



**AGENDA**  
**Regular Council Meeting**

April 25, 2017

6:00 pm

Council Chambers, Town Hall

**Pages**

**1. CALL TO ORDER**

**2. DECLARATIONS OF PECUNIARY INTEREST**

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**THAT the April 25, 2017 regular Council meeting agenda be accepted as presented.**

**4. PUBLIC INPUT PERIOD**

(Information provided during the Public Input Period shall be directed by the public to Council members and shall deal with matters specific to Agenda business. A maximum of two (2) minutes per person is allotted for questions, and the maximum time allotted for the Public Input Period as a whole is ten (10) minutes)

**5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - April 11, 2017**

**9**

**THAT the April 11, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.**

6.2	Special Meeting of Council - April 18, 2017	19
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**THAT the April 18,2017 Special Meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.**

## **7. CORRESPONDENCE**

7.1	Township of Madawaska Valley re: B-08-09-03 2012 Building Code O. Reg 332/12 change	22
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**THAT the correspondence from the Township of Madawaska Valley regarding proposed change number B-08-09-03 to the 2012 Building Code O. Reg. 332/12 be received.**

7.2	Minister of Seniors Affairs re: Proclamation for Seniors' Month	24
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**THAT the correspondence from the Minister of Seniors Affairs regarding 2017 Seniors' Month proclamation be received.**

7.3	Ontario Healthy Communities Coalition re: Downtown Project	26
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**THAT the correspondence from Ontario Healthy Communities Coalition regarding the St. Marys downtown project be received.**

7.4	Ministry of Citizenship and Culture re: Champion of Diversity	28
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**THAT the correspondence from the Ministry of Citizenship and Culture regarding a Champion of Diversity award be received.**

## **8. STAFF REPORTS**

8.1	Administration and Human Resources	
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8.1.1	CAO 14-2017 April Monthly Report (Administration & HR)	29
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**THAT CAO 14-2017 April Monthly Report (Administration & Human Resources) be received for information.**

8.1.2	CAO 15-2017 Review of Police Service Delivery Alternatives	32
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**THAT the CAO be directed to commence negotiations with the City of Stratford for a contract for service for providing policing in the Town of St. Marys.**

## 8.2 Corporate Services

- 8.2.1 COR 20-2017 April Monthly Report (Corporate Services) 52

**THAT COR 20-2017 April Monthly Report (Corporate Services) be received for information.**

- 8.2.2 COR 19-2017 Amendment to By-law 33-1987 Designation of 5 James Street North 56

**THAT COR 19-2017 Amendment to By-law 33-1987 Designation of 5 James Street North be received; and,**

**THAT Council enact Bylaw 39-2017 to amend the designation for the property at 5 James Street North, to include interior elements of Cultural Heritage Value as outlined in Schedule "A" of the amending By-law.**

## 8.3 Finance

- 8.3.1 FIN 09-2017 April Monthly Report (Finance Department) 58

**THAT report FIN 09-2017 April Monthly Report (Finance Department) be received for information.**

- 8.3.2 FIN 10-2017 Vacant Unit Rebate and Vacant / Excess Land Subclasses 60

**THAT Council consider the elimination of the Vacant Unit Rebate program; and,**

**THAT Council consider the phase out of the Vacant / Excess subclasses tax reductions; and,**

**THAT staff consult with the local business community and report back to Council on the final recommendation.**

## 8.4 Fire and Emergency Services

- 8.4.1 FD 06-2017 April Monthly Report (Emergency Services) 66

**That FD 06-2017 April Monthly Report (Emergency Services) be received for information.**

8.4.2	FD 07-2017 Emergency Response Registry	68
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**THAT FD 07-2017 Emergency Response Registry be received for information.**

**8.5 Building and Development Services**

8.5.1	DEV 12-2017 April Monthly Report (Building and Development)	73
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**THAT DEV 12-2017 April Monthly Report (Building and Development) be received for information.**

8.5.2	DEV 13-2017 Farm Land Lease Given Road	75
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**THAT DEV 13-2017 regarding Farm Land Lease Given Road be received; and,**

**THAT the procurement for DEV 13-2017 Farm Land Lease Given Road be awarded to W. Charlot Grains LTD. for the procured price of \$3,605.15 per year for the Town owned lands and \$1,558.95 per year for the lands owned by Solis Foods, inclusive of all taxes; and,**

**THAT By-Law 38-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.**

8.5.3	DEV 11-2017 Library Stair Replacement (Church Street)	78
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**THAT DEV 11-2017 Library Stair Replacement (Church Street) be received; and,**

**THAT the procurement for the Library Stair Replacement (Church Street) be award to Jeffrey Custom Masonry Ltd. for the procured price of \$63,393.00, inclusive of all taxes and contingencies; and,**

**THAT Council approve the unbudgeted amount as identified in DEV 11-2017 report; and,**

**THAT By-Law 36-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.**



8.5.4	DEV 10-2017 Sign By-law Update	87
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**THAT Council directs Staff to move from complaint driven enforcement for Sign By-law 33-2005 to proactive enforcement for all areas of the Town of St. Marys, to commence June 1, 2017.**

8.5.5	DEV 09-2017 Lind Sportsplex Roof Restoration	114
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**THAT DEV 09-2017 regarding Lind Sportsplex Roof Restoration be received; and,**

**THAT the procurement for Lind Sportsplex Roof Restoration be awarded to A& K Roofing company for the procured price of \$110,401.00, inclusive of all taxes and contingencies; and,**

**THAT Council approve the unbudgeted amount as identified in DEV 09-2017 report; and,**

**THAT By-Law 37-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.**

8.5.6	DEV 08-2017 Fire Hall Digital Sign	116
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**THAT DEV 08-2017 Fire Hall Digital Sign be received; and,**

**THAT the procurement for the Fire Hall Digital Sign be award to Davies Signs for the procured price of \$17,402.00, inclusive of all taxes and contingencies; and,**

**THAT Council approve the unbudgeted amount as identified in DEV 08-2017 report; and,**

**THAT By-Law 40-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.**

## 8.6 Community Services

8.6.1	DCS 10-2017 April Monthly Report (Community Services)	118
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**THAT DCS 10-2017 April Monthly Report (Community Services) be received as information.**

8.7 Public Works

- 8.7.1 PW 25-2017 April Monthly Report (Public Works) 124

**THAT PW 25-2017 April Monthly Report (Public Works) be received as information.**

- 8.7.2 PW 24-2017 Town Hall Gateway Landscape Feature 127

**THAT PW 24-2017 Town Hall Gateway Landscape Feature be received; and,**

**THAT Council authorize the installation and capital funding plan for the Town Hall Gateway Landscape feature as presented and;**

**THAT Council approves awarding the contract to the current concrete vendor of record (Nicolson Concrete).**

- 8.7.3 PW 23-2017 BIA Downtown Street light globe replacement request 133

**THAT PW 23-2017 BIA Downtown Street light globe replacement request be received; and,**

**THAT Council authorize the Director of Public works to acquire replacement globes from Decralite Globes and approve the Forman Electric proposed installation costs with all associated costs to be funded from BIA 2017 Capital budget allocation.**

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

## 11. BY-LAWS

- 11.1 By-Law 36-2017 Authorize an Agreement with Jeffrey Custom Masonry Ltd 140
- THAT By-Law 36-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with Jeffrey Custom Masonry Ltd. be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.**
- 11.2 By-Law 37-2017 Authorize an Agreement with A&K Roofing Company 141
- THAT By-Law 37-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with A& K Roofing Company be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.**
- 11.3 By-Law 38-2017 Authorize a Land Lease Agreement with W Charlot Grains Ltd. 142
- THAT By-Law 38-2017, being a by-law to authorize the Mayor and the Clerk to sign a land lease agreement with W. Charlot Grains Ltd. be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.**
- 11.4 By-Law 39-2017 To Amend By-law 33 of 1987 Designation of VIA Station 143
- THAT By-Law 39-2017, being a by-law to amend by-law 33 of 1987 Designation of VIA Station be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.**
- 11.5 By-Law 40-2017 Authorize an Agreement with Davies Signs 151
- THAT By-Law 40-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with Davies Signs be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.**

**12. UPCOMING MEETINGS**

May 9, 2017 - 6:00pm, Regular Council, Council Chambers

May 16, 2017 - 9:00am, Strategic Priorities Committee, Council Chambers

May 23, 2017 - 6:00pm, Regular Council, Council Chambers

May 30, 2017 - 9:00am, 121 Ontario Street RFP Review Committee

**13. CLOSED SESSION**

THAT Council move into a session that is closed to the public at \_\_\_\_pm as authorized under the Municipal Act, Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

13.1 Minutes of April 18, 2017 Closed Session

13.2 CAO 16-2017 (Confidential) 45 Thames Street North Property

**14. RISE AND REPORT**

THAT Council rise from a closed session at \_\_\_\_pm.

**15. CONFIRMATORY BY-LAW**

152

THAT By-Law 41-2017, being a by-law to confirm the proceedings of the April 25, 2017 regular Council meeting be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**16. ADJOURNMENT**

That this regular meeting of Council adjourn at \_\_\_\_\_ pm.



**MINUTES**  
**Regular Council**

April 11, 2017  
6:00pm  
Council Chambers, Town Hall

Council Present: Mayor Strathdee  
Councillor Winter  
Councillor Pope  
Councillor Craigmile

Council Regrets: Councillor Osborne  
Councillor Van Galen  
Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Richard Anderson, Director of Emergency Services / Fire Chief  
Jed Kelly, Director of Public Works  
Jenna McCartney, Corporate Administrative Coordinator

**1. CALL TO ORDER**

Mayor Strathdee called the meeting to order at 6:00pm.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Mayor Strathdee noted that Councillor Van Galen's father has passed away.  
Mayor Strathdee asked Council to join him in a moment of silence to honour Mr. Gerrit Van Galen's memory.

**Resolution 2017-04-11-01**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the April 11, 2017 regular Council meeting agenda be accepted as presented.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Mr. Frank Doyle of St. Marys Independent asked if there was a new location for electronic recycling to be deposited.

Jed Kelly stated that electronics may be brought to the landfill during normal hours of operation at no charge to the customer.

**5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS**

None

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - March 28, 2017**

**Resolution 2017-04-11-02**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT the March 28, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Stephen McCotter re: By-law 59-2008**

**Resolution 2017-04-11-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

THAT the correspondence from Stephen McCotter regarding By-law 59-2008 and its relation to the Westover Inn be received.

**CARRIED**

**7.2 Ministry of Citizenship and Immigration re: Order of Ontario**

**Resolution 2017-04-11-04**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT the correspondence from the Ministry of Citizenship and Immigration regarding the Order of Ontario be received.

**CARRIED**

**7.3 St. Marys Volunteer Seminar Committee re: Reuse of Abandoned Railway Buildings Seminar**

**Resolution 2017-04-11-05**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the correspondence from St. Marys Volunteer Seminar Committee regarding the Reuse of Abandoned Railway Buildings Seminar be received.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Corporate Services**

**8.1.1 COR 18-2017 Canadian Baseball Hall of Fame and Museum Induction Weekend Municipal Significant Event**

Trisha McKibbin spoke to COR 18-2017 report and responded to questions from Council.

**Resolution 2017-04-11-06**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

THAT Council approve the Canadian Baseball Hall of Fame and Museum's request to designate Induction Weekend, Friday, June 23, 2017 to Saturday, June 24, 2017, as an event of Municipal Significance for the purpose of obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario.

**CARRIED**

**8.2 Fire and Emergency Services**

**8.2.1 FD 05-2017 Rapid Deployment Craft (RDC)**

Fire Chief Anderson spoke to FD 05-2017 report and responded to questions from Council.

**Resolution 2017-04-11-07**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT Council approves a 2017 operating budget variance to the Fire Department to purchase a rapid deployment craft for water rescues from Canadian Safety Equipment and a further \$4,442 in equipment both to be funded from the General Capital Reserve.

**CARRIED**

### **8.3 Public Works**

#### **8.3.1 PW 21-2017 ½ Ton Pickup Truck Tender Award**

Jed Kelly spoke to PW 21-2017 report and responded to questions from Council.

**Resolution 2017-04-11-08**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT PW 21-2017 regarding ½ Ton Pickup Truck Tender Award be received; and,

THAT the procurement for RFQ-PW-06-2017 be awarded to Fraser Durham Chrysler Dodge for the procured price of \$33,830.78 inclusive of all taxes and provisional items.

**CARRIED**

#### **8.3.2 PW 22-2017 Update Leaf and Yard Waste Collection Program**

Jed Kelly spoke to PW 22-2017 report and responded to questions from Council.

**Resolution 2017-04-11-09**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

THAT report PW 22-2017 regarding the Updated Leaf and Yard Waste Collection Program be received for information; and,

THAT Council authorize the utilization of the landfill by Barry's Handyman Services on applicable Mondays for the disposal of Leaf and Yard Waste material collected from the curbside collection program within the Town.

**CARRIED**

## **9. COUNCILLOR REPORTS**



## **9.1 Operational and Board Reports**

### **9.1.1 Bluewater Recycling Association - Coun. Craigmile**

Councillor Craigmile spoke to the minutes and responded to questions from Council.

**Resolution 2017-04-11-10**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT the March 16, 2017 Bluewater Recycling Association Board of Directors meeting highlights be received.

**CARRIED**

### **9.1.2 Library Board - Coun. Osborne, Winter**

Councillor Winter spoke to the minutes and responded to questions from Council.

**Resolution 2017-04-11-11**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT the January 26, 2017 St. Marys Public Library Board meeting minutes be received; and,

THAT the February 8, 2017 St. Marys Public Library Board special meeting minutes be received; and,

THAT the March 7, 2017 St. Marys Public Library Board special meeting minutes be received.

**CARRIED**

### **9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter**

Nothing to report.

### **9.1.4 Perth District Health Unit - Coun. Osborne**

Nothing to report.

### **9.1.5 Police Services Board - Mayor Strathdee, Coun. Van Galen**

Brent Kittmer spoke to the recent Police Services Board minutes with respect to the correspondence from Mr. McCotter. Mr. Kittmer responded to questions from Council.

**Resolution 2017-04-11-12**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT the March 29, 2017 Police Services Board meeting minutes be received.

**CARRIED**

**Resolution 2017-04-11-13**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT By-Law 58-2008 be amended to establish an annual re-set for false alarm calls; and,

THAT By-58-2008 be amended to eliminate the "no charge for the first offence" provision as incentive for property owners to maintain their alarm system; and,

THAT the request from the Westover Inn to rebate penalty fees levied since January 1, 2010 under by-law 58-2008 be denied.

**CARRIED**

**9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen**

Councillor Pope spoke to the minutes and responded to questions from Council.

**Resolution 2017-04-11-14**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the February 15, 2017 Spruce Lodge Board of Management meeting minutes be received.

**CARRIED**

**9.1.7 Upper Thames River Conservation Authority**

**Resolution 2017-04-11-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

THAT the February 21, 2017 Upper Thames River Conservation Authority Board of Director's meeting minutes be received.

**CARRIED**

**9.2 Advisory and Ad-Hoc Committee Reports**

**9.2.1 Accessibility Advisory Committee - Coun. Hainer**

No recent meeting.

**9.2.2 Business Improvement Area - Coun. Pope**

No recent meeting.

**9.2.3 CBHFM - Coun. Hainer**

No current information provided.

**9.2.4 Committee of Adjustment**

**Resolution 2017-04-11-16**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT the March 15, 2017 Committee of Adjustment meeting draft minutes be received.

**CARRIED**

**9.2.5 Economic Development Committee - Coun. Pope**

Councillor Pope spoke to the recent meeting of which minutes will be provided in an upcoming Council agenda package.

**Resolution 2017-04-11-17**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT the March 6, 2017 Economic Development Advisory Committee meeting draft minutes be received.

**CARRIED**

**9.2.6 Heritage St. Marys - Coun. Pope**

Councillor Pope spoke to the minutes and responded to questions from Council.

**Resolution 2017-04-11-18**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the March 11, 2017 Heritage St. Marys Committee meeting draft minutes be received.

**CARRIED**

**9.2.7 Museum Board - Coun. Winter**

There was nothing to report at this time.

**9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen**

There was nothing to report at this time.

**9.2.9 Heritage Conservation District Advisory Committee - Coun. Winter**

Councillor Winter spoke to the recent committee meeting of which the minutes will be provided in an upcoming Council agenda package.

**Resolution 2017-04-11-19**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT the March 13, 2017 Heritage Conservation District Advisory Committee meeting draft minutes be received.

**CARRIED**

**9.2.10 Senior Services Board - Coun. Craigmile**

Councillor Craigmile spoke to a recent board meeting of which the minutes will be provided in an upcoming Council agenda package.

**9.2.11 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer**

There was nothing to report.

**10. EMERGENT OR UNFINISHED BUSINESS**

Councillor Winter requested that the St. Marys Public School Board Trustee attend an upcoming Council meeting.

**11. NOTICES OF MOTION**

Nothing presented.

**12. BY-LAWS**

## **12.1 By-Law 32-2017 Vote Counting Equipment**

### **Resolution 2017-04-11-20**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT By-Law 32-2017, being a by-law to authorize the use of optical scanning vote tabulators and vote recorders for the purpose of counting votes at the 2018 municipal election be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

## **12.2 By-Law 33-2017 BIA Levy**

### **Resolution 2017-04-11-21**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

THAT By-Law 33-2017, being a by-law to establish the 2017 St. Marys Business Improvement Area Levy be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

## **13. UPCOMING MEETINGS**

Mayor Strathdee stated that the Strategic Priorities Committee will meet on April 18, 2017 at 10:00am.

Council took a brief recess at 7:03pm.

Mayor Strathdee called the meeting back to order at 7:10pm.

## **14. CLOSED SESSION**

### **Resolution 2017-04-11-22**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT Council move into a session that is closed to the public at 7:10pm as authorized under the Municipal Act, Section 239(2)(c) a proposed or pending acquisition of land by the municipality or local board.

**CARRIED**

## **14.1 Minutes of March 28, 2017 Closed Session**

## **14.2 CAO 12-2017 121 Ontario Street South**

### **15. RISE AND REPORT**

Mayor Strathdee reported that a closed session was held. One matter was considered in regards to a proposed or pending disposition of land at 121 Ontario Street South with staff being given direction. There is nothing further to report at this time.

#### **Resolution 2017-04-11-23**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT Council rise from a closed session at 8:05pm.

**CARRIED**

### **16. CONFIRMATORY BY-LAW**

#### **Resolution 2017-04-11-24**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

THAT By-Law 34-2017, being a by-law to confirm the proceedings of the March 28, 2017 regular Council meeting be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

### **17. ADJOURNMENT**

#### **Resolution 2017-04-11-25**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

That this regular meeting of Council adjourn at 8:07p.m.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



**MINUTES**  
**Special Meeting of Council**

April 18, 2017  
11:00am  
Council Chambers, Town Hall

Council Present: Mayor Strathdee  
Councillor Osborne  
Councillor Van Galen  
Councillor Winter  
Councillor Pope  
Councillor Hainer  
Councillor Craigmile

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Lisa Lawrence, Human Resources Manager  
Jenna McCartney, Corporate Administrative Coordinator

**1. CALL TO ORDER**

Mayor Strathdee called the meeting to order at 11:10am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None presented.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution SC 2017-04-18-01**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

THAT the April 18, 2017 Special Meeting of Council agenda be accepted as presented.

**CARRIED**

**4. CLOSED SESSION**

**Resolution SC 2017-04-18-02**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT Council move into a session that is closed to the public at 11:10am as authorized under the Municipal Act, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**4.1 Minutes of March 22, 2016 Closed Session**

**4.2 Minutes of October 18, 2016 Closed Session**

**4.3 Minutes of April 11, 2017 Closed Session**

**4.4 CAO 13-2017 Regulatory Investigation**

**5. RISE AND REPORT**

Mayor Strathdee reported that a closed session was held. One matter was considered in regards to a regulatory investigation with staff being given direction. There is nothing further to report at this time.

**Resolution SC 2017-04-18-03**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

THAT Council rise from closed session at 12:07pm.

**CARRIED**

**6. BY-LAW**

**Resolution SC 2017-04-18-04**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Osborne

THAT By-Law 35-2017, being a by-law to confirm the proceedings of the April 18, 2017 special Council meeting be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. ADJOURNMENT**



**Resolution SC 2017-04-18-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

That this special meeting of Council be adjourned at 12:08pm.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



**THE CORPORATION OF THE TOWNSHIP  
OF MADAWASKA VALLEY**

P.O. Box 1000

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Barry's Bay ON K0J 1B0

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**Moved by: Mayor Love**  
**Seconded by: Councillor Maïka**  
**BE IT RESOLVED**

**2017-44-0304**  
**03 April 2017**

WHEREAS the Ministry of Municipal Affairs has proposed change number B-08-09-03 to the 2012 Building Code O. Reg. 332/12 as amended;

AND WHEREAS the proposed change requires septic tanks and other treatment units to be pumped out at least every five years, and records to be kept by the operator of the sewage system for submission to the chief building official upon request;

AND WHEREAS the proposed change identifies enforcement implications on principal authorities such as chief building officials due to the need for managing this program across their area of jurisdiction;

AND WHEREAS the cost/benefit implications of the proposed change fail to identify and include Municipal costs resulting from the enforcement implications for chief building officials;

AND WHEREAS the proposed change also fails to identify new provincial funding to offset these additional Municipal costs;

AND WHEREAS homeowners with septic systems are already responsible for the negative impacts of poor septic system maintenance;

AND WHEREAS the justification/explanation for the proposed change provides no evidence that mandatory pump outs every five years will enhance the maintenance of conventional systems;

AND WHEREAS the *Building Code Act* could bestow sufficient authority to the council of a Municipality to pass by-laws establishing and governing septic system maintenance inspection programs on an as needed - where needed basis to address local concerns;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Madawaska Valley requests that the Ministry of Municipal Affairs defer implementation of proposed change number B-08-09-03 to the 2012 Building Code O. Reg. 332/12 as amended until such time as Municipal consultations are undertaken to determine the true cost/benefit implications for municipalities and sufficient evidence is provided to justify the need for a province-wide mandatory septic system maintenance program.

AND FURTHER THAT this resolution be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Bill Mauro, Minister of Municipal Affairs, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, Mr. John Yakabuski, MPP for Renfrew Nipissing Pembroke, the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM) and all rural and northern Ontario municipalities for support.

X CARRIED.

A handwritten signature in dark ink, appearing to read "Gwen Dombroski", is written over a horizontal line.

Gwen Dombroski, Acting Clerk

**Minister  
Responsible for  
Seniors Affairs**

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 314-9710  
Fax: (416) 325-4787

**Ministre délégué  
aux Affaires des  
personnes âgées**

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 314-9710  
Téléc.: (416) 325-4787



April, 2017

Dear Mayor or Reeve,

June marks the 33<sup>rd</sup> anniversary of Seniors' Month in Ontario. To recognize the important role seniors play in our communities, we will be celebrating this year under the theme of "Living Your Best Life."

During our celebrations in June, we can highlight how our seniors have built our communities and continue to contribute their time and talents in many ways.

It's important we all recognize their achievements, and what better way than by proclaiming June as Seniors' Month in your community. I am asking you to make this proclamation and have attached a sample to make it easier for your municipality to participate. We will also be sending promotional materials for Seniors' Month soon.

I would also like to encourage you to work with your local MPP(s) to host Seniors' Month events in your community. We would be happy to help you promote your event online. Please send your event details to [infoseniors@ontario.ca](mailto:infoseniors@ontario.ca).

Two years ago we introduced our Twitter account to Ontario's seniors and we were impressed by the enthusiastic response to our online campaign. If you haven't already done so, please follow us [@OntSeniors](https://twitter.com/OntSeniors).

For 2017, I encourage you to visit (and like) our new Facebook page: [facebook.com/SeniorsOntario](https://facebook.com/SeniorsOntario), where seniors across Ontario can share information important to them.

Each year, municipalities have the opportunity to pay tribute to one outstanding senior with the [Senior of the Year Award](#). A certificate, provided by the Ontario government, is signed by Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor, myself as Minister of Seniors Affairs, and the local Head of Council.

I encourage you to submit a nomination before April 30, 2017 and during Seniors' Month, showcase how your seniors are making a difference in your community. Throughout the month of June, I hope to visit a number of municipalities to help celebrate the achievement of local seniors.

Finally, for more information on Seniors' Month and other supports for seniors, please visit the Ministry website at [www.ontario.ca/seniors](http://www.ontario.ca/seniors).

Thank you for your consideration, and for honouring how our seniors are living their best lives.

Sincerely,

A handwritten signature in black ink, appearing to read "Dipika".

Dipika Damerla  
Minister of Seniors Affairs

Enclosed: sample proclamation

## Seniors' Month Proclamation

**Seniors' Month**  
**June 1 – 30, 2017**

**WHEREAS Seniors' Month** is an annual province-wide celebration;

**WHEREAS** seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

**WHEREAS** seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

**WHEREAS** their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

**WHEREAS** the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

**WHEREAS** the knowledge and experience seniors pass on to us continues to benefit all;

I, Mayor \_\_\_\_\_, do hereby proclaim June 1-30, 2017 **Seniors' Month** in \_\_\_\_\_ and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Dated in the Mayor's Office on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor



To: St. Marys Mayor and Council Member  
Town of St. Marys,  
175 Queen St. East,  
St. Marys, Ontario, N4X 1K6

Dear Mayor and Council Members,  
Ontario Healthy Communities (OHCC) would like  
to extend our congratulations to all St. Marys  
Council Members on your incredible downtown  
re-design project!

Your story and video appeared in our March  
E-Bulletin and was also shared via social  
media. Here is the caption that was used  
under our news section:

"New Video: How a Community Made itself  
More Accessible"

While reconstructing its main thoroughfare,  
Queen Street, the Town of St. Marys decided  
to make it more accessible. Check out the  
Inclusion Team at St. Marys District Collegiate  
and Vocational Institute's video on the  
street's transformation.

Our OHCC's E-Bulletin is distributed to  
OHCC's members and anyone who would like  
to receive news, resources, and events  
notifications related to Healthy  
Communities initiatives in Ontario.  
The subscribers' list grew to 650 this  
past year!

CONT'D. 2





OHCC • CCSO

PLEASE FEEL FREE TO CONTACT US BY TELEPHONE OR E-MAIL IF YOU HAVE ANY QUESTIONS ABOUT THE ARTICLE AND BE SURE TO CHECK-OUT OUR WEBSITE FOR FURTHER DETAILS ABOUT OHCC AND ITS WORK.

