



**The Corporation of the City of St. Catharines  
CITY COUNCIL AGENDA  
Fifth Meeting, Regular, Monday, February 25, 2013  
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. Presentations**
  - a) Queen's Diamond Jubilee Award Presented to Shawn Bennett, Bruce Carpenter, Ryan Madill, Dan O'Hearn
- 4. Adoption of the Agendas as Presented**
- 5. Declarations of Interest**
- 6. Public Meetings Pursuant to the Planning Act (Commencing at 7:30 p.m.)**
- 7. Adoption of the Minutes (Council and General Committee)**
  - a) [Fourth Meeting of City Council, February 11, 2013](#)
  - b) [Fourth Meeting of General Committee, February 11, 2013](#)
- 8. Delegations**
  - a) Brian Smallman; Re: Alternate GO Transit Plan
  - b) Rick Rochon and Jennifer Wallace, Members, St. Catharines Culture Committee; Re: St. Catharines Cultural Investment Program
  - c) Joanne Atkinson, Scenic St. Catharines; Re: Members' Concerns regarding our Community
  - d) Andrea Bellenie, General Manager, Delta Bingo Hall; Re: Charitable Bingo and Gaming Revitalization Initiatives (See General Committee, February 25, 2013, Item 3.1)

## **8. Delegations**

### **e) PUBLIC MEETING (Pursuant to the Notice By-law)**

Notice of Intention to Pass a By-law for Elimination of Train Whistling at Grade Crossings, Vansickle Road, First Street Louth and Third Street Louth (See General Committee, February 13, 2013, Item 3.2)

## **9. Call for Notices of Motion**

## **10. Motions - Councillor Stevens**

- a) That the Council of the City of St. Catharines declares The Folk Arts Festival, to be held May 18, 2013 to June 2, 2013, to be a Community Event of municipal significance for the purpose of obtaining liquor permits; and  
That the Clerk be directed to make the necessary notifications.

## **11. Resolve into General Committee**

## **12. Motion Arising from In-Camera Session**

## **13. Motion to Ratify Forthwith Recommendations**

## **14. By-laws**

- a) Reading of the By-laws

## **15. Agencies, Boards, Committee Reports, and Extras**

- a) Committee Minutes to receive: Arena Partners Committee, Clean City, Culture Committee, Graffiti Committee, Green Committee, Mayor's Advisory Committee on Accessibility, Public Art Advisory Committee, St. Catharines Museum Advisory Committee and St. Catharines Public Library Board

## **16. Adjournment**

## By-laws to be considered on Monday, February 25, 2013

- (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 for Wal-Mart Expansion at 420 Vansickle Road and Performance BMW at 262-266 Lake Street. Delegation By-law No. 2004-277, as amended.)
- (b) A By-law to regulate the sounding of train engine whistles at specified railway/roadway crossings in the City of St. Catharines pursuant to the *Railway Safety Act* (Canada). (Three readings – with respect to elimination of whistling at grade crossing – Vansickle Road, First Street Louth and Third Street Louth. To be considered by General Committee, February 25, 2013.)
- (c) A By-law to authorize an Agreement with Ontario Lottery and Gaming Corporation. (Three readings – with respect to Charitable Bingo and Gaming Revitalization. To be considered by General Committee, February 25, 2013.)
- (d) A By-law to authorize an amendment to the Agreement with Canadian Corps of Commissionaires (Hamilton). (Three readings – with respect to rate increase for Canadian Corps of Commissionaires (Hamilton). To be considered by General Committee, February 25, 2013.)
- (e) 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 25th day of February, 2013. (Three readings – with respect to ratification and adoption of City Council Minutes of February 11, 2013, and General Committee Minutes of February 11, 2013.)

**City of St. Catharines  
ARENA PARTNERS COMMITTEE  
Wednesday, December 5th, 2012, 6:00 PM  
Meridian Room, Seymour-Hannah Sports and Entertainment Centre  
240 St. Paul Street West, St. Catharines, ON**

**MINUTES**

Welcome from the Chair; Kim Bauer at 5:20 PM

**Present:** Kim Bauer; Phil Baranoski; Wayne Briggs-Jude; Bill Burke; Trish Cardwell;  
Glen Cyr; Lincoln Fannell; Dave Gerow; Scott Greenfield; Ken Houtby;  
Joe MacNeil; Jim Richardson; Councillor Siscoe

**Regrets:** Jim Benson; Jim Denman; Rick Lane; Jon Lowe; Murray Nystrom; Tony Penna; Kathi  
Plug; Ken Russell; Councillor Williamson;

**APPROVAL OF PREVIOUS MINUTES OCTOBER 10<sup>TH</sup>, 2012**

A motion was made by Joe MacNeil and seconded by Jim Richardson that the minutes be accepted as circulated. **Carried**

**ACTION LIST**

no changes

**REPORTS AND UPDATES**

**CHAIR**

nothing

**COUNCILLORS**

nothing

**STAFF**

Trish confirmed that the spring / summer ice allocation requests received and now being processed. Rates and fees proposed changes to prime hours will be going to council on December 10<sup>th</sup> and if approved, 4 – 5 PM Monday to Friday and 6 – 7 AM Saturday and Sunday, non-prime time rates will apply.

**MOCK ICE ALLOCATION**

Council directed staff, through the Arena Partners Committee, to consult with ice user groups and to report on a long term strategy to manage, maintain, replace and consolidate the city's ice pad inventory.

A power point presentation by Trish took place regarding the mock ice allocation for all ice pads including the changes that were requested by the committee. This also included a weekly breakdown of hours booked in the new Spectator Facility as a result of 2011-2012 season being condensed into 6 pads of ice. (This presentation will be emailed to all committee members.)

After the presentation a few questions and concerns were discussed.

Trish reminded the committee that there has been no decision to date on the number of pads necessary to accommodate all ice user groups. The committee should review the data to assist in making a recommendation to council of the number of ice pads required by the community.

The committee identified a strategy is needed to properly assess if and what facilities should be decommissioned. The statistical data related to the mock allocation is only one part of that strategy. It was felt by the committee members that staff would be better equipped to develop the strategy.

Members of the committee suggested perhaps a two year statistical review of data may be needed after the new Spectator Facility is open to determine ice requirements properly. Perhaps a delay could be requested.

Another member suggested setting up a meeting in the future to discuss recommendations and concerns with the Mayor, CAO, and the senior management team.

**NEW BUSINESS**

none

**NEXT MEETING**

Wednesday, January 9, 2013 at 5:15 PM

**ADJOURNMENT**

Meeting to adjourn at 7:15 PM by Phil Baranoski and seconded by Ken Houtby. .



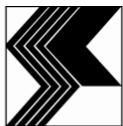
**CITY OF ST. CATHARINES  
CLEAN CITY COMMITTEE**



**Meeting Minutes  
December 11, 2012  
City of St. Catharines, Lake Street Service Centre**

1. Call to Order by Chair at 6:36 pm
2. Attendance:
  - Regrets: Tisha Polocko, Staff: Gord Campbell, Bob Riediger, Councillor Bruce Williamson
  - Attendees: Holly Washuta, Jennifer Bernard, Elaine Manocha, Cheryl Crawley, Donna Miotto
3. Motion to Approve Minutes from previous meeting
  - Approved by Cheryl, seconded by Jennifer
4. Motion to Adopt Agenda
  - By Cheryl, seconded by Donna
5. Reports – Staff/Council
  - No Council report at this time
  - No staff report at this time
6. Correspondence/Email/Voicemail
  - Voicemail from student inquiring about clean – up – will respond with information on spring clean up.
7. Budget
  - No items at this time.
8. Cigarette Butt Campaign
  - Members discussed photos and determined that a more focused approach was needed.
9. Other Business
  - 2013 Meeting Schedule:
    - January 15, February 12, March 12, April 9, May 14, June 11, August 13, September 10, October 8, November 12, December 10
  - Members confirmed that the spring clean-up week will be April 21-27, with the Pitch In Day April 27, 2013.
10. Next Meeting: February 12, 2013, Lake Street Service Centre, 5:45 pm
11. Adjournment – motion to adjourn by Donna, seconded by Cheryl.





CITY OF  
ST. CATHARINES

Culture Committee  
Jan 8, 2013 - 5:00pm  
City Hall, 3<sup>rd</sup> Floor - Committee Room #1

*Culture Plan 2020: Cross-Sectoral Steering Committee* – J. Wallace reported that the Public Information meetings outlining first draft of the CP Priorities & Initiatives took place on December 6<sup>th</sup> at Russell Ave Community Centre and the Kiwanis Aquatic Centre. Consultants enjoyed a good turn out and the feedback has been incorporated in the most recent draft of the priorities. These revised priorities and more will be presented at the next meeting of the CP Cross-sectoral committee which will take place in late January or early February.

*Cultural Services Office* – R. Cann reviewed the research and community consultation process which has led to the drafting of the current culture plan priorities and initiatives. R. Cann shared the most recent draft of the priorities and asked the committee to reflect on the role of the Culture Committee within each of the priorities and asked the Committee to consider the following questions:

- Will these priorities achieve the goals outlined above?
- Which priorities and initiatives need the specific participation of the Culture Committee?
- From your perspective, are there any significant issues or opportunities that are not addressable within the Priorities and Initiatives provided?

**Action:** R. Cann to distribute list of questions via email.

R. Cann explained that the accompanying initiatives are not simply tasks to be accomplished but have been drafted to leave room for City staff and volunteers to take advantage of new developments and opportunities in the cultural sector down the line. Further discussion followed regarding methods of monitoring success, securing buy-in from Council and the challenges surrounding implementing initiatives and reporting across departments.

*\*Andrea Wilson arrived at 5:45pm*

*Arts Awards Committee* – W. Nicholson reviewed the Vision Statement for the new Arts Awards program and reported that the Arts Awards subcommittee reviewed concerns as expressed by management at their Jan 4<sup>th</sup> meeting.

*How are the arts awards acknowledging amateur artists and/or arts organizations?*

The subcommittee agreed that although the amateur artists are an important element of the local cultural scene, to acknowledge this particular group within the established or emerging categories wouldn't be appropriate. Awards by their nature seek to acknowledge excellence and to pit amateurs against professionals would be unfair. More appropriate would be to create a separate award for this category with a separate set of evaluation criteria that takes into account the philosophical differences between professional & amateur artistic practice. The subcommittee agreed however that with some slight editing of the language – amateur organizations could (and should) be recognized through the Making a Difference Award.





CITY OF  
ST. CATHARINES

Culture Committee  
Jan 8, 2013 - 5:00pm  
City Hall, 3<sup>rd</sup> Floor - Committee Room #1

**Motion:** to recommend that the Arts Awards subcommittee investigate the feasibility of an Amateur Artist Award

Made by P. Vietgen

Seconded D. Slade

Carried

*Are organizations/collectives eligible for nominations to the Volunteer Award?*

After some discussion the subcommittee agreed that Volunteer awards should stay focused on acknowledging individuals. If an organization pooled its resources to 'volunteer' for a specific purpose then perhaps the peer jury would consider the nomination however this exception would be handled on a case by case basis.

*There's potential for negative perceptions regarding cash awards to patrons, volunteers & educators. Should these funds be automatically gifted to an arts organization of the patron/volunteer/educator's choosing?*

The subcommittee noted that this issue was discussed at length and after consultation with Jane Gardner & Natasha Pedros, it was decided to recommend that cash awards be given equally to all winners across the board. If the winner of a particular award wanted to donate their cash prize to a particular organization than this should be left up to the individual. After some discussion the Culture Committee agreed with the current protocol as written and approved in the Arts Awards Program.

*The creation of a permanent award for the Arts Awards.*

Although discussed at length at the subcommittee level, the desire to establish a *permanent award* for the St. Catharines Arts Awards was not included in the program as approved by the Culture Committee. Considering details for the new awards program are still being ironed out AND Council approval is still at least a month away it's safe to assume Barry Casement will not have ample time to complete the awards by June. The subcommittee agreed that pursuing permission for "single source procurement" to engage Barry Casement to create the 6 awards is no longer practical. Instead the subcommittee recommends presenting each award winner with a framed certificate along with the cash prize. The subcommittee also would like firm direction from the Culture Committee on whether or not they should pursue establishing a permanent award for 2014. P. Vietgen noted that PAAC has discussed the idea of assisting with a call for artists to design the new award. After some discussion of the potential challenges of establishing this type of award it was agreed that the committee should move forward with their plans as stated.

**Motion:** to present certificates and cash awards for 2013 and to further investigate the development of a permanent award for the 2014 Arts Awards Program.

Made by W. Nicholson

Seconded by A. Harris

Carried

M. Elliott asked for clarification on how past awards winners were commemorated after the Arts Awards. A. Wilson reminded M. Elliott that the Wall of Fame concept as originally proposed included acknowledgment of local artists who had not received an arts award and was therefore beyond the scope of the subcommittee. M. Elliott suggested that the Wall of Fame concept should



CITY OF  
ST. CATHARINES

Culture Committee  
Jan 8, 2013 - 5:00pm  
City Hall, 3<sup>rd</sup> Floor - Committee Room #1

be retooled to focus on winners only and ideally, be some form of permanent recognition in a public space. W. Nicholson noted that the subcommittee would revisit this concept at future meetings.

## **7. Reports:**

*Cultural Services Office* - R. Cann reported that the format for the Spring/Summer Leisure Guide has been revised. The Culture Section has been augmented to include Museums, Arts & Culture and will no longer feature a Participate in the Arts section. Plans are underway to move the SCCIP deadline to May 31<sup>st</sup> allowing for successful applicants to receive funding closer to the beginning of the season. R. Cann looks forward to receiving finalized Best Practices and State of Culture reports from the Lord Cultural Services very soon.

