



**The Corporation of the City of St. Catharines  
GENERAL COMMITTEE AGENDA  
Regular, Wednesday, April 8, 2020  
Electronic Participation**

This Meeting of General Committee will be held through Electronic Participation in accordance with Bill 187, the Municipal Emergency Act, which was passed by the Province of Ontario on March 19, 2020.

This Meeting may be viewed online at [www.stcatharines.ca/youtube](http://www.stcatharines.ca/youtube)

*Public Comments: The public may submit comments regarding agenda matters to the Office of the City Clerk by contacting [clerks@stcatharines.ca](mailto:clerks@stcatharines.ca) by Tuesday, April 7, 2020 before 3:00 PM. Comments submitted will be considered as public information and entered into public record.*

*His Worship Mayor Walter Sendzik takes the Chair and opens the meeting following Items Number 5 and 8 on the Council Agenda*

Page

**1. Motion to Move Reports on Consent**

**2. Consent Reports**

*Following Consent Reports, Council will proceed to Council Agenda Item 6 (Public Meetings Pursuant to Planning Act)*

- |        |  |
|--------|--|
| 3 - 8  | 2.1 Financial Management Services, Accounting and Payroll<br>2019 Statement of Council Remuneration and Expenses<br>(This report was originally published as part of the March 23, 2020 General Agenda)  |
| 9 - 16 | 2.2 Planning and Building Services, Planning Services<br>Demolition Permit in Heritage Conservation District 61 Lakeport Road (former Pier 61 Restaurant), Port Dalhousie Owner(s) - Port Dalhousie Harbour Club Ltd.<br>(This report was originally published as part of the March 23, 2020 General Agenda) |

Page

- |         |     |   |
|---------|-----|---|
| 17 - 20 | 2.3 | Engineering, Facilities and Environmental Services, Engineering and Construction<br>Award of Engineering Services for Project P19-020 Avalon Place / Bernhardt Street / Embassy Avenue Road and Underground Improvements<br>(This report was originally published as part of the March 23, 2020 General Agenda) |
| 21 - 26 | 2.4 | Engineering, Facilities and Environmental Services, Engineering and Construction<br>P17-063 Glenwood Avenue / South Drive / Highland Avenue Reconstruction and Partridge Park Development   |
| 27 - 29 | 2.5 | Municipal Works, Director<br>Temporary Closure of Parks and Outdoor Recreational Amenities during Covid-19 Pandemic<br>[Addenda]  |
| 30 - 31 | 2.6 | Financial Management Services, Director<br>Budget Standing Committee Report for Agenda Item 10.1 (2019 Year End Report and Reserve Update) Meeting of March 11, 2020  |
| 32 - 55 | 2.7 | Legal and Clerks Services, Office of the City Clerk<br>Council Correspondence   |

**3. Discussion Reports**

- |         |     |   |
|---------|-----|---|
| 56 - 70 | 3.1 | Office of the Chief Administrative Officer, Administration<br>COVID-19 City Staff Initiatives |
|---------|-----|---|

**4. In-Camera Session (General Committee)**

There is no scheduled In-Camera session.

**5. Adjournment**

*Following Adjournment, Council will proceed to Council Agenda Item 9 (Motions Arising from In-Camera Session).*

The meeting of March 23, 2020 was cancelled and this report was moved to the meeting of April 8, 2020.



## Corporate Report City Council

**Report from:** Financial Management Services, Accounting and Payroll

**Report Date:** February 19, 2020      **Meeting Date:** March 23, 2020

**Report Number:** FMS-035-2020      **File:** 10.12.24

**Subject:** 2019 Statement of Council Remuneration and Expenses

**Strategic Pillar:**

### Recommendation

That report FMS-035-2020, regarding 2019 Statement of Council Remuneration and Expenses, be received for information and no further action be taken. FORTHWITH

### Summary

Staff are required to report on the annual remuneration and expenses for Council by March 31<sup>st</sup> of the following year. In 2018, Council approved adjusting the level of remuneration to offset the impact of the Canada Revenue Agency removing the non-accountable expense allowance, which allowed elected officials to receive one-third of their remuneration not subject to income tax. These adjustments resulted in an approximately \$51,000 increase to City remuneration in 2019 as compared to 2018. A separate appendix was also added to the report for 2019 to identify external board remuneration for members of Council.

### Relationship to Strategic Plan

Reporting Council remuneration and expenses is a statutory requirement mandated by Section 284(1) of the *Municipal Act, 2001*.

### Background

Section 284(1) of the *Municipal Act, 2001* requires that the Treasurer shall each year submit to the Council of the municipality an itemized statement of the remuneration and expenses paid to each member of Council in respect of his or her services as a member of Council or as a member of a local board in the preceding year. On November 12, 2018 Council set the remuneration levels for Councillors to the following, effective January 1, 2019:

55.5% of the average earned income of all individuals filing a tax return in the City of St. Catharines, as published in the most recent Taxation Statistics.

The average earned income of all tax filers filing a tax return in the City of St. Catharines was \$42,218, which resulted in an annual salary of \$23,414 (small differences exist due to rounding).

At the same November 12, 2018 Council meeting, the Mayors remuneration level was set at \$108,970 with annual adjustments made in accordance with the following, effective January 1, 2019:

based on the change of the average earned income of all individuals filing a tax return in the City of St. Catharines from the previous year.

While the Councillors are paid monthly, the mayor's salary is paid bi-weekly, resulting in some timing differences between the actual amount received during the year and the annual remuneration rate. The Mayor's annual remuneration rate for 2019 was 109,384, based on the percentage increase found in the following table:

Average Income – All Returns 2016	\$42,218
Average Income – All Returns 2015	\$42,057
Annual Increase (\$)	\$161
Annual Increase (%)	0.38%

## Report

### 2019 Remuneration and Expenses

Total remuneration and expenses for 2019, in accordance with By-laws 2000-139, 2000-276, 2003-270, 2004-244, 2004-283, 2018-251 and 2018-252 are as follows:

City Controlled Remuneration	Expenses	External Board Remuneration	Total Remuneration & Expenses
\$470,727.86	\$51,182.87	\$46,250.00	\$568,160.73

A breakdown of Council Remuneration by individual members of Council provided in Appendix 1, while a categorization of expenses by individual members of Council is included in Appendix 2, and Remuneration from External Boards is provided in Appendix 3.

### Changes to Tax Exemption for Expense Allowances in 2019

2019 was the first year in which one-third of Council remuneration was no longer provided as a non-accountable expense allowance (not subject to income tax). Due to the change in taxation by the Canada Revenue Agency, on November 12, 2018, Council approved amending the remuneration rates for Councillors and the Mayor in order to offset this impact. The estimated impact of the salary increase for the Mayor and Councillors at that time was estimated to be approximately \$51,000. As a result, there is a larger than usual year-over-year increase, which is directly related to that change.

## **Additional Information Provided for 2019**

As part of the effort to continue to improve the City's reporting, it was identified that some, but not all benefits and employment related costs have been included in the past. A review of reports prepared by other municipalities, including some comparator municipalities, showed that many municipalities do include all employment related costs as part of the remuneration report, including benefits and payroll taxes. This resulted in reporting an additional \$25,558.44 in benefits that would not have been reported in prior years.

Additionally, the 2018 report did not include external board remuneration. A subsequent memo was issued on March 22, 2019 to provide the external board remuneration received by members of Council in 2018. This information is contained in the 2019 report, and external board remuneration was received by a member of Council for the full year in 2019, as compared to only six months in 2018, resulting in a \$23,750 increase.

## **Financial Implications**

Total Council remuneration and expenses for 2019 was \$568,160.73 (2018 - \$444,097.24).

## **Environmental Sustainability Implications**

There are no environmental sustainability implications associated with this report.

### **Prepared and Submitted by**

Adam Smith, Manager of Accounting & Payroll & Deputy City Treasurer

### **Approved by**

Kristine Douglas, Director of Financial Management Services & City Treasurer

## **Appendices**

Appendix 1 – Statement of Council Remuneration

Appendix 2 – Statement of Council Expenses

Appendix 3 – Third Party Board Remuneration

## The City of St. Catharines

### 2019 Statement of Remuneration for Members of City Council

Member of Council	City Council Remuneration	Taxable Benefits*	Other Benefits**	St. Catharines Hydro Board Remuneration	Total City Controlled Remuneration
Dodge, Dawn	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Garcia, N. Carlos	\$23,413.68	\$ -	\$456.60	\$7,482.81	\$31,353.09
Harris, Matthew (Deputy Mayor)	\$26,016.84	\$ -	\$1,655.71	\$10,033.06	\$37,705.61
Kushner, Joseph	\$23,413.68	\$ -	\$456.60	\$7,688.14	\$31,558.42
Littleton, Lori	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Miller, Greg	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Phillips, William	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Porter, Karrie	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Sendzik, Walter (Mayor)	\$108,959.08	\$13,461.46	\$23,717.64	\$ -	\$146,138.18
Siscoe, Mathew	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Sorrento, Sal	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Townsend, Kevin	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
Williamson, Bruce	\$23,413.68	\$ -	\$1,472.16	\$ -	\$24,885.84
<b>Totals</b>	<b>\$392,526.40</b>	<b>\$13,461.46</b>	<b>\$39,535.99</b>	<b>\$25,204.01</b>	<b>\$470,727.86</b>

\*Taxable Benefits include Automobile Allowance, Life Insurance and AD&D coverage

\*\*Other Benefits include OMERS, Extended Health and Dental Coverage and Payroll taxes

## The City of St. Catharines

### 2019 Statement of Expenses for Members of City Council

Member of Council	Out of Region Meetings, Events & Conferences		Mileage & Parking	Phone & Tablet	Meetings Events & Other	Total Expenses
	Attended	Expenses				
Dodge, Dawn	1,9	\$4,490.13	\$684.40	\$500.87	\$222.19	<b>\$5,897.59</b>
Garcia, N. Carlos		\$ -	\$ -	\$599.01	\$172.72	<b>\$771.73</b>
Harris, Matthew (Deputy Mayor)		\$ -	\$ -	\$1,122.16	\$220.00	<b>\$1,342.16</b>
Kushner, Joseph		\$ -	\$ -	\$960.72	\$ -	<b>\$960.72</b>
Littleton, Lori	1	\$2,062.11	\$741.92	\$623.54	\$553.63	<b>\$3,981.20</b>
Miller, Greg	1	\$2,094.59	\$758.16	\$894.97	\$20.00	<b>\$3,767.72</b>
Phillips, William		\$ -	\$ -	\$792.51	\$140.22	<b>\$932.73</b>
Porter, Karrie	1	\$1,958.04	\$341.04	\$1,000.72	\$110.90	<b>\$3,410.70</b>
Sendzik, Walter (Mayor)	2-8	\$9,829.24	\$2,819.37	\$4,177.50	\$4,952.46	<b>\$21,778.57</b>
Siscoe, Mathew		\$ -	\$ -	\$1,501.47	\$339.71	<b>\$1,841.18</b>
Sorrento, Sal		\$ -	\$24.36	\$1,358.07	\$431.51	<b>\$1,813.94</b>
Townsend, Kevin	1	\$2,257.31	\$684.40	\$920.13	\$126.21	<b>\$3,988.05</b>
Williamson, Bruce		\$ -	\$ -	\$664.64	\$31.94	<b>\$696.58</b>
<b>Totals</b>		<b>\$22,691.42</b>	<b>\$6,053.65</b>	<b>\$15,116.31</b>	<b>\$7,321.49</b>	<b>\$51,182.87</b>

#### Out of Region Events & Conferences:

1. Association of Municipalities of Ontario (AMO) 2019 Conference, Ottawa, ON
2. Marine Club Dinner, Toronto, ON
3. Consulate Meetings and Maple Leaf Gala, New York City, NY
4. 75<sup>th</sup> Anniversary of the Liberation of Bergen Op Zoon, Bergen Op Zoom, Netherlands
5. FISA World Rowing Championships Bid, Linz, Austria
6. Great Lakes St. Lawrence Cities Initiative – US Mayor's Conference, Washington, DC
7. Great Lakes St. Lawrence Cities Initiative – Great Lakes Summit, Toronto, ON
8. Great Lakes St. Lawrence Cities Initiative – Annual Meeting, Sheboygan, WI
9. AMO Board Meetings (Toronto, ON – 4, Orillia, ON – 1)

## The City of St. Catharines

### 2019 Statement of External Board Remuneration for Members of City Council

Member of Council	Organization	Directors Fees	Meeting Fees	Expenses	Total
Harris, Matthew	Alectra Utilities Inc.	\$25,000.00	\$21,250.00	\$0	\$46,250.00





## Corporate Report City Council

**Report from:** Planning and Building Services, Planning Services

**Report Date:** March 4, 2020      **Meeting Date:** March 23, 2020

**Report Number:** PBS-043-2020      **File:** 2019 113656 HERT

**Subject:** Demolition Permit in Heritage Conservation District      61  
Lakeport Road (former Pier 61 Restaurant), Port Dalhousie  
Owner(s) - Port Dalhousie Harbour Club Ltd.

**Strategic Pillar:**



### Recommendation

That Council approve the Heritage Permit application to demolish the existing building at 61 Lakeport Road. FORTHWITH

### Summary

Staff are recommending a demolition permit be issued for the existing Pier 61 building at 61 Lakeport Road, a contemporary commercial building that is non-contributing to the heritage character of the Port Dalhousie Heritage Conservation District.

### Relationship to Strategic Plan

The recommendations of this report directly support Cultural Sustainability Pillar Goal 9: Embrace our diversity and celebrate our heritage and history.

### Background

In December 2003, the Port Dalhousie Heritage Conservation District designation received final approval from the Ontario Municipal Board. The District is one of the largest heritage conservation districts in Ontario. The District has the natural boundaries of Lake Ontario and Martindale Pond, and the southwestern boundary runs variously along Corbett Avenue, Johnston Street, and Shelley Avenue. The subject lands are located within the Port Dalhousie Heritage Conservation District.

The *Ontario Heritage Act* (OHA) requires Council approval for new construction, additions to existing structures, and demolition within a Heritage Conservation District. By-law 2004-27, as amended, delegates the approval of heritage permits for new

construction and alterations to the Director of Planning and Building Services (PBS); however, demolitions remain subject to Council approval.

The St. Catharines Heritage Permit Advisory Committee (SHPAC) was appointed in May 2015 to review applications and provide advice to Council to facilitate this process. The Port Dalhousie Heritage District Advisory Committee (PDHDAC) provided this function from 2004 to early 2015.

In accordance with Section 42(4) of the *Ontario Heritage Act*, when a heritage permit, including demolition, is applied for, Council may give the applicant:

- (a) the permit applied for;
- (b) notice that the Council is refusing the application for the permit or;
- (c) the permit applied for, with terms and conditions attached.

