



**The Corporation of the City of St. Catharines  
GENERAL COMMITTEE AGENDA  
Regular, Wednesday, April 22, 2020  
Electronic Participation**

This Meeting of Regular Council 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 21, 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*

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**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 and Public Notice By-Law)*

- |         |  |
|---------|--|
| 3 - 6   | 2.1 Financial Management Services, Accounting and Payroll<br>Annual Investment Report as at December 31, 2019<br><i>(This report was originally published as part of the March 23, 2020 General Agenda)</i>            |
| 7 - 13  | 2.2 Planning and Building Services, Planning Services<br>Design Review Panel Pilot Project Review and Final Recommendation   |
| 14 - 20 | 2.3 Planning and Building Services, Planning Services<br>Amendments to Simplified Meeting Procedures to Permit Electronic Participation from the St. Catharines Heritage Permit Advisory Committee During an Emergency |

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21 - 25      2.4      Planning and Building Services, Planning Services  
Amendment to Committee of Adjustment Procedural By-law  
No. 99399 to Permit Electronic Participation During an Emergency

26 - 30      2.5      Legal and Clerks Services, Office of the City Clerk  
Council Correspondence

**3. Discussion Reports**

31 - 50      3.1      Office of the CAO  
COVID-19 Update – April 22, 2020  
[Addenda]

51 - 55      3.2      Legal and Clerks Services, Office of the City Clerk  
Neil Peart Commemorative Task Force

**4. Adjournment**

*Following Adjournment, Council will proceed to Council Agenda Item 9  
(Motion to Ratify Forthwith Recommendations).*



## Corporate Report City Council

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

**Report Date:** February 26, 2020      **Meeting Date:** March 23, 2020

**Report Number:** FMS-036-2020      **File:** 10.57.99

**Subject:** Annual Investment Report as at December 31, 2019

**Strategic Pillar:** 

### Recommendation

That Report FMS-036-2020, regarding the Annual Investment Report as at December 31, 2019, be received for information. FORTHWITH

### Relationship to Strategic Plan

The investment policy forms part of the City's financial plan, determining how funds are invested in order to preserve capital and ensure adequate liquidity to meet the ongoing cash requirements of the City.

### Background

An Operating Fund Investment Report is provided to Council annually. This report is in compliance with the requirements of the Council approved Investment policy. This policy provides financial controls and outlines the four major competing objectives for investing activities: Compliance with Statutory Requirements; Preservation of Capital; Maintenance of adequate liquidity to meet ongoing operational cash requirements; and Maximization of return.

### Report

Investment balances have grown to \$37 million, and include both guaranteed investment certificates and cash deposit accounts.

Financial Management Services has forwarded the Annual Investment Report – Operating Fund at December 31, 2019 for consideration of the General Committee (see Appendix 1 attached). While the City continues to hold the majority of its investments with the largest Schedule I banks, in 2019 investments with Credit Unions increased to 31%. The investments are in compliance with both the City Investment Policy, and the Provincial regulations which require issuer credit ratings of AA, for investments greater than two years.

## **Financial Implications**

This report deals with information that is historic in nature. As investments mature, they are reinvested in accordance with the investment policy, requiring the solicitation of multiple quotes for investment products.

## **Environmental Sustainability Implications**

There are no environmental sustainability implications associated with this report.

### **Prepared by**

Robin Thorpe, Accounting & Process Leader  
Financial Management Services

### **Submitted by**

Adam Smith, Manager, Accounting & Payroll & Deputy City Treasurer  
Financial Management Services

### **Approved by**

Kristine Douglas, Director, Financial Management Services & City Treasurer

## **Appendices**

1. City of St. Catharines Annual Investment Report

## City of St. Catharines Annual Investment Report

### Operating Fund – As at December 31, 2019

#### Investment Summary:

Institution <sup>1</sup>	Individual Share <sup>2</sup>	Portfolio Share <sup>2</sup>	Maturity Value	Policy Limit <sup>2</sup>
<b>Schedule 1 Banks</b>		68.73%	<b>\$ 25,469,438.79</b>	<b>100%</b>
Bank of Montreal	8.10%		\$ 3,000,000.00	50%
Bank of Nova Scotia	34.29%		\$ 12,707,186.96	50%
Canadian Imperial Bank of Commerce	4.60%		\$ 1,706,152.67	50%
Royal Bank of Canada	11.94%		\$ 4,426,469.33	50%
Toronto Dominion Bank	9.79%		\$ 3,629,629.83	50%
<b>Credit Unions</b>		31.27%	<b>\$ 11,588,621.54</b>	<b>50%</b>
FirstOntario Credit Union	11.41%		\$ 4,230,075.63	25%
Meridian Credit Union	11.30%		\$ 4,188,193.92	25%
Pen Financial Credit Union	8.56%		\$ 3,170,352.00	25%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 37,058,060.33</b>	<b>100.00%</b>

#### Notes:

<sup>1</sup> Investment eligibility in accordance with Section 418 of the Municipal Act, 2001 and O.Reg 399/02

<sup>2</sup> The Policy Limit sets out the maximum share of a particular investment or investment category at the time of placement. Refer to the City of St. Catharines Investment Policy, Appendix B Approved Investments, Diversification and Ratings.

Investment Detail by Due Date:

Security Issuer (Dealer <sup>3</sup> ), Type <sup>4</sup>	Purchase Date	Maturity Date	Term (Days)	Interest Rate	Maturity Value
Bank of Montreal (TD), GIC	24-Aug-16	24-Aug-26	3652	2.15%	\$ 3,000,000.00
Bank of Nova Scotia, GIC	24-Aug-16	24-Aug-21	1826	2.03%	\$ 3,317,297.04
Bank of Nova Scotia, GIC	24-Aug-16	24-Aug-23	2556	2.17%	\$ 3,486,665.46
Bank of Nova Scotia, GIC	27-Jul-18	26-Jul-21	1095	3.06%	\$ 2,736,816.94
FirstOntario Credit Union, GIC	7-Aug-18	7-Aug-20	731	2.95%	\$ 2,649,675.63
FirstOntario Credit Union, GIC	26-Nov-19	26-Nov-21	731	2.68%	\$ 1,580,400.00
Meridian Credit Union, GIC	29-Nov-18	29-Nov-20	731	3.25%	\$ 1,599,084.38
Pen Financial Credit Union, GIC	11-Dec-19	11-Dec-21	731	2.80%	\$ 3,170,352.00
Royal Bank of Canada, GIC	27-Jul-18	27-Jul-22	1461	3.13%	\$ 2,828,004.39
Royal Bank of Canada, GIC	22-Nov-18	23-Nov-20	732	3.23%	\$ 1,598,464.94
Canadian Imperial Bank of Commerce, HISA	N/A	N/A	N/A	1.45%	\$ 1,706,152.67
Toronto Dominion Bank, ISA, CA	N/A	N/A	N/A	1.60%	\$ 3,540,752.67
Meridian Credit Union, ISA, CA	N/A	N/A	N/A	1.60%	\$ 2,589,109.54
Bank of Nova Scotia, CA	N/A	N/A	N/A	0.00%	\$ 3,166,407.52
Toronto Dominion Bank, CA	N/A	N/A	N/A	0.00%	\$ 88,877.16
<b>Total</b>					<b>\$ 37,058,060.33</b>

Notes:

<sup>3</sup> Security dealer noted if different than security issuer.

<sup>4</sup> Investment Types:

- BA = Bankers' Acceptance, purchased at discount
- BDN = Bearer Deposit Note, purchased at discount
- CA = Cash Account
- DN = Deposit Note (Senior Bank Paper)
- FRN = Floating Rate Note, purchased at premium
- GIC = Guaranteed Investment Certificate
- HISA= High Interest Investment Savings Account
- ISA = Investment Savings Account
- NC = Non-Callable



## Corporate Report City Council

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

**Report Date:** April 13, 2020      **Meeting Date:** April 22, 2020

**Report Number:** PBS-069-2020      **File:** 35.65.102, 60.2.56

**Subject:** Design Review Panel (DRP) Pilot Project, Review and Final Recommendation

**Strategic Pillar:**



### Recommendation

That Council discontinue the pilot Design Review Panel (DRP) under the current scope and terms of reference, effective February 26, 2020; and

That staff be directed to report back with an alternative role, scope and terms of reference for a Design Review Panel focused on alignment with the Strategic Plan Guiding Principles and Strategic Goals, including:

- Urban design input on significant development projects, such as the former General Hospital site, GM lands, etc.
- Input on development conditions designed to mitigate negative climate change impacts.
- Input to achieve strong, compatible, connected neighbourhoods that enhance quality of life.
- Input on urban design policy and guidelines. FORTHWITH

### Summary

The Design Review Panel (DRP), under its current scope and terms of reference, has a very specific and limited role in providing urban design input as part of the process to create a new residential lot. Staff have reviewed the pilot program and conclude that the current role of the DRP should be discontinued in favour of a restructured DRP with a revised role more in alignment with the Strategic Plan.

For new residential lots, a new Pre-Consultation process will achieve many of the outcomes provided by the current DRP. The introduction of a Pre-Consultation process as a prerequisite for new lot applications will render the DRP, in its current form, a duplication of process. A Pre-Consultation process for new lot applications is considered to be more comprehensive, effective and efficient than the continuation of the DRP in its current form.

## Relationship to Strategic Plan

A revised DRP mandate provides an opportunity to structure the DRP to better align with the Guiding Principles and Strategic Goals identified in the Strategic Plan.

## Background

Provincial policy directs future growth within the city to be by infill and intensification. Regional and City land use policy (Official Plans) and the City's local Zoning By-law have been amended to reflect that direction. One of the ways to achieve residential infill is by the creation of new residential lots in established neighbourhoods. In the last few years, some, but not all, new residential lots created in established residential neighbourhoods presented perceived compatibility issues. In response, Council directed a DRP be established as a pilot project to provide guidance on design matters prior to a lot being created.