ON BEHALF OF ONTARIO HEALTHY COMMUNITIES  
HEALTHY COMMUNITIES COALITION  
CARON POTHE *Caron*

CC:

- ✓ TRISHA MCKIBBON, DIRECTOR OF CORPORATE SERVICES ✓
- ✓ ECONOMIC DEVELOPMENT COMMITTEE
- ✓ APRIL SMITH, PRINCIPAL, ST MARYS DISTRICT COLLEGIATE AND VOCATIONAL INSTITUTE
- ✓ DCVI INCLUSION TEAM, ST MARYS DISTRICT COLLEGIATE AND VOCATIONAL INSTITUTE
- ✓ STEEN SLATER, ST MARYS TOWN AND ANGLIS.



April 2017

Dear Friends,

It is my pleasure to send you this call for nominations for the inaugural **Champion of Diversity Award**.

This award will recognize outstanding individuals, groups and employers who play a crucial role in promoting immigrant success, economic growth, cultural diversity and inclusion in Ontario. Nominations can be submitted in one of the three (3) award categories:

- Inclusion and Diversity
- Cross-Cultural Understanding
- Business Leadership in Immigrant Employment

**To submit a nomination for this award:**

- a) Visit [ontario.ca/honoursandawards](http://ontario.ca/honoursandawards).
- b) Select the category based on award type.
- c) Click on the **Champion of Diversity Award**.
- d) Download the PDF form.
- e) Read the eligibility criteria and instructions carefully.
- f) Fill out the form, then submit it **no later than May 15, 2017**. Instructions for submitting your nomination package can be found on the website.

If you have any questions please call 416-314-7526, toll free 1-877-832-8622 or TTY 416-327-2391, or email [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca).

I hope you will take this opportunity to recognize the essential role that individuals, groups or employers play in championing the immigration experience in Ontario.

Thank you for your attention to this important recognition program.

Sincerely,

A handwritten signature in black ink that reads "Laura Albanese". The signature is written in a cursive, flowing style.

Laura Albanese  
Minister



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Administration and Human Resources</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>CAO 14-2017 April Monthly Report (Administration &amp; HR)</b>

## RECOMMENDATION

THAT CAO 14-2017 April Monthly Report (Administration & Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Strategic Planning

- Have begun documenting existing Town services and programs within the implementation plan to demonstrate how the strategic plan is currently being achieved. Each staff report and new program/policy/service proposal is reviewed to ensure alignment with Council's strategic priorities. Plan is to prepare first draft of the implementation plan for presentation to the Strategic Priorities Committee in the first half of 2017.

### Intergovernmental Relations

- Shared Services: No new update. The Town is waiting on the City and the County to advance in their specific negotiations. All agreements have been put to final draft with minor revisions resulting from final vetting by legal. St. Marys is in a position to approve the agreements, pending the decision of the other two partners on an outstanding roads agreement matter.

### Policy Development

- Code of Conduct: First draft of the Code of Conduct complete based on templates generated by legal counsel for the Town in 2015, and after reviewing best practice examples from other municipalities. Timeline is for a meeting of Council's ad-hoc committee in May.
- Revised Community Grant Policy: No new update. This project is currently in the research stage. Templates have been collected from other municipalities with this type of program to compare against the Town's current program requirements. Target for a draft policy to be reviewed by Council is first half of 2017.

### Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: Staff are progressing on a number of the outstanding initiatives to be investigated in 2017, and have provided an update to the CCAHTT representatives. Currently reviewing dates with the CCAHTT for the proposed spring meeting.

- St. Marys Cement Citizens' Concerns: Correspondence received from St. Marys Cement in regards to a Community Liaison Committee. According to the company, the purpose of the committee will be "to share information, identify matters of mutual importance and openly discuss concerns related to SMC operations — toward finding workable solutions that address these points, along with the plant's ability to operate in a socially responsible, legal and regulatory compliant manner." Council is asked to consider appointing two members to sit on the committee.
- Westover Men's Breakfast: CAO presented a corporate update to the Westover Inn's Men's Breakfast Club. Topic of discussion focused on the current status of the 2017 budget, and the current status of other larger files and projects.

#### Land Sales

- SGD Land Sale: Mutual drain agreement is in final draft form and is being reviewed by each respective legal counsel. Some minor outstanding items exist which are being vetted by legal.
- McDonald House: Registration of the designation by-law is pending. Expect the land sale process will happen in second quarter of 2017.
- 121 Ontario Street: The revised RFP has been issued as of April 13, with closing on May 18. The RFP has been shared with all proponents who participated in the first round of bidding, and has been also advertised to the general public.
- Park / Thomas Street: The notice period for this land sale has passed and the offeree is now free to pursue closing their conditions of sale.

#### Other Projects

- CBHFM Operating Agreement: Legal counsel is currently revising the agreement based on Staff's review. A deadline has been established for legal counsel to have the agreement finalized for the start of baseball operations in 2017.
- Library CEO Transition: CAO continues to support the Library Staff and Board on an as needed basis. Library operations have continued smoothly through the transition period without any impact to the public. Human Resources has taken direction from the Board to post the recruitment for the CEO replacement, which closed on April 19, 2017. Candidate interviewing by the Board's Personnel Committee will follow.
- Police Service Delivery Review: The Town's application to the Ontario Civilian Police Commission to enter into a contract for service with the Stratford Police Service has been approved. The Town's contract with the OPP expires as of December 31, 2017 and the contract with the Stratford Police Service will need to be in place for January 1, 2018. Negotiating the agreement with the Stratford Police Service needs to be started as soon as possible, and staff are recommending that Council provide direction to begin this process immediately.
- Residential Hospice Grant Request: The Southwest LHIN has approved the Residential Hospice project, and the Town has been asked to make a \$300,000 contribution to the project over a time period that the Town is agreeable to. This grant request was deemed to be outside of the annual grant program and a report specifically considering the request will be brought forward in May 2017. The CAO has been working with Hospice representatives to collect all of the necessary information for Council to consider.

## **Human Resources/Payroll**

### **Recruitment**

- Completed the recruitment process for the Parks Labourer and VIA Attendant
- Ongoing recruitment and selection for a Library Clerk, Library CEO, File Clerk and Youth and Child Recreation Programmer
- Finalizing all hiring details regarding the seasonal summer positions

### **Corporate Training**

- Scheduling departmental RZone training sessions across the corporation as required

### **Health and Safety**

- Continuing to work with the Fire Chief on the Post Traumatic Stress Disorder Prevention Plan for submission to the Ministry of Labour by end of April
- Presented an analysis of the 2016 Health and Safety Incidents to the Joint Health and Safety Steering Committee
- In the process of reviewing workplace violence assessment survey results with the Joint Health and Safety Steering Committee

### **Staff Engagement**

- Spring All Staff meetings were held April 3, 2017. Human Resources provided annual refresher training on the Respect in the Workplace and Rzone policies as well as an update on the award received from the United Way campaign which placed the Town in the Top 20 workplaces for our 2016 campaign and issued Town of St. Marys ID badges for all staff.

### **HR Systems and Processes**

- Investigating performance management best practices with the intention of reviewing and revising the annual performance appraisal document
- Attended a Workplace Investigation Training session with the intention of coaching the management team as the need arises and updating the current investigation templates and processes

### **Payroll**

- 2016 Health Care Spending Account (HCSA) Reconciliation
- 2016 Financial Information Reporting (FIR) – Schedule 80
- InfoHR/Easy Pay: working with programmer on mapping attendance records to interface with payroll system
- 2018 Payroll Budget sheet preparations

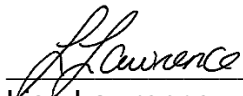
## **OUTSTANDING ISSUES AND PROJECT LIST**

As above.

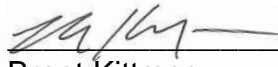
## **SPENDING AND VARIANCE ANALYSIS**

None to report.

Respectfully submitted,



Lisa Lawrence  
Human Resources Manager



Brent Kittmer  
CAO / Clerk

## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>From:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	25 April 2017
<b>Subject:</b>	CAO 15-2017 Review of Police Service Delivery Alternatives

### PURPOSE

The purpose of this report is as a public disclosure of the Town's process of reviewing policing alternatives. The Town's application to the Ontario Civilian Police Commission (OCPD) for approval to contract with the Stratford Police service has been approved, and Staff is seeking direction from Council to move forward with negotiating a contract for service with the City of Stratford.

### RECOMMENDATION

THAT the CAO be directed to commence negotiations with the City of Stratford for a contract for service for providing policing in the Town of St. Marys.

### BACKGROUND

Presently the Town of St. Marys is policed by the Ontario Provincial Police as provided for under Section 5.(1)(5) of the *Police Services Act*. Although the Town has continued to fulfill its legislative requirement to provide adequate and effective policing by contracting with the OPP, Town Council has found that this policing model does not always achieve the level of service desired by Town Council and residents.

Accordingly, Council initiated a service delivery review and requested that the CAO present a report reviewing alternative methods for providing policing in the Town:

#### ***Resolution 2016-09-13-17***

*THAT Council directs the CAO to review alternative methods for delivering police services in the Town of St. Marys, including contracting with the Stratford Police Department, with a report to be considered by Council no later than the second meeting in October 2016.*

A first report was provided to the St. Marys Police Services Board and Council in October of 2016 via staff report CAO 49-2016. The staff report presented seven possible alternatives for providing policing services in St. Marys which are allowed under the Police Services Act, complete with an analysis of each:

***Alternative 1: The council may establish a police force, the members of which shall be appointed by the board under clause 31 (1) (a).***

The option to reconstitute a municipal police force was considered in Town Council's review as this was assumed to be the alternative that would provide for the most direct control over local police service levels.

Through review, it was determined that Year 1 costs for the Town would be \$3,020,000 plus any lifecycle replacement costs that are placed into reserve. After Year 1 the annual operating budget would be approximately \$2,634,000. Not considered in this costing was the requirement to contract with other police forces for specialized services (for example, the costs of contracting with a tactical unit, hostage support, explosives response, etc.) to meet the minimum requirements of O. Reg. 3/99 *Adequacy and Effectiveness of Police Services*. The Town would also have to budget for a police headquarters and necessary prisoner detention facilities.

Although the alternative of reinstating a municipal police force represented the highest degree of control for the Town over local policing levels, this alternative was ultimately rejected as being an unreasonable cost increase compared to the current policing model which was \$1,167,211 for 2016 and \$1,155,089 for 2017.

***Alternative 2: The council may enter into an agreement under section 33 with one or more other councils to constitute a joint board and the joint board may appoint the members of a police force under clause 31 (1) (a).***

The Town investigated this alternative and found that its natural municipal partner is the City of Stratford given its close geographical proximity to the Town. As a part of the review of policing options, the Town did discuss the alternative of establishing a joint Police Services Board with the City of Stratford. The City confirmed that it would be interested in providing police services to the Town, but not under this section of the Act at this point in time.

As a result, this alternative was rejected.

***Alternative 3: The council may enter into an agreement under section 6 with one or more other councils to amalgamate their police forces.***

This option did not apply to the Town of St. Marys as the Town does not have a current municipal police force to amalgamate with another municipality.

***Alternative 4: The council may enter into an agreement under section 6.1 with the council of another municipality to have its police services provided by the board of the other municipality, on the conditions set out in the agreement, if the municipality that is to receive the police services is contiguous to the municipality that is to provide the police services or is contiguous to any other municipality that receives police services from the same municipality.***

This option did not apply because the Town of St. Marys is not contiguous with a municipality that receives police services from a third municipality.

***Alternative 5: The council may enter into an agreement under section 10, alone or jointly with one or more other councils, to have police services provided by the Ontario Provincial Police.***

This alternative represents the current policing arrangement in the Town of St. Marys where the Town directly contracts with the OPP.

The review carried out by the Town was driven by concerns about the level of service that is provided to the Town. Establishing the current service level provided through the OPP contract model was critical to the Town's comparison of the policing options available. The Town drew from several sources to help define the service level provided by the OPP, but found that it was difficult to establish the actual level of service provided in the Town.

The police services agreement between the Town and the OPP provides the following description which relates to the level of service provided to the Town:

- The OPP will provide "adequate and effective" police services in accordance with the needs of the Town, including agreed upon by-law enforcement. "Adequate and effective" police services means meeting and maintaining the mandatory standards of O. Reg 3/99.
- Provide any additional services requested by, and dedicated to, the Town on a "for cost" basis.

Within the January 2015 "Contract Policing Proposal" provided to the Town by the OPP the following service levels are articulated:

- All existing community service programs and community policing committees will be maintained. Any new community service program or committee may be implemented after agreed upon by the Board and the Detachment Commander.
- Access to additional staff from neighbouring detachments, as the need arises.

Neither of these service level descriptions provided sufficient detail to be able to compare OPP service level and operational plan to the other alternatives considered. Through further conversation with the OPP the Town was able to determine: that the Town does not have a dedicated officer in St. Marys, and the detachment does not guarantee there will be an officer in Town twenty-four hours per day especially if crime levels do not justify regular or focused patrols. To meet the mandatory standards of O. Reg. 3/99 an OPP officer is always available for response, but may have to respond from outside of St. Marys if they are stationed in another part of the County. As necessary, additional resources can be called upon if the situation specific response requires those resources. There is currently one service level enhancement provided to the Town through the provision of a school resources officer. This position has been modified over the years and is currently equivalent to 0.25 of an officer (one officer, shared between two locations, when the officer rotates through day shift).

The second key indicator used when comparing the service delivery options was the cost of policing. The Town's cost for OPP services over the past several years under the contract policing model is shown below:

	2010	2011	2012	2013	2014	2015*	2016*	2017
Cost	1,346,108	1,389,212	1,441,215	1,418,912	1,531,380	1,173,755	1,167,211	1,155,089
Credit	(173,833)	(110,055)	(111,672)	(113,519)	(352,227)			
<b>Net</b>	<b>1,172,275</b>	<b>1,279,157</b>	<b>1,329,543</b>	<b>1,305,393</b>	<b>1,173,153</b>	<b>1,173,755</b>	<b>1,167,211</b>	<b>1,155,089</b>

\* 2015/2016 are subject to wage settlement reconciliations that will be billed in 2018.

Because the Town was interested in having a higher service level for policing, the Town learned that service level increases are possible with an approximate cost of \$200,000 per officer required to achieve the service level desired.

***Alternative 6: With the Commission's approval, the council may adopt a different method of providing police services. 1997, c. 8, s. 4.***

In this alternative the Town focused on researching a “for service” contract with the City of Stratford. Although the City and the Town are not contiguous, the City of Stratford was viewed as a natural partner with the Town given the City’s close geographic proximity to St. Marys and the two municipalities’ long history of sharing services.

The City of Stratford was asked to provide a detailed operational plan for policing the Town, complete with a detailed costing summary. The minimum requirements for service level that the Town stipulated was that the requirements of O. Reg. 3/99 had to be met.

Within Stratford’s proposal, the level of service to the Town for day-to-day policing is described as:

- A total staff complement of 5.0 full time constables.
- One dedicated officer to work Monday to Friday on alternating shifts of 8:00 am – 4:00 pm and 2:00 pm – 10:00 pm. This officer would have the duties of community resources, school officer, daytime calls for service, and follow-up investigations.
- Four dedicated officers for 24-hour patrol (i.e. one cruiser on patrol 24 hours per day).
- Access to additional resources as situation dictates either through Stratford Police Services own staff, or reciprocal support agreements with other police forces.
- An option to employ cadets for increased service levels.
- An option to hire bike patrols as an added cost to the contract. In the summer months, these increased bike patrols have the option of being performed by Police Foundation students as is the current practice in Stratford. The students can also be responsible for by-law enforcement.

To ensure that The Town of St. Marys has the ability to have input into local policing priorities and objectives, the City of Stratford proposed that the St. Marys Police Services Board be replaced by a local Community Policing Advisory Committee. The Community Policing Advisory Committee would meet with the Chief on a monthly basis and would have the same responsibilities that the Town’s current Police Service Board has been provided under Section 10.(9) of the *Police Services Act*.

The price proposal for the City of Stratford to provide services to the Town is:

- Annual operating costs: \$929,953.12
- One-time start-up costs (capital equipment): \$308,584.47

Under the Stratford model, Year 1 costs for the Town would be \$1,238,537.59. After Year 1 the annual operating budget would be \$929,953.12. The Town would have options to purchase additional services if and when periodic service level increases are needed.

The proposed term of the initial contract with the City of Stratford for policing services is five (5) years.

***Alternative 7: OPP default policing as provided for under 5.1 (1) of the Police Services Act.***

The final alternative considered was to have the OPP provide services on a “no contract” basis. Under this model, the Town would pay a fixed fee to the Province for the OPP to provide a base level of policing, and then pay a “fee per service call” for all other services rendered.

This option was found to be the one that would result in the lowest level of service and the lowest costs to the Town. Given that this review was undertaken due to concerns with the current level of service in St. Marys, this option was rejected.

At their October 19, 2016 meeting the Police Services Board considered each of the seven possible options for policing and made the following recommendation to Council:

**Moved by: Board Member McAsh**

**Seconded by: Board Member Stam**

*THAT the PSB recommends to Council that the Town pursue further investigation into the Stratford policing model.*

**CARRIED**

Council considered the same report, and the recommendation from the Police Services Board, at the October 25, 2016 meeting and passed the following resolution:

**Resolution 2016-10-25-21**

*THAT the Town pursue further investigation into the Stratford policing model.*

**CARRIED**

The Stratford Police Service was then asked to prepare a detailed proposal including an operations plan and costing summary to police the Town, and presented that proposal to a joint meeting of Town Council and the St. Marys Police Services Board on January 10, 2017. That same evening, a public meeting was held to hear from the public in regards to the Town's proposal to contract with the City of Stratford for Policing.

Key to Council's consideration was the comparison of the current OPP policing model to the proposed Stratford model. A summary of the key points of each policing model is provided below:

	<b>OPP Model</b>	<b>Stratford Model</b>
Service Level	<ul style="list-style-type: none"> <li>• Officer available to respond 24/7.</li> <li>• 0.25 of a school resource officer.</li> <li>• Access to Provincial resources as situation dictates.</li> <li>• Opportunity to increase service levels by hiring additional officers at \$200,000/year (estimate).</li> <li>• Fully compliant with requirements of O. Reg. 3/99</li> </ul>	<ul style="list-style-type: none"> <li>• One (1) officer stationed in St. Marys 8 hours per day, 5 days a week, rotating on day and afternoon shift, acting as school resource officer, local investigator, and responding to calls for service.</li> <li>• One (1) officer on patrol 24 hours per day, 7 days per week.</li> <li>• Opportunity to increase service levels by hiring cadets at \$45,000/year.</li> <li>• Opportunity to increase service levels by hiring police foundations students for park patrol and by-law enforcement.</li> <li>• Access to additional resources as situation dictates either through Stratford Police Services own staff, or reciprocal support agreements with other police forces.</li> <li>• Fully compliant with requirements of O. Reg. 3/99.</li> </ul>
Year 1 Costs	\$1,155,089 <sup>1</sup>	\$1,238,537.59
Year 2+ Costs	TBD <sup>1</sup>	\$929,953.12 <sup>2</sup>



In addition to the service levels and costing above, the following risks to contracting with the Stratford Police service were considered with their respective risk management plans:

- 1. Proximity and response time:** Given that the Town of St. Marys and the City of Stratford are not contiguous, there is a natural concern that responses to calls for service will be delayed. This concern was quickly put to rest when the Stratford model was compared to the current OPP model.

The OPP detachment that serves St. Marys is located in Sebringville which is north of St. Marys and is approximately a 20.1 km or a seventeen (17) minute drive. Comparatively, the Stratford police headquarters is located at 17 George Street in Stratford which is approximately 20.3 km or a twenty-three (23) minute drive.

In practical terms, the Stratford officer deployment model represents an advantage compared to the current OPP officer deployment model. Stratford plans to have an officer stationed within the Town twenty-four hours per day whereas the OPP only commits to having an officer available to respond twenty-four hours per day (not necessarily stationed within the Town).

The ability for the Stratford Police Service to respond to St. Marys calls in a timely fashion was determined not to be a concern.

- 2. Public buy-in for the change from the OPP:** When considering the change to the Stratford Police Service there was a concern that the public may view this change as impacting community safety. Since undertaking the review of policing alternatives public comments have been collected by the Town in both a formal and informal manner.

A formal public meeting to collect feedback was completed at the January 10, 2017 regular Council meeting. In total, nineteen (19) members of the public and press attended the public meeting. The Town received three (3) oral submissions from members of the public and no written submissions as a part of the public meeting. Two (2) of the oral submissions were in favor of the change to the Stratford Police Service, and one (1) asked general questions. Councillors have also reported receiving a number of informal comments from residents in support of making this change.

Since the time of making a submission to the OCPC, the Town has received one (1) formal submission and two (2) informal submissions expressing concerns with the Stratford Police Service's statistics reported in a Globe and Mail article re: Unfounded Sexual Assaults. The Mayor, Councilor Van Galen (as Chair of the PSB) and the CAO have met with the Chief of Police for Stratford to complete our own due diligence on these concerns. We have learned of the internal review that is being completed in Stratford, with oversight being sought from a third-party. The Stratford Police Service has committed to keeping the Town briefed on the results of their review. The Police Services Board has exercised its due diligence by broaching this same issue with the OPP where the Board learned of the internal review being completed by the OPP.

After review, it was determined that there appears to be public support for this policing change.

- 3. Risk of financial exposure:** When considering the change to the Stratford Police Service there was a concern of potential financial risk exposure for the Town. The exposure was perceived as arising from the risk of a significant policing event occurring in the Town, and the resultant cost (i.e. a homicide investigation, hostage event, disaster, etc.). Under the current arrangement of contracting with the OPP if an event like this were to occur the Town pays no additional cost if there is a Provincial responsibility to respond.

If an event like this were to occur under the Stratford model there was a question of what the direct cost to the Town would be. As a part of the Town's due diligence, the Stratford Police Service was asked to comment on if additional costs would be borne by the Town as a result of a response to a significant policing event. Stratford was also asked how often their police service was drawing on the specialized policing services available to their department through reciprocal support agreements.

The Stratford Police Chief confirmed that in the instance of a major event, the Town would have to pay for costs incurred in that response. The Chief's response was qualified with an explanation that, as currently constituted, the Stratford Police Service is able to provide almost all services directly and is rarely calling in aid from other police services. The Chief further explained that each time the Stratford Police Service has had to draw on their reciprocal support arrangements with other police services there has been no charge.

When reviewing the change to the Stratford model this financial risk was carefully considered, but it is a risk that the Town can manage now that it is understood. If the Stratford model is approved by the Commission, the Town will take steps to establish its own police cost stabilization reserve so that costs outside of the annual contract can be funded. It is proposed to fund the reserve from the annual savings realized from switching from the OPP model to the Stratford model (i.e. in contract years 2 and on, the Town will internally charge itself the same for policing costs and deposit the surplus into a reserve until the reserve balance reaches a desired level).

After review, the risk of financial exposure was deemed to be manageable.

4. **The Stratford Police Services model will not meet the requirements of O. Reg 3/99 Adequacy and Effectiveness of Police Services in their service delivery to the Town of St. Marys:** Within the Town's review the Stratford policing model there was a question of whether or not the Stratford Police Service will be able to maintain the minimum requirements of O. Reg 3/99 while policing St. Marys. The Stratford Police Chief was asked to provide confirmation that the Stratford Police Services operational plan for policing St. Marys will remain compliant with all statutory requirements.

As a part of the City of Stratford's detailed proposal to the Town, Chief Bellai provided confirmation that Stratford's delivery of police services in St. Marys will be fully compliant with O. Reg. 3/99. The OCPC considered this information within the Town's submission to the Commission and did not have any concerns with the ability of the Stratford Police Service to meet the legislated requirements for service levels.

Through its final review of policing alternatives St. Marys Town Council carefully considered the service level, costs, and risk of entering into a cost for service relationship with the City of Stratford for policing. Through the following resolution Council decided that the Stratford policing model was the preferred alternative for the Town, and provided direction to the Chief Administrative Officer to make an application to the Ontario Civilian Police Commission for approval of this model:

***Resolution 2017-01-10-06***

*THAT Council for the Town of St. Marys supports the Stratford policing model as the preferred method for providing policing within the Town, and*

*THAT the Chief Administrative Officer be directed to make a submission to the Ontario Civilian Police Commission requesting that the Commission provide approval of the Stratford policing model for the Town of St. Marys per Section 5.(1)(6) of the Police Services Act.*

***CARRIED***

## REPORT

The submission to the OCPC requesting approval of the Stratford Policing model was made on January 13, 2017. The decision from the OCPC was received by the Town on April 13, 2017 and approves the Town making this change. The Order from the OCPC is attached to this report for Council's information. The approval comes with two conditions:

- The Town must negotiate a contract for service with the Stratford Police Service, and submit a copy of the executed agreement to the OCPC as proof of policing in Town.
- The Town must develop a terms of reference for the proposed Community Policing Advisory Committee that is compliant with the requirements of the Police Services Act.

The Town's contract with the OPP expires on December 31, 2017 and we expect the Stratford Police Service to assume policing of the Town as of January 1, 2018. The Stratford Police Service prefers a ten (10) month period for transition, but is committed to working towards this expedited timeline.

The first step in the transition process is to negotiate a contract for service, and staff are seeking Council's approval to begin this process. As per previous police negotiations, the contract for service will be negotiated by staff and vetted through the Police Services Board for recommendation to Council.

In addition, the practical steps of transitioning from one contract service provider to another will need to be addressed. The OPP is supportive of meeting with the Town and the Stratford Police Services to begin this planning process.

## SUMMARY

The Town's application to the Ontario Civilian Police Commission to enter into a contract for service with the Stratford Police Service has been approved. The Town's contract with the OPP expires as of December 31, 2017 and the contract with the Stratford Police Service will need to be in place for January 1, 2018. Negotiating the agreement with the Stratford Police Service needs to be started as soon as possible, and staff are recommending that Council provide direction to begin this process immediately.

## FINANCIAL IMPLICATIONS

The financial implications of the current OPP policing model to the Stratford policing model are shown in the following chart for comparison purposes:

	OPP Model	Stratford Model
Year 1 Costs	\$1,155,089 <sup>1</sup>	\$1,238,537
Year 2+ Costs	TBD <sup>1</sup>	\$929,953 <sup>2</sup>

### Notes:

1. This cost is reflective of the 2017 annual billing statement. Not included are the reconciliation costs for wage settlements for 2015 and 2016 which will be applied to the 2018 billing statement.
2. This cost does not include the cost of contribution to a lifecycle replacement reserve or an inflationary increase which still needs to be negotiated.

Once the new policing model is implemented, it is staff's recommendation that the Town establish a police cost stabilization reserve. Staff proposes that this reserve be funded from the savings realized by the changeover to the Stratford Police Service, and that the reserve serve as a cost buffer in the event that actual costs incurred in a given year exceed budgeted amounts.

