



**The Corporation of the City of St. Catharines
GENERAL COMMITTEE AGENDA
Regular, Monday, November 16, 2020
Electronic Participation**

As part of the City's commitment to safety during the COVID-19 pandemic, this meeting of the General Committee will be held electronically.

This Meeting may be viewed online at 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 by Monday, November 16, 2020 before Noon. Comments submitted will be considered as public information and entered into public record.

Electronic Delegations: Those wishing to speak to an item on the agenda must complete the City's [Electronic Delegation Form](#) by Sunday, November 15, 2020 before 11:59 p.m. and attend a test session with City staff on Monday, November 16, 2020 at 10 a.m.

His Worship Mayor Walter Sendzik takes the Chair and opens the meeting following Items Number 1, 7 and 10 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 8 (Public Meetings Pursuant to Planning Act and Public Notice By-Law)

- | | |
|---------|---|
| 3 - 43 | 2.1 Legal and Clerks Services, Legal Services
Adoption of a new consolidated Delegation By-law and to repeal
By-law No. 2004-277, as amended |
| 44 - 51 | 2.2 Office of the Chief Administrative Officer
COVID-19 Update - November 16, 2020
[Addenda] |

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52 - 69 2.3 Legal and Clerks Services, Office of the City Clerk
Council Correspondence

3. Discussion Reports

4. In-Camera Session (General Committee)

Following the In-Camera Session, Council will proceed to Council Agenda Item 2 (Motion Arising from In-Camera Session)

Council will meet In-Camera for the following purpose:

Short-Term Rentals – Legal Enforcement of Zoning By-law Infractions
*(In-Camera pursuant to By-law 2015-170, as amended, Section B20.3(e),
Litigation or Potential Litigation, including matters before Administrative
Tribunals, Affecting the Municipality or Local Board and Section B20.3(l),
education or training of members provided at the meeting no member
discusses or otherwise deals with any matter in a way that materially
advances the business or decision-making of Council)*

5. Adjournment

*Following Adjournment, Council will proceed to Council Agenda Item 11
(Motion to Ratify Forthwith Recommendations).*



Corporate Report City Council

Report from: Legal and Clerks Services, Legal Services

Report Date: October 29, 2020

Meeting Date: November 16, 2020

Report Number: LCS-162-2020

File: 10.12.1

Subject: Adoption of a new consolidated Delegation By-law and to repeal By-law No. 2004-277, as amended

Strategic Pillar:



Recommendation

That Council adopt the proposed by-law as attached in Appendix 1 entitled “A by-law to delegate certain powers and duties and to repeal By-law No. 2004-277, as amended” and to be cited as the Delegation of Powers and Duties By-law; and

That Council repeal the By-law No. 2004-277, as amended. FORTHWITH

Summary

A robust and comprehensive by-law that effectively and clearly delegates authority of Council contributes to the efficient management of the City business while still adhering to the principles of accountability and transparency and provides clear and explicit authority for municipal staff to carry out duties within their job descriptions.

Of equal importance is the effective use of Council time. Adopting appropriate and transparent delegations of authority will enable Council to focus its attention on setting strategic and long-term directions for the municipality to better serve the community as a whole, and, at the same time, streamline municipal processes to permit staff to carry out the will and decisions of Council while adhering to the body of City policies, guidelines, standards and best practices that govern staff decisions and municipal operation.

The proposed Delegation of Powers and Duties By-law being presented with this report is a housekeeping by-law to:

- 1) replace and consolidate the existing delegations of authority under By-law No. 2004-277 and the numerous amendments to that by-law;

- 2) propose new delegations of authority to further streamline the City's decision-making process and enhanced service delivery to the public; and
- 3) formally recognize historic authority exercised by staff not included in By-law No. 2004-277, as amended, that have existed as a matter of practice and may have been previously delegated by resolution or other by-law.

Relationship to Strategic Plan

The recommendations of this report directly support the guiding principles of promoting operational and service excellence and demonstrating accountability and transparency that underly all goals of the City's Strategic Plan.

Background

Since By-law No. 2004-277 was initially passed, more than 50 amendments have been authorized by Council to add further delegations. The language of many existing delegations under By-law No. 2004-277 lack clarity or are unnecessarily limited in scope to exclude comparable matters that should be addressed through the same process. In addition, the municipality's organizational structure and staff administrative position titles have changed since 2004. As a result, By-law No. 2004-277, as amended, is out of date and impede the efficient management of municipal affairs. A new consolidated delegation by-law together with new delegations of authority proposed as part of the consolidation is needed to strengthen the City's organizational capacity and effectiveness.

Through a comprehensive review, Legal Services has identified and incorporated input from all City departments, addressed substantive issues, and enhanced the proposed Delegation of Powers and Duties By-law for greater consistency and clarity in language.

For reasons of efficiency, clarity of authority, and ease of reference, it is recommended that the proposed by-law attached as Appendix 1 be passed by Council to replace By-law No. 2004-277, as amended. In the future, as other matters are delegated to staff by Council, staff will bring those matters forward for Council's consideration and amend the proposed Delegation of Powers and Duties By-law.

Report

The Municipal Act, 2001 (the "Municipal Act") permits Council to delegate its powers and duties, within certain limits. Generally, administrative powers may be broadly delegated to City staff as well as matters that a natural person could delegate (for example, buying and selling real and personal property, and entering into agreements). Council can also delegate *minor* legislative powers and quasi-judicial powers under the Act and other statutes to City staff. There are limits to the delegation of legislative powers, including the power to adopt an official plan or amendment, and the power to adopt or amend the budget. The Planning Act similarly provides for broad delegation of planning and development matters to City staff.

The Municipal Act also requires that all municipalities adopt and maintain a policy with respect to the delegation of municipal powers and duties.

The proposed Delegation of Powers and Duties By-law attached as Appendix 1 is structured as follows:

- 1) the body of the main by-law creates the delegation policy required by the Municipal Act and sets out the principles and restrictions that will govern the exercise of every delegated authority by municipal staff; and
- 2) Schedule A consolidates existing delegations from By-law No. 2004-277, as amended, together with new delegations proposed to be adopted by Council.

A summary of key requirements under the proposed Delegation of Powers and Duties By-law

Summarized below are the key requirements of the proposed Delegation of Powers and Duties By-law applicable to all delegations of authority:

1. That each delegation of powers and duties by Council be effected by by-law and may be exercised by both the delegate and Council.
2. Council has the right and power to vary or rescind any delegation and to impose any conditions on the exercise of delegated authority.
3. That a delegate may refer any delegated matter to Council if the delegate considers it appropriate and necessary.
4. That a delegate may sub-delegate the exercise of delegated authority to staff under that delegate's management, but a sub-delegate may not further sub-delegate authority.
5. That where a staff position with delegated authority is vacant for any reason, the person designated by the CAO or Deputy CAO as acting in that position will have the same delegated authority.
6. That each delegate in exercising authority must only act within with the scope of the delegated authority, ensure any financial expenditure has been authorized, and ensure all policies, guidelines, bylaws and other applicable municipal or legislative requirements are consistently and equitably applied and complied with.
7. That unless specifically required, each delegation authorizes the delegate to take action without further Council approval, without further adoption of a by-law authorizing such action (unless required by statute), and without further reporting to Council.

In addition to the above requirements, the proposed delegation by-law clarifies that certain ancillary actions and authorizations, such as execution of agreements and other documentation, extending or amending any agreement, are deemed to be part of each delegated authority to provide clarity of authority and flexibility to enable delegates to address municipal matters in an appropriate and effective manner.

Schedule A of the proposed Delegation of Powers and Duties By-law

The specific delegations of authority under the proposed Delegation of Powers and Duties By-law are consolidated in Schedule A. This includes all existing delegations under By-law No. 2004-277, as amended, except where delegations are no longer needed. The language of existing delegations and the corresponding delegates have been clarified and expanded where appropriate.

Schedule A contains a series of tables organized alphabetically according to functional areas of the City where possible and each row of each table in Schedule A describes a specific delegation of authority. The scope of each delegated authority is set out in the column entitled “Delegated Authority” with corresponding conditions and requirements identified in the column entitled “Conditions and Other Requirements”. The delegates are identified in the column entitled “Delegate”.

Delegations highlighted in green and yellow in Schedule A

Existing delegations under By-law No. 2004-277, as amended, are highlighted in green.

The two delegations highlighted in yellow relate to Report PBS-154-2020 seeking adoption of the 2020 Community Improvement Plan to be considered at the November 9, 2020 meeting of Council. If the 2020 CIP is approved by Council, the delegations highlighted in yellow will be included in Schedule A, and, if not approved, the same will be removed from Schedule A.

Unhighlighted delegations in Schedule A

The remaining unhighlighted delegations appearing in Schedule A are new and it is proposed that these be approved and adopted by Council to promote efficient operation of City business. Below is a summary of the new proposed delegations included in Schedule A:

<i>Under the Building Services table:</i>
1) The Chief Building Official be authorized to take any action to enforce a property standards order issued under the Building Code Act.
<i>Under the Community, Recreation And Culture Services table:</i>
1) The Director of CRCS be authorized to enter into beekeeping agreements and waive any applicable legal agreement preparation fee.

2) The Director of CRCS be authorized to waive or reduce playing fees at the Garden City Golf Course for promotional purposes.
<i>Under the Enforcement and Licensing Services table:</i>
1) The City Clerk be authorized to temporarily suspend business licences for health and safety and other reasons as set out under s. 151 of the Municipal Act.
<i>Under the Financial Services table:</i>
1) The City Treasurer be authorized to approve reconsideration requests under the Assessment Act. 2) The City Treasurer be authorized to approve and enter into agreements and other documents for provision of banking services for City operations. 3) The City Treasurer or CAO or Director be authorized to approve and submit applications to obtain funding or government grants or subsidies for City initiatives. 4) The City Treasurer be authorized to approve matters related to tax payment, payment dates and interim levy amounts. 5) The City Treasurer be authorized to administer and manage the City's insurance policies and make insurance claims.
<i>Under the Human Resources table:</i>
1) The Director of Corporate Support Services be authorized to negotiate and settle employment or labour disputes up to a settlement limit of \$100,000 (above \$100,000 to \$250,000 require CAO approval and above \$250,000 require Council approval) 2) The Director of Corporate Support Services be authorized to appeal or request reconsideration of a WSIB claim.
<i>Under the Information Technology, Equipment and Intellectual Property Matters table:</i>
1) Two delegations that authorizes the CAO or Deputy CAO to enter into agreements related to use of intellectual property of the City or approve applications to register or protect intellectual property of the City.
<i>Under the Infrastructure and Municipal Works table:</i>
1) Various delegations of authority to the Director of EFES or Director of Municipal Works to enter into agreements relating to: <ol style="list-style-type: none"> regulation of sanitary and storm drainage under the City's drainage by-law, supply of water or sewer services and municipal infrastructure with other municipalities and more generally,

<ul style="list-style-type: none"> c. crossing of City lands for provision of utilities, and d. application for Record of Site Conditions for City lands.
<i>Under the Legal Services table:</i>
<ul style="list-style-type: none"> 1) Various delegations of authority to the City Solicitor or in some instances to the Assistant City Solicitors to manage the legal affairs of the City including: <ul style="list-style-type: none"> a. Commence, maintain, defend, settle any legal or administrative or other proceeding affecting the City up to a per claim limit of \$100,000 (above \$100,000 to \$250,000 require CAO approval and above \$250,000 require Council approval), b. Registration of land registry instruments to complete authorized transactions, c. Applications and post security for the removal of liens against City property; d. Approve and execute documents related to donations or bequests to the City; and e. Manage, defend, negotiate and settle any insurance claim by a third party under the City's insurance up to a per claim limit of \$10,000 (above \$10,000 require approval of the City Treasurer).
<i>Under the Other Matters table:</i>
<ul style="list-style-type: none"> 1) The CAO or Deputy CAO be authorized to approve agreements to provide, acquire, share or exchange services with other municipalities or educational institutions located in the Region of Niagara. 2) The responsible Director be authorized to approve and execute documentation related to the satisfaction of any regulatory requirement of any governmental authority, association, etc., including environmental compliance.
<i>Under the Planning Services table:</i>
<ul style="list-style-type: none"> 1) Two delegations of authority to the Director of PBS to provide: <ul style="list-style-type: none"> a. notice to the applicants of incomplete or complete Planning Act applications, and b. notice of complete Planning Act applications to the prescribed persons, public bodies and make certain information available to the public, as required by the Planning Act. 2) The Director of PBS be authorized to approve applications to remove holding symbols and cause by-laws to be passed by Council to such effect. 3) The Director of PBS be authorized to issue and impose conditions on draft plan of condominium approval where such approval does not require a public meeting under the Planning Act. 4) The Director of PBS be authorized to issue exemptions from draft plan of condominium approval.

- 5) The Director of PBS be authorized to close inactive development applications made under the Planning Act.