Council in a decision at its meeting of May 8, 2017, approved the establishment of a Design Review Panel, as a Committee of Council, to:

- Provide knowledgeable design guidance and advice to staff and proponents alike in the review and evaluation of develop / redevelopment and lot creation; and
- That the Design Review Panel be first established as a one-year pilot project to specifically evaluate lot creation proposals.

In a subsequent report dated June 26, 2017, Council approved terms of reference for the DRP pilot and subsequently appointed members to the DRP on a one-year term.

In a report to Council dated February 11, 2019, the term of the DRP pilot was extended by one year to ensure adequate time was allocated to the DRP to assess and evaluate its function.

The DRP's role has been to review severance applications for new lots in established residential neighbourhoods and the new dwellings proposed for those lots. The intended outcome of the DRP review is to provide guidance, advice and recommendations to the proponent, to staff and to the Committee of Adjustment so that the best possible design and configuration of new infill lots can be achieved. The Committee of Adjustment is a committee appointed by Council under the Planning Act with the authority to approve new lots.

Council should be aware that the DRP does **not** review the following applications:

1. Building permits for new dwellings on existing vacant lots;
2. Building permits for major renovations and total rebuilds of dwellings on existing lots;
3. Infill private road developments, typically being new condominium townhouse projects.

The DRP only provides advice on design matters relating to the creation of new residential lots and proposed dwellings on those lots.



## Report

Staff have consulted with the DRP members, the development community, City staff and other stakeholders with an interest in the DRP mandate.

The DRP pilot has offered value to the lot creation process. But with the introduction of a new Pre-Consultation process, together with recent improvements to the Zoning By-law, the continuation of the DRP is not considered necessary to achieve well designed infill development.

## DRP to be More Aligned with the Strategic Plan Initiatives

In consultation with the various stakeholders involved in the DRP, including members of the DRP itself, there was a prevailing opinion that the DRP is of limited value in its current form and that the DRP could offer greater value by revising its mandate to provide input on projects that have greater impact on the city as a whole. Pending developments such as the former GM site on Ontario Street, the redevelopment of the former General Hospital site, and similar large scale projects with city wide impact and public interest, were viewed as being projects worthy of a DRP review and input.

Based on this sentiment, staff referred back to the Strategic Plan, which sets out a number of Guiding Principles and Strategic Goals and considered the role of a revised DRP to be in more aligned with these directions.

The relevant sections of the Strategic Plan, which relate to a revised DRP role, are the following:

### Guiding Principle

- Embrace innovation, ensure sustainability, and improve livability for all residents.

### Social Well-Being Strategic Goal;

- Build and support strong inclusive neighbourhoods that provide high quality of life for residents of all ages. (e.g. DRP continues to focus on urban design excellence but only on large scale projects)
- 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. (e.g. DRP input on former GM site, former General Hospital site, etc.)

### Environmental Stewardship Strategic Goal

- Adopt innovative approaches and continue responsible community planning and decision making that balances growth, enhances quality of life, manages emergencies, and minimizes environmental impacts of climate change. (e.g. DRP may have a role in recommending conditions of development that address climate change impacts)

A revised DRP with a specific role in land development review based on these Strategic Plan directives offers greater value to the development review process and has greater impact as an advisory committee of Council. A focus on more significant development

initiatives would also be more in keeping with typical functions of design review panels in other municipalities.

Should Council support this initiative, next steps would involve the following:

- Review and revise the terms of reference for the DRP to address the circumstances under which land development applications would be reviewed and the mandate assigned to the DRP in its review.
- Review and revise the membership criteria to ensure the desired skill set is represented on the committee.
- Report back to Council with revised terms of reference for DRP (targeting Q4 2020)
- Advertise for qualified candidates.
- Report back to Council with revised terms of reference for DRP and recommended candidates for Council approval (targeting Q1 2021).

## **Pre-Consultation Adds Value to the Lot Creation Process**

As part of the review of the DRP pilot, staff considered the entire process of creating a new lot, with a view to identifying weak points in the system and ways to improve efficiency and effectiveness for staff, for the applicant and for the public. The introduction of a Pre-Consultation step on all lot creation applications is viewed as a step to streamline future applications.

A Pre-Consultation process is a review undertaken prior to a formal application being submitted, so that the applicant is aware, ahead of submitting an application, of the conditions that will be imposed as part of an approval. Pre-Consultation is associated with most planning applications but is not currently mandatory prior to an application to create a new lot. By requiring Pre-Consultation, applicants for a new lot will be advised of not only urban design matters (the current mandate of the DRP) but also other matters pertinent to the creation of a new lot, such as servicing, road allowance widenings, sidewalk construction (or cash-in-lieu), tree retention / removal, cash-in-lieu of parkland dedication, a development agreement and similar conditions typical to a new lot being created. Pre-Consultation is not a public process so there is no notice to the public of these meetings.

The mandate of the DRP is one of urban design guidance only. The DRP pilot experience has demonstrated that the current urban design expertise on staff is able to provide the similar guidance to applicants as the DRP. The urban design expertise on staff is part of the Pre-Consultation review process and accordingly that input would be provided to applicants as part of that process.

Staff have already taken steps to implement a Pre-Consultation process for lot creation applications. No specific approval by Council is required for staff to proceed with a Pre-Consultation process for lot creation applications. To continue the DRP, together with a Pre-Consultation process, would be a duplication of function, add further to the processing time of applications, and offer minimal value to the review process.

## Recent Zoning Amendments Improve Infill Lot Compatibility

A number of amendments to the zoning by-law have taken effect in recent years to improve the “fit” of new lots in established neighbourhoods. These amendments include:

1. By-law 2017-146 approved certain revisions to the Zoning By-law for lot sizes and setbacks to result in a better fit for new residential infill lots.
2. By-law 2017-295 removed permissions for multi-unit dwellings on existing undersized lots of record. Historically, these were some of the most offensive infill developments, but with the approval of By-law 2017-295, existing undersized lots now only permit a single dwelling.
3. By-law 2018-233, if finally approved by the Local Planning Appeal Tribunal (LPAT), will require a separate lot to be created **for each unit** of a semi-detached or street townhouse dwelling, prior to a building permit being issued. Should this amendment be finally approved, it will create a process for public input prior to a building permit being issued for these dwelling types. The current provisions of the zoning by-law do not include opportunity for public input prior to a building permit being issued for semi-detached and street townhouse units, since they are currently permitted to be constructed on one lot.

By-law 2018-233 was approved by Council and the Council decision appealed. LPAT has now heard the appeal and staff is now awaiting a final decision from LPAT.

The culmination of these zoning amendments results in more effective zoning permissions and regulations impacting new lot creation. These amendments now prohibit many of the most offending infill lots constructed prior to these amendments taking effect.

## DRP Triggers Additional Costs For Staff

The DRP is a Committee of Council with volunteers appointed in accordance with the approved terms of reference. There is no remuneration for DRP members. However, there is considerable costs to the corporation in terms of staff time required to provide administration to the DRP committee including but not limited to:

- Receiving and reviewing applications to DRP;
- Preparing DRP meeting agendas;
- Attending DRP meetings;
- Preparing DRP meeting minutes;
- Ongoing liaison with applicants as they prepare a Committee of Adjustment application; and
- Review of DRP minutes as part of the staff review of a Committee of Adjustment application

It is important to note that no additional staff complement was approved as part of the establishment of the DRP so these responsibilities were absorbed within the existing staff complement of Planning and Building Services.

A Pre-Consultation Process, instead of the current DRP process, is a process already in place with administrative procedures and staff allocation. To add lot creation applications to the Pre-Consultation practice already in place is less taxing from a resource perspective than a separate DRP review process. A fee structure is already in place for pre-consultation, whereby applicants submit an application fee that can later be credited towards their severance application if the project proceeds.

### For the Development Community

In discussion with the development community, the following outcomes of the DRP pilot are noted:

- Additional time and cost is added to the overall timeline to create a new lot, specifically:
  - The time and costs to prepare a proposed dwelling design;
  - Additional time and costs to attend DRP meetings;
  - Additional time to revise plans, if need be, in accordance with DRP recommendations; and
  - The timeline associated with a DRP review adds a minimum of four weeks and often much longer if redesign is triggered, to the overall approval process for a new lot.
- The condition of a development agreement, as a condition of the severance to implement the DRP recommendations, triggers additional time and costs, with little value added;
- The value added by the DRP is often redundant since staff make the same / similar recommendations as part of the review of the severance application; and
- The applicant to the DRP is routinely not the party building a new dwelling, should the new lot be approved. The new lot often is sold to another party who may have alternative plans for a new dwelling, making the DRP comments and related development agreement largely irrelevant. An additional application by the new owner is triggered to amend the original development agreement to reflect a new design, incurring more time and costs. DRP periodically requests conditions that are already required by the zoning by-law, not within its mandate, or beyond applicable law, thereby being redundant.

In consultation with the development community, a Pre-Consultation process as a prerequisite to a lot creation application, instead of a DRP process, was viewed as a positive move. The Pre-Consultation process will still trigger the same additional costs but the information from a Pre-Consultation process is of higher value to the development community because all of the issues are identified up front, and not just urban design concerns.

### DRP Members Support a Revised Mandate Emphasizing Large Scale Development Projects

In discussion with members of the DRP, the following comments are noted:

- The DRP mandate addresses **only** the creation of new residential lots, a broader mandate may make the DRP more impactful.

- The nature of the comments offered by DRP under its current mandate are often inconsequential to the ultimate development on the new lot

It is important to note the DRP members themselves consider input on larger projects to be a better utilization of the committee's skills and more impactful for the general public interest.

## **Retroactive Date to Discontinue DRP**

Council is requested to discontinue the DRP retroactive to February 26, 2020. Given the difficulties in having the DRP meet under the current COVID-19 circumstances, it is advisable that any applicants currently in the queue for a DRP meeting be redirected to the Pre-Consultation meeting schedule. Pre-Consultation meetings are not public meetings and accordingly the meeting platform with applicants is easier to implement via Skype, Zoom or similar virtual meeting platforms.