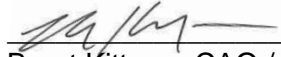
**OTHERS CONSULTED:**

Inspector Rob Scott, Perth County OPP Detachment Commander  
Chief Mike Bellai, Chief of Police, City of Stratford

**ATTACHMENTS:**

1. April 13, 2017 Decision from the Ontario Civilian Police Commission.

Respectfully submitted,



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Brent Kittmer, CAO / Clerk



## ONTARIO CIVILIAN POLICE COMMISSION

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DATE: 13 April 2017

CASE NAME: St. Marys' Request for Approval under s. 5(1)(6) of the *Police Services Act* to Contract with the City of Stratford/Stratford Police Service

FILE: 2017-ADJ-006

***In the Matter of the City of St. Marys' Request for Approval under s. 5(1)(6) of the Police Services Act, R.S.O. 1990, c. P.15 to Contract with the City of Stratford/Stratford Police Service***

### **ORDER**

1. The Town of St. Marys is currently policed by the Ontario Provincial Police, but is seeking to contract for services with the City of Stratford. If St. Marys was geographically contiguous to Stratford or with an area policed by the Stratford Police Service, the Town could simply contract with Stratford for policing services pursuant to s. 5(1)(4) of the *Police Services Act* (the "PSA"). Because there is no contiguity, St. Marys seeks the approval of the OCPC,

pursuant to s. 5(1)(6) of the PSA to "...adopt a different method of providing police services".

2. For the reasons set out below, the OCPC approves St. Marys' proposal to provide police services by contracting with the City of Stratford for policing services to be provided by the Stratford Police Service, subject to receipt by the OCPC of the final agreement between St. Marys and the City of Stratford/Stratford Police Service.

**Background: Municipal Responsibilities in Relation to Providing "Adequate and Effective Policing"**

3. S.4(1) of the PSA provides: "Every municipality to which this subsection applies shall provide adequate and effective police services in accordance with its needs." Generally, the subsection applies to both upper- and lower-tier municipalities throughout Ontario.
4. Pursuant to S.5(1) a municipality must provide policing services through one of the following six methods:
  - i. The council may establish a police force, the members of which shall be appointed by its police services board under clause 31 (1) (a).
  - ii. The council may enter into an agreement under section 33 with one or more other councils to constitute a joint board and the joint board may appoint the members of a police force under clause 31 (1) (a).

- iii. The council may enter into an agreement under section 6 with one or more other councils to amalgamate their police forces.
  - iv. The council may enter into an agreement under section 6.1 with the council of another municipality to have its police services provided by the board of the other municipality, on the conditions set out in the agreement, if the municipality that is to receive the police services is contiguous to the municipality that is to provide the police services or is contiguous to any other municipality that receives police services from the same municipality.
  - v. The council may enter into an agreement under section 10, alone or jointly with one or more other councils, to have police services provided by the Ontario Provincial Police.
  - vi. With the Commission's approval, the council may adopt a different method of providing police services.
5. S. 27 further requires every municipality that maintains its own police service to establish a police services board. Pursuant to s. 31, police services boards (PSBs) are further vested with responsibilities for the provision of "adequate and effective police services in the municipality".

## **Request from St. Marys, Ontario**

6. Currently, the Town of St. Marys discharges its responsibility for providing police services pursuant to s. 5(1)(5): It is party to a contract with the Ontario Provincial Police (OPP). St. Marys has a PSB, with duties largely as set out in s. 10(9) of the PSA.
7. St. Marys is seeking to terminate its contract with the OPP and enter into a new contractual arrangement with the City of Stratford. Under the proposed new arrangement, the Stratford Police Service (SPS) would provide policing for St. Marys.
8. As noted, municipalities are responsible for providing adequate and effective police services pursuant to s. 4.1 of the PSA and they may decide which method of discharging this responsibility is appropriate, whether it be maintenance of a police service, contracting with the OPP, contracting with another contiguous municipality or another method.
9. Under s. 5(1) of the PSA, municipalities generally do not require approval from the OCPC in relation to their policing arrangements. In the current situation, for example, St. Marys would be able to enter a contractual arrangement with Stratford without any OCPC approval, but for the fact that they are not geographically contiguous municipalities. Under s. 5(1)(4) and s. 6.1, contiguity is a prerequisite for contractual agreements between municipalities.



10. However, s. 5(1)(6) allows municipalities to seek OCPC approval for alternative methods of providing police services: The council "...may adopt a different method of policing with the approval of the Ontario Civilian Police Commission."

### **OCPC Process in Relation to s. 5(1)(6) Approval**

11. While s. 5(1)(6) requires OCPC approval where a municipality seeks to provide police services in an alternative way, the subsection sets out no procedural or process requirements for the OCPC to follow in considering a request. The provision does not require a hearing or a public meeting.
12. In the present case, the OCPC asked the City of St. Marys to provide a written submission setting out the proposed policing arrangement.
13. For reasons set out below, the OCPC grants approval to the City of St. Marys to enter into the proposed arrangement with Stratford. For the purpose of transparency, the OCPC has issued a public decision in relation to the approval.
14. S. 5(1)(6) does not set out any specific test for the OCPC to apply in determining whether or not to grant an approval under s. 5(1)(6). Decisions relating to provision of policing services in Ontario must be made with reference to the "adequacy and effectiveness" standard set out in the PSA.
15. However, a plain reading of the PSA places primary responsibility for providing adequate and effective police services on municipalities. As previously noted, s. 4 of the

PSA provides: "Every municipality to which this subsection applies shall provide adequate and effective police services in accordance with its needs." S. 4(2) goes on to describe minimum standards for adequate and effective policing as including: "...1. Crime prevention. 2. Law enforcement. 3. Assistance to victims of crime. 4. Public order maintenance. 5. Emergency response."

16. In addition to the broad roles of municipalities and PSBs, the "Adequacy and Effectiveness of Police Services" Regulation—O. Reg. 3/99—made under the PSA places many highly-specific responsibilities on chiefs of police in relation to the actual provision of policing in any given municipality. Further, the Minister of Community Safety and Correctional Services has a regulatory role as described in s. 3(2) of the PSA to "... (a) monitor police forces to ensure that adequate and effective police services are provided at the municipal and provincial levels".

17. Although the OCPC has a role in relation to "adequacy and effectiveness" of police services, the OCPC must be respectful of the statutory roles of municipalities, PSBs, police services themselves, and MCSCS in this same regard. The only explicit role enumerated for the OCPC in relation to "adequate and effective" is set out in s. 9(2) of the PSA. That subsection provides that if the Commission finds that a municipal police force is not providing adequate and effective police services or is not complying with the PSA or regulations, it may communicate that finding to the board of a municipality and direct the board to take the measures that the Commission considers necessary. As with s. 5(1)(6), the provision sets out no specific process that the OCPC must

follow to make a determination and provides no other guidance. In a related vein, s. 23 and s. 24 of the PSA allow the OCPC to take certain measures where a PSB or municipal police force "...has flagrantly or repeatedly failed to comply with prescribed standards of police services".

### **Decision in Relation to the Request for St. Marys**

18. After careful review of the proposal from St. Marys, the OCPC grants its consent pursuant to s. 5(1)(6) of the PSA for the Town of St. Marys to contract with the SPS for policing services. The Town of St. Marys has provided a highly-detailed proposal in support of its request for approval.
19. At the outset, it should be made clear that the OCPC has no statutory role to play in relation to St. Marys' decision to cease contracting with the OPP. Municipalities do not have to seek approval from the OCPC to contract with the OPP or terminate a contract. In any case, St. Marys indicates that it has given notice to the OPP that it is undertaking a review of alternate policing options and may not be renewing its current contract which is set to expire on December 31, 2017.
20. The St. Marys' proposal sets out a detailed explanation of why it reviewed its existing policing model. The explanation provided significant background information for the OCPC on how St. Marys came to its decision and discussed its concerns about local service levels and needs. The proposal also sets out the various options considered in relation to provision of police services. For example, St. Marys has considered establishing its own police service. This said, decisions about

how to provide policing services in local communities are primarily decisions to be made by municipalities themselves and/or their respective PSBs. Except in extraordinary situations where the OCPC's intervention is necessary pursuant to s. 9 or s. 23 or 24 of the PSA, it is generally not appropriate or necessary for the OCPC to second-guess policy and fiscal choices made by municipalities and/or PSBs in accordance with their statutory roles under the PSA.

21. In the present case, the first issue to be considered is whether or not the OCPC has the authority to approve the St. Marys proposal. The language of s. 5(1) is clear in this regard. S. 5(1)(1)-(5) set out a number of options for police services that municipalities may choose on their own without OCPC approval. S. 5(1)(6) allows municipalities to go with a different method of providing police services, provided the OCPC approves. Neither s. 5(1)(6) itself nor any other provision of the PSA or the regulations set out any restrictions or limits, whatsoever, on the "different methods" that may be approved pursuant to the subsection.

22. In the absence of any statutory or regulatory guidance for the OCPC in making a decision under s. 5(1)(6), the OCPC has considered whether or not, on its face, the St. Marys/Stratford proposal would violate the PSA or fail to constitute "adequate and effective" policing. The most important feature considered in this regard is the confirmation by St. Marys and the proposed contract police service, the SPS, that delivery of police services in St. Marys will be fully compliant with O. Reg. 3/99, Adequacy and Effectiveness of Police Services. Following the takeover of policing by the SPS, the SPS will obviously remain bound by all provisions of the

PSA and its regulations in relation to all of its activities, in both Stratford and St. Marys. This means that the SPS will continue to be subject to oversight by MCSCS and will have to maintain compliance at all times with O. Reg. 3/99 and all other applicable standards. The OCPC's approval of the St. Marys proposal is contingent on this commitment to ongoing compliance with O. Reg. 3/99 by the SPS.

23. Given the lack of contiguity between St. Marys and Stratford, the proposal notes that "...there is a natural concern that responses to calls for service will be delayed". The proposal goes on to indicate that St. Marys is currently served by an OPP detachment located 20.1 KM away from St. Marys, while the Stratford police headquarters is 20.3 KM away. The proposal further indicates that the SPS would have an officer stationed in St. Marys at all times, while the OPP does not necessarily have an officer in town at all times. St. Marys has clearly turned its mind to the issue of response time and considers policing by the SPS to provide for response times which are adequate.

24. The proposal makes note of public support for the initiative to contract with the SPS. The proposal indicates that a public meeting was held in January 2017 to discuss the contracting proposal. The proposal also indicates that councillors believe the change to be well-supported. The central point, from the perspective of the OCPC however, is that the decision on contracting with SPS is made by the St. Marys Town Council, the duly-elected representatives of the people of the Town. As noted previously, s. 4 of the PSA provides: "Every municipality to which this subsection applies shall provide adequate and effective police services in

accordance with its needs.” Broad decisions about how to provide policing services are clearly those of municipalities.

25. Finally, St. Marys’ proposal notes the financial risk of a significant policing event, such that St. Marys would be required to pay additional fees to the SPS. The decision that the financial risk is manageable is a decision that is solely and squarely within the ambit of the municipal government. The OCPC has no role to play in this regard and takes no position on the issue.

26. The OCPC notes that under the St. Marys proposal, a Community Policing Advisory Committee (CPAC) would be established. The CPAC would be established and appointed by St. Marys. The CPAC would meet monthly with the Chief of the SPS and would have a role akin to that of the current St. Marys’ Board under s. 10(9) of the PSA. Establishment of a CPAC would also be analogous to the appointment of an advisor under s. 6.1(2) of the PSA.

Under s. 6.1(2) of the PSA, a contiguous municipality contracting with a neighbouring police service would be entitled to appoint a person to advise the neighbouring board about objectives and priorities. The OCPC does not object to the proposal to create a CPAC, with the proviso that the principles in s. 6.1(3) and (4) should be applied when creating the CPAC, e.g., the term of office for members of the CPAC should not exceed the term of office of the council appointing the members.

Of greater significance, the document establishing terms of reference for the CPAC should be consistent with the PSA in

relation to restrictions on interference with day-to-day operations. For example, similar to s. 31(4) of the PSA, it should be made clear that the role of the CPAC is not to direct, or purport to direct, the chief of police with respect to specific operational decisions or day-to-day operations. Similar to s. 31(3), it should be made clear that the CPAC and individual members of the CPAC may not give orders or directions to other members of the SPS.

27. The OCPC therefore approves the proposal put forth by St. Marys to adopt a different method of policing pursuant to s. 5(1)(6) of the PSA subject to the receipt by the OCPC of the final agreement between St. Marys and the City of Stratford/Stratford Police Service.

**DATED** at Toronto, this 13<sup>th</sup> day of April 2017.

A handwritten signature in dark ink, reading "D. S. Jovanovic". The signature is written in a cursive style with a large, looped "J".

---

D. Stephen Jovanovic  
Associate Chair

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>COR 20-2017 April Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 20-2017 April Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Clerks Department

- Municipal Agreements – implemented changes to the retention of municipal agreements. Process included locating and reviewing existing agreements; collection of pertinent information including but not limited to period of agreement and budgetary impact of agreement; digitalization of record; and practical filing system utilized to store records
- Municipal Bylaws – undertaking a review/prioritization of bylaws requiring amendment or repeal
- Accessibility - Committee provided feedback on the Queen Street Gateway project as it pertains to accessibility

### Corporate Communications

- Corporate Communications Strategy
  - Final plan has been delivered to Communications staff and will be brought forward to Council at the May 16 Strategic Priorities Committee meeting.
  - Presented at All Staff meetings to build awareness about the department in response to feedback found through the corporate communications survey
- Media Relations
  - Sent out 8 media releases between mid-March and mid-April
- Social Media (since March 16):
  - Facebook:
    - 305 page views (down 28%)
    - 17 new likes (down 73%)
    - 11,603 users reached (down 47%)
    - 6,451 post engagements (down 39%)
  - Twitter (since March 16):
    - 15 new followers
    - 84 link clicks
    - 9 retweets
    - 9 likes
    - 2 replies
- Advertising & Promotional Campaigns



- Advertisements placed for:
  - Stratford Summer Music: Shopping in Downtown St. Marys
  - Stratford Gazette (Swan Parade): Shopping in Downtown St. Marys
  - Journal and Independent: Wellington Street Bridge Tender Notice
  - Journal and Independent: Water Flushing and Valve Exercising
- Promotional campaigns in progress and/or being planned for:
  - Fire Department Scrap Metal Pick-up
  - Bids and Tenders “soft-launch”
  - Emily Street reconstruction
  - Senior’s Month
  - Town-wide emergency exercise
  - Spring and summer recreation programs
  - Vulnerable Person’s Registry
  - Leaf and yard waste program changes
- Publications
  - 2017 Fall & Winter Programs and Services Guide
    - Met with Community Services content contributors on April 10 with goal of refining the content submission process for future editions

## Events

- Canada 150
  - Continued to coordinate with internal and external committees to arrange entertainment, vendors and activities for event
    - Second community committee meeting planned for Tuesday, April 18
  - Updated website with additional details about the event
  - Sent out initial media release to advise public on plans for the event; shared to social media
  - Currently planning communications campaign focused on recruiting volunteers and building awareness and excitement around the event
- Heritage Festival
  - Updated website with new information about this year’s event, including vendor, sponsorship and volunteer opportunities
  - Distributed vendor and sponsorship packages to local businesses
    - Currently have approximately 15 vendors and 2 sponsors committed to the event; will continue to encourage local businesses and organizations to get involved
  - Currently planning communications campaign focused on recruiting volunteers and obtaining sponsorships

## Information Technology

- 28 Support Tickets Closed
- Finalized Landfill/Lind dark fiber conversion
- Researched proper Backup solution and prepared RFQ
- Began creation of camera network, for future expansion

## Geographic Information Systems (GIS)

- 39 Locates for March up 5% from last March
- 5 Municipal Consent requests processed
- Front line IT support for multiple departments
- Ongoing GIS work and updates
- Creation of mailing lists for Town staff

- Creation of multiple maps for various departments including one for Town wide emergency exercise
- Continuing work on Youth Centre computers
- Quoted for colour toner for printers at the PRC and Child Care

## Economic Development

- Partnership Development
  - Working with OPP and BIA to develop a Crime Prevention & Awareness Seminar for May 8, 6pm, Town Hall Auditorium.
  - Attended myPerthHuron launch. The United Way Perth-Huron's Social Research & Planning Council and the University of Waterloo's Computer Systems Group have partnered to create an online community trends indicator system to help track our local community well-being and vitality. It will be based on the Canadian Index of Well-being's domains of Education, Democratic Engagement, Leisure & Culture, Environment, Healthy Populations, Time Use, Community Vitality, and Living Standards.
- Labour Force
  - Perth4Youth Project: Hosted Core Team Training Session in St. Marys.
  - Youth Survey closed; 75 completed surveys, 253 partially completed surveys.
  - A grant application to the LIBRO Prosperity Fund for a Youth Professional Development Program has been submitted.
- Business Attraction, Retention & Expansion
  - Coordinated speaking event for May 16 and secured partnership funding from all lower tier municipalities in Perth County and Perth County. Keynote speaker is Doug Griffiths, President of 13 Ways. His talk is entitled 13 Ways to Kill Your Community and is an entertaining and passionate presentation about the attitudes and actions that will define success or failure of a community.
  - Secured free Growth Wheel Training for St. Marys; Growth Wheel is a decision-making tool for start-ups and growth companies. It helps entrepreneurs and business advisors Get Focus, Set Agenda, Make Decisions, and Take Action.
- Downtown St. Marys
  - St. Marys Business Improvement Area (BIA): Attended the Ontario Business Improvement Area Association (OBIAA) Conference April 3-4.
  - Hosted Strategic Planning Session I April 10, led by OMAFRA. Seventeen participants. Sessions II and III planned for May and June.
- Program Management & Development
  - VIA Services: A meeting with representatives from VIA Rail Canada has been set for May 10.
  - Economic Development Advisory Committee (EDAC): April 10 EDAC Meeting – identified information that should be included on the website and in Community Profile, Investor Packages, New Business Packages.
- Sector and Issue-Specific Projects
  - Tourism:
    - A Rural Economic Development (RED) Grant application for developing a Signage & Wayfinding Plan for the Town has been submitted.
    - Partnered with the Journal Argus on their Visitors' Guide to update the Town's information. The Town's advertisement about the key amenities in St. Marys will be on the back page of the guide.
  - Art & Culture: Worked with the St. Marys Station Gallery group to coordinate upcoming exhibits and develop a Contract.

## **OUTSTANDING ISSUES AND PROJECT LIST**

### **Clerks Department**

- Municipal Election 2018
  - Secure vote counting equipment
  - Review election bylaws and policies to meet requirements resulting from changes to the Municipal Elections Act.

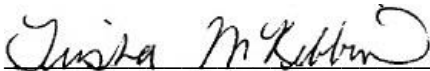
### **IT**

- RFQ for Backup released. Will begin implementation as soon as products are received
- RFQ for Computer replacements to be released
- Install IP phone set at Landfill with internal extension number

## **SPENDING AND VARIANCE ANALYSIS**

None.

Respectfully submitted,



Trisha McKibbin  
Director of Corporate Services / Deputy Clerk



Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>From:</b>	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
<b>Date of Meeting:</b>	25 April 2017
<b>Subject:</b>	<b>COR 19-2017 Amendment to By-law 33-1987 Designation of 5 James Street North</b>

## PURPOSE

This report accompanies Bylaw 39-2017 regarding the amendment to the designation of 5 James Street North under Part IV of the Ontario Heritage Act.

## RECOMMENDATION

THAT COR 19-2017 Amendment to By-law 33-1987 Designation of 5 James Street North be received; and,

THAT Council enact Bylaw 39-2017 to amend the designation for the property at 5 James Street North, to include interior elements of Cultural Heritage Value as outlined in Schedule "A" of the amending By-law.

## BACKGROUND

Staff brought forward a report on February 28, 2017 regarding an updated Designation Statement for 5 James Street North (Grand Trunk Railway Station) that clearly articulates the Cultural Heritage Value of the property and contains a full description of Heritage Attributes of the property. At that meeting Council made the following motion.

**Resolution 2017-02-28-19**

**Moved By** Councillor Osborne

**Seconded By** Councillor Pope

THAT Council amend the designation Bylaw 33 of 1987 for 5 James Street North (Grand Trunk Railway Station), to include the Designation Statement document dated December 2016.

**CARRIED**

## REPORT

Staff proceeded with the Notice of Intention to amend a designation, and as required under the legislation notified the Ontario Heritage Trust, the property owner and published notice in the local newspapers. No objections to the designation were received by the Clerks Department and as such, the Bylaw to designate the property is before Council for consideration.

## **SUMMARY**

As approved by Council, a Notice of Intention to amend the designation for the property at 5 James Street North was published and also sent to the Ontario Heritage Trust. As no objections were filed with the municipality within 30 days of publication of the Notice of Intention the designation bylaw is before Council for consideration.

## **FINANCIAL IMPLICATIONS**

Legal costs to register designation - \$200-\$400. These costs fall within the 2017 budget for the Heritage Committee.

## **OTHERS CONSULTED**

St. Marys Heritage Committee

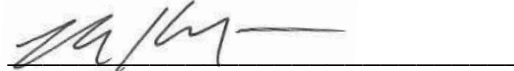
## **ATTACHMENTS**

None

Respectfully submitted,



Trisha McKibbin  
Director of Corporate Services/Deputy Clerk



Brent Kittmer  
CAO / Clerk

## MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>FIN 09-2017 April Monthly Report (Finance Department)</b>

### RECOMMENDATION

THAT report FIN 09-2017 April Monthly Report (Finance Department) be received for information.

### DEPARTMENTAL HIGHLIGHTS

- Education tax rates were released by the Ministry in early April. The residential property class rate was .00188000 for 2016 and has been reduced to .00179000 for 2017. Using the typical single family home value of \$243,750, as used in the 2017 approved budget, the education portion of the tax bill would decline by \$11 to \$436.
- On April 10<sup>th</sup> a *bids&tenders* web portal training session for venders was held at the MOC in partnership with Perth South. A representative from eSolutions led a demonstration on how to register as a member as well as how to complete an online tender submission.
- Staff attended the spring tax conference in London

### OUTSTANDING ISSUES AND PROJECT LIST

- Complete 2016 year end financials, asset management additions/disposals, FIR and audit
- Bring recommendation to Council on vacancy rebate and vacant/excess land
- First meeting with budgeting software vender to take place this month
- Completion of Development Charges study and by-law
- Review fees and charges by-law

### SPENDING AND VARIANCE ANALYSIS

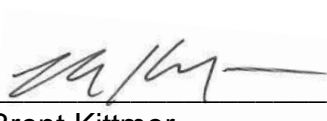
March Capital Status Report attached.

Respectfully submitted,



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Jim Brown  
Director of Finance



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Brent Kittmer  
CAO / Clerk

Town of St. Marys Capital and Special Projects 2017 March 31, 2017	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)
9001- FINANCE BUDGET SOFTWARE	-	-	35,000	(35,000)
9050- IT (MATERIALS)	-	-	15,000	(15,000)
9051- BACKUP SERVER REPLACE	-	-	29,000	(29,000)
9120- FACILITIES (ENERGY UPGRADES)	33,295	33,295	30,000	3,295
9123- CADZOW PLAYGROUND	-	-	150,000	(150,000)
9124- CEMETERY OFFICE PAINT INT/EXT	-	-	10,000	(10,000)
9125- FIRE HALL DIGITAL SIGN	-	-	15,000	(15,000)
9126- FIRE HALL WINDOW REPLACE	-	-	10,000	(10,000)
9127- LIBRARY STEPS (CHURCH ST)	-	-	35,000	(35,000)
9128- LIND SPORTSPLEX ROOF REPLACE	-	-	98,000	(98,000)
9129- MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)
9130- MUSEUM BARN PAINTING	-	-	10,000	(10,000)
9131- MUSEUM SOFFIT/FASIA/GINGER	-	-	10,000	(10,000)
9132- OLD WATER TOWER UPGRADES	-	-	75,000	(75,000)
9133- PRC BANQUET HALL SOUND SYS	-	-	32,000	(32,000)
9134- PRC TRACTOR SNOWBLOWER	14,676	14,676	15,000	(324)
9135- GUEST SERVICES DESK REBUILD	-	-	20,000	(20,000)
9136- PRC POOL GROUTING	-	-	30,000	(30,000)
9137- TOWN HALL SIGN	-	-	10,000	(10,000)
9138- TH EXT WASHROOM DOOR	-	-	15,000	(15,000)
9139- TH WINDOW REPLACE	-	-	15,000	(15,000)
9140- REPOINT STONE WALLS	-	-	43,000	(43,000)
9141- VIA SOFFIT REPAIRS.PAINT	-	-	15,000	(15,000)
9213- FIRE SCBA BREATHING APP	-	-	225,000	(225,000)
9314- ANNUAL SIDEWALK/CURBING PROGRAM	-	-	70,000	(70,000)
9318- ST. MARIA ST./WELLINGTON RECONST	-	-	98,000	(98,000)
9320- BRIDGE WELLINGTON ST.	-	-	2,238,000	(2,238,000)
9327- WARNER / JONES CONSTR	841	841	922,000	(921,159)
9329- EMILY ST RECONSTRUCTION	246	246	2,280,000	(2,279,754)
9330- ST GEORGE ST N. RECONSTRUCT	-	-	49,000	(49,000)
9331- WELLINGTON ST S (PARK TO QUEEN)	-	-	49,000	(49,000)
9332- VARIOUS SIDEWALKS (PTIF FUNDED)	-	-	136,000	(136,000)
9350- REFURBISH R10 VACTOR	-	-	30,000	(30,000)
9351- REPLACE L10 PICKUP	-	-	28,000	(28,000)
9352- REPLACE J10 BACKHOE	-	-	50,000	(50,000)
9353- R30 PAVEMASTER	-	-	30,000	(30,000)
9354- SMALL TOOL REPLACEMENTS	-	-	6,000	(6,000)
9355- J-50 DUAL WHEELS	-	-	6,000	(6,000)
9356- PAVEMENT EDGER	-	-	8,000	(8,000)
9357- T-60 SANDER APPLICATOR	-	-	5,000	(5,000)
9358- DECORATIVE POLE REFURB	-	-	25,000	(25,000)
9359- GATEWAY LANDSCAPE FEATURES	-	-	50,000	(50,000)
9390- ANNUAL RESURFACE PROGRAM	-	-	120,000	(120,000)
9391- CONCRETE GRINDING	93	93	120,000	(119,907)
9411- SEWAGE TREATMENT PLANT	2,649	2,649	230,000	(227,351)
9413- LANDFILL EPA & IMPROVE	-	-	310,000	(310,000)
9414- SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)
9415- BIOSOLIDS LOADING PUMP	1,745	1,745	190,000	(188,255)
9416- WWTP EMERGENCY STANDBY POWER	-	-	307,000	(307,000)
9417- EMERGENCY POWER 728 QUEEN ST E	-	-	70,000	(70,000)
9421- STORMWATER MGMT/WATERCOURSE IMPROVE	-	-	126,000	(126,000)
9435- ADD'L WATER STORAGE	-	-	215,000	(215,000)
9740- LIBRARY (MATERIALS)	12,985	12,985	58,000	(45,015)
CAPITAL BUDGET 2017			8,808,000	
			-	
2016 CARRYFORWARD PROJECTS			-	-
9040- MOC COUNTER	8,181	8,181	15,000	(6,819)
9116- FACILITIES THALL (BELL TOWER)	16,684	16,684	25,416	(8,732)
9212- ELC RELOCATION	13,400	13,400	368,987	(355,587)
9710- QUARRY CLIFF DIVE	5,289	5,289	13,798	(8,509)
9713- REC MASTER PLAN	6,096	6,096	65,000	(58,904)
9333- GENERATOR WATER BOOSTER PUMP JAMES ST S	(7,535)	8,003	-	8,003
2016 CARRYFORWARD PROJECTS			488,201	
	108,645	124,182	9,296,201	(9,172,019)

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>From:</b>	Jim Brown, Director of Finance
<b>Date of Meeting:</b>	25 April 2017
<b>Subject:</b>	<b>FIN 10-2017 Vacant Unit Rebate and Vacant / Excess Land Subclasses</b>

### PURPOSE

This report presents information to Council regarding the Vacant Unit Rebate and the Vacant / Excess Land subclasses and the change in legislation moving what was a prescribed program of tax rebates or reductions to one allowing municipalities the flexibility to tailor a program to their needs, including the elimination of the rebate or reduction.

