARA MOTORS	107,460.00
227859	NIAGARA NEWSFAX	725.06
235418	NIAGARA NEWSFAX	1.00
227797	NIAGARA PENINSULA CONSERVATION	1,350.00
227997	NIAGARA PLUMBING SUPPLY CO	26.19

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
228077	NIAGARA REGIONAL BROADBAND NET	19,090.20
227931	NIAGARA RESTAURANT SUPPLY LTD.	725.73
228034	NIAGARA RESTAURANT SUPPLY LTD.	725.73
227840	NIAGARA TENTS AND EVENTS	361.60
227856	NIAGARA THIS WEEK	77.97
227866	NIAGARA THIS WEEK	332.79
227990	NIAGARA THIS WEEK	259.90
228037	NIAGARA THIS WEEK	675.74
228151	NIAGARA THIS WEEK	1,806.21
227949	NIAGARA WASTE SYSTEMS	566.50
228227	NIAGARA WASTE SYSTEMS	461.56
228150	NIAGARA-ON-THE-LAKE HYDRO INC	774.88
228133	NIAGARA-ON-THE-LAKE PUBLIC	50.00
227960	NICK'S TRUCK PARTS INC.	5,573.02
228238	NICK'S TRUCK PARTS INC.	3,057.16
228165	NICKEL INVESTMENTS LTD	2,231.75
227852	NORJOHN CONTRACT& PAVING LTD	23,584.11
228120	NOTRE DAME COLLEGE DRUMLINE	600.00
227968	NU-CUT SHARPENING	72.32
228220	NUTECH ELECTRONICS	94.85
228232	O'DELL ASSOCIATES INC	2,429.50
235397	O'HARA TRUCKING & EXCAVATING	240,806.89
235403	O'HARA TRUCKING & EXCAVATING	3,640.45
235505	O'HARA TRUCKING & EXCAVATING	7,677.12
235548	O'HARA TRUCKING & EXCAVATING	372,973.36
235409	O'HOSKI ERIN	346.09
228108	OFFICE OF OPEN LEARNING	1,695.00
235539	OMERS MTHLY #10324 FOR BUYBACK	647,143.80
227876	OMNI LIFE SAFETY	256.68
228342	ONT BUILDING OFFICIALS - MISS	659.92
228023	ONTARIO ASSOC LANDSCAPE ARCHIT	1,383.12
227994	ONTARIO BAR ASSOCIATION	56.50
228283	ONTARIO BAR ASSOCIATION	209.05
228053	ONTARIO BUILDING OFFICIALS-MIS	239.99
227995	ONTARIO MUSEUM ASSOCIATION	309.68
227962	ONTARIO PARKING SYSTEMS	1,440.75
228239	ONTARIO PARKING SYSTEMS	766.71

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
228279	ONTARIO URBAN FOREST COUNCIL	150.00
228302	OONUHESEH-NIAGARA NATIVE HOMES	2,655.50
235390	ORKIN CANADA CORPORATION	73.45
227939	OVERHEAD DOOR ST CATH LTD	101.70
235460	OVERHEAD DOOR ST CATH LTD	1.00
235513	OVERHEAD DOOR ST CATH LTD	100.70
228009	OWL TIMECLOCK	622.63
228109	P.K. HUMMINGBIRD	600.00
228051	PAGENET OF CANADA, INC	54.24
228153	PARIS EQUIPMENT	596.64
228206	PARKLANE SYSTEMS	67.57
228138	PARKS AND RECREATION ONTARIO	1,930.04
227976	PARTSOURCE	778.59
228248	PARTSOURCE	35.44
227854	PARTY SHOPPE	258.08
227937	PATRIOT ENTERPRISES	339.54
235435	PEC ROOF MAINTENANCE	1.00
227798	PENINSULA PEST CONTROL	226.00
227900	PENINSULA PEST CONTROL	33.90
228182	PENINSULA PEST CONTROL	406.80
235376	PENINSULA PRESS LTD	79.10
235516	PENINSULA PRESS LTD	895.47
235372	PENINSULA VIDEO & SOUND INC.	15,875.60
235433	PENINSULA VIDEO & SOUND INC.	10,418.98
227903	PERFORMANCE CHRYSLER	184.03
235324	PERFORMANCE POLYMERS	1.00
228036	PERRI-MED	200.00
228058	PETE'S PIZZA	108.48
228140	PETE'S PIZZA	361.37
235353	PETERS EXCAVATING INC.	1.00
235406	PETERS EXCAVATING INC.	173,726.71
235442	PETERS EXCAVATING INC.	132,030.09
235551	PETERS EXCAVATING INC.	136,349.37
227803	PETO MACCALLUM LTD	12,155.12
235404	PETO MACCALLUM LTD	1.00
235437	PETO MACCALLUM LTD	1,334.75
235472	PETO MACCALLUM LTD	29,814.68

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
228148	PETTY CASH - FIRE DEPT	235.52
228346	PETTY CASH - HUMAN RESOURCES	84.08
227805	PETTY CASH - LSSC	161.34
228252	PETTY CASH - MUSEUM	493.04
228291	PETTY CASH - PLANNING	230.03
228059	PETTY CASH - REC & COMM SERV	113.33
228178	PETTY CASH-GIFT SHOP	291.14
228143	PETTY CASH-KIWANIS AQUATIC	412.63
235352	PHOTO PORCELAINE DOMINIC CANAD	1.00
235534	PHOTO PORCELAINE DOMINIC CANAD	89.40
235546	PIHACH JUDY	873.10
235545	PILLITTERI JEANETTE	166.85
235342	PINDER'S LOCK & SECURITY INC	13,330.77
235378	PINDER'S LOCK & SECURITY INC	3,347.63
235518	PINDER'S LOCK & SECURITY INC	79.43
228247	PINERIDGE TREE SERVICE	1,695.00
228092	PITNEYWORKS PREPAID	26,249.90
227799	PORT DALHOUSIE BUSINESS ASSOC.	2,500.00
228144	PORT DALHOUSIE LIONS CLUB	200.00
228162	PPE SOLUTIONS INC.	1,403.93
228212	PRAXAIR	568.29
235537	PRECISE PARKLINK INC	1,943.60
235338	PRECISION CURB CUTTING LTD	1.00
235498	PRECISION CURB CUTTING LTD	351.56
228235	PRO-BEL ENTERPRISES LIMITED	5,282.75
227814	PROVINCIAL MAINTENANCE	7,694.40
235420	PROVOST KELLY	74.46
235399	PUROLATOR COURIER LTD	211.97
235449	PUROLATOR COURIER LTD	210.68
235351	QUAD BRONZE INC	1.00
227970	R. NICHOLLS DISTRIBUTORS INC.	10,922.57
228245	R. NICHOLLS DISTRIBUTORS INC.	1,607.32
228076	R.V. ANDERSON ASSOCIATES LTD.	3,742.56
228215	R.W. HAMILTON LTD.	510.66
228216	RACO AUTO SUPPLY LTD.	395.31
228123	RAMESES HILLBILLY outhouse #1	300.00
228139	RANKIN CONSTRUCTION INC.	33,156.91

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
227827	REBELLO MARKETING AND EVENT	5,000.00
228103	RECEIVER GEN FOR CANADA-FISHER	9,492.00
235529	REDEFINING WATER INC.	27.80
227815	REGEHR DANIEL	735.00
228219	REGIONAL DOORS & HARDWARE	1,221.85
227807	REGIONAL MUNICIP OF NIAGARA	366,044.77
227822	REGIONAL MUNICIP OF NIAGARA	209.26
227842	REGIONAL MUNICIP OF NIAGARA	9,264.00
228141	REGIONAL MUNICIP OF NIAGARA	2,520,376.15
228294	REGIONAL MUNICIP OF NIAGARA	141.25
228323	REGIONAL MUNICIP OF NIAGARA	435.05
228280	REMBRANDT AWARDS MFG. LTD	11,902.67
235481	RESEARCH & PRODUCTIVITY	292.80
235380	RESURFICE CORPORATION	192.23
228240	RILEY MANUFACTURING	3,117.67
228142	RISI ROSA	168.38
228282	RISTORANTE COPPOLA'S	1,000.00
227870	ROADSIDE RENTALS INC	989.43
228136	ROGERS AT&T-BOX 9100 DON MILL	683.76
228316	ROGERS TODD	336.19
228257	ROMA FENCE (HAMILTON) INC.	1,505.67
227909	RONA ONTARIO INC.	22.92
228014	ROOF TILE MANAGEMENT INC.	44,748.00
235450	ROOF TILE MANAGEMENT INC.	1.00
228035	ROSALIE'S FINE FOODS	1,516.52
227887	ROYAL ENVELOPE LTD	345.40
228174	ROYAL ENVELOPE LTD	802.30
235547	RUETER SCARGALL BENNETT LLP	7,649.10
228073	RUTTER WESLEY	168.38
228130	SALANDRIA LTD.	103,703.49
228094	SAVILE ROXENA	1,000.00
228309	SAVILE ROXENA	339.00
235550	SAVOIA ELLEN	61.36
228007	SCHOSS HERB	200.00
227986	SEAWAY FLUID POWER GROUP	150.93
228259	SEAWAY FLUID POWER GROUP	937.48
228237	SELECT DISTRIBUTING	206.11

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
228292	SENTINEAL CARRIAGES INC.	565.00
228179	SHARP'S AUDIO VISUAL	1,245.08
228052	SHELTON, KAREN	133.00
228345	SHELTON, KAREN	150.00
227944	SHEPPARD FENCE CO INC	546.85
228222	SHEPPARD FENCE CO INC	1,012.49
227881	SHI CANADA ULC	27,537.87
228306	SHORT BRANDON	108.00
228236	SIGNLINK GRAPHICS	146.90
227830	SIM JOHN	190.27
228223	SIMPLEXGRINNELL	145.77
228122	SIPKENS KYLE	650.00
227928	SIRIGNANO CONTRACTING	20,989.75
235431	SIRIGNANO CONTRACTING	1.00
235407	SISCOE MATHEW	118.87
235382	SKYWAY LAWN EQUIPMENT LTD	716.99
235521	SKYWAY LAWN EQUIPMENT LTD	305.10
227977	SKYWAY PROPANE CENTRE	43.00
228310	SMAJLA MARIA	25.00
227855	SNAP ST. CATHARINES	111.87
227987	SNAP ST. CATHARINES	223.74
228333	SNAP-ON TOOLS OF CANADA LTD	3,390.00
227926	SOUTHWEST BINDING SYSTEMS	277.64
227844	SPECTRUM COMMUNICATIONS LTD	17,282.22
228100	SPECTRUM COMMUNICATIONS LTD	9,223.22
227980	SPEEDPRO IMAGING	744.67
235453	SPEEDPRO IMAGING	1.00
235540	SPEEDPRO IMAGING	908.09
228188	SPRING AUTO BODY & COLLISION	4,642.72
228307	ST CATH BUILDING SUPPLIES INC	442.48
228079	ST CATH BUSINESS MACHINES	266.12
227850	ST CATH GOLF & COUNTRY CLUB	915.30
235415	ST CATH PROF FIREFIGHT-DEMPSEY	9,905.93
235414	ST CATH PROF FIREFIGHTER-UNION	8,818.30
228080	ST CATHARINES CLUB	30.54
227863	ST CATHARINES DOWNTOWN ASSOC	100.00
228195	ST CATHARINES NEW HOLLAND LTD	59.40

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
235417	ST CATHARINES PUBLIC LIBRARY	75.00
235464	ST CATHARINES PUBLIC LIBRARY	350,000.00
235336	ST CATHARINES TRANSIT COMM.	1,000,000.00
235392	ST CATHARINES TRUCK & TRACTOR	237.35
235532	ST CATHARINES TRUCK & TRACTOR	62.68
228104	ST JOHN AMBULANCE	300.00
228137	ST. CATHARINES CHAMBER MUSIC	450.00
228096	ST. MARY CATHOLIC SECONDARY	850.00
235344	STANTEC CONSULTING LTD.	660.21
228131	STECHER ROLF	10.00
227800	STEVENSVILLE LAWN SERVICE	43,904.20
227915	STEVENSVILLE LAWN SERVICE	30,217.05
228318	STEVENSVILLE LAWN SERVICE	62,743.00
227860	STOLK CONSTRUCTION LTD	9,718.00
227914	STRONGCO EQUIPMENT	1,600.28
228027	STURIS GUNTA	734.08
227862	SULLIVAN MAHONEY IN TRUST	648.44
227913	SULLIVAN MAHONEY IN TRUST	5,593.40
228085	SUN LIFE ASSURANCE COMPANY	10,876.75
228111	SUN LIFE ASSURANCE COMPANY	78,277.92
228304	SUN MEDIA	7,113.48
235384	SUPERIOR PROPANE-ALBERTA	1,052.15
235523	SUPERIOR PROPANE-ALBERTA	2,161.43
227802	T.R. HINAN CONTRACTORS INC.	216,062.64
235373	T.R. HINAN CONTRACTORS INC.	1.00
235458	T.R. HINAN CONTRACTORS INC.	244,029.11
228110	TAIT KEVIN	74.55
235386	TALK WIRELESS INC.	196.75
235526	TALK WIRELESS INC.	184.82
227925	TECHNICAL STANDARDS AND SAFETY	293.80
228202	TECHNICAL STANDARDS AND SAFETY	1,621.55
228288	TELUS	17,155.16
227892	THE BRICK WAREHOUSE LP	2,424.98
228157	THE CANADIAN SALT	109,381.41
227874	THE CLEANING HOUSE SANITATION	3,423.90
228156	THE CLEANING HOUSE SANITATION	1,034.75
228016	THE EPOCH TIMES MEDIA INC.	14,531.80

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
235371	THE PRIM8 GROUP INC	1,011.35
235412	THE PRIM8 GROUP INC	2,138.53
227984	THE PRINTING HOUSE LTD	1,166.16
227875	THE TOOLMAN	282.38
227972	THE TRIBUNE	470.12
235357	THYSSENKRUPP ELEVATOR	1,572.96
235484	THYSSENKRUPP ELEVATOR	291.05
228099	TODD EUGENE	9,100.00
227921	TORBRAM ELECTRIC SUPPLY	73.29
227969	TOROMONT INDUSTRIES LTD.	433.54
228242	TOROMONT INDUSTRIES LTD.	295.98
228186	TORSTAR DIGITAL	1,695.00
228088	TOUCHSTONE SITE CONTRACTORS	2,147.00
228020	TOUR-MATE SYSTEMS CANADA LTD	5,438.13
228338	TOWNSHIP OF STONE MILLS	200.00
235374	TRAILS END COMPANY INC	10,392.61
235509	TRAILS END COMPANY INC	9,883.56
227942	TRENCHLESS UTILITY EQUIPMENT	480.23
227946	TRILLIUM INDUSTRIAL SAFETY INC	3,444.15
228225	TRILLIUM INDUSTRIAL SAFETY INC	6,087.18
235327	TRILLIUM RAILWAY CO. LTD.	850.91
228129	TRULY NOLAN PEST CONTROL	169.50
227808	TURNER DIANE	230.00
228132	TWITCHES & ITCHES THEATRE	200.00
227912	U-CART CONCRETE	180.00
228192	U-CART CONCRETE	890.00
235335	UCC INDUSTRIES INTERNATIONAL	1.00
235542	UCC INDUSTRIES INTERNATIONAL	1,016.00
228054	UNITED WAY	304.00
228347	UNITED WAY	20.00
235462	UPPER CANADA PLANNING & ENGIN	14,241.13
228348	URBAN & ENVIRONMENTAL	11,227.96
227796	V & S ENGINEERING GROUP	21,333.81
235383	VANCOR SUPPLY	10,030.09
235522	VANCOR SUPPLY	6,428.81
227947	VERMEER SALES & SERVICE	118.85
235477	VERMEER SALES & SERVICE	1.00

