



**The Corporation of the City of St. Catharines
CITY COUNCIL AGENDA
Eighth Meeting, Regular, Monday, March 25, 2013
Council Chambers, City Hall, 6:30 p.m.**

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

Page

- 1. Invocation**
- 2. Opening Remarks, Mayor McMullan**
- 3. Presentations**
- 4. Adoption of the Agendas as Presented**
- 5. Declarations of Interest**
- 6. Public Meetings Pursuant to the Planning Act (Commencing at 7:30 p.m.)**
- 7. Adoption of the Minutes (Council and General Committee)**
 - a) Seventh Meeting of City Council, March 18, 2013
 - b) Seventh Meeting of General Committee, March 18, 2013
- 8. Delegations**
 - a) Jim Riddell, Director, Bruce Bellows, Kevin Blozowski and Ellen Savoia, Planners, Planning and Development Services; Re: Zoning Your St. Catharines (See General Committee, March 25, 2013, Item 3.1)
- 9. Call for Notices of Motion**
- 10. Motions**
 - a) Councillor Siscoe to present the following Motion on March 25, 2013

Niagara Regional Police Detachment

WHEREAS the Regional Municipality of Niagara owns 68 Church Street and 110

10. Motions

James Street, which are currently being used by the Niagara Regional Police (NRP) for a detachment and headquarters, respectively;

WHEREAS the purchase of property for the purposes of building a new local detachment, and the required environmental assessment (EA), will create delays and add financial pressures to the project;

WHEREAS Regional Council has capped the overall budget for the new police accommodations at \$83 million, \$10 million of which is budgeted for the local police detachment in St. Catharines;

WHEREAS Downtown St. Catharines has been designated as the region's only Urban Growth Centre under the Province of Ontario's Places to Grow Act which encourages investment in institutional and local, regional, and upper tier government public services;

THEREFORE BE IT RESOLVED that St. Catharines City Council support 68 Church Street as the preferred location for a new NRP District One detachment; and

BE IT FURTHER RESOLVED that the City of St. Catharines support circulation of this motion to Niagara Regional Council, Niagara Region CAO Mike Trojan, NRP Chief Jeff McGuire, and Police Services Board Chair Henry D'Angela and its board members.

11. Resolve into General Committee

12. Motion Arising from In-Camera Session

13. Motion to Ratify Forthwith Recommendations

14. By-laws

- a) Reading of the By-laws
[Addenda]

15. Agencies, Boards, Committee Reports, and Extras

- a) Committee Minutes to Receive: Arena Partners Committee, Clean City Committee, Mayor's Advisory Committee on Accessibility, and Spectator Facility Advisory Committee

16. Adjournment

By-laws to be considered on March 25, 2013

- (a) A By-law to authorize an Assignment of Agreement from Romspen Investment Corporation to Charles Campbell and Bettina Campbell. (Three readings – with respect to the assignment of Phase 1 Brownfield Tax Increment Based Incentive Grant Program, 17-21 Woodburn and 246A Queenston. TO BE CONSIDERED by General Committee March 25, 2013.)
- (b) A By-law to authorize a contract with O'Hara Trucking & Excavating Inc. (Three readings – with respect to Municipal Services Improvements – Springdale Avenue, Project P12-003. Delegation By-law No. 2004-277, as amended.)
- (c) A By-law to authorize Release of Agreements over certain lands municipally known as 1042 Vansickle Road. (Three readings – with respect to Purchasing Agreement and Subdivision Agreement on 1042 Vansickle Road. Delegation By-law No. 2004-277, as amended.)
- (d) A By-law to confirm the proceedings and decisions of the Council of The Corporation of the City of St. Catharines at its Meeting held on March 25, 2013. (Three readings – with respect to ratification and adoption of City Council Minutes of March 18, 2013, and General Committee Minutes of March 18, 2013.)