### RECOMMENDATION

THAT Council consider the elimination of the Vacant Unit Rebate program; and

THAT Council consider the phase out of the Vacant / Excess subclasses tax reductions; and

THAT staff consult with the local business community and report back to Council on the final recommendation.

### BACKGROUND

In the late 1990's the Province introduced the requirement for municipalities to have a vacant commercial and industrial building rebate program (Section 364 (1) of the *Municipal Act*, 2001). In general the program provided an annual application based property tax rebate of both the municipal and education taxes for commercial and industrial properties that were vacant or partially vacant in that year. The rebate is 30% for commercial applications and 35% for industrial applications. Likewise Section 313(1) of the *Municipal Act*, 2001 requires a 30% reduction in the tax rate for commercial properties assessed in the subclass as vacant / excess land and 35% for industrial properties.

### REPORT

In response to municipal and other stakeholder's requests, the Province is now moving forward with providing municipalities broad flexibility for 2017 and future years. In December 2016 Bill 70 was passed amending the rebate and reduction programs with the removal of the prescribed 30% and 35% rates to be replaced with a program that municipalities will develop to reflect community needs and circumstances, while considering the interests of local businesses. Municipalities will forward their program to the Ministry of Finance to be implemented through regulation.

To implement the change the Province has outlined specific requirements:



- The local business community has to be engaged and the Town has to provide details on how and when the business community has been engaged.
- The potential impacts of any proposed changes on local businesses have to be considered and communicated.

The Province has established a deadline of July 1 for the necessary information being submitted for review and approval to be implement for the 2017 tax year.

The tables below identify the extent of the rebates and reductions provided by the Town. The vacant unit rebate program varies by year and is application based. The vacant / excess land reduction is a consistent amount as it is based on the property's assessed value and automatically forms part of the tax levy calculation.

Vacant Unit Rebates					
Year	Number of Properties	Municipal Rebate	Education Portion	BIA Portion	Total Rebate
2011	15	46,607	33,516	114	80,237
2012	12	40,822	26,994	311	68,127
2013	9	36,215	22,145	260	58,620
2014	8	25,509	16,470	361	42,340
2015	10	13,927	8,599	384	22,910
2016	13	54,891	28,054	383	83,328
2017 (Anticipated)	11	128,948	67,700	340	196,988
<b>Total:</b>	<b>78</b>	<b>\$ 346,919</b>	<b>\$ 203,478</b>	<b>\$ 2,153</b>	<b>\$ 552,450</b>

2017 Vacant / Excess Land Reductions		
Amount	Number of Properties	Total Reduction
Up to \$500	10	2,621
\$501 to \$1,000	8	5,895
\$1,001 to \$1,500	6	6,917
\$1,501 to \$2,000	2	3,469
\$2,001 to \$2,500	1	2,177
\$2,501 to \$3,000	1	2,813
\$12,001 to \$12,500	1	12,171
<b>Total:</b>	<b>29</b>	<b>\$ 36,063</b>

The split is Municipal \$23,968, Education \$12,096.

In considering options, Council may wish to consider the following:

- This is a business benefit that is being subsidized by all property classes in the Town.
- The benefit is not available to other types of property, e.g. residential or multi-residential.
- MPAC does factor a vacancy allowance, economically obsolete areas, chronic vacancy and reduced income from the start. These are also items that are typically targeted during assessment appeals where the property owner / tax agent is looking for a larger allowance. This in essence is allowing "double dipping" at the expense of all property owners.
- Although it is difficult to quantify there is the opinion the program discourages the leasing of some vacant property and the landlord may simply be waiting for increased equity for sale purposes.
- The entire program is highly administrative as designed.
- Several properties have applied for the rebate every year for the past six years. This is not the intent of the program.

## **SUMMARY**

There are a number of options available to Council in regard to the Vacant Unit Rebate Program.

- Eliminate the program, exiting this year in 2017 or a subsequent year.
- Redefine program regarding the types of properties that qualify for the rebate.
- Consider a graduated exit by timeline or percentage of rebate.
- Time limit of being in the program- e.g. can only be in the program for 3 years and then not eligible
- Status Quo - continue with the program as currently exists.

With any change to the program, the local business community is to be engaged, possibly via a public meeting and media outreach as soon as possible in order to meet the 2017 provincial timeline of July 1, 2017 if the intention is to eliminate or revise the program to include the 2017 taxation year.

## **FINANCIAL IMPLICATIONS**

Any change to the program has the potential for a financial impact:

- Elimination of the program will remove staff resources expended on reviewing, monitoring, and verifying applications
- Revising the program parameters (either in percentage, repeat applications, etc.) may reduce the scope of applications the Town receives, and may reduce additional risk due to recent Assessment Review Board decisions relating to vacancy rebates
- Any reduction in these programs will generate savings to the Town

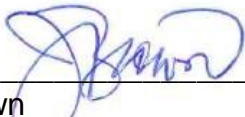
## **OTHERS CONSULTED**

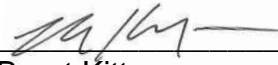
Municipal Property Assessment Corporation  
Other Municipal Tax Collectors

## **ATTACHMENTS**

Ministry Vacant Rebate and Reduction Programs Bulletin

Respectfully submitted,

  
\_\_\_\_\_  
Jim Brown  
Director of Finance

  
\_\_\_\_\_  
Brent Kittmer  
CAO / Clerk

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## VACANT UNIT REBATE AND VACANT/EXCESS LAND SUBCLASSES

January 2017

Since 1998, the Vacant Unit Rebate and Vacant/Excess Land Subclasses have provided tax rebates and reductions to property owners who have vacancies in commercial and industrial buildings or land.

- **Vacant Unit Rebates:** The Vacant Unit Rebate provides a tax rebate to property owners who have vacancies in commercial and industrial buildings. This application-based program is administered by municipalities. The current rebate is 30% of the property tax for vacant commercial space and 35% for vacant industrial space.
- **Vacant and Excess Land Property Tax Subclass:** Commercial and industrial properties or portions of these properties in the Vacant and Excess Land Property Tax Subclasses are taxed at a fixed percentage rate below the tax rate of the broad class. These properties are discounted at 30% to 35% of the full Commercial and/or Industrial rate.

Currently, upper- and single-tier municipalities may choose to apply the same percentage of relief (between 30% - 35%) to both the commercial and industrial property classes.

### NEW MUNICIPAL FLEXIBILITY FOR 2017 AND FUTURE YEARS

The Province has reviewed the Vacant Unit Rebate and the Vacant/Excess Land Subclasses in consultation with municipal and business stakeholders.

In response to municipal and other stakeholders' requests, the Province is now moving forward with providing municipalities broad flexibility for 2017 and future years. This change, announced in November 2016, is intended to allow municipalities to tailor the vacant rebate and reduction programs to reflect community needs and circumstances, while considering the interests of local businesses.

In order to provide the most flexibility for municipalities, changes to the rebate and reduction programs will be implemented through regulation. Upper- and single-tier municipalities that have decided to change the programs can notify the Minister of their intent to utilize this flexibility and provide details of the proposed changes along with a council resolution.

To support implementation of changes to the vacant rebate and reduction programs, municipalities should review the attached checklist prior to submitting a request for changes to the Minister.

## **IMPLEMENTATION**

Municipalities wishing to utilize the flexibility available to them must submit details of proposed changes to the Minister along with a council resolution by one of the following dates to ensure amendments are included in a regulation as soon as possible.

- March 1, 2017
- April 1, 2017
- July 1, 2017

Municipalities will be notified when the regulation implementing the requested changes has been enacted.

Note that in two-tiered municipalities, any program changes to be implemented will be an upper-tier municipal decision, consistent with the flexibility currently available to upper-tier municipalities, to determine the rebate and reduction percentage between 30% and 35%.

The Province has an interest in continuing to ensure tax competitiveness and consistency for taxpayers and as such, the Minister will consider proposed program changes within this context.

## **FURTHER INFORMATION**

For general information about the vacant rebate and reduction programs, please contact the Ministry of Finance at [info.propertytax@ontario.ca](mailto:info.propertytax@ontario.ca).

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**VACANCY REBATE AND REDUCTION PROGRAM CHANGES  
CHECKLIST  
January 2017**

**BUSINESS COMMUNITY ENGAGEMENT**

- ✓ Have you engaged the local business community?
- ✓ Can you provide details on how and when you have engaged the local business community?
- ✓ Have you considered the potential impacts the proposed changes may have on local businesses?
- ✓ Have you communicated potential impacts of proposed changes to the business community?
- ✓ Has Council been made aware of the potential impacts on the business community?

**PROGRAM DETAILS**

- ✓ Have you outlined details of program changes in your submission?
- ✓ For municipalities in a two-tiered system, have you discussed proposed changes with lower-tier municipalities?
- ✓ Have you considered how you will implement or administer any potential changes to the vacancy programs?
- ✓ Have you considered these changes as part of a multi-year strategy?
- ✓ Has Council passed a resolution indicating approval of these changes?

**FURTHER INFORMATION**

If you have any questions about implementation of changes to the vacant rebate and reduction programs, please contact the Ministry of Finance at [info.propertytax@ontario.ca](mailto:info.propertytax@ontario.ca).



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>FD 06-2017 April Monthly Report (Emergency Services)</b>

## RECOMMENDATION

That FD 06-2017 April Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of April the fire department responded to two emergency calls most notably:

- 2 Activated alarms – 25 Thames Rd, 22 Church St

This year to date 01 Jan 17 – 13 Apr 17 we have had 23 emergency response calls compared to 25 response calls last year from 01 Jan 16 to 17 Mar 16.

Tammy DeGraw, Fire Prevention Officer, has conducted eight fire inspections, five follow up inspection, three Public Education sessions during the month of March 2017. The Fire Prevention Officer and I attended DVCI to speak with two students about fire safety involving hand sanitizer. The Vice Principal and an OPP officer were in attendance. Two major industrial buildings (Shur-Gain and INOAC) fire Inspections were completed.

- The Fire Department conducted a “Door to Door” Fire Prevention Public Education campaign on the 29th of March 2017 from 6-9 pm. Fire Department personnel were able to visit and deliver information to over 1,000 homes in St. Marys.
- The Fire Prevention Officer (FPO) and members of the Fire Department set up a Public Education (Pub Ed) display at the Independent Grocers on Saturday the 8th of April 2017. As well the FPO held a Pub Ed at St. Marys Holy Name of Mary School for two kindergarten classes.
- On Thursday 6th of April 2017 I went to support Randy Pettapiece’s firefighter safety bill, which passed the 2nd reading in the Ontario Legislature. The Rea and Walter Act— is a bill that would give firefighters better information to fight fires. The bill is named in honour of two North Perth Fire Service members, Ken Rea and Ray Walter, who died battling a fire in March 2011. The tragedy happened when the roof of the Listowel Dollar Stop collapsed. In total, about 40 people were at Queen’s Park to attend the debate, including firefighters from Perth-Wellington and across the province.

## OUTSTANDING ISSUES AND PROJECT LIST

- I have been approved to replace our old and outdated Self Contained Breathing Apparatus. The fire department is currently conducting testing of the top 3 name brands in the market.

Phase one consisted of having the top three manufacturers and representatives (MSA, Scott and Dragger) providing theory and practical demonstrations of their equipment. Phase two is completed as the firefighters tested all of the equipment and reported on which models they preferred. I am currently drafting an RFP.


- Town of St. Marys Spring Clean-up. – The Town of St. Marys Spring Clean-up will be conducted on Saturday the 29th of April 2017. Firefighters will be volunteering their time and effort to pick up any unwanted metal with all proceeds being presented to Muscular Dystrophy.
- Exercise “Hail Mary” - Town wide live Mass Casualty / Hazardous Materials exercise will be conducted on Wednesday the 31st of May 2017 from 0900 – 1200 hrs. The first of many meetings was conducted on the 5th of April 2017 to discuss the exercise. The various agencies in attendance were the St. Marys Fire Department, OPP, Perth County Paramedics, St. John Ambulance, St. Marys District Collegiate and Vocational Institute (DCVI), Murphy Buss Lines, K&K Towing Town staff. Another meeting is set to take place on the 3rd of May 2017.
- St. Marys Fire Department will be hosting the annual breakfast on Sunday 7th of May 2017 from 8-12 pm. All proceeds will be presented to Muscular Dystrophy, local sports and other local organizations.
- The St. Marys Fire Department will be in possession of the Perth County Fire Safety Trailer in mid-May. The Fire Safety Trailer will give us the ability to mobilize our community education and prevention program. We will be able to train adults to extinguish simulated kitchen fires that are intense and true to life, yet completely safe; teach children what they should do in case of fire in their home, if they see smoke or feel a warm door; instruct community members how to respond to various emergencies they might encounter in the home or workplace, from gas leaks to fire; and people of every age will benefit from the lifesaving lessons learned in the realistic settings of our Fire Safety Trailer.
- We are currently working with various businesses and nursing homes to deliver a Portable Fire Extinguisher training program in the near future. These courses will be taught by the FPO and I providing a theory lecture and practical live fire extinguisher exercise. This same training could be provided to Town employees. Projections are that if this is successful it could prove to be a good source of revenue for the fire department.

## **SPENDING AND VARIANCE ANALYSIS**

- Annual Fire Department Ladder Inspection \$819.25
- Rescue Basket and floatation \$1,847.71
- Firefighter ¼ Zip jackets \$2,458.99

Respectfully submitted,

  
\_\_\_\_\_  
Richard Anderson  
Director of Emergency Services/Fire Chief

  
\_\_\_\_\_  
Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Richard Anderson, Director of Emergency Services / Fire Chief

**Date of Meeting:** 25 April 2017

**Subject:** **FD 07-2017 Emergency Response Registry**

## PURPOSE

The purpose of this report is to provide Council with information about a proposal to implement an Emergency Response Registry in the Town of St. Marys. The information provided will help Council to understand and support the implementation of such a service for the citizens of St. Marys.

## RECOMMENDATION

THAT FD 07-2017 Emergency Response Registry be received for information.

## BACKGROUND

In May 2016 it was identified that the Town of St. Marys did not have an Emergency Response Registry. The purpose of this program is to allow residents with disabilities and/or their caregivers to submit critical information about their living accommodations to St. Marys Fire & Emergency Services. Knowing this information will aid the Fire Department if they have to respond to their residence during an emergency. The information that is collected is strictly confidential and will be used only to assist first responders in the event of an emergency. This type of registry form has been used in various municipalities as well as by my former fire department. It was well received and used by residents as well as by our fire department.

## REPORT

I first approached Councillor Lynn Hainer in her capacity as the Council AAC representative in August 2016 with an idea of implementing an Emergency Response Registry program. It was well received and suggested that I present my ideas to the following people; Brent Kittmer, CAO/Clerk, Lisa Lawrence, Manager of Human Resources, Lynn Hainer, Councillor, Brett O'Reilly, Manager of Corporate Communications, Marg McLean, Executive Director, Community Living, Nichole Everitt, Planning Facilitator, Community Living and fire chiefs from local municipalities. Over the past seven months I have worked cooperatively with these people and received valuable suggestions, insight and feedback in order to complete such an undertaking.

During the numerous meetings it was identified that the Emergency Response Registry program is a proactive program designed to collect pertinent information regarding residents with disabilities. This information can help responders determine how to best serve the resident based on their specific needs. It will also provide fire ground size up information that can be used in an emergency that may be posing immediate threat of life.



This program will be used in all aspects of our emergency responses, including medical emergencies, fires, power outages and weather- related types of call for service.

The program is strictly voluntary and those residents wishing to utilize the program will be educated on their responsibilities under the program to ensure that the information received remains current. They will also be advised that the information is going to be placed in the Fire Pro Program service at Stratford Fire Dispatch to be used and relayed in the event an emergency call is received for their residence without the use of their name. All information received by the St. Marys Fire Department will be disclosed and will be in accordance to the Municipal Freedom of Information and Protection Act, R.S.O. 1990 c.M. 56 as amended.

Once implemented all St. Marys Fire Department and Stratford Fire Dispatch staff will be made responsible for understanding the aspects and benefits of this program and how information collected will be utilized during emergency responses.

Town administrative staff will have received training from the Fire Chief with regards to filling out and recording information on the Emergency Response Registry form.

As you review the contents of the form you will notice that it was kept simple and open with regards to letting the applicant fill the necessary information that they deem important.

The form is very easily followed and does not ask for exceptional detail. Types of disabilities, mobility concerns and location of sleeping quarters are all very important pieces of information that is requested on the form. The form also seeks information about such as oxygen usage, number of people with disabilities in the home and the number and types of service animals in the home.

A Privacy Policy section was included to assure the applicant that their information will be kept confidential.

The onus is placed on the resident to update the information on an annual basis as the list is retained for a period of one year from the date it's received. After one year the original document is destroyed.

There are two options available to fill out this form.

Option 1. A hard copy of the registry form would be kept at Town Hall for residents to fill out. Once the form is completed it would be scanned and sent to the Fire Chief. The Fire Chief would keep a log of all the forms to be used by our own dispatcher. Stratford Fire (Fire Chief John Paradis and their dispatch cell) stated that they could also enter this information into their Fire Pro system. Once the Fire Chief received the scanned form he would forward it to Stratford Fire Dispatch so that they could enter it into their system. In the event Stratford Dispatch received a 911 call from a resident that has been registered, they could look at their system and when they dispatch the St. Marys Fire Department out they could provide them with this information through the Active 911/paging system.

Option 2. Using a form filler program which would allow a resident to complete the registry form on line. By using a form filler program it would allow people to type out the information on the page itself. IT personnel could incorporate a "submit by email" application to our website that would allow a resident to submit the form by email directly to myself.

Once the form is approved Corporate Communications will deliver the message to all the residents of St. Marys through a media release, social media and the Town website.

## **SUMMARY**

As Chief, I feel that instituting an Emergency Response Registry program allows St. Marys residents with disabilities or access and functional needs and their families, friends, caregivers and associates an opportunity to provide information to the St. Marys Fire Department so emergency responders can better plan to serve them in a disaster or other emergency.

## **FINANCIAL IMPLICATIONS**

There would be no financial implications associated with this program.

## **OTHERS CONSULTED**

Brent Kittmer, CAO / Clerk  
Lisa Lawrence, Human Resources Manager  
Fire Chiefs from local municipalities  
Lynn Hainer, Councillor, AAC Representative  
Brett O'Reilly, Corporate Communications and Events Manager  
Stacey Wheal, Corporate Communications Specialist  
Marg McLean, Executive Director, Community Living  
Nichole Everitt, Planning Facilitator Community Living

## **ATTACHMENTS**

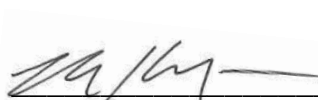
1. Emergency Response Registry Form

Respectfully submitted,



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Richard Anderson  
Director of Emergency Services / Fire Chief



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Brent Kittmer  
CAO / Clerk

# ST. MARYS FIRE & EMERGENCY SERVICES

## Emergency Response Registry Form



The Emergency Response Registry is a service that allows residents with disabilities and/or their caregivers to submit critical information about their living accommodations to St. Marys Fire & Emergency Services. The information that is collected is strictly confidential and will be used only to assist first responders in the event of an emergency.

Please fill out the attached form if you or someone in your care would like to be added to the Emergency Response Registry. Completed forms can be mailed or dropped off to: **St. Marys Fire & Emergency Services, 172 James St. S., St. Marys, ON N4X 1B6.**

To ensure the success of this program, remember to:

1. Update the information annually; the list is retained for a period of one year from the date its received.
2. Notify St. Marys Fire & Emergency Services if you/the individual in your care no longer resides at the location on record.

Questions about the registry can be directed to St. Marys Fire & Emergency Services at 519-284-1752.

### PRIVACY POLICY

Through this form, St. Marys Fire & Emergency Services and the Ontario Provincial Police (OPP) will collect information that can identify you or a person in your care. Such identifying information may include name, date of birth, e-mail, address, mailing address and other similar information ("personal data") when it is voluntarily submitted under Sec 29(1)(a) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA).

St. Marys Fire & Emergency Services and the Ontario Provincial Police (OPP) will use your personal data to respond to requests you make of us and/or interact with the persons named.

From time to time, we may refer to your personal data to better understand your needs and how we can improve our services in relation to you and/or a person in your care.

This information may be accessed by other police agencies through the Police Information Portal however consent must be provided for the use of such information.

St. Marys Fire & Emergency Services and the Ontario Provincial Police (OPP) will share this information with Perth County Emergency Medical Services and the City of Stratford Fire Department 911 Dispatch services. This information will be used for emergency purposes only.

It is acknowledged that it is your responsibility to ensure that the information so collected is current and valid, and that St. Marys Fire & Emergency Services is notified in writing of any changes. The retention, as well as any other use or disclosure, of the information will be dictated by the requirements under MFIPPA. Questions about this collection should be forwarded to the Town St. Marys at 175 Queen Street East, P.O Box 998, St. Marys, ONN4X 1B6, deputyclerk@town.stmarys.on.ca or 519 -284-2340 x 241.

ST. MARYS FIRE & EMERGENCY SERVICES

172 James Street South, St. Marys ON N4X 1B6 | Telephone: 519-284-1752

# ST. MARYS FIRE & EMERGENCY SERVICES

## Emergency Response Registry Form



### PERSONAL INFORMATION

Full name (first/last): \_\_\_\_\_ Gender: ☐ Male ☐ Female

Date of birth: \_\_\_\_\_

Type of disability: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell)

Email address: \_\_\_\_\_

### DETAILS OF RESIDENCE

Location of bedroom in the home: \_\_\_\_\_

Is oxygen used in the home? ☐ Yes ☐ No

### ANIMALS

Are there service animals in the home? ☐ Yes ☐ No Number of service animals: \_\_\_\_\_

Are there pets in the home? ☐ Yes ☐ No Number of pets: \_\_\_\_\_

Type(s) of pet(s): \_\_\_\_\_

### EMERGENCY CONTACT

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell)

### ADDITIONAL INFORMATION

Please provide any additional information that may be of use during an emergency response.

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# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>DEV 12-2017 April Monthly Report (Building and Development)</b>

## RECOMMENDATION

THAT DEV 12-2017 April Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Facilities

Pyramid Recreation Centre – replaced the Firefly Alarm system on the Rock Rink Zamboni roll up door

Pyramid Recreation Centre – Lions Den blinds installed to eliminate glare of the sun at the Guest Service Desk

Lind Sportsplex- roof tender completed –report to follow

ELC – Ontario Street Site – surplus items sold on GovDeals to empty building for sale

Library Stairs– tender completed -report to follow

Lind Sportsplex – replaced failed water heater

Sports Fields are being prepped for the season

Tennis Courts open for season (some minor repairs need attention)

Final design for Cadzow Playground completed

### Planning

Committee of Adjustment Public Hearings: 256 Church Street South to permit three units in a converted dwelling – application deferred for more information. Public Hearing to resume on April 19, 2017; for 539 Queen Street East to permit a converted dwelling containing two units – application denied for parking issues; for 596 Elgin Street East to permit a detached accessory building with a footprint that exceeds the permitted maximum of 70 m sq and to be greater in height than the main building on the lot (ie dwelling) by .40m – approved. 20-day appeal period ends Apr 25, 2017.

Planning Advisory Committee review of zoning amendment application affecting 236 Queen St W to permit a third unit in a converted dwelling. Application deferred for more information.

Staff meeting with proponents of development proposal for 151 Water Street North to review submission prior to forwarding it to PAC to resume review at a meeting open to the public.

Staff meeting with proponents regarding severance along the main party wall of semi-detached dwelling at 297-299 Queen St West.

Two severance applications received for 243 James Street South to sever lands from the rear of the property as a lot addition and to sever an infill lot from the lands.

Grant approvals for stone wall repair at 45 Church Street South; masonry re-pointing at 75 Queen St East.

Grant applications received for 123 Queen St E; 19-21 Water St S. Total of six properties have applied to date for 2017.

### **Building**

A total number of 4 permits were issued in March 2017 compared to 8 the previous year.

There were 0 dwelling units issued this month compared to two the previous year.

The total construction values were \$95,380.00 compared to \$867,600 in the previous year.

The total permit fees were \$1,179.25 compared to \$6,825.12 the previous year.

A total of 25 appointments were provided by the Building Department for this period.

There were 3 heritage permits issued for this period.

## **OUTSTANDING ISSUES AND PROJECT LIST**

Official Plan


## **SPENDING AND VARIANCE ANALYSIS**

Nothing noted beyond what has been reported

Respectfully Submitted,



Grant Brouwer  
Director of Building and  
Development



Brent Kittmer  
CAO/Clerk



# PROCUREMENT AWARD

**To:** Mayor Stratthdee and Members of Council

**From:** Grant Brouwer, Director of Building and Development

**Date of Meeting:** 25 April 2017

**Subject:** **DEV 13-2017 Farm Land Lease Given Road**

## PROJECT DETAILS

The Town owns 18.5 acres of farm land on Given Road that is being held for future industrial development. In 2016 the Town went to sole source farm land lease due to circumstances beyond our control. In 2017, we went to tender for this farm land lease. The Town included an additional 8 acres in the tender that is owned by Solis Foods with the hopes to get better pricing for both parcels.