If Council refuses the heritage permit, or approves the application with conditions, the owner may appeal to the Local Planning Appeal Tribunal (LPAT). If Council does not take any of the actions specified in Section 42(4) within 90 days after notice of receipt of the application is served on the applicant, Council is deemed to have given the applicant the demolition permit.

These lands form part of the redevelopment of the Lincoln Fabrics building and site. A Zoning By-law Amendment Recommendation Report prepared by Planning and Building Services went before Council on August 27, 2018, and Council approved the zoning by-law amendment to facilitate redevelopment of the site.

## **Report**

In Heritage Conservation Districts there is an emphasis on conservation of contributing buildings rather than demolition in most instances. The onus is upon the proponent to demonstrate that conservation is not possible. The character of Heritage Conservation Districts is measured by the buildings and streetscapes as a collective grouping of architectural styles and street scale indicative of the evolution and history of the particular area. As such, it is important that all alternatives to demolition are considered before allowing buildings to be removed, in an effort to preserve the character.

The existing Pier 61 building at 61 Lakeport Road has been identified as a contemporary commercial building that is non-contributing to the heritage character of the Port Dalhousie Heritage Conservation District by a qualified heritage consultant. Based on this fact, staff are of the opinion that there is sufficient demonstration that the existing commercial building may be demolished.

Staff concur with the recommendation from the St. Catharines Heritage Permit Advisory Committee (SHPAC) that a full demolition of the structure be approved.

Appendix 1 shows an aerial view of the structure proposed for demolition. Appendix 2 shows photographs of the commercial building.

## Cultural Heritage Impact Assessment

A Cultural Heritage Impact Assessment prepared by Wayne Morgan, Heritage Planner (dated November 2017) was submitted in support of the proposal for redevelopment of 61-63 Lakeport Road for residential and minor commercial uses. The report notes that Pier 61 building was originally a smaller marina building constructed between 1965 and 1990, that was substantially altered and enlarged in 1990 to create the existing restaurant building. Heritage Planning staff are of the opinion that this contemporary commercial structure does not contribute to the heritage character of the Port Dalhousie Heritage Conservation District. For this reason, it is not necessary to consider alternatives to demolition. Additionally, a publicly accessible Promenade Park will be created on the site of the Pier 61 building, as part of the redevelopment of the lands.

## St. Catharines Heritage Permit Advisory Committee

In accordance with established protocol, members of the St. Catharines Heritage Permit Advisory Committee (SCHPAC) visited 61-63 Lakeport Road on October 28, 2019. The purpose of the the visit was to view the Lincoln Fabrics building at 63 Lakeport Road in the context of the proposed alterations to this structure, however, the SCHPAC also visited the Pier 61 premises.

All applications for heritage permit approval are considered and evaluated on their own merits in the context of the Heritage Conservation District Plan and applicable policies. At the SCHPAC meeting held on February 27, 2020, the SCHPAC members agreed the existing commercial building does not contribute to the heritage character of the Port Dalhousie Heritage Conservation District and thus may be demolished. Staff concurs with the position of the SCHPAC.

At the SCHPAC meeting of February 27, 2020, the following motion was made and carried:

“That the St. Catharines Heritage Permit Advisory Committee recommend approval of the heritage permit application for 57A, 61, and 63 Lakeport Road, for the demolition of the former Pier 61 building at 61 Lakeport Road.”

## Garden City Plan

Section 3 of the Garden City Plan (City of St. Catharines Official Plan) relates to Cultural Heritage. Section 3.1.6 states that “Development / redevelopment and site alteration may be permitted on adjacent lands to protected heritage property pursuant to Part IV and V of the *Ontario Heritage Act*, where the proposed development or site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

Mitigative measures and / or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected.”

Section 3.2.6 states that “Within a designated district, it is the intent of the City to conserve and enhance its unique heritage character. The City, in consultation with the

district committee will encourage property owners to maintain, repair and restore heritage buildings and seek government grants, loans and other incentive programs for eligible conservation work.”

Further, Section 3.2.7 states that “In reviewing proposals for the construction, demolition, or removal of buildings and structures or the alteration of existing buildings, the City shall be guided by the applicable heritage district plan and the following general principles where there is potential to impact any cultural heritage resources:

- a) Heritage buildings, associated landscape features and archaeological sites including their surroundings shall be protected from any adverse effects of change;
- b) Original building fabric and architectural features should be retained, repaired, or restored rather than replaced wherever possible...”

It is the position of staff that the cultural heritage policies of the Garden City Plan allow for the demolition of the existing former Pier 61 building at 61 Lakeport Road, as the commercial building does not contribute to the heritage character of the Port Dalhousie Heritage Conservation District.

## **Port Dalhousie Heritage Conservation District Guidelines for Conservation and Change (The Guidelines)**

Section 2.0 of the Port Dalhousie Heritage Conservation District Guidelines for Conservation and Change states that “the conservation intent within the Port Dalhousie Heritage Conservation District is to maintain the existing stock of residential, commercial, and industrial heritage buildings whether of high style architectural design or of vernacular construction. It is recognized that the heritage building stock is in various states of repair and maintenance. It is not the intent of the Port Dalhousie Heritage Conservation District to force property owners to restore their property. On the contrary the Port Dalhousie Heritage Conservation District seeks to ensure that when change is considered heritage buildings and their defining features and / or materials are *protected* (emphasis in Guidelines) as part of the process of change and development.”

Section 5.1 of the Guidelines notes that property owners in Port Dalhousie “are encouraged to work with existing buildings through sensitively adapting and altering them rather than demolishing and constructing new structures...the demolition of existing heritage structures and the creation of new buildings will be actively discouraged.”

According to Section 4.1 of the Guidelines, a heritage structure is considered to be any structure built prior to 1950. The commercial building at 61 Lakeport Road was likely built in the 1970s to 1980s, as submitted by the applicant.

Heritage Conservation Districts are areas whose cultural heritage value or interest contributes to a sense of place extending beyond their individual buildings, structures, and landscapes. In this instance, the existing commercial building is not part of the

heritage character within the broader Port Dalhousie streetscape. The demolition of the existing building, based on the context of this application, is warranted. A publicly accessible Promenade Park will be created on the site of the Pier 61 building.

## Financial Implications

There are no financial impacts to the City should the recommendation be approved.

## Environmental Sustainability Implications

The demolition of the existing Pier 61 building will facilitate the creation of a publicly accessible Promenade Park and thus will have positive environmental sustainability implications with the new parkland.

## Conclusion

The *Ontario Heritage Act* requires that the respective Municipal Heritage Committee be consulted prior to Council making a decision on a heritage permit application in a Heritage Conservation District. In this regard, the St. Catharines Heritage Permit Advisory Committee has been consulted with respect to the application to demolish the commercial building at 61 Lakeport Road and recommends that demolition be approved. Demolition in this case is consistent with the purpose and intent of the Garden City Plan and the Port Dalhousie Heritage Conservation District Guidelines for Conservation and Change.

Planning and Building Services concurs with the recommendation of the St. Catharines Heritage Permit Advisory Committee and recommends the demolition permit be approved.

## Notification

It is in order to notify the owners, Port Dalhousie Harbour Club Ltd.

### Prepared by:

Chloe Richer, BA, MScPI  
Heritage Planner

### Submitted by:

Judy Pihach, MCIP, RPP  
Manager of Planning Services

### Approved by:

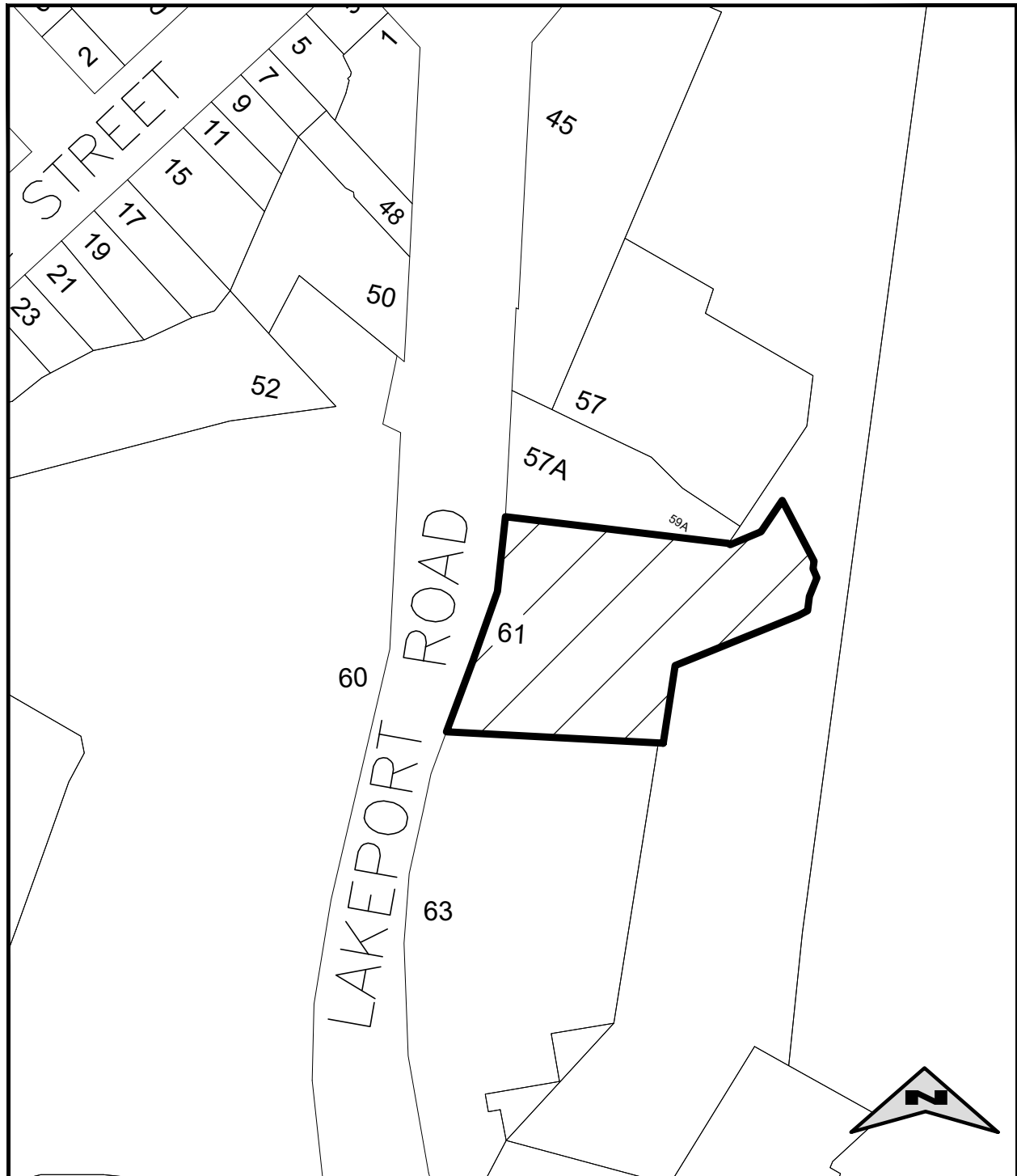
Tami Kitay, M.P.A., MCIP, RPP  
Director of Planning and Building Services

## Appendices:

Appendix 1: Aerial Photograph of 61 Lakeport Road

Appendix 2: Photographs of 61 Lakeport Road

# Location Map



Subject Lands

61 Lakeport Road

File:2019 113656 HERT.



## 61 Lakeshore Road – Exterior Photographs (Former Pier 61 Building)



Former Pier 61 Building, West and South Elevations  
(Wayne Morgan)



Former Pier 61 Building, West Elevation  
(Wayne Morgan)



Former Pier 61 Building, East and North Elevations  
(Wayne Morgan)






## Corporate Report City Council

**Report from:** Engineering, Facilities and Environmental Services, Engineering and Construction

**Report Date:** March 5, 2020      **Meeting Date:** March 23, 2020

**Report Number:** EFES-048-2020      **File:** 18.20.206

**Subject:** Award of Engineering Services for Project P19-020 Avalon Place / Bernhardt Street / Embassy Avenue Road and Underground Improvements

**Strategic Pillar:** 

### Recommendation

That Council grant approval to award consulting engineering services for P19-020 Avalon Place / Bernhardt Street / Embassy Avenue Road and Underground Improvements to Urban & Environmental Management Inc. (UEM) at a total estimated amount of \$121,853.30 plus HST; and

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

### Relationship to Strategic Plan

#### Social Well-Being:

- 2.2 Improve transportation and overall connectedness (all modes, including GO Rail, VIA Rail, and inter-municipal transit and active transportation), **incorporate urban design guidelines and provide complete streets in City neighbourhoods.**

### Background

Avalon Place, Bernhardt Street and Embassy Avenue are local, residential roadways with no existing sidewalks on any of the roads, combined sewers and cast iron watermains.

Inadequate surface drainage along Embassy Avenue is a concern. To continue with the City's Sewer Separation Program, it is proposed to install new storm sewers on these streets to handle the runoff. These sewers are to outlet into an existing storm sewer on Lakeport Road, at Avalon Place. The existing watermains along these streets are also proposed to be replaced. No rehabilitation has been identified on the existing sanitary (combined) sewers.

Due to the underground infrastructure replacement work, Avalon Place, Bernhardt Street and Embassy Avenue are to be reconstructed. There currently are no sidewalks along any of the roads. To meet the City's Official Plan, the feasibility of installing sidewalks on both sides of the roads will be reviewed during the design phase of the project.

Please refer to Appendix 1 for the limits of this future construction project.

## **Report**

In accordance with the approved procedures for engaging consultants for City Projects, staff issued a Request for Proposal (RFP) on January 2, 2020. The RFP scope includes topographic survey, detailed design, tender document preparation, and provision for contract administration and inspection. A total of eight (8) proposals were received on January 30, 2020, as listed below:

- 1) Associated Engineering (Ont.) Ltd.
- 2) IBI Group Professional Services (Canada) Inc.
- 3) Kerry T. Howe Engineering Limited
- 4) Metropolitan Consulting Inc.
- 5) Quartek Group Inc.
- 6) Upper Canada Planning & Engineering Ltd.
- 7) Urban & Environmental Management Inc.
- 8) WT Infrastructure Solutions Inc.

All proposals were reviewed in detail by a selection committee of three (3) City staff. Proponents were required to receive a minimum technical score of 70% for their financial proposal opened and scored. The technical proposals were reviewed based on the following criteria with the objective of selecting the firm whose proposal best demonstrated understanding of the project and had qualified and experienced staff to carry out the work to the City's standards and expectations:

- Staff to be committed to the project;
- Technical support and sub-consultants;
- Experience on similar past projects; and
- Understanding of the project and methodology.

One (1) proposal did not receive a score of 70% or higher on their technical proposal, therefore their financial proposal was not opened. All other received proposals complied with the Terms of Reference and received a minimum technical score of 70%. The financial proposals were then opened and scored.

