



CITY COUNCIL AGENDA

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

Council Chambers, City Hall, 6:30 p.m.

His Worship Mayor Brian McMullan takes the Chair and opens the meeting

Page

- 1. Invocation**
- 2. Opening Remarks, Mayor McMullan**
- 3. Declarations of Interest**
- 4. Adoption of the Agendas as Presented**
- 5. Public Meetings Pursuant to the Planning Act (Commencing at 7:30 p.m.)**
- 6. Adoption of the Minutes (Council and General Committee)**
 - a) [Thirty-First Meeting of City Council, November 26, 2012](#)
 - b) [Thirtieth Meeting of General Committee, November 26, 2012](#)
- 7. Presentations**
- 8. Delegations**
 - a) Dr. Brad Davis; Re: Motion respecting Membership Process for Animal Welfare Organizations (See Council Agenda, December 10, 2012, Item Number 10 (a).)
 - b) Tim Kenny; Re: Community Improvement Plan - Former Domtar Properties (See General Agenda, December 10, 2012, Item Number 3.2)
 - c) Katreena Scott, Memorial School Parent Group; Re: District School Board of Niagara Accommodation Review of Elementary Schools in Central St. Catharines (See General Agenda, December 10, 2012, Item Number 3.3)
 - d) Marty Mako, Chair, Integrated Community Sustainability Committee; Re: Asset Management and Sustainable Infrastructure (See General Agenda, December 10, 2012, Item Number 3.4)

8. Delegations

- e) Public Meeting Pursuant to Notice By-law: 2013 Schedule of Council Meetings (See General Committee Agenda, November 26, 2012, Item Number 3.5)
- f) Public Meeting Pursuant to Notice By-law: 2013 Schedule of Rates and Fees (See General Agenda, December 10, 2012, Item Number 3.6)

9. Call for Notices of Motion

10. Motions

- a) Presented by Councillor Siscoe
Re: Membership Process for Animal Welfare Organizations

That any animal welfare organization that receives money from the City of St. Catharines be required to have an open membership process for residents of the City of St. Catharines.

- b) Presented by Councillor Secord
Electoral Boundaries

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.

- c) Presented by Councillor Secord
Re: Grape and Wine Festival - Winterfest in the Square - Request to Declare Event one of Municipal Significance

That the Council of the City of St. Catharines declares the Niagara Grape and Wine Festival, Winterfest in the Square, taking place Friday, January 25, 2013, to be an event of municipal significance for the purpose of obtaining liquor permits; and

That the Clerk be directed to make the necessary notifications. FORTHWITH

11. Resolve into General Committee

12. Motion Arising from In-Camera Session

13. Motion to Ratify Forthwith Recommendations

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14. By-laws

4-5

- a) Presentation of By-laws

15. Agencies, Boards, Committee Reports, and Extras

6-23

- a) Committee Minutes to Receive

16. Adjournment

By-laws to be considered on December 10, 2012

- (a) A By-law to amend By-law No. 89-304 entitled "A By-law to designate private roadways as fire routes along which no parking of vehicles is permitted". (Three readings – with respect to fire routes at St. Catharines Aquatic Centre and Library at 425 Carlton Street and a new 4 Storey Residential Building at 155 Louth Street. Delegation By-law No. 2004-277, as amended.)
- (b) A By-law to authorize a contract with O'Hara Trucking and Excavating Inc. (Three readings – with respect to Municipal Services Improvements – Alexandra / Woodrow, under Project No. P12-101. Delegation By-law No. 2004-277, as amended.)
- (c) A By-law to authorize a contract with Dynamic Industrial Services Incorporated. (Three readings – with respect to 2012 CCTV Sewer Inspection, under Project No. P12-014. Delegation By-law No. 2004-277, as amended.)
- (d) A By-law to amend By-law No. 2012-33 entitled "A By-law to authorize a Lease Renewal Agreement with 1149895 Ontario Inc." (Three readings – with respect to correcting a typographical error. General Committee, February 13, 2012.)
- (e) A By-law to impose certain fees charged by The Corporation of the City of St. Catharines with respect to certain administrative matters. (Three readings – with respect to the 2013 Schedule of Rates and Fees. TO BE CONSIDERED BY GENERAL COMMITTEE, DECEMBER 10, 2012.)
- (f) A By-law to authorize an Agreement with Donatelli Productions Limited. (Three readings – with respect to the Brownfield Tax Increment Based Incentive Grant Program for the redevelopment of lands at 271 Merritt Street. TO BE CONSIDERED BY GENERAL COMMITTEE, DECEMBER 10, 2012.)
- (g) A By-law to authorize an Agreement with Crombie Property Holdings Limited. (Three readings – with respect to the Brownfield Tax Increment Based Incentive Grant Program for the redevelopment of lands at 343 Glendale Avenue. TO BE CONSIDERED BY GENERAL COMMITTEE, DECEMBER 10, 2012.)