## **Financial Implications**

There are no financial implications associated with this report.

## **Conclusion**

Having weighed the pros and cons of the DRP mandate, staff is recommending two initiatives:

1. The DRP not continue in its current form, but rather the DRP mandate be reviewed in light of a more impactful role in fulfilling the goals of the Strategic Plan.
2. A new Pre-Consultation process be established to address the urban design mandate of the DRP, together with other matters important in the creation of a new residential lot.

## **Notifications**

The existing DRP members are to be advised of Council's decision with an appropriate acknowledgement to members of their time and dedication to this pilot project.

### **Prepared and Submitted by**

Judy Pihach, MCIP, RPP  
Manager of Planning Services

### **Approved by**

Tami Kitay, MPA, MCIP, RPP  
Director of Planning and Building Services



## Corporate Report City Council

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

Legal and Clerks Services

**Report Date:** April 8, 2020

**Meeting Date:** April 22, 2020

**Report Number:** PBS-065-2020

**File:** 35.65.15, 10.4.19

**Subject:** Amendments to Simplified Meeting Procedures to Permit Electronic Participation from the St. Catharines Heritage Permit Advisory Committee During an Emergency

**Strategic Pillar:**



## Recommendation

That Council approve amendments to the Simplified Meeting Procedures (Schedule "A" to By-Law No. 2015-121), as attached in Appendix 1, to permit the Heritage Permit Advisory Committee to hold meetings using electronic participation during the COVID-19 pandemic. FORTHWITH

## Summary

This report provides information on a proposed amendment to the Simplified Meeting Procedures to allow the St. Catharines Heritage Permit Advisory Committee (HPAC) to hold meetings using electronic participation. The amendment would allow the HPAC to continue making recommendations regarding heritage permit applications during the COVID-19 pandemic. Heritage permits are a prerequisite to certain building permits being issued, and accordingly this amendment supports the development industry during the pandemic. As well, it is important that the HPAC continue to meet as the *Ontario Heritage Act* states municipalities have 90 days to advise applicants whether a heritage permit application has been approved or denied.

## Relationship to Strategic Plan

The recommendations in this report relate to the Strategic Goal of "Celebrate the City's rich history, diversity, arts and cultural assets through leadership, promotion and investments that support measurable, sustainable creative growth." See "4.1 Update the Culture Plan (2020) – Inspire St. Catharines (2015) to reflect the next phase of cultural investment and momentum through measured, sustained strategies, including a focus on:

...

- Addressing Heritage Preservation"

## Background

### Role of Heritage Permit Advisory Committee and Current Procedures

The purpose of the St. Catharines Heritage Permit Advisory Committee is to provide advice and recommendations to City Council and staff regarding heritage permit applications in accordance with the *Ontario Heritage Act* (OHA). Where a Council has appointed a Municipal Heritage Committee, the Council shall consult with its Committee on matters legislated by the *Ontario Heritage Act*, including heritage permit applications.

In 2015, Council approved By-Law No. 2015-121, which provides Simplified Meeting Procedures for advisory committees and task forces, including the Heritage Permit Advisory Committee. These simplified procedures allow committees to operate in a manner that is less formal than City Council, while maintaining consistency across advisory bodies, transparency in decisions making and remaining open to the public. The Simplified Meeting Procedures prohibit electronic participation in meetings.

### Decisions Related to COVID-19

In response to the COVID-19 pandemic, on March 17, 2020, the Province declared an emergency under the *Emergency Management and Civil Protection Act*. On March 19, 2020, the Province enacted the *Municipal Emergency Act, 2020* which amended the electronic participation provisions of the *Municipal Act* as they relate to municipal Councils, local boards and committees, as defined in the *Municipal Act*, which would not include the HPAC. On March 27, 2020, City Council received [Report LCS-061-2020](#) and amended its Procedural By-law to permit electronic participation in meetings during an emergency declared locally or provincially. This amendment applies to City Council, General Committee and Budget Standing Committee.

On March 20, 2020, O. Reg. 73/20 of the *Emergency Management and Civil Protection Act* was issued. Though there is debate on whether the requirements of the *Ontario Heritage Act* are suspended under O. Reg. 73/20, and as such there is a risk of the demolition of designated heritage properties due to non-decision as the failure to issue a decision results in an automatic consent to the demolition request.

On March 28, 2020, the Province released an Order stating that no person shall attend an organized public event or social gathering of more than five people.

## Report

### Significance of Continued Heritage Permit Advisory Committee Meetings

Appendix 1 provides the proposed amendment to the Simplified Meeting Procedures (Schedule "A" to By-Law No. 2015-121) to allow the Heritage Permit Advisory Committee to meet using electronic participation during the COVID-19 pandemic. This amendment provides an opportunity for the HPAC to continue to make recommendations regarding

heritage permit applications, while reducing the risks to the public, staff, committee members and councillors that would be posed by meeting in-person.

With the HPAC currently unable to meet electronically, there is a hold on the ability of the HPAC to process heritage permit applications. The issuance of certain building permits are being withheld accordingly, since heritage permit approval is required prior to the issuance of a building permit in heritage districts within the city. The March 2020 HPAC meeting was cancelled due to the COVID-19 pandemic; as such, Planning and Building Services will be at least a month behind on processing the existing heritage permit applications. The *Ontario Heritage Act* states municipalities have 90 days to advise applicants whether a heritage permit application has been approved or denied.

On March 20, 2020, O. Reg. 73/20 of the *Emergency Management and Civil Protection Act* was issued. Though there is debate on whether the requirements of the *Ontario Heritage Act* are suspended under O. Reg. 73/20, there is a risk of the demolition of designated heritage properties due to non-decision as the failure to issue a decision results in an automatic consent to the demolition request.

## Logistical Approach During COVID-19

As per the amendment included in Appendix 1, all provisions of the Simplified Meeting Procedures would remain in place, with necessary modifications. City staff will determine the appropriate tools required to support the meeting and will communicate this with committee members, Council and the public prior to the meeting – these will likely mirror the same tools used for Council. It is the intention that all portions of the meeting held in public session will be live streamed online.

This approach will enable the HPAC to continue to meet while adhering to directives from the Province, Federal Government, and Niagara Region, such as those that relate to physical / social distancing and gatherings. It will also allow staff to continue to monitor and implement best practices which will undoubtedly continue to emerge. These decisions will be made with a lens of balancing protection of the public, staff, committee members and councillors, with promoting accountability and transparency.

The manner, location and methods used to satisfy the requirements for open meetings shall be at the discretion of the Clerk, having regard to the method(s) used for electronic participation and any Orders or Regulations issued by any level of government. Any modifications shall also have regard to promoting accountability and transparency. The Simplified Meeting Procedures require that all meetings be open to the public; however, it is typically property owners and their agents in attendance. The meetings will be accessible to applicants and the public, and agendas will be posted. Staff will work with the HPAC, applicants, and interested members of the public to make the applications and supplementary materials available. The Committee members make recommendations based off of the applicable Heritage Conservation District Guidelines or Plan (Part V designated heritage properties) and/or individual designation by-laws (Part IV designated properties), and staff is available to provide policy analysis and recommendations.



Staff will work with the HPAC to schedule a date and time for meetings, providing public notice in accordance with the Simplified Meeting Procedures. If for any reason an individual committee member's electronic connection to the meeting fails during proceedings, a brief recess may be called in order for staff to assist the individual in re-establishing the connection. If the electronic connection fails to such a degree that quorum is lost, the meeting shall stand in recess until such time as the connection is re-established. If the connection cannot be re-established to the point where a quorum can be maintained, the meeting shall stand adjourned and any items of business shall be carried over to a future meeting.

## Financial Implications

There are no financial implications of this report as the technology being used to support City Council meetings can also be applied to the HPAC.

### Prepared by

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Heritage Planner, Planning and Building Services

Kristen Sullivan  
Deputy Clerk, Legal and Clerks Services

### Submitted by

Judy Pihach, MCIP, RPP  
Manager of Planning Services, Planning and Building Services

### Approved by

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

Heather Salter  
Director of Legal and Clerks Services / City Solicitor

## Appendices

1. Draft Simplified Meeting Procedures (Schedule "A" to By-Law No. 2015-121), as amended.

CITY OF ST. CATHARINES

BYLAW NO. \_\_\_\_\_

A By-law to amend By-Law No. 2015-121, as amended, entitled “A By-law to adopt Simplified Meeting Procedures for advisory bodies established by the City of St. Catharines, and to repeal By-law 2013-99.”

WHEREAS City Council has created the St. Catharines Heritage Permit Advisory Committee to provide advice and recommendations to City Council and City staff regarding heritage permit applications in accordance with the *Ontario Heritage Act*, R.S.O. 1990, c. O.18;

AND WHEREAS City Council has approved By-law No. 2015-121, as amended, to adopt Simplified Meeting Procedures that apply to meetings of the St. Catharines Heritage Permit Advisory Committee;

AND 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 of St. Catharines on April 3, 2020 pursuant to section 4 of the *Act*;

AND WHEREAS no person shall attend an organized public event of more than five (5) people pursuant to *Order in Council 520/2020 (“Ontario Regulation 99/20”)* issued on March 28, 2020 pursuant to subsection 7.0.2 (4) of the *Act*;

AND WHEREAS City Council has determined that it is desirable to amend By-law No. 2015-121 to permit electronic participation in St. Catharines Heritage Permit Advisory Committee meetings during the COVID-19 pandemic.

NOW THEREFORE THE COUNCIL OF THE CITY OF ST. CATHARINES HEREBY  
ENACTS AS FOLLOWS:

1. That notwithstanding any provisions of By-law No. 2015-170 (Simplified Meeting Procedures), where an emergency related to COVID-19 is declared under the *Act*, the St. Catharines Heritage Permit Advisory Committee shall be permitted to hold Meetings through Electronic Participation when attending in person is not possible.

1.1 For greater certainty, “Electronic Participation” means participation in a Meeting from a remote location by such electronic means or service as determined and provided by the Clerk, and “participate electronically” has a corresponding meaning.