*Public Art Advisory Committee* – P. Vietgen reported that the Dec 20 meeting was canceled. Next PAAC meeting is scheduled for Thurs Jan 17, 2013

*Performing Arts Centre* - M. Elliott noted that revised PAC drawings are just passed 50% and they're looking great, next meeting to review completed drawings should take place in late Jan.

*Heritage Committee* – B. Narhi. None

*St. Catharines Museum* – K. Powell reported that Christmas programming went smoothly and now it's back to work! Museum staff is gearing up for an exciting year of exhibits and programming.

## **8. Other business:**

None

## **9. Round table**

K. Payne noted that Brian York is the new manager of EDCS

A. Harris - Chorus Niagara [A Mighty Cry](#) - written by a native of St. Catharines March 2nd 7:30pm. Chorus Niagara is celebrating its 50th anniversary. The organization is trying to raise \$50,000 at their [6<sup>th</sup> annual Sing-a-thon](#). Those interested in sponsoring A. Harris should touch base with her before the next meeting.

M. Neamtz – Folk Arts Multi-cultural Centre has returned to their permanent home at 85 Church St.

## **10. Next Meeting:**

Tuesday Feb 5, 5:00pm to 6:30pm Committee Room 1 – 3<sup>rd</sup> Floor – City Hall

Motion to terminate – J. Wallace  
Meeting terminated @ 6:30pm



Corporation of the City of St. Catharines  
**MAYOR'S GRAFFITI COMMITTEE MEETING**

Tuesday, January 15, 2013

3:00 to 4:00pm

St. Catharines City Hall, 50 Church Street: Committee Room 1

Meeting Notes

**Present:** Mayor Brian McMullan

Staff: Stacey Wells (legal), Kristen Sullivan (RCS)

Tisha Polocko, Ben Hannan, Kris Akilie, Ben Wilby, Cam Hathaway

Peter Voulgaridis

**Regrets:** Councillor Jeff Burch

Staff: Rick Lane and Jim Benson (RCS)

Dan Trainor, Michelle Price, Selby Harris, Daniel Frye, Edmund Bruckner

Stacey Sheehan, Dave Schulz, Paul Jackson

**Guests:** Hilary and Victoria, students from Brock University

**Welcome** from Julie Hughes (on behalf of the Mayor)

**Roundtable introductions**

**Approval** of meeting notes from September 4, 2012

- Motion to approve, by Kris Akilie
- All in favour
- Carried

**1. Joint Mural Task Force ~ Tisha Polocko**

- Goal to roll out a civic mural program in 2013
- Work from municipal sites identified by RCS
- Proposals to go out spring/summer 2013

**Action:** *Joint Mural Task Force will be identifying a budget & making that request of Graffiti Committee*

**(Mayor McMullan takes over the chair)**

**2. Update on graffiti removals ~ Mayor McMullan**

- CN bridge site, PAC hoarding and Glenridge lawn bowling club fencing were all cleaned

**3. Review of Graffiti Committee account~ Mayor McMullan**

- Expenditures: Rinkboards \$411.89  
Powerwasher \$5,763.00  
Fencing \$250.00
- Current balance \$67,816.25 (with those expenses paid)
- There will be no funds allocated to this account in 2013 budget

**Motion by Ben Hannan:** *That the expenditures identified in the agenda be approved and paid from the Graffiti account*

- All in favour
- Carried

MAYOR'S GRAFFITI COMMITTEE MEETING

MEETING: January 15, 2013

PAGE 2

**4. Vine Planting Initiative ~ Ben Hannan**

- The \$2,000.00 (for plant material) committed to this joint project with Green Committee was not fully spent in 2012

**Motion by Ben Hannan:** *That the funds not spent on the greening pilot project (2012 QEW barrier) is rolled over for future planting sites along the QEW at staff's discretion*

- All in favour
- Carried

**5. Graffiti Removal Program ~ Ben Hannan**

- Stats: 2009 ~ 6 applicants (\$2,200 payout)  
2011 ~ 1 applicant (\$300 payout)  
2012 ~ 1 inquiry
- Discussion on the merits of following up on with those who have accessed the graffiti removal program as to their satisfaction

**Motion by Kris Akilie:** *That the upset limit of \$300.00 for the Graffiti Removal Program is increased to \$500.00 per incident, not to exceed \$1,500 per annum per property*

- All in favour
- Carried

**6. 3 year review of graffiti stats ~ Mayor McMullan**

- See appendix
- General decline illustrated in both graffiti reports to NRP and City and those sites cleaned by Mainstream
- Mainstream has been unable to clean city buildings tarnished by graffiti due to staff's concerns that the integrity of the building may be compromised

**Action:** *Mayor to review with RCS and TES staff*

**7. Committee composition review ~ Mayor McMullan**

- Resignations accepted by Pathstone representative
- Status of reps from St. Catharines Community Policing in question at this time
- Difficulty in achieving quorum and the role of alternate councillor discussed

**Action:** *Committee members will contact others to encourage attendance*

**Next meeting:** Tuesday March 26

3pm to 4:30pm

Committee Room 1

**Meeting adjourned:** 4:15



Graffiti, Jan 15, Item 6

2010 Sites	April	May	June	July	August	September	October	November	TOTAL	% change
Cogeco	127	58	22	30	41	48	26	14	366	
City Parks	0	0	9	65	33	8	1	2	118	
Region	0	0	64	23	32	8	0	18	145	
<b>TOTAL CLEANED</b>									<b>629</b>	

#### 2010 Reports

NRP

Prop Stds

**TOTAL REPORTED**

67  
37

**104**

2011 Sites	April	May	June	July	August	September	October	November	TOTAL	% change
Cogeco	0	0	0	0	65	10	50	33	158	
City Parks	25	22	31	46	5	10	4	23	166	
Region	12	40	43	38	6	32	12	25	208	
<b>TOTAL CLEANED</b>									<b>532</b>	-15%

#### 2011 Reports

NRP

Prop Stds

**TOTAL REPORTED**

30  
14

**44**

-58%

2012 Sites	April	May	June	July	August	September	October	November	TOTAL	% change
Cogeco	29	35	1	9	52	22	14	15	177	
City Parks	24	21	18	68	68	10	6	3	218	
Region	40	12	0	0	11	10	8	8	89	
<b>TOTAL CLEANED</b>									<b>484</b>	-23%

#### 2012 Reports

NRP

Prop Stds

**TOTAL REPORTED**

46  
16

**62**

-40%



Corporation of the City of St. Catharines

**GREEN COMMITTEE MEETING**

Wednesday, November 14, 2012

5:03 to 7:10PM

St. Catharines City Hall, 50 Church Street: Committee Room 1

### **Meeting Minutes**

**Present:** David Haywood, Matt Holley, Lou Marcantonio, Mark Jemison, James McWilliam, John Sheehan

**Regrets:** Matt Harris

**Staff:** Dan Dillon (TES), Kristen Sullivan (RCS), Rick Tapp (PDS)

The meeting was called to order at 5:03 pm with 6 members in attendance

**Review** of minutes from October 10, 2012

- All in favour
- Carried

#### **Guest – Dean Wakil, Parents of Memorial School**

- Memorial School is under review, and group is concerned regarding the loss of green space in the community
- Group requests support of the Green Committee to help preserve green space
- Committee to review other committee involvement and write to Council on behalf of the project if applicable

#### **Correspondence**

- Climate Action Niagara – Currently looking for new locations for community gardens, possible projects near Moffatt St.

#### **Current Projects**

##### **1. Niagara West Train Station Revitalization**

- City applied for public realm grant through Niagara Region and was approved
- Waiting to hear back from contractor

##### **2. North Pearson Park Arboretum**

- Challenges in sourcing trees of the size the Committee is interested in
- Arborist to look at the site and identify requirements

##### **3. Geneva/406 Naturalization**

- Contractor has not replaced trees yet
- Butterfly bushes to be planted in the spring

##### **4. Sustainable Neighbourhood Project (Rykert Street)**

- No movement

**5. Tree Give-Away Contest Planting**

- Trees have not been planted yet

**2012 Proposed Projects**

**6. Green Committee Literature**

- Kristen Sullivan to distribute via email

**7. Sobey's/Johanssen's Bar**

- James McWilliam provided new plan

**8. Entrance to the City Greening – Thorold and St. Catharines on Merritt/Ormond St.**

- Issue with quote provided, Committee to request a minimum of 3 quotes prior to awarding

**9. Fruit Trees at Life Together Church**

- Church is having difficulty providing funding for the project
- Motion to pay the remaining amount owing on the fruit trees
  - Motion carried

**10. 88 Queenston and 62 St. Paul St. W**

- Budget pending from property owner

**Items for Consideration**

**11. Merritt Trail (from Geneva to Glendale)**

- No changes

**12. Port Dalhousie East/West Beautification**

- No changes

**13. Gateway Project – St. Paul & Louth**

- No changes

**14. James Street and St. Paul – Russell Lot**

- No changes

**15. Hartzel Road Beautification**

- Trees being planted this fall by City

**16. Hydro One Corridor**

- No changes

**17. Fruit Tree Planting in Parks/Schools**

- No changes

**2012 – New Projects and Suggestions**

**18. Revitalizing and maintaining of old Committee Projects**

- Have received complaints regarding the condition of project on Ontario Street in front of the Hotel

**19. Water Protection for 2013**

- Gator Bag Research - \$20 for 20 gallon bag
- Decision to be made in December

**20. 70 Duncan Drive Tree Planting**

- Two locations for tree planting at City owned property
- Motion for \$4,000 for 10 Trees, 5 trees at each location
  - Motion carried

**Miscellaneous**

**21. Boulevard Tree Planting and Sustainable Guide**

- Trees being damaged by deer at Woodgale Park

**22. Oakhill Park**

- Council allocated funding from Yates Street Condo, should be put on committee's radar

**23. Lake Street Reconstruction**

- Project currently underway
- Possible Green Committee project, Lowell Avenue at Beech Street
- Budget available from road funding

**Adjournment:** 7:10

**Next meeting:** Wednesday December 12, 2012  
5:00pm  
Committee Room #1







Corporation of the City of St. Catharines

**GREEN COMMITTEE MEETING**

Wednesday, December 12, 2012

5:05 to 6:55PM

St. Catharines City Hall, 50 Church Street: Committee Room 1

### **Meeting Minutes**

**Present:** David Haywood, Matt Holley, Lou Marcantonio, Mark Jemison, James McWilliam, John Sheehan, Tony Di Paola

Staff: Dan Dillon, Kristen Sullivan, Rick Tapp

The meeting was called to order at 5:05 pm with 8 members in attendance

**Review** of minutes from November 14, 2012

- All in favour
- Carried

**Guest – Jane Hanlon, Climate Action Niagara**

- Discussed partnership opportunities for 2013 projects:
  - Billion Tree Challenge, Heritage Trees, Fruit Tree Trail, Community Garden additions and expansions, Event to be held in the Spring
- Committee requested more detailed budget information

### **Current Projects**

#### **1. Niagara West Train Station Revitalization**

- Planning for Spring construction, pending contractor progress

#### **2. North Pearson Park Arboretum**

- Received quotes on trees selected, would have to order now for Spring planting opportunities
- Landcare Niagara could be possible nursery and supplier for trees

#### **3. Geneva/406 Naturalization**

- Contractor to replant warranted trees in the Spring

#### **4. Sustainable Neighbourhood Project (Rykert Street)**

- No movement

#### **5. Tree Give-Away Contest Planting**

- 3 trees have been planted with remaining to be completed in the Spring
- Contest to be run again in 2013

#### **6. 70 Duncan Drive Tree Planting**

- Trees need to be selected and will be planted in the Spring

**7. Green Committee Literature**

- Request printing quotes
- Motion for \$1000 for printing
  - i. Motion passed

**2012 Proposed Projects**

**8. Sobey's/Johansson's Bar**

- Working towards developing more partnerships
- Motion for \$3,000 that was allocated to Hydro One Corridor Project, \$300 from Rykert Street Project, and remaining budget of \$7201.23 for the Johansson's Bar Project
  - i. Motion passed

**9. Entrance to the City Greening – Thorold and St. Catharines on Merritt/Ormond St.**

- No movement, pending more quotes

**10. 88 Queenston and 62 St. Paul St. W**

- No movement, budget pending from property owner

**Idle Committee Projects**

**11. Merritt Trail (from Geneva to Glendale)**

- No changes

**12. Port Dalhousie East/West Beautification**

- Potentially included in the Waterfront Enhancement Strategy with Niagara Region

**13. Gateway Project – St. Paul & Louth**

- No changes

**14. James Street and St. Paul – Russell Lot**

- Remove from Idle List

**15. Hartzel Road Beautification**

- Remove from Idle List

**16. Hydro One Corridor**

- No changes

**17. Fruit Tree Planting in Parks/Schools**

- Remove from Idle List

**18. Eco-Friendly/Pesticide Free Educational Project**

- Remove from Idle List

**2012 – New Projects and Suggestions**

**19. Revitalizing and maintaining of old Committee Projects**

- List to be assembled

**20. Water Protection for 2013**

- To be updated in 2013

**21. Lake Street Reconstruction**

- Dan to provide large scale copy of project plan

**22. Oakhill Park**

- Funding from Yates Street Condo, project should be put on the radar

**23. Landmark Building**

- To be discussed at next meeting

**Miscellaneous**

**24. Green Committee Budget 2012 and 2013**

- Committee members are encouraged to bring forward large scale projects for 2013

**Adjournment:** 6:55

**Next meeting:** Wednesday January 9, 2013

5:00pm

Committee Room #1



Corporation of the City of St. Catharines  
GREEN COMMITTEE MEETING  
Wednesday, January 9, 2012  
5:05 to 6:55PM  
St. Catharines City Hall, 50 Church Street: Atrium