- (h) A By-law to authorize an Agreement with 344 Glendale Avenue GP Inc. (Three readings – with respect to the Brownfield Tax Increment Based Incentive Grant Program for the redevelopment of lands at 344 Glendale Avenue. TO BE CONSIDERED BY GENERAL COMMITTEE, DECEMBER 10, 2012.)
- (i) A By-law to confirm the proceedings and decisions of the Council of The Corporation of the City of St. Catharines at its meeting held on the 10th day of December, 2012. (Three readings – with respect to ratification and adoption of City Council Minutes of November 26, 2012, and General Committee Minutes of November 26, 2012.)

City of St. Catharines
Citizens' Advisory Committee on Community Sustainability
Notes of the September 26, 2012 Meeting
Atrium, St. Catharines City Hall

Present:

Marty Mako (Chair)
Vanessa Aykroyd
Daniel Romanko
Bernie Slepko
Phil Baranoski
Erin Britnell
Erin O'Hoski (staff)

Regrets:

Councillor Mathew Siscoe
Councillor Greg Washuta
Sam Mahboob

Approval of the Minutes of the August 29 Meeting

The minutes of the August 29, 2012 meeting were approved.

Centres of Expertise

Committee members reviewed the list of preliminary assignments to Centres of Expertise (COEs). These COEs are based on the municipal priority areas identified in the Sustainability Strategy.

Over the next few months representatives from each COE will be introduced to relevant corporate resources associated with their priority area. Going forward each representative will be responsible for representing the Committee, gathering knowledge and forging strategic partnerships in their area of expertise.

Information Sharing

Staff provided information on a resolution passed by City Council on September 24 respecting applications for rooftop solar PV panels under the Ontario Power Authority's Feed In Tariff (FIT) program. This resolution will allow applicants in St. Catharines to receive points during the October 1 to November 30 application window.

Members who attended the public forum regarding Niagara Region's Complete Street policy reported on thoughts and reactions to the proposed policy. The deadline to provide input in this phase is October 14.

Erin Britnell reported on proposed directions under the work of the Niagara Climate Change Network. The first of three meetings was held on September 25. Interested stakeholders from the community are invited to participate. The next meeting is on October 23 at 6:00 pm in the United Way offices in downtown St. Catharines. Erin Britnell may be contacted for details and materials.

Erin Britnell provided explanation on Heart Niagara's SustaiNiagara event on September 22. This was a unique event emphasizing community engagement. It is anticipated this event will move forward on a twice per year basis.

Marty Mako provided a synopsis on Brock University's September 25 Conversation Café, where he was a guest speaker. The theme was "how can Niagara change but retain its strengths?" Participants were engaged in ground level solutions around the six challenges in the Sustainability Strategy. Erin Britnell will be speaking at the Conversation Café on October 30.

Other Business

Staff reported on the fall term partnership with the TREN 2P14 class at Brock University. Students have been asked to consider innovative approaches to community engagement under the Sustainability Strategy as their class project this term. In groups of five, students will prepare proposals for presentations on November 29. Committee members have been invited to join staff during the final presentations on November 29.

Information on the October 13 TEDx event was circulated to members. The event will take place at the Holiday Inn. Tickets are \$25 and registration has opened. Only 100 tickets are available.

The next meeting will take place on Thursday, November 1 at City Hall. The room location will be indicated when the agenda is circulated in late October.

Phil Baranoski reported on the difficulties with intercity travel that currently exist at the downtown bus terminal. Parking is limited there is inadequate space for luggage and interior space while waiting for intercity buses is at a premium. Integration of the automobile was cited as a concern.