Under the Real Property Matters table:

- 1) The City Treasurer or the Manager responsible for realty service be authorized to approve and enter into:
 - a. agreement for purchase, sale, conveyance, or exchange of an interest in land (excluding leases);
 - b. leases and licences of land or building; and
 - c. agreements permitting entry onto City land or other lands;
 subject to the monetary limitations that the Manager responsible for realty service may approve where consideration does not exceed \$50,000 and the City Treasurer may approve where consideration does not exceed \$100,000.
- 2) The City Treasurer or the Manager responsible for realty service be authorized to issue acknowledgments, notices or any other document under any lease or licence involving the City.
- 3) Various delegations of authority to the City Solicitor or the Assistant City Solicitors to:
 - a. execute any documentation required to complete any authorized real property transaction;
 - b. make applications for first registration or absolute title under the Land Titles Act;
 - c. execute consents and waivers of notice relating to a title application under the Land Titles Act; and
 - d. prepare and cause registration of releases, quit claims or transfers of any interest in land where the City appears to have no supportable title or interest or where there is no continuing need.

Environmental Implications

Environmentally sustainable practices that mitigate greenhouse gases or facilitate adaptation to climate change impacts should be considered and implemented where possible. Adoption of the proposed new delegation by-law would generate overall efficiency in performance of municipal operations and the cumulative impact of these more sustainable practices can have a significant positive impact on the environment and climate change.

Financial Implications

It is anticipated that the proposed new delegation by-law will improve the efficiency of City administration and decision-making to generate cost savings in staff time and other municipal resources, but this will be difficult to measure.

Conclusion

For reasons of efficiency, clarity of authority, and ease of reference, it is recommended that the proposed Delegation of Powers and Duties attached as Appendix 1 be passed by Council to replace By-law No. 2004-277, as amended.

Prepared by:

Jennifer Liu, Assistant City Solicitor II

Submitted by:

Jennifer Liu, Assistant City Solicitor II

Approved by:

Heather Salter, Director of Legal and Clerks Services / City Solicitor

Appendices:

- Appendix 1 - Proposed Delegation of Powers and Duties, including Schedule A of specific delegations

CITY OF ST. CATHARINES

BY-LAW NO. _____

A by-law to delegate certain powers and duties and to repeal By-law No. 2004-277, as amended.

WHEREAS subsection 8 (1) of the *Municipal Act, 2001*, S.O. 2001, C.25 (the “Act”) provides, in part, that the powers of a municipality under that Act shall be interpreted to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS section 23.1 of the Act authorizes a municipality to delegate its powers and duties, subject to certain rules and restrictions;

AND WHEREAS subsection 227 (a) of the Act provides that it is the role of the officers and employees of a municipality to implement council’s decisions and establish administrative practices and procedures to carry out council’s decisions;

AND WHEREAS subsection 270 (1) of the Act requires that each municipality adopt and maintain a policy with respect to the delegation of its powers and duties;

AND WHEREAS The Corporation of the City of St. Catharines (“Council”) has previously delegated certain powers and duties to its officers and employees, as described in By-law No. 2004-277, as amended;

AND WHEREAS the Council considers the enactment of this By-law and the delegation of powers and duties in accordance with its terms to be appropriate, as it will provide for efficient and responsive decision-making and management of the municipal corporation and enhance the ability of the corporation to respond to municipal issues;

NOW THEREFORE the Council enacts as follows:

SECTION 1 DEFINITIONS

1.1 In this by-law, the following terms, whether capitalized or not, have the following meanings:

- (i) “Act” means the *Municipal Act, 2001*, S.O. 2001, C.25. including regulations made pursuant to such statute and all amendments to such statute and regulations from time to time;
- (ii) “By-law” means this by-law, including each of its schedules, as amended from time to time, together with all other by-laws of the Corporation that may be passed and which have the effect of re-enacting, re-making, changing, supplementing, suspending, or superseding it;
- (iii) “CAO” means the Chief Administrative Officer of the City and “Deputy CAO” means the Deputy Chief Administrative Officer of the City;
- (iv) “City” and “Corporation” mean The Corporation of the City of St. Catharines;
- (v) “City Lawyer” means a person licensed to practice law in the Province of Ontario and authorized or retained to act for the Corporation in relation to a matter;
- (vi) “Council” means the municipal council of the City;
- (vii) “Committee” means any committee of Council consisting of members of Council only;
- (viii) “Delegate” means a person to whom one or more powers or duties of the Corporation have been delegated or sub-delegated in accordance with this By-law or any other by-law of the Corporation;

- (ix) “Department Head” means the employee(s) holding the highest leadership position, which position may be identified by title, Director, responsible for directing the operation of a department within the organizational structure of the Corporation;
- (x) “document” means any written instrument whether in paper or electronic form including any contract, agreement, deed, transfer, undertaking, purchase order, memorandum, letter of intent, receipt, application, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the Corporation to be bound in a legally enforceable relationship with or to any other person; but shall not include:
 - (a) any cheque, bank draft, order for payment of money, promissory note, acceptance, bill of exchange, debenture or any similar instrument; or
 - (b) any correspondence, whether by letter or in electronic form, that is intended to convey information or confirm a position on a matter, but is not intended to create or amend a contract between the Corporation and any other person, whether or not a legally enforceable right or remedy is created thereby.
- (xi) “Including” means “including, without limitation”, and the terms “include” and “includes” shall have similar meanings;
- (xii) “Legislative Powers” means all matters where Council acts in a legislative or quasi-judicial function, including enacting by-laws, setting policies, and exercising discretionary decision-making authority;
- (xiii) “Manager” means the employee(s) holding the lead managerial position responsible for directing the operation of a division within a department in the organizational structure of the Corporation; and
- (xiv) “Procurement By-law” means the applicable municipal by-law and policy respecting procurement of goods and services adopted by the Corporation.

SECTION 2 INTERPRETATION

- 2.1 Headings; Division of By-law. The division of this By-law into sections, subsections, paragraphs, and schedules, and the insertion of headings are for convenience of reference only and shall have no effect on the construction or interpretation of this By-law.
- 2.2 Gender and Number. This By-law shall be read with all changes of gender and number required by the context.
- 2.3 Statute References. Any reference in this By-law to a statute, including each reference to the Act, includes a reference to all regulations made pursuant to such statute, all amendments made from time to time to such statute and regulations, and all statutes or regulations that may be passed and which have the effect of re-enacting, re-making, changing, supplementing, suspending, or superseding them.
- 2.4 Precedence of Delegations. In the event of any conflict between this By-law and any other by-law of the Corporation, the provision that more effectively delegates authority shall prevail to the extent of the conflict. This By-law shall be read together with any other by-law of the Corporation that expressly or by implication delegate authority to give full effect to each delegation of authority.
- 2.5 Exercise of Delegated Power. Any power of Council delegated under this By-law may be exercised by both the Delegate and Council.
- 2.6 Refer Matter to Council. A Delegate may refer any delegated matter to Council or a Committee if, in the opinion of the delegate, such referral is appropriate and necessary.
- 2.7 Establishment of the Policy. This By-law respecting delegation of powers and duties is also adopted as the delegation policy required pursuant to subsection 270 (1) of the Act.

SECTION 3 APPLICATION AND LIMITATIONS

- 3.1 Effected by By-law. Each delegation of powers and duties by Council shall be effected by by-law. Unless a power or duty has been expressly delegated by by-law, that power or duty shall remain with the Council.
- 3.2 Absence of a Delegate or Vacancy. A delegation under this By-law or any other by-law of the Corporation by identifying the individual name of the Delegate or the position held by the Delegate within the Corporation includes delegation to any person designated from time to time by the CAO or Deputy CAO to act in the capacity of that Delegate in the Delegate's absence or to fill a vacancy.
- 3.3 Sub-delegation. A Delegate of a power or duty may sub-delegate the exercise of that power or the discharge of that duty to one or more persons or class of persons employed by the Corporation provided that such sub-delegation is not expressly prohibited by statute or any other by-law of the Corporation. A person with sub-delegated power or duty may not further delegate the exercise of that power or the discharge of that duty. Each Delegate remains responsible and answerable to the Corporation with respect to the exercise of a delegated power or discharge of a delegated duty by his or her sub-delegate and shall keep a written record of each sub-delegation including revocation of any sub-delegation.
- 3.4 Change by Council. Council has the right and power to vary or rescind any delegation of power or duty under this By-law or any other by-law of the Corporation. Notwithstanding the forgoing, any variation or rescission of a delegation made by Council shall not affect the validity of any action taken in connection with a valid delegation of a power or duty prior to such variation or rescission becoming effective.
- 3.5 Impose Conditions. Council has the right and power to impose such terms and conditions upon any delegation of powers and duties that it considers appropriate under this By-law or any other by-law of the Corporation.
- 3.6 Exercise of Delegated Authority. In exercising a delegated power or discharging a delegated duty, a Delegate must ensure that:
- (i) the Delegate does not exceed the scope of the delegated power or duty;
 - (ii) any expenditure related to the delegated matter has been authorized by the Corporation in an approved budget or in a by-law;
 - (iii) policies and/or by-laws of the Corporation regarding the procurement of goods and services, and insurance and risk management are complied with;
 - (iv) other applicable by-laws, policies, standard practices and guidelines of the Corporation are consistently and equitably applied and complied with;
 - (v) applicable federal and provincial legislative requirements are complied with;
 - (vi) if required by the specific delegated power or duty, reports are submitted to Council advising of the exercise of the delegated power or discharge of the delegated duty, and confirming compliance with this By-law and the applicable terms and conditions of the delegation; and
 - (vii) any condition or limit imposed by Council will be complied with.
- 3.7 Delegation of Legislative Powers. Council may delegate Legislative Powers in accordance with the limitations set out in the Act and it shall consider and impose, as it deems appropriate, conditions and limitations for such delegation.

SECTION 4 ROLE OF THE CHIEF ADMINISTRATIVE OFFICER

- 4.1 Authority of CAO. The CAO is, pursuant to section 229 of the Act, responsible for

exercising general control and management of the affairs of the City for the purpose of ensuring its efficient and effective operation. The CAO is, accordingly, delegated all powers and duties of the City, including its powers of a natural person pursuant to section 9 of the Act, necessary or desirable to enable him or her to effectively discharge such responsibilities and duties in accordance with such decisions and directions of Council as may be made and given from time to time.

- 4.2 Implementation of Programs and Policies. The CAO shall co-ordinate and supervise the implementation of, and ensure the effective administration of, all programs and policies initiated and adopted by Council and all projects and undertakings initiated by the CAO within the strategic policy framework adopted or endorsed by Council.
- 4.3 Determination of Will of Council. For purposes of discharging the CAO's statutory responsibilities or exercising authority delegated to the CAO under this By-law or otherwise, the CAO is authorized to make a determination of the will of Council and of the nature and extent of decisions and directions of Council, which shall be deemed to be conclusive subject only to such clarification, revision, or correction as Council may itself express by means of informal direction, resolution or by-law.

SECTION 5 APPOINTMENT OF SIGNING OFFICERS

- 5.1 Appointment of Signing Officers. Subject to the requirements of this By-law and any statute regarding the execution of any particular document, the Mayor and City Clerk of the Corporation are appointed as signing officers of the Corporation and has the authority to execute *any* document on the Corporation's behalf. This appointment as does not prevent Council from specifically authorizing the execution of any document by other employees or officers of the Corporation on its behalf nor does it derogate from the delegation of authority to execute any document otherwise delegated by this By-law.
- 5.2 Authority of Acting Signing Officer. When any signing officer designated under section 5.1 is absent for any reason, or when the specified office or position is vacant, a deputy or acting person is authorized to exercise the authority of the signing officer under this By-law.

SECTION 6 APPROVAL AND EXECUTION

- 6.1 Requirement for By-law. Subject to any statutory requirement to the contrary, no person acting on behalf of the Corporation shall approve or execute, as applicable, any document or act or decision unless its approval or execution is authorized by a by-law enacted by Council, including:
- (i) this By-law;
 - (ii) a by-law of the Corporation specifically authorizing the approval or execution of that document, act or decision;
 - (iii) a by-law confirming proceedings of Council that confirms a resolution, including a resolution adopting a Committee recommendation, which authorizes the approval or execution of that document, act or decision; and
 - (iv) the Corporation's Procurement Policy, to the extent that it authorizes the making, approval and execution of purchase orders, contracts and agreements for the purchase of goods and services.
- 6.2 Meaning of Execution. In this By-law, the terms **Execute**, **Execution**, and similar terms, whether such terms are capitalized or not, mean completing the formalities intended to give effect to a document, including any one or more of the following formalities as may be required in the circumstances:
- (i) signing that document;
 - (ii) causing the seal of the Corporation to be affixed to that document;
 - (iii) causing delivery of that document to be made to any other parties to that document;

and

- (iv) signing, causing the seal of the Corporation to be affixed to, or causing delivery to be made to other parties of, all ancillary documents required by the terms of that document or that are necessary or desirable to carry out or otherwise discharge the Corporation's obligations under that document.

