



**The Corporation of the City of St. Catharines  
CITY COUNCIL AGENDA  
Fourteenth Meeting, Regular, Monday, June 10, 2013  
Council Chambers, City Hall, 6:30 p.m.**

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

- 1. Invocation**
- 2. Opening Remarks, Mayor McMullan**
- 3. Presentations**
  - a) Award of Achievement to Varsha Jayasankar, Winner of National Gold Medal at 2013 Canada Wide Science Fair held in Lethbridge, Alberta on May 16, 2013
- 4. Adoption of the Agendas**
- 5. Declarations of Interest**
- 6. Public Meetings Pursuant to the Planning Act (Commencing at 7:30 p.m.)**
  - a) Application for Zoning By-law Amendment to Permit Townhouses (including Second-storey Addition to Existing Buildings) - 109 Glendale Avenue (298 Glenridge Avenue); Applicant: Quartek Group Inc. (Barbara Wiens); File: 60.35.994
- 7. Adoption of the Minutes (Council and General Committee)**
  - a) [Thirteenth Meeting of City Council, May 27, 2013](#)
  - b) [Thirteenth Meeting of General Committee, May 27, 2013](#)
- 8. Delegations**
  - a) Michael Nyland; Re: Sidewalks on Vansickle Road from Nicholas Drive to Pelham Road (PENDING)
- 9. Call for Notices of Motion**

## **10. Motions**

- a) **Declaration of Event of Municipal Significance; Re: Niagara Wine Festival**  
That the Council of the City of St. Catharines declare the Niagara Wine Festival, September 14 to 29, 2013, to be an event of municipal significance for the purpose of obtaining liquor permits; and

That the Office of the City Clerk be directed to make the necessary notifications.

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

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

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

## **14. By-laws**

- a) Reading of By-laws

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

- a) Committee Minutes to Receive: Graffiti Committee (notes), St. Catharines Museum Advisory Committee, and St. Catharines Public Library

## **16. Adjournment**

## Corporate Report

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**Report from** Planning and Development Services, Planning Services

**Date of Report:** May 8, 2013

**Date of Meeting:** May 27, 2013

**Report Number:** PDS-141-2013

**File:** 60.35.994

**Subject:** Application for Zoning By-law Amendment to Permit Townhouses (including a Second-storey Addition to Existing Buildings); 109 Glendale Avenue (298 Glenridge Avenue); Applicant: Quartek Group Inc. (Barbara Wiens)

### Recommendation

That Council refer the report from Planning and Development Services, dated May 8, 2013, regarding the application for amendment to the Zoning By-law for lands known as 109 Glendale Avenue and 298 Glenridge Avenue, to City Council for consideration after the public meeting scheduled for June 10, 2013. FORTHWITH.

### Staff Recommendation

That zoning By-law No. 6609, as amended, be further amended by adding multiple attached townhouse dwellings as an additional permitted use for those lands identified on Appendix 1, subject to the following provisions;

- a) Multiple attached townhouse dwellings shall be defined as a building divided vertically into three or more dwelling units, up to a maximum of eight dwelling units each having an independent entrance.
- b) Minimum landscaped open space 40%
- c) Minimum parking requirement 1.5 space per dwelling unit
- d) Minimum landscape strip along the interior side lot line 0.5m
- e) Maximum height 11.0m
- f) Minimum front yard setback 4.5m
- g) Minimum flanking yard setback 7.5m
- h) Minimum rear yard setback 3.5m
- i) Minimum interior side yard setback 6.0m
- j) Parking areas shall not be permitted between the building and Glenridge Avenue or Glendale Avenue; and

That the Notice of Decision required by the Planning Act, R.S.O. 1990, c.P 13, as amended, be processed by the City Clerk; and

That upon expiration of the appeal period, staff be directed to forward any appeals to the Ontario Municipal Board for consideration and final decision; and further

That the Clerk be directed to make necessary notifications.

## **Summary**

The property is zoned Residential Multiple (RM), permitting a range of dwelling types including single detached dwellings, semi-detached dwellings, duplex dwellings, and triplex dwellings. The site is comprised of 6 townhouse units with 6 - 7 bedrooms per unit, within two separate buildings.

The applicant has requested permission to permit the existing townhouses as an additional permitted use in the existing Residential Multiple (RM) zone, with site specific zone provisions.

The amendments are requested to permit the addition of a second storey on each of the existing buildings, resulting in a total of twelve 5-bedroom units. No change to the existing building footprint is proposed. Staff are supportive of the application.

## **Background**

The subject property is comprised of 109 Glendale Avenue and 298 Glenridge Avenue. At present, there are 6 townhouse units, 2 units in the building face onto Glendale Avenue, and 4 units in the building face onto Glenridge Avenue. There is no Site Plan Agreement for this property.

The present use does not conform to the Zoning By-law. The buildings have existed for decades (early 1960's) and predate the original Zoning By-law for this area. The buildings have been renovated over the years and do not maintain the dwelling unit count that existed at the time the original Zoning By-law was approved. Prior to the passing of the current Zoning By-law, the buildings were renovated into 12 townhouse units which were constructed without permits: 4 fronting onto Glendale Avenue, and 8 fronting onto Glenridge Avenue. In 2005 an application was made to the Committee of Adjustment for permission to extend a non-conforming use to permit a second storey addition over the 12 townhouse units to enlarge each of the units. Staff were supportive of this application, subject to a site plan agreement. The Committee of Adjustment denied the application. The Applicant appealed the decision to the Ontario Municipal Board. While the Board was satisfied that the actual townhouse use predated the zoning by-law, the Board was not satisfied that the proposal was minor in nature or met the intent and purpose of the Official Plan at that time. The Appeal was dismissed.

In 2009, additional interior renovations joined the interior of every second unit, converting the 12 townhouse units back to 6 townhouse units. No building permits were obtained for this work. Orders were placed on the property in 2009 and remain outstanding. The site currently operates as 6 townhouse units.

## **Report**

a) Location:

The site is located in the City's South Planning District on the west side of Glenridge Avenue, south of Glendale Avenue (see Appendix 1 – Location Map).

- b) Existing Land Use:
- i) Site:  
The site is irregular in shape with a lot area of approximately 0.2 hectares (0.5 acres). Approximately 30m (98') of frontage is located on Glendale Avenue (see Appendix 2 – Air Photo). Presently, the 6 townhouse units are comprised of 6 and 7 bedroom units. The units were constructed with a raised main floor and basement living space. Both buildings are a single storey.
- ii) Neighbourhood:  
North: Residential (single and multiple attached dwellings)  
South: Institutional (place of worship) and Residential (single detached dwellings)  
East: Residential (single and multiple attached dwellings)  
West: Residential (single detached dwellings)
- c) Official Plan:  
The Garden City Plan designates the subject lands as Neighborhood Residential permitting all forms of residential development. Schedule E8 (South Planning District) designates the subject property as Low Density Residential which permits a density range between 20- to 32 units per hectare (Appendix 3). This designation permits detached, semi-detached, duplex, and ground oriented multiple attached dwellings to a maximum height of 11m. Additional policies permit an increase in density where certain criteria are satisfied. The application complies with the Garden City Plan. Discussion about compliance with the Garden City Plan is found in the Planning Analysis section of this report.
- d) Zoning:  
Existing Zoning  
The property is zoned residential Multiple (RM) by By-law 2006-3 which permits single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings, and double duplex dwelling houses (Appendix 4). Townhouses are not a permitted use.
- Proposed Zoning  
The applicant has requested permission to permit townhouses as an additional permitted use in the existing Residential Multiple (RM) zone, with a parking requirement of 1.8 spaces per unit, required landscaping of a minimum of 43% of the lot area, and a minimum landscape strip of 0.5 metres (1.6') along the westerly lot line.