Corporation of the City of St. Catharines
DEVELOPMENT PROCESS REVIEW COMMITTEE MEETING

Tuesday, October 25 @ 3:00 PM
St. Catharines City Hall, 50 Church Street: CR # 1 , Third Floor

MEETING NOTES

Present: Mayor McMullan

Staff: Jim Riddell, Sandy Burrows, Brian Thiessen (PDS), Sandra Lawson (TES),
Christopher Cooper (Legal)
Tim Kenny, Daniel Roberge, Glenn Barr

Regrets: Councillor Bill Phillips, Shelley Chemnitz (FMS), Sandra Lawson (TES), Judy
Pihach (PDS), Terri Johns, David Cooperman, Rob Baiocco, Tony Difruscio,
Kathy Lerette, Ken Gonyou

Guest: Jeff Cook and Ruth Tibbs, 164 Eastchester #2, Fish and Chips shop
John DeJongh, Charter Building

Welcome from Jim Riddell (Mayor detained)

Roundtable introductions

1. Small Business ~ Jeff Cook

- Description of requirements, timelines and expenses incurred during the process of applying for permits to operate new business, Fish and Chips shop
- Business abandoned due to ongoing unexpected costs
- Jim Riddell suggests that a preconsultation meeting with staff would have provided a clear picture of the requirements and costs anticipated up front
- Problem identified that there has been a lack in regular communication between Fire and Building with respect to building code/fire requirements
- Jim Riddell has met with Fire Chief Mark Mehlenbacher to address this oversight

Action: Mayor will be making a motion at Council for a Staff Report to address the means of expediting the process for same use permits (to include input from EDTs)

2. Expansion of Lincoln Fabrics ~ John DeJongh

- Chronological list of events
 - i. Mar 27, 2012: Applied for permit (600 ft expansion, 2 storeys)
 - ii. Apr 18, 2012: 1st review letter from City (*load test)
 - iii. Charter submitted documentation for those requirements
 - iv. Apr 27, 2012: 2nd review letter from City
 - v. Enroachment required from Region (*)
 - vi. June 7, 2012: Survey done and submitted to Region
 - vii. June 20, 2012: Enroachment agreement issued and bldg permit issued
 - viii. Advised that Heritage Committee approval required (*)

- ix. This approval was later realized to be not necessary
- Mr. DeJongh had not encountered some of these requirements (*noted) during the process of acquiring building permits for the other two expansions Charter had built for Lincoln Fabrics
- Sandy explains that unfortunately, news of the encroachment as a requirement of the Region, had to be communicated through City of St. Catharines
- Regional and City planning staff do meet twice per month to discuss permit applications at Development Committee meetings but further discussion can take place on expediting the approval process

Action: Mayor will be making a motion at Council regarding the duplication of services between Region and the municipalities. A permitted plan from another municipality should meet the requirements of another within the Region

3. Site Plan approval continuous improvement initiatives ~ Jim Riddell

- Meetings being held with private sector and staff
- A report will be prepared for Council

PDS initiatives:

- i. Customer service
 - Promoting a “can-do” attitude and fostering team approach
 - Workshop scheduled for staff
- ii. Preconsultation
 - Need to come up with a plan & the conditions for a “complete ap”
 - This requires building consensus amongst departments
- iii. Complete Staff Manual
 - Defined roles and duties for staff for each application in order to maximize first class submissions of applications & consistent follow up
- iv. Partnering between City, outside agencies and development industry critical
- v. AMANDA
 - 2013 budget item consideration
 - Has the means to track and generate reports, easing staff resources
- vi. Agreements
 - Legal is working to streamline agreement process
- vii. Development Committee representation
 - Currently, junior staff attend but there is a need for mgmt staff
- viii. Facilitator Function
 - A designated staff member required to resolve, mediate and facilitate projects
 - Looking to redefine staff roles
- ix. Performance Management Measures
 - Staff report will outline the timelines for permits and site plan agreement approval processes & will convey to Council through annual reports

x. Letters of Credit

- Looking at a model for site plan agreements where the refunds are paid back to the developers in phases at stipulated stages of construction
- Staff report being prepared