The technical and financial scores were totaled and staff recommend awarding the consulting engineering services for Project P19-020 to the firm that ranked the highest in the evaluation process, Urban & Environmental Management Inc., at an estimated cost of \$121,853.30 (plus HST). Staff believe Urban & Environmental Management Inc.

has the experience and qualified staff committed to the project to deliver the best possible results.

## Financial Implications

The table below shows the total remaining approved budget amount for this project:

Budget / Project	Account Number	Available Budget Amount
2020 Capital Budget – Road & Drainage Improvement Program – P19-020 Avalon / Bernhardt / Embassy Road and Underground Improvements	415.320.000	\$100,000
2019 and 2020 Capital Budget – Storm Sewer Improvement Program – P19-020 Avalon / Bernhardt / Embassy Road and Underground Improvements	430.391.000	\$345,000
2019 and 2020 Operating Budget – Water System Improvement Program – P19-020 Avalon / Bernhardt / Embassy Road and Underground Improvements	435.303.000 (formerly 520.955)	\$560,000

The City Treasurer advised that there are sufficient funds in the recommended accounts to fund this engineering assignment.

## Environmental Sustainability Implications

The completion of this project will allow for the separation of the combined sewer to two (2) separate sewers to carry sewage and storm drainage, limiting the amount of sewage being released to the surrounding waterways.

### Prepared by

J. St Denis, P.Eng  
Design and Construction Engineer

### Submitted by

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

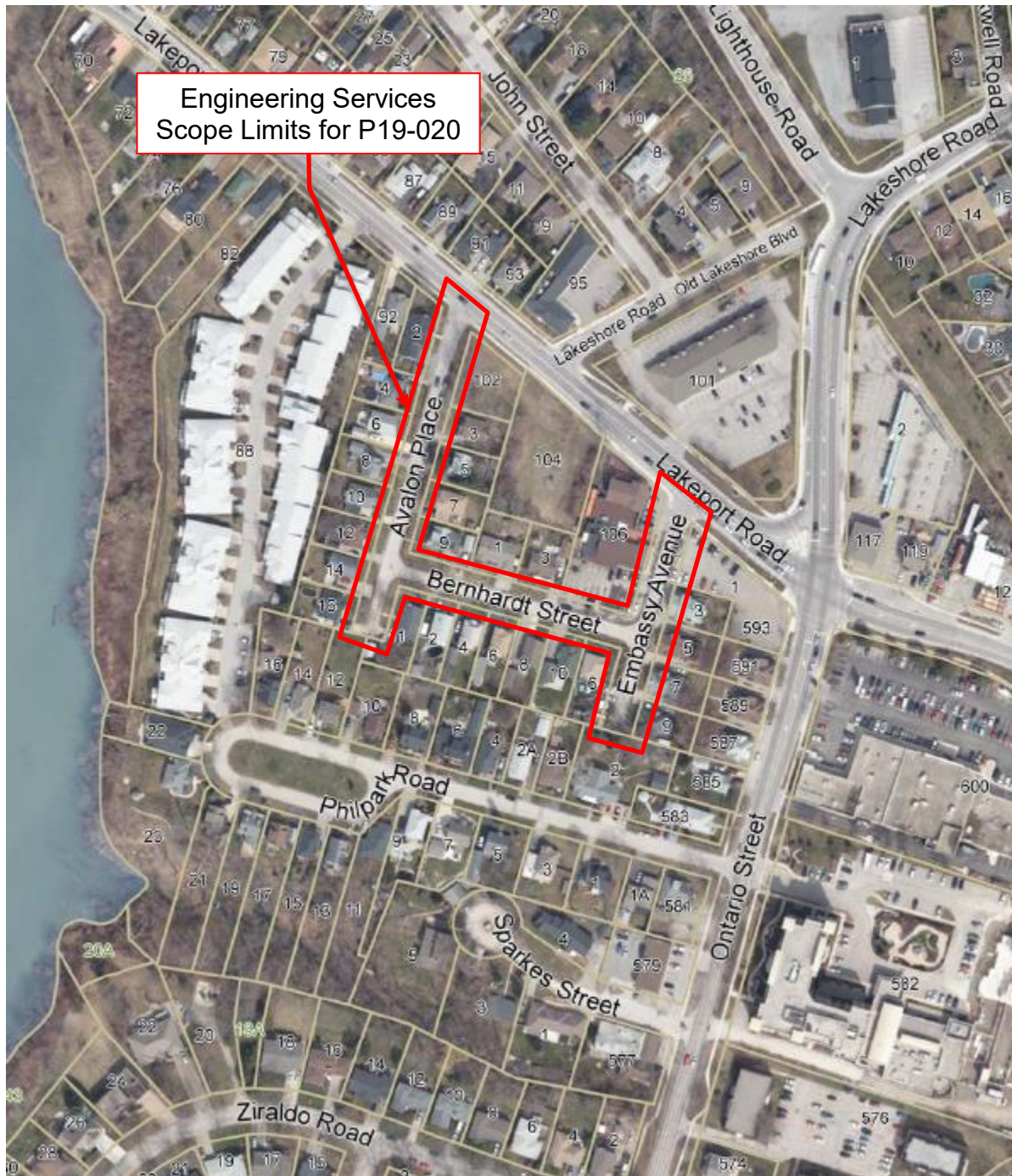
### Approved by

A. Martuccio, P.Eng  
Director, Engineering, Facilities and Environmental Services

## Appendices

1. Key Plan

## Key Plan





## Corporate Report City Council

**Report from:** Engineering, Facilities and Environmental Services, Engineering and Construction

**Report Date:** March 19, 2020      **Meeting Date:** April 8, 2020

**Report Number:** EFES-059-2020      **File:** 18.20.204

**Subject:** P17-063 Glenwood Avenue / South Drive / Highland Avenue Reconstruction and Partridge Park Development

**Strategic Pillar:**



### Recommendation

That staff be directed to award the tender for P17-063-1 Glenwood Avenue / South Drive / Highland Avenue Reconstruction and Partridge Park Development to O'Hara Trucking and Excavating in the amount of \$2,674,503.90 plus HST; and

That Council grant approval to re-allocate existing funding of \$403,000 from various existing projects; and

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

### Relationship to Strategic Plan

P17-063-1 Glenwood Avenue / South Drive / Highland Avenue Reconstruction and Partridge Park Development supports the following:

### Social Well-Being

#### Goal:

- 2.1 Establish area-specific plans for the redevelopment of key sites in the City to promote strong, compatible, connected neighbourhoods that enhance the quality of life.
- 2.2 Improve transportation and overall connectedness (all modes, including GO Rail, VIA Rail, and inter-municipal transit and active transportation), **incorporate urban design guidelines and provide complete streets in City neighbourhoods.**

### Background

Glenwood Avenue, between Rockcliffe Road and the north limit, and South Drive, between Rockcliffe Road and Cliff Road, are local residential roadways with sub-standard sidewalks that do not cover all areas of the project.



A storm sewer does not exist on these sections of Glenwood Avenue and South Drive, hence existing catchbasins connect to the combined sewers on both streets. To continue with the City's Sewer Separation Program, it is proposed to install new storm sewers on these streets to handle the runoff. These sewers will outlet into existing storm sewers installed through previous City projects. The existing 150 mm cast iron watermain on Glenwood Avenue is also proposed to be replaced (the existing 150 mm PVC watermain on South Drive does not require replacement), along with some replacement/spot repairs of the existing sanitary (combined) sewer on South Drive.

Due to the underground infrastructure replacement work and the current condition of the roadways, Glenwood Avenue and South Drive are to be reconstructed including existing sidewalk repairs and/or the installation of new sidewalk.

The 101 South Drive Task Force (Task Force) is a community group that has mobilized significant efforts to improve the acquired neighbourhood park located at 99 South Drive. The Task Force has gained community support (including approximately \$100,000 in donations) and has developed the design of the park in partnership with staff.

On July 15, 2019, Council approved \$130,000 in funding for the Partridge Park project (formerly known as the 101 South Drive project) through the Civic Project Fund to match the \$100,000 raised by the Task Force.

Please refer to Appendix 1 for the limits of this construction project.

## Report

The P17-063-1 Glenwood Avenue / South Drive / Highland Avenue Reconstruction and Partridge Park Development tender closed on Tuesday, March 17, 2020. Six (6) tenders were received and opened. All extensions and totals for all tenders were check. A mathematical error was found in two (2) of the bids received which were corrected. The order of the tenders was not impacted by the correction. The tender prices, with the correction, are listed on Table 1 below:

**Table 1**

<b>Tender Submitted By:</b>	<b>Tender Price Submitted</b>	<b>Corrected Tender Price</b>	<b>Tender Price (Incl. 13% HST)</b>	<b>Tender Price (Incl. 1.76% HST)</b>
O'Hara Trucking and Excavating	\$2,674,503.90	\$2,674,503.90	\$3,022,189.41	\$2,721,575.17
Nexterra Substructures Incorporated	\$2,682,115.15	\$2,682,115.15	\$3,030,790.12	\$2,729,320.38
Demar Construction Inc.	\$2,719,775.73	\$2,719,775.78	\$3,073,346.64	\$2,767,643.84

Alfidome Construction Niagara	\$2,756,707.33	\$2,754,208.00	\$3,112,255.04	\$2,802,682.06
Peter's Excavating Inc.	\$2,820,121.52	\$2,820,121.52	\$3,186,737.32	\$2,869,755.66
Rankin Construction Inc.	\$2,857,942.00	\$2,857,942.00	\$3,229,474.46	\$2,908,241.78

Staff recommend awarding the tender to the lowest bidder, O'Hara Trucking & Excavating Inc., at its corrected bid price of \$2,674,503.90 plus HST. Based on the low tender of \$2,674,503.90 plus HST by O'Hara Trucking & Excavating Inc., staff prepared an updated total project cost estimate. Including engineering, contract administration, site inspection, material testing, non-refundable HST and other miscellaneous costs, the updated total project cost is estimated at \$3,110,000.

Available funds required from the existing approved project budget amount to approximately \$2,707,000.00 which is comprised of funds from Capital Budget and water/sewer rates approved in 2015, 2017, 2018, 2019 and 2020. The related 2020 water and wastewater capital budgets funded from related operations are \$805,000 higher than required. This saving can remain in the water and wastewater reserve to fund future rate supported capital projects or annual operating deficits.

The Partridge Park project and the road projects were merged together and tendered as one project with the hopes of obtaining more competitive pricing as a result of improved economies of scale. The replacement of the entire playground and the installations of a water service, to be used for flooding the proposed ice rink, were not considered in the original estimate for the park reconstruction but are now being considered to take advantage of the partnership with the community, the synergies within this project and to allow for more diverse and inclusive use of the park in the future. As a result of these additions to the park, the overall tender costs for the park reconstruction exceed the original estimate and budget by \$140,000. These overages can be funded from previously approved project budgets for P20-080 Resurfacing Program – Pelham Road. Staff recommend delaying the southern portion of the Pelham Road resurfacing between Hamilton Street and Kent Street to investigate additional road cross-sections. The funds could be redirected to this project, P17-063 and be re-budgeted in future years as required.

The previously approved project budget for P16-004 Rodger Street / Sharon Street Storm Sewer Installation has surpluses which could be used to fund the budget shortfall in the storm sewer portion of the project. This construction contract is substantially complete and there were savings during construction. As a result, surplus funds are available in this project account to fund this project, P17-063.

Details of approved and required funding for this project are listed on Table 2 below.

**Table 2**

	<b>Budget / Program</b>	<b>Account</b>	<b>Amount of Approved Budget Required</b>
Existing Funding	Capital Budget – Road & Drainage Improvements	P17-063 Glenwood / South Reconstruction	\$178,000
Existing Funding	Operating Budget – Sidewalk Rehabilitation	P17-063 Glenwood / South Reconstruction	\$80,000
Existing Funding	Wastewater Budget – Sanitary Sewer Improvements	P17-063 Glenwood / South Reconstruction	\$310,000
Existing Funding	Capital Budget – Storm Sewer Improvements	P17-063 Glenwood / South Reconstruction	\$827,000
Existing Funding	Water Budget – Water System Improvements	P17-063 Glenwood / South Reconstruction	\$455,000
Existing Funding	Capital Budget – Road & Drainage Improvements	P17-064 Highland Avenue Reconstruction	\$507,000
Existing Funding	Operating Budget – Sidewalk Rehabilitation	P17-064 Highland Avenue Reconstruction	\$20,000
Existing Funding	Civic Project Fund & Related Donations	P20-130 Partridge Park	\$230,000
Existing Funding	Capital Budget – Sidewalk Construction Program	P15-041 2015 New Sidewalk Construction Program	\$89,771
Existing Funding	Capital Budget – Sidewalk Construction Program	P17-041 2017 New Sidewalk Construction Program	\$10,229
<b>Total Existing Project Funding</b>			<b>\$2,707,000</b>
Additional Funding	Capital Budget – Road & Drainage Improvements	P20-080 2020 Resurfacing Program	\$140,000
Additional Funding	Capital Budget – Storm Sewer Improvements	P16-004 Rodger Street / Sharon Street	\$263,000
<b>Total Additional Funding from Existing Projects</b>			<b>\$403,000</b>
<b>Total Project Funding</b>			<b>\$3,110,000</b>

## Financial Implications

Table 3 contains the costs and related budget amounts identified to complete Project P17-063-1 – Glenwood Avenue / South Drive / Highland Avenue Reconstruction and Partridge Park Development.



**Table 3**

<b>Project Cost and Funding</b>	
Tender cost (excluding HST)	\$2,674,504
Other project costs	\$ 435,496
Net total project costs	\$3,110,000
Existing budget (details in Table 2)	\$2,707,000
Additional budget required (details in Table 2)	\$ 403,000

Staff recommend the project proceed as tendered. Retendering is unlikely to achieve lower prices. In addition, retendering will delay construction and completion of this project.

The City Treasurer confirms that the amounts shown in the table above are available for use towards Project P17-063-1 Glenwood Avenue / South Drive / Highland Avenue Reconstruction and Partridge Park Development.

## **Environmental Sustainability Implications**

The completion of this project will allow for the separation of the combined sewer to two (2) separate sewers to carry sewage and storm drainage, limiting the amount of sewage being released to the surrounding waterways.