**Meeting Minutes**

**Present:** David Haywood, James McWilliam, Jesse Matthews, John Sheehan, Lou Marcantonio, Mark Jemison, Matt Holley

Staff: Dan Dillon, Kristen Sullivan, Rick Tapp

The meeting was called to order at 5:05 pm with 8 members in attendance

**Review** of minutes from December 12, 2012

- Motion to approve Minutes – Matt Holley
- Seconded – David Haywood
  - Carried

**Guest – Bruce Timms, Regional Councillor**

- Spoke in regards to Johansson's Bar Project and progress of federal designation of the Welland Canal System as a National Historic Site

**Current Project Update**

**1. Niagara West Train Station Revitalization**

- No movement

**2. North Pearson Park Arboretum**

- Received list of available trees from Landcare Niagara
- Committee selected trees to be planted:
  - 2 Tulip Trees, 2 Pin Oak, 1 Paw Paw, 1 American Elm, 1 Hornbeam, 1 Bitternut Hickory, 1 Kentucky Coffee and 1 Redbud

**3. Geneva/406 Naturalization**

- Butterfly bush plantings will be revisited at February meeting

**4. Sustainable Neighbourhood Project (Rykert Street)**

- No movement, remove from project list

**5. Tree Give-Away Contest Planting**

- Committee provided feedback on improving form

**6. 70 Duncan Drive Tree Planting**

- Trees need to be selected and will be planted in the Spring

**7. Green Committee Literature**

- Movement pending printing quotes

**8. Sobey's/Johanssen's Bar**

- Regional Councillor Timms has been working with other community groups towards gaining federal designation for the canal trails as heritage trails
- Opportunity to expose historic lock located at the project site 2 feet underground
- Dave Haywood to meet with community groups, councillors and the media to discuss the project
- Plan to set up an open house with possible fundraising opportunities
- Tentative planting to begin in the fall
- Design to be developed further

**2013 Project Proposals**

**9. Flat Iron Garden – Welland/Welland Vale**

- Need to determine property ownership before movement on development

**10. Glendale Avenue Gateway – Glenadale/Welland Canals Parkway**

- Property owned by the Seaway who have been contacted and are possibly interested in the project
- Would be ship themed

**11. Entrance to the City Greening – Merritt/Ormond**

- No movement, pending more quotes

**12. 88 Queenston and 62 St. Paul St. W**

- No movement, budget pending from property owner

**13. 43 Church St**

- No movement, budget pending from property owner

**14. Water Protection for 2013**

- Could tie watering into each contract, or separately hire contractors to water
- Could make special circumstances to water in times of need

**15. Lake Street Reconstruction**

- Dan Dillon to provide large scale copy of project plan

**16. Revitalizing and maintaining of old Committee Projects**

- List to be assembled

**17. Canopy For Kids (NPCA)**

- Application process underway

**Items for Future Consideration**

**18. Merritt Trail (from Geneva to Glendale)**

- No changes

**19. Port Dalhousie East/West Beautification**

- Potentially included in the Waterfront Enhancement Strategy with Niagara Region

**20. Gateway Project – St. Paul & Louth**

- No changes

**21. Hydro One Corridor**

- No changes

**22. Oakhill Park**

- Funding from Yates Street Condo, project should be put on the radar

**Other Business**

**23. Landmark Building**

- To be discussed at next meeting

**Budget Update**

**24. Green Committee Budget 2012 and 2013**

- New budget to be included at each meeting

**Adjournment:** 6:55

**Next meeting:** Wednesday February 13, 2013  
5:00pm  
Committee Room #1

## City of St. Catharines

### Mayor's Advisory Committee on Accessibility (MACOA) MINUTES, Wednesday, May 23, 2012

**A meeting of the Mayor's Advisory Committee on Accessibility was held on Wednesday, May 23, 2012 at St. Catharines City Hall in Committee Room #1 at 1:30 p.m.**

Present: Diane Foster, Co-chairperson  
Bob Asham  
Chantal Barrette  
Ian Crawford  
Tony DiPaola  
Linda Marie O'Hagan  
David Reed  
Mary Jane Waszynski

Regrets: Councillor Matthew Harris  
Shelley Stewart, Co-chairperson  
Julie Morris  
Kevin Vallier

Staff: Diana Lecinski, Accessibility Coordinator, CAO's Office  
Jennifer Douglas, Recreation Supervisor Special Needs/Older Adults, Recreation & Community Services Department

Guests: Virginia Stewart, Community Coordinator, Region of Niagara  
Members of the Mayor's Advisory Committee on Older Adults;  
Fred Stevens, Bonnier Purser, Marilyn Misener, Barbara Legg,  
John Strik and Virginia Stewart

#### **Facility Accessibility Design Standards (FADS):**

The FADS guideline was approved by the Region of Niagara in September 2005 and adopted by the City of St. Catharines Council on April 24, 2006 for use in municipal facilities.



**1. Call to order:**

Diane Foster, co-chairperson called the meeting to order at 1:35 p.m.

**2. Introductions:**

Everyone was welcomed and round table introductions were made including the members of the Mayor's Advisory Committee for Older Adults. It was noted that the presenter is also a member of the Older Adults Committee.

Diane Foster congratulated Bob Asham on being awarded the Joe Dineley Commemorative Award at the upcoming March of Dimes Breaking-the-Barriers Event on May 30<sup>th</sup>.

**3. Approval of Previous Minutes:**

The minutes of the Mayor's Advisory Committee on Accessibility for April 25, 2012 were approved.

**Moved by:** Linda Marie O'Hagan  
**Seconded by:** Mary Jane Waszynski

That the minutes of the Mayor's Advisory Committee on Accessibility for April 25, 2012 be approved.

CARRIED

**4. Presentation:**

Virginia Stewart, Community Coordinator for Niagara's Age-Friendly Community, Region of Niagara made a detailed presentation on the benefits of an age-friendly community and distributed associated material. She highlighted that it is an initiative supported by the World Health Organization (WHO) and that similar presentations have been made to various Niagara Councils and Committees. For example Welland has placed park benches in more strategic positions based on limited distances that older adults may walk and street signs with small font were replaced with larger print.

Members of both advisory committees (accessibility and seniors) agreed that an age-friendly and accessible community opens doors for all residents and visitors. There was good discussion and clarification during and after the presentation.

Virginia Stewart will also be making her presentation to St. Catharines Council in mid-June. As outlined on the PowerPoint presented she will ask Council for a motion of support.

Shelley Stewart MACOA co-chairperson, asked that due to her regrets at this meeting that staff review her input as follows; that this concept is a very positive approach however some concern about the duplication of goals that are being addressed through the provincial accessibility legislation. The public sector in general is very proactive in engaging older adults and in providing recreational programs in addition to making its services and facilities more accessible for the community at large. Shelley Stewart noted that maintaining an older adult's personal safety, health and independence as they age is of primary concern. The Niagara Age-Friendly Community Initiative focuses on the following areas and the corresponding accessible legislation is in brackets;

- Outdoor Spaces and Buildings (AODA, draft Accessible Built Environment Std.)
- Transportation (AODA, Integrated Accessibility Std., Transportation Section, O. Reg. 191/11)
- Housing (Region of Niagara)
- Social Participation (St. Catharines offers 4 Older Adult recreation facilities)
- Respect & Social Inclusion (These are the key fundamentals of the AODA, Bill 118)
- Civic Participation and Employment (AODA, Integrated Accessibility Std., Employment Section, O. Reg. 191/11)
- Communication and Information (AODA, Integrated Accessibility Std., Information and Communication Section, O. Reg. 191/11)
- Community Health and Support Services (Region of Niagara)
- Principle of Age-Friendly; respect, inclusion, engagement, livability, accountability
- Principle of the AODA and Accessible Customer Service (O. Reg. 429/07); dignity, independence, integration, equality

Diane Foster noted the City already uses FADS as its minimum standard. She handed the chair to Mary Jane Waszynski in order that she could make a motion for Council's consideration.

On behalf of the Accessibility Committee:

**Moved by: Diane Foster**

**Seconded by: Linda Marie O'Hagan**

On behalf of the Older Adults Committee:

**Moved by: Fred Stevens**

**Seconded by: Bonnie Purser**

That both the Accessibility and the Seniors Advisory Committees receive the presentation by Virginia Stewart, Community Coordinator, on behalf of the Niagara Age-Friendly Initiative as a follow-up to Report COM 11-2011 distributed to the City of St. Catharines Council March 3, 2011; and

That both the Accessibility and the Seniors Advisory Committees reviewed the Year-1 Niagara Age-Friendly Community Initiative Report and forward to Council; and

That both the Accessibility and the Seniors Advisory Committees endorse to Council the recognition of common themes between seniors and accessibility; and

That both the Accessibility and the Seniors Advisory Committees inform Council that most Age-Friendly requirements are already addressed through the AODA Standards and the City's own proactive initiatives to remove and prevent barriers in its goods, services and facilities; and further

That both the Accessibility and the Seniors Advisory Committees support the City of St. Catharines recognizing an age-friendly community by virtue of its commitment to preventing and removing barriers at City facilities, the 4 Older Adult Recreation Centres, and the Provincial Access legislation under the AODA.

**CARRIED**

## **5. Business Arising from Minutes:**

### **a. Accessibility Plan / AODA**

JAAC Workshop – report from attendees

Co-chairpersons, Shelley Stewart and Diane Foster along with staff Diana Lecinski attended this workshop hosted by the Joint Accessibility Advisory Committee (JAAC). JAAC is comprised of 6 Niagara municipalities; Grimsby, Lincoln, West Lincoln, Pelham, Thorold and Niagara-on-the-Lake. Chairpersons and staff members from the various AAC's throughout Niagara were in attendance. Alfred Spencer, Director of Ontario's Accessibility Directorate's Office (ADO) provided the group with an overview and update of the Province's access initiatives and standards. There was an excellent discussion period and that was a good opportunity to learn what other municipalities are doing. Diana Lecinski shared St. Catharines' corporate training guide on accessible information and communication.

### **b. MACOA's access discussion with the Province**

As discussed at a previous MACOA meeting, the ADO had asked to meet with the members of MACOA on June 27 to receive candid feedback on its accessibility initiatives to date. Unfortunately, staff received a call that this date has been cancelled by the Province. It is hoped that this opportunity could be rescheduled later in 2012.

## **6. Updates:**

### **a. Site Plan Review;**

Ian Crawford and David Reed noted being very disappointed with 2 fast food locations for avoiding accessibility advice through the site plan process. The concerns about the A&W on Glendale and the Taco Bell on Welland have been forwarded to the Development Agreement Coordinator. It is recognized by MACOA that the OBC is a requirement and that FADS is a best practice, however most developers implement MACOA's advice to ensure a more accessible environment for their customers, otherwise they risk losing those customers and their acquaintances.

Diana Lecinski reviewed the planning concepts for a design-build spectator facility. This type of planning requires immediate input on specifics that need to be included in the designs. Staff provided MACOA with a draft list, that outlined FADS as the minimum requirement but provided additional detail on access issues. MACOA offered additions to the list. This list will

be circulated to all members for input within the next week before being submitted to staff leads for the spectator facility. There was a public meeting held earlier in May and several attendees flagged their concern that accessibility needs to be a primary design concept. Many noted the barriers in the existing facility and provided some solutions that would work for various disabilities.

**b. DDRC;**

Diane Foster attended the April 11<sup>th</sup> Planning Charrette on behalf of Julie Morris, MACOA's DDRC rep. Diane Foster provided input, noting it was an excellent opportunity to promote accessibility into future planning.

**c. Parks and Trails – Access Audit update**

Diana Lecinski held on-site park access audit training at the Russell Community Centre, where the Catherine Street Park, leash-free park, and St. Patrick's Park were audit by all in attendance. Thank you to Julie and Kelly Morris, Diane Foster and Shelley Stewart who participated. Julie, Kelly and Diane have since audited Lakeside Park and Rennie Park. Several members noted being interested outside of work hours or weekends. Staff reminded members that this is an initiative MACOA put forward. Diane Foster offered to contact members and arrange further audits. Staff reminded any team auditing the Walker Creek Trail, that Ben Hannon should be contacted as that neighbourhood association is very interested in improving access of the trail.

**d. Accessible On-street Parking**

A staff report went to Council on May 7 regarding the design/build of on-street accessible parking and the addition of accessible parking spaces at the City lot located at St. Paul and Westchester. The report was included under information items on the agenda.

**7. Information Items:**

- a. The March of Dimes, Breaking the Barriers Awards will take place on Wednesday, May 30, 11-2, St. John Ukrainian Hall, 91 Lakeshore Road. MACOA's congratulations to Bob Asham was noted at the beginning of the meeting.
- b. Mary Jane Waszynski passed around flyers for the upcoming Niagara Centre for Independent Living (NCIL) Open House. Staff suggested that it could be circulated electronically to MACOA as well.

c. MACOA's summer meeting schedule

Members agreed to meeting as regularly scheduled on July 25, but to forego August's meeting.

Moved by: Linda Marie O'Hagan

Seconded by: Bob Asham

That MACOA cancel its August 22<sup>nd</sup> meeting.

CARRIED

**8. Next Meeting:**

a. Wednesday, June 27, 2012 at 1:30 p.m. in Committee Room #1

NOTE: The meeting with the Province at Kiwanis Aquatics and Library facility was cancelled, so the meeting location will remain as usual in Committee Room #1.

**9. Adjournment:**

The meeting of the Mayor's Advisory Committee on Accessibility adjourned.

Moved by: Linda Marie O'Hagan

Seconded by: David Reed

That this meeting do now adjourn. The meeting adjourned at 3:20 p.m.