6.3 Meaning of Delegation. The terms **to delegate** and **delegation**, and similar terms, mean being empowered with the authority to act, decide and execute documents on behalf regarding the matters described in the delegation of authority column entitled subject to the corresponding conditions and requirements identified in the column entitled "Conditions and Other Requirements" in Schedule A.

6.4 Ancillary Actions and Authorizations.

- (i) Where any by-law of the Corporation delegates authority, the following ancillary actions and authorizations are deemed to be included as part of each delegation of authority and may be exercised by each Delegate as he or she considers necessary and appropriate from time to time:
 - (a) approval, as to form and content, and execution of any agreement or other documentation necessary to carry out a delegated authority provided all other approval requirements or conditions of this By-law or any other by-law of the Corporation are complied with;
 - (b) filing of or registering of any documentation in any registry or with any public authority or other organization;
 - (c) extension or renewal any term or time limit;
 - (d) assignment of the interest of the Corporation or consent to an assignment;
 - (e) releasing or abandoning the interest of the Corporation;
 - (f) terminating the primary or any ancillary agreement at any time;
 - (g) issuing any notice including any notice under any statute or required by agreement; and
 - (h) amending the primary or any ancillary agreement or other document.
- (ii) Where this By-law delegates authority in relation to the matters described in the column entitled "Delegated Authority" of each table in Schedule A of this By-law, the applicable signing officers and Delegates shall have the same authority to approve and execute with respect to any matter existing prior to enactment of this By-law that would fall within the delegated matters described in the column entitled "Delegated Authority" of each table in Schedule A of this By-law to the same extent.
- (iii) Where this By-law delegates authority to cause a by-law be passed by Council, the authorized Delegate is permitted to have the City Solicitor prepare the necessary by-law and have Council pass the authorized by-law at the next scheduled council meeting without submitting a report to Council on the exercise of the delegated authority in accordance with a By-law of the Corporation.
- (iv) Where this By-law authorizes the settlement of any legal action or other proceeding involving the Corporation, the applicable signing officers and Delegates are hereby authorized to approve and execute such receipts, releases, indemnities, acknowledgments and other documents that are necessary or desirable to effect the settlement, provided that the form of each of them has been approved by a City Lawyer.

- (v) Where a document on its face is subject to or is conditional upon approval, adoption or ratification by Council, the applicable signing officers and Delegates may execute the document before the document is so approved, adopted or ratified, provided that the document and its execution shall not be legally binding on the Corporation until a resolution or by-law approving, adopting or ratifying the document or execution is adopted or enacted.

SECTION 7 SCHEDULE OF SPECIFIC DELEGATIONS

- 7.1 Delegation of Powers and Duties. Within each row of each table in Schedule A of this By-law, approval and execution authority regarding the matters described in the column entitled "Delegated Authority" is delegated to the person(s) identified in the column entitled "Delegate" unless otherwise specifically limited and subject to the corresponding conditions and requirements identified in the column entitled "Conditions and Other Requirements". The descriptions provided in the column entitled "Subject Matter" in each table in Schedule A of this By-law are included for convenience of reference only and shall have no effect on the construction or interpretation of the delegations of authority under this By-law.
- 7.2 Disagreement, Illness or Absence. If more than one person is listed as a Delegate in Schedule A of this By-law using "or", the corresponding power or duty may be exercised or discharged by **any** of such persons as alternate Delegates unless specified that one person "and" one or more other persons are joint Delegates with respect to that power or duty. If two or more alternate or joint Delegates disagree regarding the exercise of a delegated power or discharge of a delegated duty, or if a Delegate is unable to exercise or discharge the delegated power or duty due to that person's illness or absence or if a vacancy occurs, the determination of the earlier listed Delegate shall prevail.
- 7.3 Effect of Delegation, Waiver or Direction. Unless specifically stated as a condition or other requirement of a delegation, waiver, or direction contained in a Schedule to this By-law, and unless otherwise specified in this By-law, each delegation, waiver, and direction pursuant to this By-law authorizes or mandates the taking of action without further Council approval, without further adoption of a by-law authorizing such action, and without further reporting to Council, including the approval and execution of an agreement or other document.
- 7.4 Elective Reporting. In addition to any reporting requirement specified in Schedule A of this By-law, the CAO, Deputy CAO, City Clerk, City Solicitor, or any Department Head of the Corporation may, from time to time, advise Council of the exercise of delegated powers or discharge of delegated duties pursuant to a by-law of the Corporation. Such reporting may be in such manner and circumstances as considered appropriate by the CAO, City Clerk, City Solicitor, or any Department Head.

SECTION 8 MANNER OF EXECUTION

- 8.1 Rules Applicable to Signature of Documents.
 - (i) Unless otherwise required or authorized by law, this By-law, or any other by-law of the Corporation, a document may be signed by the signing officers under Section 5.1 of this By-law or by the applicable Delegate and, when so signed, the document may be endorsed with the words, "We have authority to bind the Corporation", or similar words indicating the authority of the signing officers or Delegate.
 - (ii) Every signing officer and every other person authorized to sign a document on the Corporation's behalf shall ensure that his or her name and title is legibly displayed beneath his or her signature.
 - (iii) The seal of the Corporation shall not be applied to a document upon execution unless it is signed by two authorized persons, one of whom is the City Clerk or an acting City Clerk.

SECTION 9 GENERAL PROVISIONS

- 9.1 Compliance re. Legislative Powers. For purposes of subsection 23.2(4) of the Act, it is

the opinion of Council that any legislative powers delegated pursuant to this By-law are of a minor nature having regard to the number of people, the size of geographic area, and the time period affected by the exercise of such powers.

- 9.2 Revocation; Non-Exclusivity. The delegations of powers and duties pursuant to this By-law are non-exclusive and may be revoked, at any time, in the sole and absolute discretion of Council.
- 9.3 Precedence. The exercise by Council of its authority respecting the powers and duties delegated under this By-law shall take precedence over and supersede their exercise by a Delegate, whether or not Council chooses to revoke any such delegation.
- 9.4 Compliance with Budget Process. Save in respect of the exercise by the CAO of a delegated emergency power under section 4.4 of this By-law, all expenditures relating to powers and duties delegated under this By-law shall be made in conformity with the budget process of the Corporation.
- 9.5 Severability. Each provision of this By-law is independent of all other provisions, and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this By-law shall remain valid and enforceable.
- 9.6 Effective Date; Repeal of By-law 2004-277. This By-law shall come into force and take effect at 11:59 p.m. (Eastern time) on the date that it is passed, at which time By-law 2004-277, as amended, shall be repealed. Any delegation of authority commenced or made under By-law 2004-277 prior to the effective repeal date and time appearing deficient due to lack of formalization or performance of any necessary action or both shall be deemed to be a valid and effective delegation despite such deficiency.
- 9.7 Short Title. This By-law may be cited as the "Delegation of Powers and Duties By-law".

Read and passed this _____ day of _____ 2020.

CLERK

MAYOR

SCHEDULE A**Important Explanatory Notes:**

- (1) Within each row of each table, approval and execution authority regarding the matter described in the column entitled "Delegated Authority" is delegated to the person(s) identified in the column entitled "Delegate".
- (2) Under the "Delegate" column of each table, use of "**or**" signifies alternate delegates, meaning **any one** of the listed delegates may exercise the delegated authority without consulting or approval from the other listed delegate(s); and use of "**and**" signifies joint delegates, meaning **all** of the listed delegates must agree to exercise the delegated authority. In the event of disagreement between joint delegates, the determination of the earlier listed Delegate shall prevail.
- (3) The following ancillary actions and authorizations are included as part of each delegation of authority:
- (a) approval and execution of any agreement or other documentation necessary to carry out a delegated authority;
 - (b) filing of or registering of any related documentation in any registry;
 - (c) extension or renewal any term or time limit;
 - (d) assignment of any interest;
 - (e) releasing or abandoning any interest;
 - (f) terminating the primary or ancillary agreement at any time;
 - (g) issuing any notice; and
 - (h) amending the primary or any ancillary agreement or other related document.

BUILDING SERVICES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
1	Demolition and limiting distance	Agreements related to building demolition and limiting distance under the Building Code Act	Chief Building Official	Form of document(s) approved by City Lawyer
2	Conditional building permit	Conditional building permit agreement and related documents pursuant to ss. 8 (3) (c) of the Building Code Act	Chief Building Official	Form of document(s) approved by City Lawyer

3	Enforce Property Standards Order	Take any action to enforce a property standards order issued under s. 15.2 (2) of the Building Code Act and deemed confirmed, or as confirmed or modified on appeal, as permitted under the Building Code Act	Chief Building Official	Financial implication of enforcement must be covered by budget and within the Delegate's purchasing authority under the Corporation's procurement by-law
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COMMUNITY, RECREATION AND CULTURE SERVICES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
4	Community gardens	Agreements to permit use of Corporation land by community organizations for the purpose of community gardens	Department Head (community, recreation and culture services)	Use of Corporation land as community garden must be approved by the Environmental Sustainability Pillar Committee Form of document(s) approved by City Lawyer
5	Beekeeping agreements	Agreements to permit use of Corporation land for the purpose of beekeeping and discretionary waiver of any applicable legal agreement preparation fee charged by the Corporation in relation to such agreements	Department Head (community, recreation and culture services)	Form of document(s) approved by City Lawyer
6	Waive fee (recreational programs)	Waive or reduction of fees for any municipal recreational, cultural or community programming associated with National Child Day, April Pools Day, statutory holidays, March and winter breaks, special events and "try it" type opportunities or initiatives	Department Head (community, recreation and culture services)	
7	Recreational programs	Alter existing and implement new recreational, cultural and community programs or initiatives	Department Head (community, recreation and culture services)	Financial implication of initiatives must be included in an approved budget and within the purchasing authority of the Department Head responsible for community, recreation and culture

8	Fees at Garden City Golf Course	Waive or reduce any or all fees charged for play at the Garden City Golf Course for promotional purposes	Department Head (community, recreation and culture services)	Consult with Corporate Communications
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ECONOMIC DEVELOPMENT

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
9	Grants, subsidies, or incentives provided by the Corporation to promote economic development excluding programs authorized pursuant to the Planning Act	Applications to receive, and related administration of, grants, subsidies, or other monetary incentives delivered by the Corporation through a program, project, or other initiative approved by Council (e.g. economic development grants for conventions, special assistance, and sport tourism) save and except for any grant, subsidy or other incentive authorized pursuant to the Planning Act, including for community improvement under Part IV of that statute	Department Head responsible for the program, project or initiative	Total funding for a program, project or initiative does not exceed approved budget established by Council Compliance with all restrictions, criterias and conditions of funding and approval as established by Council
10	Film Location Permit	Film Location Permits and exemptions to the Noise By-law for said permit	Department Head (economic development)	Request received for a Film Location Permit Form of document(s) approved by City Lawyer

ENFORCEMENT & LICENSING SERVICES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
11	Business licences	Approve, issue, renew, deny, suspend, cancel, amend, administer, and enforce business licences regulated by the City's business licencing by-law	City Clerk or Deputy City Clerk	

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
12	Business licence suspension (temporary)	Suspend a business licence in accordance with ss. 151 (2) and (3) of the Municipal Act, 2001	City Clerk or Deputy City Clerk	
13	Lottery licences	Approve, issue, deny, revoke, cancel, suspend, amend, administer, and enforce licences regulated by the City's lottery licencing by-law	City Clerk or Deputy City Clerk	
14	Liquor sales licences and SOPs	Issue any necessary documentation, including compliance letters, and submit any condition or restriction of the Corporation in relation to notice of any application for liquor sales licences or special occasions permits made to the Alcohol & Gaming Commission of Ontario	City Clerk or Deputy City Clerk	Notice of application for a liquor licence or SOP must be circulated to any applicable department of the Corporation or other public agency (police, public health, etc.)
15	Municipal significant (events)	Designate a special event as an event of municipal significance	City Clerk or Deputy City Clerk	Recommendation by Department Head(s) of affected department(s), if applicable
16	Commissioners for oaths	Cause by-law be passed by Council to appoint Deputy Clerks as commissioners for oaths and taking affidavits	City Clerk or Deputy City Clerk	Appointed Deputy Clerks must receive appropriate training

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
17	Appointment of officers or inspectors	Cause by-law be passed by Council to appoint persons as officers or inspectors authorized by statute to enforce by-laws of the Corporation or to enforce the authorizing statute within the Corporation's jurisdiction (e.g. Building Inspectors, By-law Enforcement Officers) including revocation of any prior appointment	Department Head of the affected department or Chief Building Official	Financial implication of appointment must have been included in or covered by an approved budget and consistent with the classification by-law Delegate must maintain a record of appointments and revocations of appointment Candidates to be appointed must meet all legislative qualifications required for the appointment position and any other qualifications as determined by the Delegate

FINANCIAL SERVICES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
18	Property Tax (assessment appeal)	Assessment appeals pursuant to the Assessment Act, including commencement, response to and settlement of such appeals, pertaining to Corporation lands and premises initiated by the Corporation, including on behalf of a tenant or tenants, and consent to third party appeals relating to assessment of Corporation lands and premises, and related minutes of settlement and other documents	City Treasurer	