In 2016, the Town received \$300 per acre. The tendered price for 2017 is approximately \$172.45 per acre for the Town's 18.5 acreage. The length of the contract is for a three year term, ending December 31, 2019.

## RECOMMENDATION

THAT DEV 13-2017 regarding Farm Land Lease Given Road be received; and,

THAT the procurement for DEV 13-2017 Farm Land Lease Given Road be awarded to W. Charlot Grains Ltd. for the procured price of \$3,605.15 per year for the Town owned lands and \$1,558.95 per year for the lands owned by Solis Foods, inclusive of all taxes; and

THAT By-Law 38-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

### TENDER BID SHEET

PROJECT NAME AND NUMBER  
CLOSING DATE AND TIME

RFT – DEV – 04 -2011 Farm Land Rental  
Thursday, March 23, 2017 2:00 p.m.

BIDDER	DATE AND TIME RECEIVED	TENDER AMOUNT Before Tax	TENDER AMOUNT After Tax
J.J. Sparling Farm	March 23, 2017. 11:30am	\$3,960.00	\$4,474.80
W.Charlot Grain LTD.	March 23, 2017. 11:56am	\$4,570.00	\$5,164.10

## Procurement Information

Approved Project Budget:

Tender Closing Date:

Number of Bids Received:

Cost Result – High Bid (Inclusive of HST):

Cost Result – High Bid (Exclusive of HST):

Successful Proponent:

## Details and Results

\$N/A

Thursday, March 23, 2017

Two (2)

\$5,164.10

\$4,570.00

W. Charlot Grain LTD.

The procurement document submitted by W. Charlot Grain Ltd.. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to W. Charlot Grain Ltd.

## FINANCIAL IMPLICATIONS

### Cost Breakdown per annum:

Town of St Marys (18.5ac)

\$3,605.15

Solis Foods (8ac)

\$1,558.95

Total 2017 Lease Revenue

**\$5,164.10**

## OTHERS CONSULTED

Brent Kittmer, CAO/Clerk,


Jim Brown, Treasurer

Steve Vivian, Solis Foods

## ATTACHMENTS

1-Site Sketch

Respectfully Submitted,

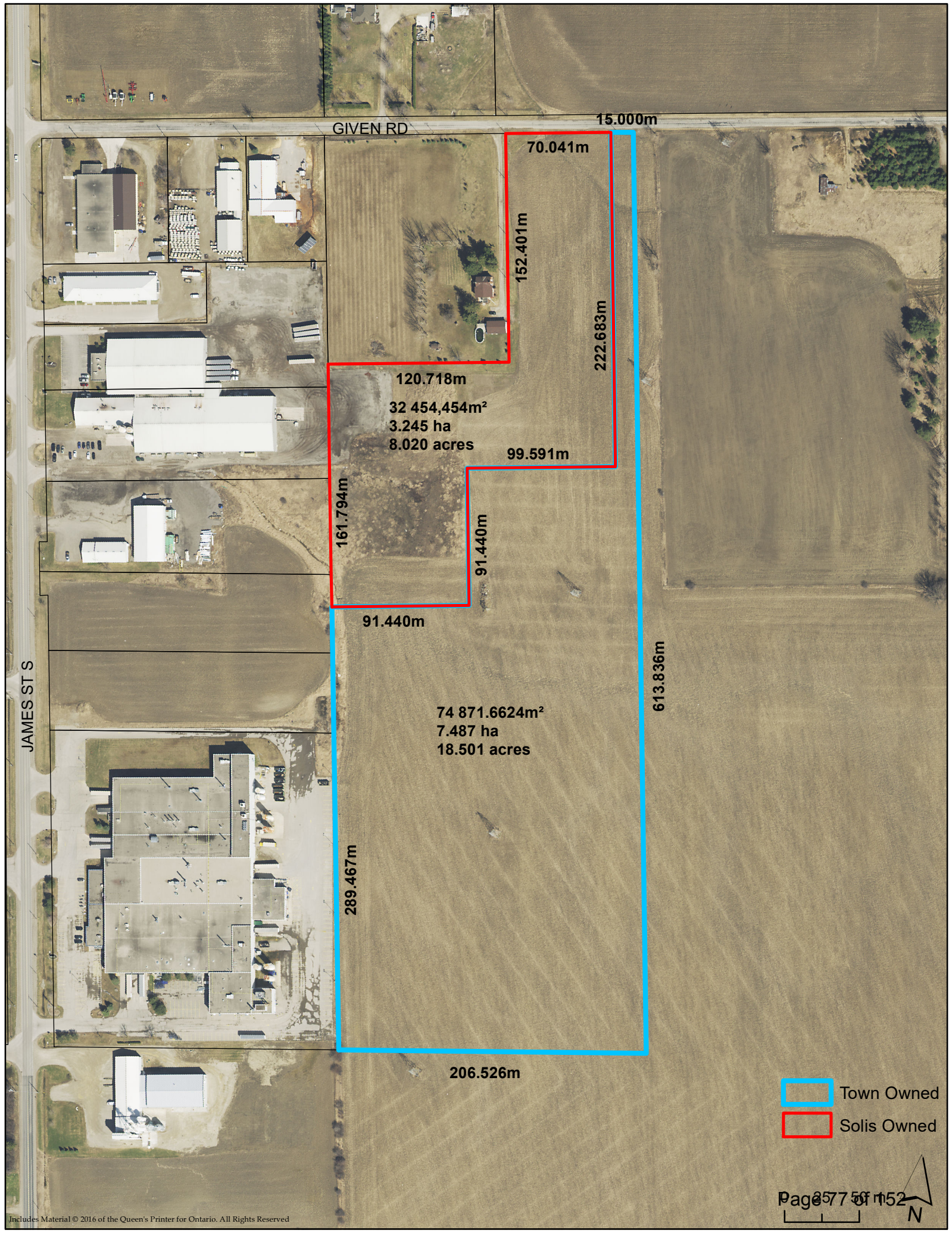


Grant Brouwer  
Director of Building and  
Development



Brent Kittmer  
CAO/Clerk





JAMES ST S

GIVEN RD

Town Owned  
Solis Owned





# PROCUREMENT AWARD

**To:** Mayor Stratthdee and Members of Council

**From:** Grant Brouwer, Director of Building and Development

**Date of Meeting:** 25 April 2017

**Subject:** **DEV 11-2017 Library Stair Replacement (Church Street)**

## PROJECT DETAILS

Remove the existing staircase on the Church Street North side of the Library and support the supporting structure overhead. Replace the staircase with a cement support system and new façade stones. This project will meet all heritage requirements included on the design. Currently a section of the stairs is not being using as the stone is pulling away from the supporting structure causing a trip hazard.

This project was budgeted at \$35,000 and the tenders have returned at almost double the budget. The project (as tendered) was scoped to be the minimum work required to replace the existing stairs. As such, we are unable to change the scope of the project in hopes to gain a price closer to budget.

## RECOMMENDATION

THAT DEV 11-2017 Library Stair Replacement (Church Street) be received; and,

THAT the procurement for the Library Stair Replacement (Church Street) be award to Jeffrey Custom Masonry Ltd. for the procured price of \$63,393.00, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in DEV 11-2017 report; and,

THAT By-Law 36-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

<b>Project Name and Number:</b>	RFT-DEV-02-2017 Library Church Street Staircase			
<b>Closing Date and Time:</b>	April 12, 2017 at 2:30 p.m.			
<b>Bidder</b>	<b>Date and Time Received</b>	<b>Tender Amount exclusive HST</b>	<b>Tender Amount inclusive HST</b>	<b>Bid Deposit Returned</b>
HRI- Heritage Restoration Inc.	April 12, 2017 at 9:30 a.m.	\$ 74,500.00	\$ 84,185.00	N/A
Beitz Construction Innovation Inc.	April 12, 2017 at 1:45 p.m.	\$ 66,050.00	\$ 74,636.00	N/A
SABCON Inc.	April 12, 2017 at 2:00 p.m.	\$ 77,260.00	\$ 87,303.00	N/A
Jeffery Custom Masonry Ltd.	April 12, 2017 at 2:18 p.m.	\$ 56,100.00	\$ 63,393.00	N/A

## Procurement Information

Approved Project Budget:	\$35,000.00
Tender Closing Date:	Wednesday, April 12, 2017
Number of Bids Received:	Four (4)
Cost Result – Successful Bid (Inclusive of HST):	\$63,393.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$57,087.36
Successful Proponent:	Jeffery Custom Masonry Ltd.

## Details and Results

The procurement document submitted by Jeffery Custom Masonry Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Jeffery Custom Masonry Ltd.

Staff do not recommend deferring or delaying this project as a delay may make the Church Stairs unusable and in need of being closed. As reported during the 2017 budget, a full replacement is the preferred method to correct the deterioration of the stairs rather than a recapping of the sandstone veneer as took place in 2015. Recapping is only a temporary solutions that, in this case, lasted only 1.5 years at a cost of \$6,000.

## FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

Capital Reserve (budgeted)	\$35,000.00
Tender over-budget	\$22,087.36
Total	<b>\$57,087.36</b>

The project will incur a variance of \$22,087.36 from the 2017 Capital budget. The variance will be transferred from the reserve.

## Cost Breakdown:

Jeffery Custom Masonry Ltd.	\$57,053.70
Engineering	\$5,000.00
Contingency	\$2,000.00
Total 2017 Project Cost	<b>\$64,053.70</b>

## OTHERS CONSULTED

Heritage Conservation District Advisory Committee  
Heritage Committee  
Brent Kittmer, CAO / Clerk  
Jim Brown, Treasurer

## ATTACHMENTS

Comments from the Heritage Conservation District Advisory Committee

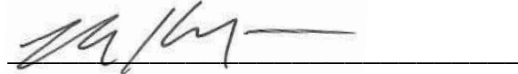
Comments from the Heritage Committee

Design Drawings

Respectfully submitted,



Grant Brouwer  
Director of Building and Development



Brent Kittmer  
CAO / Clerk



## **STAFF REPORT**

**Report To:** Building & Planning Department

**Submitted By:** Heritage Conservation District Committee

**Prepared By:** Trisha McKibbin, Director of Corporate Services/Deputy Clerk

**Date of Report:** March 21, 2017

**Subject:** 15 Church Street North – Heritage Permits

---

### **RECOMMENDATION:**

That the Building & Planning Department receive this report from the St. Marys Heritage Conservation District Committee regarding the Heritage Permits for 15 Church Street North.

### **BACKGROUND:**

During the March 13, 2017 meeting the Heritage Committee reviewed the heritage permit applications for 15 Church Street North. A copy of the application, including images, was circulated, reviewed and discussed by the Committee. Jason Silcox, Building Inspector, was present at the meeting to present the application and to respond to questions from the Committee.

*Moved by Stephan Habermehl, seconded by Mike Bolton  
That the St. Marys Heritage Conservations District Committee recommends the  
approval of a Heritage Permit to the Town of St. Marys for the proposed work on the  
front steps of the Public Library.*

*Carried.*

### **CONCLUSION:**

The Heritage Conservation District Committee recommends the approval of the Heritage Permit Application for 15 Church Street North.

Respectfully submitted,

A handwritten signature in cursive script, reading "Trisha McKibbin".

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Trisha McKibbin,  
Director of Corporate Services/Deputy Clerk



## **STAFF REPORT**

**Report To:** Building & Planning Department

**Submitted By:** Heritage Committee

**Prepared By:** Trisha McKibbin, Director of Corporate Services/Deputy Clerk

**Date of Report:** March 21, 2017

**Subject:** 15 Church Street North – Heritage Permits

---

### **RECOMMENDATION:**

That the Building & Planning Department receive this report from the St. Marys Heritage Committee regarding the Heritage Permits for 15 Church Street North.

### **BACKGROUND:**

During the March 11, 2017 meeting the Heritage Committee reviewed the heritage permit applications for 15 Church Street North. A copy of the applications, including images, was circulated, reviewed and discussed by the Committee. Jason Silcox, Building Inspector, was present at the meeting to present the application and to respond to questions from the Committee.

*Moved by Janis Freud, seconded by Paul King*

*That the St. Marys Heritage Committee recommends the approval of a Heritage Permit to the Town of St. Marys for the proposed work on the front steps of the Public Library.*

*Carried.*

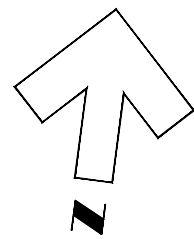
### **CONCLUSION:**

The Heritage Committee recommends the approval of the Heritage Permit Application for 15 Church Street North.

Respectfully submitted,

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Trisha McKibbin,  
Director of Corporate Services/Deputy Clerk



NEW HANDRAIL EXTENDS MIN. 300mm PAST  
EDGE OF LANDING AND PAST BOTTOM STEP

EX. LIGHT POLE

CHURCH STREET NORTH

EXISTING CONCRETE CURB

EXISTING PAVING STONES

EXISTING CONCRETE SIDEWALK

LIBRARY SIGN

PLAN VIEW  
SCALE 1:100

PROVIDE NEW STONE VENEER MATERIAL THAT MATCHES  
THE EXISTING, TO THE SATISFACTION OF THE TOWN STAFF.  
THE EXISTING STONES FROM THE LANDING MAY REMAIN IN  
PLACE OR BE REMOVED, SALVAGED AND RE-INSTALLED.  
PROVIDED THEY CLOSELY MATCH THE NEW STONE.

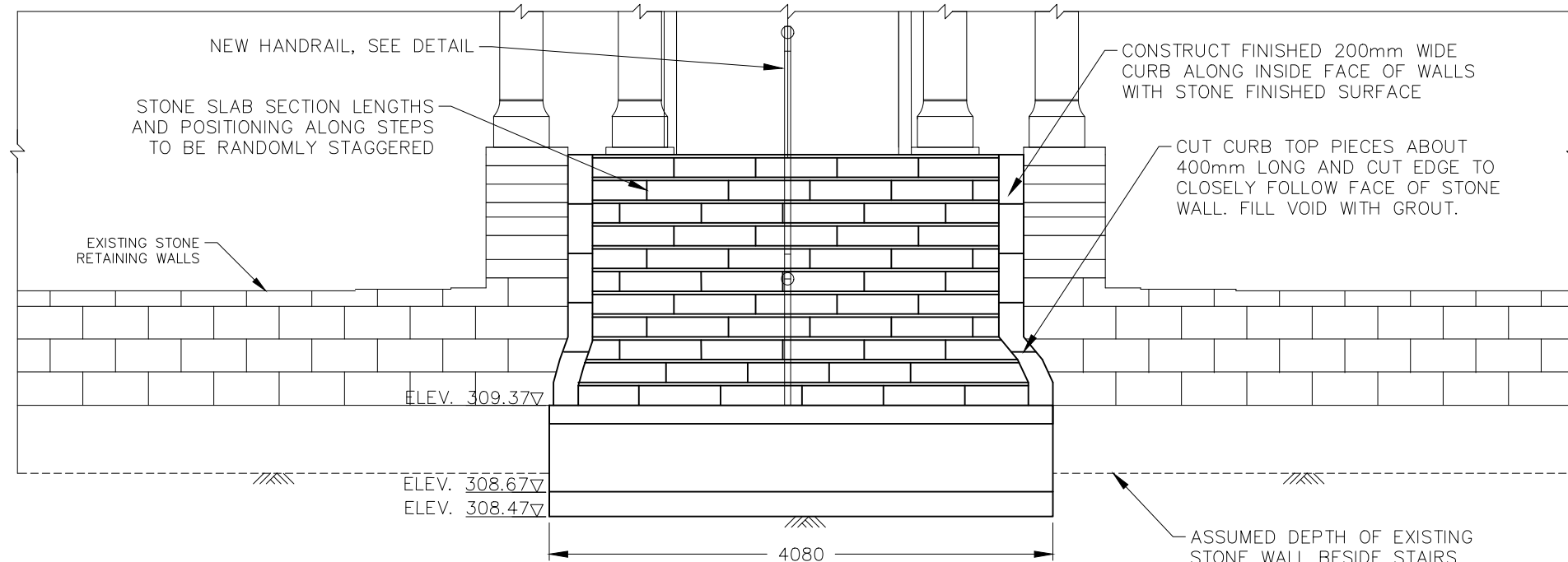
EX. LIMESTONE RETAINING WALL

CONCRETE STAIRWAY TO BE BUILT, SHALL EXTEND AROUND  
AND TO THE BACK OF COLUMN BASES OR FURTHER TO  
BEAR ON THE STONE WALL THAT IS ASSUMED TO BE BELOW

200mm WIDE STONE FINISH CURB EACH SIDE

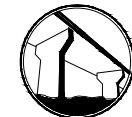
NEW STONE VENEER MATERIALS SHALL BE USED ON THE  
STAIRS TREADS AND FACINGS, LENGTH AND POSITIONING  
ALONG STEPS TO BE RANDOMLY STAGGERED

EXISTING SIDEWALK TO BE REMOVED AND RECONSTRUCTED  
ON COMPACTED GRANULAR 'A' AS PER OPSD 310.010  
WITH SAW CUTS IN SIMILAR LOCATIONS AS EXISTING



ELEVATION (B)  
SCALE 1:50

1:50



**BMROSS**  
engineering better communities

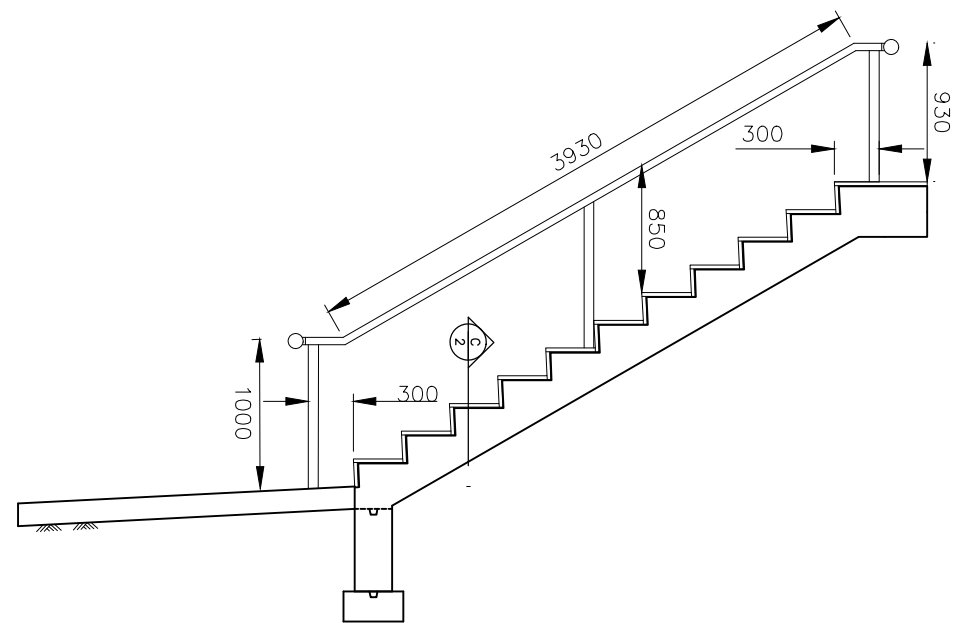
**Town of St.Mary's**  
**Library Stairs Reconstruction**  
**Plan and Elevation View**



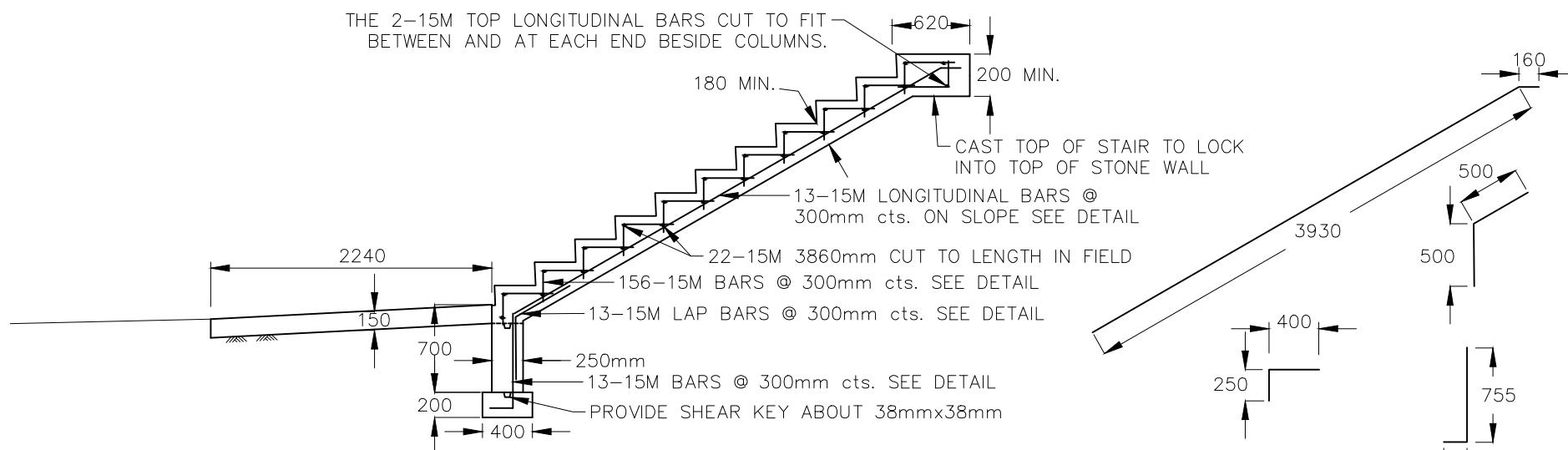
NOTES:

1. Stairs are to be built in accordance with latest revision of Ontario Building Code.
2. Concrete foundation and stairs shall be wet cured for minimum 24 hours before stripping forms. Foundations shall be CSA exposure class F1 (30MPa). Concrete stairs and sidewalk to conform with C2 (32 MPa).
3. Reinforcing steel shall be new deformed bars grade 400. Bars shall be pre-bent at suppliers plant.
4. Cover to reinforcing steel 70mm  $\pm$  20mm except where noted.
5. Lap splice information (unless noted otherwise)  
15M - 480mm; 20M - 600mm
6. Assumed allowable soil bearing capacity 125kPa. Suitability of sub-soil to be reviewed by Engineer following excavation and prior to placement of concrete footings.
7. Concrete footings shall not be placed until excavation, formwork/falsework, and reinforcing steel have been reviewed by the Engineer or his representative.
8. Live loads (unfactored):  
Floor load 4.8kN/m<sup>2</sup>
9. Stone slab pieces shall be natural sandstone material about 32mm thick. Selected samples that closely match the colour and finish of the existing materials shall be submitted for approval before ordering.
10. The mortar used to place the stone facing and treads shall be Laticrete 254 platinum or accepted equivalent. Grout product shall be Laticrete Permacolor or accepted equivalent.
11. Contractor shall be responsible for confirming site details and all dimensions in the field prior to bidding and providing his own layout.
12. Dimensions are in metric units. When a decimal is present with 309.37 it implies 309.37m and when there is a number with no decimal place it is in millimeters, ie. 4080mm.
13. The grout width shall be the same as the existing and a grout sealer such as Mapei's UltraCare, or accepted equivalent shall be applied to grout and stair surface upon completion.
14. All non-granular material excavated, stairway components, and other surplus materials are to be removed from site and disposed of by contractor.