CHEQUE REGISTER***Agenda Item 4.9***

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<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
235524	VERMEER SALES & SERVICE	363.61
227818	VIC VATRT CONSTRUCTION LIMITED	33,648.39
235377	VIKING CIVES LTD.	644.10
235517	VIKING CIVES LTD.	707.38
228045	VON CANADA-ONTARIO BRANCH	840.00
228160	VR POOLS	2,272.43
228127	W & T ENGINEERING & REAL	450.00
227899	WALK-ON DUST CONTROL	26.71
235401	WALK-ON DUST CONTROL	1.00
235495	WALK-ON DUST CONTROL	25.71
227948	WALKER BROTHERS QUARRIES LTD	3,080.62
228226	WALKER BROTHERS QUARRIES LTD	4,432.35
235410	WATER CONCEPTS	1.00
235364	WAYNE'S CRANE SERVICE LTD.	3,117.80
235496	WAYNE'S CRANE SERVICE LTD.	4,158.40
235489	WEBTECH WIRELESS INC.	4,022.80
228193	WELLAND AVENUE CAR WASH	327.70
227967	WESCO DISTRIBUTION CANADA LP	623.17
228044	WEST LINCOLN MEM HOSPITAL	600.00
235326	WESTPIER MARINE & INDUS SUPP	1.00
235429	WILLOWBROOK NURSERIES INC.	1.00
227869	WINMAR-NIAGARA	498.33
228152	WINMAR-NIAGARA	282.50
235425	WOLSELEY MECHANICAL GROUP	2,532.69
227894	WOOD, BRIAN	60.56
228317	WORKPLACE SAFETY & INS-TORONTO	80,704.21
227988	WORLD WONDERS	278.26
235444	WORLD WONDERS	1.00
228313	WORMALD MASSE KEEN LOPINSKI	2,072.14
235366	YARNELL OVERHEAD DOOR LTD.	163.85
235499	YARNELL OVERHEAD DOOR LTD.	4,579.68
228281	YELLOW PAGES GROUP	303.69
228312	YELLOW PAGES GROUP	121.48
227951	YOUNG SOD FARMS INC.	1,087.06
228229	YOUNG SOD FARMS INC.	63.17
235332	ZAMBONI COMPANY LTD.	1.00
235531	ZAMBONI COMPANY LTD.	1,787.07

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CHEQUE REGISTER***Agenda Item 4.9***

11

<u>Cheque Number</u>	<u>Vendor</u>	<u>Amount</u>
228159	ZEAG CANADA LTD	4,398.17
228028	ZIBBER'S INC.	782.82
227952	ZIEBART	254.25
228230	ZIEBART	508.50
Total		<u>10,734,528.16</u>



Corporate Report

Report from Corporate Support Services, Clerks

Date of Report: November 30, 2012 **Date of Meeting:** December 10, 2012

Report Number: CSS-685-2012 **File:** 10.12.1

Subject: Council Correspondence

Recommendation

That Council receive and file the items listed below, as attached; and

That Council receive and file additional correspondence distributed for the meeting held December 10, 2012. FORTHWITH

Report

Corporate Support Services – Clerks is submitting for the approval of Council, correspondence received during the period of November 17, 2012 to November 30, 2012.

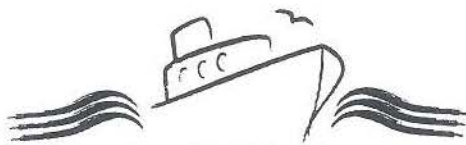
- 1) Resolution, City of Thorold, Proposed Federal Electoral Boundary Changes
- 2) MTO-Proposed Amendment to the Growth Plan for the Greater Golden Horseshoe; and Update on Municipal Infrastructure Strategy
- 3) Pitch-In Ontario
- 4) NR-Quarry Expansion in Halton Region
- 5) NR-Smoke Free Outdoor Spaces
- 6) Multiculturalism Awards
- 7) Ontario Good Roads, Constitutional Amendment
- 8) Committee of Adjustment, various public hearings

Prepared by:

Carol Coull

Approved by:

Bonnie Nistico-Dunk



Where Ships Climb The Mountain...

November 8, 2012

Federal Electoral Boundaries Commission for Ontario
130 King Street West
36th Floor, Suite 3670
P.O. Box 368
Toronto, ON M5X 2A2

Attention: Justice George Valin, Chair

Dear Justice Valin:

Re: Proposed Federal Electoral Boundary Changes

Please be advised that Thorold City Council, at its November 6, 2012 meeting, adopted the following resolution:

WHEREAS the proposed divisions to the federal electoral boundaries is intended to move Thorold to the Niagara West Glanbrook Riding.

AND WHEREAS this action would create a new federal riding of West Glanbrook South St. Catharines and Thorold.

THEREFORE BE IT RESOLVED that the municipal Council of the City of Thorold hereby expresses its opposition to the proposed federal electoral boundary changes and that a copy of this resolution be sent to all local MP's and municipalities in Niagara for their endorsement.

Yours truly,

DD Delvecchio

Donna Delvecchio,
Deputy City Clerk

DD:cd

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ST. CATHARINES, ONTARIO

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HR: _____

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FMS: _____

EDTS: _____

CAO/MAYOR: _____

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City of Thorold

P.O. Box 1044, 3540 Schmon Parkway, Thorold, Ontario L2V 4A7

www.thorold.com

Tel: 905-227-6613

Agenda Item 4.10

Ministry of Infrastructure

Ministère de l'Infrastructure

Ministry of
Transportation

Ministère des
Transports

Ministry of
Municipal Affairs
and Housing

Ministère des
Affaires municipales
et du Logement

Office of the Minister

Bureau du ministre

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto, Ontario
M7A 1Z8
416-327-9200
www.ontario.ca/infrastructure
www.mto.gov.on.ca
www.ontario.ca/MAH

Édifice Ferguson, 3^e étage
77, rue Wellesley ouest
Toronto (Ontario)
M7A 1Z8
416-327-9200
www.ontario.ca/infrastructure
www.mto.gov.on.ca
www.ontario.ca/MAH

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MR:

FMAE:

FMS:

EDTS:

CAO/MAYOR:

with Amendment

November 8, 2012

Mr. Dan Carnegie
Clerk
City of St. Catharines
50 Church Street
PO Box 3012
St. Catharines ON L2R 7C2

Dear Mr. Carnegie:

I am pleased to provide you with a copy of *Proposed Amendment 2 (2012) to the Growth Plan for the Greater Golden Horseshoe, 2006*. It contains proposed population and employment forecasts and related policies for municipalities in the Greater Golden Horseshoe. The Proposed Amendment has been developed under the authority of the *Places to Grow Act, 2005*.

Growth Plans are not frozen in time and can be changed. Amendments to the Growth Plan must follow the process established in the *Places to Grow Act, 2005*. Proposed Amendment 2 is the result of a mandatory review of the Growth Plan's population and employment forecasts. Such a review must be undertaken at least every five years, in accordance with the Growth Plan's policies, to confirm that the forecasts remain current. The Proposed Amendment would, if approved, help ensure that the Growth Plan remains responsive and would allow planning to reflect the evolving nature of growth in this region.

The Greater Golden Horseshoe is a growing, thriving, economically strategic area that continues to attract people from across Canada and around the world. It is, and will continue to be, one of the fastest growing regions in North America, experiencing strong population and employment growth in the coming decades.

Through the internationally acclaimed Growth Plan, Ontario is making sure that this growth helps our communities prosper while curbing sprawl, protecting the environment and strengthening the economy. We are seeing good progress in the implementation of the Growth Plan. Community redevelopment is happening. New investment in major office buildings and public institutions is revitalizing downtowns. There is now more housing choice available to residents and newcomers. Transit ridership is increasing. The government is proud to support this progress through investments outlined in *Building Together*, the Province's long-term infrastructure plan.

.../cont'd

-2-

The Growth Plan's horizon currently extends to 2031 and it is clear that the region's population and economy will continue to increase beyond that timeframe. Proposed Amendment 2 includes proposed forecasts for upper- and single-tier municipalities to 2036 and 2041 and outlines proposed policies relating to those forecasts. Extending the Growth Plan's forecasts would, if approved, help ensure that we continue to manage growth responsibly for the long term, both in existing urban areas and in new greenfield communities.

I recognize the importance of consistency in the land use planning process and by releasing this document there is no intention to disrupt current planning matters. I will take steps to ensure that if the Proposed Amendment is approved it will not upset the work that has already been done to implement the Growth Plan. For this reason, there is no change to existing 2031 population and employment forecasts and I am proposing transition provisions that would maintain stability for planning matters that are implementing the current Growth Plan. It is also important to note that until any amendment is approved, the forecasts currently in the Growth Plan continue to be in effect under the *Places to Grow Act, 2005*.

The Places to Grow initiative has a strong track record of collaboration and consultation. I am proud of the first amendment to the Growth Plan for the Simcoe area and what we were able to accomplish by working together with municipalities, environmental groups, developers, and committed individuals. I intend to continue this consultative and collaborative approach with Proposed Amendment 2. I am confident that working closely with all of our implementation partners will help to ensure that we are able to develop the best approach to manage growth responsibly.

Please send comments on Proposed Amendment 2 to the Ontario Growth Secretariat by February 8, 2013. Please be aware that any comments provided may be shared once personal information is removed. Prior to making any comments, please review the notice setting out how we handle the information you provide by referring to the Proposed Amendment or visiting www.PlacestoGrow.ca and clicking on "Contact Us".

For further information, or to access an electronic copy of Proposed Amendment 2, please visit the web site or telephone, toll-free, 1-866-479-9781, TTY: 1-800-239-4224.

Thank you in advance for your feedback. I look forward to continuing to work with you on the implementation of this update to the *Growth Plan for the Greater Golden Horseshoe, 2006*.

Sincerely,



Bob Chiarelli
Minister

Enclosure



RECEIVED
MAY 15 2012

NOV 15 2012

Copy - C. Biggs
S. Chernitz
B. Nisticò-Duk

MC-2012-682

November 15, 2012

His Worship Brian McMullan
City of St. Catharines
50 Church Street
PO Box 3012
St. Catharines ON L2R 7C2

Dear Mayor McMullan:

I am very pleased to be able to write to you today and provide an update on Ontario's Municipal Infrastructure Strategy. My announcement of the strategy on August 16, 2012, and speech at the Association of Municipalities of Ontario (AMO) annual conference in August emphasized the importance of good asset management planning. As indicated in the strategy, the policy going forward is that municipalities requesting provincial infrastructure funding will need to show how projects fit within a comprehensive asset management plan.

Asset management planning helps us make smart decisions about building, operating, maintaining, renewing and replacing infrastructure over the long term. Working collaboratively to focus on the most pressing needs and to show that we have done our homework with respect to addressing those needs will put us in good stead as we negotiate future funding programs with the federal government.

To support municipalities, we have made available a guide and an online web portal. *Building Together: Guide for Municipal Asset Management Plans* sets out the information and analysis that asset management plans should include, at a minimum. The online asset management toolkit is available to help municipalities develop or refine their plans (ontario.ca/municipalinfrastructure).

In addition, Ontario is providing \$60 million over the next three years to municipalities through our new funding program, the Municipal Infrastructure Investment Initiative (MIII). Up to \$9 million is being made available this year to help municipalities prepare their plans, while the remaining funds will help address critical projects identified in those finalized plans.

The uptake for asset management funding has been exceptional – nearly 100 per cent of eligible communities submitted expressions of interest for funding by the October 22nd deadline. Interest in this program tells me that we are on the right track with our focus on asset management planning. Municipalities that met eligibility will be receiving notification and their funding very soon.

I am also pleased to inform you that we have launched the next phase of this work – the MIII Capital Program. This \$51-million program is now available to all Ontario municipalities and is intended to help address critical road, bridge, water and wastewater projects identified through asset management plans. I certainly appreciate that this infrastructure funding program is relatively modest when compared to the need for investment. As I communicated in August, we are working hard to find ways to extend the duration of this program and to expand the envelope.

While additional program details can be found in the Capital Program Manual posted online at ontario.ca/municipalinfrastructure, I would like to draw your attention to the key features of this program, many of which will be new to municipalities.

- The first step will be a pre-screen. This will help identify projects that have the greatest potential for alignment with the objectives of the MIII Capital Program and to minimize time spent preparing applications. Expressions of Interest are due by January 9, 2013.
- Asset management plans are the tool by which applicants can demonstrate that proposed projects are top priorities and that the full range of local infrastructure financing tools has been explored.
- The share of provincial funding that may be requested is flexible up to a maximum of 90% of total project costs or \$2 million, whichever is lower. Applicants will need to put forward a rationale for the amount of funding requested and demonstrate that they are doing what they can financially to move forward with the project.

We have been hearing concerns that municipalities will not have enough time to complete asset management plans before applications are due for the capital funding. We certainly appreciate that it will take time to prepare asset management plans that are consistent with the content outlined in the Guide for Municipal Asset Management Plans. In cases where a municipality or Local Services Board with only a partial asset management plan has an urgent road, bridge, water or wastewater project that it cannot address on its own, it may put the project forward for funding consideration under the MIII Capital Program. As part of this, we will be looking for strong commitments from applicants to completion of asset management plans by the end of 2013.

Our government has made unprecedented investments in infrastructure across the province. We will continue to partner with all municipalities to invest in local infrastructure to support economic growth and enhance quality of life.

Sincerely,



Bob Chiarelli
Minister

PITCH-IN ONTARIO

Volunteers in Action!

c/o National Head Office
Box 45011, Ocean Park R.P.O.
White Rock, B.C. V4A 9L1
Website: www.pitch-in.ca

35-60-71
Agenda Item 4.10

1-877-474-8244
pitch-in@pitch-in.ca

Patron, PITCH-IN CANADA
The Governor General of Canada

Dear Head and Members of Council,

PITCH-IN Ontario would like to acknowledge your involvement in past years with the PITCH-IN WEEK Campaign. **Our success in cleaning up over 4.5 million tonnes of garbage and recycling last year was made possible by dedicated volunteers like you.** Over 18,000+ action projects were completed nationally during the 2012 week long event.

We cannot express how grateful we are to have your participation and involvement again this year and would like to encourage you to become a Municipal Patron.

A cost effective and tax deductible commitment, PITCH-IN Patrons enjoy many benefits and resources to aid in individual municipal PITCH-IN WEEK campaigns and also in community involvement and education year round.

PITCH-IN Ontario provides volunteers with the materials and ideas to undertake the often unpleasant and definitely challenging tasks of cleaning-up and beautifying our communities – **all for FREE.**

This year, our PITCH-IN WEEK focus, in partnership with our community clean-up and recycling campaign, is **tree Awareness – we are developing in-school programs that educate our children and youth not only on taking care of our communities, but also planning for the future.** The programs will focus on; tree Growth, tree Care, tree Regrowth and tree Planting.

With the help of our Campaign Sponsors, partners and communities like yours, we are able to continue with this important and worthy cause. Youth and community involvement is key - become a Patron now by calling or filling out the attached application form. If you have any questions please contact Erika at Erika@pitch-in.ca.

*"The City's involvement in PITCH-IN CANADA Week, Operation: Clean Sweep, is a benefit to the community as it provides assistance in city-wide clean-ups, builds upon Communities In Bloom initiatives and promotes environmental awareness. This enhances both the urban and natural environment and develops a strong sense of community pride and responsibility.
The estimated value.. of our PITCH-IN volunteers' hours IN 2008 is \$340,000 to \$612,000."
Sandra Kranc, City of Oshawa.*

PITCH-IN ONTARIO.... VOLUNTEERS IN ACTION!!

Sincerely,

Alice Johnson

Alice Johnson
Volunteer Chair, PITCH-IN ONTARIO



Corporate Support Services, Clerks
Council Correspondence

RECEIVED

NOV 19 2012

CITY CLERK'S OFFICE
ST. CATHARINES, ONTARIO

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MISSION

We are dedicated to the preservation and sustainable growth of our natural ecosystems and communities. PITCH-IN CANADA falls outside of the science, business and research criteria, but represents hard working Canadian volunteers and consumers who care about making environmental change in their area and improving communities nation-wide for future generations.