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
19	Property Tax (reconsideration)	Requests for Reconsideration pursuant to the Assessment Act, including commencement, response to and settlement of such requests pertaining to Corporation lands and premises, including on behalf of a tenant or tenants, and related minutes of settlement and other documents	City Treasurer	
20	Banking services	Agreements and other documents considered necessary or desirable for the provision of banking services to the Corporation and its affiliates, including for purchase cards, credit cards, accounts, facilities, and electronic services	City Treasurer	Form of document(s) approved by City Lawyer
21	Applications for funding	Applications to any government, foundation, organization, agency, or fund for compensation, funding or other forms of grant or subsidy regarding Corporation programs, operations or projects	City Treasurer or CAO or Department Head responsible for the program, operation or project	
22	Administration Monetary Penalty System	Agreements with service providers and the Province of Ontario for the Administrative Monetary Penalty System on behalf of the Corporation	City Treasurer	Form of document(s) approved by City Lawyer

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
23	Park land dedication	Calculate, approve, and accept 5% cash in lieu of parkland dedication	City Treasurer or Manager (realty services)	Relates to 5% parkland dedication to be paid to City only Remittance to be processed in compliance with statutory requirements and Corporation's practices and policies Appraisal relating to calculation of payment in lieu to be approved by the Manager responsible for realty services prior to final acceptance
24	Municipal Tax Applications	Municipal Tax Applications pursuant to sections 354, 357 and 358 of the Municipal Act, 2001	City Treasurer	
25	Special parking rates	Special parking rates, to allow for free parking at metered and hourly machined lots owned or operated by the Corporation for specific periods of time and special holiday parking promotion programs, as requested by any Business Improvement Area Board of Management	City Treasurer	
26	Tax arrear extension	Extension agreements for payment of tax arrears as permitted by s. 378 of the Municipal Act, 2001	City Treasurer	
27	Payment of taxes	Cause by-law be passed by Council providing for payment of taxes in one amount or by instalments and date or dates on which the taxes or instalments are due	City Treasurer	

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
28	Interim tax levy	Cause by-law be passed by Council setting the interim tax levy for any year under s. 317 (1) of the Municipal Act, 2001	City Treasurer	
29	Capital budget transfer (capital projects)	Capital budget transfer not exceeding \$100,000 per transfer between previously approved capital projects to cover identified budget shortfalls	City Treasurer and Department Head of affect department	Transfer are only permitted between capital projects addressing similar asset needs
30	Capital budget transfer (Major capital projects)	Capital budget transfer not exceeding \$250,000 per transfer between previously approved major capital projects to cover identified budget shortfalls	CAO	Transfer are only permitted between major capital projects addressing similar asset needs
31	Insurance placement and claims (administration)	Any act of administration, including execution of documents and insurance placement, relating to any contract of insurance purchased by the Corporation (e.g. signing of binder letters) Any act to establish loss and make any insurance claim on behalf of the Corporation	City Treasurer	
32	COVID-19 Property Tax Penalty and Interest Relief Program	Applications for and any act of administration with respect to the COVID-19 Property Tax Penalty and Interest Relief Program	City Treasurer	Compliance with eligibility criterias for relief as established by Council

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
33	COVID-19 Property Tax Deferral Program for Non-Residential Property Owners	Applications for and any act of administration with respect to the COVID-19 Property Tax Deferral Program for Non-Residential Property Owners	City Treasurer	Compliance with eligibility criterias for relief as established by Council

FIRE SERVICES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
34	Fire route	Fire route approval and cause by-law be passed by Council to designate a private road as a fire route to prohibit parking and permit impounding of vehicles	Fire Chief or Deputy Fire Chief	
35	Fire dispatch services	Agreements for provision of fire dispatch services	Fire Chief or Deputy Fire Chief	Financial implication of agreement must be included in or covered by an approved budget Provision of services is not subsidized by the Corporation
36	Fire training	Agreements to provide or acquire fire and emergency services training and related services	Fire Chief or Deputy Fire Chief	Financial implication of agreement must be included in or covered by an approved budget Provision of training or related services is not subsidized by the Corporation

HUMAN RESOURCES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
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	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
37	Employment and labour relations disputes (negotiation & settlement)	Negotiate, make settlement offers, settle, and take any other necessary or desirable action relating to any employment or labour relations dispute or claim, threatened, brought or made by or against the Corporation	Department Head (corporate support services)	Settlement of a claim exceeding \$100,000 and less than or equal to \$250,000 require CAO approval and exceeding \$250,000 require Council approval Form of document(s) approved by City Lawyer
38	WSIB appeals	Appeal any decision of the Workplace Safety and Insurance Board and undertake any act, including initiating any informal review process for reconsideration of a decision	Department Head (corporate support services)	Form of document(s) approved by City Lawyer

INFORMATION TECHNOLOGY, EQUIPMENT AND INTELLECTUAL PROPERTY MATTERS

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
39	Corporate information and records	Agreements related to the use, license, acquisition, sharing, exchange, release, or confidentiality and non-disclosure of records, information or data in any format, including the Corporation's spatial data	Department Head or Manager responsible for the affected program, operation or project	Form of document(s) approved by City Lawyer Compliance with the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act, 2004, and all applicable municipal policies and by-laws Financial implication of agreement must be included in or covered by an approved budget

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
40	Technology (licensing)	Agreements related to licensing of technology (hardware and software) and provision of related support services	Department Head or Manager responsible for the affected program, operation or project	Form of document(s) approved by City Lawyer Financial implication of agreement must be included in or covered by an approved budget
41	Intellectual property	Agreements and documents related to use of the Corporation's intellectual property by others, including trademarks, trade names, logos	CAO or Deputy CAO	Form of document(s) approved by City Lawyer
42	Intellectual property (registration)	Applications, submissions, declarations, representations, agreements, and other documents related to the registration or protection of intellectual property of the Corporation or its affiliates, including by trademark, trade name, design mark, copyright, patent, and industrial design	CAO or Deputy CAO	Form of document(s) approved by City Lawyer

INFRASTRUCTURE AND MUNICIPAL WORKS

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
43	Temporary road closure	Temporarily close a highway for: (a) the holding of a special event, including a parade or sporting competition (such as races, basketball, volleyball, etc.); (b) construction, installation, maintenance or repair of municipal services or utilities; (c) location filming; or (d) pedestrian, vehicular or public safety or public health	Department Head (engineering, facilities and environmental services) or Department Head (municipal works)	Compliance with applicable requirements for special event permits and road occupancy permits If for location filming, applicant must have a film location permit issued by the Department Head responsible for economic development

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
44	Sanitary & storm drainage	Agreements or other documents permitted or required in connection with the Corporation's By-law No. 91-364, as amended, respecting regulation of sanitary and storm drainage	Department Head (engineering, facilities and environmental services) or Department Head (municipal works)	Form of document(s) approved by City Lawyer
45	Water & sewer services	Agreements and other documents relating to the supply of water or sewer services within the City of St. Catharines area, including operation and maintenance agreements with Niagara-area municipalities	Department Head (engineering, facilities and environmental services) or Department Head (municipal works)	Form of document(s) approved by City Lawyer
46	Traffic calming	Approve or reject traffic calming requests	Department Head (engineering, facilities and environmental services)	Request received for traffic calming measures
47	Agreements with public bodies relating to municipal infrastructure	Agreements with other municipalities or other government or public agencies relating to municipal infrastructure and services (e.g. road construction and maintenance), including cost-sharing	Department Head (engineering, facilities and environmental services) or Department Head (municipal works)	Form of document(s) approved by City Lawyer
48	Agreements relating to municipal infrastructure (general)	Agreements relating to improvements of municipal infrastructure and services (e.g. roads) arising from matters approved by Council or through a delegation of authority, including cost-sharing arrangements	Department Head of the affected department	Form of document(s) approved by City Lawyer

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
49	Encroachments	Agreements and other documents permitting encroachment on easements or other lands vested in the Corporation, including lands which are a public highway, and related assignment, release, and termination of such agreements	Department Head (planning services) or Department Head (municipal works) or Department Head (engineering, facilities and environmental services) or Manager (realty services)	<p>Provided that the total consideration paid to the Corporation, excluding applicable taxes and fees of an administrative nature, does not exceed \$75,000 per annum</p> <p>Must be consistent with the Corporation's standard form of agreement or approved by City Lawyer</p>
50	Crossing agreements	Agreements and other documents regarding the crossing of Corporation lands in connection with utility or transportation uses (including gas lines, railway purposes, limited access highways, and hydro corridors)	Department Head (engineering, facilities and environmental services)	<p>Form of document(s) approved by City Lawyer</p> <p>Compliance with any applicable standard practices of the Corporation and approved conditions of development</p>
51	Patio on City land or public roadway	Applications for pop-up café, sidewalk patio or curbside patio to be located on Corporation property or public roadways and execute associated licensing agreements	Department Head (engineering, facilities and environmental services)	<p>Compliance with applicable design criteria</p> <p>Form of document(s) approved by City Lawyer</p>
52	Record of Site Condition	Make application for Record of Site Condition in relation to any land owned or vested in the Corporation and submit supporting or supplementary documentation as may be required by the Ministry of the Environment	Department Head of the affected department	

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
53	Special event	Applications and agreements for use of Corporation property or public roadway for a special event	Department Head (engineering, facilities and environmental services) or Department Head (municipal works) or Department Head (community, recreation and culture services)	Compliance with applicable operational standards Form of document(s) approved by City Lawyer
54	Traffic, parking and road use prohibitions	Apply parking restrictions, traffic control measures or other restrictions to regulate use of public roadways within the municipality by the public, including Level 2 crossover traffic controls, stop control, yield control, "No Standing" prohibitions, "No Stopping" prohibitions, "Loading" prohibitions, "Loading Zones", "Parking Meter Zones", "Angle Parking", heavy vehicle prohibitions, and bridge vehicular load limits Cause by-law be passed to implement any traffic, parking and road use restrictions where necessary	Department Head (engineering, facilities and environmental services)	
55	Exemption from Noise by-law	Exemptions from the Noise By-law for public or governmental authorities undertaking construction on public roadway in the municipality	Department Head (engineering, facilities and environmental services) or Department Head (municipal works)	Subject to conditions set by the Department Head responsible for engineering, facilities and environmental services and municipal works

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
56	Crossing guards	Addition, relocation and removal of school crossing guards	Department Head (engineering, facilities and environmental services)	Compliance with provincially accepted guidelines and site specific assessments based on studies, warrants and observations
57	Construction lien	Any act of administration and management of construction lien matters arising from works and/or services procured by the Corporation, including the authority to release or make payments, issue and respond to notices, and any other act	Department Head (engineering, facilities and environmental services) or Department Head (municipal works)	

LEGAL SERVICES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
58	City Solicitor's general authority	All powers necessary to carry out the responsibilities, duties, and obligations of the Corporation's City Solicitor (the City Solicitor's responsibilities including the legal affairs of the Corporation (as conferred by law, by-law or as assigned by Council or the CAO), and providing legal advice to Council and the Corporation)	City Solicitor	

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
59	Commence and maintain legal proceeding	Commence and maintain any legal or alternative dispute resolution or appeal or administrative proceeding regarding any matter or for any relief, including injunctive relief, to obtain standing, and enforcement, before any court, administrative tribunal, or other governmental authority	City Solicitor	<p>Any proceeding where claim exceeding \$100,000 and less than or equal to \$250,000 require CAO approval</p> <p>Any proceeding where claim exceeding \$250,000 require Council approval; City Solicitor may proceed with his/her recommendations without Council approval provided Council's instructions are sought as soon as is practicable</p> <p>Recommendation by Department Head(s) of affected department(s)</p> <p>For employment and labour relations matters, recommendation by Department Head of corporate support services is required</p> <p>For planning or development-related matters, recommendation by Department Head responsible for planning and building services is required</p>

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
60	Defend legal proceeding	Take all necessary steps to defend any legal or alternative dispute resolution or appeal or administrative proceeding commenced against or otherwise involving the Corporation, including initiating counterclaims, crossclaims, and third party claims, and commencement or defence of any motion or other interim step in such a proceeding	City Solicitor	<p>Any proceeding where claim exceeding \$100,000 and less than or equal to \$250,000 require CAO approval</p> <p>Any proceeding where claim exceeding \$250,000 require Council approval; City Solicitor may proceed with his/her recommendations without Council approval provided Council's instructions are sought as soon as is practicable</p> <p>Recommendation by Department Head(s) of affected Corporation department(s), if applicable</p> <p>For employment and labour relations matters, recommendation by Department Head of corporate support services is required</p> <p>For planning or development-related matters, recommendation by Department Head responsible for planning and building services is required</p>