### **Proposed Development**

The purpose of this application is to amend the zoning for the subject property to add multiple attached townhouses as a permitted use and to permit the addition of a second storey to the existing buildings. With the second storey addition, and interior renovations, the building will accommodate a total of 12 townhouse units, each unit

having 5 bedrooms. The proposed 12 units will each have 5 bedrooms. A concept plan is attached in Appendix 5.

### **Circulation Comments**

This application for a Zoning By-law amendment was circulated to all appropriate City departments and agencies for comments and requirements. No objections were received, however, several comments were offered.

#### *Niagara Region*

The proposed amendment will permit the continued residential use and intensification of the existing townhouse dwelling within the built-up area, which makes efficient use of existing infrastructure and public services. The Niagara Region offered no concerns or objections with respect to the proposal.

#### *Recreation and Community Services (RCS)*

This proposal includes a landscape strip with angled parking which will provide sufficient space for landscaping along the west property boundary. This landscaping, coupled with the proposed wood privacy fence, will provide a separation between the subject property and the neighbouring residential uses. The detailed landscape requirements will be established through the Site Plan Agreement.

#### *Development Services*

The amount of storm water will be restricted to pre-development flows. Storm water management will be addressed through site plan approval.

The Traffic Division of Transportation and Environmental Services offered no concerns or objections.

### **Public Open House**

A public open house was hosted by Planning and Development Services on April 25, 2013. The purpose of the meeting was to present the applicant's proposal and provide an opportunity for questions to be asked and comments to be received by City Staff before formulating a recommendation. There were no members of the public in attendance. No correspondence was received from the public.

### **Planning Analysis**

#### **Provincial Policy**

The subject property is within a settlement area under the 2005 Provincial Policy Statement and designated as a built up area in the Places to Grow Plan for the Greater Golden Horseshoe. These documents contain policies that direct major growth and development to settlement areas, encourage the development of complete communities, support intensification, and require the provision of an appropriate range of housing types and densities. The proposed development provides a mix of housing types, and provides for intensification within a built up area. The proposal complies with Provincial Policy.

### **Regional Policy Plan**

The subject lands are within the City's Urban Area defined by the Regional Policy Plan and within a Built-up Area under Amendment 2-2009. A full range of residential, commercial, and industrial uses are permitted. The proposal complies with the Regional Policy Plan.

### **Garden City Plan**

The Garden City Plan designates the subject lands as Neighborhood Residential. Schedule E8 provides additional direction for the South Planning District and designates the land as Low Density Residential. The Low Density Residential designation permits ground oriented multiple attached dwellings, including townhouses, at a density of 20-32 units per hectare. Currently, the 6 townhouse units provide a density of 24 units per hectare, which falls within this range. The proposed development seeks to add a second storey to the existing single storey buildings and convert the 6 existing townhouse units to 12 townhouse units. At a proposed density of 48 units per hectare, this would be a medium density development.

Section 8.3 of the Garden City Plan permits new medium density development to be permitted in the Neighbourhood Residential land use designation by way of a rezoning, provided that the following conditions are satisfied:

- i) *a location on or near an arterial or collector road*  
The subject lands are located at the intersection of two Regional Arterial roads as outlined on Schedule C Transportation in the Garden City Plan.
- ii) *the development site is in close walkable proximity and accessibility to commercial centres, community facilities, parks, natural areas and public transit services*

This site is within close walking distance to a variety of commercial uses, namely the Pen Centre and Glenridge Plaza. There are a number of parks in the area, including Woodgate Park on Glendale Avenue and trails along Twelve Mile Creek. Public transit runs along both Glenridge Avenue and Glendale Avenue providing connections to Downtown, Brock University, and the Pen Centre.

- iii) *the development site is in close proximity to existing medium and high density development*

Glenridge Avenue provides a number of medium density developments such as condominium townhouse developments to the west and east at 58 and 139 Glendale Avenue. There are a number of ground oriented multiple attached and apartment units along this section of Glenridge Avenue, including 5 units at 272 Glenridge Avenue (a medium density development of 42 units per hectare), 3 units at 309 Glenridge Avenue (a medium density development of 50 units per hectare), 6 units at 329 Glenridge Avenue (a medium density development of 38 units per hectare). The Glenridge Avenue corridor south of the CN rail line is characterized by various multiple unit

dwelling types. Townhouses, as an additional permitted use, are in keeping with the multiple dwelling types which already exist on Glenridge Avenue.

Staff consider the subject lands to be suitable for medium density development. The site meets the criteria outlined in the Garden City Plan to justify the increase in density.

The Medium Density Residential designation permits a general density of 25-99 units per hectare. Planning and Development Services is satisfied that proposed 12 townhouse units at a density of 48 units per hectare comply with the requirements of the Garden City Plan.

Section 7 of the Garden City Plan requires that development be evaluated with respect to context sensitive design to ensure the integration of compatible form, scale and massing, and, to minimize adverse impacts on adjacent properties. The proposed development is 9.14m (30') in height, well within the 11.0m (32.8') height limitation of the Low Density Designation of the Garden City Plan. Setback, landscaping, and parking requirements established through the zoning by-law amendment and the required site plan approval, addressing, details of the site design, such as fencing, lighting, and drainage ensures compatibility with the adjacent uses.

## **Zoning By-law**

### **Site Specific Zoning Provisions**

The following site specific zoning provisions are recommended to implement the proposed development.

#### **Townhouses**

The Residential Multiple (RM) zone does not include townhouses as a permitted use. Townhouses shall be defined as multiple attached townhouse dwellings that are divided vertically into three or more dwelling units, up to a maximum of eight dwelling units each having an independent entrance. The proposal meets this definition.

#### **Height**

A maximum building height of 11.0 metres (32.8') is recommended. Height is measured to the mid-point between the eaves and peak of the roof. The height limit is consistent with the height limitations of the Garden City Plan for the Low Density Residential designation and the zoning provisions for the surrounding properties, both in the RM zone applicable to the lands fronting Glenridge Avenue and the RA zone applicable to the lands beyond Glenridge Avenue. Buildings on the surrounding properties range in height from 1 to 3 storeys.