**City of St. Catharines
ARENA PARTNERS COMMITTEE
Wednesday, February 13th, 2012, 5:15 PM
Meridian Room, Seymour-Hannah Sports and Entertainment Centre
240 St. Paul Street West, St. Catharines, ON**

MINUTES

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

Present: Kim Bauer; Rick Lane; Phil Baranoski; Jim Benson; Trish Cardwell;
Scott Greenfield; Ken Houtby; Joe MacNeil; Tony Penna;
Jim Richardson; Glen Cyr; Councillor Williamson

Regrets: Councillor Siscoe; Councillor Phillips; Murray Nystrom; Kathi Plug;
Ken Russell; Bill Burke; Wayne Briggs-Jude; Lincoln Fannell; Dave Gerow

APPROVAL OF PREVIOUS MINUTES DECEMBER 5TH, 2012

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

ACTION LIST

No changes.

REPORTS AND UPDATES

CHAIRMAN

Kim apologized to Trish for the harsh treatment at the last meeting. Important issues were discussed, but it's nothing personal.

Kim apologized to Phil that his items did not get on the Agenda. Moving forward with this issue, Agenda items must be submitted by the end of the day of the previous Wednesday, before the meeting.

COUNCILLORS

Councillor Williamson, mentioned that we need a solution to Bill Burgoyne arena, where you go from the benches to the ice; there is an extremely large step down to the ice. Jim Benson mentioned that TES and RCS are looking at a resolution for this issue that is within the budget.

STAFF

Rick's staff is reviewing ice allocation and prime time ice usage, making sure that the correct ice pads are being used for the summer ice rentals. Rick also reinforced that nothing has been decided yet about the future of any arenas.. Items will be vented through the committee before it goes to a political level. Rick and Kim discussed what they want for the mock allocation so it gets done correctly because it is so time consuming. Lead hands have been entrenched at the arenas and things are running much better. Thanks to the council who are so supportive of the RCS department.

Councillor Williamson reiterated that Merritton arena is still being treated separately.

PRIVATE MEETING REVIEW

Kim has some challenges for Rick to review regarding the data for the mock allocation presentation. Kim wants to make sure that all the data is factual and Rick agrees, which is why Wayne Briggs-Jude was so involved in the collection of the figures. An informative discussion took place.

Rick did confirm that Merritton arena does have to be factored in because they have an agreement with the city which is in affect for the next couple of years.

Phil would like the costs for the arenas updated. Rick said that Chris Elliott who oversees the budget for RCS, will evaluate those facility costs with Jim Benson, Jon and Scott, and provide Phil with the data. Committee Minutes to Receive: Arena

Partners Committee, Clean City

Jim Richardson confirmed that the Spectator Facility is scheduled to open in the fall of 2014. Rick said that the target date for closure of a facility, if necessary, would probably be the Spring of 2015.

Jim Richardson also asked specific questions about assured ice time in other facilities and moving users into different ice spots that aren't their first choice. Trish did remind them that in that scenario they would go back to the Ice Allocation Policy where the organizations would discuss the situation amongst themselves, using the policy guidelines. Tony did say that he feels it is usually the Adult Hockey Leagues that are affected.

A lengthy discussion took place regarding the new Spectator Facility, the possible closure of other arenas, tournament times, guaranteed ice in other local arenas and why Merritton arena is not regulated by the city.

NEXT STEPS

Kim reminded the committee that we tried to implement an Arena Strategy Policy 12 years ago. He would like the committee to focus on getting this accomplished. All action items below were assigned for the next meeting, except for the ones assigned to Phil, which are due at the April meeting.