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
61	Negotiation and settlement of legal proceedings	Initiate settlement discussions, make and accept settlement offers, and otherwise take appropriate action regarding any claim, demand, lien, complaint or other proceeding threatened, brought or made by or against the Corporation	City Solicitor	<p>Settlement offer exceeding \$100,000 and less than or equal to \$250,000 require CAO approval</p> <p>Settlement offer exceeding \$250,000 require Council approval</p> <p>Recommendation by Department Head(s) of affected department(s)</p> <p>For employment and labour relations matters, recommendation by Department Head responsible for corporate support services is required</p> <p>For planning or development-related matters, recommendation by Department Head responsible for planning and building services is required</p>
62	Defence and settlement of insurance claims	Take all necessary steps to manage, defend, negotiate and settle any claim made by a third party against the Corporation covered by the Corporation's contract of insurance, including directing the Corporation's insurance broker and adjuster to take any step	City Solicitor	Settlement offer exceeding \$10,000 require approval by the City Treasurer

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
63	Liens	Bring applications and post security for the removal of liens threatened or registered against property of the Corporation	City Solicitor	Approval of City Treasurer regarding form of posted security
64	Land Registry Registration	Register or cause to be registered, in the property registry, any instrument or other document under the Land Registration Reform Act relating to an authorized transaction or agreement involving the Corporation or lands in which the Corporation has an interest	City Solicitor or any Assistant City Solicitor	In the opinion of the City Lawyer, registration of instrument or other document must be in the best interests of the Corporation or related to an approved transaction or agreement

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
65	Donations and Bequests	Authorize and execute receipts, releases, indemnities, waivers and other documents considered necessary or desirable regarding disbursement of donations or bequests to the Corporation	City Solicitor or any Assistant City Solicitor	

OTHER MATTERS

		<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
66	Out-of-province travel	Approve out-of-province travel	CAO or Deputy CAO	Financial implication of travel must be included in or covered by an approved operating budget
67	Appointment to Niagara Compliance Audit Committee	Appoint members to and make legislative or administrative changes to the Terms of Reference for the Niagara Compliance Audit Committee	City Clerk or Deputy City Clerk	
68	2021 Canada Games	Agreements with 2021 Canada Games Host Society Inc. and any other documents to facilitate planning and implementation of community events for the 2021 Canada Summer Games	Deputy CAO	Form of document(s) approved by City Lawyer Financial implication of agreement must be included in or covered by an approved budget
69	Agreements for services with local municipalities or educational institutions	Agreements to provide, acquire, share or exchange services with other municipalities or educational institutions located in the Region of Niagara	CAO or Deputy CAO	Form of document(s) approved by City Lawyer Maximum value per agreement: \$100,000 per year Financial implication of agreement must be included in or covered by an approved budget

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
70	Not-for-profit	Agreement with not-for-profit organizations for provision of services to the Corporation	Department Head (engineering, facilities and environmental services) or Department Head (municipal works)	Financial implication of agreements must be covered by budget and within the Delegate's purchase limit under the Corporation's procurement by-law Form of document(s) approved by City Lawyer
71	Satisfying regulatory requirements	Applications, submissions, declarations, representations, agreements, filings, and other documents related to the satisfaction of any regulatory requirement of any governmental authority, association, or other entity or organization, including approvals regarding federal or provincial environmental compliance	Department Head of affected department	
72	Fundraising, sponsorship and advertising	Agreements for fundraising, sponsorship or advertising on behalf of the Corporation	Department Head of the affected department	Provided that total consideration, excluding applicable taxes and fees of an administrative nature, does not exceed \$50,000 or \$50,000 per annum if funding is multi-year Form of document(s) approved by City Lawyer

PLANNING SERVICES

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
73	Agreements related to development approval	Agreements required to satisfy development or other approval under the Planning Act, including agreements under s. 40 for parking, s. 45 relating to minor variances, s. 51 for subdivisions, and s. 53 for consents	Department Head (planning services)	Must be consistent with the Corporation's standard form of agreement or approved by City Lawyer

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
74	Site Plan Approval	Site plan development approval under s. 41 of the Planning Act, including authority to approve, and register on or delete from title where appropriate, plans and drawings, site plan agreements, amendment to or termination of existing site plans and/or agreements	Department Head (planning services)	Agreements must be consistent with the Corporation's standard form of agreement or approved by City Lawyer
75	Notice to applicant (complete or incomplete application)	Provide notice to applicant that information and material required under any Planning Act application has either been provided or not provided, and that the application is deemed to be complete or incomplete, as the case may be	Department Head (planning services)	
76	Public notice and circulation of planning application	Provide notice of complete Planning Act applications to the prescribed persons and public bodies, in the prescribed manner and accompanied by the prescribed information, and make the prescribed information and material available to the public	Department Head (planning services)	
77	Part lot control	Application to remove part lot control and cause by-law be passed by Council to designate lands not subject to or exempt from part lot control under the Planning Act	Department Head (planning services)	Approval must conform to existing zoning by-laws, official plan policies and other applicable by-law, policies and legislation
78	De-register plan of subdivision	Cause by-law be passed by Council to designate and deem all or part of a plan of subdivision registered for eight years or more not to be a registered plan under s. 50(3) of the Planning Act	Department Head (planning services)	Delegate to be satisfied result of designation represents good planning
79	Holding symbol	Application to remove holding symbol and cause by-law be passed by Council to such effect	Department Head (planning services)	Conditions for lifting of holding symbol have been satisfied

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
80	Draft condominium approval	Draft plan of condominium approval that do not require a public meeting under the Planning Act, including authority to impose conditions of draft approval, and related agreements or other documents	Department Head (planning services)	Application must be consistent with approved site plan, if applicable
81	Draft condominium exemption	Exemption from draft plan of condominium approval and related agreements or other documents	Department Head (planning services)	Application must be consistent with approved site plan, if applicable
82	Inactive development applications	Close inactive development applications made under the Planning Act	Department Head (planning services)	Delegate must first establish a policy that prescribes minimum periods of inactivity to which this delegated authority applies and exercise of delegation must be comply with such policy
83	Designated Heritage Property Grant	Application to the Designated Heritage Property Grant program	Department Head (planning services)	Recommended for approval by the St. Catharines Heritage Advisory Committee
84	Heritage permit or consent	Application for consent or a heritage permit as required by Ontario Heritage Act for any development of a designated heritage property or within a heritage conservation district	Department Head (planning services)	Application is to be circulated to the Heritage Permit Advisory Committee and any recommendation made by the said committee is to be submitted to the Delegate for consideration
85	Accessory Dwelling Unit Program (under CIP)	Applications, agreements and any act of administration with respect to the Accessory Dwelling Unit Program	Department Head (planning services)	Total funding for program does not exceed approved budget established by Council Compliance with all restrictions, criterias and conditions of funding and approval as established by Council

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
86	Tax increment programs (under CIP)	Applications, agreements and any act of administration with respect to the Tax Increment Finance Program and the Brownfield Tax Increment Finance Program	CAO and City Treasurer and Department Head (planning services)	Total funding for each program does not exceed approved budget established by Council Compliance with all restrictions, criterias and conditions of funding and approval as established by Council

REAL PROPERTY MATTERS

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
87	Real property conveyances	Agreement for purchase, sale, conveyance, or exchange of an interest in land including, without limitation, easements, rights of first refusal, option agreements and repurchase agreements but excluding leases	City Treasurer where the total consideration does not exceed \$100,000 (per annum or one-time) Manager responsible for realty services where the total consideration does not exceed \$50,000 (per annum or one-time)	Form of document(s) approved by City Lawyer Total consideration is exclusive of legal and administrative fees For agreements of purchase and sale to convey an interest in land (excluding leases), the transaction must be recommended by the Manager responsible for realty services, the City Solicitor and the Manager of Geomatics to be in the public interest
88	Leases & licences	Agreements to lease or license lands, roadways or facilities owned by or under the jurisdiction of the Corporation to others Agreements to lease or licence lands or premises for the Corporation's use	City Treasurer where the total consideration does not exceed \$100,000 (per annum or one-time) Manager responsible for realty services where the total consideration does not exceed \$50,000 (per annum or one-time)	Form of document(s) approved by City Lawyer Total consideration is exclusive of legal and administrative fees For rental agreements for polling locations to be entered with a governmental authority, the financial limit for approval does not apply and approval by the City Treasurer must be obtained

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
89	Acceptance of conveyances to the Corporation	Acceptance of conveyance of an interest in land to the Corporation for nominal consideration or in relation to development approval for a municipal purpose including, without limitation, road widenings, environmental protection area lands, easements for municipal services, access, and park land dedication Cause by-law be passed by Council to establish, declare and/or assume lands as part of a highway for public use	Department Head (municipal works) or Department Head (planning and building services) or Department Head (engineering, facilities and environmental services) or Manager responsible for realty services or City Solicitor	
90	Real estate transaction (related matters)	Undertakings, certificates, declarations and other documents required for the completion of authorized transaction involving the purchase, sale, lease, licence or exchange of any interest in or use of land involving the Corporation	City Solicitor or Assistant City Solicitor	
91	Real estate transaction (related matters)	Extend, terminate, requisition, reply, tender, demand, notify and any other act considered to be necessary or desirable in relation to an authorized transaction to convey an interest in land	City Solicitor or Assistant City Solicitor or Manager responsible for realty services	
92	Permission to enter	Agreements permitting persons to enter upon lands of the Corporation, or under its jurisdiction Agreements permitting entry by the Corporation or its contractors or agents onto lands of others	City Treasurer <i>where the total consideration does not exceed \$100,000 (per annum or one-time)</i> Manager responsible for realty services <i>where the total consideration does not exceed \$50,000 (per annum or one-time)</i>	Form of document(s) approved by City Lawyer

	<u>Subject Matter</u>	<u>Delegated Authority</u>	<u>Delegate</u>	<u>Conditions and Other Requirements</u>
93	Notice under lease & licence	Acknowledgment, notice or any other document under any lease or licence involving the Corporation	City Treasurer or Manager responsible for realty services	
94	Application for first registration or absolute title	Make applications for first registration or absolute title under the <i>Land Titles Act</i> in relation to any land owned by or vested in the Corporation	City Solicitor or any Assistant City Solicitor	City Solicitor or Assistant City Solicitor may commence application where, in that solicitor's opinion, a parcel of Corporation-owned lands be brought into the Land Titles system, or qualifications to title be removed
95	Consents & Waivers under Land Titles Act	Consents and Waivers of Notice relating to a title application under the Land Titles Act	City Solicitor or any Assistant City Solicitor	City Lawyer may consent to applications for first registration or absolute title made by others and served on the Corporation where the solicitor is satisfied that the rights of the Corporation will not be prejudiced by the application
96	Release interest in land	Prepare and cause registration of releases, quit claims or transfers of any interest in land, including easements, where the Corporation appears to have to no supportable title or interest or where there is no continuing need	City Solicitor or any Assistant City Solicitor	



Corporate Report City Council

Report from: Office of the Chief Administrative Officer

Report Date: November 12, 2020 **Meeting Date:** November 16, 2020

Report Number: CAO-171-2020 **File:** 10.4.19

Subject: COVID-19 Update – November 16, 2020

Strategic Pillar:



Recommendation

That report CAO-171-2020, regarding COVID-19 Update – November 16, 2020, be received for information purposes. FORTHWITH

Summary

The purpose of this report is 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.

For the latest information on the City's recovery, visit <http://www.EngageSTC.ca> and the City's social media platforms.

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 prioritized their objectives to heavily focus on recovery efforts of COVID-19 to mitigate the impact on the community 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 and the provision of essential services.

This is the thirteenth update from the MEGC regarding COVID-19. Details regarding preparedness, response, recovery and future planning.

Report

The COVID-19 pandemic continues to pose a serious threat to the community as well as the City's ability to provide all levels of service in the same manner as they were previously delivered.

The MECG continues to respond to the pandemic proactively and has been diligently planning for potential future developments. The MECG 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 recovery and resurgence.

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

1. To focus on recovery while continuing to provide essential services;
2. To ensure the health, safety and security of the public and staff during the pandemic and through the recovery process;
3. To continue to be able to support Niagara Health, Public Health, Niagara Region and our other partners; and
4. To ensure the organization remains in a financially stable condition during this pandemic.

Provincial Response

On November 3, 2020 the Province announced its updated COVID-19 Response Framework. In this framework, Ontario has set priorities to:

- Limit the transmission of COVID-19
- Avoid closures
- Keep schools and childcare open
- Maintain capacity in our health systems
- Protect our vulnerable populations
- Provide additional supports where possible

The new colour-coded framework is intended to give the premier and his cabinet a more flexible set of options to respond to outbreaks around the province — and to allow for a faster response when the facts on the ground start changing.

Ontario has set five new levels of Public Health measures within this framework which are: Prevent, Protect, Restrict, Control, and Lockdown. Public Health Unit Regions are scaled back or moved forward progressively, level by level. The province will review the data weekly and will also continually assess the impact of public health measures for 28 days to determine what level public health units should be in. The province's goal is to have every public health unit region in the "Prevent" level. Please see the high-level breakdown of each level below:

Prevent (Green):

Education and awareness of public health and workplace safety measures are in place. Restrictions reflect broadest allowance of activities in Stage 3 absent a widely available vaccine or treatment.