4 CIP Review 2013 ~ Jim Riddell

- Current program ends Dec 2014
- A working group will be started to review the current program and FMS will report on the status of CIP at the end of November
- There is a need to fund the CIP but also the need to recognize these programs as sources of long term revenue providers
- Encourages development where there wouldn't otherwise be any

Adjourn: 4:30pm

Next meeting: February, to be scheduled



St. Catharines Museum Advisory Committee

FOR: 2012 / 6th Meeting

HELD: Tuesday, October 23, 2012

PRESENT: Edwin Wand, Vice-Chair; Matt Harris, Councillor; Lesley Seaborne; Brenda Zadoroznij

REGRETS: Alan R. McEwen, Chair; Irene Romagnoli; Vaughn Stewart

CIRCULATED TO: Dan Carnegie, Director Corporate Support Services

IN ATTENDANCE: Kathleen Powell, Supervisor Museum Operations/Curator;
Karen Cockerham, Secretary

MINUTES

1. **Call to Order**

The meeting was called to order at 6:35 pm by the Vice-Chair

2. **Confirmation of Minutes**

MOTION: HARRIS/ZADOROZNIJ

THAT the Minutes of the meeting held September 25, 2012 be approved.
Carried.

3. **Reports**

a. **Chair's Report**

There was no report at this time.

b. **Director's Report**

There was no report at this time.

c. **Museum Report – K. Powell**

Handouts: September Stat Report

- CMOG (Community Museums Operating Grant) Standards Review
 - Museum has passed first round of Standards. Second round report to be available in December.

- Strategic Planning
 - Previous Strategic Plan expires in 2012. Work with consultant will begin in 2013. An Ad Hoc Committee of the MAC will be formed to assist.
- Potential Acquisition: 1904 Oldsmobile
 - Curator and Collections Coordinator inspected the vehicle in person
 - Recommendation: purchase the vehicle as an important piece of St. Catharines history
 - Business plan will be prepared by Staff
 - Funding Options:
 - fundraising spearheaded by MAC and the Public Relations/Fundraising Committee
 - request upfront loan of purchase price from City with commitment to repay through fundraising efforts over five years
 - Suggested: display of vehicle through participation in parades, special appearances, etc.
 - It was noted that use of artifacts is not normal procedure. Policy is to retain artifacts in acquired condition. Using the vehicle will require maintenance and potential repairs.

MOTION: SEABORNE/ZADOROZNIJ

THAT the Museum Advisory Committee support the direction of investigating the feasibility of acquiring the 1905 Oldsmobile Touring Roundabout for the St. Catharines Museum.
Carried.

d. Council Report

There was no report at this time.

4. Ongoing Discussion Items

a. Public Transit

Deferred to the next meeting.

b. Outdoor Signage

Deferred to the next meeting

5. Special Funds Report

MOTION: SEABORNE/ZADOROZNIJ

THAT the Special Funds Report be received.
Carried.

6. Sub-Committee Reports

a. Collections Advisory Sub-Committee

There was no report at this time

b. Programs Advisory Sub-Committee

Next meeting will discuss a business plan for the Lock View Lounge

c. Public Relations/Fundraising Advisory Sub-Committee

Shipman's Shindig: this successful event was held on Oct. 13

Membership: discussions to improve and increase memberships are ongoing

d. Dragon Boat Festival Ad Hoc Committee

Museum will not continue to organize and run this event, due to decreasing team participation and revenues. It is possible that another local group may be able to take over the Festival.

7. Other Business

a. Mayor's Advisory Committee for Black History

A verbal update was provided

8. Next Meeting

The next meeting has been scheduled for Tuesday, Nov. 27, 6:30 pm, at the Museum.

9. Adjournment

The meeting was adjourned at 7:33 pm

Certified Correct (Secretary): _____

Confirmed by (Chair): _____

Public Art Advisory Committee Meeting Minutes

Thursday October 18, 2012
4:00pm – 5:30pm
Anteroom – 3rd Floor – City Hall

Present: Councillor Mark Elliott, Lesley Bell (Co-Chair), Marcie Bronson, Stephen Remus (Co-Chair), Michael Zuberec

Regrets: Sandra Merk, Peter Vietgen

Staff: Rebecca Cann, Scott Ritchie, Jennifer Tupling

1. Welcome and Introductions

L. Bell welcomed everyone to the October meeting.

2. Approval of Agenda

Motion: To approve the agenda for Thursday October 18, 2012.