2. All provisions included in the Simplified Meeting Procedures shall continue to apply to Meetings held using Electronic Participation, with such necessary modifications as may be required at the discretion of the Clerk, in addition to the following procedures:

2.1 Any Member who is not physically present in the location where a Meeting takes place is permitted to participate electronically and shall have the same rights to speak and vote as if the Member was physically present.

2.2 All Members who participate electronically shall be counted in determining whether or not a quorum is present.

2.3 Except for as provided herein, all Meetings that include Electronic Participation shall be open to the public. The manner, location and methods used to satisfy the requirement for open meetings shall be at the discretion of the Clerk, having regard to the method(s) used for Electronic Participation and any Orders or Regulations issued pursuant to the *Act*. Any modifications shall also have regard to promoting accountability and transparency.

3. This By-law shall cease to be effective upon the withdrawal of either emergency declaration as described in the recitals of this by-law, whichever comes later.

4. That this by-law shall come into force and effect when passed.

Read and passed this                      day of    2020.

CLERK

MAYOR



## Corporate Report City Council

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

**Report Date:** April 9, 2020      **Meeting Date:** April 22, 2020

**Report Number:** PBS-068-2020      **File:** 60.84.1 and 60.81.1

**Subject:** Amendment to Committee of Adjustment Procedural By-law No. 99-399 to Permit Electronic Participation During an Emergency

**Strategic Pillar:**

### Recommendation

That Council approve an amending by-law to By-law No. 99-399, being the Committee of Adjustment Procedural By-law, attached as Appendix 1, to enact procedures for electronic participation for Committee of Adjustment Hearings.  
FORTHWITH

### Relationship to Strategic Plan

One of the guiding principles of the Strategic Plan is to promote operational and service excellence. The proposed amendment serves to achieve that principle by providing a path to continue to process Committee of Adjustment applications, via electronic means, and thereby enable subsequent planning and building approvals to be issued. Without the approval of this amendment, certain planning and building approvals will not be able to be issued, since they rely on Committee of Adjustment approvals.

### Report

On March 27, 2020 Council amended the Corporations Procedural By-law in response to COVID-19, under the authority of the Emergency Management and Civil Protection Act and the Statutory Powers Procedures Act.

This report recommends an amendment to By-law No. 99-399, being the Procedural By-law for the Committee of Adjustment, in order to permit remote proceedings via electronic means. The platform intended for remote proceedings is similar to that implemented for Council meetings. The proposed amending By-law is attached as Appendix 1.

The amending By-law provides an opportunity for the Committee of Adjustment to continue to hold Hearings, provide access to Hearings for the public and applicants and to make decisions, while reducing health risks to applicants, the public, staff, and Committee members that would otherwise be posed by meeting in-person.

The By-law amendment does not change the current requirements of the Committee of Adjustment or Hearings as set out in the Planning Act other than to afford electronic participation in Committee of Adjustment Hearings. Committee of Adjustment Hearings will be held in an open public forum available online, including opportunity for the applicant and the public to be included in the proceedings, ask questions and be fully aware of the discussions pertinent to the application.

If for any reason an electronic connection for a Committee of Adjustment member or any other person or stakeholder involved in a Hearing fails during proceedings, a brief recess may be called in order for staff to assist in re-establishing the electronic connection. If an electronic connection fails for a member of the Committee of Adjustment to such a degree that quorum is lost, the meeting shall stand in recess until such time as the connection is re-established. If the connection cannot be re-established to the point where a quorum cannot be maintained, the meeting shall stand adjourned and any items of business shall be carried over to a future meeting.

The amending By-law maintains and promotes accountability and transparency. Hearings will be open to the public and Hearing agendas will be posted on the City's website. The amending By-law makes changes to Hearing notice requirements to provide explicit direction to the public on how to participate in Hearings electronically and timelines for submission of written correspondence.

The Committee of Adjustment approves a schedule of Hearing dates and times for each year. Given the current declared emergency, the date and time of Committee of Adjustment Hearings may differ from this schedule and will be published once determined.

## **Financial Implications**

There are no financial implications of this report as the technology being used to support City Council meetings can also be applied to the Committee of Adjustment

### **Prepared by**

Elaine Munro  
Secretary Treasurer, Committee of Adjustment

Wil Banda  
Assistant Secretary-Treasurer

### **Submitted by**

Judy Pihach, MCIP, RPP  
Manager of Planning Services

### **Approved by**

Tami Kitay, MPA, MCIP, RPP  
Director of Planning and Building Services

## **Appendices**

1. Draft by-law to amend By-law No. 99-399, as amended, being the Procedural By-law for the Committee of Adjustment.

CITY OF ST. CATHARINES

1

BYLAW NO. \_\_\_\_\_

A By-law to amend By-Law No. 99-399, entitled “A By-law to delegate the authority of the Council of The Corporation of the City of St. Catharines as delegated by the Regional Municipality of Niagara certain powers under the Planning Act to the Committee of Adjustment.”

WHEREAS Section 238(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time (the “Municipal Act”), requires that every municipality and local board pass a procedural by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Subsection 238(3.3) of the Municipal Act permits a procedural by-law to provide for full electronic participation in meetings, including in being counted for determining whether or not a quorum of members is present, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended from time to time;

AND WHEREAS Section 5.2 (1) of the Statutory Powers Procedures Act whose rules made under section 25.1 deal with electronic hearings may hold an electronic hearing in a proceeding;

AND WHEREAS the Council of the Corporation of the City of St. Catharines has determined that it is desirable to amend By-law No. 99-399 to permit electronic participation in meetings during a declared emergency;

NOW THEREFORE the Council of the Corporation of the City of St. Catharines hereby amends By-law 99-399 being the Procedural By-law for the Committee of Adjustment to enact electronic meeting procedures for the Committee of Adjustment Hearings as set out in Schedule “A” attached hereto.

Read a First Time this      Day of      April, 2020

Read a Second Time this      Day of      April, 2020.

Read a Third Time and Passed this      Day of      April, 2020

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

## SCHEDULE "A"

By-law 99-399 is amended as follows:

1. That the following definitions be added to Section 1 'Definitions' as follows:

- (f) "Electronic Participation" means participation in a Hearing from a remote location by such electronic means or service as determined and provided by the Secretary-Treasurer, and "participate electronically" has a corresponding meaning.
- (g) "Emergency" means any period of time during which an emergency has been declared to exist in all or part of the municipality under section 4 or 7.01 of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9, as amended (the "Act").

2. That subsection c) be added to Section 3 'Calling of Hearing', as follows:

- (c) Electronic Participation in Hearings, in accordance with the Municipal Act, 2001 and Statutory Powers Procedures Act, is permitted by Members during an Emergency when attending in-person is not possible.

3. That subsection e) be added to Section 5 'Notice of Application', as follows:

- e) When electronic participation in a Hearing is being held, any person who has an interest in an application can submit comments in writing (by mail or email) to the Secretary-Treasurer and/or may participate electronically in the Hearing by phone, video or other means to ensure adequate 2-way and all-way communication is afforded for all persons participating in the Hearing; and:

that Notice of Hearing shall provide explicit direction:

- i) that submission of any written correspondence must be received by the Secretary-Treasurer not less than 7 days before the date of Hearing;
- ii) that any request to participate electronically in a Hearing shall be received by the Secretary-Treasurer not less than 5 days before the date of Hearing, and;

that upon receipt of a request for electronic participation, the Secretary-Treasurer will provide the necessary information or means to access the Hearing electronically not less than 2 days before the date of Hearing.

4. That subsection e) be added to Section 8 'Quorum', as follows:  
subsection e:

- (e) All Members of the Committee of Adjustment who participate electronically shall be counted in determining whether or not a quorum is present.

5. That subsection o) be added to Section 11 'Hearing Procedures', as follows:

- o) Where any reference to being 'present' at a Hearing is made in subsections a) to n) above, this shall also be deemed to be present where participating electronically in a Hearing.

6. Conduct of Hearings

That subsection c) be added to Section 12 'Conduct of Hearings' as follows:  
the following subsection c:

- (c) All Meetings that include Electronic Participation shall be open to the public. The manner, location and methods used to satisfy the requirement for open meetings shall be at the discretion of the Secretary-Treasurer, having regard to the method(s) used for Electronic Participation, the nature of the Emergency, and any Orders or Regulations issued pursuant to the Act. Any modifications shall also have regard to promoting accountability and



transparency.



## Corporate Report City Council

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

**Report Date:** April 14, 2020      **Meeting Date:** April 22, 2020

**Report Number:** LCS-071-2020      **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 22, 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 April 3, 2020 to April 14, 2020.

#### Memorandums from Staff

1. Brian York, Director of Economic Development and Government Relations - Business Impact Survey

#### Reports Requested by Council

2. Outstanding Reports List – updated April 13, 2020

#### Prepared by:

Evan McGinty  
Council and Committee Coordinator

#### Submitted and Approved by:

Kristen Sullivan  
Deputy City Clerk

## Memorandum

**To:** Mayor and Council

**Cc:** Senior Leadership Team

**From:** Brian York, Director of Economic Development and Government Relations

**Date:** April 14<sup>th</sup> 2020

**Subject:** Business Impact Survey

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Earlier today, the Niagara Region released the results of the Niagara COVID-19 Business Impact Survey. Our Economic Development team, along with our regional partners working together as the Economic Rapid Response Team, initiated the survey to measure and track the effects on our local economy. Understanding the scope of the pandemic's influence on Niagara's regional economy is the first step in developing an effective plan for recovery. This data, and results from future surveys, will be used to design proactive solutions to meet Niagara's unique business needs.