CARRIED

## City of St. Catharines

### Mayor's Advisory Committee on Accessibility (MACOA) MINUTES, Wednesday, June 27, 2012

**A meeting of the Mayor's Advisory Committee on Accessibility was held on Wednesday, June 27, 2012 at St. Catharines City Hall in Committee Room #1 at 1:30 p.m.**

Present: Diane Foster, Co-chairperson  
Shelley Stewart, Co-chairperson  
Bob Asham  
Tony DiPaola  
Julie Morris  
Linda Marie O'Hagan  
Kevin Vallier  
Mary Jane Waszynski

Regrets: Councillor Matthew Harris  
Chantal Barrette  
Ian Crawford  
David Reed

Staff: Diana Lecinski, Accessibility Coordinator, CAO's Office  
Steve Bittner, Transportation & Environmental Services  
Chris Leonard, Fire Prevention, Fire & Emergency Management Services

#### **Facility Accessibility Design Standards (FADS):**

The FADS guideline was approved by the Region of Niagara in September 2005 and adopted by the City of St. Catharines Council on April 24, 2006 for use in municipal facilities.

**1. Call to order:**

Shelley Stewart, co-chairperson called the meeting to order at 1:35 p.m.

**2. Introductions:**

Everyone was welcomed and round table introductions were made.

**3. Approval of Previous Minutes:**

The minutes of the Mayor's Advisory Committee on Accessibility for May 23, 2012 were approved.

**Moved by:** Diane Foster

**Seconded by:** Linda Marie O'Hagan

That the minutes of the Mayor's Advisory Committee on Accessibility for May 23, 2012 be approved.

CARRIED

**4. Presentation:**

Chris Leonard of Fire Prevention provided information on emergency 911 texting. This emergency alternative to phoning 911 for people with a disability has been tested by the police services in Montreal, Peel, Toronto and Vancouver. Given its success to-date there is a report scheduled for the CRTC in July 2012 seeking approval for 911 texting. Currently people who phone 911 have their calls answered by the police and are then transferred to their choice of police, fire or ambulance. If phoning by TTY the NRPS does not redirect but liaises between the caller and those services. Once approved by the CRTC the police will be the first to initially implement the system followed by the other emergency services. However the new Fire Station #4 in Merritton, scheduled to open next year, where the city's fire dispatch center will be relocated and has been designed to accommodate this new emergency texting when approved and launched.



## **5. Business Arising from Minutes:**

### **a. Accessibility Plan / AODA**

Staff training – accessible information and communication

Further to the City's comprehensive hands-on training to over 100 staff at Brock University last December, subsequent training has just been completed for remaining staff who use computer documents. The secondary round of training took place in mid-June over 5 sessions. This training provided a background on the accessibility legislation, reviewed the City's requirements for uniform communication standards, and provided detailed step-by-step training on creating accessible Word documents, converting to accessible pdf's and scanning accessible documents. All remaining staff (staff who do not have a computer focused job; fire fighters for example) will receive supportive information about the City's accessible communication initiatives and obligations later in 2012.

Several key areas were identified to increase staff service knowledge and supportive information provided. Firstly the CNIB provided a demonstration to the primary group trained at Brock University of their 3 most common supportive technologies; JAWS is a screen reader (text to speech) mainly used by people who are blind, Zoom Text is a screen magnification technology used by people with low vision and Kurzweil follows visual highlights as text is read and often used by people who have difficulty reading and understanding text.

Information was also provided on communication with people who have a communication disability. For example, augmented and alternative communication might include speaking devices that a person types a message into to have read aloud, it may be a letter and/or picture board used to communicate a message.

### **b. Accessible on-street parking**

Steve Bittner informed MACOA that the 2012 sidewalk work contract would be finalized at the beginning of July. A test site has been identified at the Knox church across the street from City Hall. As agree previously this on-street accessible parking location will be reviewed once finished by both staff and MACOA reps to ensure the accessibility concepts have been satisfied in the design. Staff will advise when this test-site has been completed and ready for review, before other spaces are built.

Steve Bittner noted that transportation also supports exceeding zoning ratios for accessible parking at the future spectator facility. He also responded to an earlier concern regarding bus stops being located close to on-street parking and that he will provide an update on shortly.

**6. Updates:**

**a. Site Plan Review;**

A letter c/o MACOA co-chairs, was dated and received today from the Brock University Accessibility Advisory Committee (BUAAC) noting concern about transit service to the Marilyn I. Walker School of Fine and Performing Arts (MIWSFPA). Staff read the letter to MACOA. Chris Leonard and Steve Bittner noted that there is emergency access to the MIWSFPA building entrance and that they understood para-transit service would be available. It was suggested that these concerns be follow up on and MACOA co-chairs will draft a response by the next meeting.

Moved by: Diane Foster

Seconded by: Julie Morris

That BUAAC's letter dated June 25<sup>th</sup> be received, explored and a response be made by the co-chairperson on behalf of MACOA.

**CARRIED**

**b. DDRC;**

Julie Morris, MACOA's DDRC rep reported that the DDRC continues to meet. That a civic area is identified and will be serviced with Wi-Fi by December 2012. Empty storefronts are being seen as an opportunity for promotional space and that the new PAC and spectator facilities will be instrumental towards revitalization of the downtown. Outdoor café spaces are desirable yet often constitute a barrier with narrowed sidewalks. Julie Morris noted that her role continues to advocate for barrier-free access. Members were concerned about competition for sidewalk space and the intended pedestrian use. MACOA asked that Julie Morris take the Sidewalk Action Statement, endorsed by Council on April 12, 2010, to an upcoming DDRC meeting.

Moved by: Kevin Vallier  
Seconded by: Diane Foster

That the DDRC be made aware of and provided with MACOA's sidewalk action statement (endorsed by Council on April 12, 2010) and that the importance of pedestrian access be maintained as a priority in context with DDRC initiatives.

CARRIED

c. Parks and Trails – Access Audit update

Diane Foster and Julie Morris reported making a number of park audits further to the training parks. To-date the following parks have been audited for access; Catherine Street Park, St. Patrick's Park, Rennie Park, Lakeside Park and Jaycee Park. Walker's Creek Trail arrangements will be made by Julie Morris and Diane Foster. Both noted that other member's participation would be appreciated.

A number of questions arose as to MACOA's intended purpose and approach to this undertaking from a strategic viewpoint. Diana Lecinski noted that this undertaking was an initiative proposed by MACOA and that RCS staff attended a recent meeting to answer questions and provide guidance. It was suggested that Kristen Sullivan be invited back to the July meeting to provide supportive details that were not explored initially. There is a parks master plan and as noted at the project inception the access information gathered will help ensure that any reconstruction includes items that are flagged during this process.

**7. Information Items:**

- a. Ontario Network of Accessibility Professionals (ONAP); Diana Lecinski noted that St. Catharines hosted a full-day session to share the accessible information and communication training that has been undertaken in St. Catharines with her colleagues. Many accessibility representatives from various Ontario municipalities attended in person or via conference call.

Key note speaker was Barbara Collier, Executive Director of Augmentative Communication Community Partnerships-Canada, a national, non-profit organization that promotes communication accessibility for people who have significant communication disabilities. This was identified as an area that businesses in general do not have experience in providing good customer service due to lack of information and awareness.

- b. Kevin Vallier noted being at a recreation facility in Hamilton that provided an information board of the facility's accessible amenities. Diana Lecinski noted several years ago MACOA helped the City establish a similar list for its e-play system – it was to identify specific access attributes at recreation facilities. Members felt that more information is helpful and this concept should be renewed. Bob Asham noted that the Rick Hansen Foundation's Global Accessibility Map should also be used for this type of information. City facilities have been listed on there.

**8. Next Meeting:**

- a. Wednesday, July 25, 2012 at 1:30 p.m. in the Locke Room at the Kiwanis Aquatics and Library facility. Staff will arrange a tour of both the pool and library.

**9. Adjournment:**

The meeting of the Mayor's Advisory Committee on Accessibility adjourned.

Moved by: Julie Morris  
Seconded by: Tony DiPaola

That this meeting do now adjourn. The meeting adjourned at 3:25 p.m.

**CARRIED**

## City of St. Catharines

### Mayor's Advisory Committee on Accessibility (MACOA) MINUTES, Wednesday, July 25, 2012

**A meeting of the Mayor's Advisory Committee on Accessibility was held on Wednesday, July 25, 2012 at the Locke Meeting Room, Kiwanis Aquatics/Library Centre at 1:30 p.m.**

Present: Diane Foster, Co-chairperson  
Shelley Stewart, Co-chairperson  
Bob Asham  
Chantal Barrette  
Ian Crawford  
Julie Morris  
David Reed  
Mary Jane Waszynski

Regrets: Councillor Matthew Harris  
Tony DiPaola  
Linda Marie O'Hagan  
Kevin Vallier

Staff: Diana Lecinski, Accessibility Coordinator, CAO's Office  
Kristen Sullivan, Recreation & Community Services

#### **Facility Accessibility Design Standards (FADS):**

The FADS guideline was approved by the Region of Niagara in September 2005 and adopted by the City of St. Catharines Council on April 24, 2006 for use in municipal facilities.

**1. Call to order:**

Shelley Stewart, co-chairperson called the meeting to order at 1:35 p.m.

**2. Introductions:**

Everyone was welcomed and round table introductions were made. Shelley Stewart reminded the members that a short meeting will address the agenda items. This will be followed by a tour of the Library by Anna Chiota and then the aquatics facility by Koby Vanyo.

**3. Approval of Previous Minutes:**

The minutes of the Mayor's Advisory Committee on Accessibility for June 27, 2012 were approved.

**Moved by:** Julie Morris  
**Seconded by:** Diane Foster

That the minutes of the Mayor's Advisory Committee on Accessibility for June 27, 2012 be approved.

CARRIED

**4. Business Arising from Minutes:**

**a. Accessibility Plan / AODA**

Staff reminded the members that in September the major undertaking for the end of 2012 and beginning of 2013 will be to develop objectives for long-term accessibility planning. Staff is suggesting a 3-year term Accessibility Plan and departmental staff will be engaged to support and implement the Plan's objectives. Additionally, policy development will be undertaken in compliance with the Integrated Accessibility Regulation in conjunction with the Plan.

Staff also reviewed several items of importance:

- Municipal World magazine, July 2012 featured an article titled "Helping Everyone Access Ontario" by Ellen Waxman. This expanded on an interview that Shelley Stewart gave to staff from the Accessibility Directorate's Office last summer when they did a video feature on St. Catharines' accessible City Hall. Thank you and congratulations to Shelley Stewart for her continued outreach and advocacy regarding accessibility. The magazine is available for members to borrow and share.

- Copies of a recent report to Council on July 23 were circulated to MACOA regarding “Cycling Initiatives: safe practices, public education and legislative responsibilities” which examines the issues that MACOA members flagged to Constable Lindsay, NRPS at this time last year.

- Staff noted that MACOA’s co-chairpersons signed a letter of EAF support for the ACCPC, for Augmented and Accessible Communication funding. This group provided key information and supportive materials that were used in training City staff relating to communication and non-verbal communication awareness.

- The Lock 3 Museum recently received its EAF funding for multiple and various accessibility improvements that include; Stryker emergency evacuation chairs, widening of several doorways and installing power door operators, creating improved contrast on the stairway to the viewing deck, functional and hardware improvements in the washrooms and an audio tour guide system for the Museum exhibits.

**b. Parks and Trails – Access Audit update**

Diane Foster and Julie Morris provided a status update on parks/trails audited. Several consistent issues are coming to light; signage is lacking, benches and picnic tables are seldom connective with pedestrian paths and edging between sidewalks and grass area generally dips off and is a tripping/falling hazard. At the last meeting members asked if Kristen Sullivan could attend this meeting to help create a more strategic approach to auditing and speak to what will be done with the audit findings. Kristen Sullivan provided a 7 year plan for park/trail capital budget projects. It was reinforced that this could change depending on budget allocations through Council’s budget process. The main concern is that access audits should be read in conjunction with any upcoming work to ensure that access continues to be improved.

Julie Morris asked that Diana Lecinski continue to notify RCS staff of any safety related concerns and continue to record audit findings onto reports to be shared with RCS.

Kristen Sullivan noted that audit could be done in conjunction with the 7-year plan. There is also a sign budget and the members agreed that much basic information is lacking for park users. General access information should be made available to the public, including via the website. This could be similar to the facility attributes list that was established for e-play as supportive facility information.

Staff will send out a link for the Niagara Navigator site. This Regional website link offers aerial views and can be printed and marked to delineate specific park audit information.

Shelley Stewart thanked Kristen Sullivan for her advice relating to the access audit.

**5. Updates:**

a. Site Plan Review;

A letter of response was reviewed and signed by MACOA's co-chairperson to Brock University's Accessibility Advisory Committee (BUAAC) regarding their concern about transit service to the Marilyn I. Walker School of Fine and Performing Arts (MIWSFPA). Staff read the letter to MACOA. Shelley Stewart who is also a member BUAAC will send the response via email.

Ian Crawford and David Reed noted that developers seem quite focused on vehicles and not pedestrians in site plan designs.

Members also asked about the status of the pedestrian link at Fairview Mall from Geneva Street into the Mall. An update will be requested from Site Plan staff for the next meeting.

b. DDRC;

Julie Morris, MACOA's DDRC rep reported that the DDRC continues to meet. There was no opportunity to bring forward MACOA's action statement regarding sidewalks at their last meeting however Julie Morris asked that this be placed on the agenda and copies be distributed at their next meeting.