ACTION:	ARENA STRATEGY – total number of hours allocated by each renter	Trish
ACTION:	ARENA STRATEGY – the history of prime/non-prime rates dating back to prior to the concept of Seymour-Hannah	Trish
ACTION:	ARENA STRATEGY- analysis of 6 a.m. and 7 a.m. hours, by whom and for 7 days a week; for now and for the mock allocation	Trish
ACTION:	ARENA STRATEGY – summary of the mock allocation	Trish
ACTION:	ARENA STRATEGY – condition assessments for the arenas	Rick/Jim B.
ACTION:	ARENA STRATEGY – provide Phil with a history of capital work done in the arenas from 2008 to present; updating his current statistics	Rick/Jim B.
ACTION:	ARENA STRATEGY – motion made on November 2001	Trish
ACTION:	ARENA STRATEGY – motion when council agreed to keep Haig open	Trish
ACTION:	ARENA STRATEGY – motion when council agreed to build spectator facility	Trish
ACTION:	ARENA STRATEGY – growth of female hockey, both adult and youth, in St. Catharines	Jim R.
ACTION:	ARENA STRATEGY – growth of female hockey provincially	Jim R.
ACTION:	ARENA STRATEGY – growth of female hockey nationally	Jim R.
ACTION:	ARENA STRATEGY – growth of PWHL	Jim R.
ACTION:	ARENA STRATEGY – growth of college hockey in Canada and US	Jim R.
ACTION:	ARENA STRATEGY – the history and growth of St. Catharines Recreational Skate (about 1 page with numbers)	Kathi
ACTION:	ARENA STRATEGY – statement from the Falcons on what location they prefer	Joe

ACTION:	ARENA STRATEGY – statement of preferred location from Brock and their long term plans	Murray
ACTION:	ARENA STRATEGY – current budgeting of facilities	Phil
ACTION:	ARENA STRATEGY – history of capital expenditures	Phil
ACTION:	ARENA STRATEGY – contact for ringette for Kim Bauer	Trish
ACTION:	ARENA STRATEGY – contact for speed skating for Kim Bauer	Trish
ACTION:	ARENA STRATEGY – contact for sledge hockey for Kim Bauer	Trish
ACTION:	ARENA STRATEGY – statistics on boys hockey	Committee
ACTION:	ARENA STRATEGY – statistics on new ice arena programs	Committee
ACTION:	ARENA STRATEGY – statistics on new Canadians	Committee
ACTION:	ARENA STRATEGY – statistics on the growth of the Winter Club, locally, provincially and nationally	Committee

Councillor Williamson suggested looking at the demographics as well.

MEETING SCHEDULE

Kim asked the committee if Wednesdays are still good for the meetings and it was confirmed that the meetings will continue on the second Wednesday of each month, the next one being during March Break.

A discussion took place about putting the cost of an evaluation for RCS facilities into the budgets, so that we can have five year plans for the arenas.

NEW BUSINESS

Phil had a list of concerns for the various city arenas that he would like resolved which he submitted in writing to the city. Kim would like to see these issues either addressed at the Arena Partners Committee meetings or done personally through a request with the city, but not both. Rick concluded that he would have staff look into these problems and produce an appropriate time frame for the budget to have these issues resolved.

Jim Richardson had a few issues regarding the Meridian Room costs and internet hookup which Trish answered. He also asked Rick some questions regarding the SMG organization and how the Spectator Facility will run.

Joe MacNeil wanted to thank the city staff for doing such a great job with keeping the Jack Gatecliff arena open for the Junior B game during the snow storm. Rick said that it was a tough decision to keep that arena open, as well as Seymour-Hannah, for the Brock game, but it seemed to work out well. Councillor Williamson suggested that a letter of appreciation be sent out to the city staff on the committee's behalf.

NEXT MEETING

Wednesday, March 13th, 2013 at 5:15 PM

ADJOURNMENT

Meeting to adjourn at 7:45 PM by Councillor Williamson and seconded by Phil Baranoski.