**Key findings from across the region:**

- More than 2,600 surveys were completed, representing over 66,000 employees from all sectors;
- All sectors in Niagara have been negatively affected due to COVID-19, however the arts, entertainment, recreation, accommodation and food service, and retail trade sectors have seen a more pronounced effect;
- The survey estimated a loss of \$1.4 billion if COVID-19 is not resolved within a 12-month period (this data is only inclusive of businesses that responded to the survey);
- Businesses have taken steps to mitigate risk to their customers and staff by implementing new safety measures, enhanced cleaning and sanitizing, implementing social distancing rules and working remotely; and
- Many businesses unable to directly serve customers are also exploring new opportunities such as online business development and other new ways of serving customers.

**Key impacts on St. Catharines and Further Analysis:**

More than 800 responses came from businesses in St. Catharines, 521 of which reported an estimated \$77M loss of revenue projected over the next three months.

356 businesses in St. Catharines reported that should the pandemic continue, year-end loss of revenue would amount to more than \$155M (representing an average loss of

\$437,057 per respondent). If we extrapolate and apply that to all employer businesses in St. Catharines (4,044 in total), conservative estimates indicate a total loss of \$1.8B within 1 year. It is important to note that these numbers change by the day as new essential service orders are enacted to help flatten the curve.

The response from our business community as demonstrated both in the survey and in our ongoing daily communications focused on the impacts of closures, lost revenues, overall loss of productivity, and fixed operating costs which continue to accrue. While many businesses are making difficult existential decisions, the message we have heard is simple: immediate financial relief is urgently needed to ensure their survival.

Staff continue to implement the measures outline in the CAO's [COVID-19 City Staff Initiatives Report](#). Below is a further update on some of the work that Economic Development staff continue to undertake.

On April 9<sup>th</sup>, the province launched the Ontario Jobs and Recovery Committee which will focus on getting businesses up and running and people back to work after the COVID-19 pandemic is over. Staff have shared the survey impact results with this committee and have requested a meeting to further demonstrate to upper levels of government the real hardships and decisions our local business owners have had to face.

As we begin to map out a recovery plan, staff continues our outreach efforts to our business community including more than 300 corporate calls (telephone, skype, zoom) to local businesses fielding requests and advising on relief programs, essential/non-essential status, bylaw related questions. We also continue our conference calls/discussions with the commercial/industrial/office network + banks to discuss actions to support and protect both commercial tenants and landlords.

For businesses that remain open, EDTS has launched 'PickupSTC.ca' The site now features more than 160 businesses in STC that are conducting business ordering online or offering curbside pickup. In just two weeks' time the site has had 10,000+ unique visitors and more than 30,000 page views. Government relations monitoring and advocacy remains paramount and weekly calls continue with other levels of government including Ministerial roundtables, MP's., MPP and the Region.

Despite the challenges our economy faces, staff continue to field and work a number of development related leads/inquiries in both the industrial and residential sector.

Thank you.

# City Council Outstanding Reports List

## Sub-Item 2

### 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 13, 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

**Report Date:** April 15, 2020      **Meeting Date:** April 22, 2020

**Report Number:** CAO-070-2020      **File:** 10.4.19

**Subject:** COVID-19 Update – April 22, 2020

**Strategic Pillar:**



### Recommendation

That report CAO-070-2020, regarding COVID-19 Update – April 22, 2020, be received for information. FORTHWITH

### Summary

The purpose of this report to provide Council with ongoing updates on the City's Municipal Emergency Control Group's (MECG) planning activities to address the rapidly evolving global COVID-19 pandemic from a strategic and proactive approach. The report illustrates the MECG's ongoing commitment to their four objectives.

### Relationship to Strategic Plan

City staff is 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), to support the work of the Municipal Emergency Control Group (MECG) in their response to COVID-19 pandemic.

As Staff and SLT primarily focus on the managing the impact of COVID-19 and providing essential services, responses to non-essential matters will be delayed as resources are focused on immediate needs.

The MECG continues to regularly meet virtually to address the impact of COVID-19 on the community and essential City services.

The initial MCEG's planning stages to address the pandemic consisted of preparedness, response and future planning. Details can be found in report [CAO-063-2020](#), provided to council on April 8, 2020.

The MCEG has concentrated on longer term, proactive business continuity planning through a strategic, comprehensive, and innovative lens with future plans for recovery.

MCEG's planning and decisions are guided by their four key objectives:

- Ensure the City can continue to provide essential services throughout the emergency;
- Ensure the safety and security of the public and staff;
- To continue to be able to support Niagara Health, Public Health, Niagara Region and other partners;
- Ensure the organization remains in a financially stable condition during this pandemic.

## Report

The COVID-19 pandemic continues to be a serious threat to the community as well as the City's ability to provide all levels of service in the same manner as before.

The City's Municipal Emergency Control Group (MCEG) continues to respond to the pandemic with prepared reactions and has been diligently planning for potential future developments. The MCEG continues to be dedicated to the safety of staff and the community, while ensuring essential services continue to be delivered without interruption and focusing on business continuity.

The following outlines the MCEG's planning to continue to address the pandemic in its current and possible future states, while guided by their four objectives.

## Providing Essential Services

Throughout the pandemic, the MCEG has continued to evaluate services that the City provides and how they align with the varying mandates of essential services provided by the Federal and Provincial governments. Data on services that the City provides is being collected through departments and evaluated against an essential service scoring matrix to determine whether a service should or can continue to be offered.

## Council, Advisory and Taskforce Committee Meetings

The governance of the Municipality continues virtually, as City Council meetings are being facilitated through Zoom software and live streamed on YouTube.

As of mid-March, all advisory committee and task force meetings were suspended until further notice. The General Committee Agenda for April 22, 2020, includes two reports seeking Council's approval to allow the Committee of Adjustment and the Heritage Permit Advisory Committee to meet through electronic methods due to their specific and legislated roles related to planning and heritage applications.



Staff from Legal and Clerks Services have been in touch with staff liaisons for advisory committees and taskforces to discuss their need to meet (e.g. time sensitive approvals). In May 2020, staff will be able to make a recommendation on whether the permissions to meet electronically should be extended to additional committees, with consideration only given to meetings for items considered essential or time-sensitive based on consultation with the staff liaison.

This phased-in approach is to effectively manage staff resources during the declared emergency as the workload of some staff liaisons has increased as a result of the current situation. Additionally, the staff resources required to support a meeting through electronic participation is also significantly greater than a typical meeting. This includes resources from the Clerk's Office to train staff liaisons on the technology to ensure meetings are happening in an open and accessible format, staff liaisons are required to provide training and support for committee members which have varying levels of comfort with technology and use different devices at home, and increased involvement from Communications staff who assist in advising the public of upcoming meetings.

### **Burial Permits**

Staff from Legal and Clerks Services continue to monitor new regulations related to vital statistics and have adapted procedures to ensure that burial permits can be issued in a timely manner while maintaining physical distancing.

### **Firework Permits On-Hold**

To limit the spread of COVID-19 by reducing gatherings, reducing opportunities to create a fire and abiding by the Province of Ontario's orders to discontinue non-essential services, the St. Catharines Fire Services will not be issuing consumer firework sales permits to businesses or display firework permits while the province is in a State of Emergency. This decision was made in advance of the upcoming Victoria Day and Canada Day holidays to allow those affected to adapt accordingly.

### **By-Law Enforcement of Provincial Orders**

Restrictions on public gatherings, social distancing, and business operations continue to be fluid throughout the pandemic, and as a result the City has been inundated with calls from citizens alerting staff about potential By-Law violations within the city.

Since April 1, 2020, staff have received over 350 calls reporting various Provincial Order concerns. While the calls were broad in scope, the majority of them focused on reporting a non-essential business or reporting a public gathering.

Staff have been diligent in responding to credible complaints by visiting businesses and confirming whether they meet the definition of "essential business" and by ensuring any social gatherings reported had broken up or dispersed.

Staff is also working with partners throughout the region, including the Niagara Region and the Niagara Regional Police, to address outstanding concerns.

Fines for violations can and will be issued on a case-by-case basis.

## Clarification of O.Reg 104/20: Closure of Recreational Amenities

There has been significant confusion from the public regarding enforcement of Provincial Orders regarding O.Reg 104/20 and how it pertains to beaches and trails.

Clarification of O.Reg. 104/20: Closure of Outdoor Recreational Amenities to Beaches was provided by the Assistant Deputy Minister of Public Safety Division and Public Safety Training Division, to all Chiefs of Police and indicates that individuals may continue to walk through or use areas of beaches that are not otherwise prohibited from use or closed, for example, to exercise or walk pets. Individuals should be encouraged to maintain a safe physical distance of at least two meters from others and beaches must not be used to engage in organized public events or social gatherings of more than five (5) people in accordance with the requirements of Ontario Regulation 52/20.

All outdoor recreational amenities located on beaches are prohibited from entry or use, regardless of whether they are publicly or privately owned. For example, individuals are not permitted to enter or use playgrounds at beaches, portions of beaches containing sports and fitness amenities such as beach volleyball courts, picnic sites, benches, and shelters at beaches, unless entry or use is for a maintenance, safety, law enforcement or other similar purpose.

The same applies to parks and other recreational areas (e.g., green spaces, walking pathways) that are not explicitly prohibited from entry or use under Ontario Regulation 104/20. Ontario's provincial parks and conservation reserves remain closed.

### Parks and Trails Access

In the time since the Province announced its social distancing measures, there has been confusion surrounding the public availability of outdoor City space. At this time, staff is following Provincial Orders, clarified above, on social distancing in public spaces such as parks and trails. Staff will continue to monitor these spaces for the time being.

### Parks Maintenance

Park Maintenance, including grass cutting and maintaining sports fields, has been identified as essential to ensure that the City does not incur additional costs and bring fields or parks back to appropriate standards and can open quickly when programs and services resume. The Communications team has been proactive in providing messaging to the public that they will continue to see City crews maintaining our parks to varying degrees.

A COVID-19 FAQ has been established (see Appendix 1) and placed on the City's COVID-19 webpage [www.stcatharines.ca/covid19](http://www.stcatharines.ca/covid19) by the City's communications department. The FAQ contains answers to a variety of questions that Council, staff and the public may have. The FAQ will be updated as necessary.