Staff also noted a recent report to Council regarding pop-up cafes. MACOA is concerned that sidewalk patios significantly narrow sidewalk passage. Staff will ask for the criteria and framework for a future meeting.

**6. Kiwanis Facility Tour (following adjournment):**

a. Library tour

b. Pool and facility tour

MACOA members were very impressed with the overall accessibility of the facility. Any minor points regarding access were shared with staff to address.



**7. Next Meeting:**

Wednesday, September 26, 2012 at 1:30 p.m. in Committee Room #1.

REMINDER – no meeting on August 22, 2012.

**8. Adjournment:**

The meeting of the Mayor's Advisory Committee on Accessibility adjourned.

Moved by: Diane Foster

Seconded by: Bob Asham

That this meeting do now adjourn. The meeting adjourned at 2:25 p.m.

CARRIED

## City of St. Catharines

### Mayor's Advisory Committee on Accessibility (MACOA) MINUTES, Wednesday, September 26, 2012

**A meeting of the Mayor's Advisory Committee on Accessibility was held on Wednesday, September 26, 2012 in Committee Room #1 at City Hall at 1:30 p.m.**

Present: Councillor Matthew Harris  
Diane Foster, Co-chairperson  
Shelley Stewart, Co-chairperson  
Bob Asham  
Chantal Barrette  
Ian Crawford  
Tony DiPaola  
Julie Morris  
Linda Marie O'Hagan  
David Reed  
Mary Jane Waszynski

Regrets: Kevin Vallier

Staff: Diana Lecinski, Accessibility Coordinator, CAO's Office  
Christine Adams, Manager of Engineering/Construction TES  
Bonnie Nistico-Dunk, City Clerk

#### **Facility Accessibility Design Standards (FADS):**

The FADS guideline was approved by the Region of Niagara in September 2005 and adopted by the City of St. Catharines Council on April 24, 2006 for use in municipal facilities.

**1. Call to order:**

Diane Foster, co-chairperson called the meeting to order at 1:30 p.m.

**2. Introductions:**

Everyone was welcomed and round table introductions were made.

**3. Approval of Previous Minutes:**

The minutes of the Mayor's Advisory Committee on Accessibility for July 25, 2012 were approved.

**Moved by:** Julie Morris  
**Seconded by:** Bob Asham

That the minutes of the Mayor's Advisory Committee on Accessibility for July 25, 2012 be approved.

CARRIED

**4. Business Arising from Minutes:**

- a. Sidewalk width and new bridge reconstruction;  
Christine Adams of TES discussed increasing standard sidewalk widths on bridges. The Burgoyne bridge reconstruction proposes a sidewalk width of 2.4 metres. This would allow for added safety separation and turn-around opportunities for people who use mobility devices. MACOA members supported this approach as a best practice for this and future bridge applications.

**Moved by:** Linda Marie O'Hagan  
**Seconded by:** Shelley Stewart

That the Mayor's Advisory Committee on Accessibility (MACOA) endorses a wider reconstruction sidewalk width of 2.4 metres on both sides of the Burgoyne Bridge;

- to provide turn-around opportunities to people who use a mobility device
- to provide extra width in consideration winter snow accumulation
- to provide safer separation space between traffic and all pedestrians; and

That 2.4 metres be the standard width for new bridges and where possible on rehabilitation of existing bridge structures.

CARRIED

**b. Accessibility Plan / AODA**

Staff noted the next major undertaking for the end of 2012 and beginning of 2013 will be to develop objectives for long-term accessibility planning. Staff is suggesting a 3-year term Accessibility Plan and all departmental staff will be invited to an upcoming meeting for input on long-term objectives.

Under the AODA's Integrated Accessibility Standard Regulation the City along with other broader public sector organizations must have a policy and statement of commitment in place by January 1, 2013. Accessibility staff provided MACOA with a draft policy and noted that the policy and staff report will be submitted to Council before the end of the year. Staff also noted that Library related requirements are minimal and noted, however Transportation is a large section within the standard and that staff will seek Transit's interest in consolidating their policy with this submission to Council.

**Moved by: Bob Asham**  
**Seconded by: Julie Morris**

That MACOA endorses the Integrated Accessibility Standard Regulation policy for the City of St. Catharines; and

That the policy be forwarded to Council for approval.

**CARRIED**

**c. Parks and Trails – Access Audit update**

Diane Foster provided a status update on parks/trails audited. She thanked Ian and Mieke Crawford, Julie and Kelly Morris, Shelley Stewart for participating in the park access audits. The audits are finished for this year. Once the audit information has been transferred to an electronic document, they will be reviewed by the audit team and then forwarded to Kristen Sullivan of RCS for inclusion with future park/trail upgrades.

Access audits included the following parks and trails;

- Lancaster Park
- Lester B. Pearson Park
- Walker's Creek Trail (various sections)
- Montebello Park
- Malcolmson Eco Park and Trail
- Burgoyne Woods Park

- Catherine Street Park (and dog park)
- St. Patrick's Park
- Jaycee Park
- Rennie Park
- Lakeside Park

**d. Council Chamber – tour of renovations**

MACOA members took a break during the meeting to visit the newly renovated Council Chambers. City Clerk, Bonnie Nistico-Dunk provided an overview of the various renovations that included; new and improved lighting, contrasts, sound-system and video capabilities. The new carpet provides improved contrast along with high contrast stair-nosing. The benches were reupholstered and an entire front bench was removed to allow more room for mobility devices. The highlight renovation was the self-adjustable podium height that also provides better clearance between the dais and the speaker. Each speaker can adjust the podium to individually desired heights. The mechanism buttons are large and operate with minimal dexterity. The podium does not move if the button is not being pressed, even if one of two pre-sets was being pressed. The City Clerk also noted that the listening assistive devices continue to be available at all Council meetings along with other meetings that take place in the Chambers. Members approved of the improved access. Councillor Harris noted concern that the gate between the gallery and elected officials remains manual and is only opened by the Sargent at Arms when allowing citizens to approach the podium to speak. Staff will ask that the chamber's auto-open door mechanism be checked for opening and timing. Diane Foster thanked Bonnie Nistico-Dunk for providing an informative tour to MACOA.

**5. Updates:**

**a. Site Plan Review;**

Before today's meeting, Ian Crawford and David Reed met with staff Diana Lecinski and Mike Wilson on-site to review the test design of the City's first accessible on-street parking space. Kris Jacobson had discussed this type of design with MACOA in the spring of 2012 and agreed with the members that a test site should first be constructed and audited before subsequent spaces are constructed. David Reed pulled up in a vehicle and disembarked to test. Ian Crawford also tested the area and both agreed that it's design is highly accessible. Given the scope of the design they are more expensive to build but provides much better and safer access from a parked vehicle to the sidewalk than placing an accessible parking sign at a

basic on-street parking space. Ian Crawford and David Reed both provided feedback and their endorsement of this design. MACOA members fully endorsed the design and asked that future spaces employ this design. Everyone was encouraged to review the location right across Church Street from City Hall in front of the Knox Church.

**Moved by:** Linda Marie O'Hagan  
**Seconded by:** Ian Crawford

That MACOA endorses the on-street accessible parking space design by the Transportation & Environmental Services Department for all future on-street accessible parking spaces.

CARRIED

Staff was also asked to follow up with Transportation staff on the number of accessible spaces installed in the City parking lot at the corner of Westchester and St. Paul as well as on Gale at the Garden City Arena.

Other site plan related discussions included MACOA's recent inquiry about the lack of changes to the curb ramps and islands in the Smart Centre parking lots within the Wal-Mart site on Fourth Avenue. It has been more than a year since the islands were installed and it was at that time that MACOA flagged this design as inaccessible and a tipping danger for people who use a mobility device. City development staff had required upgrades to this construction at that time. City staff have notified the developer that it's not satisfactory.

It was also noted that the Smart Centre site across Fourth Avenue recently had a sidewalk installed as part of a new strip of stores that was recently built. The original sidewalk on the site plan agreement several years ago was never built as the area was used instead as a grade separation.

MACOA members noted concern that developers do not remedy their deficiencies in a timely manner and that the years and years it takes to motivate the required changes impacts pedestrians of all abilities at these large multi-store properties.

On a very positive note the Fairview Mall management acted upon their concerns for pedestrian safety and access, and is currently constructing a connective sidewalk from Geneva Street to the Mall entrance. The design is very similar to the one offered by MACOA. It was suggested that a media/communications promotion of this be made and staff will investigate.

**b. DDRC;**

Julie Morris, MACOA's DDRC rep, reported that an upcoming meeting will include MACOA's action statement to support the importance of accessible pedestrian connectivity for all pedestrians in the DDRC's undertakings.

**6. Information Update:**

- a. Kiwanis Pool and Library – an article from the St. Catharines Standard was circulated. Written by former MACOA member Linda Crabtree, it highlighted the excellent accessibility of this new recreation facility. One issue that was highlighted was a concern for transfer opportunities.

MACOA was adamant that the pool design include dignified pool ramps to avoid lift transfers on-deck with Hoyer type mechanisms. A transfer lift is available in the pool's accessible family change-room. This lift provides connectivity between the adult-changeable, deck wheelchairs as well as the toilet/shower area. The manual deck wheelchairs can go into the pool and are available in various sizes.

**b. Updates -**

Staff noted that parking lot at the Dunlop Seniors Centre has been completed and offers on-grade parking beside and in front of the facility. Plans are underway to redesign the washrooms to FADS standards. Staff will provide the drawings to MACOA when they become available.

**7. Next Meeting:**

Wednesday, October 24, 2012 at 1:30 p.m. in Committee Room #1.

**8. Adjournment:**

The meeting of the Mayor's Advisory Committee on Accessibility adjourned.

Moved by: Linda Marie O'Hagan

Seconded by: Bob Asham

That this meeting do now adjourn. The meeting adjourned at 3:00 p.m.

**CARRIED**

## City of St. Catharines

### Mayor's Advisory Committee on Accessibility (MACOA) MINUTES, Wednesday, October 24, 2012

**A meeting of the Mayor's Advisory Committee on Accessibility was held on Wednesday, October 24, 2012 in Committee Room #1 at City Hall at 1:30 p.m.**

Present: Mayor Brian McMullan  
Diane Foster, Co-chairperson  
Shelley Stewart, Co-chairperson  
Bob Asham  
Ian Crawford  
Tony DiPaola  
Julie Morris  
Linda Marie O'Hagan  
David Reed  
Mary Jane Waszynski

Regrets: Chantal Barrette  
Kevin Vallier

Staff: Diana Lecinski, Accessibility Coordinator, CAO's Office  
Chris Leonard, Fire Prevention, Fire & Emergency Management Services

Guest: Steve Murphy, Accessibility Advisory Coordinator, Region of Niagara

#### **Facility Accessibility Design Standards (FADS):**

The FADS guideline was approved by the Region of Niagara in September 2005 and adopted by the City of St. Catharines Council on April 24, 2006 for use in municipal facilities.



**1. Call to order:**

Shelley Stewart, co-chairperson called the meeting to order at 1:30 p.m.

**2. Introductions:**

Everyone was welcomed and round table introductions were made.

**3. Approval of Previous Minutes:**

The minutes of the Mayor's Advisory Committee on Accessibility for September 26, 2012 were approved.

**Moved by:** Julie Morris  
**Seconded by:** Diane Foster

That the minutes of the Mayor's Advisory Committee on Accessibility for September 26, 2012 be approved.

CARRIED

**4. Presentation/Discussion:**

Shelley Stewart welcomed Steve Murphy, Accessibility Advisory Coordinator from the Region of Niagara. He had asked for an opportunity to canvas the members of MACOA relating to a Housing/Homeless Action Plan. Steve Murphy noted common concerns for various sectors of the population that may include among many, people with a disability. A questionnaire was reviewed and discussed question by question. The discussion was extensive, engaged and detailed. Shelley Stewart thanked Steve Murphy for joining MACOA's meeting to review this questionnaire (attached).

**5. Business Arising from Minutes:**

**a. Accessibility Plan / AODA**

Staff provided a document containing various draft objectives related to each department. This was referred to as micro-type objectives over the next 3 year period, further to macro-objectives that related directly to the AODA and its various Standards. MACOA will review the draft in preparation for the November meeting at which time departmental staff reps will attend and discuss 2012 successes along with 2013-15 objectives.

Staff will bring a final draft 2013-2015 Accessibility Plan to MACOA for review and endorsement at their next meeting in January. Further

presentation to Council will take place in February.

**6. Updates:**

- a. Site Plan Review;  
deferred
- b. DDRC;  
Julie Morris, MACOA's DDRC rep, reported that meetings continue to take place and accessibility is becoming more recognized at the table.

**7. Information Update:**

- a. none

**8. Next Meeting:**

Wednesday, November 28, 2012 at 1p.m. in Committee Room #1.  
Annual holiday meeting starts at noon. Meeting will call to order at 1 p.m.  
Departmental staff reps have been invited to provide updates and input on the long-term accessibility plan.

**9. Adjournment:**

The meeting of the Mayor's Advisory Committee on Accessibility adjourned.

Moved by: Linda Marie O'Hagan  
Seconded by: Bob Asham

That this meeting do now adjourn. The meeting adjourned at 3:00 p.m.

**CARRIED**

## **Consultation Workbook**

### **Developing a Housing and Homelessness Action Plan for Niagara**

Niagara Region has created this workbook to hear your voice. It can also be found online at [www.niagararegion.ca](http://www.niagararegion.ca)

### **Section A: Niagara Housing and Homelessness Action Plan**

#### **Why does Niagara need a Housing and Homelessness Plan?**

Housing is a pillar of healthy, strong communities. People with an adequate, suitable and affordable place to live are far more able to take advantage of the opportunities in their community and contribute to society, both economically and socially.