Moved: M. Elliott **Seconded:** M. Zuberec **Approved.**

3. Approval of Minutes

Motion: To approve the meeting minutes, with grammatical edits, from Wednesday September 16, 2012.

Moved: M. Elliott **Seconded:** M. Zuberec **Approved.**

4. Business Arising from the Minutes

Collections Update

A date has not been arranged for the committee presentation to Council. When one is selected the committee will be notified via email.

1812 Public Art - Richard Pierpoint

L. Bell has information discussed with at the last meeting with her. She will share during this agenda topic later in the meeting.

5. Correspondence

2013 Premier's Awards for Excellence in the Arts

J. Tupling shared nomination information with the committee for the 2013 Premier's Awards for Excellence in the Arts. The committee discussed the activities of St. Catharines' arts organizations throughout the year. They agreed that the scope of public work presented by the Niagara Artists Centre (Emblemata, Niagara HERE etc.) and the increase in artist activity (more than \$100,000 in artists' fees distributed) made them excellent candidates for the award. They suggested that S. Merk draft the nomination for submission.

6. Community Public Art Initiatives

a. Les Alliés – 1812 - The Allies (formerly First Canadians)

R. Cann reported that Club LaSalle was not granted the funding from the Department of Canadian Heritage. At this time the project is on-hold while Club LaSalle considers alternative options for the project, which may include continuing on a reduced scale. City staff plans to meet with them in the next couple weeks, any decision made will require a Report to Council. In the meantime the Selection Team is also on-hold and those artists that submitted pre-qualifications will be notified of the change in project.

7. Public Art Initiatives

a. City Hall Exhibits

i. City Hall Exhibits

The next exhibit at City Hall will be the joint photo exhibit with the Niagara Region displaying images from the Cultural Capitals of Canada program. This will be hung in November.

ii. 2013 Juried Exhibit – Finalize Theme

J. Tupling shared a draft of the Call to Artists and highlighted some of the application changes that were suggested earlier. The group discussed these edits and other matters related to the jury process. S. Remus will continue work on the draft call and it will be shared via email. The target is to have it released by the end of October.

Action: S. Remus will work on the draft Call to Artists to be approved by the committee via email, before the next meeting.

b. City Hall Sculpture Program

R. Cann reported that Laura Moore has installed **Kernel Memory** on the lawn of City Hall. Staff is working on signage to install at the site and an artist-talk will most likely be arranged for the New Year. The group collectively discussed the community reaction that they have observed related to the installation of the work.

c. 1812 Public Art - Richard Pierpoint

L. Bell discussed some of the notes on Richard Pierpoint that she had collected. This included an approximation of where the Pierpoint homestead was located, near the area of Oakdale Ave. and Westchester Cres. The group discussed this area of St. Catharines, its connection to Centennial Gardens, Downtown and Merritton. They also considered the partnerships opportunities with other committees of Council, especially the Black History Museum committee as they may have more information on Pierpoint and his connection to St. Catharines. The committee discussed the amount of focus and activity at Centennial Gardens and decided to re-locate their November meeting to the park so that they could discuss all the public art matters on-site.

Action: J. Tupling will pull homestead information from L. Bell's material and share with the committee via email.

d. Centennial Gardens (emblemata) Exhibit

R. Cann reported that the exhibit was celebrated as part of the 3rd Annual Heritage Festival. She outlined the challenges from the first time project and acknowledged that it was a great learning experience for those involved. She also reported that there are funds in the 2013 budget to continue the project in whatever capacity the committee wishes. S. Remus provided suggestions for the following year, including other possible methods for hanging the project. He also inquired as to the future of the park. Staff shared the information they knew regarding the revitalization of Centennial Gardens. The committee briefly discussed how public art could be integrated into these plans and the park. This is something they wish to continue discussion on.

e. Downtown Performing Arts Centre Public Art – Deferred

f. Spectator Facility Public Art – Deferred

8. Art Collection

a. Collection Updates

i. Cenotaphs

R. Cann reported that it has been determined that the core of the St. Catharines Cenotaph is in good shape. It is projected that the total cost of restoration will be \$60,000 to \$70,000 – less than originally estimated. All the restoration work will not be completed by Remembrance Day but the Cenotaph will be reassembled in time for the ceremony. R. Cann explained the scope of work that will be completed in the next couple months. The committee inquired about the work to improve the accessibility at the site. R. Cann explained that the Access Report is not yet complete and once it is there will be a better overview of the project.