Agenda Item 4.10



PROGRAMS

NATIONWIDE VOLUNTEER SUPPORT & EDUCATION

There are a number of programs that we operate year round featuring; educational speakers, informative displays, poster contests, Litterless Lunch Programs, tree planting, recycling programs/projects, educational videos/DVDs, The Green Shopper Program, composting educational programs and energy efficiency and conservation programs. Each is customized for age, organizational size and implementation, and volunteer participation.

PITCH-IN WEEK & OPERATION CLEAN SWEEP

The PITCH-IN WEEK program is the largest environmental improvement campaign in Canada. It is a partnership between governments, the media, industry and the public. Volunteers and partners participate in a wide range of PITCH-IN WEEK activities with volunteer numbers totalling more than 622,000. This event is organised by more than 1,200 local volunteer coordinators.

The results from this project are incorporated in the world-wide 'Clean-Up The World' statistics and is supported by the United Nations Environment Program. UNEP.

THE PROGRAM OBJECTIVES INCLUDE:

- Involve millions of Canadians, young and old, in local projects which clean-up, restore and/or preserve the environment, thereby promoting environmental sustainability and involving both young and 'older' people in local partnerships which benefit and enhance their communities.
- Clean up, restore and beautify the environment by cleaning up litter and other garbage from urban, rural and wilderness areas and by initiating local projects such as habitat preservation and restoration and urban renewal activities, thereby promoting respect for Canada's natural and urban environments.
- Encourage voluntary action as a means of resolving environmental problems.
- Stress the value of waste as a resource by encouraging Canadians to refuse, reuse, recycle and properly dispose waste.
- Educate Canadians to pack-in/pack-out their waste when they enjoy the natural environment.
- Encourage civic pride and develop long-term working relationships for the future which will help local communities develop in an environmentally friendly and sustainable manner, thereby leaving lasting benefits.



1,343
COMMUNITY BASED
GROUPS PROVIDED
286,029
VOLUNTEERS (46%)
AND CARRIED OUT
39% OF ALL PROJECTS
COMPLETED.



Corporate Support Services, Clerks
Council Correspondence



Shopping cart removal, AB



School group, ON



London, ON

... PARTICIPATION & VOLUNTEERS

HOW AND WHERE WE OPERATE

Agenda Item 4.10

Currently, there are over 622,000 volunteers that participate with PITCH-IN CANADA every year through local and environmental action projects of varying length. Projects can range from annual events to year long sustainable programs. We focus on the clean-up of business and commercial areas, wildlife areas, parks and ravines, schools and neighborhoods, highways/roadside, sports fields, shorelines and waterways and nature and recreational trails.

Our success depends on the education of Canadian youth and the continued support from individuals, municipalities, businesses and government groups. We use your monetary donations to ensure programs are being taught in schools across the nation and to provide FREE clean-up materials to thousands of community groups of varying size and location. We operate with minimal expenses and less than 5% of donations are allocated to administrative costs. Please help us to beautify our nation and work towards a litter free, safe environment for all to live in.

NATIONAL
PARTNERS IN
CMC PRIDE



PATRON PARTNERSHIP

BENEFITS OF BECOMING A PATRON

- Priority registration in the annual PITCH-IN WEEK Program
- Priority access to free garbage/recycling bags for participating groups and schools in your community
- Detailed Action + Communication Plan for PITCH-IN CANADA Week
- Use of the PITCH-IN trademark and 20 Minute Makeover logo
- FREE PITCH-IN WEEK promotional DVD
- \$125 Discount on the official SEMAINE PITCH-IN WEEK flag
- FREE DVDs promoting litter control programs for use in your community
- Receive FREE materials, including a detailed Communication + Action Plan for The 20-Minute Makeover Program
- Access to The Civic Pride Program, a comprehensive, year-round, litter control and waste management program (manual, workshop materials, DVD, use of logo, etc...)
- FREE application for The National Civic Pride Recognition Program (SAVE \$750)
- Listing on the PITCH-IN CANADA Website as a Patron
- Reciprocal link from our website to your community's website
- Secure login/access to the Patron Section of the PITCH-IN website - download free materials, logos and more
- Reduced registration fee for workshops
- Access to PITCH-IN CANADA staff as you design local litter control + beautification programs
- Feel good that you are supporting a great program in your community and ensure it is able to continue!



Edmonton, AB

RE-CYCLE



IT'S BETTER
THE 2ND TIME
AROUND!

PITCH-IN CANADA
www.pitch-in.ca

PATRON PARTNERSHIP

REGISTRATION AND INVOLVEMENT

Dependent on your community size and population we have developed a Patron Donation Scale so that even the smallest of towns or hamlets can participate.

Name of Community _____
Mailing Address _____
City/Town/Village _____ Province/Territory _____
Postal Code _____ Telephone () _____ Fax () _____
Contact Person _____
Title _____
Email _____
Community Website www. _____
Most Recent Census Population _____ Amount of Patron Fee Included \$ _____
We need an invoice. Our Purchase Order Number (please attach PO) is: _____

Agenda Item 4.10

Send this form to:
PITCH-IN CANADA National Office
Box 45011, Ocean Park PO,
White Rock, BC V4A 9L1

Population In Your Community	Patron Fee
1-500	\$125
501-1,000	\$175
1,001-2,500	\$225
2,501-5,000	\$350
5,001-10,000	\$425
10,001-25,000	\$550
25,001-50,000	\$675
50,001-100,000	\$750
100,001-250,000	\$1,250
250,001-500,000	\$1,500
500,000+	\$2,000

If your community registers for PITCH-IN CANADA Week you are guaranteed free garbage bags for participating groups and schools in your community if you register by the March 15, 2013 deadline.

PATRON PITCH-IN WEEK REGISTRATION

Email (print clearly please) _____
Name (Mr/Mrs/Ms) _____ Title _____
Municipality/Village/Town _____



STREET DELIVERY ADDRESS

Delivery Address _____
Village/Town/City _____ Province _____
Postal Code _____ Telephone () _____ Fax () _____

Number of people estimated to participate in your campaign _____

(This is very important because it helps us determine the quantity of FREE materials we send you)

Will you be organizing a clean-up event? Yes ☐ No ☐

If yes, please let us know what areas you plan to clean-up (Check off as many as apply.)

- | | | |
|---|---|--|
| 01 <input type="checkbox"/> Schoolyard | 05 <input type="checkbox"/> Shoreline/Waterway | 09 <input type="checkbox"/> Wildlife Conservation Area |
| 02 <input type="checkbox"/> Neighbourhood | 06 <input type="checkbox"/> Highway/Road | 10 <input type="checkbox"/> Trail |
| 03 <input type="checkbox"/> Park/Playground | 07 <input type="checkbox"/> Business | 11 <input type="checkbox"/> Sports Fields |
| 04 <input type="checkbox"/> Ravine | 08 <input type="checkbox"/> Cemetery/Churchyard | 12 <input type="checkbox"/> Other (Please Specify) |

Date(s) of You Clean-up Project(s)? _____

Please provide more details about your clean-up project(s):



**PITCH-IN
CANADA**

Do you plan to separate and recycle debris collected? Yes ☐ No ☐

DOWNLOAD YOUR CERTIFICATE OF PARTICIPATION

at www.pitch-in.ca - go to "Hot Links" Save as a Word Document and individualize for each participant.

PLEASE EMAIL US A LIST OF YOUR PARTICIPANT'S EMAIL ADDRESSES.

Corporate Support Services, Clerks
Council Correspondence

November 19, 2012

CL 16-2012, November 15, 2012
ICPC 14-2012, November 7, 2012
Report ICP 106-2012

Bonnie Nistico-Dunk, City Clerk
City of St. Catharines
P.O. Box 3012
St. Catharines, ON L2R 7C2

SENT ELECTRONICALLY

Nelson Aggregate Company
Denied Quarry Expansion in Halton Region
ICP 106-2012

Dear Ms. Nistico-Dunk,

Regional Council, at its meeting of November 15, 2012, approved the following recommendations of its Integrated Community Planning Committee:

That Report ICP 106-2012, November 7, 2012, respecting Nelson Aggregate Company, Denied Quarry Expansion in Halton Region, **BE RECEIVED** for information; and

That this report **BE CIRCULATED** to Niagara municipalities and the Niagara Peninsula Conservation Authority.

A copy of Report ICP 106-2012 is enclosed for your information.

Yours truly,



Janet Pilon
Acting Regional Clerk
:nld

cc: P. Robson, Commissioner, Integrated Community Planning
E. Acs, Planner
C. Benson, Manager, Policy Planning
M. L. Tanner, Associate Director, Regional Policy Planning
S. McPetrie, Administrative Assistant, Integrated Community Planning
N. Smagata, Administrative Assistant
J. Feren, Legal Services
M. L. Macara, Legal Services



REPORT TO: Integrated Community Planning Committee

SUBJECT: Nelson Aggregate Company
Denied Quarry Expansion in Halton Region

RECOMMENDATIONS

That this report **BE RECEIVED** for information and **BE CIRCULATED** to Niagara municipalities and the Niagara Peninsula Conservation Authority.

PURPOSE

The purpose of this report is to provide Regional Council information on a precedent setting decision delivered by the Consolidated Hearings Board to deny an expansion to an existing licensed quarry operation located at Mt. Nemo on the Niagara Escarpment within the City of Burlington in Halton Region. This report will outline the basic requirements of permitting a quarry operation or expansion within the Province of Ontario, as well as review the key elements of the Nelson Aggregate Company's case. This report aligns with the Council Business Plan under Strategic Theme 1: Responsive Region.

BUSINESS IMPLICATIONS

There are no financial implications associated with this report. Niagara Region contains many active aggregate operations and aggregate resources that may be extracted by way of future quarry applications.

As illustrated by the Nelson Aggregate example, quarry applications have the potential to be both lengthy and costly. Regional Council increased the application review fee for pits and quarries; however, the application review fee does not cover all costs associated with processing these types of applications.

REPORT

In 2003, Nelson Aggregate Company initiated an application to expand its existing 210 hectare limestone quarry operation by 82.3 hectares. Nelson was nearing the expiration of its current extraction license and sought an expansion. The application, subsequent preliminary hearings and final hearing span almost an entire decade, with an end result

which ultimately denied the application for expansion due to the presence of a Species at Risk and an inability of the applicant to monitor and identify mitigation measures for a Provincially Significant Wetland (PSW).

Background – the Aggregate Resources Act and Approvals Process

Quarries in Ontario are controlled under the *Aggregate Resources Act* (R.S.O. 1990) which is administered through the Ministry of Natural Resources (MNR). Unlike other Provincial legislation, such as the *Green Energy Act*, the *Aggregate Resources Act* (ARA) requires compliance with instruments under the *Planning Act*, such as the Provincial Policy Statement, Regional and Local official plans and zoning by-laws. Additional permitting and compliance with other Provincial Ministries, such as the Ministry of Transportation (MTO) and the Niagara Escarpment Commission (NEC) are required where applicable.

An operating quarry is required to have an *Aggregate Resources Act* license, known as an ARA license. The key component of an ARA license is the requirement for a site plan. The site plan is the primary tool that controls the operation and rehabilitation of all pits and quarries. The licensee is legally bound to operate and rehabilitate the site in accordance with the site plan. The site plan includes information such as:

- how extraction will move across the site;
- how deep the extraction will be, what types of equipment will be used and what the hours of operation will be;
- how progressive rehabilitation will be carried out;
- what the final rehabilitation of the site will involve; and
- any required monitoring programs that were identified during the application process.

The Nelson Proposal

Nelson Aggregate Company already has two ARA licenses for the existing limestone quarry operation. With extraction at the existing quarry winding down, Nelson began looking to expand operations determining an abutting property south of the current quarry was suitable for expansion. In order to expand, the following steps were required for approval:

- Amendments to both the City of Burlington Official Plan and the Halton Region Official Plan - the subject lands were not designated for extraction;
- An amendment to the Niagara Escarpment Plan – the subject lands were not designated for extraction;
- A Niagara Escarpment Development Permit to permit extraction and to permit processing of aggregate; and
- A Class A license to permit a quarry below the water table – the ARA License.

The Niagara Escarpment Plan

As previously mentioned, the ARA requires that regard be given to a number of matters when consideration is being given to whether a license should be issued or refused. The ARA specifically directs that regard be given to "...any planning and land use considerations..." With respect to allowing the aggregate extraction expansion, the City's Official Plan must conform to the Region's Official Plan, and neither may conflict with the Niagara Escarpment Plan (NEP).

As noted by the Consolidated Hearings Board "The NEP amendment is the keystone instrument". Without the amendment to the NEP, a development permit cannot be issued, and the NEP development permit is required for any extraction activities. The *Niagara Escarpment Plan Development Act* and the *Planning Act* both require that official plans and amendments not conflict with the *Niagara Escarpment Plan*. Only when there are no conflicts between these instruments, can an ARA license be issued.

The Jefferson Salamander

In the pre-study phase of the Nelson application, the presence of the Jefferson Salamander was discovered in two ponds; one on the subject lands of the proposed expansion, and the other pond on adjacent, privately-owned lands. In 2007, the Ministry of Natural Resources upgraded the status of the Jefferson Salamander, a Species at Risk, from "threatened" to "endangered".

"The Joint Board finds that the question of whether an amendment to the Niagara Escarpment Plan is appropriate turns on the impact on the Jefferson Salamander."

Much review of the purpose of the Niagara Escarpment Plan was done, with arguments from Nelson Aggregate suggesting that the objectives of the NEP do not include protection of species, in this case, the Jefferson Salamander. However, the Joint Board determined that while not all of the NEP objectives are achievable with every application for amendment, the habitat of an endangered species is a unique ecologic area which must be protected. This does not suggest that the discovery of a unique ecologic area is the death of an application, but rather further work is required to demonstrate how the protection of the area will be carried out, the mitigation of impacts, and if proposed protection matters are sufficient.

In summarizing the issue of the Jefferson Salamander:

- None of the expert witnesses for either side were able to conclusively state what attracts the Jefferson Salamander to certain water bodies and not others, therefore eliminating the possibility of relocating or recreating the habitat of the ponds in question.
- Nelson undertook extensive testing and field modeling in an effort to prove the ponds were filled and maintained by surface water. The NEC and Conservation Authority suggested they were maintained by ground water.
- Monitoring of the ponds was further complicated by the abutting land owner, who would not grant Nelson Aggregate Company permission to install metering devices on the pond (located on private lands) to observe water levels throughout the

season. Therefore, it could not be conclusively stated what impacts the proposed quarry might have on the ponds.

- A host of other issues and details were reviewed under the NEP amendment application; however, the issue with the most weight is that of the Jefferson Salamander and its related habitat.

In conclusion, *"The Joint Board finds that the proposed NEP amendment to permit mineral resource extraction on the subject lands adversely impacts the purpose and objectives of the Niagara Escarpment Plan Development Application and is not consistent with those purposes and objectives or with the Provincial Policy Statement"*

Although the focus of the hearing revolved around the Niagara Escarpment Plan, the Consolidated Hearings Board also heard appeals of decisions related to the denial of a City of Burlington OPA, as well as a Halton Region OPA. The decisions of the City of Burlington and Halton Region were upheld.

The Board went further and directed the MNR to refuse the issuance of a license under the *Aggregate Resources Act*. Nelson Aggregate Company can continue to operate at the Mt. Nemo pit until the current ARA license expires, which is estimated to be within five years.