Like most Ontario communities, Niagara is doing many things right in providing a wide range and mix of housing opportunities. However, also like most Ontario communities, Niagara has a range of housing and homelessness challenges. To address them, Niagara Region is developing a 10-year housing and homelessness action plan in consultation with residents, service providers, community agencies, and other stakeholders.

#### **What will the plan do?**

Developing the plan in consultation with the community will help us work together to identify how to help everyone in Niagara find and keep a home. The plan will outline the actions needed, and who needs to take those actions, to improve access to adequate, suitable and affordable housing. It will coordinate housing and homelessness services and supports to assist families and individuals. It will address a range of circumstances from homelessness to affordable homeownership. We expect that the plan will also help us to prepare for future government funding and partnership opportunities.

Specifically, the purpose of the housing and homelessness action plan is to:

- Identify current and future housing needs
- Set out objectives and goals relating to housing needs
- Propose actions to meet the goals

- Establish a process to measure and report progress towards meeting the goals

Together, we will create a long-term community vision and a comprehensive action plan for housing and homelessness.

### **What is the purpose of this Consultation Workbook?**

This workbook has been developed to help everyone with an interest in housing and homelessness to have a voice in the development of the housing and homelessness action plan. It will help ensure the plan reflects the needs and perspectives of the community. The workbook explains the role of Niagara Region and poses a series of questions to help facilitate discussion and get feedback.

The workbook can be used by individuals or by groups hosting small discussions. The individual or group lead is asked to submit answers or comments on some or all of the discussion questions within five main topics and return this form to the Region before November 10, 2012.

Additional information and resources to support individuals and groups is available at [www.niagararegion.ca/HHAP](http://www.niagararegion.ca/HHAP)

## **Section B: Niagara Region's Roles and Responsibilities**

### **What is Niagara Region's role in housing and homelessness?**

Niagara Region, through its agency Niagara Regional Housing (NRH), provides and advocates for quality, affordable housing and offers a combination of programs and services. Affordable housing is generally defined as costing 30 per cent or less of a household's gross income. About 15,000 Niagara residents are supported through one or more of NRH's programs.

Niagara's housing programs are funded by Niagara Region, the government of Canada, the province of Ontario and tenant rents. It is important to know that Niagara has a chronic waiting list for social housing. About 5,500 households (over 10,600 individuals) are currently on the list.

Niagara Region administers homelessness prevention programs, working with local service agencies and NRH. The Region redirects provincial and federal funds to agencies that provide services and programs focused on:

- Outreach to homeless individuals
- Emergency shelter
- Homelessness prevention

- Supported transitional housing

There will always be a role for Niagara Region to advocate to the provincial and federal governments for increased funding, improvements in policies and programs and a greater role in decision-making. The housing and homelessness action plan will focus on the areas Niagara Region controls and can improve.

## **Section C: Discussion Questions**

### **1. Absolute Homelessness in Niagara**

Absolute homelessness refers to people who have no home to call their own. They live outside, in an emergency shelter, in a place like a car or abandoned building not intended for human occupation. They may also stay for short periods with friends, a practice known as “couch surfing.”

- On any given night in Niagara, about 125 people stay in an emergency shelter, more than 60 people sleep outside and an additional 100 people stay in a transitional – or temporary – housing unit
- 573 households on the affordable housing waiting list identify themselves as homeless (as of July 2012)

A) Does this fully describe the picture of Absolute Homelessness in Niagara? What is missing?

[Click here to enter text.](#)

B) What are the most important things that should be done to help people who are Absolutely Homeless?

[Click here to enter text.](#)

### **2. Affordable Housing in Niagara / At Risk of Homelessness:**

Affordability is defined as a household spending 30 per cent or less of its income on housing costs such as rent or mortgage.

Those at risk of homelessness are people who have a home, but are very likely to lose it in the near future because of circumstances (can't afford to pay the rent, must leave as a victim of domestic violence, are at risk of eviction due to conflict caused from mental health or behavioural issues, their physical disabilities make their home unsafe, etc.).

- In Niagara, 20 per cent of renter households and 6.5 per cent of owner households spend more than half of their income on shelter, putting them at imminent risk of becoming homeless

- More than 10,600 individuals are on the affordable housing waitlist (as of September 2012)
- The affordable housing waitlist has grown by 31 per cent over the past three years with the biggest increases among seniors and families
- Wait times for affordable housing range from one year to almost 10 years. Current affordable housing options (more than 7,500 units) are not keeping pace with wait list growth
- In the private market, rental vacancy rates dropped from 4.4 per cent to 3.2 per cent in 2011 yet remain healthy
- Rental rates are out of reach for people earning minimum wages or receiving social assistance

*A) Does this fully describe the situation of affordable housing and those at risk of homelessness in Niagara? What is missing?*

[Click here to enter text.](#)

*B) What are the most important things that should be done to address affordable housing and the needs of those at risk of homelessness?*

[Click here to enter text.](#)

### **3. Housing programs**

Housing programs are initiatives related to:

- New supply (construction of new units, financing and development incentives)
- Affordability and Sustainability (rent allowances, allowances for utilities, homeownership down payments)
- Maintaining the existing units (renovation loans / grants, capital funding)
- Physical condition (renovation assistance)

*A) Which housing programs have the greatest potential to improve housing options in our community?*

[Click here to enter text.](#)

*B) What can we do more, better or differently with housing programs to help people find and keep housing?*

[Click here to enter text.](#)

*C) What are the greatest barriers to housing programs?*

Click here to enter text.

*D) How can we overcome the barriers to housing programs?*

Click here to enter text.

#### **4. Services and Supports**

Services and supports are provided by hundreds of non-profit agencies and other organizations in Niagara to assist individuals and families. They are *not* related to supply of housing units or housing affordability. These services include:

- Basic needs like food and help to find a home
- Counseling to help with personal needs
- Supports to maintain housing
- Assistance with job search and child care

*A) What are the most valuable services and supports to help people find and keep adequate, suitable, and affordable housing?*

Click here to enter text.

*B) What can we do more, better or differently to enable access to available services and supports?*

Click here to enter text.

*C) What are the greatest barriers to accessing services and supports?*

Click here to enter text.

*D) How do we overcome these barriers?*

Click here to enter text.

*E) How can community groups, agencies and organizations work with each other, with Niagara Region and with Niagara Regional Housing to create better housing options in Niagara?*

Click here to enter text.

## **5. Imagine a new Niagara**

In order to create a housing and homelessness strategy that will lead to positive change we must decide what it is we want our community to look like in the future.

### **Our working draft vision:**

*An adequate, suitable and affordable home for everyone in Niagara.*

*A) What does an ideal Niagara look like to you? What would it include?*

Click here to enter text.

*B) How would you measure success regarding access to adequate, suitable and affordable housing in Niagara?*

Click here to enter text.

**Please select the group that you represent**

Choose an item.

**Thank you for completing the Niagara Region Housing and Homelessness Action Plan Consultation Workbook. There are a few ways to provide your feedback. By mail, email, or dropping off at Niagara Region Headquarters. Please provide your comments by Nov. 10, 2012 to:**

**Niagara Region, Attention: Judy Sobchak  
P.O. Box 1042, Thorold, ON L2V 4T7**

**Or by email to: [housing@niagararegion.ca](mailto:housing@niagararegion.ca)**

**Or deliver in person at Niagara Region headquarters. There is a drop-box at the Campbell East entrance labeled "Niagara Regional Housing."**

**You can reach us by phone at 905-984-6900.**



## City of St. Catharines

### Mayor's Advisory Committee on Accessibility (MACOA) MINUTES, Wednesday, November 28, 2012

**A meeting of the Mayor's Advisory Committee on Accessibility was held on Wednesday, November 28, 2012 in Committee Room #1 at City Hall at 1:00 p.m.**

Present: Diane Foster, Co-chairperson  
Shelley Stewart, Co-chairperson  
Bob Asham  
Chantal Barrette  
Ian Crawford  
Julie Morris  
Linda Marie O'Hagan  
David Reed  
Mary Jane Waszynski

Regrets: Councillor Matthew Harris  
Tony DiPaola  
Kevin Vallier

Staff: Diana Lecinski, Accessibility Coordinator, CAO's Office  
Erin O'Hoski, Corporate Planning Officer, CAO's Office  
Patrice Wearne, Administrative Assistant, CAO's Office  
Departmental representatives for accessibility:

Present:

- CSS, Sue Dods (Clerk's, Information Systems)
- CSS, Chantal Switzer (Human Resources)
- FMS, Joanne Tessier
- EDTS, Marco Marino
- PDS, Britney Williamson for Amanda Knutson (Planning)
- TES, Steve Bittner (Traffic)

Regrets:

- PDS, Sam Carrera (Building), report submitted
- RCS, Jennifer Douglas
- FEMS, Chris Leonard

**1. Call to order:**

Diane Foster, co-chairperson called the meeting to order at 1:00 p.m. following MACOA's holiday luncheon.

**2. Introductions:**

Everyone was welcomed and round table introductions were made.

**3. Approval of Previous Minutes:**

The minutes of the Mayor's Advisory Committee on Accessibility for October 24, 2012 were approved.

Minutes for this meeting will be presented at the next MACOA meeting. The meeting content was reviewed by Diane Foster. This included the Housing/Homelessness questionnaire and discussion by the Region, along with discussion/preparation for a long-term accessibility plan.

**4. Business Arising from Minutes:**

**a. Accessibility Plan / AODA**

Diana Lecinski thanked each member of MACOA for their ongoing input and expertise that support the removal and prevention of barriers to the City's services, good and facilities. She also thanked staff reps for their continued support to improve accessibility in the City, and introduced Erin O'Hoski as a facilitator for the long-term accessibility planning discussions.

An overview is attached of the discussions along with MACOA's draft of suggested departmental micro-objectives over the next 3 year period. Additionally it was noted that this is in conjunction with the AODA Standards which were viewed as macro-objectives. Currently the Integrated Accessibility Standard Regulation (O. Reg. 191/11) contains various compliance requirements over the next 3 years in the areas of Employment, Information & Communication, General and Transportation.

Erin O'Hoski summarized several key areas of focus from the discussion. Firstly, **accessible customer service** is of primary importance along with continued staff training. This is an area that not only recognizes good customer service, but also accessible technology, documents and communication. Secondly, **engagement in the private sector** is significant to creating an inclusive and accessible community. Much can be promoted in

this area through indirect dialogue by various interactions with the City.

Thirdly, was termed **Ease & Movement**, relating to parking, outdoor elements and sidewalks being viable mode of transportation throughout City – service obstructions should be taken into further advanced planning. Other highlights included a corporate commitment to carry-through on long-term objectives by departments, the importance of including MACOA for its accessibility expertise for all City parks and facility builds/renovations and most importantly that Council proactively addresses accessibility in its budgeting process.

Diane Foster also thanked Erin O'Hoski for facilitating the discussions along with each staff rep for their support of accessibility and keeping a proactive dialogue between the departments and MACOA.

**b. 2013 meeting schedule**

MACOA endorsed its 2013 meeting schedule. Meetings will continue to be held monthly on the 4<sup>th</sup> Wednesday at 1:30 p.m. at City Hall in Committee Room #1 unless otherwise noted.

**5. Updates:**

**a. Site Plan Review;**

Accessibility staff noted that Planning & Development Services are arranging a meeting/discussion opportunity between the Spectator Facility development team and MACOA. If this meeting is before MACOA's next scheduled meeting of January 23, staff will canvas members for best dates/times.

**6. Next Meeting:**

Wednesday, January 23, 2013 at 1:30 p.m. in Committee Room #1.

**7. Adjournment:**

The meeting of the Mayor's Advisory Committee on Accessibility adjourned.

Moved by: Linda Marie O'Hagan

Seconded by: Bob Asham

That this meeting do now adjourn. The meeting adjourned at 3:00 p.m.