## **Recovery Planning Team**

Due to the fluid nature of the COVID-19 pandemic, the MCEG has been managing the pandemic in a proactive manner, committed to protecting the health and safety of our residents while balancing the city's business continuity needs. In doing so, a sub-committee of the MCEG has been established to commence a plan for recovery. The recovery team consists of two representatives from the Senior Leadership Team as well as various staff representation from each department

The mandate of this team is to develop and formalize arrangements for the effective management of the recovery process for municipal services, projects and resources. The project team will focus on addressing economic, organizational and psychosocial supports to assist each division in returning to a normal state of operations as quickly as possible. Recovery commencement will be aligned with termination of the current state of emergency.

## **Ensure Safety and Security of Public and Staff**

The MCEG has continued to ensure the safety of City staff and the public are a priority.

## **Ongoing Communication with Public and Staff**

Planning ahead for the various scenarios that the pandemic could create has allowed for the communications team to organize communication to the public and prepare for the public's response.

CAO Shelley Chemnitz has maintained weekly communication with all staff to update them on the MCEG's initiatives, keep them engaged and demonstrate transparency regarding potential future developments.

## **Risk Assessment Team**

Although COVID-19 emergency efforts have remained in the forefront of the MCEG, the group has been cognisant of monitoring other potential risks to the community.

The MCEG established a team outside of the group to monitor and report on non-COVID-19 hazards. This team consists of representatives from multiple departments and is completing weekly threat and risk assessments on natural hazards such as flooding and significant weather events and reporting in to the Community Emergency Management Coordinator (CEMC) with a risk rating of low, moderate or severe. The CEMC uses this information to inform the MCEG of any immediate risks that would require additional focus and resources to be directed towards that response.

Creating this team increases the City's resilience to other hazards during the COVID-19 pandemic and allows staff to take proactive measures such as placing sandbags around the carousel and other City assets in Lakeside Park to protect them as Lake Ontario water levels begin to rise.

## **Virtual Service Delivery**

Staff have identified services and activities that can be delivered to the public online, through tools such as Zoom, to ensure citizens who depend on services for health and wellness can continue to receive them throughout the pandemic.

The Community, Recreation and Culture Services (CRCS) department is specifically focused on delivering services within three areas: Community Engagement and Development, Virtual Programming and Innovation.

### **Community Engagement and Development**

- Aquatics Facilities Strategy Community Survey
- Lakeside Park Pavilion Naming
- Rodman Hall Community Survey

### **Virtual Programming**

- Dance for Parkinson's classes for older adults
- Canada Day - exploring opportunities for a new gathering-free region-wide format
- Volunteer Recognition Awards to be distributed through non-contact methods and celebrated through social media
- St. Catharines Museum is offering free lesson plans, activities, resources, programs, tours, and exhibits online, including blog posts, podcast recordings, live and pre-recorded videos, online exhibits, social media contests, craft ideas, and e-news updates for regular membership and subscribers
  - "Museum Classroom" initiative for schools and youth groups
  - "Legacy of a Pandemic" program asking the community to contribute their journals, diary entries, photos and memories to our collection to create an archive of how the community has experienced this pandemic
- Morningstar Mill running a daily activity challenge related to the activities that the Morningstar family was doing when they lived at the mill
- Culture Ink! Newsletter provides a weekly update on Culture-related news and activities
- Aquatics continues to promote drowning prevention awareness on social media, including a colouring contest
- Buddy the Lifeguard Dog video walking children through calling 911 in the event of an emergency in the home.

### **Innovation**

CRCS conducted an InnovateSTC Session to help facilitate innovative ideas to safely keep the community active and engaged during the facility closures. The innovative session produced ideas such as:

- Alphabet Activity Checklist Challenge
- Beat the Boredom Blues Bingo
- Telephone calls to all Older Adult Centre members
- "Senior Centres Without Walls" initiative using a conference call platform – programming to include trivia, word games, and more!

### **Support of Partners**

The Community Emergency Management Coordinator (CEMC) participates on daily meetings with Niagara Region, Niagara Regional Police and local area municipalities CEMC's to share information, concerns and best practices. The CEMS also meets on a

weekly basis with the Region, Brock University, Schoolboards, Department of National Defense, and other stakeholders.

The CEMC also meets weekly with leaders in emergency management from various jurisdictions across the province to share information on planning and recovery.

In addition to the CEMC, the CAO regularly meets with area CAOs to update them on City driven initiatives and decisions made throughout the pandemic. This regular touchpoint allows ideas to be shared, and actions to be coordinated in an effort to better present a united front of Niagara area Municipalities.

### **Niagara Region Community Services**

The City continues to work with Niagara Region Community Services on a plan to leverage the expertise of the social services network to secure outreach support specifically for the City. Municipal staff will be able to work directly with outreach workers when dealing with encampments throughout the city. The original pilot program included in the 2020 budget will be revamped to align with the current state of municipal operations.

### **Boards and Commissions**

The City continues to engage staff from the FirstOntario Performing Arts Centre, Meridian Centre, St. Catharines Public Library and the St. Catharines Transit Commission through regular meetings and touchpoints to ensure the City's response is all-encompassing and consistent. This regular communication also provides an opportunity for City staff to support these boards and commissions throughout the pandemic.

### **Ensure Organization Remains in a Financially Stable Condition**

Finance staff continue to monitor and quantify the financial impact of the COVID-19 operational impacts, which was most recently reported to Council on April 8, 2020. This remains a highly speculative task given the uncertainty with respect to the longevity and severity of COVID-19 and the resulting impacts on the global, national and local economy and on the City's finances.

Although difficult to quantify the impact of individual items as well as the overall impact to the City, staff is of the preliminary view that the pandemic will result in a 2020 operating shortfall at year-end.

### **Proactive Financial Stability Steps**

To remain fiscally responsible, the City has taken steps, where able, to reduce the financial impact of COVID-19. Below is a list of some of the steps the City has taken.

- Communication was sent to City department heads, managers, supervisors and their administrative supports to reduce discretionary spending across all budgets. This includes non-essential purchases such as staff training, professional development, office supplies, travel and deferral of certain capital projects;
- Staff is reviewing the ability to offset a shortfall through reducing contributions to capital projects and reserves, and use of the Tax Stabilization Reserve;

- Staff have been exploring all opportunities for financial assistance from senior levels of government and will provide updates to Council on any actions being undertaken by Provincial and Federal governments as they are announced;
- Deferral of recruitment of a large number of vacant seasonal staff positions until further notice;
- Municipal Works has halted all maintenance contracts in roads, utilities, forestry and parks;
- Workforce reduction of part-time and student staff;
- Reviewing essential and non-essential service delivery.

### **Construction**

Engineering, Facilities and Environmental Services (EFES) will be carrying out work based on compliance with provincial orders and will aid in mitigating costs.

#### **Core Infrastructure (Linear Assets) Construction Projects:**

- Only select projects will be delivered as determined by the Director of EFES as they are reviewed on a project by project basis to determine if they are deemed essential or critical in accordance with the Provincial Order. Priority will be given to essential infrastructure such as water, sewer, roads, bridges, mitigating environmental concerns and emergencies. Asset renewal projects that are not critical in the short term and other projects will be put on hold until further notice. Only those projects that are deemed critical will be permitted to proceed to tender and construction;
- All projects that are currently in construction will also be prioritized and only those deemed critical or essential will continue. All other projects will be put on hold until further notice;
- Projects where design has not been initiated will be prioritized based on the criteria above and based on corporate priorities;
- All projects will be permitted to reach the pretender phase.

#### **Non-core Infrastructure Construction Projects:**

- Only select emergency repairs will be delivered as determined by the Director of EFES. Repairs and maintenance to essential facilities and repairs or construction that addresses emergencies or health and safety concerns in all other facilities will proceed. All other facility or park construction is on hold until further notice;
- Design and pre-tender activities on all facility projects will proceed.

### **Expected Savings Due to COVID-19**

The COVID-19 pandemic may create other expected savings across multiple services and departments, which include:

- Fuel short/medium term savings due to decrease in world oil and local fuel prices;
- Operational savings relating to travel, office supplies, meeting expenses, conferences and mileage due to office closure, travel restrictions and cancelled conferences and events;
- A lower cost of borrowing is expected for planned 2020 debenture issues would lower the amount of debt servicing costs required in the future budgets.

### **Facility Closures**

The City has taken various actions in the operation of City facilities in order to be environmentally and fiscally responsible. These actions will result in reduced operating costs by decreasing equipment, materials, utilities, repairs and waste management. Below is a list of the actions taken.

- Closed all non-essential City facilities to the public;
- Only regulatory / security inspections and carrying out of emergency / critical repairs to non-essential facilities are being conducted;
- Ice from all arenas have been removed and their associated operating systems have been shut down;
- All mechanical and electrical systems have been either shut down or dialed back to bare minimum requirements in all non-essential facilities.

### **Cash Flow Analysis**

City Finance staff have enhanced the level of cash flow monitoring and analysis. Guidance to the organization and policy recommendations to Council will be provided by the City Treasurer and the Senior Leadership Team as required.

While the cash flow implications of waiving interest charges on accounts receivable are relatively small, the movement of final tax installment due dates will delay the collection of tax revenues in the latter half of the year.

An option available to the City to manage cash flow is utilization of its line of credit. In addition, staff will be reviewing construction projects approved as part of the 2020 Capital Budget and connecting with the construction community to assess the practicality of issuing certain tenders in 2020.

### **Additional Financial Management Measures**

Staff is working with area municipal treasurers and with colleagues across the province, through the Municipal Finance Officers' Association (MFOA) and Ontario Municipal Tax and Revenue Association (OMTRA), to share ideas and strategies to respond to the financial and operational impacts of this pandemic.

Existing tools at the City's disposal include the Purchasing By-law, which provides staff with the authority to take action on an emergency basis in order to secure goods and services that are critical to our response to COVID-19. In addition, the Chief Administrative Officer's by-law provides for the awarding of tenders when Council is not in session. Staff will rely on these authorities on an as-required basis and report back to Council as needed.