Although not the focus of the hearing, the roles of both the local and regional official plans were key in the decision reached. The *Aggregate Resources Act* seeks to have no conflicts between the policies of local government and the Niagara Escarpment Commission. The fact that the city, region, and NEC were not in favour and did not support the application appears to have played a significant role in the dismissal of the appeal.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

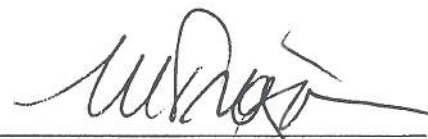
- None

Submitted by:



Patrick Robson
Commissioner
Integrated Community Planning

Approved by:



Mike Trojan
Chief Administrative Officer

This report was prepared by Erik Acs, Planner, and reviewed by Curt Benson, MCIP, RPP, Manager of Policy Planning and Mary Lou Tanner, MCIP, RPP, Associate Director, Regional Policy Planning.

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NOV 22 2012

CITY CLERK'S OFFICE
ST. CATHARINES, ONTARIO

November 16, 2012

Ms. Bonnie Nistico-Dunk
City Clerk
City of St. Catharines
PO Box 3012
St. Catharines, Ontario
L2R 7C2

CL 16-2012, November 15, 2012
PHSS 14-2012, November 6, 2012
Report PHD 38-2012

Call for Regional Action for Smoke-free Outdoor Spaces

The Council of the Regional Municipality of Niagara, at its meeting of November 15, 2012, approved the following recommendation of its Public Health and Social Services Committee:

"Call for Regional Action for Smoke-free Outdoor Spaces
PHD 38-2012

That Report PHD 38-2012, November 6, 2012, respecting Call for Regional Action for Smoke-free Outdoor Spaces, **BE RECEIVED**.

That staff **BE DIRECTED** by Regional Council to create a Regional By-law to prohibit outdoor smoking on all regionally and municipally owned properties including parks, playgrounds, sports fields, splash pads, bus shelters, and beaches

That the Chair of the Board of Health **BE DIRECTED** to share this report and the decision with local municipalities, and that staff **BE DIRECTED** to continue to meet with municipalities to discuss the by-law implementation and timelines.

The following amendments were made to the report:

That the Chair of the Board of Health **BE DIRECTED** to share this report and the decision with local municipalities, and that staff **BE DIRECTED** to continue to meet with municipalities **and to engage in public consultation** to discuss the by-law implementation and timelines.

That staff **BE DIRECTED** by Regional Council to create a Regional By-law to prohibit outdoor smoking on all regionally and municipally properties including parks, playgrounds, sports fields, splash pads, bus shelters, and beaches **but excluding municipal right of ways, sidewalks, roads and thoroughfares.**

For further information on this matter, please contact Dr. Valerie Jaeger at (905) 688-3762, ext. 7366.

A copy of Report PHD 38-2012 is attached for your information.

Yours truly,



Janet Pilon
Acting Regional Clerk
cc: Dr. Valerie Jaeger



REPORT TO: Public Health and Social Services Committee

SUBJECT: Call for Regional Action for Smoke-free Outdoor Spaces

RECOMMENDATION

- 1) That staff **BE DIRECTED** by Regional Council to create a Regional By-law to prohibit outdoor smoking on all regionally and municipally owned properties including parks, playgrounds, sports fields, splash pads, bus shelters, and beaches
- 2) That the Chair of the Board of Health **BE DIRECTED** to share this report and the decision with local municipalities, and that staff **BE DIRECTED** to continue to meet with municipalities to discuss the by-law implementation and timelines

PURPOSE

The purpose of this report is to inform Committee and Council about Smoke-Free Outdoor Spaces public consultation results and to seek approval for the above recommendations.

BUSINESS IMPLICATIONS

Niagara Region Public Health (NRPH) employs four full-time Tobacco Control Officers (TCOs) and one full-time Health Promoter to address all tobacco protection and enforcement work, in alignment with the Chronic Disease Prevention Standards and the Tobacco Compliance Protocol of the Ontario Public Health Standards (OPHS). The Tobacco Control Enforcement program is 100% funded through the Ministry of Health and Long-Term Care (see PHD 11-2012).

A Regional by-law prohibiting smoking in outdoor settings would not require additional funding to support enforcement efforts. Experience from other jurisdictions suggests the need for active enforcement will be minimal. Therefore, existing TCOs would be utilized. Enforcement of the by-law would be performed on a complaint basis, in conjunction with existing municipal staff as is feasible and sensible, and the existing Tobacco Hotline could assist with identifying areas of non-compliance. A preliminary one-time budget of approximately \$100,000-\$175,000 would be required to produce adequate signage and to educate residents about the by-law. NRPH would work with area municipalities to identify cost-effective strategies to educate residents as well. These one-time costs would be

effectively managed through social marketing, Chronic Disease and Injury Prevention, and Medical Division budgets.

Working with local area municipalities on the implementation of a Regional by-law restricting smoking in outdoor settings aligns with Council's Business Plan. Regional by-law development aligns with the themes of Open for Business and Healthy Communities. NRPH would continue to focus on developing solid partnerships and improved alignment with the area municipalities, in order to generate improved economic development, savings, and enhanced service delivery.

REPORT

Tobacco use remains the leading cause of preventable illness and death. In Niagara, a greater proportion of both the adult and youth population are smokers compared to the Ontario average. This highlights the need for continued progress with comprehensive strategies in Niagara.

The Smoke-free Ontario Act (SFOA) has legislation in place to protect the public from exposure to second-hand smoke. Although the SFOA protects children from smoking outdoors on properties that contain day nurseries and elementary and high schools, it does not apply to high-use areas like parks and playgrounds.

By-laws restricting smoking in areas such as parks and playgrounds are a positive step toward building safer and healthier communities. Studies have shown that ensuring these areas are smoke-free promotes positive role modelling for children, prevents cigarette litter, and creates supportive environments for those who are interested in cutting back or quitting smoking. A Regional by-law would support a healthy community by ensuring that areas where children are active and play do not result in exposure to cigarette smoke, and that they promote positive health. Boards of Health are required to work with municipalities to support healthy public policies and the creation or enhancement of supportive environments regarding comprehensive tobacco control.

Public Support

NRPH administered surveys at over 60 outdoor locations across the region between May-July 2012. In total, 1,907 Niagara residents completed the survey, with an additional 91 surveys completed by non-residents of Niagara. The results found that the majority of smokers and non-smokers support some level of restriction to smoking in outdoor settings. Key findings from the survey (Appendix 1) reveal the following:

- 88.1% of Niagara residents support a by-law restricting smoking in outdoor public settings;
- 93.5% of visitors to the Niagara region support a by-law restricting smoking in outdoor public settings;
- 89.8% of Niagara residents support Niagara Falls by-law to some extent; and

- 85.4% of Niagara residents agreed that restricting smoking in outdoor settings is good for the health of their community.

The survey results align with findings from the Rapid Risk Factor Surveillance System (RFSS) which reported that 96% of Niagara adults support some level of smoking restriction in outdoor settings (RFSS, 2011). The Tobacco Control Program also has received numerous complaints regarding smoking in various outdoor settings throughout the Niagara region.

Niagara residents also provided comments on the survey. The vast majority of comments were positive and in support of making areas where children are present, smoke-free (Appendix 2).

An informational postcard initiative was also developed to give residents an opportunity to pledge their support for a smoke-free by-law and to educate residents about the benefits of smoke-free environments. Over 500 postcards were received from Niagara residents pledging their support for a by-law that supports smoke-free environments.

NRPH receives daily complaints to the Tobacco Hotline from Niagara region residents. A common concern identified by residents is understanding where smoking is prohibited in outdoor settings. Typically, areas of concern identified are playing fields and entrances/exits to public buildings which are not restricted under the SFOA or in the municipal context. A consistent by-law across the region would level the playing field among municipalities and reduce confusion among residents regarding outdoor smoking restrictions. Clear signage and simple rules will further help alleviate confusion among the public.

Municipal Support

Over 70 municipalities in Ontario have enacted by-laws that have successfully prohibited or restricted smoking in a variety of public outdoor settings.¹

In Niagara, four municipalities (Niagara Falls, Welland, Grimsby, and West Lincoln) have established by-laws restricting or banning smoking in outdoor public settings that exceed the requirements of the SFOA. Niagara Falls developed the most recent by-law in 2011, which prohibits smoking in all city-owned parks, recreational facilities, bus shelters, and entrances to city-owned buildings.

Three municipalities (St. Catharines, Thorold, and Grimsby) have been actively working with their city staff to examine the issue further and have prepared reports to their respective councils encouraging by-law development to restrict smoking outdoors on municipal properties.

¹ A comprehensive list of by-laws that exist in Ontario can be found on the [BOH Sherpa site](#).

Following PHD 46-2011, four municipalities (Niagara-on-the-lake, West Lincoln, Fort Erie, and Pelham) have demonstrated their support for smoke-free outdoor spaces. They have encouraged the Region to consider taking a lead role in regulating and enforcing a comprehensive Regional by-law.²

It has become clear that Niagara region municipalities support a consistent by-law, lead and enforced by the Region.

Considerations for By-law Development Plan

The draft by-law will be discussed with municipalities and finalized based on the following principles:

- Guiding principle: Creating consistent restrictions across the Niagara region that will ensure safer and healthier environments for children and the community as a whole;
- Given the local impact on a Regional approach, local municipalities and Board of Health members or their staff should be engaged;
- Consistency across local municipalities will create efficiencies and a coordinated approach across the Region; consistent rules in Niagara will eliminate confusion for smokers and non-smokers alike;
- Local municipalities will provide information that will be used to establish communication plans including signage, and will work with the Region to establish a referral system for any issues of non-compliance; and
- In order to implement a successful plan, the implementation plan needs an education and complaint-based enforcement strategy.

Enforcement Considerations

Municipalities that have implemented smoke-free outdoor space legislation have found that it is generally socially enforced, and have witnessed compliance from the public. In Niagara Falls, no tickets have been issued to date and approximately 80 warnings have been distributed by a municipal by-law officer.

Public consultations demonstrated that over half (58.7%) of Niagara residents would feel comfortable asking someone who is smoking in a restricted area to stop smoking or to move to an unrestricted area. Lived experience has shown that people are most comfortable when there is a sign to which they can point.

As demonstrated in other jurisdictions, the initial phase of enforcement consists of education, and then moves towards warnings and/or charges as appropriate. Enforcement of the by-law would be performed on a compliant basis by Tobacco Control Officers working in conjunction with existing municipal by-law officers. NRPH staff would ensure

² Municipal letters and documentation can be found on the [BOH Sherpa site](#).

that a reactive complaint-based enforcement strategy using the existing Tobacco Hotline and partnerships with local municipal by-law officers is established. Efficiencies would be identified to ensure that resources are covered under existing funding sources.

The Smoke-Free Ontario Act (SFOA)

The SFOA prohibits smoking in enclosed workplaces and public spaces and also in motor vehicles when children under 16 are present. It also bans the public display of tobacco products prior to purchase and prohibits youth-targeted tobacco products such as flavoured cigarillos.

Since the Act's implementation, several questions have been raised regarding how the SFOA affects entrances, exits, and patios. The most common misconception about the Act is the "nine metre rule". The "nine metre rule" applies only to any entrance or exit of a health facility (i.e., hospital, private hospital, psychiatric facility, nursing home, approved charitable home for the aged, and independent health facility). Public places and workplaces can choose to develop their own policy restricting smoking at entrances and exits. For example, the Niagara Region has developed a corporate policy restricting smoking on Regionally owned property.

The Act also applies to some outdoor bar and restaurant patios. In July 2009, the Act's Regulation was amended to clarify the requirements for outdoor patios of bars and restaurants. The Act prohibits smoking on the entire outdoor patio if any portion of a patio is covered or partially covered by a roof.

Smoking is also prohibited if the patio is adjacent to a smoke-free patio (partially or fully covered by a roof) or a section of the smoke-free patio. For example, if an L-shaped patio has a section that is covered, smoking is prohibited on both the covered and uncovered sections of the patio. However, if there are adjacent patios in an establishment that are separated by at least one-half storey (1.37 meters), and one is covered by a roof and the other is uncovered, smoking is permitted on the uncovered patio. Where patios in an establishment are not adjacent, they are evaluated separately.

Smoking Cessation Supports

NRPH supports provincial and local initiatives in order to meet the needs of local residents in their quit attempts. Supports available to Niagara residents include the following:

- The Smokers' Helpline phone, text, and online services;
- The annual Driven to Quit Challenge;
- Smoking Treatment for Ontario Patients (STOP) study, which has provided Niagara residents with an opportunity to access free nicotine replacement therapy;
- Support for quitting smoking on University and College campuses via Leave the Pack Behind, which is supported through Brock University;

- The Tobacco Hotline, through which trained staff provide brief intervention counselling and referrals to appropriate services and resources; and
- Heart Niagara, which provides counselling, quit smoking medications, and nicotine replacement therapies at little or no cost in partnership with NRPH.

NRPH also works with health care practitioners to build community capacity in order to meet the needs of local residents in their quit attempts.

REPORTS PERTINENT TO THIS MATTER

- PHD 04-2011
- PHD 05-2011
- PHD 46-2011
- PHD 11-2012

Submitted by:

Approved by:

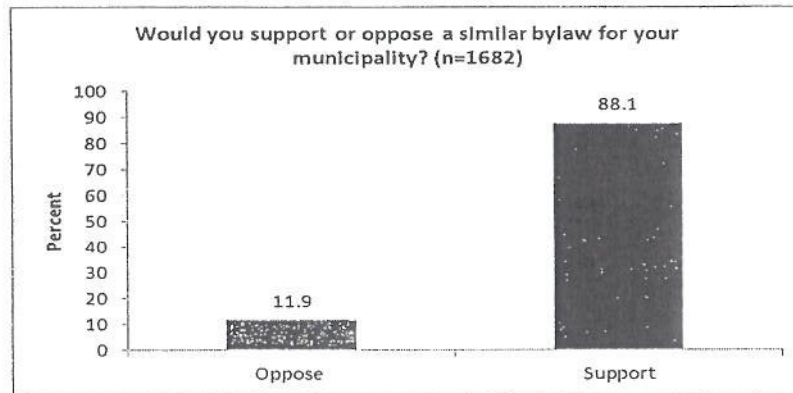
Valerie Jaeger, MD, PhD, CCFP
Medical Officer of Health



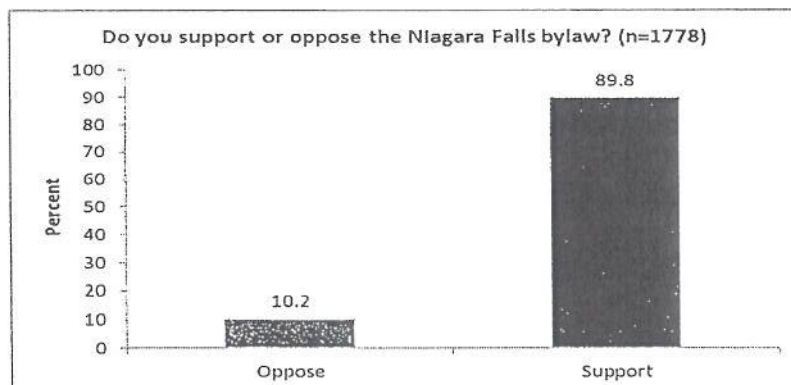
Mike Trojan
Chief Administrative Officer

This report was prepared by Gillian McDonald, Health Promoter, Chronic Disease and Injury Prevention, and Maria Brigantino, Manager, Chronic Disease and Injury Prevention; and reviewed by Ellen Wodchis, Director, Chronic Disease and Injury Prevention, and Dr. Andrea Feller, Associate Medical Officer of Health.