**CARRIED**

**City of St. Catharines  
Mayor's Advisory Committee on Accessibility  
City Hall, Committee Room #1  
Wednesday, November 28, 2012 at 1:00 p.m.**

**Agenda:**

**4. Business Arising from Minutes:**

**a. Accessibility Plan / AODA**

- Integrated Accessibility Standard
  - 3 year accessibility plan preparation,
  - Nov. meeting; staff reps will comment add/edit framework

Introduction of Erin O'Hoski, facilitator for long-term accessibility planning session

Goal; to reflect on successes, create a comprehensive 3 year program to address access (micro-objectives) and comply with legislation (macro-objectives)

**Brittany Williamson – PDS**

- Successes
  - Deficiencies noted at 2 new developments were fixed
  - Some deficiencies are being currently being renovated
  - Fairview Mall pedestrian sidewalk from Geneva up to Mall has been added for accessibility
- Moving forward
  - Draft site plan manual being finalized due to Citizen First initiative
    - 2013 roll out
  - Pre-qualification process being amended
  - Public Meetings – attempting to have larger audience by communicating on FaceBook and other media outlets – trying to target wider variety of citizens through social media

**Marco Marino – EDTS**

- Promotional materials:
  - Still attempting to re-work fonts (issue from previous years) – cost factor still proves not feasible hardcopy, however electronic versions are convertible. Access formats (e.g. large font) available upon request
  - Interactive media
  - Promoting benefits of accessible goods
  - SUMMARY: Electronic methods have been upgraded / print methods have not due to feasibility.
- Successes
  - New buildings to newcomers / investors are being upgraded with accessibility standards and word is getting out there
  - Promoting awareness: meets with 5 – 6 companies per week:
    - Makes them aware of AODA policies and standards
    - Benefits businesses
- **INPUT:**
  - Member: the work MACOA does on the site plans surpasses the provincial mandate – wants the City aware of the accessibility standards vs. .building code's bare minimum
  - Marco: in dealing with potential investors, EDTS promotes the benefits of being more accessible; however, investors are still learning the financial benefits of becoming accessible outweigh cost
  - Aerial fonts more precise – MACOA member – also take into consideration size of information packages – some people have downsized internet costs; therefore only receive smaller packages (Winzip)
    - ACTION: More corporate issue – E. O'Hoski will speak to this matter further at the end of this portion of the meeting

**Joanne Tessier -- FMS**

- 2012 was on-going regarding access
- 2011: On-line forms in accessible format (forms are being reviewed via a technology solution for corporate continuity)
- Ongoing training for front-line staff in providing service in accessible manner
- Purchasing (Procurement policy) document will come out for approval in the near future and accessible compliance is addressed clearly in this document

- Budget document: global issue for municipalities with obtaining accessible format (facing barriers with software provider) – staff will manually extract/convert on a by request basis
- Readable email is on the Billing Department's wish list – enhancement request list
  - Backend of accounting system does not allow for electronic billing / payment as of yet
  - Manually accepting payments
- **INPUT:**
  - MACOA: Difference between accessible and being user friendly – some companies have moved forward with electronic billing systems however are not easy to use (i.e. Horizon)

### **Chantal Switzer– CSS (HR)**

- Successes:
  - Orientation Program; customer service & accessibility customer service policy
    - Talk to me
    - Workplace emergency plans for emergency – includes assistance
    - Posted language – Browse Aloud (on ads, website, etc.)
      - BrowseAloud has introduced a new BrowseAloud Plus which introduces a mobile app version of the software allowing users to have your website read aloud on iPads.
    - Goal for Integrated Accessibility Std, Employment section compliance for 2014; ahead of the game however formal policy and procedures have/will be developed in 2013
  - Employment emergency information to continue to be available to employees upon request. Individual safety plans have been developed with staff who have requested this

### **Steve Bittner – TES**

- One on street – accessible space now available
  - Excellent feedback, more to be budgeted annual and MACOA suggested priority areas (per MACOA meeting January and April 2012)
- Zoning compliance is ongoing
- Ontario Street sidewalk – awaiting Regional work at the present time (between GM & QEW)

- Curb-ramp design (Engineering designs endorsed by MACOA (per MACOA meeting January 2012). Moving forward the City engineering has the standards reviewed and endorsed by MACOA.
- City parking lots – ongoing – no formal review – ad hoc basis
  - MACOA asked transportation to prioritize all City facility parking lots that all accessible parking spaces be updated to current size and ratio under the zoning by-law
- Painting accessible spaces: only control certain facilities / they paint every two years – TES has no authority over RCS services
- Exterior plaza of Central Library @ James St –TES has recognized this deficiency and placed in the annual the budget
- City parking info on web: Transportation should recognize all areas (lots, garages and on-street) for locations of accessible parking and have info on website.
- Accessible Built Environment AODA pending Standard, outdoor elements have been recently recognized and separated from the ABE to become part of a future addition to the Integrated Accessibility Std.
- **INPUT:**
  - Sidewalk closure/disruption should be revisited annually as part of Operations staff training e.g. signage should be posted well in advance of site of closure
  - Garden City Arena has additional one or two accessible spaces (based on ratio that is presently there), MACOA has advocated for more accessible parking at CGA
  - 30 out of 86 on-site parking spots allocated for Spectator Facility were reported to be designated accessible at the Site Plan stage

### **Sue Dods -- CSS (Clerks Dept & Technology Services)**

- Departmental staff have re-set computer defaults to corporate access std.
- BrowseAloud continues to be offered on the City's website as a print to voice (or MP3) service for people who have minor vision, cognitive issues, or English as a second language. It has introduced a new BrowseAloud Plus which introduces a mobile app version of the software allowing users to have your website read aloud on iPads.
- Council chamber renovation included a motorized podium up/down, lighting, IT, contrast carpeting w. stair nosing and removal of first bench for added area for mobility devices – COMPLETED – mechanical podium, lighting has been enhanced with dimming options, microphone sound improvement including a lapel microphone. – contrast carpeting for visual assistance/ still have portable listening devices

- Research options for closed captioning (CC) for Council meetings – MACOA suggested this within CSS's 3-year plan
- Prepare to meet the requirements and various compliance deadlines associated with the IASR relating to; website, communication, information, employment
- Employment and facility emergency safety information to continue to be available to employees upon request
- Customer Service:
  - Easel at Reception/Service Kiosk to identify where meetings are being held without anyone having to attend third floor including acceptance of bids / tenders on 2<sup>nd</sup> floor
- iCompass: new format for Council agendas/minutes is more accessible to reports / agendas / minutes – html or pdf document options (paper copies are available upon request)
- Crossing Guards – annual orientation meetings, receive acc training – staff does periodic inspections with regards to crossing guard locations
- Early planning stages for 2014 elections: Accessibility checklist will be brought forward to MACOA for review prior to implementation
- **INPUT:**
  - MACOA re elections: ensure accessibility is accessible observation: Laura Secord on Niagara: Back entrance / entrance for polling to gym – steps to entry way / no acc parking spots – very frustrating – witnessed some not being able to access bldg. to vote

### **Transit (Diana)**

- Policy and long-term acc plan partner
- IASR transportation std = compliance
  - Accessibility Plan is part of City plan – this is a long term plan this time around
  - Comprehensive transportation long-term plan drafted
  - Draft – Dec 13 will be presented to Transit Commission.
  - Dec 14 will be sent to Diana to move forward with Corporate Plan
  - DL has drafted Policy being brought forward to City Council Dec. 17

### **Library – 5 year strategy was presented to MACOA January 2012**

- 2012, 5-year strategy for access improvements.
- Participant in policy and long-term acc plan



### **Update from S. Carrera: Planning & Development Services**

- Site plan
  - Multi-format circulation for review (e.g. pdf)
  - Advocate for access to community (e.g. builders, developers, owners, businesses, general public, CIP, etc.)
  - Guiding documents to offer clear and succinct leadership for an accessible community (Official Plan, Urban Design Guidelines, CIP Guidelines, etc.)
  - Staff start to take on accessibility commenting, or consider MACOA for first set of SP's and staff to enforce from first comment onwards, unless plans change significantly
- CIP to be researched as to J. Riddell concerns about Planning Act
  - CIP to offer opportunity/reward for access (e.g. PDO)
- Public meetings to continue to be held at accessible venues and upon request provide accessible formatted information
- Status of Design Guidelines and an updated Site Plan Manual, and how access is addressed
- 

**Fire Services** regrets, submission TBA in December

**RCS** great successes as outlined on document, regrets, submission TBA in December

- Kiwanis exceeded # of accessible parking spaces; however, still may not offer sufficient number, will be monitored
- Kiwanis – July MACOA meeting was held on site and a tour was provided of the pool and the library
- **INPUT:**
  - MACOA: listed comments, kudos and a few minor deficiencies; have they been met? Diana to investigate and advise

### **Diana Lecinski: CAO Access and Administration/ Legal**

- Organized and conducted accessible information and communications training; continue to update and re-engage w. future staff training
- Support AODA standards and provide training/awareness throughout corporation
- Accessibility policy and statement of commitment for Integrated Accessibility Std.

- Continue AODA awareness and compliance through staff orientation, and continued training
- Inform and engage Boards and Commissions
- Acc. Coord is go-to for ASL, captioning services and audio file format requests
- City has a large number of successes; however, departments are not highlighting accessibility accomplishments, because they see it as their due diligence. This is the benchmark that defines true corporate endorsement and recognition for accessibility in the City's goods, services and facilities

### **Erin's Summary:**

#### **Three themes:**

##### **1. Customer Service**

- Font size
- Alternate formats
- Online accessibility for bill payment
- Erin gave outline of Citizen First initiative and their online survey – easily accessible city services

##### **2. Outreach to Private Sector**

- Business operators relationships with their customers
- Their interactions with customers / FADS document and acceptance
- Aging populations and their needs
- Building Code and change – outreach

##### **3. Ease & Movement**

- Parking
- Outdoor elements
- Sidewalks are viable mode of transportation throughout City – service obstructions should be taken into further advanced planning.

### **INPUT:**

- Integrate process into Acc Plan and move forward throughout the corporation
- Highlight and follow-up
- Customer Service could always be improved – should be ongoing not become complacent
- Public Awareness is an important issue

- Always encourage staff to do and be better
- Always need improvements to parking / number of allotted acc spots – Shelley S
- Members are ambassadors to be the voice for the community
- Do not have mandate over private sector

**ACTION:**

- themes to bring forward – add to the Drafted Plan

**MACOA**

- Continues to promote access with the community
  - Fairview Mall, pedestrian link
  - Shelley Stewart interview with ADO's office picked up by Ellen Waxman, Municipal News regarding access awareness and improvements
- Reviews site plans
- Undertakes park access audits
- Participates with corporate training opportunities
- Participates as access advocates with other committees
- Continues to meet monthly and actively promotes access expertise throughout the City

## Public Art Advisory Committee Meeting Minutes

Thursday November 15, 2012  
3:30 – 4:30 Centennial Gardens  
4:30pm – 5:30pm Anteroom, 3rd Floor – City Hall

**Present:** Councillor Mark Elliott, Lesley Bell (Co-Chair), Sandra Merk, Stephen Remus (Co-Chair), Peter Vietgen, Michael Zuberec

**Regrets:** Marcie Bronson

**Staff:** Rebecca Cann, Scott Ritchie, Jennifer Tupling

### 1. Site Visit to Centennial Gardens

Prior to their regular scheduled meeting the Public Art Advisory Committee met at Centennial Gardens to view Emblemata and discuss other Public Art elements/possibilities in the park. They took a closer look at the Doug Cranmer totem pole and the restoration work that it requires. They examined the remnants from the old Carnegie Library that had been suggested by the Heritage Committee as a possible public art project. They examined the park and area in relation to possible locations for the Richard Pierpoint project. The Committee then traveled to the Knifeworks Trail parking lot to look at the propellers and panel that is regularly vandalized.

The Committee was inspired by the parkland and the possibilities for future public realm projects incorporating public art.

### 2. Welcome and Introductions

S. Remus welcomed everyone to the November meeting once at City Hall.

### 3. Approval of Agenda

**Motion:** To approve the agenda for Thursday November 15, 2012.

**Moved:** P. Vietgen

**Seconded:** S. Merk

**Approved.**

### 4. Approval of Minutes

**Motion:** To approve the meeting minutes from Thursday October 18, 2012.

**Moved:** M. Zuberec

**Seconded:** M. Elliott

**Approved.**

### 5. Business Arising from the Minutes

#### 2013 Premier's Awards for Excellence in the Arts

S. Merk has begun to work on the nomination of the Niagara Artists Centre and will submit the nomination in her name on behalf of the Committee – the nomination guidelines state that the nomination is to come from an individual. The deadline is December 3, 2012.

**6. Correspondence**

Nothing at this time.

**7. Community Public Art Initiatives**

**a. Les Allies – 1812 – The Allies – Club LaSalle project**

R. Cann reported that she has discussed the future of the project with Club LaSalle. They are still interested in moving forward with the project on a smaller scale and still wish to meet the original unveiling deadline of June 24, 2013. The change in project will require a report to Council which may suggest a matching of funds based on fundraising by Club LaSalle. She noted that the Art Selection Team will need to meet again to review the changes to the project and address the submissions received to date.

**8. Public Art Initiatives**

**a. City Hall Exhibits**

**i. City Hall Exhibits**

The Brock University/City of St. Catharines exhibit outside the Mayor's office has been delayed and is now scheduled to be installed in December or January.

**ii. 2013 Juried Exhibit**

J. Tupling shared a final draft of the Call to Artists. The Committee suggested edits to the title of the exhibit. Ideas will be shared and finalized via email.

**b. 1812 Public Art - Richard Pierpoint**

**Action:** J. Tupling has reviewed the homestead information from L. Bell's material and will scan it to share with the committee for further review.

**c. Centennial Gardens (emblemata) Exhibit**

R. Cann inquired if the Committee is interested in continuing the juried program in 2012. They wish to release a call again for 2013 and theme the exhibit on elements related to the site such as nature, wildlife or heritage of the area.

**d. Downtown Performing Arts Centre Public Art – Deferred**

**e. Spectator Facility Public Art – Deferred**

**9. Art Collection**

**a. Offer of Art Donation**

R. Cann announced that she was contacted regarding a possible donation of a painting. She has requested more information from the donor and will present this to the Committee once it has been submitted.

**b. Collection Updates**

**i. Cenotaphs**

R. Cann reported that considerable restoration work was completed on the St. Catharines Cenotaph in time for Remembrance Day ceremonies. The bronze medallions still require cleaning which will take place over winter. She also noted that a report regarding accessibility at the site will be presented to Council in the New Year.

**ii. Other**

Nothing at this time.

**c. Twinning Artwork – Photos from Visit – Deferred**

**10. Development of Public Art Procurement Process – Deferred**

**11. Review the Public Art Advisory Committee Terms of Reference - Deferred**

**12. Reports**

**a. Culture Committee – R. Cann**

R. Cann reported that the SCCIP sub-committee presented their recommendations for funding to the Culture Committee, which were reviewed and approved for Council's consideration. The SCCIP sub-committee had a difficult year, as there was greater demand on the program and the new Culture Builds Community program garnered more applications than the previous Artist in the Community program. This resulted in a number of cuts and reductions. The recommendations will now go to Council in a report for final approval.

**b. Joint Mural Task Force – S. Merk**

The group is meeting within the next week.