#### **Parking**

For all permitted residential uses, the Residential Multiple (RM) zone requires that parking be provided at rate of 2.0 spaces for rental units and 1.75 spaces for condominium units. The applicant has proposed a total of 21 spaces plus one accessible space. For the twelve units, this will represent 1.8 spaces per dwelling unit. The applicant submitted a Traffic Impact Study (Prepared by Quartek Group Inc., dated



January 2013). The study indicates that a parking requirement of 21 spaces (1.8 spaces per unit) plus 1 accessible space is a 50% increase in the number of parking spaces from the current 14 spaces. Although the number of units will double, the number of bedrooms is going to increasing by 50%, from 40 to 60 rooms. The study concludes that if the 14 spaces are sufficient for the 40 rooms, then a 50% increase in the number of rooms and an equal proportional increase in the number of parking spaces to 21 spaces will provide enough parking to meet the demand of the tenants. It is likely that some residents will not have vehicles. There is regular public transit service and bike lanes along Glenridge Avenue and Glendale Avenue which offers alternative transportation options for the targeted student market for these units. In order to account for flexibility in the site design at the site plan approval stage, staff recommend a minimum parking requirement of 1.5 spaces per unit.

The Traffic Division of Transportation and Environmental Services, and the Niagara Region have reviewed the submitted study, and offered no concerns or objections with respect to the proposed parking reduction.

#### **Landscaping**

The zoning provisions for other dwelling types in the Residential Multiple (RM) zone require a 3.0m (9.8') landscape strip along the rear lot line. The zoning by-law amendment requests a minimum of 0.5m (1.6'). The proposed landscape strip varies in width from 0.99m (3.2') to 2.29m (7.5'), however, the zoning by-law must recognize the minimum width. Minimum landscaped open space of the lot is proposed to be 40% of the lot area. The landscaping on site will increase from the current conditions as the landscaped buffer will be installed where one does not currently exist. Additionally, the front and flanking yards provide extensive setbacks and landscaping in front of the units.

The proposal combines the landscape strip with angled parking which will provide sufficient space for landscaping along the west property boundary. This landscaping, coupled with the proposed wood privacy fence, will provide a separation between the subject property and the neighbouring residential uses. The landscape details will be approved as part of the required site plan approval process. To account for flexibility in this process, staff recommend a minimum landscaping requirement of 40%. Staff note that the required site plan approval for this proposal will result in a number of improvements to the site, including landscaping, fencing, paving, and curbing.

#### **Setback Requirements**

Since this application proposes to add a second storey only, and no changes to the building footprint are proposed, setback requirements are recommended to recognize the existing location of the buildings.

#### **Planning Analysis Conclusions**

In summary, the proposed residential development is consistent with the Garden City Plan policies for Medium Density Designations. The proposed townhouses, at two storeys, will fit within the context of development along Glenridge Avenue. Site specific

provisions will reflect the existing building footprint, maintain the open space in front of the dwellings, and add parking and add additional landscaping along the westerly lot line.

Should Council consider not supporting the Staff Recommendation, Council is advised to defer its decision until such time as a second planning opinion from an outside consultant can be obtained. In the event the second planning opinion is supported by Council, and Council makes a decision based on that second planning opinion, and if and when the matter should be heard before the Ontario Municipal Board, then the planner who has provided the second opinion shall be retained for the purpose of a hearing before the Ontario Municipal Board.

### **Financial Implications**

Not Applicable

### **Conclusion**

In summary, the proposed amendments are appropriate for the long term development of the subject lands in accordance with the Medium Density Residential designation of the Garden City Plan. Staff is satisfied that the recommended zone provisions are appropriate for the successful development of this proposal.

### **Notification**

It is in order to advise Barbara Wiens, MCIP, RPP, Senior Planner, Quartek Group Inc., 89-91 St. Paul Street, St. Catharines, ON L2R 3M3.