### **Prepared by**

Jocelyn St. Denis, P. Eng.  
Design and Construction Engineer

### **Submitted by**

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

Eric Lamothe  
Manager of Business Planning and Strategic Services

### **Approved by**

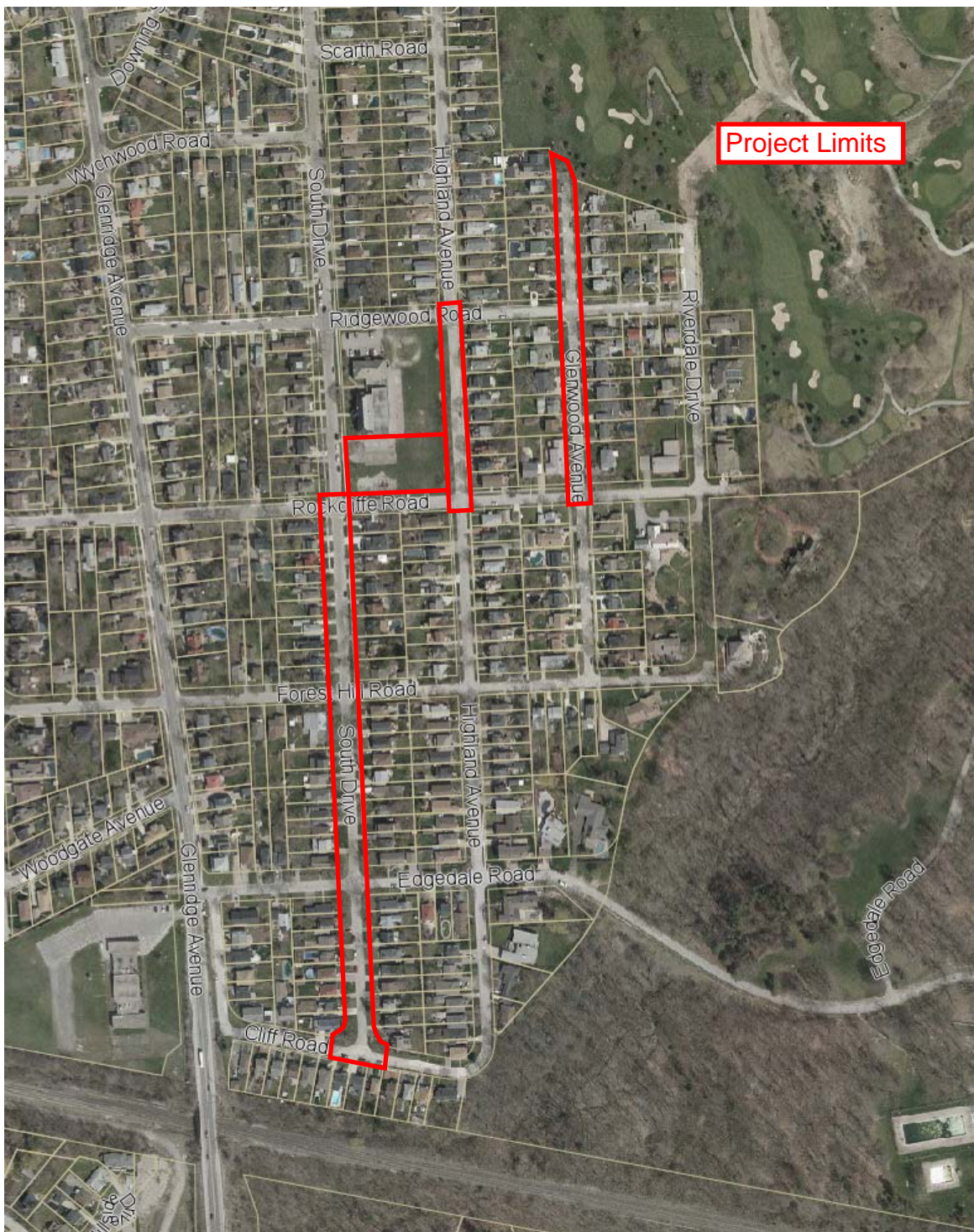
A. Martuccio, P. Eng.  
Director of Engineering, Facilities and Environmental Services

Phil Cristi  
Director of Community, Recreation and Culture Services

## **Appendices**

1. Key Plan

## Key Plan





## Corporate Report City Council

**Report from:** Municipal Works, Director

**Report Date:** April 3, 2020      **Meeting Date:** April 8, 2020

**Report Number:** MW-066-2020      **File:** 68.31.1

**Subject:** Temporary Closure of Parks and Outdoor Recreational Amenities during COVID-19 Pandemic

**Strategic Pillar:**

### Recommendation

That Council approve the temporary closure of all parks and outdoor recreational amenities within the City of St. Catharines as set out in the draft bylaw attached as Appendix 1.

### Report

On March 30, 2020, the Province of Ontario issued a subsequent emergency order to the declaration of a provincial emergency closing all outdoor recreational amenities. Staff are taking the necessary steps to physically close and fence off parks and amenities where possible.

To ensure compliance and conformity with the provincial order and allow for consistent enforcement, staff are recommending the by-law included in Appendix 1 to close parks and outdoor recreational amenities. This by-law would be retroactive, being effective as of April 1, 2020, and be effective until the withdrawal of the provincial or locally declared emergency, whichever comes later.

### Financial Implications

There are no additional financial implications to this report.

### Environmental Sustainability Implications

There are no environmental implications to this report.

**Prepared, submitted and approved by**  
Darrell Smith, P. Eng.

### Appendices

1. Draft By-law to temporarily close all parks and outdoor recreational amenities within the City of St. Catharines

CITY OF ST. CATHARINES

BY-LAW NO. \_\_\_\_\_

A By-law to temporarily close all parks and outdoor recreational amenities within the City of St. Catharines (the “City”).

WHEREAS an emergency was declared by the Provincial Government pursuant to Order in Council 518/2020 (“Ontario Regulation 50/20”) on March 17, 2020 pursuant to section 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 (the “Act”); and

WHEREAS an emergency was declared by the City’s Head of Council on April 3, 2020 pursuant to section 4 of the Act; and

WHEREAS it is deemed necessary to close parks and outdoor recreational amenities in order to slow the spread of COVID-19 amidst a global pandemic;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. CATHARINES enacts as follows that:

1. (1) Notwithstanding any provision of By-law No. 70-57, as amended (the “Parks By-law”) and section 5(a)(vi) of By-law No. 2007-310, as amended (the “Public Notice By-law), where an emergency related to COVID-19 is declared under the Act, all Parks as defined under the Parks By-law are hereby closed to the public.
- (2) For greater certainty, “Parks” includes without limitation:
  - i. outdoor playgrounds and splash pads
  - ii. outdoor sports/fitness amenities including multi-use fields
  - iii. courts
  - iv. pools







## Corporate Report City Council

**Report from:** Financial Management Services, Director

**Report Date:** March 31, 2020

**Meeting Date:** April 8, 2020

**Report Number:** FMS-064-2020

**File:** 10.57.33

**Subject:** Budget Standing Committee Report for Agenda Item 10.1 (2019 Year End Report and Reserve Update) Meeting of March 11, 2020

**Strategic Pillar:**



## Recommendation

That the following recommendation from the March 11, 2020 Budget Standing Committee meeting be approved FORTHWITH:

**10.1** Financial Management Services, Director  
2019 Year End Report and Reserve Update  
[Report FMS-B005-2020](#)

That allocation to the following reserve and initiative using portions of the 2019 year-end surplus be approved:

- Canada Summer Games legal and project management cost - \$100,000; and

That the remainder of the motion be deferred until September 2020.

## Report

The item noted in this report was discussed and approved by the Budget Standing Committee at its meeting of March 11, 2020, and is now being brought forward to City Council for approval as staff believe it to be time-sensitive.

All other items discussed at the Budget Standing Committee meeting of March 11, 2020 will be brought to City Council for approval at a later date. Given the current declared emergency this approach is being used to prioritize staff resources and Council's decision making towards high priority items.

**Prepared by:**

Kyra Nicholson  
Council and Committee Coordinator

**Submitted and Approved by:**

Kristine Douglas  
Director of Financial Management Services / City Treasurer



## Corporate Report City Council

**Report from:** Legal and Clerks Services, Office of the City Clerk

**Report Date:** April 2, 2020      **Meeting Date:** April 8, 2020

**Report Number:** LCS-055-2020      **File:** 10.12.1

**Subject:** Council Correspondence

### Recommendation

That Council receive and file the items listed within the report; and

That Council receive and file additional correspondence distributed for the meeting held April 8, 2020, which is available upon request. FORTHWITH

### Report

The Office of the City Clerk is submitting, for the approval of Council, correspondence received during the period of February 29, 2020 to April 2, 2020.

### Resolutions

1. Town of Grimsby - Suspend Time-of-Use Electricity Billing Resolution
2. Municipality of West Nipissing - Legislative Changes in Bill 132
3. Township of Tyendinaga - Encouragement for ongoing discussions for a solution to the Costal GasLink Project
4. Town of Ajax - Supporting Conservation Authorities
5. City of Sault Ste. Marie - Support for Conservation Authorities
6. Grey County - Supporting 100% Canadian Wines Excise Exemption

### Correspondence

7. Letter from Environment and Climate Change Canada - Response to City Council's motion regarding emissions targets and funding request for meeting and exceeding emissions targets
8. Email from Federation of Canadian Municipalities – Response to City Council's motion regarding child care at conferences
9. NPCA - Board Meeting highlights from meeting of February 19, 2020

### Memorandums from Staff

10. Brian York, Director of Economic Development and Government Relations - Ontario's Action Plan Responding to COVID-19

### Reports Requested by Council

11. Outstanding Reports List – updated April 2, 2020



**Prepared by:**

Evan McGinty  
Council and Committee Coordinator

**Submitted and Approved by:**

Kristen Sullivan  
Deputy City Clerk

## Sub-Item 1


**Town of Grimsby  
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

**Phone:** 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010**Email:** [skim@grimsby.ca](mailto:skim@grimsby.ca)

SENT VIA EMAIL

**RE: Suspend Time-of-Use Electricity Billing**

Please be advised that at the Special Council Meeting of March 18<sup>th</sup>, 2020, The Council of the Town of Grimsby passed the following resolution:

Moved by Councillor Sharpe; Seconded by Councillor Dunstall;

*Resolve that during the circumstances of the COVID-19 outbreak, that the Council of the Town of Grimsby supports the Premier's recommendation to suspend time-of-use electricity billing; and,*

*That the Council of the Town of Grimsby request that the Ontario Energy Board suspend time-of-use electricity billing to support lower electricity bills for residents who may be isolating at home during the day, and to support businesses who continue to operate, via lower power rates during the day-time peak period; and,*

*That this time-of-use billing suspension take effect immediately until such time that the COVID-19 outbreak has been contained; and,*

*That this resolution be forwarded to:*

- Premier Doug Ford
- MPP Sam Oosterhoff
- Ontario Energy Board OEB
- Ontario Municipalities
- Grimsby Energy Inc.

If you have any questions with regard to the foregoing, please do not hesitate to contact me.

Yours truly,

Sarah Kim  
Town Clerk

March 5, 2020

SENT VIA E MAIL

Hon. John Yakabuski  
Minister of Natural Resources and Forestry  
Whitney Block 6th Flr Rm 6630,  
99 Wellesley St W,  
Toronto, ON M7A 1W3

Honourable Minister Yakabuski:

**SUBJECT: LEGISLATIVE CHANGES IN BILL 132**

---

At its regular meeting held on March 3, 2020, Council for the Municipality of West Nipissing passed resolution **2020/101**, attached hereto. The resolution supports a request circulated by the Township of Puslinch, supporting AMO's position on the legislative changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*.

We trust the enclosed is self-explanatory.

Respectfully,



Deputy Clerk / Assistant to the  
Chief Administrative Officer

\Encl.

cc: Minister of Health and Long-Term Care  
Association of Municipalities of Ontario (AMO)  
Ontario Municipalities



The Corporation of the Municipality of West Nipissing /  
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 / 1 0 1

MARCH 3, 2020

Moved by / Proposé par :

Seconded by / Appuyé par :

**WHEREAS** the Municipality of West Nipissing received resolution no. 2020-010 from the Township of Puslinch supporting the Association of Municipalities of Ontario's (AMO) position on the Legislative Changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing also supports AMO's position on the Legislative Changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*, as supported by the Township of Puslinch;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be forwarded to the Ministry of Natural Resources and Forestry, the Ministry of Health and Long-Term Care, the Association of Municipalities of Ontario (AMO) and Ontario municipalities for their consideration.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: \_\_\_\_\_

DEFEATED: \_\_\_\_\_

DEFERRED OR TABLED: \_\_\_\_\_



February 20, 2020

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020, considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-010:** Moved by Councillor Sepulis and  
Seconded by Councillor Bailey

**That Council receives the Intergovernmental item 7.9 Queens Park Update; and  
That Council direct staff to send correspondence in support of AMO's position on the  
Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe  
Drinking Water Act.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,  
Courtenay Hoytfox  
Development and Legislative Coordinator

**Courtenay Hoytfox**

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Monday, December 16, 2019 11:17 AM  
**To:** Courtenay Hoytfox  
**Subject:** Queen's Park Update - December 16, 2019

AMO Update not displaying correctly? [View the online version](#) | [Send to a friend](#)  
 Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list



December 16, 2019

## Queen's Park Update

### Cannabis

On December 12<sup>th</sup>, the government amended Ontario Regulation 478/18 under the *Cannabis License Act, 2018*. This opens Ontario's cannabis retail market in 2020. Retail applications begin on January 6, 2020 and the new changes in the regulation include:

- Ceasing the lottery for retail licenses
- Eliminating pre-qualification requirements for retailers
- Allowing licensed producers to open retail store connected to a production facility

On March 2, 2020, the restrictions on the total number of store authorizations permitted in the province will be revoked. Licensed operators will be allowed to have up to 10 stores until September 2020, up to 30 stores until September 2021 and up to 75 stores afterwards. Store applications will only be eligible in municipalities that have opted-in to sell cannabis.

For more information, visit [www.agco.ca](http://www.agco.ca).

### End of the Fall Legislative Session

The Legislative Assembly of Ontario ended its 2019 legislative session on December 12<sup>th</sup> and is adjourned until February 18, 2020. Here are some short summaries of Bills of municipal interest that have received Royal Assent.

**Bill 132, Better for People, Smarter for Business Act, 2019** – Received Royal Assent on Dec. 10<sup>th</sup>.

The legislative changes in Bill 132 of most municipal concern are to the *Aggregates Act*. While it is an improvement that a change will require an application process for below water table extraction, rather than just an amendment to a licence, it still allows the province to issue licences for below water table extraction while the *Safe Drinking Water Act*, Section 19 stipulates that owners of municipal drinking water sources are guilty of an offence if they fail to exercise care over a drinking water system, like a well. As aquifers are connected, a decision of the province to allow below water table extraction could lead to contamination of municipal drinking water sources.

Given the conflict between these two Acts, AMO had asked for a concurrent amendment to the *Safe Drinking Water Act* to indemnify Council members for decisions on *Aggregates Act* applications that the province makes. This amendment was not made to the legislation that now has Royal Assent. We believe this will result in municipal councils appealing all provincial decisions on below water table extraction to the Local Planning Appeal Tribunal (LPAT) to show appropriate due diligence.

As well through Bill 132, the *Highway Traffic Act* was amended to allow municipal governments to pass by-laws that will allow some off-road vehicles to be driven on municipal highways.