Protect (Yellow):

Enhanced targeted enforcement, fines, and enhanced education to limit further transmission. Public health measures would be implemented in high risk settings.

Restrict (Orange):

Enhanced measures, restrictions, and enforcement would be issued but closures would be avoided.

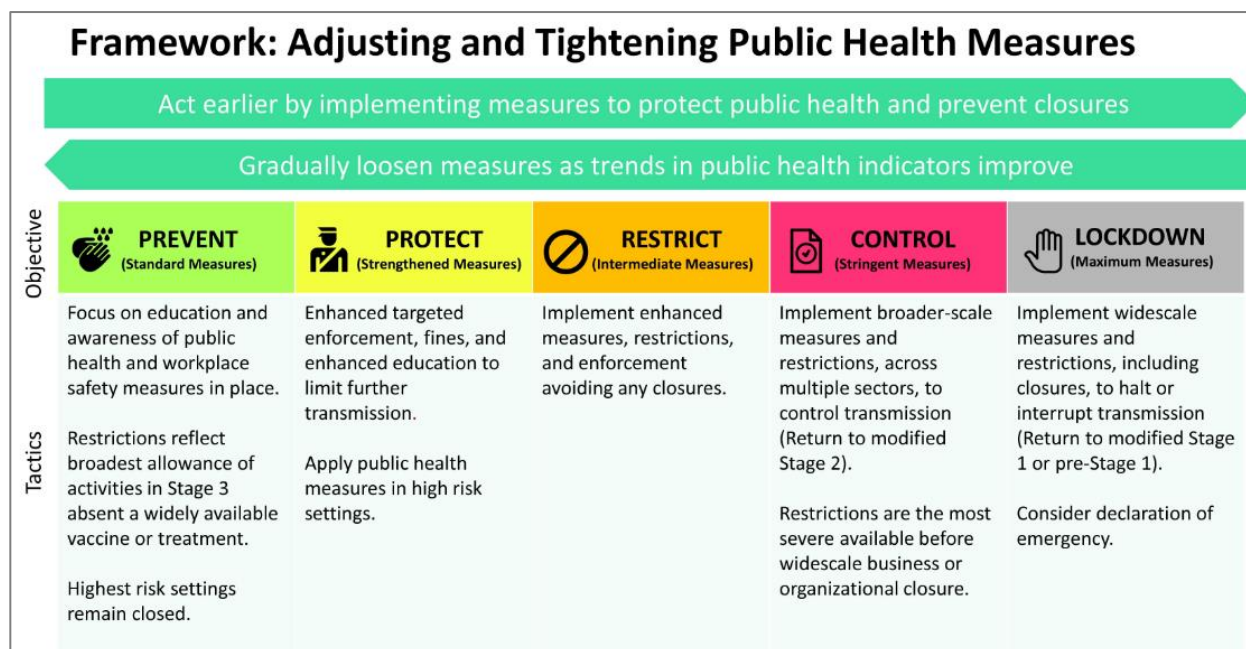
Control (Red):

The province would implement broader-scale measures and restrictions, across multiple sectors, to control transmission (Return to modified Stage 2). Restrictions are the most severe available before widescale business or organizational closure.

Lockdown:

The province would implement widescale measures and restrictions, including closures, to halt or interrupt transmission (Return to modified Stage 1 or pre-Stage 1).

The overall goal of this framework is to ensure that public health measures are targeted, incremental and responsive to help limit the spread of COVID-19, while keeping schools and businesses open, maintaining health system capacity and protecting vulnerable people, including those in long-term care. (see framework in chart below)



As of November 7, Niagara Region is in the Protect level (yellow). Staff have responded to these changes by:

- Issuing communications to our community and businesses
- Reviewing our programs and services to ensure compliance with any changes
- Creating Workplace Safety Plans to ensure the safety of our staff and patrons

Businesses will remain open in this level but will need to refer to the framework to see what / if any measures they will have to implement which may affect their operations.

Staff is closely monitoring this and preparing for a scenario where Niagara moves to one of the stricter stages of this framework.

Additional Targeted Measures from Niagara Region Public Health

HPPA Section 22 Order on Bars and Restaurants

On November 12, 2020, Niagara Region Public Health (NRPH) announced through a media release (Appendix 1) and a YouTube video titled [COVID-19 Update: Reducing Unsafe Social Interactions](#) that they will be issuing a Section 22 Order under the Health Protection and Promotion Act (HPPA).

This order will impact all owners / operators of bars, restaurants, banquet halls or other food premises within the Niagara Regional Area. The NRPH Acting Medical Officer of Health stated some of the additional targeted measures under this order.

These owners / operators of these establishments will soon have to:

- Ask if patrons have any symptoms of illness before they can dine with them;
- Ask that patrons confirm they are dining with only their household or persons essential to maintaining physical and mental health;
- Ensure hand sanitizer is widely available; and
- Ensure that physical distance is observed at all times.

Public Health has stated the order is not intended to suggest that restaurants and bars have been negligent in following COVID guidance; on the contrary, the vast majority have been excellent in their COVID precautions. Instead, the order is intended to address social behaviour that has been identified as a spreader of COVID-19.

This Order will be issued directly by the local MOH under their own authority under the statute.

Templates will be provided by Niagara Region to all businesses electronically which will assist them with the collection of information required under this order.

COVID-19 Enforcement

Residents concerned with individuals or groups violating emergency orders can report them using the following methods:

During business hours (or for complaints that are not time sensitive):

Using the City's [online form](#) for investigation, or through Citizens First via phone at 905-688-5600 or by email at CitizensFirst@stcatharines.ca

During after hours

After 4:30pm, residents are to call Niagara Region's dispatch line at 905-984-3690 or 1-877-552-5579 for further by-law response and assistance. Niagara Regional Police are available to respond to these requests.

When the Section 22 Order is issued, staff will be prepared to support Niagara Region and Niagara Region Public Health with responding to these complaints.

At no time, are residents to call 9-1-1 for enforcement of emergency orders.

Supporting Local Businesses

Throughout the pandemic, the City has supported the local business community who have been severely impacted. Staff is aware that if the Niagara Region continues to regress through the new Provincial framework stages, local businesses will once again be drastically impacted. Staff is working on various initiatives to reduce that impact.

With the approach of cold weather and the upcoming holiday season, Economic Development and Tourism (EDTS) staff continue to advance several marketing and outreach supports for local small businesses. Staff have successfully secured co-operative funding to enhance program offerings to assist our local businesses including:

- The recently relaunched Digital Main Street Squad in partnership with the Ontario Business Improvement Area Association is working with businesses in the downtown, Port Dalhousie, Queenston and Facer Street districts to provide targeted support in helping area businesses grow their digital presence online;
- Support funding received through Niagara Economic Development to hire a contracted outreach Enterprise Centre Business Information Officer to assist with COVID-19 related recovery programming serving businesses across Niagara;
- Co-operative funding from the Regional Recovery and Relief Funding program structured through the Tourism Industry Association of Ontario. This program continues to support two key areas of recovery focus in St. Catharines, hyperlocal tourism marketing and product development;
- Application to Niagara Economic Development's Local Area Municipal Fund to enhance the City's 'Support Local / Pick-Up St. Catharines Together' campaign;
- Support funding from the Ontario Together Small Business Covid-19 Recovery Network application to hire a virtual business advisor (forthcoming); and
- A joint-regional application to FedDev Ontario's - Tourism Adaptation and Recovery Fund to assist tourism/hospitality-dependent businesses with the impacts of the pandemic.

Furthermore, the City's Small Business Enterprise Centre (SBEC) continues to offer a number of webinars to virtually support the business community. Two upcoming webinars of note are: "Managing Mental Health in The Workplace; Management Training" on November 18; and another on December 1, "Managing Your Business During Covid-19." The SBEC is also working with more than 40 new Niagara-based businesses who have applied to the Starter Company Plus program. Successful applicants will be eligible for a grant as well as mentorship training in business planning, marketing and financials.

In addition to this, EDTS and CRCS staff are working with the St. Catharines Downtown Association and Innovate Niagara through Digital Main Street Future Proof Community Collaboration Projects funding to launch STC Holiday Square as an alternative to the annual Santa Claus Parade. On November 21, 22, 28 and 29, the corner of James and St. Paul streets will be animated with holiday-themed programming while respecting public health guidelines and safe distancing measures.

More details on the event will be available on the STC Holiday Square webpage at www.OurHolidaySTC.ca. EDTS staff is also continuing to work with partners to plan additional programming and marketing supports through the winter season to encourage support for local businesses.

Financial Implications

While there are no direct financial implications for receiving this report, the pressures of the COVID-19 pandemic continue to place the City in an unfavourable financial position.

Staff will continue to explore ways to effectively manage City budgets and mitigate the costs and impacts of COVID-19 moving forward. Additional updates to Council regarding the financial status of the City will be made available as required.

Staff presented a 2020 financial forecast detailing pressures from COVID-19 to Council via report [CAO-129-2020](#) on September 14, 2020, and have continued to update and refine that work as part of the submission of the City's Safe Restart Fund Phase 2 application. In addition, the City's Q3 Variance and Year End Forecast report is scheduled to be included in the November 18, 2020 General Committee agenda.

Safe Restart Fund: Phase 2

Staff submitted an application for additional funding under Phase 2 of the Safe Restart Agreement – Municipal Operating Fund on November 6, 2020.

Since submission, the Province has reached out with some initial questions on the application. Staff have provided those answers to the Province as requested by November 11, 2020

The Province has indicated they will provide responses to Phase 2 applications to those municipalities who applied by the end of 2020.

Conclusion

The COVID-19 pandemic continues to evolve and is still a threat to the community. The MCEG will continue to implement proactive responses and plan for potential developments with the safety and well-being of the community and staff at the forefront.

The MCEG will continue to focus on resurgence and recovery for the City of St. Catharines while remaining committed to the four objectives and three considerations for reopening facilities and services.

For the latest information on the City's recovery, visit <http://www.EngageSTC.ca> and the City's social media platforms.

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

1. Appendix 1 - Niagara Region Public Health Media Release: "Message to Niagara Community from Dr. Hirji"

COVID-19 - Niagara is in 'Yellow-Protect' level. Get [updates on COVID-19](#) and learn about [service disruptions](#).

Message to Niagara community from Dr. Hirji

To the Niagara Community,

Cases of COVID-19 have continued to rise in Niagara, including a daily record of 63 cases in one day earlier this week. Provincially, we are likewise seeing record numbers of daily cases. In Niagara, since the start of October, we have lost at least 13 more of our fellow residents to death from COVID-19.

In the spring, COVID-19 cases were controlled by a lockdown that forced us to stay home. By limiting our social interactions with others, we were able to reduce the spread of infections. However, that came at significant economic and social cost.

The provincial government has been attempting to take a balanced approach to reducing the spread of infections: reducing social interactions enough to slow the spread of infections, but also limiting the harm to the economy and social life. Unfortunately, given that infections continue to rise in Niagara, that balance has not yet been found.

Just as staying home limited social interactions and slowed the spread of infections in the spring, that same dynamic is needed now to slow the spread of infections. Dr. Theresa Tam, Chief Public Health Officer of Canada, recently advised all Canadians that we need to reduce our in-person social contacts in order to control COVID-19.

I am therefore urging everyone in Niagara to

- **Limit in-person social interactions to people within your household.** Minimize interactions with people who don't live in your house and one or two persons who are essential to maintaining physical and mental health (e.g. caregivers, social supports to someone who lives alone). This means you should avoid in-person social interactions with friends, with co-workers when not at work, and with extended family. When dining at restaurants, going to the movies, or partaking in other social activities, you should limit it to your household members.
- **Stay home if you have any symptoms of illness, however mild.** While it is cold season now and many of us are used to mild infections at this time of year, a mild illness could be COVID-19 and may be much more severe for someone else who might catch it from us. By staying home if sick, we protect everyone else in our community.

To help support this, our local restaurants, bars, wineries, breweries, and other food and beverage service operators will soon begin to ask for information including if you have any symptoms of illness before you can dine with them, and to ask that you confirm that you are dining only with your household or persons essential to maintaining physical and mental health.

As always, when outside of our household, we should continue to keep 2 metres distance from others, wash/sanitize our hands frequently, and wear face coverings routinely indoors and when we cannot keep 2 metres distance outdoors.

We know the past 8 months have been challenging in how we have had to adjust our personal lives, and this is another way we will need to temporarily adapt. However, our personal actions are the biggest determinant of COVID-19 spread, and our choices of how we interact socially with others will determine if we control COVID-19 and save lives, or if we will allow COVID-19 to spread further and necessitate more provincially-imposed restrictions on our social lives and economy.

I believe that if we successfully reduce our social interactions to just our households, we are well-positioned in Niagara to be able to reduce our COVID-19 case counts, keeping our community safe and healthy, and allowing some more openness for the holiday season.