### **Submitted by:**

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

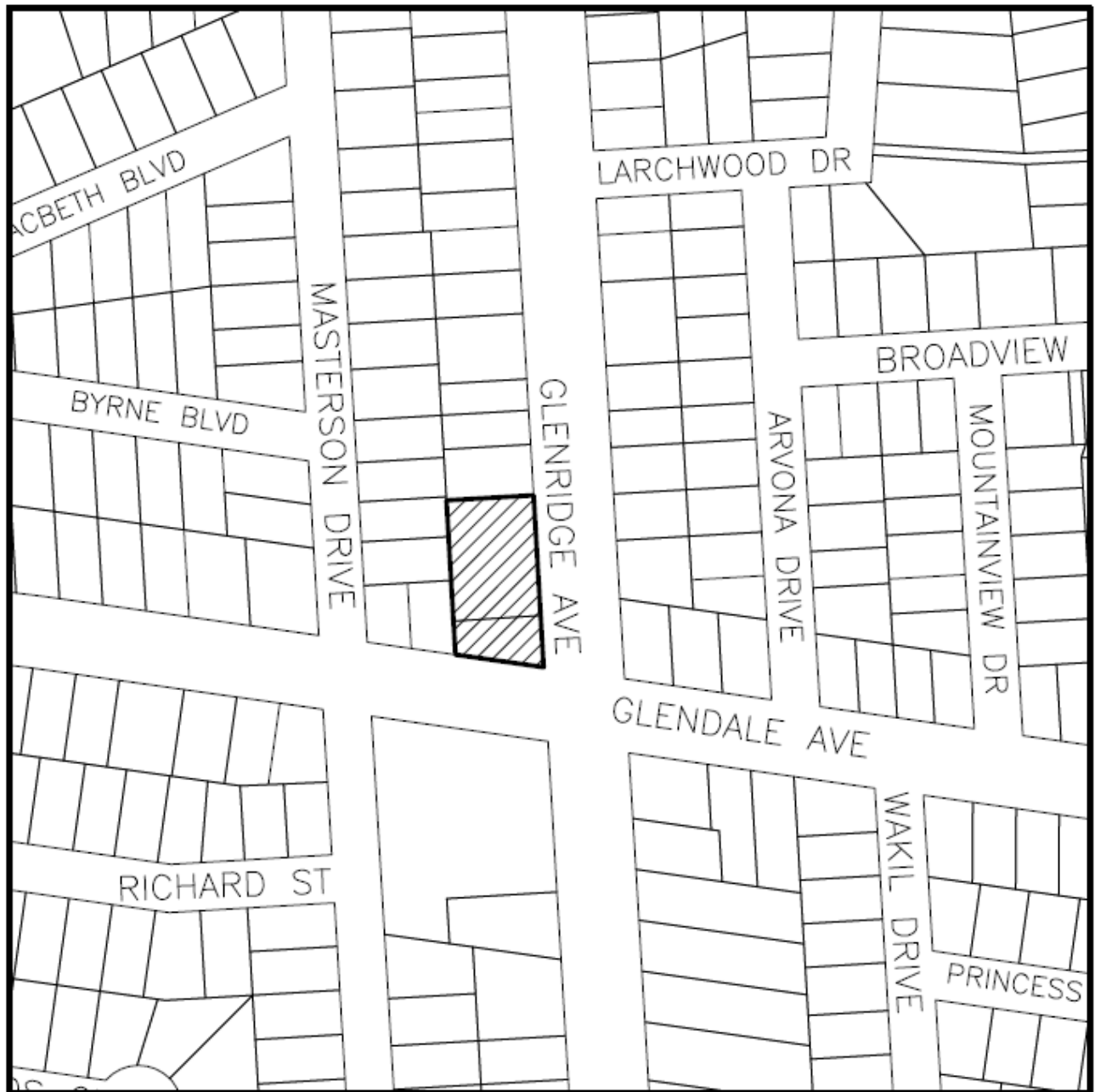
### **Prepared by:**

Jessica Button, MCIP, RPP  
Planner I

### **Approved by:**

James N. Riddell, MPI, MCIP, RPP  
Director of Planning and Development Services

Appendix 1 – Location Map



SUBJECT LANDS KNOWN AS  
109 GLENDALE AVENUE (298 GLENRIDGE AVE)  
FILE: 60.35.994

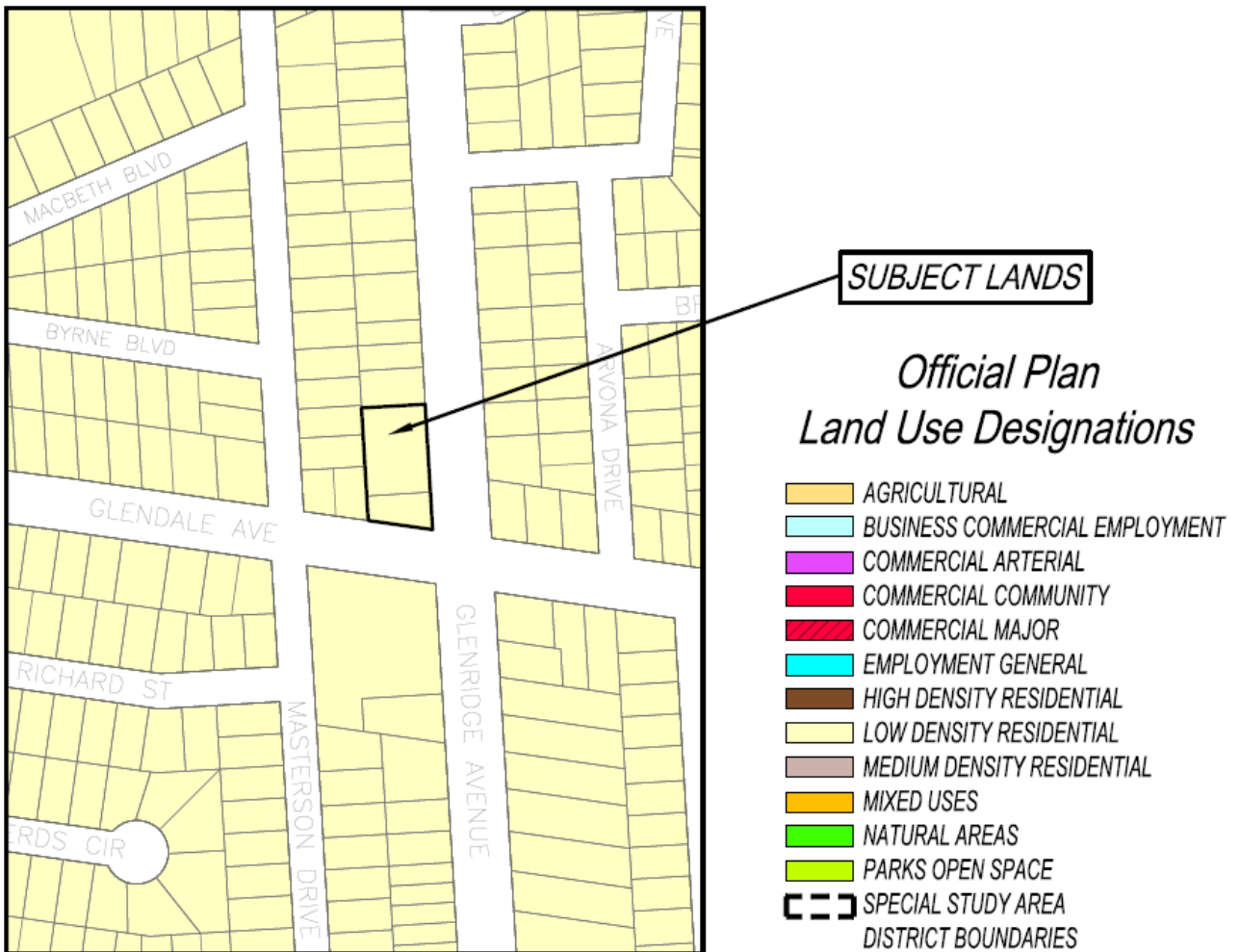
Appendix 2 – Air Photo



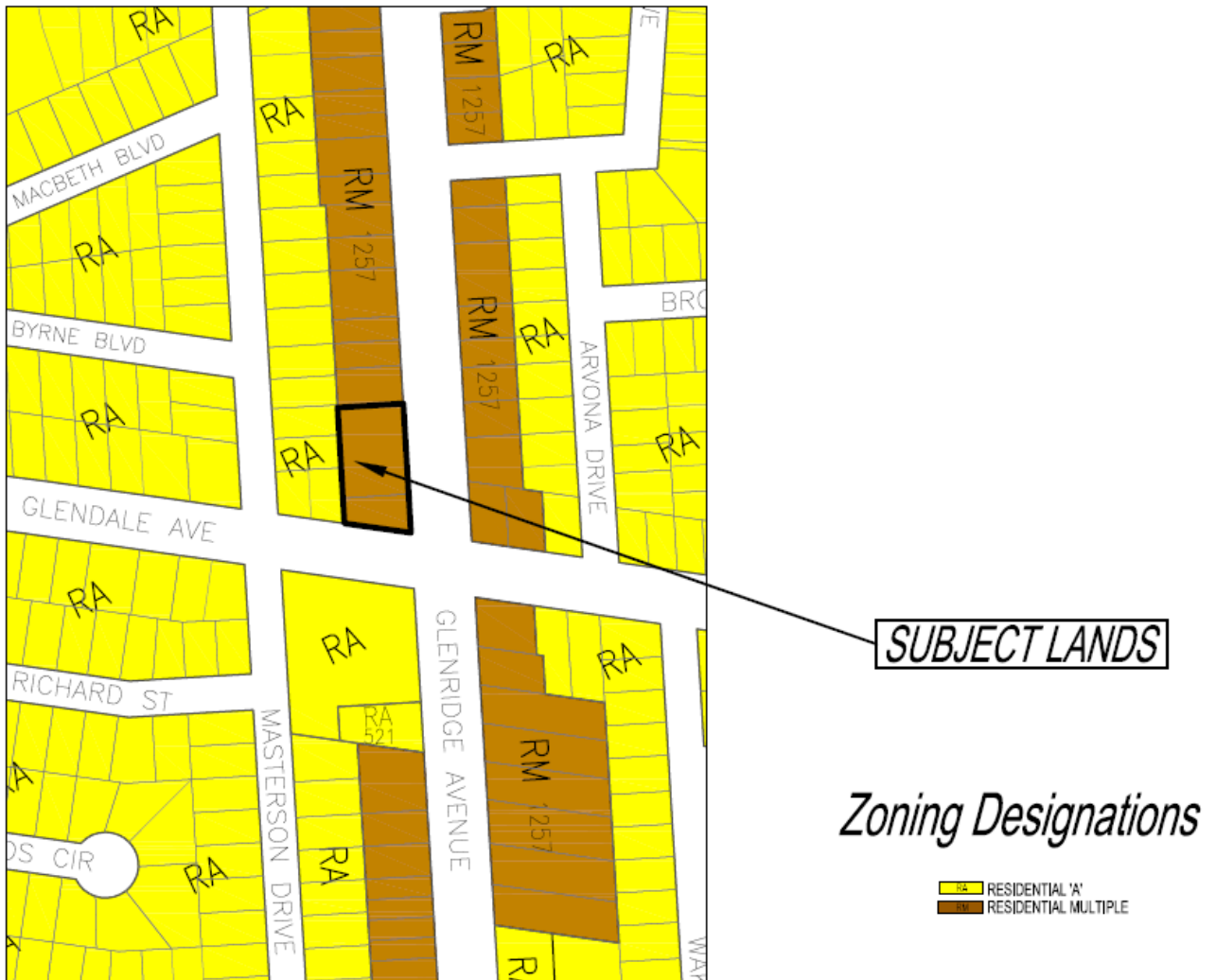
AERIAL PHOTO  
SUBJECT SITE

SUBJECT LANDS

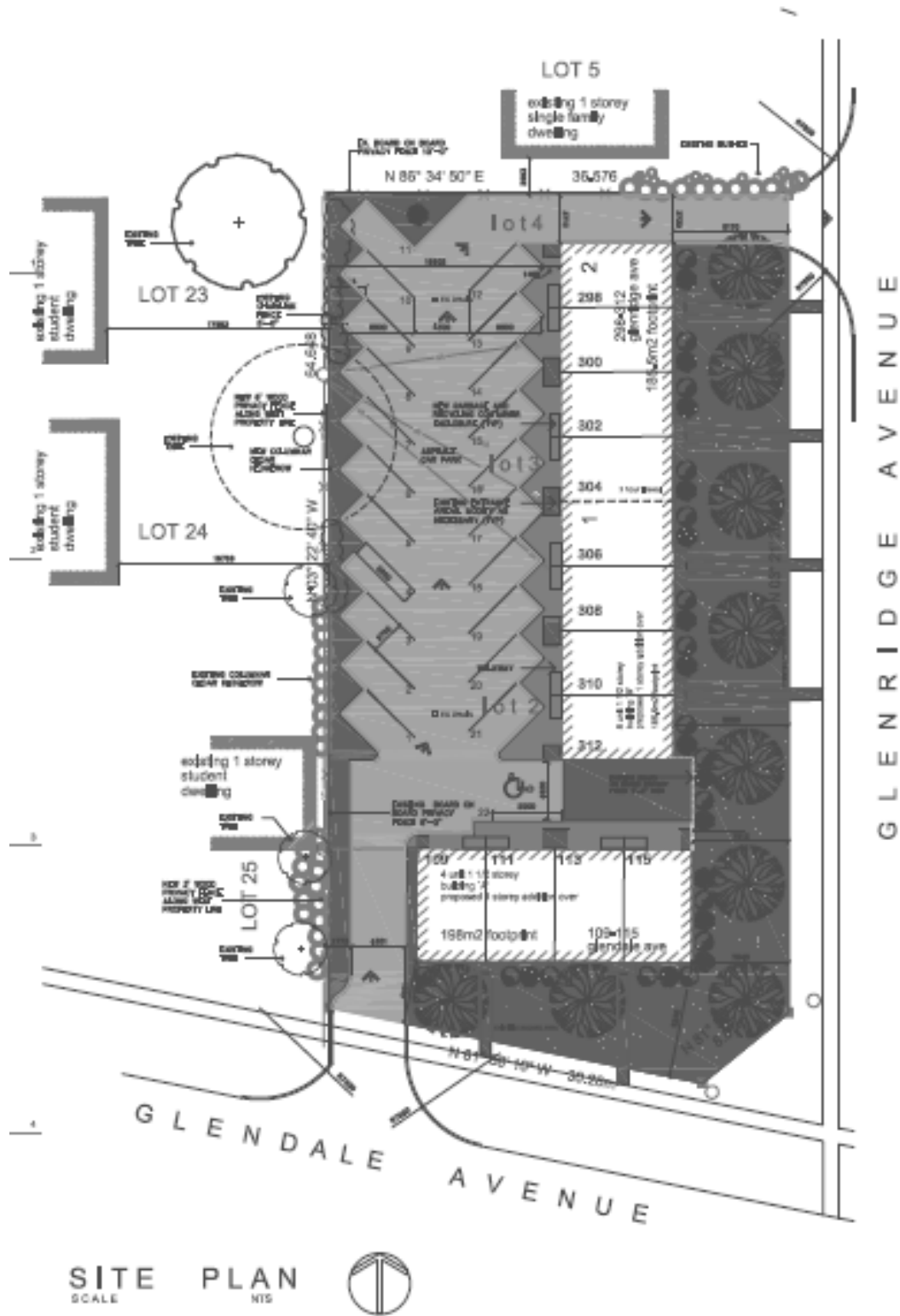
### Appendix 3 – Garden City Plan Designation



Appendix 4 – Zoning By-law



# Appendix 5 – Concept Plan



## **By-laws to be considered on June 10, 2013**

- (a) A By-law to provide for the adoption of an amendment to the Official Plan of St. Catharines. (Three readings – with respect to 88 Merritt Street. Regular Council, April 29, 2013, Item 6.1)
- (b) A By-law to amend By-law No. 62-86 entitled “A By-law to establish Zoning Area No. 7 and to regulate the use of land and the character, location and use of buildings and structures therein”. (Three readings – with respect to rezoning 88 Merritt Street for commercial-residential development. Regular Council, April 29, 2013, Item 6.1)
- (c) A By-law to amend By-law No. 89-2000 entitled “A By-law regulating traffic and parking on City Roads”. (Three readings – with respect to paid parking on First Street Louth. To be considered by General Committee, June 10, 2013.)
- (d) A By-law to authorize the renewal of the lease of certain lands to St. Catharines Catholic Youth Organization Minor Hockey League. (Three readings – with respect to space at 8 Gale Crescent. Delegation By-law No. 2004-277, as amended.)
- (e) A By-law to amend By-law No. 95-290 entitled “A By-law to appoint a Chief Building Official and Inspectors under the Ontario Building Code Act”. (Three readings – with respect to change in personnel. Delegation By-law No. 2004-277, as amended.)
- (f) A By-law to authorize a contract with Rankin Construction Inc. (Three readings – with respect to 2013 Resurfacing Program – Part 1, Project P13-080. Delegation By-law No. 2004-277, as amended.)
- (g) A By-law to confirm the proceedings and decisions of the Council of The Corporation of the City of St. Catharines at its Meeting held on June 10, 2013. (Three readings – with respect to ratification and adoption of City Council Minutes of May 27, 2013, and General Committee Minutes of May 27, 2013.)