For more information on this omnibus bill, please refer to AMO's [Bill 132 submission](#).

**Bill 138, Plan to Build Ontario Together Act, 2019** – Received Royal Assent on December 10<sup>th</sup>.

This omnibus Bill accompanied the 2019 Fall Economic Statement and affected 40 statutes. This included:

- Section 26.1 of the *Development Charges Act* is amended and will remove industrial development and commercial development from eligible development types that can be charged.
- Subsection 329 (2) of the *Municipal Act, 2001* and section 291 (2) of the *City of Toronto Act, 2006* has been amended regarding calculating property taxes when the permitted uses of land change.
- The *Supply Chain Management Act* specifies how the broader public sector may carry out supply chain management and procurement. AMO has confirmed that these provisions will not apply to municipalities.
- Section 37 of the *Planning Act* has been amended to set out a process for a person or public body to appeal a community benefits charge by-law to the Local Planning Appeal Tribunal.
- Section 40 (1) of the *Liquor Licence and Control Act* permits municipal councils to designate a recreational area under its jurisdiction to prohibit the possession of liquor.

**Bill 136, Provincial Animal Welfare Services Act, 2019** – Received Royal Assent on December 5<sup>th</sup>.

This bill creates an animal welfare framework. Under the Act, in the event of a conflict between a municipal by-law and the *Provincial Animal Welfare Services Act*, the provision that affords the greater protection to animals will prevail. The legislation



requires an implementation of a full provincial government-based animal welfare enforcement model.

The province has confirmed that all enforcement mechanisms will be performed by them.

**Bill 124, Protecting a Sustainable Public Sector for Future Generations Act, 2019**

– Received Royal Assent on November 7<sup>th</sup>.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

**AMO Contact:**

You can contact AMO's Policy Team at [policy@amo.on.ca](mailto:policy@amo.on.ca) or 416-971-9856.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment  
before printing this.

Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

Wish to Adjust your AMO Communication Preferences ? [Click Here](#)





## The Corporation of the Township of Tyendinaga

Reeve, Rick Phillips

March 3, 2020

March 3, 2020

**Re: New Business- Motion of Support for a peaceful conclusion to the ongoing rail disruptions and encouragement for ongoing discussions for a solution to the Costal GasLink Project.**

At its meeting of March 2, 2020, the Council of the Corporation of the Township of Tyendinaga ratified a motion, regarding the support for a peaceful conclusion to the ongoing rail disruptions and encouragement to find a path a peaceful solution regarding the Costal GasLink Project.

"WHEREAS the dispute regarding the Coastal Gas Link Project in British Columbia is continuing;

AND WHEREAS the dispute has directly affected both the Township of Tyendinaga and the Mohawks of the Bay of Quinte;

AND WHEREAS a resolution of the situation lies in discussion and negotiations with the appropriate parties;

NOWTHEREFORE the Corporation of the Township of Tyendinaga calls on those parties to work together to find a successful and peaceful resolution of the pipeline matter as quickly as possible;

AND FINALLY that the Township urges all municipalities and municipal organizations across the Country to support the parties involved in their search for a resolution of this critically important matter."

Best Regards,

A handwritten signature in black ink, appearing to be "BR", enclosed within a circular flourish.

**Brad Roach**

CAO (Chief Administrative Officer)

Clerk-Treasurer

**The Corporation of the Township of Tyendinaga**

859 Melrose Road, Shannonville, ON, K0K 3A0

(613) 396-1944 | [clerk@tyendinagatownship.com](mailto:clerk@tyendinagatownship.com)

[www.tyendinagatownship.com](http://www.tyendinagatownship.com)



Honourable Doug Ford  
Premier of Ontario  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

March 5, 2020

**Re: Supporting Conservation Authorities**

Please be advised that the following resolution was endorsed by Ajax Town Council at its Meeting held February 24, 2020:

WHEREAS, the Town of Ajax is committed to planning for a sustainable future, protecting human life and property from natural hazards, and promoting environmental education and stewardship;

AND WHEREAS the Town of Ajax is located within the Toronto and Region Conservation Authority (TRCA) and the Central Lake Ontario Conservation Authority (CLOCA) jurisdiction and has representatives on both Board of Directors;

AND WHEREAS each respective Board of Directors determine the policies, priorities and budget of the TRCA and CLOCA;

AND WHEREAS the TRCA and CLOCA provide valuable non-mandatory programs and services including expert advice on the environmental impacts associated with land use planning and source water protection, environmental restoration services, educational and recreational opportunities, and community engagement programs, in an efficient manner delivered at a watershed scale;

THEREFORE BE IT RESOLVED that the Town of Ajax supports the continuation of both mandatory and non-mandatory programs and services provided by the TRCA and CLOCA, and that no programs or services of the TRCA or CLOCA, or the other Conservation Authorities in Ontario be "wound down" at this time;

AND THAT the Province engage in early consultations with the TRCA, CLOCA, and other Conservation Authorities, and member municipalities including the Region of Durham, to fully understand the funding structure and local benefits of programs delivered by the Conservation Authorities;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; Jeff Yurek, Minister of Environment, Conservation and Parks; Rod Philips, MPP Ajax; the Association of Municipalities of Ontario; the Toronto and Region Conservation Authority; Central Lake Ontario Conservation Authority; Conservation Ontario; and all Ontario Municipalities.

If you require any additional information please do not hesitate to contact Sean McCullough, Senior Planner, at 905-619-2529 ext. 3234 or [sean.mccullough@ajax.ca](mailto:sean.mccullough@ajax.ca)

Sincerely

A handwritten signature in cursive script, appearing to read "S. Moore".

Sarah Moore  
Acting Manager of Legislative Services/Deputy Clerk

Copy:     Jeff Yurek, Minister of Environment, Conservation and Parks  
             Rod Philips, MPP Ajax  
             Association of Municipalities of Ontario  
             Toronto and Region Conservation Authority  
             Central Lake Ontario Conservation Authority  
             Conservation Ontario; and  
             S. McCullough, Senior Planner,  
             all Ontario Municipalities

OFFICE OF THE MAYOR



CORPORATION OF THE  
CITY OF SAULT STE. MARIE

## Sub-Item 5

March 13, 2020

The Honourable Doug Ford, Premier of Ontario  
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks  
The Honourable John Yakabuski, Minister of Natural Resources and Forestry

Dear Premier Ford, Minister Yurek and Minister Yakabuski:

**RE: Support for Conservation Authorities**

You will find attached hereto a resolution passed by the Corporation of the City of Sault Ste. Marie City Council on March 9, 2020 regarding support for conservation authorities in Ontario.

We trust that this matter will receive the appropriate time and attention from your respective offices.

Yours truly,

Christian C. Provenzano, B.A., LL.B., LL.M

CC    City Council  
      Association of Municipalities of Ontario  
      Conservation Ontario



## CITY COUNCIL RESOLUTION

**Agenda Number:** 8.1  
**Title:** Conservation Authorities  
**Date:** Monday, March 9, 2020

---

**Moved by:** Councillor M. Bruni  
**Seconded by:** Councillor R. Niro

Whereas the City of Sault Ste. Marie has been well served by the Sault Ste. Marie Region Conservation Authority; and

Whereas Sault Ste. Marie values the efforts of the Conservation Authority to monitor floods, to manage source water protection and to ensure the integrity of the watersheds within our municipality and conserve our natural environment; and

Whereas the Province of Ontario is currently reviewing the mandate and operations of Conservation Authorities; and

Whereas Conservation Authorities provide essential services to municipalities in their watersheds;

Now Therefore Be It Resolved that the Council of the City of Sault Ste. Marie encourages the Province to continue to support the principle of planning on a watershed basis in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of conservation authorities while preventing any downloading of costs to municipalities;

Further that the Province of Ontario be requested to maintain and not diminish the core mandate of Conservation Authorities; and

That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, Conservation Ontario, the Association of Municipalities of Ontario and all Ontario municipalities.

**Carried**

**Tied, Defeated**

**Defeated**

**Officially Read and Not  
Dealt With / Postponed**

## Sub-Item 6



## Clerk's Department

595 9<sup>th</sup> Avenue East, Owen Sound Ontario N4K 3E3  
519-372-0219 x 1223 / 1-800-567-GREY / Fax: 519-376-8998

March 16, 2020

The Right Honourable Justin Trudeau  
By email only: pm@pm.gc.ca

Dear Prime Minister:

**Re: Grey County Council Resolution Supporting 100% Canadian Wines Excise Exemption**

At the March 12, 2020 session of Grey County Committee of the Whole, resolution CW60-20 was passed by Grey County Council as follows:

**Whereas, Canada's federal excise tax currently exempts 100% Canadian wines; and**

**Whereas, Australia has asked the World Trade Organization (WTO) to rule that this exemption is discriminatory; and**

**Whereas, if the WTO were to rule with Australia, Canadian wineries making 100% Canadian wine would no longer be exempt; and**

**Whereas, the present value of the excise exemption is \$39 million annually across Canada; and**

**Whereas, in the 13 years since this exemption was created, the production of 100% Canadian wine has increased by almost 30 million litres, representing an additional annual contribution of \$2.7 billion to the Canadian economy; and**

**Whereas, Grey County, specifically the municipalities of Meaford and Town of Blue Mountains, is home to a number of successful, award winning, boutique wineries;**

**Now Therefore, Be It Resolved That, the County of Grey supports the excise exemption for 100% Canadian wines; and**

**That, the County of Grey appeals to the Federal government to ensure the exemption remains in place by reaching an agreement**



Page 2  
March 16, 2020

with Australia prior to the WTO ruling; and

That, this motion be forwarded to: The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Andrew Scheer, Leader of the Official Opposition; Yves-François Blanchet, Leader of the Bloc Québécois; Jagmeet Singh, Leader of the New Democratic Party of Canada; Jo-Ann Roberts, Interim Leader of the Green Party of Canada; The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade; Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound; AMO Member Municipalities; FCM Member Municipalities; Vintner's Quality Alliance; Ontario Craft Wineries; Ontario Craft Cider Association; and

That this resolution be forwarded prior to County Council approval as per Section 25.6 of Procedural By-law 5003-18.

Yours truly,



Heather Morrison  
Clerk

(519) 372-0219 x 1227

[heather.morrison@grey.ca](mailto:heather.morrison@grey.ca)  
[www.grey.ca](http://www.grey.ca)

/kn

cc.

The Honourable Andrew Scheer, Leader of the Official Opposition: [Andrew.scheer@parl.gc.ca](mailto:Andrew.scheer@parl.gc.ca)

Yves-François Blanchet, Leader of the Bloc Québécois: [yves-francois.blachet@parl.gc.ca](mailto:yves-francois.blachet@parl.gc.ca)

Jagmeet Singh, Leader of the New Democratic Party of Canada: [jagmeet.singh@parl.gc.ca](mailto:jagmeet.singh@parl.gc.ca)

Jo-Ann Roberts, Interim Leader of the Green Party of Canada: [leader@greenparty.ca](mailto:leader@greenparty.ca)

The Honourable Mary Ng, Minister of Small Business, Export Promotion, and International Trade: [mary.ng@parl.gc.ca](mailto:mary.ng@parl.gc.ca)

Alex Ruff, Member of Parliament for Bruce-Grey-Owen Sound: [alex.ruff@parl.gc.ca](mailto:alex.ruff@parl.gc.ca)

AMO Member Municipalities

FCM Member Municipalities

Vintner's Quality Alliance: [info@canadianvintners.com](mailto:info@canadianvintners.com)

Ontario Craft Wineries: [info@winecouncilofontario.ca](mailto:info@winecouncilofontario.ca); [info@ontariocraftwineries.ca](mailto:info@ontariocraftwineries.ca)

Ontario Craft Cider Association: [info@ontariocraftcider.com](mailto:info@ontariocraftcider.com)



## Sub-Item 7

MAR 11 2020

Ms. Melissa Wenzler  
Government Relations Advisor  
City of St. Catharines  
mwenzler@stcatharines.ca

Dear Ms. Wenzler:

Thank you for your correspondence of February 27, 2020, addressed to the Honourable Jonathan Wilkinson, Minister of Environment and Climate Change, concerning the St. Catharines City Council motion of February 10, 2020, regarding funding toward the City's emissions targets.

Please be assured that your correspondence has been reviewed.

Thank you for taking the time to write.

Sincerely,

Sylvie Poulin  
Manager  
Departmental Correspondence Unit

## Sub-Item 8

**From:** Dallas Alderson [<mailto:dalderson@fcm.ca>]  
**Sent:** Wednesday, March 11, 2020 10:05 AM  
**To:** Wenzler, Melissa <[mwenzler@stcatharines.ca](mailto:mwenzler@stcatharines.ca)>  
**Subject:** RE: Child Care at Conferences

**CAUTION:** This email originated from outside of City of St. Catharines email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Melissa,

I can confirm that the 2020 FCM annual conference will provide childcare as it has done for the past three years. However, the FCM Board of Directors deferred making a decision on childcare services beyond the 2020 conference. They will re-examine the issue prior to the 2021 conference.

I hope this information is useful to you. Thank you again for engaging FCM on this important issue.

Best,

Dallas

**From:** Dallas Alderson <[dalderson@fcm.ca](mailto:dalderson@fcm.ca)>  
**Sent:** January 7, 2020 10:28 AM  
**To:** [mwenzler@stcatharines.ca](mailto:mwenzler@stcatharines.ca)  
**Subject:** RE: Child Care at Conferences

Hello Melissa,

I'm reaching out in follow-up to your email to Carole Saab from November, which included a resolution from the City of St. Catharine's calling for childcare services at the FCM annual conference. Here's a little bit more information about this issue:

Childcare has been provided at the FCM annual conference since 2017 as a pilot project to be reevaluated after three years. The initial request came from the FCM's Standing Committee on Increasing the Participation of Women in Municipal Government and was endorsed by the FCM Board of Directors. Given that final year of the three year pilot project occurred at the 2019 FCM annual conference, at their next meeting, in March 2020, the FCM Board of Directors will be considering whether to extend the childcare offering at the 2020 conference and going forward. Therefore the City of St. Catharine's support of this issue is timely, and will be included in the report that goes to the Board of Directors on this decision point.

Given the above, the St. Catharine's resolution won't be debated per se, but the exact issue will be debated as planned and the City's support of providing childcare services will be made clear to the Board of Directors in their deliberations.

Thank you for your engagement on this important issue. Please don't hesitate to let me know if you have questions. We will let you know the outcome of the Board decision.

All the best,  
 Dallas

**Dallas Alderson**

Manager, Policy and Research | Policy and Public Affairs  
Gestionnaire, Politiques et recherches | Politiques et affaires publiques  
T. 613-907-6284



**From:** Wenzler, Melissa <[mwenzler@stcatharines.ca](mailto:mwenzler@stcatharines.ca)>

**Sent:** November 5, 2019 12:54 PM

**To:** Roberta Lloyd <[rlloyd@fcm.ca](mailto:rlloyd@fcm.ca)>

**Subject:** Child Care at Conferences

Dear Ms. Saab,

Please see the attached notification from St. Catharines City Council advocating for child care services at future municipal conferences.