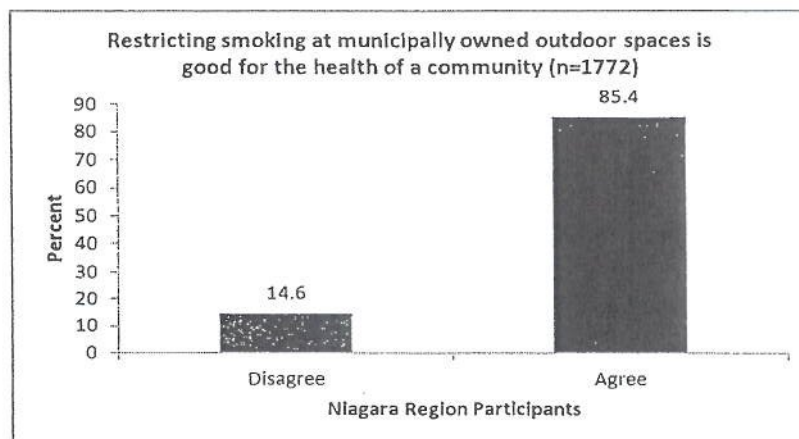
Appendix 1: Public Support for Outdoor Smoking Restrictions



Overall, 88.1% of Niagara residents are in support of a by-law restricting smoking in outdoor public settings.



Overall, 89.8% of Niagara residents are in support of Niagara Falls by-law restricting smoking in outdoor public settings.



Overall, 85.4% of Niagara residents felt that restricting smoking in outdoor settings was good for the health of their community.

Source: Smoke-free Outdoor Spaces Public Consultations, 2012

Appendix 2- Niagara Residents' Feedback on Outdoor Smoking Restrictions**Fort Erie**

- "I like not having smoke around these areas as I have two children that it would affect"
- "Smoking in public areas should be banned and strictly enforced"
- "Full support to minimize second hand smoke"
- "I really don't have a problem with smoking outdoors"
- "I would love to see this by-law in place"
- "Smoking should be limited to one's place of residence; I consider it a form of assault if someone smokes around me"

Grimsby

- "I would strongly encourage and support a smoking restriction in Grimsby"
- "I think this is a very important issue and a by-law must be passed"
- "Good idea. Not good for smoking around kids"
- "I strongly support not smoking around children but banning smoking outright is not the solution"
- "I think this is a great thing to support and enforce! People should not smoke in the presence of children at all"
- "I would support restricting smoking in all outdoor properties!"

Lincoln

- "I feel especially strongly that people should not be smoking around children's events"
- "We know the hazardous effects of cigarette smoking and as a result, under no circumstances should non-smokers be subjected to cigarette smoke"
- "Smoking outside 'away' from others is fine (designated areas), I'm ok with that"
- "I believe this will set strong example for children to discourage smoking and support this. I am a former smokers and would not smoke on municipal properties"

- "There should be no smoking anywhere children can be exposed"
- "The by-law is necessary as smokers often don't respect the need and desire to breathe fresh by non-smokers"
- "Smoking in public spaces should be banned. My kids and other kids shouldn't have to put up with the smell, smoke and garbage"
- "Especially important for asthma"
- "I hate smokers at arena doors. Family has to hold breath when walking by"
- "I think this by-law is a great idea. It's time that people started thinking about how one person's smoking can affect several others"

Niagara Falls

- "I think this is great, as a parent of young children I love that I don't have to worry about them being around smoke!"
- "Outdoor locations could use more visible no smoking signage"
- "Thank you for keeping the outdoors smoke-free and promoting healthy living"
- "I think it is great. Especially for children. Just because it is outside doesn't mean they are affected by second hand smoke"
- "Young kids should not be surrounded by cigarettes/smokers, so I support the restrictions"
- "No smoking in parks and outdoors keep our parks clean and young children don't see people smoking"
- "Support the by-law to reduce the exposure to children"

Niagara-on-the-Lake

- "I quit smoking 5 years ago because of the new smoking by-laws. It became too inconvenient to smoke"
- "Outdoor smoking is not a health risk to by-standers. I don't smoke but I recognize others freedom to smoke outdoor. Public area or not"
- "Smoke-free for everyone's health"

- "I dislike smoking around children. I like where the municipality is heading with this!"
- "It's unfair to non-smokers, kids and people suffering from illnesses (including cancer)"
- "I think it is a good idea to limit people to where they can smoke. Maybe they will get discouraged and stop"
- "Appreciate the cleaner air"
- "I don't believe smoke outdoors affects health positively or negatively"
- "Restrict with distance from playing field or playgrounds"

Pelham

- "Protecting people from second hand smoke should be a major option by local government"
- "I have had to leave many special events because of asthma triggered by others smoking"
- "People should be allowed to make their own choices, these are public places and I think that if people want to smoke they should be able to, but respectfully"
- "Smoke-free is a great idea because often it's kids at the playgrounds. They don't need to be exposed"
- "In the past I have seen ball coaches smoking while games are being played and I feel it is a terrible role model for the children!"
- "Very good idea to prohibit smoking in public outdoor areas"
- "Although I feel smoking is an individual's choice, I do appreciate being able to enjoy outdoor space without being exposed to smoke"
- "Annoying when people are smoking right outside a building and/or park around kids"

Port Colborne

- "Great idea, I hope to see it come into effect"
- "Good example for kids"
- "It seems that it would be difficult to police this for smoking in public parks, etc. More public awareness is needed"

- "I don't think you should be able to smoke in a municipally owned outdoor property"
- "It is wonderful to enjoy our increasingly smoke-free society"
- "Respect the children"

St. Catharines

- "This is a positive step that all municipalities should adopt"
- "Limit all smoking where possible. Good for health, good for environment"
- "I believe in clean air for the health of myself, my children and everyone else"
- "I am not sure if I agree with outdoor restrictions. May be better to have areas where smoking is permitted"
- "My child has asthma. I do not like it when someone smokes by him"
- "It's a person's choice to smoke but it should never affect those who choose not to"
- "I think it is long overdue to restrict smoking outdoors. Especially where there is children and sporting events (promote healthy)"
- "Smoking or not smoking is the right of each individual, however agree it should not be done in front of children"
- "As an asthmatic and having a child it's so important to be smoke-free in public places"
- "I have two small children and would greatly appreciate smoke free parks/splash pad etc. where my children can play"
- "Smoking in soccer fields or where many children are gathered should be restricted"

Thorold

- "For the health of myself and my children I strongly support this"
- "I have seen young children burned by brushing up against a cigarette or by stepping on a discarded one. I have cancer and hate inhaling second-hand smoke as they pass by"
- "Anywhere with kids playing I would strongly support non-smoking areas"
- "I don't smoke but I think it might be over done at parks, also who polices these parks"

- "My husband is a smoker, but I would still support this"
- "People in general need to be more aware of their surroundings when lighting up"

Wainfleet

- "Great idea, safer for everyone and less litter"
- "I do not like being exposed to cigarette smoking or my children"
- "I think it is a great idea! I don't smoke and don't wish to breathe in the smoke of others"
- "If smoking is against the law then these by-laws should apply. Otherwise it restricts freedoms of people and has no place"
- "Any place, indoor or outdoor where children are present should be smoke-free"
- "Great Idea - safer for everyone, less litter and one less influence for kids to see (people smoking)"
- "Promoting outdoor active living does not include smoking"
- "I am very much in favour of this bylaw"

Welland

- "Parks and outdoor facilities frequented by children and families should definitely be smoke-free"
- "I would love to see a by-law passed in my area because smoking influences our most vulnerable sector- our children"
- "I'm not a smoker but I have no problem with people who smoke outdoors. If the smoke bothers me, I move"
- "Good for N.F. for passing this by-law. There is no need for tobacco products in areas where children are playing"
- "Would like to enjoy parks or recreational areas without having to sit near smokers"
- "I don't smoke and never will. I don't appreciate breathing in second-hand smoke!"
- "As someone with asthma, I think that it is really rude of people to smoke on any public property"

...

Agenda Item 4.10

PHD 38-2012
November 6, 2012

West Lincoln

- "Soccer fields should be smoke free!"
- "I hope it gets restricted in West Lincoln"
- "Outdoors is outdoors, I don't feel the need to restrict"
- "Keep up the good work"
- "Great idea"



PAUL YUZYK AWARD
for **MULTICULTURALISM**

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NOV 26 2012

Council

Dear Sir/Madam,

In 2009, the Government of Canada established the Paul Yuzyk Award for Multiculturalism to honour people dedicated to promoting integration in Canada.

The award commemorates the pioneering legacy and achievements of the late Senator Yuzyk in the area of multiculturalism. Senator Yuzyk's efforts helped lead to the recognition of multiculturalism as one of the fundamental characteristics of Canadian heritage and identity.

The award acknowledges and honours individuals in communities across Canada who have made exceptional contributions to the integration of newcomers, and is open to all citizens and permanent residents. It includes a \$20,000 grant to be given to an eligible, registered not-for-profit Canadian organization or association of the recipient's choice.

Nominations for the 2013 Paul Yuzyk Award for Multiculturalism are currently being accepted until March 1, 2013.

If you know of a deserving individual who has made a significant contribution to the integration of new Canadians, I encourage you to submit a nomination for this prestigious award.

More information about the award, including eligibility requirements, is included in the enclosed brochure. For further details on Senator Paul Yuzyk and the nomination process, please visit www.cic.gc.ca/paulyuzyk.

Please accept my wholehearted thanks for supporting this important initiative.

Sincerely,

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CAO/MAYOR

The Honourable Jason Kenney, PC, MP
Minister of Citizenship, Immigration and Multiculturalism

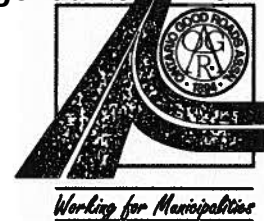
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ST. CATHARINES, ONTARIO

Canada

Page 186 of 219



TO: OGRA Members

FROM: J. W. Tiernay, Executive Director

DATE: November 19, 2012

RE: Constitutional Amendment

Background

The Ontario and Canadian governments have enacted new legislation governing the non-profit and not-for-profit sectors. Non-profits and not-for-profits have until 2015 to bring their Constitutions into compliance with the new legislation.

Discussion

The OGRA Board of Directors approved the attached document at its meeting of November 15, 2012. Any changes to the OGRA Constitution must be presented to the membership at the Annual General Meeting. The next AGM is scheduled for Tuesday, February 26, 2013 at the Fairmont Royal York Hotel during the annual ROMA/OGRA Combined Conference.

The table below outlines the significant changes in the new Constitution. A full copy of the current Constitution and the new proposed version are attached.

Section	Proposed Constitution
1. Head Office	Revised to reflect new location of Head Office in Oakville. Board can establish other location by resolution.
2. Seal	No change.
3. Interpretation	No change.
4. Membership	This section was significantly changed to better define who the members are and who can vote. The existing By-Law was silent on who actually had voting rights.
a. Municipal	Municipal Members are the municipal corporations and First Nation communities in Ontario. All members of Council and permanent full-time employees are eligible to vote. An attempt was made to define "full time employees".
b. Corporate	Revised to clarify that corporate members do not have voting rights as per current practice.
c. Life	Slight wording change and clarifies that Life Members have voting rights as per current practice.
d. Honorary Life	Clarifies that Honorary Life members do not have

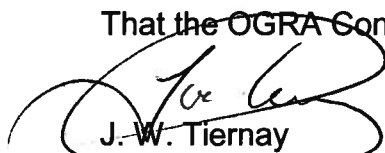
	voting rights as per current practice.
5. Annual General Meeting	Slight wording change to include First Nations in the Notice provisions.
6. Errors or Omission in Notice	No change.
7. Adjournments	No change.
8. Quorum of Members	No change.
9. Voting	A few minor changes.
10. Voting Proxies – Absentee Voting	This is a new section and requirement under the legislation. Any eligible voter may appoint a voting proxy to represent their interests at the AGM and Board of Director elections. It is important to note that proxies do not have to be eligible members to act as a proxy.
11. Dues & Fees	No change.
12. Board of Directors	Some minor wording changes. Includes reference to First Nations. Election methodology will be determined by Board policy rather than entrenched in Constitution.
13. Advisory Board of Past Presidents	No change.
14. Vacancies, Board of Directors & Offices	No change.
15. Quorum and Meeting, Board of Directors	No change.
16. Powers, Board of Directors	No change.
17. Remuneration of Directors	No change.
18. Travel and Other Expenses	No change.
19. Officers of Corporation	Some minor wording changes. Establishes a one-year term of office as per current practice.
20. Executive Director	No change.
21. Duties of President and Vice President	Stipulates that the Second Vice-President chairs the AGM as per current practice.
22. Duties of Secretary	Minor wording changes.
23. Duties of Treasurer	No change.
24. Duties of Other Officers	No change.
25. Executive Committee	No change.
26. Nominating Committee	Moves the structure and procedures of the Nominating Committee out of the Constitution and into Board policy. This allows greater flexibility to be able to change how the Board is nominated without the need for a Constitutional amendment.
27. Committees	Minor wording change to clarify that the President is ex-officio on Board created committees only.
28. Execution of Documents	No change.

29. Books and Records	No change.
30. Financial Year	No change.
31. Cheques	Minor wording change to acknowledge that the Board cheque signing resolution includes non-officers of the Corporation.
32. Deposit of Securities	Minor wording change to allow non-officers to make deposits.
33. Borrowing	Minor wording change.
34. Notice	No change.
35. Amendment	Minor wording change to continue previous Board and membership resolutions passed under old By-Law.

Any questions regarding these documents or questions regarding process may be directed to the undersigned.

Recommendation

That the OGRA Constitutional Amendment be approved.



J. W. Tiernay
Executive Director

P: 289-291-OGRA (6472)
C: 416-270-3180
E: joe@ogra.org

ONTARIO GOOD ROADS ASSOCIATION

CONSTITUTION & BY-LAW NO. 1 (Incorporating amendments approved February 2007)

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ONTARIO GOOD ROADS ASSOCIATION

By-Law No. -- 1 --

A by-law relating generally to the transaction of the affairs of the Ontario Good Roads Association, a Corporation without share capital organized to represent the interests of municipalities through advocacy, consultation, training and the delivery of identified services.

1. Head Office

The Head Office of the Corporation shall be at such place as the Board of Directors may from time to time determine.

2. Seal

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

3. Interpretation

In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

4. Membership

Every municipality and First Nation shall be eligible for membership subject to payment of the applicable membership fee. Other corporations, partnerships, individuals, and legal entities are also eligible for membership subject to payment of the applicable membership fee. The following shall be the classes of membership:

a) municipal

Municipal members shall be municipal corporations or First Nations.

b) corporate

Corporate members shall be private sector organizations interested or involved in the design, construction, management and/or maintenance of roads and structures.

c) life

Life members shall be all Past Presidents of the Association.

d) honorary life

Honorary life members shall be those who have performed distinguished service in the field of municipal transportation and public works. They shall be nominated by the Nominating Committee and approved by the Board of Directors.

e) special

Special members shall be other bodies or organizations as approved by the Board of Directors.

5. **Annual and Other Meetings of Members**

The annual general or any other general meeting of members shall be held at a location in Ontario as determined by the Board of Directors and on such day as the said Directors shall appoint.

The annual general meeting shall be held within ninety days of the fiscal year end.

At every annual general meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statement and the report of the auditors shall be presented and a Board of Directors elected and auditors appointed for the ensuing year. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The Board of Directors or the President or Vice-President shall have the power to call at any time a general meeting of the members of the Corporation. A printed or typewritten notice stating the day, hour and place of meeting and the general nature of the business to be transacted shall be given by serving such notice on each member entitled to notice of such meeting in the manner specified in section 33. Notice to municipal members of annual general or other meetings shall be deemed to have been sufficiently given if directed to the head and members of council to the attention of the clerk of the municipality at his municipal office address.

6. **Error or Omission in Notice**

The accidental omission to give notice of any meeting to, or the non receipt of any notice by, any member or members or any irregularity in the notice of any meeting, shall not invalidate any resolution passed or any proceedings taken at any meeting of members.

7. **Adjournments**

The Chair of any meeting of members or Directors may adjourn the same from time to time to a fixed time and place and no notice of such adjourned meeting need be given to the members. Any business may be brought before or dealt with at any adjourned meeting which

might have been brought before or dealt with at the original meeting in accordance the notice calling the original meeting.