CITY OF ST. CATHARINES
CLEAN CITY COMMITTEE



Meeting Minutes - January 15, 2013
City of St. Catharines, Lake Street Service Centre

1. Call to Order by Co-Chair at 5:55 pm
2. Attendance:
 - Regrets: Councillor Bruce Williamson, Staff: Jennifer Bernard Gord Campbell, Bob Riediger, Holly Washuta
 - Attendees:, Tisha Polocko, Elaine Manocha, Cheryl Crawley, Donna Miotto
3. Motion to Approve Minutes from previous meeting
 - Noted that June meeting date should be June 11, not June 10, 2013
 - Approved by Cheryl, seconded by Tisha
4. Motion to Adopt Agenda
 - By Donna, seconded by Cheryl
5. Reports – Staff/Council
 - No Council report at this time
 - No staff report at this time
6. Correspondence/Email/Voicemail
 - Email from Pitch In Canada regarding 2013 Pitch in Day

Action Item: Cheryl will register 2013 Pitch In Day with Pitch In Canada
7. Budget
 - No items at this time.
8. Cigarette Butt Campaign
 - Members discussed Communication Plan and updated document.
 - Scheduled date for media launch and presentation to Council will be April 8, 2013 (*pending approval*)

Action Item: Cheryl to provide update on Regional Report ‘Call for Regional Action for Smoke-free Outdoor Spaces’

Action Item: Cheryl to update Communication Plan and send to members.
9. Other Business
 - Elaine mentioned that she has ordered shirts for members for Pitch In Day
 - Cheryl mentioned that text for the Leisure Guide will be sent to members for review.
10. Next Meeting: March 12, 2013, Lake Street Service Centre, 5:45 pm
11. Adjournment – motion to adjourn by Donna, seconded by Cheryl.



CITY OF ST. CATHARINES CLEAN CITY COMMITTEE

Agenda Item 15a) ...

Meeting Minutes February 12, 2013 Lake Street Service Centre, St Catharines

1. Call To Order: 6:05 pm
2. Attendance & Regrets
 - Attendees: Cheryl Crawley, Bruce Williamson, Holly Washuta, Tisha Polocko, Donna Miotto, Jim Finley
 - Regrets: Elaine Manocha, Jennifer Bernard, Greg Washuta
3. Previous Meeting Minutes – January 15, 2012
 - Adopted by Tisha, 2nd by Donna
4. Adoption of Agenda
 - Adopted by Holly
5. Reports – Staff/Council
No reports from Staff/Council
 - Bruce will follow up with Clerks for CCC presentation to Council on April 8th
 - Terms of Reference to be created for the CCC. Tisha to check with Clerks office to see if a template is in place to create purpose/role of the CCC.
6. Correspondence/Email/Voicemail
 - No voice mail or e-mails.
7. Budget
 - Cigarette Butt Litter campaign – Pricing received for bus advertising - \$3,800.00 plus HST. Will need approval from staff.
 - Advertisement will be for 6 bus ads for a 12 week period (includes set up costs)
8. Pitch-In Week & Day – April 27, 2013 – (Week April 21-27/13)
 - Need to prepare a task list
 - Suggestion not to hold large rally due to expense to close off street.
 - Will spend additional funds on advertising of PIW (Current)
 - Elaine to contact DSBN and Catholic School board contact for school support
 - Holly feels more of a reward is needed to entice people to help and suggested a prize. i.e. for unusual garbage
 - Holly also suggested a pizza party at different locations for participants
 - Work stronger on social media to get information out to the public. i.e. Facebook, Twitter, Event Bright, Cogeco, radio stations, possibly prepare a video.
 - Tisha will prepare a media release once details have been finalized
 - Mayors clean sweep – to discuss with Elaine determine a school for this year.
 - Suggestion to put PIW flag up at City Hall before Council Meeting on April 22/13 prior to council meeting – Have Cogeco film the ceremony.
 - Sites to be determined next meeting

9. Cigarette Butt Campaign

- Cheryl has been in contact with Brian from StreetSeen Media regarding poster for the cigarette butt litter campaign.
- Members have 2 ad proofs to choose from

10. Other Business

- Leisure Guide – Information has been approved for entries into the Spring Guide – Corrected the extension of CCC (was Jennifer's extension)
- Earth Day Rally at Fairview Mall – Holly will contact Fairview mall to make arrangements to be part of this event. Date of event is Monday April 22/13.