Thank you,

Melissa Wenzler

**Melissa Wenzler**

Government Relations Advisor

**Email:** [mwenzler@stcatharines.ca](mailto:mwenzler@stcatharines.ca)

**Phone:** 905.688.5601 x1518 **TTY:** 905.688.4TTY (4889)

**Mail:** PO Box 3012, 50 Church Street, St. Catharines, ON L2R 7C2



## Sub-Item 9

### **Board of Directors Meeting Highlights-February 19<sup>th</sup>, 2020**

#### **Bill 108:**

The Board requested that a letter be written in conjunction with other the Conservation Authorities in our partner municipalities to seek support as the Province undertakes a review of Conservation Authorities through Bill 108.

#### **Restoration:**

In partnership with landowners across Niagara, the Board allocated \$125,000 toward eighteen new restoration projects for completion in 2020.

#### **Delegations:**

The Board received correspondence and heard from a number of concerned parties and individuals on the protection of wetlands throughout Niagara.

#### **Appointments to the PAC:**

The Board appointed citizens to its Public Advisory Committee as follows:

<b>Name</b>	<b>Representative seat on PAC</b>
Donna Speranzini	Public at large
Mike Kauzlaric	Agriculture North
Lynn Marie Sherry	First Nations

#### **Binbrook Conservation Area:**

The Board approved funds to initiate an engineering design for a septic system at the Binbrook Conservation Area.

#### **Links to Minutes and Video:**

<https://npca.ca/administration/board-meetings>

## Memorandum

**To:** Mayor and Council

**Cc:** Department Heads

**From:** Brian York, Director, EDGR, Melissa Wenzler, GR Advisor

**Date:** 03/25/202

**Subject:** Ontario's Action Plan: Responding to COVID-19

---

Today, Finance Minister Rod Phillips released *Ontario's Action Plan: Responding to COVID-19 (March 2020 Economic and Fiscal Update)*.

It is now available online: <https://budget.ontario.ca/2020/marchupdate/index.html>

The government's action plan is a first step in its response to COVID-19.

**Health**

- \$1.0 billion COVID-19 contingency fund for emerging needs related to the COVID-19 outbreak.
- \$935 million for the hospital sector, including \$594 million to accelerate progress on the government's commitment to address capacity issues, as well as \$341 million for an additional 1,000 acute care and 500 critical care beds and additional assessment centres.
- Increasing public health funding by \$160 million to support COVID-19 monitoring, surveillance, and laboratory and home testing, while also investing in virtual care and Telehealth Ontario.
- Investing \$243 million for surge capacity in the long-term care sector, as well as funding for 24/7 screening, more staffing to support infection control, and supplies and equipment to help tackle the COVID-19 outbreak.
- Investing \$75 million to supply personal protective equipment and critical medical supplies to front-line staff to tackle COVID-19.

**People and Jobs**

- A one-time payment of \$200 per child up to 12 years of age, and \$250 for those with special needs, including children enrolled in private schools.
- Proposing to double the Guaranteed Annual Income System (GAINS) payment for low-income seniors for six months.
- Providing approximately \$5.6 billion for electricity cost relief programs in 2020-21
- Cutting taxes by \$355 million for about 57,000 employers through a proposed temporary increase to the Employer Health Tax (EHT) exemption.

- Providing \$9 million in direct support to families for their energy bills by expanding eligibility for the Low-income Energy Assistance Program (LEAP) and ensuring that their electricity and natural gas services are not disconnected for nonpayment during the COVID-19 outbreak.
- Providing emergency child care options to support parents working on the front lines, such as health care workers, police officers, firefighters and correctional officers.
- Expanding access to the emergency assistance program administered by Ontario Works to provide financial support to people facing economic hardship and help more people meet basic needs such as food and rent during this public health emergency.
- \$148 million for charitable and non-profit social services organizations such as food banks, homeless shelters, churches and emergency services to improve their ability to respond to COVID-19, by providing funding directly to Consolidated Municipal Service Managers and District Social Service Administration Boards who would allocate this funding based on local needs.
- Providing six months of Ontario Student Assistance Program (OSAP) loan and interest accrual relief for students.
- Support regions lagging in employment growth with a proposed new Corporate Income Tax Credit, the Regional Opportunities Investment Tax Credit.
- Providing additional supports of \$26 million to Indigenous peoples and communities.

\$10 billion in support for people and businesses through tax and other deferrals:

- \$6 billion by providing five months of interest and penalty relief for businesses to file and make payments for the majority of provincially administered taxes.
- Over \$1.8 billion by deferring the upcoming June 30 quarterly municipal remittance of education property tax to school boards by 90 days, which will provide municipalities the flexibility to, in turn, provide property tax deferrals to residents and businesses, while ensuring school boards continue to receive their funding.
- Making available \$1.9 billion by the Workplace Safety and Insurance Board (WSIB) allowing employers to defer payments for up to six months.

The government will release a multi-year provincial Budget by November 15, 2020.

Staff will analyze further and update Council accordingly.

Thank you.



# City Council Outstanding Reports List

## Sub-Item 11

### Reports by Strategic Pillar

**Cultural** 1      **Economic** 1  
**Environmental** 3      **Social** 3

**Reports Related to Strategic Plan** 8  
**Reports Unrelated to Strategic Plan** 19

Updated: April 2, 2020

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
Cultural	2019-44	2-Dec-19	Porter	That staff be directed to gather the appeal processes for all grant programs and report back to Council	CRCS	Q2 2020	From BSC minutes of October 28, 2019
Economic	2020-01	13-Jan-20	Kushner	Multi-year budgeting	FMS	Q2 2020	Report going to BSC prior to going to Council
Environmental	2019-13	29-Apr-19	Townsend	Feasibility of green alternatives to road salts for City's winter program	MW	Q2 2020	Report going to BSC in March prior to going to Council
Environmental	2019-20	24-Jun-19	Mayor Sendzik	Corporate waste reduction strategy including best practices for municipal waste diversion and organics at city facilities, parks, beaches, public spaces and events at City facilities, including an implementation strategy and budget for	EFES / MW	Q1 2020	Report going to Environmental Sustainability Committee prior to going to Council
Environmental	2019-39	4-Nov-19	Townsend	Single-use plastic bag ban	EFES / LCS / EDTS	Q4 2020	
Social	2019-03	11-Feb-19	Porter	Policy and funding methods for how the City could support requests for assistance for affordable housing endeavors in the future	PBS	April	To be incorporated in CIP Review Process
Social	2019-49	16-Dec-19	Mayor Sendzik	That the needle pick-up team be a pilot project that includes tracking of the number of needles picked up, the cost of cleaning up spaces that have been subjected to abuse by people using needles and other drugs; and other issues around homelessness and addictions found in city parks and that the findings be reported back to Council by November 2020; and That data be used to secure future funding from Regional, provincial and federal governments to deal with this epidemic	MW		Requested return November 2020
Social	2020-02	13-Jan-20	Townsend	E-Scooter report with results of consultation with stakeholder groups and risk management analysis	EDTS / EFES / MW		Follow up report. Initial report (EDTS/CRCS-006-2020) approved January 13, 2020
None	2019-12	15-Apr-19	Porter	Review of Citizen Appointments to Boards and Committees Policy	LCS	Q2 2020	Once current appointment process is completed
None	2019-22	15-Jul-19	Townsend	Amend sign by-law to permit digital signage on City-owned properties and buildings, including the appropriateness and ability to include third-party advertising as part of digital signage on City-owned properties.	PBS / COMMS	Q2 2020	Appeal Information Report - Application for Sign By-law Variance; 142 St. Paul Street; Owner: 2400795 Ontario Inc. was deferred 8-12-19 until ORL #2019-22 is presented to Council. Requested return Q4 2019
None	2019-23	15-Jul-19	Littleton	Opportunities and strategies for the City to support neighbourhood associations and neighbourhood-based community groups, including best practices and information gathered from the forum	CRCS	Q2 2020	Staff report will come forward following the neighbourhood association forum
None	2019-26	12-Aug-19	Siscoe	Renaming of parkette at 91 York Street	CRCS	Q4 2020	
None	2019-29	09-Sep-19	Littleton	Report back on the existing street naming process with ways to include more public engagement, perhaps similar to the park naming process	PBS	Q2 2020	
None	2019-31	09-Sep-19	Garcia	Creation of a new rental category for use of vacant and unused City properties by Community-based Volunteer Groups (not to be used for commercial purpose)	FMS / CRCS	Q1 2020	Rental fees to be waived in total for volunteer groups. Groups still need proper insurance and to help with maintenance
None	2019-33	09-Sep-19	Townsend	Naloxone training for City staff and City Councillors, including availability of Naloxone kits in the trunks of City vehicles and Councillors' vehicles.	CSS		Was brought to Feb 10, 2020 meeting. Referred to staff by Coun. Littleton for additional information

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
None	2019-34	23-Sep-19	Mayor Sendzik	That additional staffing be considered for RZone in the 2021 budget deliberations and come back to Council with a report in Q3 2020	CRCS	Q3 2020	Return requested for Q3 2020
None	2019-40	2-Dec-19		That staff report back to Council with a schedule for Deputy Mayors	LCS	Q3 2020	
None	2019-41	2-Dec-19	Littleton	That staff report back regarding the Conversion of Grantham South to a one-way street heading north from Queenston Street to Eastchester Avenue	EFES	Q3 2020	
None	2019-43	2-Dec-19	Kushner / Phillips	That staff utilize the EngageSTC portal to gather public feedback and report back end of Q1 2020 regarding a national ban on handguns and the joining with other municipalities that are advocating for a national ban on handguns.			Return requested for Q1 2020
None	2019-45	16-Dec-19	Porter	That staff be directed to consult with the public and report back to Council in Q2 with recommendations for how to use the telephone town hall money	FMS		Report going to BSC Public Engagement Task Force prior to going to Council. Return requested for Q2 2020
None	2019-46	16-Dec-19	Porter	That staff report back after completion of the WE Day event, including how many staff hours were spent			
None	2019-47	16-Dec-19	Miller / Mayor Sendzik	That the request for funds to be used to record in-camera meetings be referred to 2020 for a report including the upgrading of screening services for all meetings (open and closed sessions).	LCS		
None	2019-48	16-Dec-19	Dodge	That the request to add cutting of cul-de-sacs and boulevards be referred to staff for a report.	MW		Report going to BSC in March prior to going to Council
None	2020-03	15-Jul-19	Porter	Living Wage Employer Implementation Plan, including financial impacts to the City.	CSS		Follow up report. Initial report (CAO-144-2019) approved July 15, 2019
None	2020-04	27-Jan-20	Mayor Sendzik	Public process of naming the Lakeside Pavilion and include Neil Peart as a potential name for consideration, including the ongoing Engage STC public consultation;	CRCS		Consult with the Peart family and the band's representatives regarding any naming, memorials, events and concerts in Neil's honour or Lakeside Park. Any further requests to honour Neil Peart in St. Catharines (including memorials, events and concerts) be included in a report to Council as part of the naming process upon completion of the public consultation.
None	2020-05	24-Feb-20	Littleton	Family Care and Accommodation Policy			Develop a family care and accommodation policy (including but not limited to barrier-free access to childcare, transportation, dependent care) to improve equitable access and reduce systemic barriers to public participation in all city-initiated public meetings, citizen advisory committees and statutory meetings. Report to go to BSC prior to Council
None	2020-07	24-Feb-20	Porter	Revised Graffiti Program: Consult with the community, the relevant cultural committees and downtown stakeholder groups to modernize the graffiti program and by-law by 2021.			



## Corporate Report City Council

**Report from:** Office of the Chief Administrative Officer, Administration

**Report Date:** April 1, 2020      **Meeting Date:** April 8, 2020

**Report Number:** CAO-063-2020      **File:** 10.4.19

**Subject:** COVID-19 City Staff Initiatives

**Strategic Pillar:**



### Recommendation

That report CAO-063-2020, regarding COVID-19 City Staff Initiatives, be received for information. FORTHWITH

### Summary

The purpose of this report to is advise Council of the operational impacts that have been identified in response to the rapidly evolving global COVID-19 pandemic and how City staff are responding.

### Relationship to Strategic Plan

City staff are responding to the COVID-19 pandemic as it has affected the economic, social, environmental and cultural sustainability of the City. City staff have remained focused on plans to mitigate the impact of COVID-19 on the community, ensure continuity of essential services and support the sustainably pillars through new and innovative ways.

### Background

On March 12, 2020, the City of St. Catharines partially activated its Emergency Operations Centre (EOC), a facility that supports the work of the Municipal Emergency Control Group (MECG). The purpose of activation is to initiate a proactive response to COVID-19 and mitigate the impact to the community and essential City services. The objectives of the EOC and MECG are:

- To ensure the City can continue to provide essential services throughout the entirety of this emergency
- To continue to ensure the safety and security of the public and staff
- To ensure the organization remains in a financially stable condition during this pandemic

- To continue to be able to support Niagara Health, Public Health, Niagara Region and our other partners

In Mid-March, Canada took considerable steps to mitigate the impact of COVID-19 through border closures for all non-essential travel, advising travelers entering Canada to self-isolate for 14 days and to avoid all non-essential travel outside of Canada.

The Government of Ontario, on March 17, 2020, declared a state of emergency followed by various stringent measures in response to preventing the spread of COVID-19.

## **Report**

COVID-19 has had a severe impact on the community as well as the City's ability to provide all levels of service in the same manner as before. The Municipal Emergency Control Group (MECG) has been dedicated to the safety of staff and the community, while providing essential services and focusing on business continuity.

The following outlines the steps taken by the MECG in response to the COVID-19 pandemic.

## **Internal Emergency Response**

The Community Emergency Management Coordinator (CEMC) monitored COVID-19 since the initial identification and providing regular updates to the MECG and Council.

The CEMC's initial focus was towards a pandemic contingency plan for the City, with a draft created using best practices from other locations and guidance documents from the World Health Organization and reviewed by the MECG.

MECG meetings are coordinated by the CEMC and held virtually and daily, to continue strategically planning and prioritizing for addressing the pandemic. The CEMC also communicates daily with neighbouring CEMCs to address issues and discuss concerns.

## **Facility Closures and Program Cancellations**

For the safety of staff and the community the decision was made to have all City owned facilities closed to the public until further notice. This includes all administration buildings, recreation facilities, and has extended into City playgrounds, dog parks, sports fields and skate parks.

As a result of facility closures, and efforts to limit in-person interactions, some City services, events, programs and activities were suspended until further notice. A full list of closure and cancellations can be found on the City's Website. These closures will be reviewed and updated as the situation dictates.

On March 30, 2020, the Province issued an Emergency Order effectively closing all open spaces, parks, trails, and playgrounds. Municipal Works staff are fencing the entrances to City park parking lots and installing signage.