Contact

Meredith Maxwell
Niagara Region Public Health
905-688-8248
meredith.maxwell@niagararegion.ca



Corporate Report City Council

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

Report Date: November 6, 2020 **Meeting Date:** November 16, 2020

Report Number: LCS-163-2020 **File:** 10.12.1

Subject: Council Correspondence

Strategic Pillar:

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 November 16, 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 October 23, 2020 to November 5, 2020.

Resolutions

1. Norfolk County – re. Illicit Cannabis Operations

Correspondence

2. Correspondence from Township of Armour – Support for City Council Motion re. Development Approval Requirements for Landfills - (Bill 197)
3. Correspondence from Township of Alberton – Support for City Council Motion re. Development Approval Requirements for Landfills - (Bill 197)
4. AMO Watchfile – November 5, 2020

Reports Requested by Council

5. Outstanding Reports List – updated November 6, 2020

Prepared by

Evan McGinty, Council and Committee Coordinator

Submitted and Approved by

Bonnie Nistico-Dunk, City Clerk



Norfolk County Office of the Mayor

October 26, 2020

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Health Canada
Address Locator 0900C2
Ottawa, Ontario
K1A 0K9

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Toronto ON M7A 1A1

Ontario Provincial Police
General Headquarters
Lincoln M. Alexander Queen's Park Building
777 Memorial Avenue
Orillia, ON
L3V 7V3

Dear Right Honourable Prime Minister Trudeau and Premier Ford,

Re: Illicit Cannabis Operations

At their meeting of October 20, 2020 Norfolk County Council approved Resolution No. 6 of the Council-In-Committee meeting of October 13, 2020 which reads as follows:

Res. 6

WHEREAS illicit cannabis grow operations are a significant issue in many municipalities in Ontario;

AND WHEREAS there are often significant negative impacts from illicit cannabis operations upon surrounding communities and residents;

AND WHEREAS the intent of legalizing cannabis was to eliminate the 'black market' not allow it to expand with relative impunity;

AND WHEREAS Norfolk County estimates that there are approximately 70 cannabis operations in our municipality;

THEREFORE BE IT RESOLVED,

THAT the Mayor issue a letter to the Prime Minister of Canada, Premier of Ontario, Health Canada and the Ontario Provincial Police;

AND THAT Norfolk County Council request that solutions to the current crisis which may include but are not limited to; better regulation and tracking of the prescription of cannabis in Canada by doctors, increased regulatory and enforcement presence by Health Canada, increased OPP resources, increased funding to municipalities to deal with complaints and By-Law issues generated by illicit cannabis grow operations;

AND FURTHER THAT a copy of the submission by Debbie France be attached to the Mayor's letter.

Your attention to this important issue is appreciated.

Yours Truly,



Mayor Kristal Chopp
Norfolk County

cc. Toby Barrett- MPP Haldimand-Norfolk
Diane Finley – MP Haldimand-Norfolk
All Ontario Municipalities

Cannabis Reference Material

Table of contents

- 1) General knowledge
- 2) Cannabis land use reports
- 3) Municipalities not permitting Cannabis grow ops on Agricultural lands
- 4) Municipal Panel & Roundtable Discussion with Local & Provincial Law Enforcement
- 5) Police Intervention - Massive illegal cannabis operation shut down
- 6) Police Intervention - Cannabis production allegedly fueling synthetic drug production labs
- 7) Police Intervention – raids involving production exceeding limits
- 8) Police Intervention - raids at the US/Canada border
- 9) Federal MP's who are actively requesting Health Canada to solve Cannabis issue
- 10) Municipal guide to Cannabis legislation (by FCM)
- 11) The final report of the task force on Cannabis legalization and regulation
- 12) Municipalities who have refused requests for exceptions to bylaws
- 13) Court cases - Bylaw violation
- 14) Nuisance bylaw amendment - Cannabis Odour
- 15) Municipalities that have requested assistance from Province

Note: The list of links in this document is a small representation of information mostly connected to news articles that show there are significant issues connected to Marijuana Cultivation in Agricultural areas throughout the Province of Ontario. We encourage anyone viewing this document to search and reach out in their municipality to discover how the issues are unfolding in the Municipality they call home. Further investigation is likely to uncover similar issues in areas throughout the Province of Ontario and across the Country. We expect that further investigation is likely to uncover other elected officials who have been actively trying to find solutions for the constituents they were elected to serve. We encourage anyone viewing this information to connect with the author of the letter that accompanies this list or they can email their contact information and concerns to debbiefrence@live.ca and a representative of this group will reply to help address their concerns.

Cannabis Articles

1) *General knowledge*

Article: Gaping hole in pot legislation is hitting Norfolk hard (Ontario Farmer Jan 24, 2020)
(Perhaps best article to understand entire issue)

<https://www.ontariofarmer.com/features/gaping-hole-in-pot-legislation-is-hitting-norfolk-hard/>

Article: Change is in the wind (Ontario Planners June 1, 2018)
(Outlines challenges for Municipalities from a planning perspective)

<https://ontarioplanners.ca/blog/planning-exchange/june-2018/change-is-in-the-wind>

Cannabis Reference Material

Article: Stench among concerns as Bradford council hears about cannabis cultivation in Holland Marsh (Barrie Today Jun 14, 2020)

(Outlines common complaints amongst those living nearby grow ops)

<https://www.barrietoday.com/local-news/bradford-council-hears-from-public-about-cannabis-cultivation-in-holland-marsh-2433271>

Article: County council concerned by marijuana licences (Belleville Intelligencer June 25, 2020)

<https://www.intelligencer.ca/news/local-news/county-council-concerned-by-marijuana-licences>

2) Cannabis land use reports

Article: Final Land Use Study on Cannabis Production in The Town of Pelham

(Explains potential issues between Municipal By-laws & Farm & Food Protection Act relating to Cannabis) Review sections... 3.1, 3.2, 3.3, 3.5, 3.7 to understand potential issues

<https://pelham-pub.escribemeetings.com/filestream.ashx?DocumentId=21743>

3) Municipalities not permitting Cannabis grow ops on agricultural lands

Article: Brighton sets limits on where cannabis production facilities can locate (Northumberland news Apr 9, 2019)

<https://www.northumberlandnews.com/news-story/9274359-brighton-sets-limits-on-where-cannabis-production-facilities-can-locate/>

Article: Prime agricultural land no place for cannabis, Oro-Medonte coalition says (Simcoe May 31, 2020)

<https://www.simcoe.com/news-story/10001301-prime-agricultural-land-no-place-for-cannabis-oro-medonte-coalition-says/>

4) Municipal Panel & Roundtable Discussion with Local & Provincial Law Enforcement

Article: East Gwillimbury Cannabis Production Facilities Panel Discussion OPP & YRP discuss organized crime's active involvement in Cannabis production and the risks that it poses to residents (YouTube video)

<https://youtu.be/Oisv7MEIV14>

Article: Hastings-Lennox & Addington Roundtable on Illicit Cannabis Operations – Fed MP Derek Sloan

<https://www.facebook.com/watch/?v=3216967588368948&extid=jTObBPn7swAbfxrz>

5) Police Intervention - Police shut down massive illegal cannabis operation, seize more than 100k plants (CBC News Aug 21, 2020)

Article: <https://www.cbc.ca/news/canada/hamilton/project-woolwich-cannabis-niagara-1.5695691>

Cannabis Reference Material

6) Police Intervention - Cannabis production allegedly fueling synthetic drug production labs (Project Moon)

Article: More than \$45m in drugs and cash seized as twin drug gangs dismantled in York Region
(CP24 Aug 8, 2019)

<https://www.cp24.com/news/more-than-45m-in-drugs-and-cash-seized-as-twin-drug-gangs-dismantled-in-york-region-1.4541063>

7) Police Intervention – raids involving production exceeding limits

St. Catharines

Article: Niagara police bust \$34m illegal cannabis operation (Global News July 1, 2020)

<https://globalnews.ca/news/7128873/niagara-illegal-cannabis-grow-op/>

King Township

Article: Police seize \$4.7m in illegal drugs after search of former Joe's Garden property in King
(York Region Oct 7, 2019)

<https://www.yorkregion.com/news-story/9633352-police-seize-4-7m-in-illegal-drugs-after-search-of-former-joe-s-garden-property-in-king/>

Article: 8 charged after \$400k worth of 'excess cannabis' found on King Township grow-op
(CBC News Oct 2, 2018)

<https://www.cbc.ca/news/canada/toronto/eight-charged-marijuana-trafficking-cannabis-farms-york-region-1.4847114>

Article: Police bust marijuana grow op in King Township worth \$6.5m, seize 4,000 plants
(CTV News Aug 3, 2018)

<https://toronto.ctvnews.ca/police-bust-marijuana-grow-op-in-king-township-worth-6-5m-seize-4-000-plants-1.4039863>

Stouffville

Article: Police bust cannabis grow op in excess of licence limits near Aurora
(YorkRegion Jan 29, 2019)

<https://www.yorkregion.com/news-story/9148816-police-bust-cannabis-grow-op-in-excess-of-licence-limits-near-aurora/>

8) Police Intervention - Cannabis busts at US/Canada border

Article: Canadian resident arrested in relation to massive cannabis bust at U.S. border
(Global News June 16, 2020)

<https://globalnews.ca/news/7070697/canadian-involved-significant-drug-seizure-u-s-border/>

Cannabis Reference Material**9) Federal MP's mentioned in articles who are actively requesting Health Canada to solve Cannabis issue**

Article: MP Finley brings the issue of unlicensed large-scale marijuana producers to Parliament (Norfolk Today July 27, 2020) - **Fed MP Diane Finley**
<https://www.norfolktoday.ca/2020/07/27/96986/>

Article: Stomp out cannabis criminality: Sloan (Quinte News July 2, 2020) - **Fed MP Derek Sloan**
<https://www.quintenews.com/2020/07/02/stomp-out-cannabis-criminality-sloan/>

Article: 'Stinks like 10000 skunks': Tottenham residents want more potent restrictions for medical-marijuana growers (Simcoe Feb 11, 2020) - **Fed MP Terry Dowdall**
<https://www.simcoe.com/news-story/9844540--stinks-like-10-000-skunks-tottenham-residents-want-more-potent-restrictions-for-medical-marijuana-growers/>

10) Municipal guide to Cannabis legislation (by FCM)

<https://fcm.ca/en/resources/municipal-guide-cannabis-legalization>

11) The final report of the task force on Cannabis legalization and regulation

<https://hoban.law/2017/01/the-final-report-of-the-task-force-on-cannabis-legalization-and-regulation/>

12) Municipalities who have refused requests for exceptions to bylaws

Article: Marijuana setback relief denied (Simcoe Reformer May 29, 2019)
<https://www.simcoereformer.ca/news/local-news/marijuana-setback-relief-denied>

Article: Council officially denies the marijuana micro-cultivation facility (NewTecTimes March 6, 2020)
<http://newtectimes.com/?p=24388>

13) Court cases - Bylaw/Zoning violations

Article: Cannabis producer pleads guilty to violating bylaw (Simcoe Reformer Feb 20, 2020)
<https://www.simcoereformer.ca/news/local-news/cannabis-producer-enters-guilty-plea>

Article: East Gwillimbury takes medical marijuana facility to court (York Region Aug 12, 2020)
<https://www.yorkregion.com/news-story/10134439-east-gwillimbury-takes-medical-marijuana-facility-to-court/>

Cannabis Reference Material

14) Nuisance bylaw amendment - Cannabis odour

Article: Council enacts nuisance by-law addressing cannabis odour concerns

(Bradford Today Jun 19, 2020)

<https://www.bradfordtoday.ca/local-news/council-enacts-nuisance-by-law-addressing-cannabis-odour-concerns-2441245>

Article: Hamilton targets large-scale personal grow operations with nuisance bylaw amendment

(Global News Apr 23, 2020)

<https://globalnews.ca/news/6857506/city-of-hamilton-nuisance-bylaw-amendments-personal-grow-operations-cannabis/>

Article: Nuisance bylaw to deal with cannabis odour coming soon to Lincoln

(Niagara This Week Aug 3, 2020)

<https://www.niagarathisweek.com/news-story/10128119-nuisance-bylaw-to-deal-with-cannabis-odour-coming-soon-to-lincoln/>

Article: Pelham gives stamp of approval on odour bylaw to deal with cannabis operations

(Niagara This Week Mar 27, 2020)

<https://www.niagarathisweek.com/news-story/9918340-pelham-gives-stamp-of-approval-on-odour-bylaw-to-deal-with-cannabis-operations/>

Article: Niagara area town buys \$5,000 device to measure weed smell after repeated complaints from residents (Timmins Today Jul 7, 2020)

<https://www.timminstoday.com/around-ontario/ontario-niagara-area-town-buys-5000-device-to-measure-weed-smell-after-repeated-complaints-from-residents-2545977>

15) Municipalities that have requested assistance from Province

Article: Council supports request for more control over cannabis production in municipalities

(Bradford Today May 22, 2020)

<https://www.bradfordtoday.ca/local-news/council-supports-request-for-more-control-over-cannabis-production-in-municipalities-2366228>



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: info@armourtownship.ca

Website: www.armourtownship.ca

RECEIVED
MAYOR'S OFFICE

October 14, 2020

OCT 20 2020

Council

City of St. Catharines
PO Box 3012
50 Church Street
St. Catharines, ON
L2R 7C2

Re: Support Resolution

At its meeting held on October 13, 2020, the Township of Armour passed Resolution #16 approving the support in calling upon the Government of Ontario (Ministry of the Environment, Conservation and Parks) to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval required provisions from the adjacent municipalities and that the "host" municipality be empowered to render final approval for landfills within their jurisdiction.