11. Next Meeting: Tuesday, March 12, 2013, Lake Street Service Centre, 5:45 pm

12. Adjournment: 7:05pm

City of St. Catharines

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

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

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

Regrets: Kevin Vallier

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

Facility Accessibility Design Standards (FADS):

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

1. Call to order:

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

2. Introductions:

Everyone was welcomed and round table introductions were made.

3. Approval of Previous Minutes:

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

Moved by: Julie Morris
Seconded by: Bob Asham

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

CARRIED

4. Business Arising from Minutes:

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

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

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

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

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

CARRIED

b. Accessibility Plan / AODA

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

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

Moved by: Bob Asham
Seconded by: Julie Morris

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

That the policy be forwarded to Council for approval.

CARRIED

c. Parks and Trails – Access Audit update

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

Access audits included the following parks and trails;

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

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

d. Council Chamber – tour of renovations

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

5. Updates:

a. Site Plan Review;

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

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

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

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

CARRIED

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

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

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

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

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

b. DDRC;

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

6. Information Update:

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

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

b. Updates -

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

7. Next Meeting:

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

8. Adjournment:

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

Moved by: Linda Marie O'Hagan

Seconded by: Bob Asham

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

CARRIED

City of St. Catharines

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

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

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

Regrets: Chantal Barrette
Kevin Vallier

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

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

Facility Accessibility Design Standards (FADS):

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

1. Call to order:

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

2. Introductions:

Everyone was welcomed and round table introductions were made.

3. Approval of Previous Minutes:

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

Moved by: Julie Morris
Seconded by: Diane Foster

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

CARRIED

4. Presentation/Discussion:

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

5. Business Arising from Minutes:

a. Accessibility Plan / AODA

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

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

presentation to Council will take place in February.

6. Updates:

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

7. Information Update:

- a. none

8. Next Meeting:

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

9. Adjournment:

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

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

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

CARRIED

Consultation Workbook

Developing a Housing and Homelessness Action Plan for Niagara

Niagara Region has created this workbook to hear your voice. It can also be found online at www.niagararegion.ca

Section A: Niagara Housing and Homelessness Action Plan

Why does Niagara need a Housing and Homelessness Plan?

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

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

What will the plan do?

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

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

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

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

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

What is the purpose of this Consultation Workbook?

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

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

Additional information and resources to support individuals and groups is available at www.niagararegion.ca/HHAP

Section B: Niagara Region's Roles and Responsibilities

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

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

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

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

- Outreach to homeless individuals
- Emergency shelter
- Homelessness prevention

- Supported transitional housing

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

Section C: Discussion Questions

1. Absolute Homelessness in Niagara

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

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

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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

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

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

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

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

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

3. Housing programs

Housing programs are initiatives related to:

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

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

C) What are the greatest barriers to housing programs?

Click here to enter text.

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

Click here to enter text.

4. Services and Supports

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

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

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

D) How do we overcome these barriers?

Click here to enter text.

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

Click here to enter text.

5. Imagine a new Niagara

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

Our working draft vision:

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

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

Click here to enter text.

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

Click here to enter text.

Please select the group that you represent

Choose an item.

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

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

Or by email to: housing@niagararegion.ca

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

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

City of St. Catharines

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

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

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

Regrets: Councillor Matthew Harris
Tony DiPaola
Kevin Vallier

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

Present:

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

Regrets:

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

1. Call to order:

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

2. Introductions:

Everyone was welcomed and round table introductions were made.