## Planning for Business Continuity

The EOC Planning Section has been working with departments to plan for business continuity and prepare for the City's response as the pandemic continues to evolve.

The process involves gathering data for each department, project, operation and services offered and evaluating status throughout short to long periods of time. The data is gathered for essential services, resources required, identifying potential risk/loss, service levels, and dependencies.

The Project Manager has been consolidating data that has been gathered with each departmental work plan to identify services and projects that are critical and must continue, are necessary but can be put on hold for a certain amount of time, and those that are desirable but are non-essential.

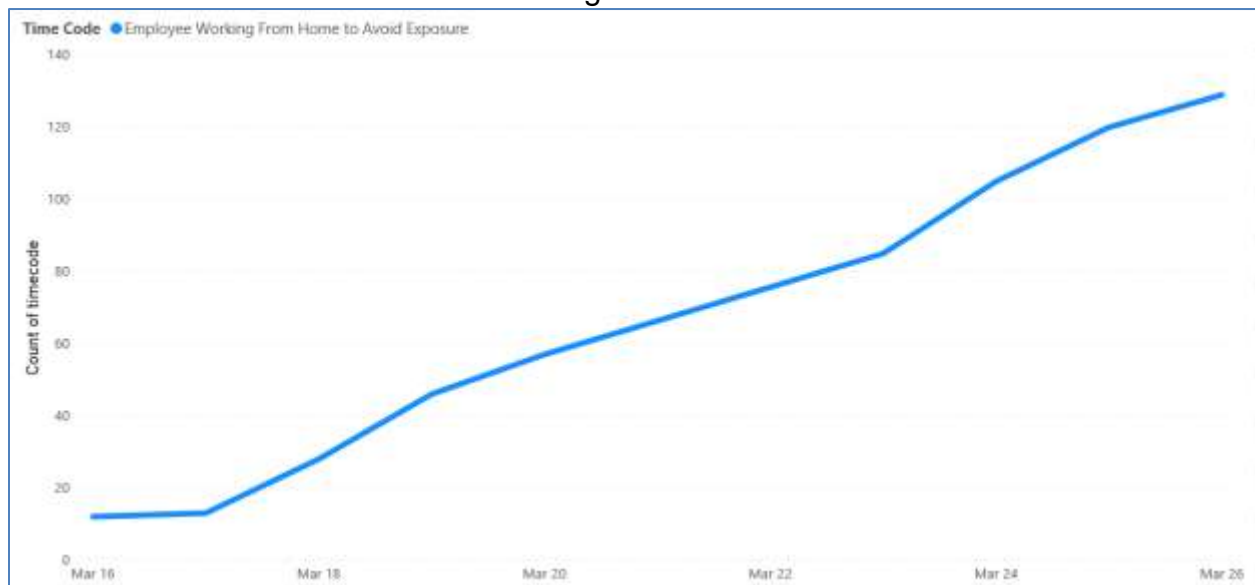
Staff from the office of the CAO has been collecting level of service data from various departments in order to track the COVID-19 impact on staff levels, call volumes, service levels and work orders.

## Timekeeping Portal – Staff Tracking

IT developed a timekeeping portal to capture the status of staff, allowing the Corporation to identify staff working from home and positions considered essential. This portal pulls data directly from the City payroll system.

The City Time Keeping Portal not only captures timekeeping data, it examines trends, and will be well utilized for other initiatives throughout the Corporation.

The below graph illustrates the number of City staff working at home due to COVID-19 and how it has increased dramatically from March 16 to March 26, 2020. The graph excludes Municipal Works, Fire Services and Community, Recreation and Culture Services due to their limitations in working from home.



## Departmental Response and Initiatives

### Office of the CAO

The CAO and Deputy CAO continue to lead the MECG in making decisions for the greater good of the Corporation and the community.

CAO, Shelley Chemnitz, has been engaging regularly with area CAOs to ensure a unified approach to addressing the pandemic as well as regularly communicating with the Inter-Municipal Transit Group. The CAO and Mayor connect daily regarding updates, issues and decisions.

Deputy CAO, David Oakes, has continued to provide leadership for the FirstOntario Performing Arts Centre as their Acting Executive Director. He has remained involved and committed to the success of the 2021 Canada Summer Games.

### Mayors Office

The Mayor's Office is responding to an increased volume of COVID-19 concerns from residents and businesses.

Public communication and engagement has greatly increased through social media and traditional media channels to increase awareness and share safety messaging. This includes messaging from the City, Niagara Region, community partners, agencies and resident-led initiatives to support community responses to COVID-19. The Mayor's Office is organizing media opportunities for the Mayor to provide updates on local TV, radio and print media to help keep the public informed.

The Mayor's Office staff is supporting the Mayor's role as a member of Regional Council and the Board of Health during the crisis and acting as a liaison for members of Council.

## Corporate Support Services

### Human Resources (HR)

HR has been supporting staff and the corporation regarding timekeeping, concerns, Employee Family Assistance Program, policies and procedures, health and safety and legislation.

Part of these efforts include 138 part-time staff being placed on temporary layoff effective April 5, 2020 as the need to provide non-essential services has diminished.

### Information Technology (IT)

IT staff mobilized hardware and software solutions to support staff to work from home, and initiated those efforts weeks in advanced to ensure a full work from home process could be supported. Computers that were initially set to be auctioned, were put aside in preparation of the COVID-19 pandemic.

135 computers were deployed in order to accommodate staff working from home.

IT Help Desk experienced over 600 help desk support tickets for the month of March, which doesn't include the influx of incoming and outgoing phone support that IT has provided to staff. The IT help desk is providing a similar service level virtually to all employees currently working remotely.

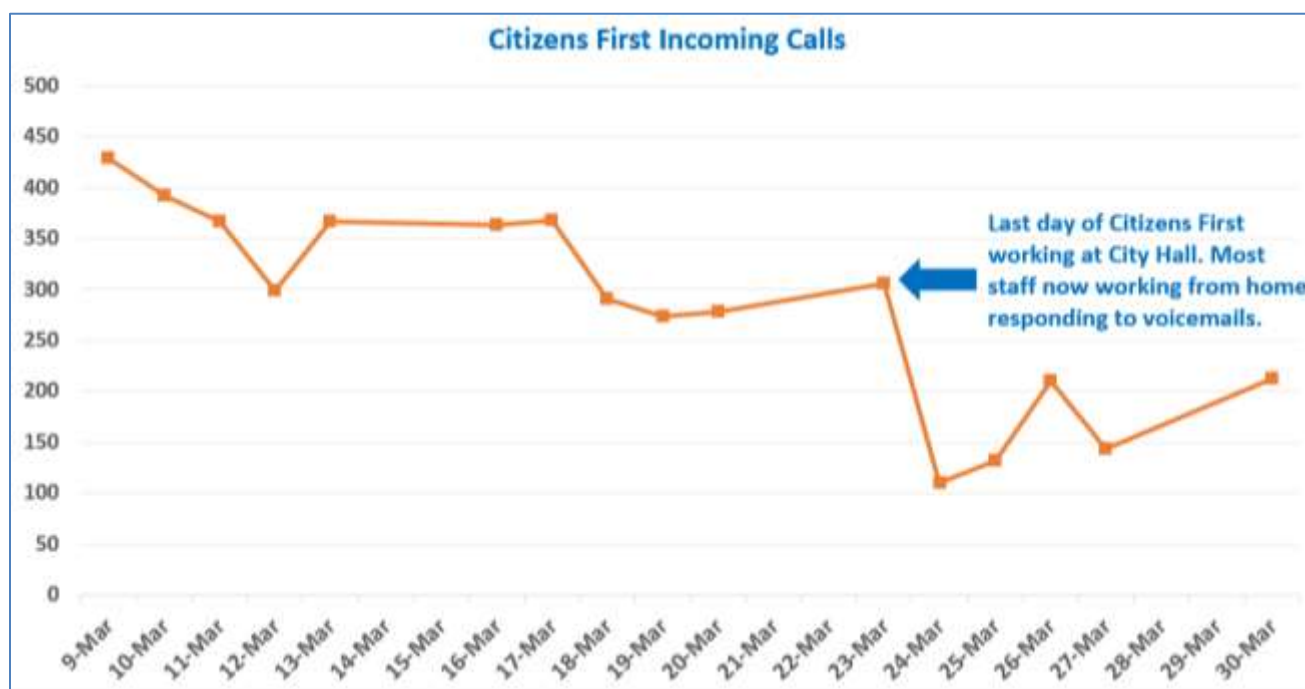
Software solutions, such as Skype for Business and Zoom, have been implemented to allow staff to communicate internally and externally in an effort to keep City business progressing.

### Citizens First

There has been a slight decrease of incoming calls as the circumstances have evolved.

Citizens First have been working from home with cell phones as of March 24, 2020. They have been returning calls based on the voicemails residents have left. Voicemails are being responded to generally within 2-3 minutes, and 5 minutes on average.

The below chart illustrates call/voicemail volumes from March 9 – 30, 2020.



### Communications

The City launched a COVID-19 webpage on March 13, [www.stcatharines.ca/covid19](http://www.stcatharines.ca/covid19), and through March 30, has experience more than 16,650 visits. The page includes City updates as the situation evolves.



Website visits have increased with more than 5,900 visits on March 13, an average of nearly 3,000 visits per day since (in contrast to about 2,680 per day for the 2019 calendar year).

The City's social media channels have increased in the month of March as with 323 additional followers on Twitter (average of 93 per month the six months prior) and 219 additional Facebook followers (average of 56 per month the six months prior).

Communications staff have been diligent in directing the public to the appropriate resources. They have worked alongside other partners (NRP, Niagara Region, Niagara Health System, province and federal government) to share appropriate information.

Communications has remained involved with area communication departments and area CEMCs to ensure the City is up to date and sharing appropriate information.

## **Community, Recreation and Culture Services (CRCS)**

CRCS Staff developed a checklist of initiatives to undertake while safely distancing from others to engage the public in a fun, safe and healthy way.

### **Programs and Cultural Services Division**

Continue to respond to questions from the public regarding programming, permit and event cancellations in addition to being a committed partner to older adults by working with the Niagara Region to provide those in need of food or medical assistance.

Museum staff are providing interesting and insightful programming online via social media.

### **Strategic and Business Services Division**

Staff are remaining focused on delivering corporate and community initiatives such as the Sponsorship Policy, Aquatics Strategy, Lakeside Park pavilion naming in addition to working with community groups and keeping them engaged in previously scheduled projects.

Several Staff are also working with FMS to complete the preparation of department capital and operating budget, and additional work as requested.

CRCS will continue to deliver on the items identified within the Recreation Facilities and Programming Master Plan, and act as the lead on various City projects.

## **Economic Development and Tourism Services (EDTS)**

Economic Development & Tourism Services is ensuring that businesses have the supports needed to cope with the current economic downturn caused by COVID-19, including:

### **Local Business Support**

- Growing the corporate calling to local businesses
- Providing current information on government policies, programs and assistance, with daily digital updates through investstc.ca and all social media channels
- Assisting and publicizing essential businesses that have pivoted to providing online shopping, pickup/delivery services through the launch of PickUpSTC.ca on March 27<sup>th</sup>
- Taking a leading role in the Rapid Response Team - RRT (Regional Mayor's/EDOs effort to have a coordinated response to the business community)
- The RRT includes the Niagara COVID-19 Business Impact Survey – measurement of the financial/social impact to create an evidenced-based recovery ask of the provincial and federal governments.
- Partnering on initiatives to advocate to upper levels of government on the economic impact closures have had on all businesses including the tourism, hospitality and non-profit sectors in St. Catharines
- Aggregating measures of impact of COVID-19 on the city's hospitality business units including the St. Catharines Museum, Meridian Centre, First Ontario Performing Arts Centre in preparation for the newly announced Tourism Development and Recovery Fund.
- Enhancing the existing federally-funded Go-Sip Niagara Marketing Campaign to co-market hospitality businesses with a focus on restaurants/craft beverage producers providing take out services
- Coordinated and hosting conference calls/discussions with the city's large commercial/office landlords to discuss actions to support and protect both commercial tenants and landlords
- Triaging community and business related inquiries related to the Emergency Order Enforcement including essential/non-essential businesses

### **Small Business Enterprise + Digital Main Street Program**

- Continuing to supporting clients through online events, webinars and consultations
- Ongoing work with 12 approved newly Starter Company Plus businesses and the conclusion of current cohort of companies
- Continuation of the digital main street business marketing program servicing 12 BIA's in Niagara, led by St. Catharines
- The ongoing delivering of COVID-19 related business webinars
- Social media and marketing support

### **Government Relations**

- Providing daily summaries of press conferences/programs/announcement from all levels of government
- Daily contact with the Municipal Government Relations Network (MGRN)
- Connecting with various levels of government to communicate COVID-19 impact
- Weekly conference calls with federal/provincial members of parliament and staff

### **Expeditor Services**

- Maintaining business continuity in providing applicants with assistance through the adjusted planning and building application and approval process

## **Engineering, Facilities and Environmental Services (EFES)**

Responsible for the Engineering and Construction Services (Linear Infrastructure), Facilities, Environmental Services, Transportation Services and Geomatics Divisions. The majority of work continues with most staff working from home, where able.

### **Engineering and Construction Services Division (Linear Infrastructure)**

Construction and linear infrastructure renewal programs continue while practicing social distancing. Planning and budgeting of the proposed 2021 infrastructure programs while remaining committed to the development of the Corporate Asset Management Plan.

### **Facilities Division**

Although closed to the public, ice in all arenas has been removed and the plants have been shut down. Facility Maintenance, Repair and Arena and Pool Operations staff are working in the facilities undertaking extensive cleaning and preventative maintenance on facilities that are not staffed and operational. Planning and budgeting of the proposed 2021 facility renewal program are ongoing.

### **Environmental Services Division**

Continuing to monitor and maintain the Drinking Water System with most staff working from home, except while conducting field inspections. Inspections on private properties for Drinking Water Sampling and for the Flood Alleviation Program are suspended until further notice. Development of the Climate Change Adaptation Plan and the Pollution Control Plan continues, however, public outreach has been suspended.

### **Transportation Services Division**

Development and finalization of the Transportation Masterplan and Downtown Parking study are progressing with the public consultation portion on hold until further notice. Delivery of the Municipal Consent process is continuing. Work is being undertaken to update transportation related policies and programs such as the School Zone policy, the Crossing Guard Program, the Traffic calming policy, the sign inventory and the streetlight pole assessments.

### **Geomatics Division**

Continuing to manage and improve the asset inventory for the City. Surveying continues with field staff practicing social distancing.

## **Fire Services (FS)**

Fire Services is deemed essential and since the beginning of March 2020 have been implementing measures to protect the various level of services.