Date: Mar. 21, 2017	PROJECT No. 17038
SCALE As Shown	DRAWING No. 1 of 2

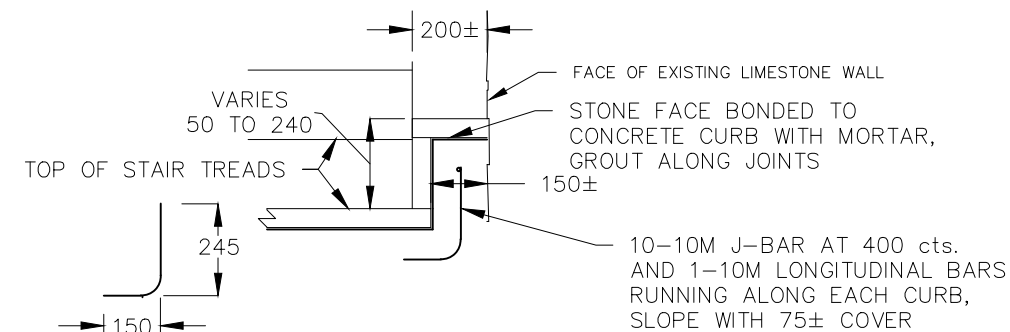


**HANDRAIL DETAIL**  
SCALE 1:50

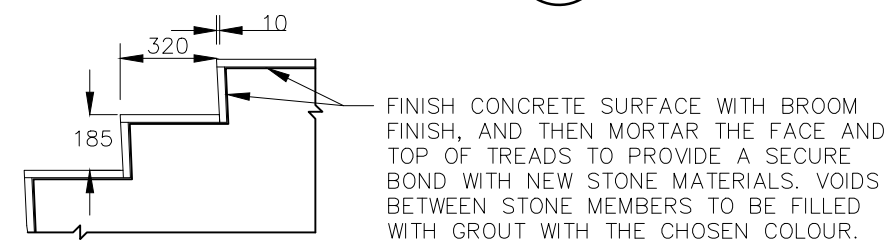


**REINFORCEMENT DETAIL**  
SCALE 1:50

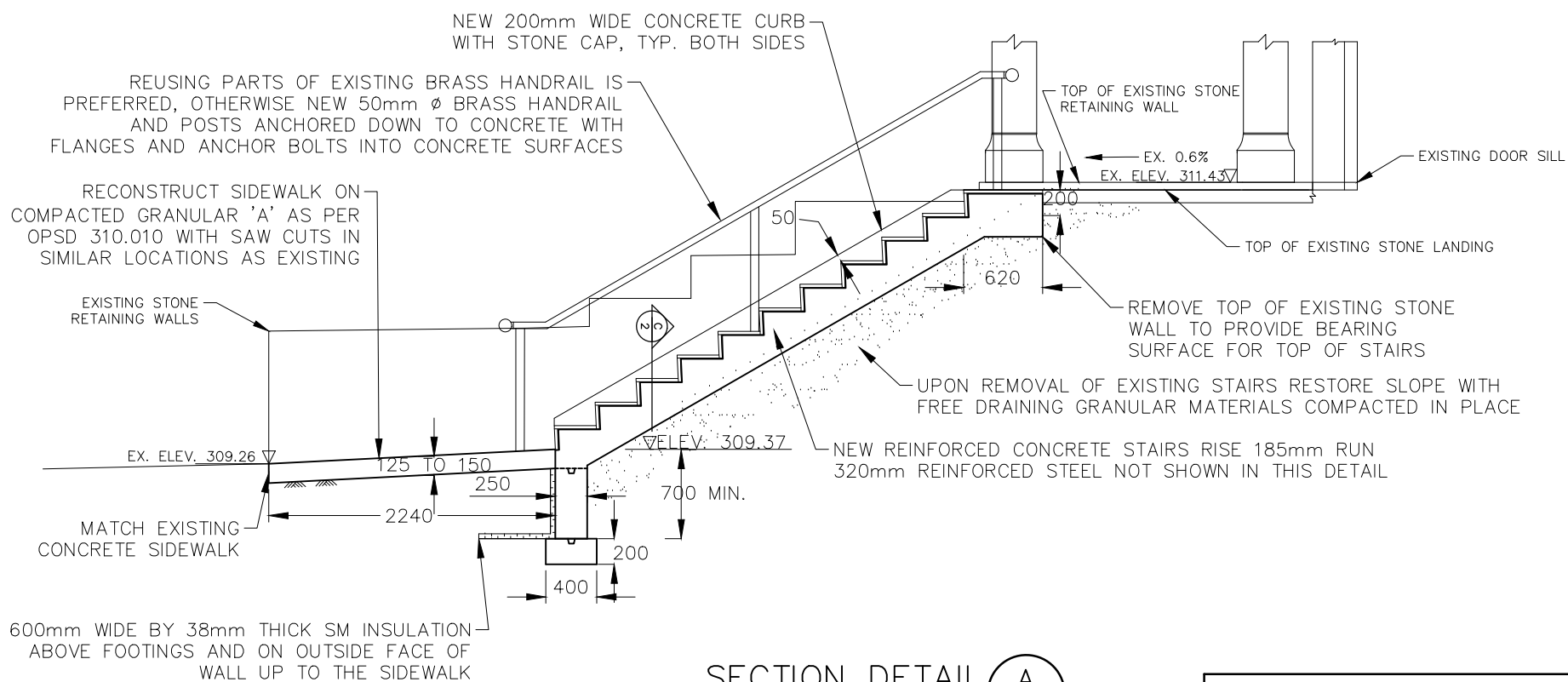
**ANTICIPATED BAR DIMENSIONS**



**CURB DETAIL**  
SCALE 1:20



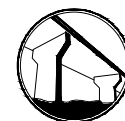
**STAIR DETAIL**  
SCALE 1:25



**SECTION DETAIL**  
SCALE 1:50



1:50



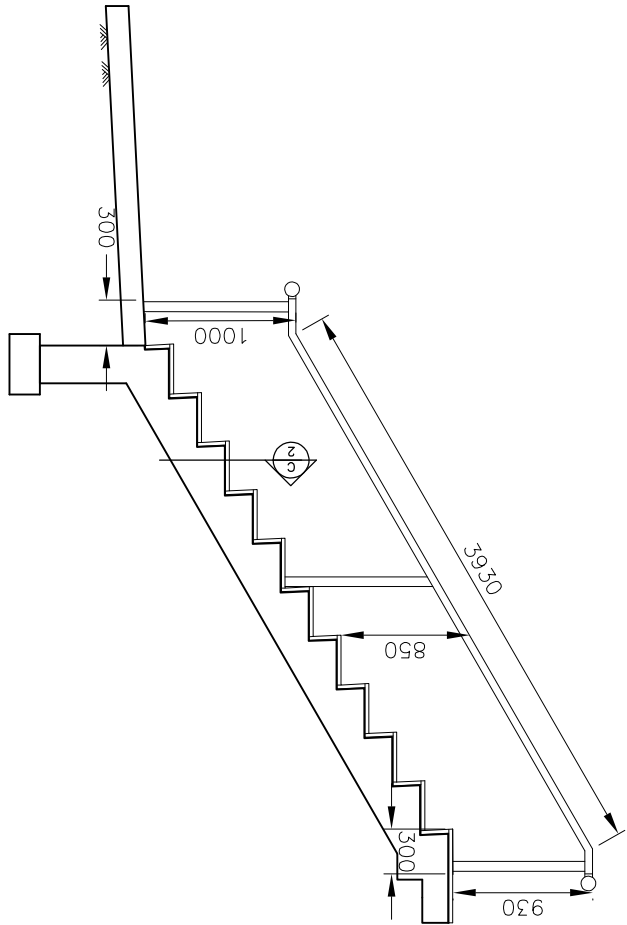
**BMROSS**  
engineering better communities

**Town of St.Mary's**  
**Library Stairs Reconstruction**  
Details

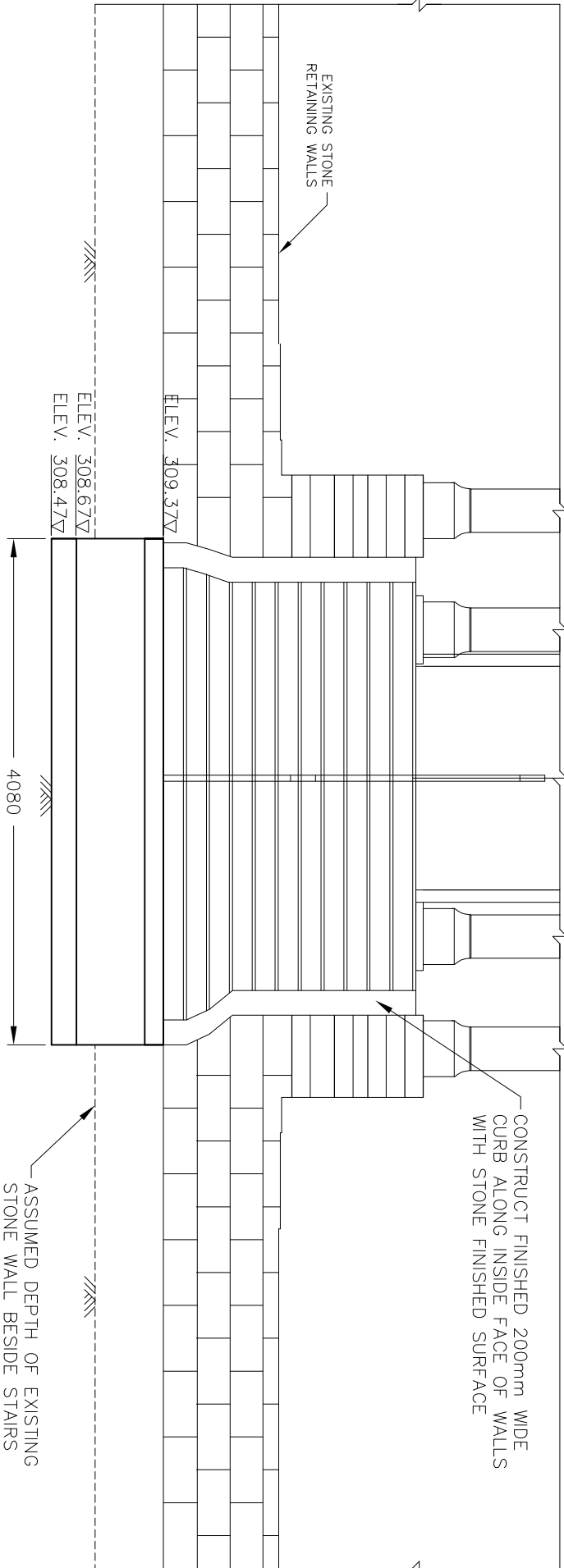
Date: Mar. 21, 2017	PROJECT No. 17038
SCALE As Shown	DRAWING No. 2 of 2



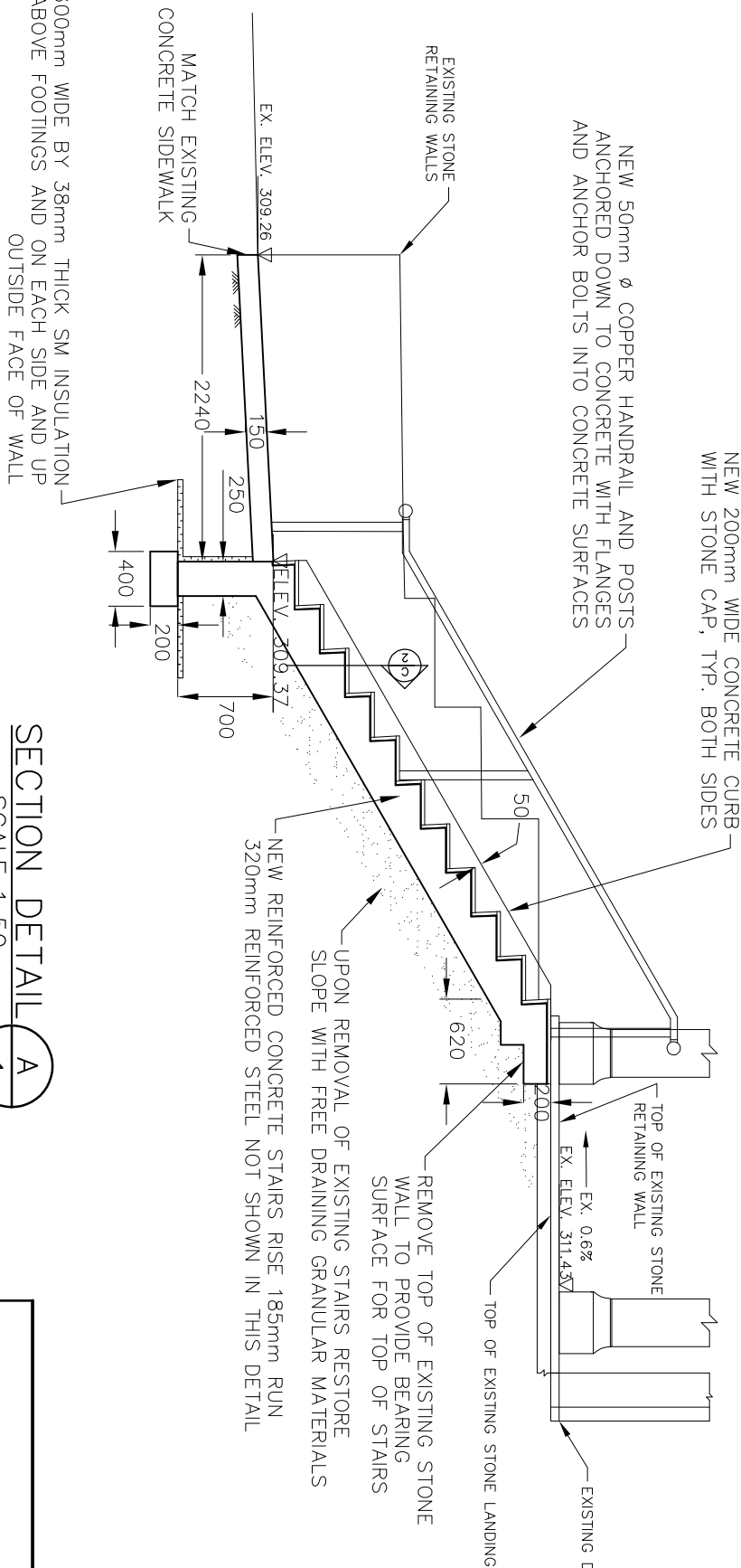




HANDRAIL DETAIL  
SCALE 1:50

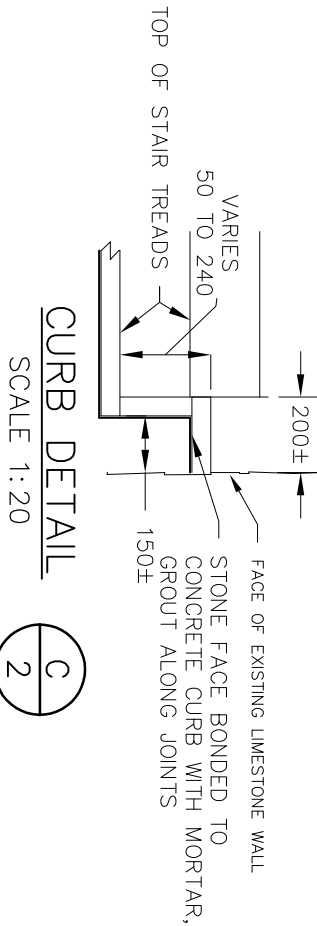


ELEVATION B  
SCALE 1:50

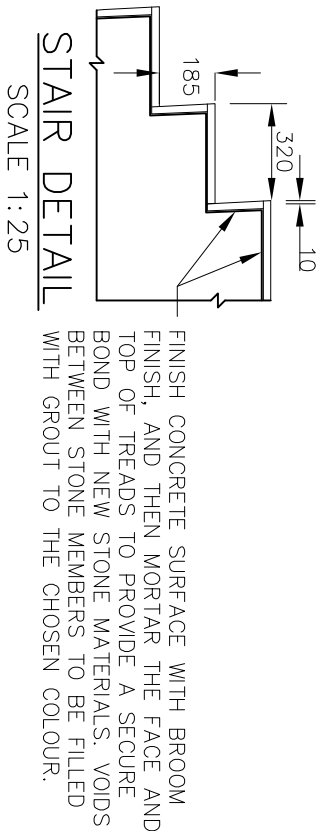


SECTION DETAIL A  
SCALE 1:50

1:50



CURB DETAIL C  
SCALE 1:20



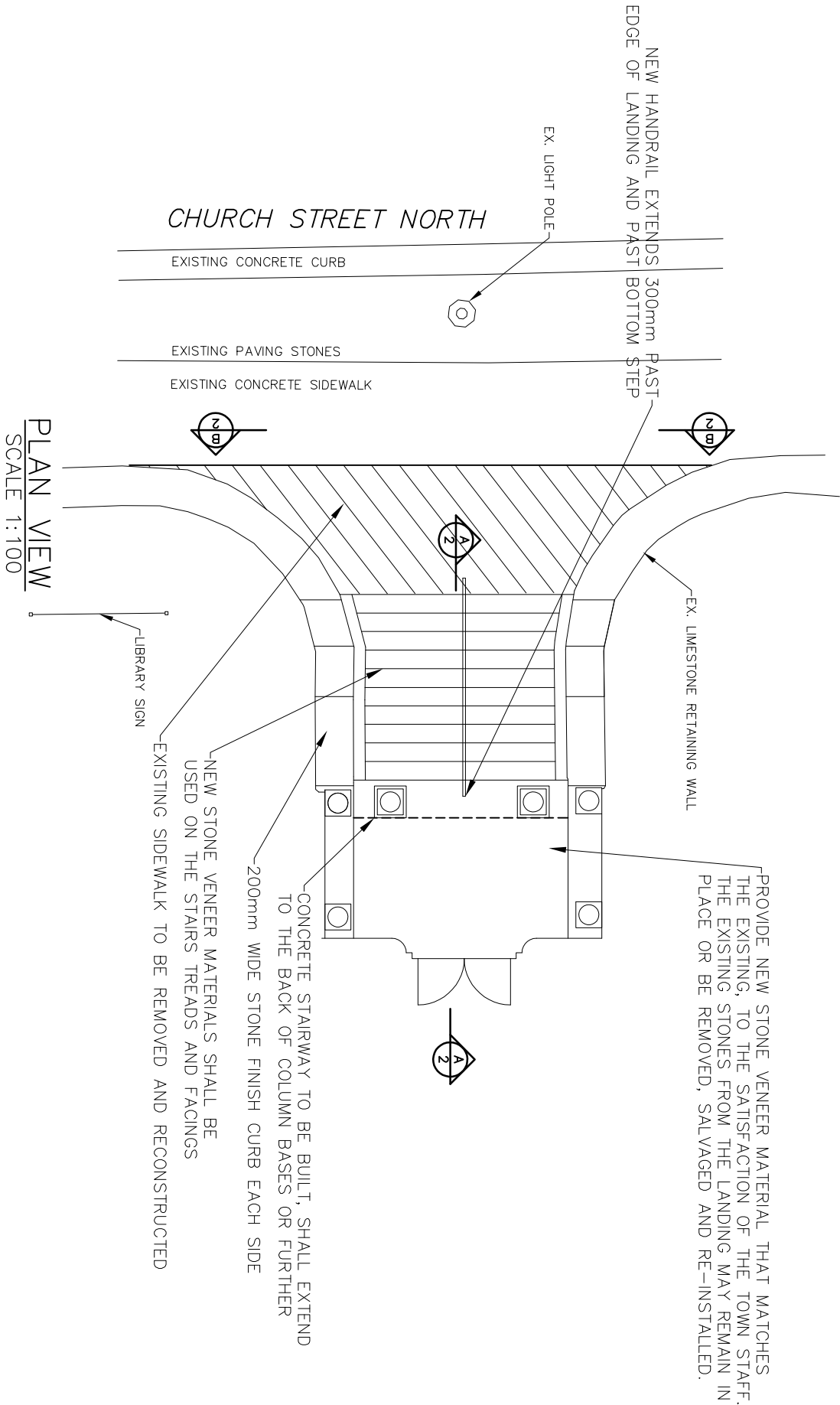
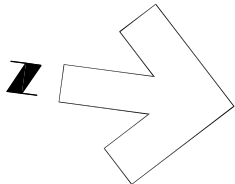
STAIR DETAIL  
SCALE 1:25

600mm WIDE BY 38mm THICK SM INSULATION  
ABOVE FOOTINGS AND ON EACH SIDE AND UP  
OUTSIDE FACE OF WALL



Town of St.Mary's  
Library Stairs Reconstruction  
Section and Elevation Views

Date: Mar. 09, 2017	PROJECT Nc 17038
SCALE As Shown	DRAWING Nc 2 of 2



- NOTES:**
1. Stairs are to be built in accordance with latest revision of Ontario Building Code.
  2. Concrete foundation shall be wet cured for minimum 24 hours before stripping forms and shall be CSA exposure class F1 (30MPa). Concrete stairs to conform with C2 (32 MPa).
  3. Reinforcing steel shall be new deformed bars grade 400. Bars shall be pre-bent at suppliers plant.
  4. Cover to reinforcing steel 70mm ± 20mm except where noted.
  5. Lap splice information (unless noted otherwise)  
15M – 480mm; 20M – 600mm
  6. Assumed allowable soil bearing capacity 125kPa. Suitability of sub-soil to be reviewed by Engineer following excavation and prior to placement of concrete footings.
  7. Concrete footings shall not be placed until excavation, formwork/falsework, and reinforcing steel have been reviewed by the Engineer or his representative.
  8. Live loads (unfactored):  
Floor load 4.8kN/m<sup>2</sup>
  9. Stone slab pieces shall be natural sandstone material about 32mm thick. Selected samples that closely match the colour and finish of the existing materials shall be submitted for approval before ordering.
  10. The mortar used to place the stone facing and treads shall be latcrete 254 platinum or accepted equivalent. Grout product shall be latcrete permacolor or accepted equivalent.
  11. Contractor shall be responsible for confirming site details and all dimensions in the field prior to bidding and providing his own layout.

PLAN VIEW  
SCALE 1:100

1:50



**Town of St.Mary's**  
**Library Stairs Reconstruction**  
**Plan View**

**Date:**  
**Mar. 09, 2017**

**SCALE**  
**As Shown**

**PROJECT Nc**  
**17038**

**DRAWING Nc**  
**1 of 2**

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>From:</b>	Grant Brouwer, Director of Building and Development
<b>Date of Meeting:</b>	25 April 2017
<b>Subject:</b>	<b>DEV 10-2017 Sign By-law Update</b>

### PURPOSE

The purpose of this staff report is to update Council on the current enforcement of the Town's Sign By-law and provide suggestions to Council to help deal with examples of disregard of the sign by-law by both property and business owners in the Central Commercial District.

### RECOMMENDATION

THAT Council directs Staff to move from complaint driven enforcement for Sign By-law 33-2005 to proactive enforcement for all areas of the Town of St. Marys, to commence June 1, 2017.

### BACKGROUND

Council received a letter from the St Marys Heritage Committee (attached) on February 22, 2017 outlining the Committee's dissatisfaction with the current enforcement of the Town's Sign By-law. Since receiving this letter, staff have received additional complaints from businesses and property owners regarding signage in the downtown core. At the March 21, 2017 regular Council Meeting, Council asked Staff to bring back a report outlining an education campaign through resolution 2017-03-21-06.

### REPORT

Historically staff has enforced the Sign By-law through a complaint driven process, and has reacted to these complaints through a written process, much like the Town's Property Standards By-law, unless there is an apparent health and safety concern.

Staff conducted a tour of the Central Commercial District (CCD) on March 23, 2017 and cataloged all of the current signs. The CCD has approximately 84 signs of different shapes and forms;

- of the 84 only 33 have had permits issued
- of the 84 only 11 were installed prior to 2005

With the 51 signs that we have no records of permits being issued, about 50% of them would pass the current bylaw leaving approximately 25 signs that would need to be replaced or a variance issued by Council. Some of the common issues that we noticed were:

1. The business owner may have had a sign permit at one location, and moved to a different address and installed the same sign and not applying for a permit
2. Signs in, on, or behind windows

### 3. All sidewalk signs (mainly not entering into an agreement with the Town)

Next Steps: based on the information discovered during the site tour, staff recommends that the Town moves from its current enforcement method to a proactive education and enforcement model. In speaking with the Economic Development & Culture Manager, it would be preferred to have a 45 day window to allow time to start an information campaign prior to the proactive enforcement model coming into effect.

The Building Department will work with Corporate Services Department on an information campaign to ensure that each business owner receives a letter informing them of the status on the current sign. This will allow them ample opportunity to apply a permit, prior to active enforcement taking place. Proactive enforcement will start with Town Staff reviewing Sign Permits on file and if the Town does not have a record of a permit on file, business and property owners will need to show proof of an approved sign permit being issued for its current location.

As a long term strategy, and working parallel with a more proactive enforcement program, the Economic Development & Culture Manager is planning a more proactive approach to educating current and prospective business owners about the sign by-law requirements and processes. Stakeholders who need to be involved include: business owners, property owners, realtors, Town Staff, Town Council, Committees of Council, and partner organizations who deal with new businesses (e.g. St. Marys BIA, CFDC, Stratford Perth Centre for Business). Education on the by-law, guidelines, and process can be delivered in many ways including: Town website, implementation of Business Registry, Business Update Newsletter, Business-to-Business events, BIA meetings, meeting with Realtors; doing a mock signage application to ensure that the process is as efficient as possible; and providing regular updates to all stakeholders. Specific products can include a 'Signs in St. Marys 101 Information Sheet'; an inventory of signs that meet the by-law and guidelines so that people can see what is expected; and a pictorial guide to show examples of good signage that would fit in St. Marys.

## SUMMARY

Due to the high number of signs not compliant with the Town's Sign By-law, staff is recommending the Town moves to a proactive enforcement model. Prior to proactive enforcement, the Town will establish an information campaign to ensure each property and business owner understand the status of their sign and allow them time to apply for a sign permit.

## FINANCIAL IMPLICATIONS

Financial Implications will depend on the willingness of both the property and business owners to comply with the by-law. If the by-law is not complied with, the Town does have the right to enter upon the property and correct the non-compliant issue and collect expenses through municipal taxes as per Section 446 of the *Municipal Act*.

## OTHERS CONSULTED

Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Laurel Davies Snyder, Culture and Economic Development Manager

## ATTACHMENTS

Letter from St. Marys Heritage Committee, dated February 22, 2017  
Sign By-law 33-2005

Respectfully submitted,



---

Grant Brouwer  
Director of Development and Planning

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Brent Kittmer  
CAO / Clerk

St. Marys Heritage Committee  
P.O. Box 998  
St. Marys, ON  
N4X 1B6

February 22, 2017

Town Council  
Town of St. Marys  
P.O. Box 998  
St. Marys, ON  
N4X 1B6

**Re: Sign By-law Enforcement in the Central Commercial District**

It has come to our attention that the Town's Sign By-law is not being enforced. While many property and business owners do what is right by applying for sign permits as required by the by-law, there are numerous instances where signs are erected without permits or are not removed when businesses are no longer operating. It is not fair to the many property and business owners who make the effort to comply with the by-law requirements when other property and business owners flaunt the by-law. Lack of enforcement undermines the effectiveness of the by-law, which is intended to ensure that signs are not an eyesore and are not a safety hazard.

Now that Downtown St. Marys is a heritage district and has an attractive new streetscape (thanks to the excellent work carried out last summer), our advice to Town Council is that it is time to enforce the Town's Sign By-law. Property and business owners in the central commercial district should be reminded of the specific requirements of the Sign By-law and, in addition, should be reminded that they may be eligible to apply for Town grants with respect to the maintenance and repair of building heritage attributes and for facade improvements.

Thank you for your consideration of this matter.

Yours truly,

  
Paul R. King  
On behalf of the St. Marys Heritage Committee

## THE CORPORATION OF THE TOWN OF ST. MARYS

### **BY-LAW No.33-2005**

A by-law to prohibit and regulate signs and other advertising devices and the posting of notices on buildings or vacant lots within the Town of St. Marys;

WHEREAS Section 11.1 of the Municipal Act, 2001 S.O. 2001, c.25, as amended, herein referred to as the "Act", provides that a single-tier municipality may pass by-laws respecting matters within its spheres of jurisdiction;

AND WHEREAS Structures and signs are within the sphere of jurisdiction of The Corporation of the Town of St. Marys;

AND WHEREAS Section 99.2 of the Act provides that a municipality may, by by-law prohibit and regulate the message, content and nature of signs, advertising and advertising devices, including any printed matter, oral or other communication or thing, promoting adult entertainment establishments, and to pass by-laws with respect to any other business or person;

AND WHEREAS Section 99.3 of the Act provides for a municipality to enter land and pull down or remove an advertising device, at the expense of the owner of the advertising device, if it is erected or displayed in contravention of the by-law;

AND WHEREAS Section 99.4 of the Act provides that the By-law does not apply to an advertising device that was lawfully erected or displayed on the day the by-law comes into force if the advertising device is not substantially altered, and the maintenance and repair of the advertising device or a change in the message or contents displayed shall be deemed not in itself to constitute a substantial alteration.

AND WHEREAS Section 99.5 of the Act authorizes a municipality to approve minor variances from the by-law if in the opinion of the municipality the general intent and purpose of the by-law are maintained;

AND WHEREAS Schedule "A" and Schedule "B" attached hereto shall form part of this By-law;

NOW THEREFORE the Council of The Corporation of the Town of St. Marys hereby enacts the following:

This By-law may be commonly referred to as the "Sign By-law".

#### **1.0 Definitions**

The following words shall have the following meanings in this By-law:

**"Abandoned sign"** means a sign located on property which becomes vacant and unoccupied for a period of 90 days or more, or any sign that pertains to a time event or purpose that no longer applies.

**"Abandoned Non-applicable Sign"** means any sign, which advertises or publicizes an activity or business no longer conducted on the property upon which such sign is maintained.