3. Approval of Previous Minutes:

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

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

4. Business Arising from Minutes:

a. Accessibility Plan / AODA

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

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

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

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

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

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

b. 2013 meeting schedule

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

5. Updates:

a. Site Plan Review;

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

6. Next Meeting:

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

7. Adjournment:

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

Moved by: Linda Marie O'Hagan

Seconded by: Bob Asham

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

CARRIED

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

Agenda:

4. Business Arising from Minutes:

a. Accessibility Plan / AODA

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

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

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

Brittany Williamson – PDS

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

Marco Marino – EDTS

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

Joanne Tessier -- FMS

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

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

Chantal Switzer– CSS (HR)

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

Steve Bittner – TES

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

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

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

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

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

Transit (Diana)

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

Library – 5 year strategy was presented to MACOA January 2012

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

Update from S. Carrera: Planning & Development Services

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

Fire Services regrets, submission TBA in December

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

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

Diana Lecinski: CAO Access and Administration/ Legal

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

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

Erin's Summary:

Three themes:

1. Customer Service

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

2. Outreach to Private Sector

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

3. Ease & Movement

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

INPUT:

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

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

ACTION:

- themes to bring forward – add to the Drafted Plan

MACOA

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

Meeting Notes
Spectator Facility Fundraising Advisory Committee

Monday, February 25, 2013

1:00-2:30pm

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

Attended:

Councillor Matthew Harris

David Oakes, Director of Economic Development & Customer Service (EDCS)

George Darte, Chair - Community

John Bragagnolo, Community

Mick Wolfe, Community

Rick Woodward, Community

Kyle Canter, Superlative Group ~ via conference call

Leanne Kurek, Administrative Support

Regrets:

Mayor Brian McMullan ~ ex-officio

Rick Lane, Director of Recreation & Community Services (RCS)

John Sim, Manager of Accounting and Payroll (FMS)

Mark Cherney, Community

Meeting Notes:

1. Welcome ~ George Darte, Chair
2. Confidentiality Agreement:
 - a) George and Rick signed the agreement at the meeting.
3. Building Design and all outer parts ~ Update from David Oakes:
 - a) Foundation permit was submitted to the city (plumbing and base building).
 - b) Currently in the process for the shell permit (super structure) ~ estimated timeline is early April.
 - c) Building submission to city by the end of April.
 - d) Pictures of design should be available by mid-April.
 - e) The plans for inside the facility are available (concourse, concessions etc.) and will be emailed to committee members for them to value. **Please note:** These drawings are only for the committee at this time and are not be shared publicly. David Oakes will advise when the drawings can be shared.
 - **ACTION:** Leanne to forward to committee.
 - **ACTON:** David Oakes to send the committee public friendly drawings.

4. Construction progress report ~ Update from David Oakes:
 - a) Construction is on schedule, piles should be completed by the end of March and the pouring of concrete for the foundation is on schedule for the end of May.
5. Potential Donors and ask amounts:
 - a) Committee members are to look thru the list George sent and initial and value the companies. Guesstimations based on both building and philanthropic donors.
 - b) Committee members are to add any names and companies to list.
 - **ACTION:** George to send the second half of his list to the Committee.
 - **ACTION:** Committee members are to send their updated lists to Leanne. Leanne to compile Master list with all members input.
6. Superlative's prospect list and ask amounts:
 - a) Superlative is selling and valuing corporate sponsorship opportunities i.e. Naming Rights, Walkways etc.
 - b) They are working on securing long term agreements – 10, 15, 20 years.
 - c) Superlative and SMG to work together on valuing the suites.
 - d) There is currently no agreement drafted with regards to the suites, they will not be sold until the naming rights have been secured.
 - e) Superlative will plan a kick-off event once the naming rights have been secured to start the sale of the suites.
 - f) There has been no value placed on the rooms in the facility, the Committee is to work on setting values at the next meeting.
7. Task Force:
 - a) Members – Committee members are to discuss members for the Task Force at the next meeting.
 - b) Task Force members will also be required to sign a Confidentiality agreement.
 - c) Meeting Dates - They will be determined at the next meeting.
8. Future Meetings:
 - a) Length - The Committee decided 90 minutes would be allotted for both Committee meetings and Task Force meetings.

Next Meeting: Working Group Meeting – Monday, April 8, 2013 at 1:00
Committee Room 1, City Hall