### **Financial Implications**

There are no financial implications associated with this report. Details on the MCEG's focus on the City's financial health during the pandemic can be found in the body of this report.

## **Environmental Sustainability Implications**

There are no environmental sustainability implications associated with this report.

## **Conclusion**

As the COVID-19 pandemic continues to evolve, the MCEG will continue to implement measured responses that keep the well-being of the community top of mind.

The MCEG will continue to work with the Province, the Region and staff to continue to deliver essential services to residents and place the City in a strong position for recovery.

### **Prepared and Submitted by**

The City of St. Catharines Municipal Emergency Control Group (MCEG)

### **Approved by**

Shelley Chemnitz

Chief Administrative Officer

David Oakes

Deputy Chief Administrative Officer

## **Appendices**

Appendix 1 – COVID-19 FAQ



## COVID-19 State of Emergency Frequently Asked Questions

**Note: Decisions are subject to change as the situation evolves. This version is approved as of April 16, 2020.**

### ENFORCEMENT

#### **What is the City enforcing with respect to the Emergency Order?**

The City is taking an educational approach to enforcement to begin with. At this point, the following will be investigated:

- Any non-essential businesses (as per provincial guidelines) that continue to operate
- Public gatherings of more than five people
- Anyone ignoring the closure of outdoor recreational spaces (parks, sports fields, courts, dog parks, boat launches, beaches). This closure includes playgrounds, pavilions, picnic tables, benches and other amenities.

The City is **not** enforcing social distancing, individuals walking on trails and through City parks, visits to grave sites at cemeteries (as long as there are no more than five people congregating, or no more than 10 for internment), businesses offering takeout or curbside pickup and birthday parades (as long as there is no congregating as per provincial directives).

#### **Where can I direct my complaints?**

The City cannot accept complaints on social media. To file a complaint during the business day (Monday to Friday 8:30 a.m. to 4:30 p.m.), please complete the COVID-19 Orders Noncompliance Complaint Form at [www.stcatharines.ca/COVID19](http://www.stcatharines.ca/COVID19); contact Citizens First via [CitizensFirst@stcatharines.ca](mailto:CitizensFirst@stcatharines.ca); or by phone at 905-688-5600. On weekends and after 4:30 on week days, enforcement concerns or complaints should be directed to Niagara Region's dispatch line at 905-984-3690 or 1-877-552-5579.

### CITY OPERATIONS AND EMPLOYEES

#### **What are essential services with respect to City services?**

Provincial orders have resulted in the closure of facilities and outdoor amenities to reduce the spread of COVID-19.

Under the current provincial orders, it is the responsibility of each municipality to determine what is essential. If you see City crews working, those activities have been deemed essential by the municipality.

### **How does the City determine what is deemed essential?**

During the State of Emergency, the City's objectives are to ensure the delivery of essential services; protect the safety and security of the public and staff; ensure the Corporation remains financially and fiscally responsible; and continue to work with our partners including Niagara Region, Niagara Region Public Health, among others. The City is taking a balanced approach in its decision making on what services need to be delivered based on those objectives.

### **What type of services will be delivered?**

Water, sewer, road and core infrastructure maintenance as well as construction that is deemed critical will continue. As well, the City will continue to maintain our buildings, cutting grass in parks and sports field to control weeds, overgrowth and ticks. This will also allow the City to open these facilities more quickly once the emergency is past and ensures no additional costs are incurred to bring parks and fields up to appropriate standards.

Services, programs and service levels are subject to change based on the evolving circumstances of COVID-19. For the latest information check the City website at [www.stcatharines.ca/COVID19](http://www.stcatharines.ca/COVID19)

### **What is the City doing to reduce the risk to City workers?**

The City takes the safety of our employees seriously and regularly consults with the Ministry of Labour and the regional, provincial, and federal public health agencies. The City is safeguarding municipal staff by taking a series of measures to limit contact between employees and the public, and minimize exposure to COVID-19.

All employees are required to stay home if sick and to use the self assessment tool provided by the province. Employees are required to self isolate in accordance with the assessment tool if deemed necessary. This is our first line of defense in protecting our employees.

For those employees that are at work, we have taken many steps to minimize the risk, including but not limited to:

- Staggering shift starting times to minimize the number of staff at dispatch;
- Increasing the frequency of cleaning our vehicles and facilities;
- Deploying staff to satellite locations to minimize the number in any one area;

- Providing hand cleaning stations to all crews;
- Changing our punch clock operating procedures to a touchless operation;
- Changing how we do our business to minimize staff interactions.
- Where possible, separating workplaces using physical distancing guidelines.

### **Shouldn't municipal workers be physically distancing or following public health guidelines?**

While public health guidelines are considered in our day to day work, they are for the public. Employees are regulated under the Ontario Health and Safety Act. All City Staff are working in accordance with this act.

Many of the essential services that the City provides require the employees to work in crews to perform the work safely. Guidelines around COVID – 19 do not replace existing health and safety regulations. Work that required crews before this emergency, still requires crews during the emergency.

### **Why is there more than one employee in a truck or City vehicle?**

The Ministry of Labour has recently reviewed our practices and procedures and have been satisfied and have not issued any direction to change them.

The provincial order limits groups of people to 5 or less. The City has further reduced that number to a maximum of 2 in any City vehicle (excluding Fire Services) to limit staff interactions. All appropriate regulations and guidelines under the Ontario Health and Safety Act and Ministry of Labour are being followed.

### **Why are employees not wearing personal protective equipment (PPE) when doing their work or together in City vehicles?**

Canada's Chief Public Health Officer, Dr. Theresa Tam, has stated that for people without COVID-19 symptoms, wearing non-medical masks when in public as an additional measure to protect other people during the pandemic.

In light of this, City employees will be permitted to wear face masks they bring from home, including those that are homemade, provided they do not interfere with any personal protective equipment required for their job.

Regardless of whether they are wearing a mask, employees are required to continue practicing physical distancing, washing or sanitizing their hands frequently, and to cover coughs and sneezes. This has been shown to be the most effective way to prevent the spread of COVID-19.

The City of St. Catharines remains committed to the health and safety of its employees and adheres to the recommendations of Public Health and the Ministry of Labour.

### **Why is the City cutting grass and maintaining sports fields? Aren't they closed?**

Cutting grass in parks and sports fields allows the City to control weeds, overgrowth and ticks. It also ensures that the City doesn't incur additional costs to try and bring fields or parks back to appropriate standards. In the long run it ensures our fields will be financially viable, and ready for the community when the emergency is lifted.

### **Why are contractors continuing to work on City Construction Projects?**

Construction and all supporting services which ensures the safe and reliable use of core infrastructure, such as water, sewer, roads, bridges, etc., are considered essential services.

The City is reviewing projects on a "project by projects basis" and are only proceeding with construction on projects that are considered critical in the short-term or an emergency. This includes, but is not limited to, the replacement of infrastructure that has failed or has the potential of failure, results in the mitigation of environmental concerns or could result in damage to private or public property.

### **What else can be done to protect City employees?**

The City continues to monitor the situation daily and we will make modifications to the way we do our business as necessary to mitigate risks and comply with provincial regulations.

## **CEMETERIES**

### **Can I visit Victoria Lawn Cemetery?**

At this time Victoria Lawn Cemetery is open for burials and services only. We know this poses an extra hardship on grieving families, however, people are being asked not to congregate in the cemetery. Unfortunately, it is a necessary measure. During the state of emergency these measures are aimed at protecting the health and wellbeing of your family and the greater community, while minimizing any disruption to the services taking place.

## **What is happening to protect people at funerals?**

The province has directed no more than 10 attendees can participate in a funeral service. There is no contact permitted between funeral staff, mourners and cemetery staff, including pallbearers. Caskets/containers are to be placed on lowering devices by funeral staff, not family or mourners.

## **COUNCIL**

### **Is it legal for Council to meet electronically?**

New Provincial legislation allows municipalities to hold electronic meetings in place of regular council meetings as all levels of government move to slow the spread of the virus. It is critical for the City to move forward with important services that affect our residents and businesses.

Protecting public health must be our top priority at this time, so holding virtual meetings eliminates the need for councillors and residents to leave their homes to participate.

### **How can I make a delegation if it's an electronic meeting?**

Physical delegations to Council are not available at this time, however, the Office of the City Clerk remains committed to ensuring residents' voices are heard. If there is an item on the agendas of interest to you, email [clerks@stcatharines.ca](mailto:clerks@stcatharines.ca) outlining your thoughts regarding the item. Submissions are due by 3 p.m. the day before the Council meeting to ensure it is shared with council members well in advance of the meeting.

### **Where can I find meeting dates and agendas?**

Visit [www.stcatharines.ca/council](http://www.stcatharines.ca/council) and you will find all of the information you need.

## **RESIDENT AND BUSINESS SUPPORTS**

### **What is the City doing to help ease the financial burden of residents and businesses?**

City Council recently approved a series of measures to help residents and businesses with the costs of municipal taxes and services in response to COVID-19 including:

- Deferring April 30 interim tax instalment to June 30
  - Deferring the 2020 water and wastewater increase from April 1 to July 1
  - Waiving tax penalty and interest charges until June 30
  - Waiving payment for on-street parking, municipal parking lots and garages
  - Waiving late fees for 2020 general business licences
- And more! See a list at [stcatharines.ca/COVID19](https://stcatharines.ca/COVID19) under the Payments tab.

The City's Economic Development Team is also assisting businesses who have questions and are looking for additional information on government programs and supports. They can be contacted at [edceconomic@stcatharines.ca](mailto:edceconomic@stcatharines.ca).

## WHAT'S OPEN AND CLOSED

### Are City parks and trails open?

The City is following the provincial directive and closing outdoor recreational amenities. Parks and trails are only open for walk-through traffic. This, however, is subject to change. Watch [www.stcatharines.ca/COVID19](https://www.stcatharines.ca/COVID19) for updates. Residents are asked to practice physical distancing and not to congregate in parks or on trails.