**"Address Sign"** means a fascia or ground sign on which the copy is limited to the name and addresses of a place, building, business, organization, person, or occupancy of the premises it identifies but does not include a sign that only contains the numerical municipal address.

**"Address Sign-Residential Development"** means an address sign that identifies a residential development including a subdivision, vacant land condominium or townhouse development.

**"Advertising Device"** means any device or object erected or located so as to attract public attention to any goods or services or facilities or events and includes flags, banners, pennants and lights.

**"Agricultural Sign"** means a sign denoting agriculture or agricultural products.

**"Alter or Alteration"** means any change to the sign structure or the sign face with the exception of the re-arrangement of numerals, letters or copy applied directly to the face of a sign and specifically designed and intended to be periodically rearranged, the repair and maintenance of a sign, and a change in sign copy.

**"Animated Sign,"** means a sign with a sign face that moves in whole or in part and includes a flashing or a rotating sign, but does not include a clock, a time, date or temperature display or an electronic message display.

**"Area of a Sign"** means the number of square metres of the surface of the sign including the border and frame.

**"Awning"** means a space frame system, moveable or fixed, covered with fabric, metal or like material attached and projecting from a building or structure, but not forming an integral part thereof and includes a canopy.

**"Awning Sign"** means a sign with copy painted or affixed flat to the surface of an awning, which does not extend vertically or horizontally beyond the limits of such awning.

**"Banner Sign"** means a sign or advertising device made from cloth, plastic or a similar lightweight non-rigid material.

**"Bed & Breakfast Establishment"** means a single-detached dwelling where guest room/rooms are made available within the said dwelling for temporary accommodation of the traveling or vacationing public and within which breakfast may be provided to those persons temporarily residing therein. A bed and breakfast use must be clearly secondary to the main residential use of the dwelling.

**"Billboard Sign"** means an outdoor sign that advertises goods, products, or services that are not sold or offered on the property where the sign is located, and is either single faced or double faced.

**"Box Fascia Sign"** means an internally illuminated sign attached to a building façade or the sloping portion of a mansard roof.

**"Building Code"** means the regulation called the Ontario Building Code made under the Ontario Building Code Act, as amended from time to time.

**"Building Façade"** means an exterior building wall facing a road allowance and any other building wall, which does not face a road allowance, but through which the main entrance for the public passes or which faces a parking lot.

**"Bulletin Board Sign"** means a board for posting bulletins, posters and announcements, etc., by a non-commercial organization and shall contain an area of less than 2.97 square metres.

**"Business Sign"** means a sign erected and maintained by a person, firm, corporation, business commercial service or industrial enterprise upon which space is displayed the name of the business and/or a description of the product or service made, produced, assembled, sold or stored by such business.

**"Candidate"** shall have the same meaning as in the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, as applicable, and shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law submitted to the electors under Section 8 of the Municipal Elections Act, 1996.

**"Cemetery"** means land that is used or intended to be used as a place for the interment of the dead or in which human bodies have been buried, and includes an animal or pet cemetery.

**"Changing Copy Sign"** means a sign constructed so that the message or copy can be changed by manual, electronic, or electro-mechanical means.

**"Channel Lighted Sign"** means Channel lighting is back lighting of individually cut out letters which are themselves opaque.

**"Chief Building Official"** means the Chief Building Official for the Town appointed under the Building Code Act.

**"Commercial Sign"** see **"Business Sign"**.

**"Construction Site Sign"** means a temporary sign that:

- a) Includes, in whole or in part, information identifying or promoting a development and may identify component parts of such building or structure and the persons involved in its design and construction.
- b) relates to or advertises the construction or sale of development or part thereof.

**"Copy"** means the graphic content of a sign surface in either permanent or removable letter, pictorial, symbolic, or numeric form.

**"Corner Sign"** means a sign facing more than one (1) road allowance and/or more than one (1) primary building façades.

**"Council"** means the Council of the Town.

**"Curb"** means the edge of the traveled portion of the highway or roadway.



**"Daylight Triangle"** means a triangular-shaped area formed by measuring from the point of intersection of lot lines abutting a road allowance on a corner lot, the distance required in the Town Zoning By-law, along each such lot line abutting the road allowance and joining such point with a straight line.

**"Designated Light Standard"** means a light standard owned by the Town or Festival Hydro.

**"Directional Sign"** means a sign on the property that gives directions or instructions for the control of vehicular or pedestrian traffic and shall include an entry and exit sign.

**"Display Surface"** means the surface made available by the structure, either for direct mounting of letters and decorations or for the mounting of facing material intended to carry the entire advertising message.

**"Double-faced Sign"** means a ground sign having two (2) sign faces of equal area and proportions which are located exactly opposite each other on the sign structure.

**"Election Sign"** means a sign advertising, promoting or relating to the election of a political party, candidate for public office in a federal, provincial or municipal election, or an authorized question on the ballot.

**"Electronic Media Sign"** means a video monitor or other medium for displaying electronic animated images.

**"Erector"** means anyone who does anything or allows anything to be done or causes anything to be done in the erection, maintenance, repair, installation or placement of any sign.

**"Fascia Sign"** means a sign attached to, marked or inscribed on, erected or placed against a building façade, or supported by or through a building façade and having the exposed face thereof on a plane approximately parallel to the plane of such façade and includes a painted wall and awning sign. A fascia sign shall not include any other sign defined in the By-law unless otherwise stated.

**"Finished Grade"** means the elevation of the finished surface of the ground adjoining the base of all exterior building façades or the elevation of the finished surface of the ground at the base of a structure, exclusive of any artificial embankment at the base of such building or structure.

**"Flashing Sign"** means a luminous or illuminated sign, fixed or rotating upon which the source or artificial light is not stationary or the intensity or colour is not constant but does not include signs indicating time and/or temperature nor does it include electronic signs.

**"Garage Sale Sign"** means a sign advertising the sale of personal merchandise in a private garage sale held on a property zoned residential.

**"Gas Bar Canopy"** means an open and permanent roof structure, free standing or attached to a building, erected for the purpose of sheltering gasoline pumps.

**"Ground Sign"** means a sign directly supported from the ground without the aid of any other building or structure other than the sign structure.

**"Height of Sign"** means the actual distance from the finished grade to the highest point of the sign.

**"Home Occupation"** means an occupation and/or profession conducted entirely within a dwelling unit in a single-detached dwelling or a semi-detached dwelling by a person residing permanently in the unit.

**"Illuminating Device"** means any device employing artificial lighting intended to draw attention to a sign whether designed to function internally or externally in reference to a sign.

**"Industrial Sign"** means a sign, which advertise goods or the manufacture of goods.

**"Inflatable Sign"** means a sign or advertising device designed to be airborne and tethered to the ground or any other structure and shall include balloons and any other inflatable advertising device.

**"Institutional Sign"** means any sign pertaining to government departments and agencies, hospital, churches, schools, service clubs and similar organizations.

**"Lot"** means a parcel of land, described in a registered deed or other document legally capable of being conveyed:

- a) **Lot, Corner** means a lot where a front lot line and an exterior side lot line intersect at a corner, and may include a through lot.
- b) **Lot, Interior** means any lot, other than a corner lot, which abuts a street.
- c) **Lot, Through** means any interior lot having at least two (2) street lines.

**"Lot frontage"** means the horizontal distance between the side lot lines of a lot measured along the front line of the said lot. Where it is corner lot, horizontal distance between the side lot line and the street line.

**"Marquee Sign"** shall mean a sign attached to any roof-like structure or overhang constructed as a permanent part of a building over the entrance to the building, which structure or overhang projects more than 0.3 metre from the exterior wall of the building.

**"Menu Board"** means a sign erected as part of a drive-through facility and used to display and order products and services available in association with drive-through business.

**"Multi-faced Sign"** means a sign having more than two faces.

**"Official Sign"** means a sign required by or erected under any statute or by-law or other directive of any federal, provincial or municipal government or agency thereof or any board or commission and shall include a permanent sign erected on a public road allowance to inform the public of the location of public buildings, hospitals, public libraries, institutions, places of worship, parks, recreational or educational facilities, traffic regulations, parking regulations, street identification or Town identification including T.O.D.S. signs.

**"On-Premise sign"** means a sign relating in its copy to the premises on which it is located.

**"Open House Directional Sign"** means a temporary portable sign intended to direct traffic to a residence for sale or lease.

**"Owner"** means the registered owner of the property.

**"Painted Wall Sign"** means any sign painted, applied as paint, or film or any other covering including mural to any building façade or other integral part of a building without the use of independent supports or frames.

**"Permit"** means a document granting permission to do something.

**"Person"** means an individual, business, firm, corporation, association or partnership.

**"Point of Sale Sign"** means a sign erected and maintained upon which there is displayed advertising copy describing products or services which are made, produced, assembled, sold, stored or available from the property upon which the sign is erected.

**"Pole Sign"** means a sign directly supported from the ground without the aid of any other building or structure other than the sign structure.

**"Portable Sign"** means a sign not permanently affixed to the ground and designed in such a manner as to be capable of being moved from place to place but does not include a sidewalk sign.

**"Poster"** means a printed notice conveying information intended to be displayed for a temporary period of time and includes but is not limited to a bill, handbill, leaflet, notice, placard and election sign.

**"Pre-Menu Board"** means a sign erected as part of a drive-through facility and only used to display products and services available in association with a drive-through business.

**"Premises"** see definition of **"Property"**.

**"Produce Sign"** means a sign advertising seasonal locally grown produce for sale.

**"Projecting Sign"** means a type of sign hanging perpendicularly from a building façade.

**"Property"** means a parcel of land including all buildings and other structures thereon having specific boundaries and being capable of legal transfer.

**"Property Line"** means any boundary that divides a lot from another lot or road allowance or highway.

**"Public Property"** means property owned by all levels of the Government.

**"Pump Island Sign"** means a sign on top of gasoline service pumps or on the columns of a gas bar canopy, on guard posts or freestanding on a gasoline pump apron.

**"Readograph"** means a sign on which a copy is changed manually with letters on pictorial panels.

**"Real Estate Sign"** means a sign that advertising property or premises for sale, lease or rent.

**"Religious Institution"** means a building or structure used by a congregation or organization dedicated to worship and related religious, social and charitable activities, with or without an auditorium, convent or monastery, or clergy residence as uses accessory thereto.

**"Repair or Maintenance"** means anything done to preserve the condition of a sign or to prevent the deterioration of the sign and includes the restoration of a sign by removing or replacing worn out, missing, damaged or broken parts.

**"Residential Property"** means property zoned residential in accordance with relevant Zoning By-law of the municipality.

**"Road Allowance"** means that portion of public property allowed for a highway established by the Town.

**"Roof Sign"** means a sign, which is erected, constructed or supported on or above a roof of a building.

**"Shopping Centre"** means a building designed, constructed, operated or maintained as a unit containing at least five (5) physically separate and independent retail stores which may be connected by a common corridor and which is provided with common parking areas, driveways, landscaped open space and other shared accessory facilities and services and which is held under single ownership, condominium ownership, co-operative or similar arrangement.

**"Sidewalk Sign"** means a free standing sign placed on but not permanently anchored to the ground, consisting of signs commonly referred to as A-frame, T-frame and sandwich boards but shall not mean or include any other sign defined in this By-law.

**"Sidewalk"** means that portion of a road allowance between the curb and property line designed and constructed with the hard surface primarily to facilitate the movement of pedestrians.

**"Sight Triangle"** see definition of **"Daylight Triangle"**.

**"Sign"** means any surface, structure and other component parts, which are used or capable of being used as a visual medium to attract attention to a specific subject matter for identification, information or advertising purposes and includes an advertising device or notice. A window display shall be deemed not to be a sign for the purposes of this bylaw.

**"Sign Area"** means the entire area of a sign face.

**"Sign Face"** means that portion of a sign, excluding the sign structure, upon which, as part of, against or through which the message of the sign is displayed.

**"Sign Owner"** means the owner or lessee of a sign, or his/her agent. Where there is no owner, lessee or agent for a sign or such person cannot be determined with certainty, the sign owner shall be deemed to be the person or business having the use or major benefit of the sign, or if such person or business is unknown, the sign owner shall be deemed to be the owner of the property upon which the sign is situated.

**"Sign Structure"** means anything used to support or brace a sign face and which is attached to the ground or a building or structure.

**"Storey"** means that portion of a building, other than attic, basement or cellar, which is situated between any floor and the ceiling or roof next above it.

**"Storey, First"** means the storey with its floor closest to the finished grade level and having its next floor level 2.0 metres or more above the finished grade level.

**"Street Line"** means the limit of the road allowance and is the dividing line between a lot and a street.

**"Subdivision Sign"** shall mean a sign permitted through a subdivision agreement under Section 51 of the Planning Act, R.S.O. 1990.

**"Temporary Directional Sign"** means a sign erected to advertise the location of a newly established business, such business having been operational for a period not exceeding six months and such a sign is permitted for not more than thirty (30) days.

**"Town"** means The Corporation of the Town of St. Marys.

**"Traffic Sign"** means a sign, marking or device placed for the purpose of regulating or prohibiting traffic.

**"Utility Pole"** means a pole that supports utility services such as electricity, telephone or cable T.V.

**"Unsafe"** when used with respect to a sign or sign structure means a condition that is or could be hazardous.

**"Visual Obstruction"** means a sign which when so erected impairs the views of the public as may be determined by the Town.

**"Wall Sign"** means a sign, which is attached directly to a building façade.

**"Window Sign"** means a sign posted, painted, placed or affixed in or on a window exposed to public view, and shall include an interior sign that faces a window exposed to public view and located within one (1) metre of a window.

**"Zone"** means the area of a defined land use zone in the Town Zoning By-law passed under the Planning Act, 1990, R.S.O. 1990, Chapter P.13, or any predecessor or successor thereof.

**"Zoning By-law"** means any by-law regulating the use of lands or the character, location and the use of the buildings and structures in the Town and passed pursuant to the Planning Act.

## **2.0 Administration**

This By-law shall be administered by the Chief Building Official and/or Director of Public Works and/or their designate. For those signs on private property the Chief Building Official or their designate shall administer this by-law. For those signs on public road allowance the Director of Public Works or their designate shall administer this by-law.

## **3.0 Interpretation**

Words importing the singular number or the masculine gender may include more persons, parties or things of the same kind than one, and females as well as males in the converse.

## **4.0 General Provisions**

- a) No person shall erect, display, alter or allow the erection, display, or alteration of any sign within the Town on publicly or privately owned property without obtaining a permit under this By-law, save and except the provisions of Section 4.1 below.
- b) Except for an official sign or a sign otherwise permitted in this By-law or authorized by the Town, no sign is permitted on, over, partly on or over a road allowance.
- c) No person shall erect a sign in a location, which may interfere with or damage any above or below ground municipal or utility services, which have been lawfully placed at the location or on a tree on Town property.
- d) No person shall attach, affix or display any sign or advertising device on a vehicle or trailer, which is parked or located for the primary purpose of displaying said sign or advertising device.
- e) No person shall attach, affix or display any sign or advertising device on a tree on public owned property.
- f) Illumination shall be subdued in a manner not to interfere with the quiet enjoyment of any neighbouring properties.

### **4.1 Signs Not Requiring a Sign Permit**

Notwithstanding Section 4.0 (a) and (b), a sign permit is not required for the following signs and all such signs shall comply with all other requirements of this By-law:

- (i) official signs or signs pertaining exclusively to public safety;
- (ii) election signs, erected in accordance with Section 21.2;
- (iii) a non-illuminated trespassing, safety or other warning sign not exceeding 0.5 square metres in sign area;
- (iv) an address sign not exceeding 0.2 square metres in sign area unless otherwise provided for in this By-law;
- (v) flags of corporations, government, educational, or religious organizations;
- (vi) emblems or insignia of patriotic, civic, educational, or religious organizations;
- (vii) commemorative plaque or cornerstone of a non-advertising nature;
- (viii) a directional sign in accordance with Section 17.0;
- (ix) a construction site sign on a construction site in all zones in accordance with Section 21.6;
- (x) a sign other than an on-premises ground sign or fascia sign, erected, displayed or stored on the business premises of a sign manufacturer or contractor;
- (xi) a poster sign;
- (xii) a sidewalk sign in accordance with Section 21.4;
- (xiii) a real estate sign in accordance with Section 21.5;
- (xiv) a garage sale sign in accordance with Section 21.7;
- (xv) an open house directional sign in accordance with Section 21.8;
- (xvi) a banner installed by the Town;
- (xvii) a sign for a contractor undertaking landscaping, home repairs or renovations, provided such sign is erected no more than 2 days prior to the commencement of the project and is removed from the property immediately after the project is completed;
- (xviii) a fund raising sign, for a charitable or non-profit organization provided only one sign is erected per lot frontage and the sign is erected only for the duration of the event and is located on the property use by the organization;
- (xix) a subdivision sign in accordance with Section 21.10;
- (xx) and a pump island sign.

## **4.2 Prohibited Signs**

Any sign not expressly permitted by this By-law is prohibited and without limiting the generality of the foregoing, the following signs are specifically prohibited:

- (i) abandoned sign;
- (ii) abandoned non-applicable sign;
- (iii) a banner other than a banner located within a public road allowance and approved by the Town;
- (iv) flashing or animated sign;
- (v) projecting sign except as provided for in Section 19.0;
- (vi) a marquee sign;
- (vii) a roof sign;
- (viii) a sign located so as to create a visual obstruction for any pedestrian or motor vehicle driver so as to create an unsafe condition;
- (ix) a sign interfering with or creating a visual obstruction an authorized traffic sign, traffic signal, or official sign or any sign capable of being confused with such a traffic sign, traffic signal or official sign;
- (x) a sign located within a daylight triangle;
- (xi) a sign advertising a business, materials and/or services that are not situated on the same property as the sign;
- (xii) a sign advertising a use that is not permitted under the Town's Zoning By-law as amended;
- (xiii) a billboard sign; and
- (xiv) an electronic media sign.

## **5.0 Sign Permits**

- a) All signs shall comply with all other applicable Town By-laws and all other applicable law. All signs shall be erected and designed in accordance with the requirements of the Ontario Building Code Act, as amended.
- b) Every applicant for a sign permit shall complete a sign permit application provided by the Building and Zoning Department, submit all necessary plans and drawings, and pay all applicable fees as set out in Schedule "A" to this By-law.
- c) If the matters mentioned in any application for a permit, or if the drawings, specifications or plan of survey submitted with the application indicate to the Chief Building Official that the work proposed to be done will not comply in all respects with the provisions of this By-law, the Building Code, the Zoning By-law and all other applicable regulations, the Chief Building Official shall refuse to issue a permit therefore, and no permit shall be issued.
- d) Where the sign permit application meets all the requirements of this By-law and any other applicable laws, a sign permit shall be promptly issued by the Chief Building Official or his/ her designate.

## **5.1 Sign Permit Information**

All plans and drawings accompanying a sign permit application for a permanent sign shall be provided in duplicate and shall contain the following information:

- (i) a site plan drawn to scale showing all measurements in metric;
- (ii) the municipal address and legal description of the property;
- (iii) the existing or proposed use of the property;
- (iv) the zoning category of the property;
- (v) the location of all existing buildings and their entrances;
- (vi) the location of all driveways and parking areas on the property;
- (vii) the location and dimensions of the frontage and all boundaries of the property on which the sign is proposed to be erected;
- (viii) the location of the proposed sign on the property;
- (ix) details of the sign drawn to scale, including dimensions, materials, colours, text, graphics, sign area and any other information as may be required to determine compliance with this By-law;
- (x) other information as determined by the Chief Building Official with respect to the building including architectural and structural drawings as may be necessary to determine if the building is structurally capable, under the Ontario Building Code, of supporting the sign or advertising device;
- (xi) authorization of the owner of the property on which the sign is to be erected or displayed; and
- (xii) evidence of insurance as stipulated in Section 19.0(h), 20.0(b) and 21.4(iv), if applicable.

## **5.2 Fascia Sign Permit Information**

In addition to the information required under Section 5.1, all plans and drawings accompanying an application for a fascia sign permit shall contain the following information for a building or unit in a multi-unit complex:

- (i) the dimensions of the building, wall or unit on which the fascia sign is to be affixed;
- (ii) the location of all building or unit entrances;
- (iii) the names of the occupants of each unit which is the subject of the application; and
- (iv) identification of any existing sign on the building or unit

### **5.3 Ground Sign and Construction Site Sign Permit Information**

In addition to the information required under Section 5.1, all plans and drawings accompanying an application for a ground sign or a Construction Site Sign permit shall contain the following information:

- (i) the location of any existing structures, parking areas, walkways, driveways, loading areas, vehicular access and egress points and existing ground signs on the property;
- (ii) the identification by location, description, dimension and ownership of any existing or proposed easements or rights of way over the land and property;
- (iii) the location of all landscaped areas adjacent to the sign; and
- (iv) the setback of the proposed sign from the property line.

### **5.4 Inflatable and Sidewalk Sign Permit Information**

In addition to the information required under Section 5.1, all plans and drawings accompanying an application for an inflatable sign or sidewalk sign permit shall contain the following information:

- (i) the location of the sign;
- (ii) the dimensions of the sign drawn to scale and the sign area;
- (iii) the distance from the sign to the nearest street line, sidewalk, driveway, ground sign, inflatable sign, landscaping features, planting beds and/or street furniture; and
- (iv) engineered drawing indicating the method of securing the inflatable sign.

### **6.0 Expiration of a Sign Permit**

Subject to the provisions of Section 7.0 below, every permit issued by the Town shall expire six (6) months from the date of issuance unless the sign is erected or displayed for its intended purpose and the permit shall become null and void upon the removal of the sign.

### **7.0 Renewal of a Sign Permit**

Where a permit has been issued and before it has expired, an application may be made to extend the permit for one further period of six (6) months at no extra charge.

### **8.0 Revocation of a Sign Permit**

The Chief Building Official may revoke a sign permit, prior to the sign being erected, under the following circumstances:

- a) where the permit has been issued in error by the Town; or
- b) where the permit has been issued as the result of false, mistaken, incorrect, or misleading statements, or undertakings on the application.

### **9.0 Central Commercial District**

Notwithstanding any other Section of this By-law, the following provisions shall apply in the Central Commercial District as shown in Schedule "B".

- a) The following signs are prohibited in the Central Commercial District:
  - box fascia signs
  - internally illuminated signs
  - flashing signs
  - animated signs
  - roof signs
  - billboard signs
  - electronic media signs
  - inflatable signs
- b) Sign material such as sheet plaster, Plexiglass, aluminum, vinyl or other synthetic material is discouraged unless the applicant for a permit can demonstrate that the material application is appropriate to and does not detract from the age and style of the building or neighbouring buildings;

- c) No sign shall obstruct the significant architectural features of a building and surrounding buildings, including, but not limited to, windows, brackets, sills, decorative masonry and cornice;
- d) Replacement of an existing sign(s) shall conform to the provisions of this By-law.
- e) The owners of the existing signs that do not conform to the requirements of this By-law on the date the By-law is passed are encouraged to bring such signs into conformity with this By-law within five (5) years of the date of passing the By-law or sooner where such sign is altered or requires repair or maintenance;
- f) Special consideration for signage variances will be given during special events, for historical significance or where precedents exist;
- g) All applications for signs shall be reviewed by the Town Heritage committee for comments prior to the issuance of a sign permit.
- h) Notwithstanding Sections 13.0 and 15.0, ground signs in the Central Commercial District shall be restricted to 1.4 metre in height by 2.0 metres in width and shall be located a minimum of 3.0 metres behind the property line;
- i) Painted wall signs may only be address signs and must not exceed the size restriction for a fascia sign set out in Section 11.0.

**10.0 Permitted Sign Types By Sign Class**

The sign types listed in Column 1 of the chart below shall only be permitted in the property class as indicated by an asterisk (\*) in Column 3 of the chart below. The By-law section applicable to each sign type listed in Column 1 of the chart below is shown in Column 2 of the chart below.

RES    **Residential Signs**  
 COM   **Commercial Signs**  
 IND   **Industrial Signs**  
 INS   **Institutional Signs**

**TABLE 1**

Column #1	Column #2	Column #3			
Sign Type	Section	RES	COM	IND	INS
Awning Sign	20.0		Central Commercial District Only		
Banner	21.1		*	*	*
Construction Site Sign	21.6	*	*	*	*
Directional Sign	17.0		*	*	*
Election Sign	21.2	*	*	*	*
Fascia Sign	16.0	*	*	*	*
Ground Sign	15.0	*	*	*	*
Inflatable Sign	21.9		*	*	*
Menu Board Sign	13.0		*	Note	
Portable Sign	21.3		*	*	*
Pre-menu Board Sign	13.0		*	Note	
Projecting Sign	19.0		Central Commercial District Only		
Real Estate Sign	21.5	*	*	*	*
Sidewalk Sign	21.4		Central Commercial District Only		
Subdivision Sign	21.10	*		*	
Window Sign	18.0		*	*	

Note – Menu Boards and Pre-menu Boards for permitted uses in industrial zones shall comply with the requirements of Section 13.0.

**11.0 Residential, Institutional and Park Signs**

No person shall erect, display, alter, maintain or allow the erection, display, alteration, or maintenance of any type of sign listed in Column 2 below in conjunction with the uses listed in Column 1 below unless the sign complies with the regulations and standards applicable to that sign type in Column 2 below and with any other provisions of this By-law.

TABLE 2

Column #1	Column #2				
	Address Sign Fascia	Address Sign Ground			Number
	Max Sign Area	Max Sign Area	Max Height	Min St. Line Setback	
Single Detached Dwelling, Semi Detached Dwelling, Duplex Dwelling, Triplex Dwelling, Fourplex Dwelling, Townhouse Dwelling, Street Townhouse Dwelling, Group Home, Home Occupation, Boarding House, Bed & Breakfast Establishment	0.4 m <sup>2</sup>	0.4 m <sup>2</sup>	1.2 m	2.0 m	1 address sign – fascia or 1 address sign – ground sign per property  1 business and/or address sign for Group Home, Home Occupation, Bed & Breakfast Establishment
Apartment, Senior's Apartment, School, Hospital, Religious Institution, Long-term Care Facility	1.5 m <sup>2</sup>	1.5 m <sup>2</sup> for an Address Sign only	2.0 m	2.0 m	1 address sign – fascia and 1 address sign - ground per property
Parks and All Other Uses	1.5 m <sup>2</sup>	1.5 m <sup>2</sup>	2.0 m	2.0 m	1 address sign – fascia or 1 address sign - ground per property

**12.0 Address Signs - Residential Development**

- a) A maximum of 1 address sign – residential development is permitted per entrance to the development. (see Table 2)
- b) In instances where an address sign – residential development constitutes a fascia sign, the sign shall have a maximum face area of 0.4 square metres. [Notwithstanding any other Section of this by-law, where an address sign-residential development constitutes a fascia sign, it shall be permitted on a fence or gate.]
- c) In instances where an address sign – residential development constitutes a ground sign, the sign shall have a maximum face area of 0.4 square metres, shall have a maximum height of 1.2 metre and shall have a minimum street line set back of 2.0 metres.