8. Quorum of Members

A quorum for the transaction of business at any annual general meeting, or special meeting of members shall consist of representatives from not less than 30 municipal members.

9. Voting Members

At annual general and other meetings of the members of the Corporation, each member in good standing who has paid the registration fee and who wears the current official registration badge, if any, or has a receipt for such payment shall be entitled to one vote on each question. At all meetings of members, every question shall be decided by a majority of the votes of the members present unless otherwise required by the by-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands unless otherwise demanded by a 2/3rd majority vote of members present. Upon a show of hands, every member having voting rights shall have one vote and, unless a poll be demanded, a declaration by the Chair that a resolution has been carried or not carried and an entry in the minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if the poll be demanded and not withdrawn, the question shall be decided by a majority of votes given by the members present and such poll shall be taken in such manner as the Chair shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question.

10. Dues and Fees

The fees or dues payable by members shall be fixed from time to time by a 2/3rd majority vote of the Directors.

11. Board of Directors

The affairs of the Corporation shall be managed by a Board of 15 Directors comprised as follows:

- a) immediate Past President, who shall be a municipal or life member;
- b) President, who shall be a municipal member when he/she assumes the office of President;
- c) First Vice-President and Second Vice-President, each of whom shall be municipal members throughout his/her term of office;

- d) eleven Directors, each of whom shall be a municipal member throughout his/her term of office, which shall not exceed seven years.

The Directors shall be elected from OGRA's municipal membership with the following requirements for geographic representation and so far as possible maintaining an equal balance between elected and appointed representatives:

Four Directors from northern Ontario (municipalities in the Districts of Algoma, Cochrane, Kenora, Manitoulin Island, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay, and Timiskaming, the Greater City of Sudbury, and municipalities in and including the District of Muskoka.

Three Directors from southwest Ontario (municipalities in and including the Counties of Brant, Bruce, Elgin, Essex, Haldimand, Huron, Lambton, Middlesex, Norfolk, Oxford, and Perth, the municipality of Chatham-Kent, and municipalities in and including the Regional Municipality of Waterloo).

Three Directors from south central Ontario (municipalities in and including the Counties of Dufferin, Grey, Simcoe, and Wellington, and municipalities in and including the Regional Municipalities of Durham, Halton, Niagara, Peel and York, and the City of Hamilton.)

Three Directors from southeast Ontario (municipalities in and including the Counties of Frontenac, Haliburton, Hastings, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Peterborough, Prescott and Russell, Prince Edward, Renfrew, and Stormont, Dundas and Glengarry, and the Cities of Kawartha Lakes and Ottawa.)

Two Directors from the City of Toronto.

Election to the Board, if required, shall be by ballot at the annual general meeting.

12. **Advisory Board of Past Presidents**

Advisory to the Board of Directors, there shall be an Advisory Board composed of all Past Presidents of the Association.

- (1) The Vice-Chair and the Chair of the Advisory Board shall be the immediate Past President, and the next most immediate Past President of the association respectively. If the immediate Past President and/or the next most immediate Past President is/are not available to serve, the next most immediate Past President(s) would fill this (these) offices(s).
- (2) The Secretary of the Advisory Board shall be the Secretary of the Association, or such other person as the said Board may name.

- (3) At least one meeting of the members of the Advisory Board shall be held each year. Other meetings may be held at the call of the President of the Association or at the call of the Chair or Vice-Chair of the Advisory Board or of any three members.
- (4) Members of the Advisory Board shall be entitled to receive copies of the minutes of the meetings of the Board of Directors of the Association, and shall, from time to time make such recommendations to the Board of Directors as they deem expedient.
- (5) During the term of their office as members of the Advisory Board, such members shall without payment of fees be deemed members in good standing of the Association, and shall be registered as delegates at the annual conference of the Association without payment of registration fees.

13. Vacancies, Board of Directors and Officers

- (1) Vacancies on the Board of Directors (excluding Officers), however caused may be filled by the Directors from among the qualified members of the Corporation.
- (2) If the office of President should become vacant the office shall remain vacant until the next general meeting.
- (3) If the President ceases to be eligible, he/she shall be allowed to complete the term.
- (4) If the office of 1st Vice-President should become vacant the 2nd Vice-President shall assume the office of 1st Vice-President and the Board shall elect from its members an individual to fill the office of 2nd Vice President.
- (5) If the 1st Vice President ceases to be eligible, he/she shall resign from the Board immediately if the next annual general meeting is more than six months in the future, or may serve until the next general meeting (if less than six months), and then resign.
- (6) If the office of 2nd Vice-President should become vacant the Board shall elect from its members an individual to fill the office of 2nd Vice President.
- (7) If the 2nd Vice President ceases to be eligible, he/she shall resign from the Board immediately if the next annual general meeting is more than six months in the future, or may serve until the next general meeting (if less than six months), and then resign.
- (8) If the office of Immediate Past President becomes vacant, the next most immediate Past President able to serve will be requested to serve out the remainder of the term.
- (9) If the office of Director becomes vacant it shall remain so until the next general meeting.

14. **Quorum and Meetings, Board of Directors**

Eight of the Directors shall form a quorum for the transaction of business. In the absence of a quorum, the Board of Directors shall continue to meet, and its decisions ratified by confirming motion at the next meeting at which a quorum is present. Except as otherwise required by law, the Board of Directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or Vice-President or by the Executive Director on direction in writing of two Directors.

15. **Powers**

The affairs of the Corporation shall be managed by the Board of Directors who may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation that are not by the bylaws or any special resolution of the Corporation or by statute expressly directed or required to be done in some other manner.

16. **Remuneration of Directors**

The Directors shall receive no remuneration for acting as such.

17. **Travel and Other Expenses**

The Treasurer is authorized to pay such reasonable travel and other expenses of Officers, Directors, Advisory Board members, members of committees, and of the spouses of any such persons as are approved for payment by the Board of Directors and in accordance with policies for payment of expenditures approved by the Board of Directors.

18. **Officers of Corporation**

- (1) There shall be a President who shall be a municipal member. At the first meeting of the Board of Directors following the annual general meeting, the First Vice-President shall become President.
- (2) There shall be a First Vice-President who shall be a municipal member. At the first meeting of the Board of Directors following the annual general meeting, the second Vice-President shall become First Vice-President.
- (3) There shall be a Second Vice-President who shall be a municipal member. The Second Vice-President shall be elected by the Board of Directors at the first meeting of the Board following the annual general meeting.

- (4) The President, First Vice-President and Second Vice-President shall each have served a minimum of three years as a Director prior to becoming eligible to serve as an officer.
- (5) The President, First Vice-President and Second Vice President are not subject to annual re-election to the Board.
- (6) Such other officers as the Board of Directors may by by-law from time to time determine shall be appointed by the Board, and the employment of all appointed Officers shall be settled from time to time by the Board.

19. Executive Director

The Board of Directors may from time to time appoint an Executive Director and delegate to him/her the full powers to manage and direct the business of the Corporation except such business as must be transacted by other officers, by the Board of Directors, or by the members. The Executive Director shall conform to all lawful orders given by the Board of Directors and such matters and duties as are contained in the bylaws of the Corporation. The Executive Director shall at all reasonable times give to the Directors, or any of them, all information they may require regarding the affairs of the Corporation.

The Executive Director will serve as Secretary and Treasurer.

20. Duties of President and Vice-President

The President shall, when present, preside at all meetings of the members of the Corporation and of the Board of Directors.

The First Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President.

21 Duties of Secretary

The Secretary shall be ex-officio clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose. He shall give all notices required to be given to members and to Directors. He shall be the custodian of the seal of the Corporation and all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution. He shall perform such other duties as may from time to time be determined by the Board of Directors. All records required by the *Corporations Act* are exempt from this provision, and are open for inspection and extraction during normal working hours.

22. Duties of the Treasurer

The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable affects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefor and shall render to the Board of Directors at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Corporation. He shall act in accordance with all policies concerning issuance of cheques and investments as approved by the Board of Directors, and shall perform such other duties as may from time to time be determined by the Board of Directors.

23. Duties of Other Officers

The duties of all other Officers of the Corporation shall be such as the terms of their engagement call for or the Board of Directors requires of them.

24, Executive Committee

- (1) The Executive Committee shall be comprised of the President, the First and Second Vice-Presidents, the Immediate Past President, and one Director elected at the first meeting of the Board of Directors following the annual general meeting. Directors shall have served a minimum of three years on the Board to be eligible to serve on the Executive Committee.
- (2) The Executive Committee shall review governance, financial and personnel issues and report on same to the Board of Directors.

25. Nominating Committee

- (1) The Nominating Committee shall comprise five members. The Chair of the Nominating Committee will be the Immediate Past President. The next most immediate Past President able to serve will be a member of the Nominating Committee. The remaining three members will be current Directors and will be chosen and appointed by the Board of Directors at the meeting of the Directors immediately following the annual general meeting each year.
- (2) Those nominated by the Nominating Committee shall be selected from OGRA' s municipal membership pursuant to the requirements for geographic representation contained in Section 11, and so far as possible maintaining an equal balance between elected and appointed representatives.

- (3) The Nominating Committee shall report to the following year's annual general meeting of the Association its nominations for 12 Directors.

26. **Committees**

- (1) The Board of Directors may from time to time by resolution appoint committees composed in whole, or in part, of Directors, members, or non-members.
- (2) The President may from time to time appoint special committees.
- (3) The President shall be a member of all committees.

27. **Execution of Documents**

Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Corporation either the President or First Vice President and by the Executive Director. In addition, the Board of Directors may from time to time direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. The Executive Director shall affix the seal of the Corporation to such instruments as require the same.

28. **Books and Records**

The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

29. **Financial Year**

The fiscal year of the Association shall be determined by the Board of Directors.

30. **Cheques**

All cheques and other orders for payment issued by the Corporation shall be signed by such Officer or Officers provided signing authority determined by resolution of the Board of Directors from time to time. Any one of such Officer or Officers may deposit cheques, bank drafts, etc. on account of the Corporation with its bankers and receive bank statements and cancelled cheques on behalf of the Corporation.

31. **Deposit of Securities**

The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written

order of the Corporation signed by such Officer or Officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances.

32. Borrowing

The Directors may from time to time

- (a) borrow money on the credit of the Corporation; or
- (b) issue, sell or pledge securities of the Corporation; or
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises, and undertakings to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.

The Board of Directors may also authorize any director, officer or employee of the Corporation to approve terms, conditions and security for such loans and generally to manage, transact and settle the borrowing of money by the Corporation.

33. Notice

Any notice (which term includes any communication or document) to be given (which includes sent, delivered or served) pursuant to this bylaw to a member, Director, officer, or member of the committee of the Board of Directors shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered his recorded address or if mailed to him at his recorded address by prepaid ordinary mail or if sent to his recorded address by any means of any means of prepaid transmitted or recorded communication. A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid. A notice so mailed shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any member, director, officer, or member of the committee of the Board of Directors in accordance with any information believed by him to be reliable. Not less than three days notice shall be given for meetings of the Board of Directors and not less than 14 days notice shall be given for general meetings.

34. Amendment of By-Law #1

This bylaw may be amended or altered only when same has been reported on by the Board of Directors and approved by the membership at an annual general meeting. Proposals for amendment or alteration must be received by the Executive Director at least ninety days prior

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Agenda Item 4.10

to the annual general meeting and notice of the proposal or proposals shall be sent to every member at least thirty days prior to the annual general meeting.

Amended February, 2003

Amended February, 2007

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ONTARIO GOOD ROADS ASSOCIATION

CONSTITUTION & BY-LAW NO. 1-2012

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ONTARIO GOOD ROADS ASSOCIATION

By-Law No. 1-2012

A by-law relating generally to the transaction of the affairs of the Ontario Good Roads Association, (the "Corporation") a corporation without share capital organized under the *Corporations Act* (Ontario) (the "Act") to represent the interests of municipalities through advocacy, consultation, training and the delivery of identified services.

1. Head Office

The Head Office of the Corporation shall be at Oakville, Ontario or at such place as the Board of Directors may from time to time determine.

2. Seal

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

3. Interpretation

In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

4. Membership

Every class of member as set out below shall be eligible for membership subject to payment of the applicable membership fee. The following shall be the classes of membership:

(a) Municipal

Municipal members shall be municipal corporations or First Nations in the Province of Ontario. Provided that the Municipal member is in good standing, including having paid all membership dues, every member of a member Municipal Council or a member First Nation Council and all permanent full-time employees of a Municipal member shall be eligible to receive notice of and attend all meetings of members and to vote on all matters put before the membership. Each member of a Municipal member council (whether First Nations council or Municipal council) and all permanent full-time employees of a Municipal member shall have one vote. Each Municipal member shall provide the Corporation, from time to time and as requested by the Corporation, with a list of council members and permanent full-time employees. For the purposes of this by-law, "permanent full-time employee" means an individual who is employed for an indeterminate period to regularly work the standard number of hours fixed by the employer for employees in the occupational group in which the individual

is employed and does not include temporary employees, permanent part-time employees, consultants, independent contractors or seasonal employees.

The rights of council members and permanent full-time employees to receive notice of, attend and vote at members' meetings shall cease and terminate when the individual in question is no longer a council member or a permanent full-time employee of a Municipal member.

(b) **Corporate**

Corporate membership shall be open to any private sector company, other corporation or institution or governmental or non-governmental organization which has applied for and been accepted as a Corporate member by the Board of Directors. Corporate members shall be entitled to notice of and to attend all meetings of members. Subject to the Act, Corporate members shall not be entitled to vote.

(c) **Life**

Past Presidents of the Corporation shall automatically become Life Members. Life Members shall be entitled to notice of and to attend all meetings of the members and to vote on all matters put before the membership. Each Life Member shall have one vote.

(d) **Honorary Life**

Honorary life members shall be those individuals who have performed distinguished service in the field of municipal transportation and public works. They shall be nominated by the Nominating Committee and approved by the Board of Directors. Honorary life members shall be entitled to receive notice of and attend all meetings of the members. Subject to the Act, Honorary life Members shall not be entitled to vote.

5. Annual General and Other Meetings of Members

Any meeting of members shall be held at a location in Ontario as determined by the Board of Directors and on such day as the said Directors shall appoint.

The annual general meeting shall be held within ninety (90) days of the fiscal year end.

At every annual general meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statement and the report of the auditors shall be presented and a Board of Directors elected and auditors appointed for the ensuing year. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The Board of Directors or the President or the First Vice-President shall have the power to call at any time a general meeting of the members of the Corporation.

A printed or electronic notice stating the day, hour and place of meeting and the general nature of the business to be transacted shall be given by serving such notice on each member entitled to notice of such meeting in the manner specified in section 34. Notice to Municipal members of annual general or other meetings shall be deemed to have been sufficiently given if directed to the attention of the Clerk (or the equivalent) of the municipality at the last known municipal office address or of the First Nations council at their last known address.

6. Error or Omission in Notice

The accidental omission to give notice of any meeting to, or the non receipt of any notice by, any member or members or any irregularity in the notice of any meeting, shall not invalidate any resolution passed or any proceedings taken at any meeting of members.

7. Adjournments

The Chair of any meeting of members or Directors may adjourn the same from time to time to a fixed time and place and no notice of such adjourned meeting need be given to the members. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance the notice calling the original meeting.

8. Quorum of Members – Annual General Meetings

A quorum for the transaction of business at any annual general meeting, or special meeting of members shall consist of representatives from not less than thirty (30) municipal members.