- Enhanced cleaning of fire stations/prevention office

- Social distancing measures put in place where able
- Niagara Emergency Medical Services (NEMS) altered Tiered Response Agreements
  - Regional fire services dispatched to medical calls that involve cardiac arrests or vital signs absent patients only
  - Regional fire departments not being dispatched to calls at retirement or nursing homes.
- Reduction in fire inspections and discontinuation of in person public education
- Contingency plans in place to operate with as few as 9 firefighters on duty and with only one station open, if 70% of staff unfit for duty
- Regional fire departments have agreed to provide up to 50% of their N-95 masks to NEMS to address their shortfall.
- Half of fire prevention staff working from home on one-week rotational basis, administration staff working from home on rotational basis
- Regional fire departments begin to track staffing levels, personal protective equipment supplies on a daily basis
- Provisions in place to train fire prevention officers as communicators, if needed

## **Financial Management Services (FMS)**

FMS continues to provide financial guidance for the City and is responsible for managing major revenues streams, budgets, financial reporting, disbursing and management of City funds and procurement of supplies and services. The majority of work continues with most staff working from home with one manager and essential staff in the office each day.

### **Accounting and Special Projects**

Invoices and payments to vendors continue in order to meet payment obligations. Staff are preparing for the year-end audit, provincial reporting and year-end audited financial statements.

The Development Charges/Community Benefits Charges/Inclusionary Zoning Study project has commenced and will move forward, requiring input from a number of City departments.

### **Administration**

The administrative team continues to support the Finance team and the corporate mail, courier and billing support functions in conjunction with CF and Facilities staff. As of March 31<sup>st</sup> all mail will be held for three days and processed on the fourth day. This ensures that all mail going to all departments will be safe for them to process.

### **Corporate Asset Management (CAM) - Capital Budgets and Procurement**

Staff are working to complete the 2019 year end requirements to preparation of the yearend external audit and the submission of the Provincially required Financial Information Returns. Staff continue to complete regular control and support activities related to 2020 capital expenditures, such as setting up accounts and reviewing and

tracking spending. Over the next three weeks, 2021 budget submissions will be collected and assembled for initial review before preparation of the 2021 budget commences. CAM staff also expect to provide significant amounts of data and other support to the Consultant recently hired to complete the Corporate Asset Management Plan for core assets prior to the June 30 2021 deadline.

**Procurement**

The new Procurement Policy came into effect April 1 and the team continues to prepare for subsequent training delayed by Covid-19. Support for requests for bid solicitations and related activities continue so the City can purchase goods and services and also ensure that when possible work will occur during the 2020 construction season.

**Operating Budgets and Payroll Services**

Payroll continues to process regular payroll for employees, prepare remittances and other payroll updates as required, ensuring to take advantage of deferral payments, such as WSIB, and assisting with entering tracking data related to COVID-19 into the payroll system.

Budget team has initiated the 2021 budget process, and taking priority on 2020 financial analysis and planning of COVID-19 impact.

**Realty and Insurance Services**

The Realty section are continuing to facilitate real estate transactions that support ongoing development projects in the City and managing the City's lease portfolio. The Insurance section is continuing to monitor incidents and prepare for the June 30<sup>th</sup> renewal of the City's annual insurance program.

**Revenue Services**

Parking Enforcement is limited to safety-related issues, such as fire-routes, accessible parking, no-parking areas and fire hydrants. Parking Enforcement is currently limited to two staff monitoring in vehicles.

Parking Services continue to respond to inquiries, process payments, screening appointments through telephone.

Water Billing continues to read water meters and execute processes normally.

Taxes continue to prep for final tax billing and execute processes normally.

**Legal and Clerks Services (LCS)**

Staff from LCS have been focused on reviewing Provincial Orders issued pursuant to the Declaration of Emergency and advising the MECG and staff on implications for the delivery of essential and non-essential services. This includes providing legal advice with respect to general municipal jurisdiction and authority, risk and potential liability, and drafting by-laws responsive to the emergency, as required.

LCS has assisted HR, in conjunction with external legal counsel, on the development and implementation of human resources plans and decisions arising from the state of emergency.

Staff have developed a by-law and procedures to enable City Council, General Committee and the Budget Standing Committee to continue to meet during this time using electronic participation.

Staff have also performed duties, albeit modified from regular operations, as they relate to vital statistics, business licensing, lottery licensing, and freedom of information requests.

## **Municipal Works (MW)**

Responsible for operating and maintaining the City's linear and green infrastructure. At present all operations are still considered essential. Due to the nature of the work, arrangements such as working from home are not feasible, however, steps have been taken to limit the interaction of staff with the public as well as staggering shifts and modifying timekeeping and dispatch procedures.

### **Operations Division**

Continues to perform all duties except in home water meter exchanges at this time. We continue to install meters for new construction as long as the buildings are not occupied.

### **Parks Division**

Preparing for summer operations including the maintenance of parks and sports fields. The plan is to continue to maintain sports fields as a priority so they are not lost to overgrowth. If that occurs, there would be a substantial cost to rehabilitate the fields. Signage and fencing is being installed to enforce outdoor space closures.

### **Operational Planning and Stores**

Continues to support of all City departments through purchasing supplies and providing inner office courier service.

### **Fleet**

Continues to maintain the City fleet for all departments including Fire Services.

## **Planning and Building Services (PBS)**

Responsible for the Building, Planning, By-law Enforcement, Development Engineering, Zoning Examination, and Committee of Adjustment functions, along with support staff. The majority of work continues with most staff working from home.

### **Building Division**

Continues to process new and in queue building permit applications. Inspections of occupied dwellings are not occurring at this time, unless there is a substantial health

and safety risk requiring investigation. Inspections of all other types of buildings continue where it is safe to do so, such as new construction.

### **By-law Enforcement**

Continues to respond and investigate new and in queue complaints that are external in nature (graffiti, waste, zoning, etc.). Inspections of occupied buildings are not occurring at this time, unless there is a substantial health and safety risk in contravention of the Property Standards By-law. Flexibility and leniency are being offered in terms of timeframes and expectations for compliance where the actions required for compliance may contravene non-essential work prohibition and/or could cause financial hardship.

### **Planning Division**

The Committee of Adjustment, Heritage Advisory Committee, Heritage Permit Committee, and the Downtown Development Advisory Committee are on hold pending the implementation of new technologies for holding public hearings with public involvement. Provincial legislation has waived all timelines in this regard.

The Planning Division continues to process new and in queue development applications up until the statutory public meeting requirement, pending the implementation of new technologies for holding public hearings with public involvement. Most non-statutory public open houses (i.e. for site plan applications) have been waived.

Projects requiring consultants that have not yet begun are anticipated to be postponed until 2021 (including the Cannabis Interim Control By-law Land Use Study and the Former GM Secondary Plan).

## **Financial Implications**

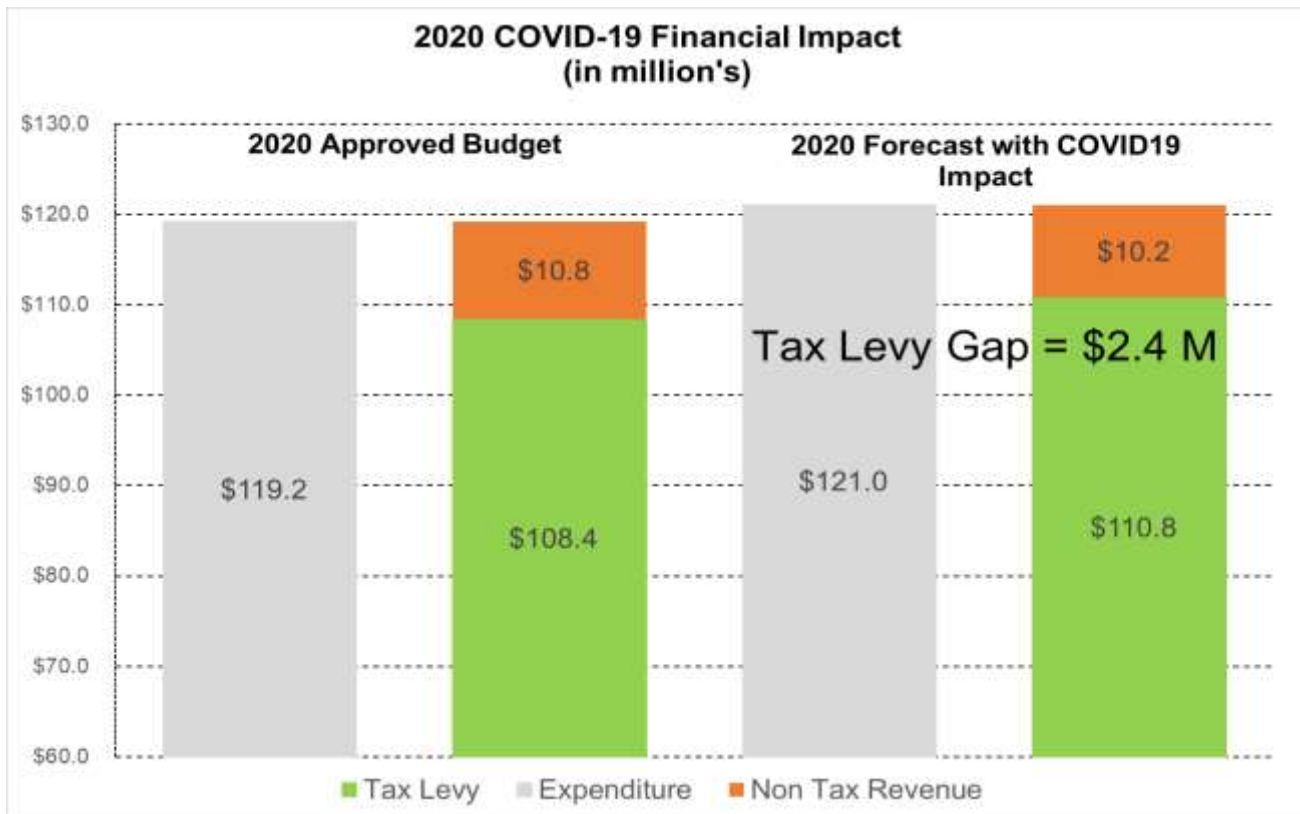
Although there is no financial impact in receiving this report, the financial impact of COVID-19 will be substantial. Moving forward, staff will need to evaluate a number of strategies to ensure the budgetary impact of COVID-19 is mitigated.

On March 27, 2020, Council was provided with report [FMS-060-2020](#) from the Director of Financial Management Services outlining that property tax and water bills will now be due by June 30, 2020 and that many penalties for late payment have now been waived. Staff continue to work on the evolving financial picture and track it regularly. Staff will report back at a future date with a financial update.

### **Tax Levy**

The financial analysis shown below is based on information available as of April 2, 2020 and is for the period up to the end of May 2020, as it is much too early on to estimate the full impact this pandemic will have on 2020 operations. The analysis also includes FirstOntario Performing Arts Centre, St. Catharines Library and Transit. The situation is very fluid and changes on a weekly basis. In the diagram below the estimated impact of COVID-19 has been depicted with the what is known at this time. The situation is such that changes can occur very quickly which would in turn change the financial impact currently forecasted.





As shown in the chart above it is estimated at this point in time that the impact of COVID-19 on the City's operating budget has a negative impact on the City's 2020 tax levy.

The impact on the City's operations can be summarized into a few main areas:

- Closed City Facilities including outdoor spaces result in discontinued programming which translate to lost revenues
- Changes to service levels and revenue generating activities result in lower revenues, such as marriage, business and dog licenses, tax certificates, ownership changes, etc.
- Lower interest rates and deferral of tax due dates impact investment, penalty and interest income
- Increased costs due to COVID-19, increase supplies, public messaging, etc.

SLT and the finance team are critically looking at all potential options to mitigate the impact of COVID-19. This allows staff to provide an overall picture for Council to see the many factors that are being taken into consideration and the multi-pronged approach. The following are some of the mitigating efforts that staff are being considering:

- Usage of the 2019 unallocated year end surplus (tax-stabilization reserve)
- Other reserves, such as Building Code Reserve and Civic Project Fund
- Reduction of utility costs due to closure of City facilities

- Cancellation of non-essential expenditures, such as travel, office supplies, postage, conferences and meetings
- Deferral of staff and student hiring
- Temporary layoff of part-time staff
- Reduction or elimination of the tax levy support for various capital projects to be offset by positive variances in other capital projects or reduction in 2021 capital program

### **Water/Wastewater Budget**

Similar to the Tax Levy budget there are impacts of COVID-19 on the City's water and wastewater budget. The deferral of the 2020 rate increase and waiving of penalties and interest on overdue accounts has an unfavourable impact on these budgets; however, is necessary to provide what assistance the City is able to its residents and businesses. The City does have a water/wastewater reserve which supports the city in times such as this to mitigate unforeseen operating budget impacts. Favourable variances in water and wastewater capital projects also provide positive impact on these annual operating budgets. Therefore, a combined approach will be used to mitigate the impact on the 2020 water and wastewater budgets.

### **Parking Budget**

With the removal of parking enforcement functions, with the exception of safety violations and waiving of payment for on-street parking or in municipal parking lots or garages at this time, there is a financial impact on the City's parking budget. Similar to the water/wastewater budgets the city has a parking reserve to assist with annual deficits and to support capital projects related to the parking system. This reserve will be looked to for assisting the projected 2020 deficit due to COVID-19.

### **Cash Flow Monitoring/Regional Assistance**

Beyond and over financial implications discussed above, there could be temporary cash flow concerns. With the deferral of tax due dates to later in the year, the Province has provided some assistance with the moving ahead of their education levy dates. As per the motion approved by Council on March 27<sup>th</sup> asking for the Region's assistance in our management of the City's cash flow by aligning their remaining 2020 tax due dates similar to the move made by the province to assist municipalities. Like the City, the Region has reserves that it would be able to utilize to assist with the management of short-term cash flow deficiencies over the next few months.

Staff are monitoring and adjusting the financial picture as new information becomes available. The situation is evolving and changes quickly. Updates are tracked regularly. Staff are mindful of the economic impact on the community and the need to ensure that taxpayers dollars are spent wisely. Staff will report back at a future date with a financial update.

## **Environmental Sustainability Implications**

There are no environmental sustainability implications associated with this report.

## **Conclusion**

Staff at the City of St. Catharines takes the COVID-19 pandemic seriously, is following the advice and orders of provincial and federal leaders and has placed the health and well-being of staff and the community in the forefront.

The MECG continues to meet daily, plan for the future, focus on business continuity and monitor service delivery as the COVID-19 pandemic evolves.

Further changes to service delivery and operations can be anticipated if the COVID-19 Pandemic continues into a longer time horizon.

Updates will continue to be communicated to staff, Council and the Media as they occur.

### **Prepared & Submitted by**

Senior Leadership Team (SLT)

### **Approved by**

Shelley Chemnitz

Chief Administrative Officer

David Oakes

Deputy Chief Administrative Officer