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

Tuesday, Mar 26, 2013

3:00 to 4:00pm

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

Meeting Notes

**Present:** Mayor Brian McMullan  
Staff: Stacey Wells (Legal), Kristen Sullivan (RCS)  
Tisha Polocko, Ben Hannan, Ben Wilby, Cam Hathaway, Daniel  
Frye, Paul Jackson

**Regrets:** Councillor Jeff Burch  
Dan Trainor, Kris Akilie, Selby Harris, Edmund Bruckner, Holly Washuta  
Stacey Sheehan, Dave Schulz, Peter Voulgaridis,

**Welcome** from Mayor McMullan

*No quorum at this time (Ben arrived late)*

*All agenda items were discussed with further consultation to be taken by email*

**Approval** of meeting notes from January 15, 2013

- No action taken

**1. Civic Mural progress ~ Tisha Polocko**

- 3 city sites identified as possible mural locations
- Murals would be stand-alone structures to be mounted on buildings with potential to relocate if required
- Mayor notes that a couple of those accessory buildings have been identified by TES for reburishment/replacement in future years
- Theme of mural RFP would be complimentary to location with artists to submit their interpretations with their bid

***Motion to be circulated by email:***

*That the Graffiti Committee dedicates \$20,000, over time, from their budget toward the civic mural program which has identified the following three city sites for pilot project:*

- Lakeside Park, concession stand/washrooms
- Russell Avenue, maintenance building
- Pearson Park, washrooms

**2. Mainstream graffiti removal program ~ Kristen Sullivan**

- Committee approved \$15,000 as upset limit for this season
- There is flexibility, within the agreement with Mainstream, that will allow for additional city amenities to be cleaned of graffiti
- If that upset limit is exceeded, there is opportunity to come back to the Committee and request additional funding for the program for the season
- Mainstream is also working with the St. Catharines Downtown Association doing graffiti removal for downtown businesses

**3. Pitch in Day ~ Tisha Polocko**

- Saturday, April 27, City Hall, 10am to 12pm
- There are four designated sites:
  - 406 & Glendale
  - Glendale & Glen Morris
  - Lancaster Park
  - Downtown
  - Any other site a group is interested in cleaning up
- Flagraising is April 22<sup>nd</sup> at 6pm, prior to Council
- Mayor's Clean Sweep is April 24 at St Denis School
- Clean City Committee is also kicking off public awareness campaign "Don't Flick It", to deter those who litter their cigarette butts
- Under city's nuisance by law, disposing of cigarette butts improperly is considered littering
- Region is currently proposing by law prohibiting no smoking in public spaces where children gather

**4. Meeting time change & frequency of meetings ~ Mayor McMullan**

- Given the difficulty obtaining quorum lately, discussion ensued on meeting less frequently and meeting later in day so as to not interfere with working hours

**Action:**

*Committee members will be polled by email for their input by Julie*

**5. Evaluation forms for Graffiti Assistance Program recipients ~ Ben Hannan**

- Given low participation in program, perhaps there is dissatisfaction with the program or contractors, which we could learn through feedback

**Action:**

Ben to work with Kristen Sullivan on potential questions to be asked. Kristen to revise Graffiti Assistance application form to add a notice of consent which would allow staff to follow up by phone with the questionnaire

**6. City legalities and volunteers ~ Stacey Wells**

- There is no city-wide policy on using volunteers for any programs/initiatives
- Currently, city insurance would not cover a volunteer for injury/accident who is acting on/facilitating a city project
- City Solicitor is referring to Senior Management Team for further discussion
- Unfortunately, the necessary training of volunteers is at times more costly than using trained staff members (e.g. planting of vines)
- Levels of supervision must be determined for each activity
- Need investigation as to whether a waiver can be signed in each situation
- Ben suggests that volunteer input be included in the drafting of a policy and also warns that the volunteer spirit could be deterred by hindering volunteer involvement
- When a policy is drafted, there would be a reference document which each volunteer activity would be vetted through (possibly thru HR)

**Next meeting: July**

**Meeting adjourned: 4:00pm**



# St. Catharines Museum Advisory Committee

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FOR: 2013 / 3<sup>rd</sup> Meeting

HELD: Tuesday, April 23, 2013

PRESENT: Lesley Seaborne, Chair; Edwin Wand; Vaughn Stewart; Brenda Zadoroznij

REGRETS: Matt Harris, Councillor;

CIRCULATED TO: Dan Carnegie, Director Corporate Support Services

IN ATTENDANCE: Kathleen Powell, Supervisor Museum Operations/Curator;  
Karen Cockerham, Secretary

## MINUTES

### 1. Call to Order

The meeting was called to order at 6:08 pm by the Chair

### 2. Confirmation of Minutes

**MOTION:** ZADOROZNIJ/WAND

THAT the Minutes of the meeting held March 26, 2013 be approved as amended.  
Carried.

Amendment: Item 6.a. Collections Advisory Sub-Committee: add details of meeting re accessions/deaccessions.

### 3. Reports

#### a. Chair's Report

The Chair made note of the ongoing planning of the 1812 Steering Committee and the Tall Ships Committee.

#### b. Director's Report

There was no report at this time. The Committee notes that it would be interested in receiving input from Senior Staff re the Museum and the relationship with the Museum Advisory Committee.

#### c. Museum Report – K. Powell

Handouts: Strategic Plan 2008-2012 with Priorities

- Future reports will include information tailored to the current and upcoming Strategic Plan and the Goals and Priorities identified therein
- Discussion centered on the role of the Advisory Committee in regards to the Strategic Planning process and progress
  - Various forms of input into process, through one-on-one and group meetings with the Consultant
  - Recommend and advise on moving forward with the Plan and dealing with obstacles or issues along the way
  - In a position to be the driver of the Plan, and to assist with keeping the Museum on track to achieve the Goals and Priorities.

**d. Council Report**

No report at this time

**4. Ongoing Discussion Items**

**a. Public Transit**

No report at this time.

**b. 1812 Exhibit**

Exhibit will include rented components, including touch screen monitor and projection screen. Production will begin soon; anticipating opening in September. This exhibit will have a more local viewpoint than 1812 exhibit currently on display.

**c. Artifact Purchase**

- Sponsorship Package has been developed and approved. It is being distributed to potential sponsors. Several prospects are being contacted.
- Second appraisal has come in at a lower price point, with the proviso that the vehicle is of a rarity that makes it difficult to put a price tag on it
- Additional media exposure will be sought, including newspapers and radio.

**5. Special Funds Report**

The report was received as presented.

**6. Sub-Committee Reports**

**a. Collections Advisory Sub-Committee**

Sub-Committee meeting: not met

Handout: Collections Management Policy

- The Collections Management Policy has been reviewed and revised to conform with Standards of the Community Museums Operating Grant
- The areas of revision were hereby reviewed and accepted

**MOTION: ZADOROZNIJ/STEWART**

THAT the Collections Management Policy, as amended, be endorsed by this Committee and forwarded to City Council for approval.  
Carried.

**b. Programs Advisory Sub-Committee**

No report at this time

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

The Public Relations arm of the Sub-Committee is currently discussing the Museum membership plan and will provide recommendations prior to the deadline for Rates and Fees (late summer).