**c. Cultural Services – R. Cann**

R. Cann reported that cNiagara.ca has been hosting Post-It Parties across the Region to assist the culture community in their use of the site. There has been a great response and advertising for the site will increase over the next few weeks. She shared information regarding Public Open Houses by the Niagara Region in regards to amendments to their Culture Plan. She encouraged the Committee to attend one of these meetings.

**Action:** J. Tupling will resend the notice of public meetings to PAAC.

### **13. Other Business**

#### **New Hospital Arts Committee**

S. Remus reported that he has been sitting on this committee and they are currently drafting a procurement policy for art selection. The committee has reviewed the works previously in the collection and will be auctioning these off to raise funds for future acquisitions. He noted there is a work depicting the Lakeside Park Carousel that the Public Art Advisory Committee may wish to acquire for the St. Catharines Civic Art Collection. R. Remus noted that some design elements installed as part of construction could have been an opportunity to involve artists and reflect Niagara-specific images and materials. The Committee agreed that there is an opportunity to educate contractors and others in the construction industry on utilizing artists for finishes planned within various developments.

**Action:** This committee will be added to the Report section of the Public Art Advisory Committee's regular agenda.

**Motion:** To adjourn the meeting of Thursday November 15, 2012.

**Moved:** P. Vietgen

Meeting Adjourned at approximately 5:21 pm

**Next Meeting:** Thursday December 20, 2012 – 4:00pm



# St. Catharines Museum Advisory Committee

---

FOR: 2012 / 7<sup>th</sup> Meeting

HELD: Tuesday, November 27, 2012

PRESENT: Edwin Wand, Vice-Chair; Irene Romagnoli; Lesley Seaborne; Brenda Zadoroznij

REGRETS: Alan R. McEwen, Chair; Matt Harris, Councillor; 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 6:36 pm by the Vice-Chair

### 2. Confirmation of Minutes

**MOTION:** ROMAGNOLI/SEABORNE

THAT the Minutes of the meeting held October 23, 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: October Stat Report

- Fantastic Sea Monsters exhibit
  - Opening event was very well attended
  - Holiday and March Break programming will relate to exhibit



- Newsletter
  - Committee members are enthused about the newsletter and willing to contribute article re Committee doings
  - Notice will be sent 3-4 weeks prior to newsletter mailing date for volunteer(s) to submit information
- Potential Acquisition: 1904 Oldsmobile
  - Independent appraisal has confirmed projected value
  - On loan for winter season; no deadline set for purchase
- Culture Plan
  - In progress
- Staff/Volunteer Potluck – Dec. 14
- Social Media Stats
  - Twitter was tracked during the time period a submarine was passing through the Welland Canal. Tracking shows that Twitter and Facebook receive good primary and secondary exposure.
  - Committee appreciates the value of using social media and is pleased with the scope and breadth of the results

**d. Council Report**

There was no report at this time.

**4. Business Arising from the Minutes**

**a. Strategic Planning**

Deferred to the next meeting.

**5. Ongoing Discussion Items**

**a. Public Transit**

Deferred to the next meeting.

**b. Outdoor Signage**

Deferred to the next meeting

**6. Special Funds Report**

**MOTION:** ROMAGNOLI/SEABORNE

THAT the Special Funds Report be received.

Carried.

**7. Sub-Committee Reports**

**a. Collections Advisory Sub-Committee**

Sub-Committee met, made recommendations re acquisitions, deaccessioning

**b. Programs Advisory Sub-Committee**

Looked at business plan re mega-exhibits

**c. Public Relations/Fundraising Advisory Sub-Committee**

Shipman's Shindig wrap-up meeting was held. Road Rally event planned for July 2013.  
Membership review on-going.

- d. **Dragon Boat Festival Ad Hoc Committee**  
Committee met to finalize 2012 Festival

8. **Other Business**

- a. **Mayor's Advisory Committee for Black History**  
A verbal update was provided.

9. **Next Meeting**

The next meeting has been scheduled for Tuesday, January 22, 6:30 pm, at the Museum.

10. **Adjournment**

The meeting was adjourned at 7:34 pm

Certified Correct (Secretary): \_\_\_\_\_

Confirmed by (Chair): \_\_\_\_\_

# 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

November 15, 2012 – 7:00 p.m.  
Board Room

Present: A. Carruthers S. Reilly  
A. Cook A. Rosts  
L. McDonald (Chair) M. Sendzik  
A. McEwen Councillor B. Williamson  
Councillor B. Phillips

Staff: D. Bott L. Stripnieks (Secretary)  
J. Foster D. Muise (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on November 15, 2012 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to the Agenda

There were no additions or deletions to the Agenda.

#### 1.2 Adoption of the Agenda

**MOTION:** THAT the Library Board adopt the agenda.  
**2012-82**

**Moved by:** S. Reilly  
**Seconded by:** A. Rosts  
**Motion Carried.**

**RECEIVED**

FEB 05 2013

CITY CLERK'S OFFICE  
ST. CATHARINES, ONTARIO

### DISTRIBUTION

Staff: Council

Copies to:

TES: \_\_\_\_\_

PS: \_\_\_\_\_

LS: \_\_\_\_\_

HR: \_\_\_\_\_

FIRE: \_\_\_\_\_

FMS: \_\_\_\_\_

EDTS: \_\_\_\_\_

CAO/MAYOR: \_\_\_\_\_

2. **Minutes**

2.1 **Minutes of Regular Meeting**

**MOTION:** THAT the minutes of the Regular Meeting of November 15, 2012 be approved, a copy having been received by each Trustee.  
**2012-83**

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

3. **Business Arising**

None.

4. **Correspondence**

The Board received correspondence as at November 6, 2012. Correspondence from the Staff Fund Committee was discussed.

**MOTION:** THAT the Library Board contribute SEVEN HUNDRED AND FIFTY(\$750.00) DOLLARS to the Staff Christmas celebration.  
**2012-84**

**MOVED BY;** Councillor B. Williamson  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he, along with A. Carruthers and Councillor B. Williamson, attended the Fresh Ink Teen Writing Contest reception. He and A. Carruthers commented that this was a very good evening and well attended.

The Chair also reported that he had had a number of discussions regarding the potential donation. This item will be discussed In-camera.

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

L. Stripnieks stated that her report was covered in the items under New Business.

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

J. Foster reported that regular inspections of the Port Dalhousie Branch and Merritt Branch were carried out. No deficiencies were found.

5.4 **Branch Reports**

The Board received the written Branch reports for October, 2012.

5.5 **Facilities** – J. Foster

J. Foster reported that students from Governor Simcoe Secondary School will be at the Central Library on November 19, 2012 to paint a 'Winter Wonderland Scene' on the windows in the Children's Area. Students from Laura Secord Secondary School will be painting the windows in the Spring.



**5.6 Finance**

**5.6(a) Schedule of Accounts – Report 10**

A. Rosts requested clarification of Cheque No. 10435 issued to the Canadian Broadcasting Corporation. J. Foster reported that this was for the purchase of materials from the CBC.

A. Rosts requested clarification of Cheque No. 10431 issued to Larisa Brodsky Architect Inc. J. Foster reported that this covered payment of the architect's fees for the preparation of accessibility design specifications.

**MOTION:** THAT the tenth report recommending payment of accounts  
**2012-85** and salaries in the amount of TWO HUNDRED THREE THOUSAND, SEVEN HUNDRED NINETY-NINE DOLLARS & TWELVE CENTS (\$203,799.12) be received and approved.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. McEwen

**MOTION CARRIED.**

**5.6(b) Statement of Operating Accounts – as at October 31, 2012**

With 83% of the year elapsed the statement shows: revenue received – \$3,805,927; expenditures – \$4,157,130.

**5.6(c) Endowment and Trust Fund Statement – as at October 31, 2012**

The statement shows a balance of \$814,408 made up as follows: opening balance – \$785,874; donations – \$20,234; interest income – \$12,300; expenditures (\$4,000): current assets – \$814,408; YTD encumbered – \$241,131; YTD unencumbered – \$573,277.

**5.6(d) Report on Short-Term Investments – as at October 31, 2012**

The report shows a balance of \$1,010,485 made up as follows: \$452,200 due June 21, 2014 invested with Ontario Savings Bonds; \$336,726 due February 13, 2013, invested with a TD Bank GIC; and \$221,559 due February 13, 2013, invested with a TD Bank GIC.

**5.6(e) Report on Reserve Accounts – as at October 31, 2012**

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

**5.7 St. Catharines City Council**

Councillor B. Phillips reported on the review of the By-law covering recreational vehicles in private driveways..

Councillor B. Phillips also reported that work on the Performing Arts Centre is expected to commence before Christmas.

Councillor B. Williamson reported that the Kiwanis Aquatics Centre pool will be closed from December 4 to 7, 2012 for repairs to the air-handling unit. This will not affect the operations of the Grantham Library.

Board members discussed the difficulty in contacting City Hall after hours. Councillor B. Williamson asked that they email the details to him and he will forward to City staff.

**6. New Business**

**6.1 Fresh Ink 2012 – L. Stripnieks**

The Board received a written report. Discussion ensued.

**6.2 2013 Library Board Meeting Dates–L. Stripnieks**

The Board received a written report. Discussion ensued.

**MOTION:** THAT the Library Board approve the meeting dates for 2013.  
**2012-86**

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

**6.3 2013 Holidays – J. Foster**

The Board received a written report. Discussion ensued.

**MOTION:** THAT the Library be closed at 2:00 p.m. on December 24 and  
**2012-87** December 31, 2013.

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

**6.4 2013 OLA Conference – L. Stripnieks**

The Board received a written report. The OLA Super Conference will be held from January 30 to February 2, 2013 at the Metro Toronto Convention Center, 255 Front Street West, Toronto. Board members were asked to forward their request to attend the conference to Administration by December 11, 2012. Board members were also requested to arrange their hotel accommodation and transportation directly.

**6.5 Annual Report – 2011 – L. Stripnieks**

The Board received a written report. The report is posted on the Library's website. The C.E.O. advised that she is now working on the 2012 Annual Report and is awaiting statistics in order to complete the report.

**6.6 Strategic Agenda 2013-2015 – L. Stripnieks**

The C.E.O. provided background information. The C.E.O. stated that the *Strategic Agenda 2013-2015* provides information on achievements to date and provides the framework for service development for the period 2013-2015. The goals in the *Strategic Agenda* are stated in broad terms.

The CEO noted that Operational goals are developed annually to address the objectives in the *Strategic Agenda*. The annual operational goals are provided to the Board at the beginning of each year and are approved by motion. The Board receives an update on the status of the annual goals at year end. The status of annual goals is reflected in the Library's annual reports and in the Annual Budget(s) to Council. Discussion ensued.



**MOTION:** THAT the Library Board approve the *Strategic Agenda: Information, Innovation, Integration 2013 – 2015*.  
**2012-88**

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

6.7 Business For Next Meeting  
No business for next meeting.

6.8 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.  
**2012-89**

**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  
There were no additions or deletions to the Agenda.

7.2(b) Adoption of In-Camera Agenda

**MOTION:** THAT the Library Board adopt the In-Camera agenda.  
**2012-90**

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

7.3 Business Arising

7.3(a) Donation Update – L. McDonald

L. McDonald reported that discussions have taken place with the potential donor as well as other Board members. The Chair also met with the potential donor on November 14, 2012.

The revised Draft Agreement was reviewed by the Library Board. Minor changes were recommended.

The Library Board also reviewed the options for the wording of the plaque which would be placed in the Aquatic Centre.

The wording of a plaque for the donor's home or office was also reviewed by the Board.

**MOTION:** THAT the Library Board approve the Donor Recognition  
**2012-91** Agreement subject to the recommended amendments and delegate authority to the Chair to sign the Agreement once it has been finalized with the donor.

**Moved BY;** A. McEwen  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

**MOTION:** That the Chair present the two versions for the wording of the  
**2012-92** plaque to the donor for their decision.

**Moved BY;** Councillor B. Phillips  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

**MOTION:** THAT the Library Board approve the wording of the plaque for  
**2012-93** the donor's home or office.

**Moved BY;** M. Sendzik  
**SECONDED BY:** A. McEwen  
**MOTION CARRIED.**

7.4 Correspondence  
None.

7.5 New Business

7.5(a) Proposed Operating Budget 2013 – J. Foster

The Board received a copy of the draft 2013 Proposed Operating Budget. J. Foster provided an overview of the budget, summarizing the cost centre changes. J. Foster noted that the budget also included several options and costing for increased hours of service at the Grantham Library Branch. Discussion ensued.

**MOTION:** THAT the Library Board approve the proposal to open on  
**2012-94** Sundays as reflected in the Proposed 2013 Operating Budget report; and that the cost to open for 25 Sundays be incorporated into the Proposed 2013 Operating Budget that will be presented to Council.

**Moved BY;** Councillor B. Phillips  
**SECONDED BY:** A. McEwen  
**MOTION CARRIED.**



**MOTION:** THAT the Library Board approve the Proposed 2013 Operating  
**2012-95** Budget, as amended to include the cost to open 25 Sundays at  
the Grantham Branch, and that \$94,700 from the 2012  
Operating Accounts be brought forward to support the 2013  
Operating Budget and that anything over and above be  
allocated to the Building and Facilities Enhancement Reserve.

**MOVED BY;** A. McEwen  
**SECONDED BY:** S. Reilly  
**MOTION CARRIED.**

7.6 Return to Open Session

**MOTION:** THAT the meeting return to Open Session.  
**2012-96**

**MOVED BY;** A. Cook  
**SECONDED BY:** A. McEwen  
**MOTION CARRIED.**

The meeting returned to Open Session at 9:05 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.  
**2012-97**

**MOVED BY;** B. Phillips  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

The meeting adjourned at 9:06 p.m.

10. Date and Time of Next Meeting  
January 24, 2013 at 6:30 p.m.