R. Cann also reported that quotes have been received and are currently being reviewed for the work on the Port Dalhousie Cenotaph. This project is also moving forward.

ii. Other

Nothing at this time.

b. Twinning Artwork – Photos from Visit – Deferred

9. Development of Public Art Procurement Process – Deferred

10. Review the Public Art Advisory Committee Terms of Reference

- **Role of PAAC in work to date**

R. Cann asked the group to continue their discussion from the last meeting regarding what they consider as their most meaningful contributions to date. They discussed the City Hall Exhibit Program and how it has created artistic activity at the building while providing opportunities for local artists of all skill levels. They also discussed the work worth the collection, its development and its maintenance. They considered the possibility of developing a sub-committee that would focus on the collection. The group also discussed their role and the role of City staff in the collection. They felt it best if the committee oversaw the policies and structure of the collection. City staff would enact the work of the committee and deal with matters of maintenance. M. Elliott highlighted the fact that Council is now arms-length in the selection of public art.

The committee also regarded their work shepherding projects in the community as a meaningful contribution and something they hope to expand in the future. They also discussed how such projects have led to artists being compensated for their work utilizing industry pay rates. This has helped to educate the community and artists that art is not free. They considered that the value of art is expanding both monetarily and through meaningful experience. There is a growth of response to the art created and presented in St. Catharines, as well as a physical growth in the art experiences available.

The group then considered what they would like to accomplish in the future. A focus was on the enactment of the Percent for Art Policy and growth of public art project budgets. They also looked forward to the completion of the Procurement Policy for the development of the Civic Art Collection. S. Remus presented the idea of a community fund available for public art that people could donate to and/or a charitable foundation (i.e. Niagara Community Foundation) that would maintain a public art fund for corporate giving.

S. Remus also discussed the desire to continue the growth of dialog regarding public art. He also expressed the desire to expand and stimulate the community's reaction to public art, possibly through the creation of reactive projects. L. Bell presented the idea of growing the diversity of projects developed and their content. She also spoke about the idea of increasing the community's knowledge of public art through educational opportunities. This led to a discussion about creating opportunities for the committee to partner with other arts organization in St. Catharines to educate the community further about public art - cultivating more discussions and growing dialog.

- **Review role of PAAC as described in Public Art Policy**

The group briefly looked at the description and agreed that the committee composition was still relevant, with the inclusion of a staff representative from

both Rodman Hall and the Niagara Artists Centre. They also agreed that it was best to keep the committee at its current membership size and create sub-committees for individual projects, these would include outside members with a more focus connection or specialty to the project.

11. Reports

a. Culture Committee – R. Cann

R. Cann reported that the SCCIP sub-committee is in the middle of the review process and will be presenting their recommendations for funding to the Culture Committee at their next meeting. She also explained that the Arts Awards sub-committee is currently working through the awards program. She also outlined the process and focus that they are utilizing for the creating of the physical awards that will be presented to recipients. The Public Art Advisory Committee expressed interest in assisting with the award conception process. R. Cann will forward this to the Culture Committee members.

b. Joint Mural Task Force – S. Merk

The group has not met since the last meeting.

c. Cultural Services – R. Cann

R. Cann reported that cNiagara.ca has now been beta-launched. The response has been strong on both the site and social media. Workshops for users will be held in the next couple weeks and staff is available to assist as needed. She encouraged everyone to visit the site, share it and start utilizing it for their events. R. Cann also reported that a charrette for the Culture Plan is being held with the consultants this week. She thanked those committee members that will be attending for their participation.

12. Other Business

Nothing at this time.

Motion: To adjourn the meeting of Thursday October 18, 2012.