**7. Steering Committee Reports****a. Website Improvement Steering Committee**

No report at this time.

**b. Strategic Planning Steering Committee**

- An overview of the Draft Deliverables was given. This document, the basis for the Request For Proposal (RFP) for the consultant, along with a matrix, will be brought forward at the next meeting.

**8. Other Business****a. Mayor's Advisory Committee for Black History**

Moving forward towards RFP for consultant.

**b. Committee Vacancies**

Applications have been received and are in review for filling vacancies on the Advisory Committee, as well as the Black History Committee

**9. Next Meeting**

The next meeting has been scheduled for Tuesday, May 28, 6:00 pm, at the Museum.

**10. Adjournment**

The meeting was adjourned at 7:27 pm

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

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



# St. Catharines Museum Advisory Committee

---

FOR: 2013 / 2<sup>nd</sup> Meeting

HELD: Tuesday, March 26, 2013

PRESENT: Lesley Seaborne, Chair; Edwin Wand;  
Brenda Zadoroznij

REGRETS: Matt Harris, Councillor; Alan R. McEwen; Vaughn Stewart;

CIRCULATED TO: Dan Carnegie, Director Corporate Support Services

IN ATTENDANCE: Kathleen Powell, Supervisor Museum Operations/Curator;  
Karen Cockerham, Secretary

## MINUTES

### 1. Call to Order

The meeting was called to order at 6:20 pm by the Chair

### 2. Confirmation of Minutes

**MOTION:** ZADOROZNIJ/SEABORNE

THAT the Minutes of the meeting held January 22, 2013 be approved.  
Carried.

### 3. Reports

#### a. Chair's Report

There was no report at this time.

#### b. Director's Report

There was no report at this time.

#### c. Museum Report – K. Powell

Handouts: 2013 January-February Stat Report

- Soap Box Derby exhibit
  - Opening date will be April 20
  - Exhibit will be displayed in Tourism Information area in lobby

Museum Advisory Committee, Apr. 23, 2013  
Minutes of Mar. 26, 2013

- Accessibility
  - Accessibility upgrades to the Centre include: auto-open doors on Burgoyne Room and 1<sup>st</sup> floor bathrooms, improved access through Museum doors (removal of center bar); high visibility stair nosing (stairway from 1<sup>st</sup> to 2<sup>nd</sup> floor); elevator enunciator; widening of Lock View Lounge hallway door; improvements to 1<sup>st</sup> floor bathrooms

**d. Council Report**

There was no report at this time.

**4. Ongoing Discussion Items**

**a. Public Transit**

Route to Museum not confirmed, but still expected to occur this spring

**b. 1812 Exhibit**

Initial phases of exhibit production are underway; RFP for exhibit designer is in progress

**c. Artifact Purchase**

Handout: Sponsorship Package for 1905 Oldsmobile

Director of RCS has approved the commitment to purchase the artifact. A second appraisal has been completed, with results to be submitted soon.

**5. Special Funds Report**

The report was received as presented.

**6. Sub-Committee Reports**

**a. Collections Advisory Sub-Committee**

Sub-Committee meeting: 10 artifacts accepted; 268 artifacts marked for deaccession

Handout: Collections Management Policy

- The Collections Management Policy has been reviewed and revised to conform with Standards of the Community Museums Operating Grant
- The areas of revision were hereby reviewed and accepted

**MOTION:** SEABORNE/WAND

THAT the Collections Management Policy, as amended January 3, 2013, be endorsed by this Committee and forwarded to City Council for approval.

Carried.

**b. Programs Advisory Sub-Committee**

No report at this time

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

The status of the purchase of the 1905 Oldsmobile was discussed. The Fundraising Sub-Committee will approach sponsors to help defray the costs to purchase.

## 7. **Steering Committee Reports**

### a. **Website Improvement Steering Committee**

Staff has met with IT and Communications staff re technical aspects of revamping Museum website. A new quote is required from the City's preferred supplier.

### b. **Strategic Planning Steering Committee**

Museum Advisory Committee will act as the Steering Committee to assist with Strategic Planning. RFP for consultant is being prepared and Terms of Reference will be submitted to the next meeting. The final result will envelop the whole Centre and Morningstar Mill and include an overarching branding exercise.

## 8. **Other Business**

### a. **Mayor's Advisory Committee for Black History**

Appointment of Advisory Committee member to Committee for Black History will be deferred until new appointment(s) to MAC are completed

### b. **Correspondence**

Handout: Resignation of Member

A. McEwen has submitted a letter of resignation from the Museum Advisory Committee. Advertising for previous vacancy has been completed and it is hopeful that both Committee vacancies may be filled from the current submissions. A thank-you letter to both past members will be drafted.

### c. **Rates & Fees**

It was noted that staff do not have authority to waive or discount fees as set by City Council. A review of Rates & Fees will likely be undertaken by early summer and will be brought forward to the Committee for input.

### d. **aMUSE event**

Date and venue have been changed to: Mahtay Café, May 25.

## 9. **Next Meeting**

The next meeting has been scheduled for Tuesday, April 23, 6:00 pm, at the Museum.

## 10. **Adjournment**

The meeting was adjourned at 7:35 pm

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

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



# ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2  
(905) 688-6103 ~ Fax (905) 688-6292

*The St. Catharines Public Library Board is committed to providing all the citizens of St. Catharines with the highest level of library services, materials, and facilities within the resources available to meet their informational, educational, and recreational needs.*

## DISTRIBUTION

Staff: Council

## MINUTES OF THE REGULAR MEETING

April 18, 2013 – 7:00 p.m.  
Program Room, Dr. Huq Family Library Branch

Copies to:

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

Present: A. Carruthers  
L. McDonald (Chair)  
Councillor B. Phillips

S. Reilly  
A. Rosts  
Councillor B. Williamson

Regrets: A. Cook

M. Sendzik

Staff: D. Andrusko  
A. Chiota  
J. Foster

L. Stripnieks (Secretary)  
D. Muike (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on April 18, 2013 at the Dr. Huq Family Library Branch. The Chair called the meeting to order at 7:00 p.m.

### Auditors' Report – Crawford, Smith and Swallow

The Board received a written report on the annual audit of the Library. Mark Palumbi of Crawford Smith & Swallow presented the Board's audited financial statements as at December 31, 2012 and responded to questions as they arose.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to the Agenda

There were no additions or deletions to the Agenda.

St. Catharines Public Library Board  
Minutes of Regular Meeting, April 18, 2013  
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1.2 Adoption of the Agenda

**MOTION:** THAT the Library Board adopt the agenda.  
**2013-26**

**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

2. Minutes

2.1 Minutes of Regular Meeting

Councillor B. Williamson noted that Item 5.7 should read: Councillor B. Williamson reported that the old fire hall on Brock Street in Port Dalhousie is currently used for seniors' programs and its long term use is being reviewed.

**MOTION:** THAT the minutes of the Regular Meeting of March 21, 2013 be approved as amended, a copy having been received by each Trustee.  
**2013-27**

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

3. Business Arising

None.

4. Correspondence

The Board received correspondence as at April 3, 2013.