### Why are City facilities and some amenities closed?

Closure is one of several steps we are taking to protect the health of our staff and community. Closing our facilities further limits the public spaces individuals can gather, interact in close proximity and possibly spread COVID-19. Watch [www.stcatharines.ca/COVID19](https://www.stcatharines.ca/COVID19) for more information and updates.

### What does the state of emergency mean?

The declaration means we are continuing to take COVID-19 seriously, and continuing to focus on best practices to slow the spread. It is a way for us to remind our residents that this is serious, and we all need to continue to do our part as physical distancing and isolation become increasingly important. For more details visit [stcatharines.ca/COVID19](https://stcatharines.ca/COVID19)

## COVID HEALTH RELATED QUESTIONS

### Where can I get Public Health advice?

Health-related questions or advice can be directed to Niagara Region's Public Health hotline at 905.688.8248 or visit [niagararegion.ca/covid19](https://niagararegion.ca/covid19). The City does not have public health officials on staff, but the Region is Niagara's health authority, with a dedicated team of health professionals who can offer relevant, up-to-date advice.

## **How many cases are in St. Catharines?**

Niagara Region is responsible for this data and at this time says it is only releasing the number of confirmed positive and resolved (have recovered) cases of COVID-19 in Niagara, alongside some basic demographic data. When additional detail is relevant for the public to understand their risk, those details will be released. Their public health nurses are actively tracing confirmed positive COVID-19 cases to provide the most up-to-date information to the public: <http://niagararegion.ca/covid19>.

## **FIRES**

### **Is the City part of the Ontario burn ban? Can I have a fire? Can I burn brush?**

No, the City's open air burning bylaw is still in effect, meaning no outdoor fires are permitted except for cooking. Any fire (whether it's in a chimenea, fire pit, bowl, fireplace, etc.) which does not use propane or natural gas is deemed open-air burning and is prohibited and will be extinguished. See [www.stcatharines.ca/backyardfires](http://www.stcatharines.ca/backyardfires) for more details.

### **What qualifies as a cooking fire?**

There are a variety of regulations, including time, location, size of the fire, material being burned and more. All of the rules can be found at [www.stcatharines.ca/backyardfires](http://www.stcatharines.ca/backyardfires). The fire must be completely extinguished immediately upon the completion of cooking.

### **Complaints about open-air burns as they are happening**

If you have a complaint about an open-air burn and it is still occurring, please call dispatch at 905-684-4311. If it is an emergency and there are urgent safety concerns, please call 911.

### **Complaints about open-air burns afterwards**

Please report all of the details you have (time, address, and any other helpful information) to Citizens First, by emailing [citizensfirst@stcatharines.ca](mailto:citizensfirst@stcatharines.ca) or calling 905.688.5600. They will ensure it gets to the appropriate staff for follow up.

### **What are the penalties?**

**1**

The owner of a property where an open air fire has occurred is subject to a minimum fee of \$250 for the extinguishment of the non-compliant fire and may be prosecuted for contravention of the [by-law](#).



## PARKING

### **Is there free parking downtown?**

Payment is not required, on a temporary basis, for on-street or in municipal parking lots and garages. This is to take away numerous people touching the same parking machines throughout the day. Parking enforcement for lack of payment will also be suspended until further notice.

### **What about parking enforcement for non-payment issues?**

Parking enforcement is currently limited to safety-related issues such as fire-routes, accessible parking, no-parking areas and fire hydrants. Concerns can be reported to Citizens First at 905.688.5600.

### **My parking permit has expired. What do I do?**

All residential permits that expire while we are closed to the public will still be honoured. Any new permits or renewals can be purchased once City Hall reopens. Currently non-payment enforcement has been suspended in municipal parking lots and garages.

## TRANSIT

### **Where can I find information on the routes and schedules?**

The St. Catharines Transit Commission has modified its schedule for essential travel to ensure service reliability and safety of employees and passengers. You can learn more at [www.yourbus.com](http://www.yourbus.com) where you can find a real-time map and link to a mobile app as well to help.

### **Who do I contact if I have a Transit complaint(s)?**

St. Catharines Transit is managed by the St. Catharines Transit Commission. Any complaints must be sent directly to the commission and its management team. Visit [yourbus.com/contact](http://yourbus.com/contact) for details, or call 905-687-5555.

## WASTE

### **Who do I contact about my recycling, yard waste, organics and waste pickup or concerns?**

Waste management (waste, recycling and organics) is a service provided by [Niagara Region](#). You are best to seek support from them on this one. They have a Facebook page, or you can find more info and reach out to them via their website <https://niagararegion.ca/waste/>.




## Corporate Report City Council

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

**Report Date:** March 16, 2020      **Meeting Date:** March 23, 2020

**Report Number:** LCS-056-2020      **File:** 35.65.111

**Subject:** Neil Peart Commemorative Task Force

**Strategic Pillar:** 

### Recommendation

That Council approve the terms of reference for the Neil Peart Commemorative Task Force, attached as Appendix 1; and

That Council appoint Mayor Sendzik and Councillor \_\_\_\_\_ to the Neil Peart Commemorative Task Force. FORTHWITH

### Relationship to Strategic Plan

Strategic Goal – Social: Build and support strong, inclusive neighbourhoods that provide high quality of life for residents of all ages.

Strategic Goal – Cultural: Celebrate the City's rich history, diversity, arts and cultural assets through leadership, promotion and investments that support measurable, sustainable creative growth.

### Background

On [January 27, 2020](#), City Council approved the following motion, moved by Mayor Sendzik:

THEREFORE BE IT RESOLVED that Council direct City Staff to commence the public process of naming the Lakeside Pavilion and include Neil Peart as a potential name for consideration, including the ongoing Engage STC public consultation; and

BE IT FURTHER RESOLVED that staff consult with the Peart family and the band's representatives regarding any naming, memorials, events and concerts in Neil's honour or Lakeside Park; and

BE IT FURTHER RESOLVED that 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.

City staff have initiated the process with public consultation using the City's engagement platform (EngageSTC.ca).

Further to feedback on the naming process, members of the community have expressed interest in establishing a legacy to remember Peart through other means including a public art installation or memorial. At the March 9, 2020 Council Meeting, Mayor Sendzik provided notice that he would be bringing forward a motion at the March 23, 2020 Council Meeting in regards to establishing a Neil Peart Commemorative Task Force and requested that a terms of reference be brought forward at that time. A draft terms of reference is attached as Appendix 1.

## Report

Once Council has approved the terms of reference for the task force and appointed representatives, a meeting to review concepts submitted by the public to commemorate the life and musical career of Mr. Neil Peart will be called in the second quarter of 2020. This task force will meet, as necessary until a concept, location and funding options are finalized. The work of the task force centers around the selection and development of a memorial for the life and musical career of Mr. Neil Peart.

The City has an established Public Art Policy that outlines the process by which public art, including memorials and sculptures, are added to the City's art portfolio or installed in City-owned public spaces. The policy provides guidelines for how the public art is created, installed, as well as long-term maintenance and risk-management. The policy outlines a general process by which a project and budget are approved by Council, then moves to a public process for proposals such as a call to artists or Request for Proposals and evaluation by a committee. This process has been followed successfully for recent public art projects including the Welland Canal Fallen Workers Memorial and the Curtain Call at the FirstOntario Performing Arts Centre.

As such, the draft terms of reference include a representative of the Public Art Advisory Committee. The TOR has been drafted to accommodate community participation, as the initiative to create a memorial to Mr. Peart has been largely community-driven.

By approving the terms of reference for the Task Force, Council is approving the project to move forward with continued reporting to Council through three phases in order to confirm fundraising and community support before installation.

## Financial Implications

There is no budget for the procurement, design, installation or maintenance of the proposed public art or memorial at this time. As outlined in the terms of reference, the Task Force will review options for funding and operating / maintenance costs as well as fundraising and be required to back to Council as phase 2.

**Prepared and Submitted by**

Bonnie Nistico-Dunk  
City Clerk, Legal and Clerks Services

Phil Cristi  
Director, Community, Recreation and Culture Services

**Approved by**

Heather Salter  
City Solicitor, Director of Legal and Clerks Services

**Appendices**

Appendix 1 – Draft Terms of Reference – Neil Peart Commemorative Task Force

# Neil Peart Commemorative Task Force

## Terms of Reference

### Statement of Purpose

The Neil Peart Commemorative Task Force will make recommendations to City Council regarding a memorial for Neil Peart. The task force will be responsible for:

- Reviewing options for the scope and type of the memorial (Phase 1)
- Reviewing options for site selection and funding, including consideration of operating / maintenance costs (Phase 2)
- Securing funding, design and installation (Phase 3)

Prior to installation, the Task Force will be required to report to Council for approval with a recommended project plan and maintenance strategy based on the findings of Phase 2.

The Task Force will follow the processes and guidelines set out in the City's Public Art Policy.

### Composition

The Task Force shall be comprised of up to 9 members as follows:

- Up to four citizen members, preference will be given to one relative or representative of the Peart Family (4)
- One representative from the Arts and Cultural Advisory Committee (1)
- One representative from the Public Art Advisory Committee (1)
- One representative from the Heritage Advisory Committee (1)
- The Mayor (1)
- One Member of Council (1)

### Term of Appointments

The Task Force will operate until the memorial is implemented and a long term strategy is in place for maintenance, or until disbanded by Council.

### Reporting Structure

The Task Force reports directly to City Council; required reporting is outlined within the Statement of Purpose. The details of this terms of reference shall be reviewed with each report to Council.

Coordination with other advisory bodies may be required, depending on the type of memorial recommended.

Administrative support to the Task Force shall be provided by Community Recreation and Culture Services which shall assign a Secretary to the Committee. Additional staff resources will be provided, as required from time to time.

## **Schedule of Meetings**

The Task Force will meet monthly, or as required, at the discretion of the Chair until the completion of the project.

## **Other**

The Task Force shall conduct its meetings in accordance with and otherwise comply with the City of St. Catharines Simplified Meeting Procedures for advisory bodies.