A copy of Council's Resolution #16 dated October 13, 2020 is attached for your consideration.

Sincerely,

Danika Hammond
Administrative Assistant



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: October 13, 2020

Motion # 16.

That the Council of the Township of Armour supports the City of St. Catharines in calling upon the Government of Ontario (Ministry of the Environment, Conservation and Parks) to amend Bill 197, *COVID-19 Economic Recovery Act, 2020*, to eliminate the development approval requirement provisions from the adjacent municipalities and that the "host" municipality be empowered to render final approval for landfills within their jurisdiction.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input checked="" type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod
Brandt, Jerry
MacPhail, Bob
Ward, Rod
Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



THE CORPORATION OF THE TOWNSHIP OF ALBERTON

Session Date: October 14, 2020Resolution No.: 2020-231Moved By: J. HartySeconded By: [Signature]

BE IT RESOLVED THAT:

Council for the Township of Albion hereby supports the resolution passed by Council for the City of St. Catharines on October 5, 2020, a copy of which is attached, which seeks amendment of Bill 197 - COVID19 Economic Recovery Act, 2020 to eliminate the requirement for development approval of adjacent municipalities with regard to landfills, and empower municipalities with landfills in their respective jurisdictions to render final approval decisions without approval of adjacent municipalities.

Pecuniary Interest	Recorded Vote	Council Member	Nay	Yea
		FORD, Mike		
		GLOWASKY, Diane		
		JOHNSON, Jennifer		
		SPENCE, Shawn		
		SPUZAK, Peter		

[Signature]
REEVE
CARRIED: ☒DEFEATED: ☐

10.2.2



fax: 905-682-3631

October 7, 2020

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr,
777 Bay St, Toronto, ON M7A 2J3

Sent via email: minister.mecp@ontario.ca

**Re: Development Approval Requirements for Landfills - (Bill 197)
Our File 35.2.2**

Honourable and Dear Sir,

At its meeting held on October 5, 2020, St. Catharines City Council approved the following motion:

WHEREAS Schedule 6 of Bill 197, COVID-19 Economic Recovery Act, 2020 considers amendments to the Environmental Assessment Act relating to municipal autonomy and the principle that municipalities can veto a development outside their municipal boundary in an adjacent municipality; and

WHEREAS Bill 197 empowers multiple municipalities to 'veto' development of a landfilling site within a 3.5 km zone inside the boundary of an adjacent municipality; and

WHEREAS Bill 197 establishes a dangerous precedent that could be expanded to other types of development; and

WHEREAS Bill 197 compromises municipal autonomy and the authority of municipal councils to make informed decisions in the best interest of their communities and municipal taxpayers; and

WHEREAS amendments in Schedule 6 could cause conflict in the effective management of landfill sites, put significant pressure on existing landfill capacity, and threaten the economic activity associated with these sites;

THEREFORE BE IT RESOLVED That the City of St. Catharines calls upon the Government of Ontario (Ministry of the Environment, Conservation and Parks (MOECP) to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval requirement provisions from adjacent municipalities and that the 'host' municipality be empowered to render final approval for landfills within their jurisdiction; and

PO Box 3012, 50 Church St., St. Catharines, ON L2R 7C2

Tel: 905.688.5600 | TTY: 905.688.4889 | www.stcatharines.ca



BE IT FURTHER RESOLVED that a copy of this motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, local MPP's., the Association of Ontario Municipalities (AMO) and Ontario's Big City Mayors (formerly Large Urban Mayors Caucus of Ontario-LUMCO)

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Ontario municipalities with a request for supporting motions to be passed by respective Councils and copies of the supporting motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, the local MPP's, the Association of Ontario Municipalities (AMO).

If you have any questions, please contact the Office of the City Clerk at extension 1506.

Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

Cc. Hon. Premier Doug Ford premier@ontario.ca
Hon. Steve Clark, Minister of Municipal Affairs, Housing minister.mah@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Association of Municipalities of Ontario amo@amo.on.ca
Chair of Ontario's Big City Mayors, Cam Guthrie mayor@guelph.ca
All Ontario Municipalities (via email)



November 5, 2020

In This Issue

- Accessible municipal websites.
- eSCRIBE's Ontario Made certification.
- Federal Rapid Housing Initiative - Applications open.
- ROMA 2021: Request for delegation meetings is open!
- ROMA 2021: Exhibitor information now available.
- City of Brampton Economic Empowerment and Anti-Black Racism Conference.
- The "Echo" Pandemic: Supporting employee mental health in wake of COVID-19.
- AMO partner webinar: Digital Contract Tracing Solutions.
- LAS Blog: LAS Natural Gas Program price change notice.
- Upcoming Municipal Group Buying Program webinars.
- Investments 101 - Online training.
- Careers.

AMO Matters

Need an AODA compliant municipal website in time for January 1, 2021? AMO's partner [eSolutionsGroup](#) has you covered. eSolutionsGroup is offering members engaging and accessible municipal websites on a budget. Contact [Karen Mayfield](#), eSolutionsGroup President, for more information.

AMO's [digital meeting management and livestreaming partner](#), eSCRIBE, has recently been accepted as part of the Ontario Made Program by the Canadian Manufacturers & Exporters. [Read the message](#) from eSCRIBE's CEO, Rob Treumann.

Federal Matters

The federal government has released details to create new affordable housing for people and populations who are vulnerable and opened up the [application process for the new Rapid Housing Initiative](#). Municipal governments and housing providers are eligible to apply. The deadline is December 31, 2020.

Eye on Events

Delegates attending the [2021 ROMA Conference](#) can now [request their virtual delegation meetings](#) with minister's or parliamentary assistants at the ROMA

conference. You must be a registered delegate to participate in these meetings.

Put your products and services front and centre at the 2021 ROMA Conference for rural municipal decision makers. Exhibitor information is [now available](#) - register today!

On November 10 join the City of Brampton, AMO and more than 20 municipalities for the first ever [virtual municipal conference](#) on breaking down economic barriers and addressing anti-black racism. [Register now](#) for an opportunity to join in this important discussion.

The mental health of your employees is at risk from impacts of the COVID-19 pandemic. Join [AMO's partner BEACON](#) for a [complimentary webinar](#) on November 12 at noon (ET), which will describe the critical principles municipalities should embrace to help employees protect, nurture, and improve their mental health in the post-COVID reality.

To help your municipality with contact tracing during the pandemic, AMO's partner [eSolutionsGroup](#) is hosting a complimentary webinar on digital solutions to help you screen, track and detect COVID-19. [Join us on November 26](#) at noon for more information.

LAS

The [LAS Natural Gas Program](#) has issued a pricing update for the November 2020 - October 2021 period. [Check out the LAS Blog](#) to learn more.

Join our webinars to learn how the [Municipal Group Buying Program](#) helps our municipalities save time and money. [Register here](#) to learn about technology solutions from CDW on November 18 and [register here](#) to learn about fire equipment (PPE, etc.) on December 2.

ONE Investment

Learn at your pace from your place in 2020 [by registering online](#) for the Investments 101 course. The course is developed to educate municipal staff on the fundamentals of investing and discusses options available to municipalities under the [Legal List](#) and [Prudent Investor Standard](#).

Careers

[Chief Administrative Officer - County of Essex](#). For more information on this position, please visit [CAO Recruitment](#). To apply for this leadership opportunity please submit a resume and cover letter to CAORecruitment@countyofessex.ca no later than 4:00 p.m., November 16, 2020.

[Senior Policy & Business Analyst - Ministry of the Attorney General](#). Division: Court Services. Job Term: 1 Temporary up to 12 months (with possible extension).

Location: Toronto. Job ID 155034. Apply by: 11:59 p.m., Wednesday, November 18, 2020. To view the job description and to apply online, please see [Ontario Public Service Careers](#).

Deputy Clerk - Town of Lincoln. Reports to: Director of Legislative Services/Town Clerk. Qualified candidates can forward their resume by Monday, November 23, 2020 to resume@lincoln.ca noting the position in the subject line, or apply online by using the [Career Application Form](#).

Director, Planning & Development - County of Bruce. Reports to the Chief Administrative Officer. Location: Walkerton. Interested applicants should review the entire job posting, and then apply online at [Bruce County](#), following the outlined process. Deadline for applications is 12:00 midnight on Sunday, November 29, 2020.

Chief Administrative Officer - Township of Tiny. Join our community and lead a dedicated team which strives to make Tiny the best place to live, work and play. Visit [Township of Tiny](#) for a detailed job description. To explore this opportunity, please apply by 12 noon on November 30, 2020 to: Township of Tiny, 130 Balm Beach Road West, Tiny, ON L0L 2J0, Attention: Human Resources Department. Email: humanresources@tiny.ca.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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City Council Outstanding Reports List

Sub-Item 5

Reports by Strategic Pillar

Cultural	2	Economic	5
Environmental	2	Social	14

Reports Related to Strategic Plan 23

Reports Unrelated to Strategic Plan 1

Updated: November 6, 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	Q4 2020	From BSC minutes of October 28, 2019
Economic	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	February-2021	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
Economic	2020-11	10-Aug-20	Porter	Support programs for musicians and live music venues, including but not limited to property tax relief or rebate programs for live performance venues	CRCS / FMS	Q4 2020	Will go to General Committee (Operating and Capital Budget) before going to Council
Economic	2020-12	14-Sep-20	Siscoe	Lessons learned from this year's food and hospitality industry support programs. Include consultation with residents and businesses and recommendations for modifications to this programs for 2021	EDTS	Q1 2021	Requested return date of January 2021
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	Q4 2020	Should be considered with 2021 Budget
Social	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	
Social	2020-05	24-Feb-20	Littleton	Family Care and Accommodation Policy	LCS	Q4 2020	Develop 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 going to November 9 General Committee Meeting
Social	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 2021	
Social	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
Social	2020-10	27-Jul-20	Porter	Strategy and options for the relocation of the Private Watson statue	CRCS	Q2 2021	See Council Minutes from July 27, 2020 for list of groups to be consulted for the report
Social	2020-13	19-Oct-20	Williamson	Actions being taken by other municipalities to mitigate noise pollution	LCS	Q2 2021	
Social	2020-14	19-Oct-20	Kushner	The approval of a Cannabis grow-op at the corner of St. Paul Street West and Vansickle Road			Include information on roll of Canada Health, zoning and notification of ward councillors
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		

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
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Follow Up Reports

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
Economic	2020-03	15-Jul-19	Porter	Living Wage Employer Implementation Plan, including financial impacts to the City.	CSS	Q4 2020	Follow up report. Initial report (CAO-144-2019) approved July 15, 2019. Report going to November 9 General Committee Meeting
Environmental	2020-08	03-Jun-20	Porter	That staff prepare a report and budget in advance of the 2021 budget deliberations regarding a cul-de-sac program	MW	Q1 2021	Follow up report. Initial report (FMS-085-2020, Sub-Item 10.2) approved June 3, 2020. See minutes of June 3, 2020 General Committee Meeting for additional information requested for inclusion in the report.
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
Social	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.	PBS	Q4 2020	Follow up report. Initial report (PBS-010-2020) approved February 10, 2020
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	November-2020	Update report going to Council in November 2020
Cultural	2020-15	19-Oct-20	Littleton / Siscoe / Harris	Report back on excluding 101 Oakdale Avenue, 25 Duke Street and 160, 168, 174, 176 St. Paul Street from the register of non-designated cultural heritage properties.	PBS		Report to include update on the request for the property owners of 101 Oakdale Avenue and 25 Duke Street to attend a Heritage Committee meeting about their request to be excluded. Report to include update on correspondence from 160, 168, 174, 176 St. Paul Street requesting exclusion from the register.

Reports Affected by COVID-19

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
Economic	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	2021	Due to COVID-19, Council approved deferring the proposed budget engagement plan until the 2022 budget cycle and that the Telephone Town Hall continue for the 2021 budget process.
Social	2019-12	15-Apr-19	Porter	Review of Citizen Appointments to Boards and Committees Policy	LCS	2021	Report was postponed due to COVID-19. Motion passed by Council requested draft policy for review by Council by Q1 2021.
Social	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	TBD	Staff report will come forward following the neighbourhood association forum. Forum was scheduled for March 28 but was postponed to a later date due to COVID-19
Social	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 2021	Given the financial implications of COVID-19, this report will be deferred to Q3 2021 for the 2022 budget deliberations.