5. Reports

5.1 Chairs Report – L. McDonald

The Chair reported that he attended two programs at the Library, one on 'Meditation', the other on 'OverDrive Basics'. Both presentations were excellent.

The Chair reported that a lot of time had been spent in conversing with the Huqs and the City's Communications Officer regarding the Press Release, Media Advisory, plaques and ceremony.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reported that Mayor McMullan invited the CEO of the Library and Koby Vanyo, RCS Aquatics Co-ordinator, to appear on his Cogeco program to discuss the services at the new Aquatic Centre and Library Branch. The taping occurred on April 18<sup>th</sup>.

The CEO has prepared the Library's portion of the OLA Building Award submission. It, along with back-of-house pictures, were sent to the architects who were submitting the rest of the package for April 17, 2013. A copy of the CEO's submission was distributed to the Board.

The CEO distributed copies of the News Advisory and News Release regarding the naming ceremony of the Dr. Huq Family Library Branch at 425 Carlton Street. Invitations have been sent, arrangements for the reception have been completed, staff are in the process of changing the name of the branch in all promotional items, phone listings, website, etc. A. Carruthers requested the CEO send an invitation by email to Board members as a reminder.

The CEO reported that mock plaques are expected to be received by Friday April 19<sup>th</sup>. The architects have suggested the wall by the OPAC stations as a suitable location based on the weight of the plaques. The Board discussed placement of the plaques.

**MOTION:** That the Library Board supports the architects' recommendation to place the plaques by the OPACs on the Carlton Street Wall.  
**2013-28**

**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

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

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

**5.4 Branch Reports**

The Board received the written reports for March, 2013.

**5.5 Facilities – J. Foster**

J. Foster reported that several meetings had taken place regarding the accessibility upgrades to be carried out at the Centennial Library and a work schedule has now been determined. Work is expected to begin on May 16, 2013 and be completed by July 31, 2013.

J. Foster also reported that window replacement on the second and third floors of the Centennial Library will start in early May, 2013, weather permitting.

**5.6 Finance**

**5.6(a) Schedule of Accounts – Report 3**

A. Rosts requested clarification of Cheque No. 10736 issued to Techsoup Canada. J. Foster reported that this was for the purchase of eight Windows 8 licences.

A. Rosts requested clarification of Cheque No. 2013971 issued to Cyber Patrol. J. Foster reported that Cyber Patrol is filtration software used on our Internet stations.

**MOTION:** THAT the third report recommending payment of  
**2013-29** accounts and salaries in the amount of TWO HUNDRED FOURTEEN THOUSAND, TWO HUNDRED THIRTY-ONE DOLLARS & SEVENTY-FOUR CENTS (\$214,231.74) be received and approved.

**MOVED BY:** A. Rosts

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts – as at March 31, 2013  
With 25% of the year elapsed the statement shows: revenue received – \$1,228,259; expenditures – \$1,138,001.

5.6(c) Endowment and Trust Fund Statement – as at March 31, 2013  
The statement shows a balance of \$848,575 made up as follows: opening balance – \$820,215; donations – \$20,487; interest income – \$7,873; current assets – \$848,575; YTD encumbered – \$261,450; YTD unencumbered – \$587,125.

5.6(d) Report on Short-Term Investments – as at March 31, 2013  
The report shows a balance of \$1,069,713 made up as follows: \$456,858 due June 21, 2014 invested with Ontario Savings Bonds; \$338,276 due June 13, 2013, invested with a TD Bank GIC; \$222,579 due June 13, 2013, invested with a TD Bank GIC; and \$52,000 due June 13, 2013, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at March 31, 2013  
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

**5.7 St. Catharines City Council**

Councillor B. Williamson reported that he attended the City's Volunteer Recognition Awards on April 16, 2013. He also reported that the Mayor's Volunteer of the Year Award was given to J. Foster and thanked him for his work in the community.

Councillor B. Phillips reported that concrete forms are now being constructed for the spectator facility and that tenders for the new performing arts centre will be opened next month.

**6. New Business**

**6.1 Goals and Objectives – L. Stripnieks**

L. Stripnieks reported goals for 2013 will be in the next Board package. Some of the goals are already underway.

The CEO also reported that the Library is in the process of ordering new circulation desks for the Port Dalhousie and Merritt Branches.

**6.2 March Break Programs Update– A. McKenzie**

The Board received a written report on March Break programs.

**6.3 Online Book Club – D. Andrusko**

The Board received a written report. On May 1<sup>st</sup> the Library will launch an online non-fiction book club which will be moderated by 3 staff. A. Rosts questioned how discussion will occur. D. Andrusko, Manager Adult Information Services explained that the online book club was not a real time chat, every time a patron submits a comment staff will receive an alert. A. Carruthers enquired about the books selected. D. Andrusko stated that copies of the titles to be discussed have been ordered in print, audio and electronic form.

**6.4 Gaming Collection – D. Andrusko**

The Board received a written report. On June 1<sup>st</sup>, the Library plans to launch a video game collection. The collection will be for Young Adults and Adults and include family games. An Adult or YA card will be required to borrow from this collection. The Loan period will be 7 days with an option to renew up to 2 times if there are no holds. Only '2' games could be on a card at any time. Fines will be \$2 per day to a maximum of \$10 per item. Once a patron has fines of \$10, they are blocked from borrowing. If material is not returned and fines aren't paid the accounts will be forwarded to the collection agency.

**6.5 Business For Next Meeting**

No business for next meeting.

**6.6 Informational Items**

Informational materials were included in the Board package.

**7. In-Camera Business**

**7.1 Motion to Move In-Camera**

**MOTION:** THAT the meeting move In-Camera.  
**2013-30**

**MOVED BY:** A. Carruthers

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

The meeting moved In-Camera at 8:03 p.m.



7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda.

- (1) Item 7.4.(a), CEO Evaluation – L. McDonald.

7.2(b) Adoption of In-Camera Agenda

**MOTION:** 2013-31 THAT the Library Board adopt the In-Camera Agenda as amended.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

7.3 Minutes of In-Camera Meeting

**MOTION:** 2013-32 THAT the minutes of the In-Camera Meeting of March 21, 2013 be approved, a copy having been received by each Trustee.

**MOVED BY:** A. Rosts

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

7.4 Business Arising

7.4(a) CEO Evaluation – L. McDonald

Councillor B. Phillips and Chair L. McDonald reported on the City of St. Catharines' employee evaluation system subsequent to their meeting with CAO Colin Briggs.

**MOTION:** 2013-33 The Library Board requests that Deputy CAO Dan Carnegie present the City's evaluation process at the next Library Board meeting.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

7.5 Correspondence

None.

7.6 New Business

None.

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7.7 Return to Open Session

**MOTION:** THAT the meeting return to Open Session.  
**2013-34**

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

The meeting returned to Open Session at 8:25 p.m.

8. **Business Arising From In-Camera Meeting**

CEO to contact the Deputy CAO, City of St. Catharines regarding evaluation process presentation.

9. **Motion to Adjourn**

**MOTION:** THAT the meeting be adjourned.  
**2013-35**

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

The meeting adjourned at 8:30 p.m.