9. Voting

At meetings of the members of the Corporation, each voting member shall be entitled to one vote on each question. At all meetings of members, every question shall be decided by a majority of the votes of the members present unless otherwise required by the by-laws of the Corporation, or by-law. Every question shall be decided in the first instance by a show of hands unless otherwise demanded by a two-third (2/3) majority vote of members present. Upon a show of hands, every member having voting rights shall have one vote and, unless a poll be demanded, a declaration by the Chair that a resolution has been carried or not carried and an entry in the minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if the poll be demanded and not withdrawn, the question shall be decided by a majority of votes given by the members present and such poll shall be taken in such manner as the Chair shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question.

10. Voting Proxies – Absentee Voting

In addition to voting in person, every Member entitled to vote at a meeting of Members may vote by any of the following means:

- (a) by appointing a proxyholder or one or more alternate proxyholders who need not be Members, as the Member's nominee to attend and act at the meeting in the manner and to the extent and with the authority conferred by the proxy, subject to the following requirements:
 - (i) a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment;
 - (ii) a proxy must be deposited with the Corporation 48 hours (excluding Saturdays, Sundays and holidays) before any meeting or continuance of an adjourned meeting; [Note: You could deal with this in the governance manual and say instead "proxies shall be deposited with the Corporation in accordance with the Corporation's policy manual".]
 - (iii) a Member may revoke a proxy by depositing an instrument in writing executed by the Member:
 - (A) at the registered office of the Corporation no later than the last business day preceding the day of the meeting, or the last business day preceding the day of the continuation of that meeting after an adjournment of that meeting, at which the proxy is to be used, or
 - (B) with the Chair on the day of the meeting or the day of the continuation of that meeting after an adjournment of that meeting;
 - (iv) a proxyholder or an alternate proxyholder has the same rights as the member by whom they were appointed, including the right to speak at a meeting of Members in respect of any matter, to vote by way of ballot for Directors and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands;
 - (v) the Corporation shall send, or otherwise make available, a form of proxy to each member who is entitled to receive notice of a meeting concurrently with or before giving notice of the meeting; and
 - (vi) the Board may by resolution fix a time not exceeding 48 hours, excluding Saturdays and holidays, before any meeting or continuance of an adjourned meeting of Members before which time proxies to be used at that meeting must be deposited with the

Corporation or an agent of the Corporation, and any period of time so fixed must be specified in the notice calling the meeting;

11. Dues and Fees

The fees or dues payable by members shall be fixed from time to time by a two-third (2/3) majority vote of the Directors.

12. Board of Directors

The affairs of the Corporation shall be managed by a Board of fifteen (15) Directors. The Board shall be comprised of:

- (a) Immediate Past President;
- (b) President, who shall be council member or permanent full-time employee of a Municipal member when he/she assumes the office of President
- (c) First Vice-President who shall be council member or permanent full-time employee of a Municipal member throughout his/her term of office;
- (d) Second Vice-President who shall be council member or permanent full-time employee of a Municipal member throughout his/her term of office.
- (e) Eleven additional Directors, each of whom shall be council member or permanent full-time employee of a Municipal member throughout his/her term of office, which shall not exceed seven (7) years.

Notwithstanding 12(e), a Director may remain on the Board in excess of seven (7) years, provided they are appointed as an officer prior to the expiration of their seventh (7th) year.

The Board shall be elected from the Corporation's Municipal membership with the following requirements for geographic representation and so far as possible maintaining an equal balance between council members and permanent full-time employees:

Four (4) Directors from northern Ontario (municipalities or First Nations in the Districts of Algoma, Cochrane, Kenora, Manitoulin Island, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay, and Timiskaming, the Greater City of Sudbury, and municipalities in and including the District of Muskoka.

Three (3) Directors from southwest Ontario (municipalities or First Nations in and including the Counties of Brant, Bruce, Elgin, Essex, Haldimand, Huron, Lambton, Middlesex, Norfolk, Oxford, and Perth, the municipality of Chatham-Kent, and municipalities in and including the Regional Municipality of Waterloo).

Three (3) Directors from south central Ontario (municipalities or First Nations in and including the Counties of Dufferin, Grey, Simcoe, and Wellington, and municipalities in and including the Regional Municipalities of Durham, Halton, Niagara, Peel and York, and the City of Hamilton.)

Three (3) Directors from southeast Ontario (municipalities or First Nations in and including the Counties of Frontenac, Haliburton, Hastings, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Peterborough, Prescott and Russell, Prince Edward, Renfrew, and Stormont, Dundas and Glengarry, and the Cities of Kawartha Lakes and Ottawa.)

Two (2) Directors from the City of Toronto.

Nominations and election to the **Board** shall be carried out in accordance with the Corporation's Policy Manual.

13. Advisory Board of Past Presidents

There shall be an Advisory Board composed of all Past Presidents of the Corporation.

- (1) The Chair and the Vice-Chair of the Advisory Board shall be the immediate Past President not currently serving on the Board, and the next most immediate Past President of the Corporation. If the immediate Past President and/or the next most immediate Past President is/are not available or willing to serve, the next most immediate Past President(s) would fill this (these) office(s).
- (2) The Secretary of the Advisory Board shall be the Secretary of the Corporation, or such other person as the said Board may name.
- (3) At least one meeting of the members of the Advisory Board shall be held each year. Other meetings may be held at the call of the President of the Corporation or at the call of the Chair or Vice-Chair of the Advisory Board or of any three members.
- (4) Members of the Advisory Board shall be entitled to receive copies of the minutes of the meetings of the Board of Directors of the Corporation, and shall, from time to time make such recommendations to the Board of Directors as they deem expedient.

14. Vacancies, Board of Directors and Officers

- (1) If the office of President should become vacant the office shall remain vacant until the next general meeting.
- (2) If the President ceases to be eligible, he/she shall be allowed to complete the term.

- (3) If the office of First Vice-President should become vacant the Second Vice-President shall assume the office of First Vice-President and the Board shall elect from its members an individual to fill the office of Second Vice-President.
- (4) If the First Vice-President ceases to be eligible, he/she shall resign from the Board immediately if the next annual general meeting is more than six months in the future, or may serve until the next general meeting (if less than six months), and then resign.
- (5) If the office of Second Vice-President should become vacant the Board shall elect from its members an individual to fill the office of Second Vice-President.
- (6) If the Second Vice-President ceases to be eligible, he/she shall resign from the Board immediately if the next annual general meeting is more than six months in the future, or may serve until the next general meeting (if less than six months), and then resign.
- (7) If the office of Immediate Past President becomes vacant, the next most immediate Past President able to serve will be requested to serve out the remainder of the term.
- (8) If the office of a Director other than the President, First Vice-President, Second Vice-President or Immediate Past President becomes vacant it shall remain so until the next [annual] general meeting.

15. Quorum and Meetings, Board of Directors

Eight (8) Directors shall form a quorum for the transaction of business. In the absence of a quorum, the Board of Directors shall continue to meet, and its decisions ratified by confirming motion at the next meeting at which a quorum is present. Except as otherwise required by-law, the Board of Directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or the First Vice-President or by the Executive Director on direction in writing of two Directors.

16. Powers, Board of Directors

The affairs of the Corporation shall be managed by the Board of Directors who may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation that are not by the by-laws or any special resolution of the Corporation or by statute expressly directed or required to be done in some other manner.

17. Remuneration of Directors

The Directors shall receive no remuneration for acting as such.

18. Travel and Other Expenses

The Treasurer is authorized to pay such reasonable travel and other expenses of Officers, Directors, Advisory Board members, members of committees, and of the spouses of any such persons as are approved for payment by the Board of Directors and in accordance with policies for payment of expenditures approved by the Board of Directors.

19. Officers of Corporation

- (1) There shall be a President who shall be a Municipal member. At the first meeting of the Board of Directors following the annual general meeting after which the President has completed his/her term of office as President, the President shall become the Immediate Past President.
- (2) There shall be a First Vice-President who shall be a Municipal member. At the first meeting of the Board of Directors following the annual general meeting after which the First Vice-President has completed his/her term of office as First Vice-President the First Vice-President shall become President.
- (3) There shall be a Second Vice-President who shall be a Municipal member. The Second Vice-President shall be elected by the Board of Directors at the first meeting of the Board following the annual general meeting. At the first meeting of the Board of Directors following the annual general meeting after which the Second Vice-President has completed his/her term of office as Second Vice-President the Second Vice-President shall become First Vice-President.
- (4) The President, First Vice-President and Second Vice-President shall each have served a minimum of three (3) years as a Director prior to becoming eligible to serve as an officer.
- (5) The individuals serving in the roles of President, First Vice-President and Second Vice-President shall not need to be re-elected as Directors while serving in their respective office; they shall be Directors by virtue of their office.
- (6) The term of office for the President, First Vice-President and Second Vice-President is one (1) year.
- (7) Such other officers as the Board of Directors may by resolution from time to time determine shall be appointed by the Board, and the employment of all appointed officers shall be settled from time to time by the Board.

20. Executive Director

The Board of Directors may from time to time appoint an Executive Director and delegate to him/her the full powers to manage and direct the business of the Corporation except such business as must be transacted by other officers, by the Board of Directors, or by the members. The Executive Director shall conform to all lawful

orders given by the Board of Directors and such matters and duties as are contained in the by-laws of the Corporation. The Executive Director shall at all reasonable times give to the Directors, or any of them, all information they may require regarding the affairs of the Corporation.

The Executive Director will serve as Secretary and Treasurer.

21. Duties of President and Vice-President

The President shall, when present, preside at all meetings of the Board of Directors.

The Second Vice-President shall, when present, preside at the Annual General Meeting of the Members of the Corporation.

The First Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President.

22. Duties of Secretary

The Secretary shall be ex-officio clerk of the Board of Directors. He/she shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose. He/she shall give all notices required to be given to members and to Directors. He/she shall be the custodian of the seal of the Corporation and all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he/she shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution. He/she shall perform such other duties as may from time to time be determined by the Board of Directors. All records required by the Act are exempt from this provision, and are open for inspection and extraction during normal working hours.

23. Duties of the Treasurer

The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable affects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He/she shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of him/her, an account of all transactions, and of the financial position of the Corporation. He/she shall act in accordance with all policies concerning issuance of cheques and investments as approved by the Board of Directors, and shall perform such other duties as may from time to time be determined by the Board of Directors.

24. Duties of Other Officers

The duties of all other Officers of the Corporation shall be such as the terms of their engagement call for or the Board of Directors requires of them.

25. Executive Committee

- (1) The Executive Committee shall be comprised of the President, the First and Second Vice-Presidents, the Immediate Past President, and one Director elected at the first meeting of the Board of Directors following the annual general meeting. Directors shall have served a minimum of three (3) years on the Board to be eligible to serve on the Executive Committee.
- (2) The Executive Committee shall review governance, financial and personnel issues and report on same to the Board of Directors.

26. Nominating Committee

- (1) The Corporation shall have a nominating committee (the "Nominating Committee") which shall be established in accordance with the Corporation's policy manual.

27. Committees

- (1) The Board of Directors may from time to time by resolution appoint committees composed in whole, or in part, of Directors, members, or non-members.
- (2) The President may from time to time appoint special committees.
- (3) The President shall be a member of all Board appointed committees with the exception of the Nominating Committee.

28. Execution of Documents

Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Corporation by either the President or First Vice-President and by the Executive Director. In addition, the Board of Directors may from time to time direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. The Executive Director shall affix the seal of the Corporation to such instruments as require the same.

29. Books and Records

The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

30. Financial Year

The fiscal year of the Corporation shall be determined by the Board of Directors.

31. Cheques

All cheques and other orders for payment issued by the Corporation shall be signed by such Officer or Officers or other individuals provided signing authority determined by resolution of the Board of Directors from time to time. Any one of such Officer or Officers, agent or agents may deposit cheques, bank drafts, etc. on account of the Corporation with its bankers and receive bank statements and cancelled cheques on behalf of the Corporation.

32. Deposit of Securities

The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances.

33. Borrowing

The Board of Directors may from time to time

- (a) borrow money on the credit of the Corporation; or
- (b) issue, sell or pledge securities of the Corporation; or
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises, and undertakings to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.

The Board of Directors may also authorize any director, officer or employee of the Corporation to approve terms, conditions and security for such loans and generally to manage, transact and settle the borrowing of money by the Corporation.

34. Notice

Any notice (which term includes any communication or document) to be given (which includes sent, delivered or served) pursuant to this by-law to a member, Director, Officer, or member of the committee of the Board of Directors shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his recorded address, if mailed to him at his recorded address by prepaid ordinary mail or if

sent to his recorded address by any means of prepaid transmitted or recorded communication. A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid. A notice so mailed shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any member, director, officer, or member of the committee of the Board of Directors in accordance with any information believed by him to be reliable. Not less than three (3) days notice shall be given for meetings of the Board of Directors and not less than fourteen (14) days notice shall be given for meetings of members.

35. Amendment

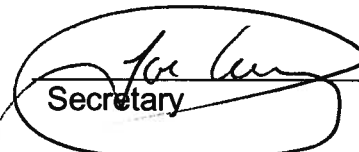
This by-law may be amended or altered only when same has been reported on by the Board of Directors and approved by the membership at an annual general meeting. Proposals for amendment or alteration must be received by the Executive Director at least ninety (90) days prior to the annual general meeting and notice of the proposal or proposals shall be sent to every member at least thirty (30) days prior to the annual general meeting.

Upon the enactment of this by-law, all previous by-laws of the Corporation shall be repealed. Such repeal shall not affect the previous operation of any by-law or affect the validity of any act done or right or privilege, obligation, or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any Letters Patent of the Corporation obtained pursuant to, any such by-law prior to its repeal. All directors, officers, and persons acting under any by-law so repealed shall continue to act as if appointed under the provisions of this by-law and all resolutions of the Members and of the Board of Directors with continuing effect passed under any repealed by-law shall continue as good and valid except to the extent inconsistent with this by-law and until amended or repealed.

PASSED by the Board of Directors this 15th day of November, 2012



President



Secretary

Approved by the membership at the Annual General Meeting held on the 26th day of February, 2013.

Secretary



COMMITTEE OF ADJUSTMENT
P.O. Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

Phone: 905-688-5600, Ext 1715
TTY: 905-688-4889
Fax: 905-688-5873

NOTICE OF HEARING

FILE NO. 60.84.1876 - 1881
SUBMISSION NO. B-26/12SC - B-31/12SC

In the matter of the Planning Act; Revised Statutes of Ontario, 1990, Chapter P.13 and;
In the matter of an application for consent on behalf of:

BRICKYARD DEVELOPMENTS LIMITED

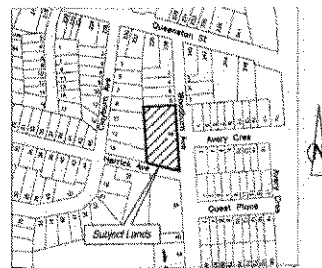
Notice is hereby given that an application for consent under the above noted file number will be heard by the Committee of Adjustment for the City of St. Catharines on the date and at the time and place shown below:

DATE AND TIME: Wednesday, December 12, 2012 at 5:00 p.m.

PLACE: City of St. Catharines, Municipal Building, Council Chambers, 50 Church St., St. Catharines, ON

LOCATION OF THE LAND

16 WOODBURN AVENUE



Applications B-26/12SC to B-31/12SC inclusive, are made for consent to sever the parcel of land located on the northwest corner of Woodburn Avenue and Herrick Avenue municipally known as 16 Woodburn Avenue. The applications will create 6 new lots, with 1 remnant lot, all fronting on Woodburn Avenue and will allow each unit of the 7-unit street townhouse dwelling currently under construction to be owned and/or sold separately. The new lots will be municipally known as 14, 16, 18, 20, 22, 24 & 26 Woodburn Avenue.