Moved: M. Bronson

Meeting Adjourned at approximately 5:40 pm

Next Meeting: Thursday November 15, 2012 – 4:00pm, Centennial Gardens

ITEM 2.1
REGULAR MEETING
NOVEMBER 15, 2012

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
(905) 688-6103 ~ Fax (905) 688-6292

The St. Catharines Public Library Board is committed to providing all the citizens of St. Catharines with the highest level of library services, materials, and facilities within the resources available to meet their informational, educational, and recreational needs.

REGULAR MEETING MINUTES

October 24, 2012
Board Room

<u>Present:</u>	A. Carruthers	Councillor B. Phillips
	A. Cook	M. Sendzik
	L. McDonald (Chair)	Councillor B. Williamson
<u>Regrets:</u>	A. McEwen	A. Rosts
	S. Reilly	
<u>Staff:</u>	J. Foster	D. Muise (Recording Secretary)
	L. Stripnieks (Secretary)	

The Regular Meeting of the St. Catharines Public Library Board was held on October 24, 2012 at the Central Library. The Chair called the meeting to order at 7:10 p.m.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

1.1(a) Item 3.1, Grantham Branch Programme Room – L. McDonald.

1.2 Adoption of the Agenda

MOTION:
2012-75

THAT the Library Board adopt the agenda as amended.

MOVED BY:
SECONDED BY:
MOTION CARRIED.

A. Cook
A. Carruthers

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ST. CATHARINES, ONTARIO

St. Catharines Public Library Board
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2. **Minutes**

It was noted that Motion 2012-65 should be amended to read: "Moved by Councillor B. Phillips" and "Seconded by Councillor B. Williams".

MOTION: THAT the minutes of the Regular Meeting of September 27, 2012-76 2012 be approved as amended, a copy having been received by each Trustee.

MOVED BY; A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.

3. **Business Arising**

3.1 **Grantham Branch Programme Room** – L. McDonald

Discussion took place regarding poor acoustics and echoes in the Programme Room.

Councillor B. Phillips reported that he had met with Harold Ensslen of Macdonald, Zuberec Ensslen Architects to review the acoustic issue. H. Ensslen will bring the matter up with the Project Architects and Bondfield Construction to see what they suggest to correct the problem.

Councillor Phillips reported that while he was at the Branch he noted that not all the windows in the Programme Room had blinds (interior windows and door – east side). This affected the sharpness of the image being projected on the wall by the LCD projector. Staff to follow-up with H. Ensslen.

4. **Correspondence**

The Board received correspondence as at October 12, 2012.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he, along with several other Board members, attended the Niagara Frontier Touring Exhibit reception. He commented this was a very good evening and well attended.

The Chair also reported that he and the C.E.O. have had numerous discussions regarding a potential donation. This item will be discussed in-camera.

5.2 **Chief Executive Officer's Report** – L. Stripnieks

The C.E.O. reported that the Library is waiting for the Provincial grant. The Library's application was submitted in July, 2012 and a cheque is expected in the near future.

The C.E.O. reported that staff are working on the Strategic Plan, the 2011 and 2012 Annual Reports and the 2013 Budget. It was noted that planning for the War of 1812 Touring Exhibit and reception took a great deal of time and that all Library War of 1812 programmes have been well attended.

Councillor B. Phillips questioned whether there had been any class visits to the new Grantham Branch and the C.E.O. indicated there had not been any as yet.

5.3 **Health and Safety Report** – J. Foster

J. Foster reported that Library staff are attending a two-day first aid training course on October 22 and 29, 2012. J. Foster also reported that regular inspections of the Port
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Dalhousie Branch, Merritt Branch and the 2nd Floor at Central were carried out. Minor deficiencies were noted and all have been corrected.

5.4 Branch Reports

The Board received the written Branch report for September, 2012. Discussion ensued.

5.5 Facilities – J. Foster

J. Foster reported that during the Grape & Wine parade weekend there was a break-in at the Central Library. A window near the café was broken, resulting in approximately \$800 damage. The vandal was apprehended by Police in the Library. A. Cook questioned whether a claim will be made to the insurance carrier and J. Foster advised that no claim will be submitted as there is a \$2,500 deductible. In a second incident, vandals threw paint on the Church Street doors/area on October 15, 2012.

J. Foster provided an update on the Facility Accessibility Design Standards (FADS) construction upgrades. Specifications went out to contractors and the Library is waiting for proposals. A report should be available for the Board in November.

L. Stripnieks noted that the Library has obtained the accessibility software including Zoomtext, Dolphin Browser, large keyboards, magnifiers, etc. and have purchased height-adjustable workstations. This equipment will be rolled out in January/February 2013. A. Carruthers wondered if the equipment comes with headsets and the C.E.O. indicated headsets are included.

5.6 Finance

J. Foster reported that City Council has asked that the Library's budget be presented on January 7, 2013.

5.6(a) Schedule of Accounts – Report 9

J. Foster indicated that Cheque No. 10394 issued to the City of St. Catharines in September represents the Library's contribution towards the construction of the Library at the Aquatic Centre.

**MOTION:
2012-77**

THAT the ninth report recommending payment of accounts and salaries in the amount of FIVE HUNDRED SEVENTY-SIX THOUSAND, FOUR HUNDRED FORTY-EIGHT DOLLARS & SIXTY-SEVEN CENTS (\$576,448.67) be received and approved.

**MOVED BY;
SECONDED BY;
MOTION CARRIED.**

Councillor B. Phillips
M. Sendzik

5.6(b) Statement of Operating Accounts – as at September 30, 2012

With 75% of the year elapsed the statement shows: revenue received – \$3,436,310; expenditures – \$3,808,612.

5.6(c) Endowment and Trust Fund Statement – as at September 30, 2012

The statement shows a balance of \$813,280 made up as follows: opening balance – \$785,874; donations - \$19,872; interest income - \$11,534; expenditures (\$4,000); current assets - \$813,280; YTD encumbered - \$240,936; YTD unencumbered - \$572,344.

5.6(d) Report on Short-Term Investments – as at September 30, 2012

The report shows a balance of \$1,008,591 made up as follows: \$452,200 due June 21, 2014 invested with Ontario Savings Bonds; \$335,583 due October 16, 2012, invested with a TD Bank GIC; and \$220,808 due October 16, 2012, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at September 30, 2012

The report shows a balance of \$7395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Phillips reported that a motion will be coming to Council on October 29, 2012 to award the contract to design and build the new \$45 million dollar spectator facility. A report is available for public review on the City's website.

6. New Business

6.1 Summer Reading Programmes 2012 – A. McKenzie

The Board received a written report. Discussion ensued.

6.2 Grantham Branch Usage – A. Chiota/L. Stripnieks

The Board received a written report. L. Stripnieks distributed a map of St. Catharines divided into residency sectors. The Library can run reports that show which Libraries are being used by patrons in specific residency sectors. This report showed new trends in the use of Grantham based on residency sector.

Visits at the Grantham Branch have increased overall, as has material usage.

6.3 Business For Next Meeting

No business for next meeting.

6.4 Informational Items

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: THAT the meeting move In-Camera.
2012-78

MOVED BY: A. Carruthers

SECONDED BY: A. Cook

MOTION CARRIED.

The meeting moved In-Camera at 7:45 p.m.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda

(1) Item 7.3(a), Potential Donation – L. McDonald.

7.2(b) Adoption of In-Camera Agenda

MOTION: THAT the Library Board adopt the In-Camera agenda as
2012-79 amended.

MOVED BY; M. Sendzik
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.3 Business Arising

7.3(a) Potential Donation – L. McDonald

L. McDonald reported that discussions have taken place with the potential donor.

Amendments and wording changes to the Draft Agreement prepared by the City Solicitor have been received from the potential donor and were distributed to the Library Board at the meeting. Following discussion, it was agreed that L. Stripnieks would forward the requested changes to City staff for their review.

7.4 Correspondence

The Board received correspondence as at October 22, 2012.

7.5 New Business

None.

7.6 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2012-80

MOVED BY; Councillor B. Phillips
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting returned to Open Session at 8:25 p.m.

8. Business Arising From In-Camera Meeting

No business arising from the In-Camera meeting.

9. Motion to Adjourn

MOTION: THAT the meeting be adjourned.
2012-81

MOVED BY; A. Cook
SECONDED BY: M. Sendzik
MOTION CARRIED.

The meeting adjourned at 8:26 p.m.

10. Date and Time of Next Meeting

Committee Minutes to Receive
November 19, 2012 at 7:00 p.m.