Details of applications B-26/12SC to B-31/12SC inclusive are shown below:

Submission No.	Part No. on Sketch	Frontage	Area
B-26/12SC	1	10.83 m	379 m ²
B-27/12SC	2	7.92 m	277 m ²
B-28/12SC	3	7.92 m	277 m ²
B-29/12SC	4	7.92 m	277 m ²
B-30/12SC	5	7.92 m	277 m ²
B-31/12SC	6	7.92 m	277 m ²
Remnant Parcel	7	18.65 m	474 m ²

This is a public hearing called for the purpose of hearing evidence for or in opposition to the above noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing. If you have comments on this application they may be forwarded in writing to the Secretary-Treasurer or you may appear in person or by counsel and make a verbal presentation to the Committee. If a person or public body that files an appeal of a decision of the Committee of Adjustment does not make written submissions to the Committee before it gives or refuses to give approval to a provisional consent, the Ontario Municipal Board may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of this application, you must submit a written request to the Committee of Adjustment. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the Committee of Adjustment's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the public.

Forward written submissions and requests for a copy of the Notice of Decision to Darlene Faulkner, Secretary-Treasurer, Committee of Adjustment, City Hall, P.O. Box 3012, 50 Church St., St. Catharines, ON, L2R 7C2.

The applicant or the agent of the applicant MUST be present at the hearing. Take notice that if you do not attend this hearing or make a written submission the Committee may proceed in your absence and you will not be entitled to any further notice in the proceedings.

Note: Other applications will be heard at this hearing. The order of the agenda can be obtained 1-day prior to the hearing from the Planning Services Department. For additional information, contact the undersigned during normal business hours; 8:30 am to 4:30 pm Monday to Friday.

Date of Mailing: Tuesday, November 27, 2012

Darlene Faulkner
Secretary-Treasurer
Telephone: (905) 688-5600, Ext. 1715
Fax No. (905) 688-5873
TTY Phone: (905) 688-4889

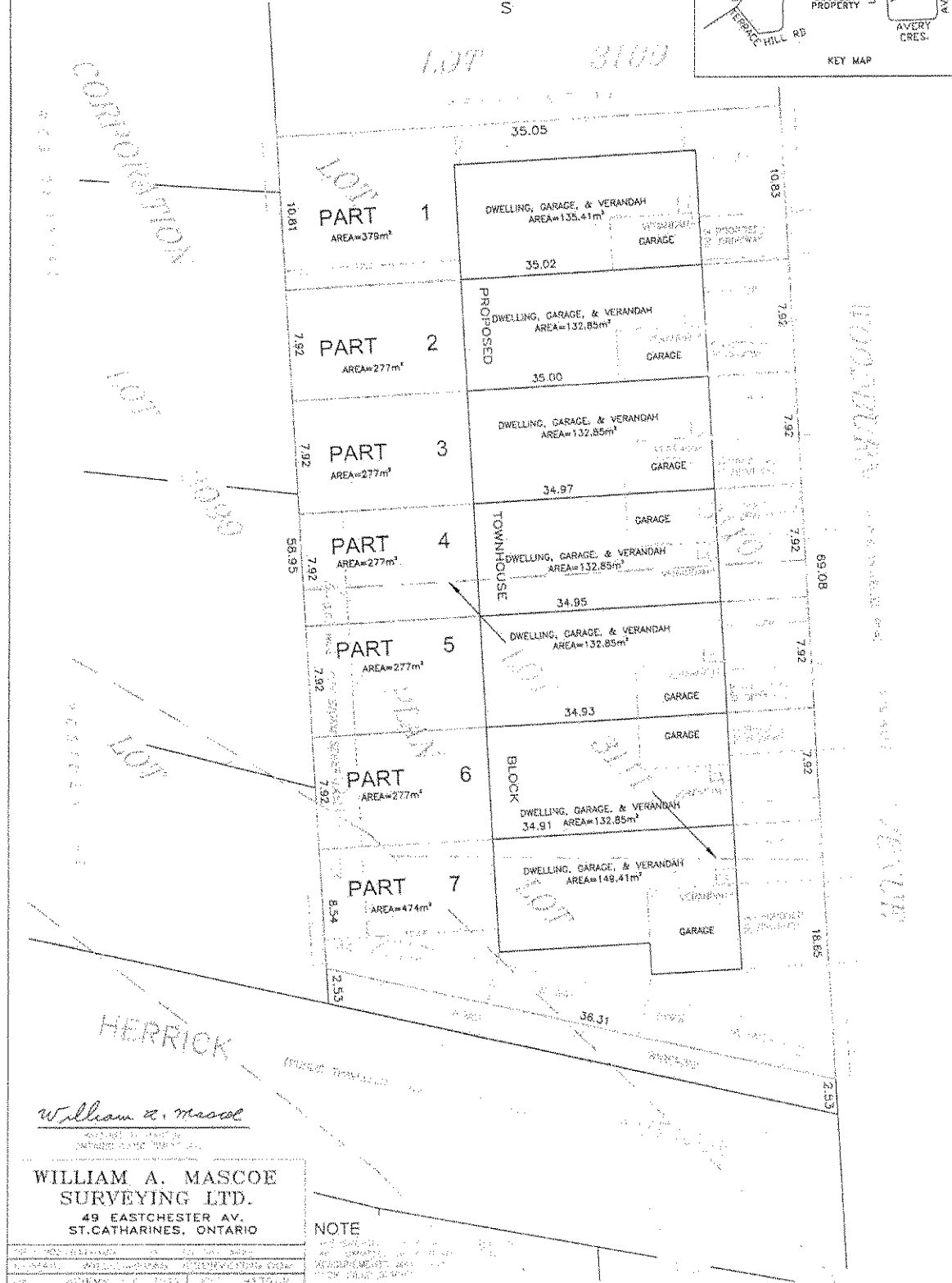
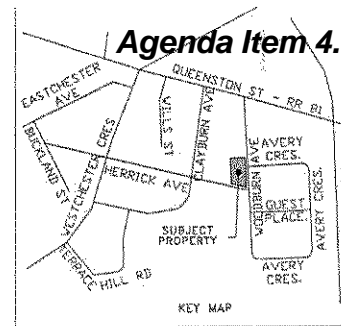
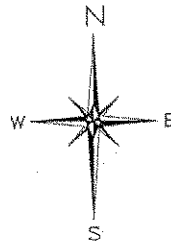
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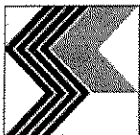
SKETCH TO SHOW

LOTS 3110, 3111 AND PART OF LOTS 3112 AND 3121
CORPORATION PLAN No. 2
CITY OF ST. CATHARINES
REGIONAL MUNICIPALITY OF NIAGARA
SCALE = 1" = 250 FEET

METRIC NOTE

DISTANCES SHOWN ON THIS PLAN
AND IN DEEDS AND EASEMENTS
TO LOTS 3110, 3111, 3112 AND 3121





CITY OF ST. CATHARINES

COMMITTEE OF ADJUSTMENT
P.O. Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

Agenda Item 4.10

NOTICE OF HEARING

FILE NO. 60.81.4741
SUBMISSION NO. A-96/12

In the matter of the Planning Act; Revised Statutes of Ontario, 1990, Chapter P.13 and;
In the matter of an application for minor variance on behalf of:

HABITAT FOR HUMANITY NIAGARA

Notice is hereby given that an application for minor variance under the above noted file number will be heard by the Committee of Adjustment for the City of St. Catharines on the date and at the time and place shown below:

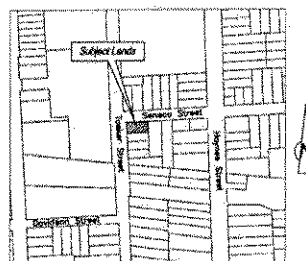
DATE AND TIME: Wednesday, December 12, 2012 at 5:00 p.m.

PLACE: City of St. Catharines, Municipal Building, Council Chambers, 50 Church St., St. Catharines, ON

LOCATION OF THE LAND AND PURPOSE OF THIS APPLICATION:

40D TASKER STREET

The subject parcel being described as Part of Lot 3934, Corporation Plan 2 is located on the southeast corner of Tasker Street and Seneca Street.



Application A-96/12 is made pertaining to City of St. Catharines By-law 62-86 as amended for a reduction in the minimum rear yard setback from 6.22 metres as varied to 5.52 metres.

The variance is requested to recognize the built location of the single detached dwelling currently under construction.

This is a public hearing called for the purpose of hearing evidence for or in opposition to the above noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing. If you have comments on this application they may be forwarded in writing to the Secretary-Treasurer or you may appear in person or by counsel and make a verbal presentation to the Committee. If a person or public body that files an appeal of a decision of the Committee of Adjustment does not make written submissions to the Committee before it gives or refuses to give approval to an application, the Ontario Municipal Board may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of this application, you must submit a written request to the Committee of Adjustment. This will entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the Committee of Adjustment's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the public.

Forward written submissions and requests for a copy of the Notice of Decision to Darlene Faulkner, Secretary-Treasurer, Committee of Adjustment, City Hall, P.O. Box 3012, 50 Church St., St. Catharines, ON, L2R 7C2.

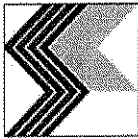
The applicant or the agent of the applicant **MUST** be present at the hearing. Take notice that if you do not attend this hearing or make a written submission the Committee may proceed in your absence and you will not be entitled to any further notice in the proceedings.

Note: Other applications will be heard at this hearing. The order of the agenda can be obtained 1 day prior to the hearing from the Planning Services Department. For additional information, contact the undersigned during normal business hours; 8:30 am to 4:30 pm Monday to Friday.

Date of Mailing: Tuesday, November 27, 2012

Darlene Faulkner
Secretary-Treasurer

Telephone: (905)688-5600, Ext. 1715
Fax No: (905)688-5873
TTY Phone: (905)688-4889



COMMITTEE OF ADJUSTMENT
P.O. Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

NOTICE OF HEARING

FILE NO. 60.81.4742
SUBMISSION NO. A-97/12

In the matter of the Planning Act; Revised Statutes of Ontario, 1990, Chapter P.13 and;
In the matter of an application for minor variance on behalf of:

VERSLUIS BROTHERS CONTRACTORS INC

Notice is hereby given that an application for minor variance under the above noted file number will be heard by the Committee of Adjustment for the City of St. Catharines on the date and at the time and place shown below:

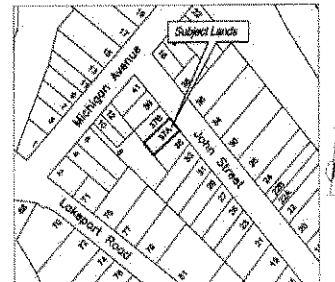
DATE AND TIME: Wednesday, December 12, 2012 at 5:00 p.m.

PLACE: City of St. Catharines, Municipal Building, Council Chambers, 50 Church St., St. Catharines, ON

LOCATION OF THE LAND AND PURPOSE OF THIS APPLICATION:

37A JOHN STREET

The subject parcel being described as Part of Lot 20, Plan 642 designated as Part 2 on Plan 30R-12967 is located on the west side of John Street, south of Michigan Avenue.



Application A-97/12 is made pertaining to City of St. Catharines By-law 88-72 as amended for the following:

1. A reduction in minimum rear yard setback from 7 metres as varied to 5.8 metres.
2. An increase in maximum lot coverage from 40.5% of lot area as varied to 44%.

The variances are requested for the proposed construction of a single detached dwelling with attached garage.

This is a public hearing called for the purpose of hearing evidence for or in opposition to the above noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing. If you have comments on this application they may be forwarded in writing to the Secretary-Treasurer or you may appear in person or by counsel and make a verbal presentation to the Committee. If a person or public body that files an appeal of a decision of the Committee of Adjustment does not make written submissions to the Committee before it gives or refuses to give approval to an application, the Ontario Municipal Board may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of this application, you must submit a written request to the Committee of Adjustment. This will entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the Committee of Adjustment's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the public.

Forward written submissions and requests for a copy of the Notice of Decision to Darlene Faulkner, Secretary-Treasurer, Committee of Adjustment, City Hall, P.O. Box 3012, 50 Church St., St. Catharines, ON, L2R 7C2.

The applicant or the agent of the applicant MUST be present at the hearing. Take notice that if you do not attend this hearing or make a written submission the Committee may proceed in your absence and you will not be entitled to any further notice in the proceedings.

Note: Other applications will be heard at this hearing. The order of the agenda can be obtained 1 day prior to the hearing from the Planning Services Department. For additional information, contact the undersigned during normal business hours; 8:30 am to 4:30 pm Monday to Friday.

Date of Mailing: Tuesday, November 27, 2012

Darlene Faulkner
Secretary-Treasurer
Telephone: (905)688-5600, Ext. 1715
Fax No: (905)688-5873
TTY Phone: (905)688-4889



CITY OF ST. CATHARINES

COMMITTEE OF ADJUSTMENT
P.O. Box 3012, 50 Church Street.
St. Catharines, ON L2R 7C2

Agenda Item 4.10

NOTICE OF HEARING

FILE NO. 60.81.4743
SUBMISSION NO. A-98/12

In the matter of the Planning Act; Revised Statutes of Ontario, 1990, Chapter P.13 and;
In the matter of an application for minor variance on behalf of:

NEW CITY PROPERTIES LTD

Notice is hereby given that an application for minor variance under the above noted file number will be heard by the Committee of Adjustment for the City of St. Catharines on the date and at the time and place shown below:

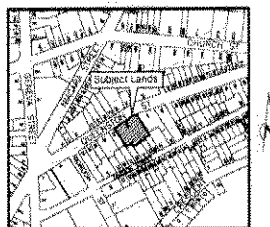
DATE AND TIME: Wednesday, December 12, 2012 at 5:00 p.m.

PLACE: City of St. Catharines, Municipal Building, Council Chambers, 50 Church St., St. Catharines, ON

LOCATION OF THE LAND AND PURPOSE OF THIS APPLICATION:

36 QUEENSTON STREET

The subject parcel being described as Lots 3622, 3623 and Part of Lots 3619, 3620, 3621 Corporation Plan 2, are located on the south side of Queenston Street, east of Riordon Street.



Application A-98/12 is made pertaining to City of St. Catharines By-law 62-86 as amended for the following:

1. A reduction in minimum front yard setback from 3 m to 0.
2. A reduction in minimum rear yard setback from 11.2 m (37 feet) to 10.7 m (35 feet).
3. A reduction in minimum west side yard setback from 2.6 m to 0.32 m.
4. A reduction in minimum parking requirement from 33 spaces to 28 spaces.
5. A reduction in minimum landscape strip width along front yard from 3 m to 2.6 m.

The variances are requested to provide for the conversion of the existing vacant 2 storey commercial building to a 4 storey, 22 unit residential apartment building.

This is a public hearing called for the purpose of hearing evidence for or in opposition to the above noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing. If you have comments on this application they may be forwarded in writing to the Secretary-Treasurer or you may appear in person or by counsel and make a verbal presentation to the Committee. If a person or public body that files an appeal of a decision of the Committee of Adjustment does not make written submissions to the Committee before it gives or refuses to give approval to an application, the Ontario Municipal Board may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of this application, you must submit a written request to the Committee of Adjustment. This will entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the Committee of Adjustment's decision may be appealed to the Ontario Municipal Board by the applicant or another member of the public.

Forward written submissions and requests for a copy of the Notice of Decision to Darlene Faulkner, Secretary-Treasurer, Committee of Adjustment, City Hall, P.O. Box 3012, 50 Church St., St. Catharines, ON, L2R 7C2.

The applicant or the agent of the applicant MUST be present at the hearing. Take notice that if you do not attend this hearing or make a written submission the Committee may proceed in your absence and you will not be entitled to any further notice in the proceedings.

Note: Other applications will be heard at this hearing. The order of the agenda can be obtained 1 day prior to the hearing from the Planning Services Department. For additional information, contact the undersigned during normal business hours; 8:30 am to 4:30 pm Monday to Friday.

Date of Mailing: Tuesday, November 27, 2012

Darlene Faulkner
Secretary-Treasurer
Telephone: (905)688-5600, Ext. 1715
Fax No: (905)688-5873
TTY Phone: (905)688-4889