13.0 Commercial Signs

No person shall erect, display, alter, maintain or allow the erection, display, alteration, or maintenance of any type of sign listed in Column 2 below in conjunction with the uses listed in Column 1 below unless the sign complies with the regulations and standards applicable to that sign type in Column 2 below and with any other provisions of this By-law. (See Table 3 through Table 5)

TABLE 3

Column #1	Column #2					
Land Use	Permitted Sign Type & Specifications					
	Number	Menu Board		Pre-Menu Board		
		Max Sign Area	Max Height	Number	Max Sign Area	Max Height
Restaurant	1 per drive through lane	2.5 m <sup>2</sup>	2.5 m	1 per drive through lane	2.0 m <sup>2</sup>	2.5 m
Restaurant Accessory to Gas Bar or Motor Vehicle Service Station	1 per drive through lane	2.0 m <sup>2</sup>	2.5 m	Not Permitted	N/A	N/A
Car Wash Accessory to a Gas Bar or Motor Vehicle Service Station	1 per car wash	2.0 m <sup>2</sup>	2.5 m	Not Permitted	N/A	N/A
Car Wash	1 per car wash	2.0 m <sup>2</sup>	2.5 m	Not Permitted	N/A	N/A

TABLE 4

Column #1	Column #2			
Land Use	Permitted Sign Type & Specifications			
	Ground Sign			
	Number	Max. Sign Area	Max Sign Height	Min. Street line Setback
All Commercial Uses except Central Commercial District See Section 9.1(viii)	1 per lot frontage	6.0 m <sup>2</sup> per sign face	7.5 m	1.0 m

TABLE 5

Column #1	Column #2
Land Use	Permitted Sign Type & Specifications
	Maximum Sign Area
	<u>Fascia Sign</u>
All Commercial Uses save and except for those listed below	20% of the building façade of the first storey for each occupancy
Retail Store or Restaurant Accessory to Gas Bar or Motor Vehicle Service Station	20% of a building façade facing a street line or gas pumps
Car Wash or Service Bay Accessory to Gas Bar or Motor Vehicle Service Station	15 % of a building façade with an entrance and 10% of a building façade with an exit or facing gas pumps
Gas Bar Canopy Accessory to Gas Bar or Motor Vehicle Service Station	20% maximum canopy face

14.0 Industrial Signs

No person shall erect, display, alter, maintain or allow the erection, display, alteration, or maintenance of any type of sign listed in Column 2 below in conjunction with the uses listed in Column 1 below unless the sign complies with the regulations and standards applicable to that sign type in Column 2 below and with any other provisions of this By-law. (see Table 6 through Table 8)

TABLE 6

Column #1	Column #2				
Land Use	Permitted Sign Type & Specifications				
	Fascia Sign	Directory Sign			
	Max Sign Area for Each Occupancy	Number	Max Sign Area	Max Height	Min. Street Line Setback
Individual Free Standing Industrial Establishment	15% of the building façade of the first storey for each occupancy	N/A	N/A	N/A	N/A
Multi Occupant Industrial Establishment	15% of the building façade of the first storey for each occupancy	1	5.0 m <sup>2</sup>	4.0 m	7.5 m

TABLE 7

Column #1	Column #2			
Land Use	Ground Sign			
	Max Sign Area	Max Height	Min. Street Line Setback	Number
Individual Free Standing Industrial Establishment with under 30m of Lot Frontage OR Multi Occupant Industrial Establishment with under 30m of Lot Frontage	10.0 m <sup>2</sup>	7.5 m	1.0 m	1 per lot frontage
Individual Free Standing Industrial Establishment with 30m of Lot Frontage or more OR Multi Occupant Industrial Establishment with 30m of Lot Frontage or more	10.0 m <sup>2</sup> per sign face	7.5 m	1.0 m	1 per lot frontage

TABLE 8

Column #1	Column #2					
Land Use	Number	Permitted Sign Type & Specifications				
		Menu Board		Pre-Menu Board		
		Max Sign Area	Max Height	Number	Max Sign Area	Max Height
Car Wash Accessory to a Gas Bar or Motor Vehicle Service Station	1 per car wash	2.0 m <sup>2</sup>	2.5 m	Not Permitted	N/A	N/A
Car Wash	1 per car wash	2.0 m <sup>2</sup>	2.5 m	Not Permitted	N/A	N/A

### **15.0 Ground Signs**

- a) The maximum total sign area for a ground sign that is a double-faced sign or a multi-faced sign shall be double the area permitted for one sign face. (see Table 4 and Table 7)
- b) Where a ground sign contains up to three (3) sign faces but is not a double-faced sign, the maximum total sign area shall be double the area permitted for one sign face and each sign face shall be attached to the adjacent sign face at an angle no greater than 90 degrees. (see Table 4 and Table 7)
- c) A ground sign in a commercial or industrial zone shall display the municipal address in numerals and letters that are a minimum of 15 cm in height.
- d) A ground sign shall not be located within 3.0 metres of a driveway entrance or exit.

### **16.0 Fascia Signs**

- a) A fascia sign may project out from a building façade not more than 15 cm in the Central Commercial District and not more than 30 cm in any other area. Where the sign project on to a road allowance or over a sidewalk or any other pedestrian walkway, the height to the bottom of the projection shall not be less than 2.5 metres.
- b) A fascia sign shall be attached to the building façade used to calculate the maximum sign area of the sign. (see Table 5)
- d) A fascia sign shall generally be erected no higher than the upper limit of the first storey of a building, unless otherwise permitted in this By-law, but this shall not apply to an enclosed shopping centre.

### **17.0 Directional Signs**

A directional sign shall have a maximum sign area of 0.75 square metres and shall have a maximum height of 1.2 metres.

### **18.0 Window Signs**

The maximum sign area of any permitted window sign shall not cover more than 25% of any single window, or 25% of the entire surface area of a group of windows and shall not block the clear view of exits or entrances and shall maintain visibility into the interior of the building at all times.

### **19.0 Projecting Signs**

- a) A projecting sign shall have a minimum clearance of 2.7 metres and the maximum height of 3.4 metres to the top of the sign or sign supporting structure above the sidewalk grade or pedestrian walkway.
- b) A projecting sign including the sign structure attached to a building in the Central Commercial District that abuts a public road allowance shall not extend more than 1.2 metres beyond such building façade.
- c) A projecting sign including the sign structure attached to a building in the Central Commercial District that does not abut a public road allowance shall not extend more than 1.2 metres beyond such building façade.
- d) The sign face excluding the supporting structure shall not be more than 0.6 square metres in area.
- e) No projecting sign shall be constructed as a swing sign.
- f) Only one sign assembly shall be permitted where two or more businesses share the same entrance.
- g) Projecting signs shall be located as close as possible to the horizontal centre of the building, except in the case of a building on a corner lot, in which case a projecting sign may be located at the corner of the building in lieu of one sign on each building façade.
- h) No person shall erect or maintain any sign which shall wholly or partially project onto any public road allowance, or any sign that if it were to fall would fall onto any public road allowance, without first entering into an agreement with the Town indemnifying the Town from and against all manner of claims for damage, loss, expense or otherwise, arising from the erection, maintenance, removing or falling of such projecting sign or part thereof.

### **20.0 Awning Signs**

- a) One (1) awning sign per business frontage. Sign copy shall be restricted to the skirt of the

awning and shall not exceed 0.15 metre in height. The bottom edge of the awning sign shall be minimum of 2.0 metres above finished grade.

- b) No person shall erect or maintain any sign which shall wholly or partially project onto any public road allowance, or any sign that if it were to fall would fall onto any public street, without first entering into an agreement with the Town indemnifying the Town from and against all manner of claims for damage, loss, expense or otherwise, arising from the erection, maintenance, removing or falling of such projecting sign or part thereof.

## **21.0 Temporary Signs**

### **21.1 Banner sign**

No person shall install a banner sign sooner than thirty (30) days before the event and shall remove such sign no more than two (2) days after the event.

## **21.2 Election Signs**

- i) No person shall affix, erect or otherwise display an election sign or permit an election sign to be affixed, erected or otherwise displayed:
- a) on any property designated as a park and/or abutting any road allowance;
  - b) on a tree or on any official sign or official sign structure;
  - c) within a daylight triangle;
  - d) upon the property whereupon a voting poll is situated;
  - e) on a concrete or masonry noise attenuation wall; and
  - f) at any location where the election sign:
    - create a visual obstruction for any pedestrian or driver of a motor vehicle, or obstructs the visibility of any traffic sign or traffic device, or where it could interfere with vehicular traffic so that it could endanger any person;
    - obstructs openings required for light, ventilation, ingress, egress or firefighting; or
    - constitutes a danger or hazard to the general public.
- ii) No person shall affix, erect or otherwise display an election sign or permit an election sign to be erected, affixed, or otherwise displayed prior to the issuance of writs for a provincial or federal election or until a candidate has filed all required documents and paid the required fee in support of their candidacy for municipal office;
- iii) An election sign shall not display a Town logo, crest, seal or other Town identification;
- iv) An election sign which is a fascia sign may be affixed to the face of the building or building unit which is used as a candidate's campaign headquarters provided such fascia sign complies with the provisions of this By-law for a fascia sign; and
- v) An election sign shall be removed within forty-eight (48) hours immediately following 11:59 p.m. of the day of the election.

## **21.3 Portable Signs**

- i) A portable sign shall be located completely on private property;
- ii) Only one portable sign may be erected or displayed on a property at any one time;
- iii) A maximum of six (6) portable sign permits per calendar year may be issued to each business at a municipal address.
- iv) A portable sign shall not be erected or displayed for more than twenty-one (21) consecutive days from the date the permit is issued.
- v) No business shall be issued a permit or erect or display a portable sign unless a minimum period of twenty-one (21) consecutive days has passed since the expiry date endorsed on a previous portable sign permit issued at a location.
- vi) A portable sign shall:
- a) contain no more than two (2) sign faces, and each sign face shall have a maximum area of 3.6 square metres;
  - b) not be located within 1.5 metres of a sidewalk or property line, whichever is greater;
  - c) not be located within 3.0 metres of a driveway entrance or exit;
  - d) not be located within 50.0 metres of a traffic signal standard;
  - e) not be located within 15.0 metres of the paved portion of an intersection;
  - f) not be located within 10.0 metres of a ground sign or 10.0 metres of a portable sign on an abutting property; and

- g) a portable sign shall not be in colours other than black and white, and sign characters in fluorescent, neon, day glow or day bright colours are prohibited.

#### **21.4 Sidewalk Signs**

- i) Businesses are limited to one (1) sidewalk sign per lot frontage.
- ii) A sidewalk sign:
  - a) shall have a maximum height of 1.0 metre, a maximum of two sign faces and any sign face shall not exceed 0.55 square metres in area;
  - b) shall be displayed only between sunrise and sunset only on business days and shall be removed at all other times;
  - c) shall not be located within 3.0 metres of a driveway entrance;
  - d) shall be located no more than 1.0 metre from the curb in front of municipal property nearest and parallel to the curb in front of the premise being advertised by the said sign; and
  - e) shall not obstruct pedestrian traffic.
- iii) No person shall erect or maintain any sidewalk sign on any public street without first consulting and entering into an Agreement with Town indemnifying the Town from and against all manner of claims for damage, loss, expense or otherwise, arising from the erection, maintenance, removing or falling of such sign or part thereof.

#### **21.5 Real Estate Signs**

- i) One (1) real estate sign for each company shall be permitted for each lot frontage of the property on which the sign is erected.
- ii) The sign face of a real estate sign shall not exceed 0.5 square metres if erected on a property zoned residential and shall not exceed 4.0 square metres if erected on a property zoned industrial or commercial.
- iii) The sign shall be located on private property at a minimum distance of 1.0 metre from the property line.
- iv) The sign may be displayed in or on the window.

#### **21.6 Construction Site Signs**

- i) A construction site sign for the development of multiple residential units on one parcel of land shall be non-illuminated with a sign area not exceeding 10.0 square metres, shall be set back 7.5 metres from the street line and shall be removed from the construction site within sixty days of substantial completion of the project.
- ii) A construction site sign for the development of a residential unit on one parcel of land shall be non-illuminated with a sign area not exceeding 1.5 square metres, shall be set back 1.0 metre from the street line and shall be removed from the construction site within sixty days of the substantial completion of the project.

#### **21.7 Garage Sale Signs**

- i) A garage sale sign may be located in the untravelled portion of the road allowance, but not in a manner as to create a visual obstruction.
- ii) No person shall place or locate a garage sale sign before 5:00 p.m. of the day immediately before the garage sale and all such signs shall be removed by no later than 7:00 p.m. of the same day immediately following the garage sale.

#### **21.8 Open House Directional Signs**

- i) An open house directional sign shall have a maximum height of 1.0 metre and a maximum sign area of 0.4 square metres per sign face.
- ii) An open house directional sign may be erected on that portion of a street located between the curb or edge of the traveled roadway and the sidewalk, or where no curb exists, such sign may be erected on the untravelled portion of the right-of-way closest to the outer edge of the traveled roadway, provided that the sign does not interfere with pedestrian or vehicular traffic and does not create a visual obstruction.

### **21.9 Inflatable Signs**

- i) No person shall erect an inflatable sign without a permit and an inflatable sign shall be erected in the specific location as shown on a plan approved for such purposes by the Chief Building Official and Director of Public Works.
- ii) An inflatable sign shall only be permitted on a property with a minimum frontage of 15.0 metres.
- iii) An inflatable sign shall be located:
  - a) a minimum of 3.0 metres from any property line;
  - b) a minimum of 3.0 metres from any driveway entrance and/or exit;
  - c) a minimum of 10.0 metres from any ground sign or portable sign on the same property or abutting property;
  - d) a minimum of 90.0 metres measured in a straight line from a residential property; and
  - e) a minimum of 50.0 metres from a traffic signal standard.
- iv) An inflatable sign shall have a maximum height of 7.0 metres and a maximum width of 6.0 metres.
- v) No more than one inflatable sign shall be permitted on a property at any one time.
- vi) Sign permits to erect or display inflatable signs shall be issued for periods of a maximum twenty-one (21) consecutive days. No more than three permits shall be issued for a single business on the property on which the sign is to be displayed, in a calendar year.
- vii) No business shall be issued a permit or erect or display an inflatable sign unless a minimum of twenty-one (21) consecutive days has passed since the expiry date endorsed on a previous inflatable sign permit issued on the same property.
- viii) Sign permits for inflatable signs shall be issued only for businesses or uses currently on the property on which the sign is to be displayed.
- ix) All inflatable signs shall be properly secured to the satisfaction of the Chief Building Official.
- x) All inflatable signs shall require the approval of the Festival Hydro.
- xi) Before being issued a sign permit for an inflatable sign, the applicant shall provide confirmation to the Town that a minimum of \$2,000,000.00 of valid comprehensive general liability insurance is in effect.

### **21.10 Subdivision Signs**

- i) A subdivision sign shall not exceed 9.0 square metres sign area and must be in good repair;
- ii) Maximum of two (2) signs shall be permitted for each registered subdivision;
- iii) The location of subdivision signs shall be determined by the Town through a subdivision agreement;
- iv) Subdivision signs shall contain the following information:
  - a) the plan of subdivision as registered, including street patterns, and the proposed use of each parcel of land therein, and;
  - b) the name and address of the owner; and
- v) Subdivision signs shall be removed when 85% of lots in the subdivision are sold or leased.

### **22.0 Maintenance of Signs**

- a) The owner of any sign, shall maintain or cause such sign to be maintained in a proper state of repair, so that such sign remains completely operative at all times and does not become unsafe, defective or dangerous.
- b) Maintenance or repairs using materials identical to the materials of the component being maintained or repaired does not constitute an alteration and does not require a permit to be issued.

### **23.0 Penalties and Enforcement**

- a) Every person who contravenes any provisions of this By-law is guilty of an offence. Pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended, upon conviction a person is liable to a fine of not more than \$5,000.00 exclusive of costs.
- b) Where a sign is erected or displayed in contravention of this By-law, the Chief Building Official or his or her designate may immediately pull down or remove any sign that the Chief Building Official or his or her designate determines constitutes a safety hazard or a concern. Such removal is to be at the expense of the owner or the occupant and the expense therefore may be collected in like manner as municipal taxes.
- c) Where any sign does not comply with this By-law, the Chief Building Official or his or her designate may forward a notice by registered mail or hand delivered to the owner. Such notice shall outline the nature of the contravention and the Section of the By-law so contravened and may require the owner of the sign to:
  - repair the sign;
  - pull down or remove the sign; or
  - make the sign comply with the provisions of this By-law,

not later than 14 days from mailing the notice. The notice may advise that if the sign is not so removed or made to comply within the specified period of time, then the Town may remove the sign without any further notice.

- d) If the notice as set out in Section 23.0 (c) is not complied with within the specified period of time, the Chief Building Official may direct the Town employees or an independent contractor to enter upon the land or premises to pull down and remove the sign. Such removal is to be at the expense of the owner or the occupant and the expense therefore, may be collected in like manner as municipal taxes.
- e) Notwithstanding Subsections a), b), c) and d) of this Section, portable signs, sidewalk signs, real estate signs, construction site signs, garage sale signs, open house directional signs and inflatable signs that are erected or displayed contrary to this by-law shall be removed by the owner immediately after a notice is served from the Town advising that such sign or other advertising device is in contravention of this by-law. Such notice shall be served in the manner provided in Subsection c) of this Section. Such notice shall outline the nature of the contravention and the Section of the By-law so contravened.
- f) If such sign or other advertising device has not been removed by the owner as required herein, the Chief building Official or his or her designate may cause such sign to be removed at the expense of the owner of the sign and any costs incurred by the Town may be recovered in like manner as municipal taxes on the property where the sign was located or may be recovered by action pursuant to Section 427 of the Municipal Act 2001, S.O. 2001, c.25. The remedies provided for hereby may be proceeded with prior to and notwithstanding that no prosecution and conviction has been obtained under Section 23 of this by-law.
- g) Where the Town has removed a sign and stored it for a period of fourteen (14) days and the sign has not been redeemed, the Town may then destroy or otherwise dispose of the sign without notice or compensation to the owner of the sign or his or her agent.  
Any costs incurred may be recovered by the Town in like manner as municipal taxes.
- h) Any banner installed without the approval of the Town will be removed by the Town without notice and, further, may be destroyed or otherwise disposed of without further notice or compensation to the owner of the banner or his or her agent.  
Any costs incurred may be recovered by the Town in like manner as municipal taxes.
- i) Notwithstanding Subsections a), b), c), d), f), and g) of this Section, the removal of election signs shall be as follows:
  - i) the Chief Building Official or his or her designate is authorized to takedown or remove or cause to be removed immediately without notice and at the risk of its owner, an election sign that is placed in contravention of this by-law;
  - ii) an election sign removed pursuant to this by-law shall be stored by the Town for a period of fifteen (15) days during which time the owner or agent may retrieve the election sign.
  - iii) where an election sign has been removed by the Town and stored for a period of 15 days and such sign has not been retrieved, the election sign may be destroyed or otherwise disposed of by the Town without any notice or compensation to the owner of the sign or his or her agent.  
Any costs incurred may be recovered by the Town in like manner as municipal taxes.
- j) None of the foregoing shall limit the Town from enforcing the provisions of this By-law by any other action or remedy permitted in law.

## **24.0 Variances**

- a) An application for variance shall be made on the appropriate form to the Town and shall be accompanied by the appropriate fee, as set out in Schedule "A". The application shall be delivered or mailed to the office of the Chief Building Official.
- b) The Chief Building Official in consultation with Director of Public Works shall prepare a report for the consideration of the Council setting out the reasons for the variance and a recommendation.
- c) The Chief Building Official shall notify the applicant once a hearing date has been set and if the applicant does not attend at the appointed time and place, the Council may proceed in the absence of the applicant and the applicant will not be entitled to further notice in the proceeding.
- d) In considering an application for a variance, the Council shall have regard for:
  - (i) Special circumstances or conditions applying to the land, building or use referred to in the application;
  - (ii) Whether strict application of the provisions of this By-law in the context of the special circumstances applying to the land, building, or use, would result in practical difficulties or unnecessary and unusual hardship for the applicant, inconsistent with the general intent and purpose of this By-law;
  - (iii) Whether the special circumstances or conditions are pre-existing and not created by the owner or the applicant; and;
  - (iv) Whether the sign that is the subject of the variance will alter the essential character of the area.

## **25.0 Nonconforming Signs**

- a) Any sign lawfully erected or displayed, before the day this Bylaw shall come into force, may remain and be maintained notwithstanding that it does not conform to this By-law, provided that no such sign shall be substantially altered, unless the same shall either conform or be made to conform in all respects with this By-law.
- b) The maintenance and repair of the sign or advertising device or a change in the message displayed shall not be deemed in itself to constitute an alteration.

## **26.0 Conflict with other By-laws**

- a) Where there is conflict or contradiction between this By-law and any other By-law of the Town, the provisions of this By-law shall prevail.
- b) Where there is conflict or contradiction between this by-law and any Provincial Regulations, the provisions of the Regulation shall prevail.

## **27.0 Materials and Structural Requirements**

### **27.1 Material**

- i) All materials incorporated into a sign shall comply with the relevant requirements of the Ontario Building Code.
- ii) Every sign shall comply with all governing requirements of Hydro One and Festival Hydro, whichever has jurisdiction.

### **27.2 Structural**

Signs and their structural members shall be designed to have structural capacity to resist safely and effectively all effects of loads and influence from environment to which they may be exposed and shall in any case satisfy the requirements of the Ontario Building Code.

## **28.0 Validity**

If a Court of competent jurisdiction declares any Section or part of a Section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

## **29.0 Preceding By-law**

By-law 16-1972 and any other By-law, or portion thereof, of the Town of St. Marys addressing the same matters addressed in this By-law are hereby repealed.

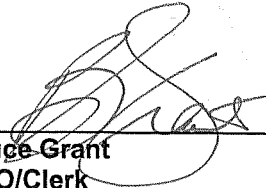


Read a first and second time this 12<sup>th</sup> day of July 2005.

Read a third and final time and passed this 11<sup>th</sup> day of October 2005.



Tony Winter  
Mayor



Bruce Grant  
CAO/Clerk

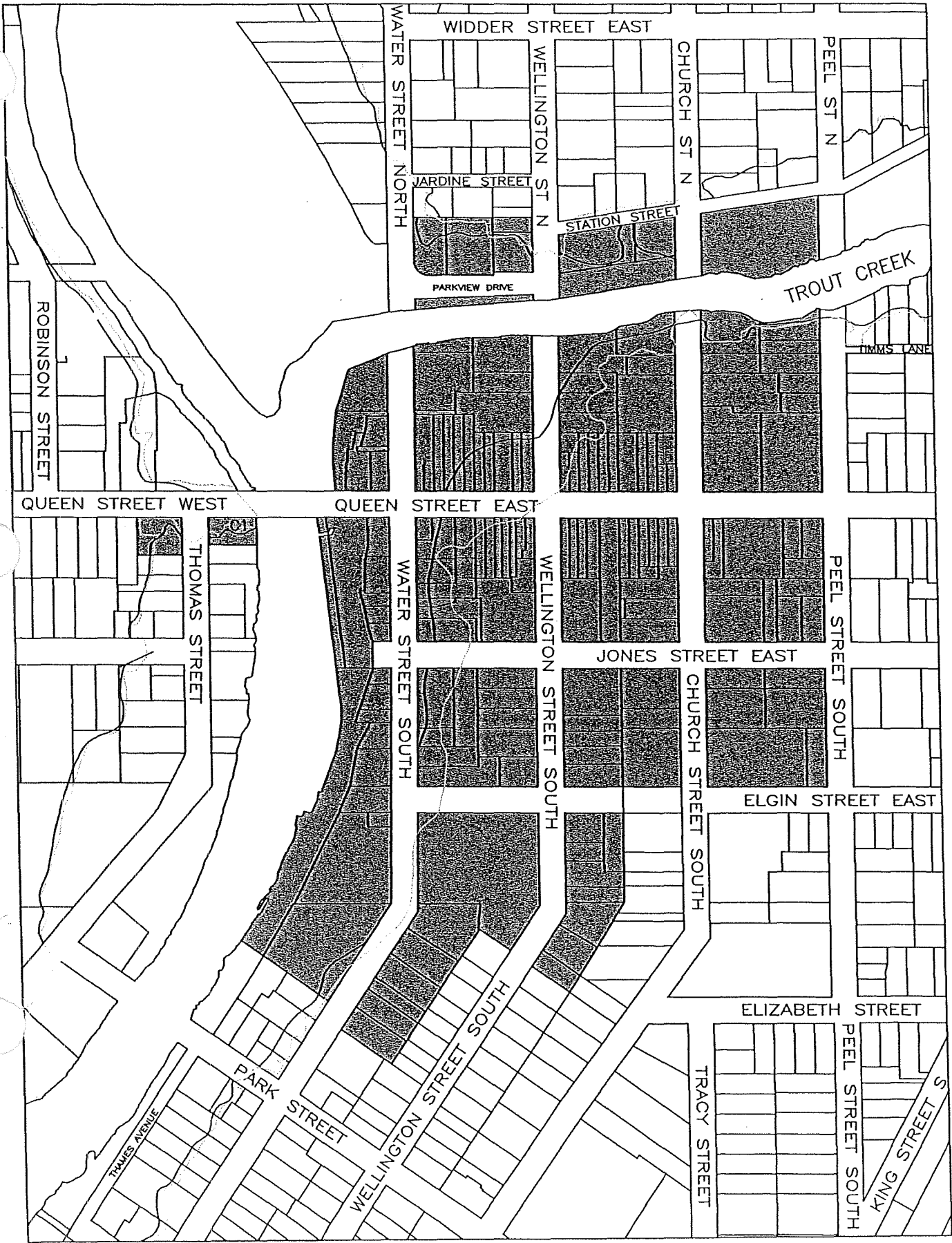
BY-LAW No.33-2005  
SCHEDULE "A"

**FEES:**

The following fees shall be paid to the Town of St. Marys at the time of application for a sign permit:

- a) All signs except Portable Signs: \$45.00 for the application plus \$15.00 for each metre squared.
- a. Portable Signs – Mobile: \$50.00 for each occasion.
- b. Application fee where installation of a sign has been carried out without a permit:  
Application fee plus 30% of application fee.
- c. Refunds: Permit application fees are not refundable.
- d. Sign By-law Variance Application: No charge.

CENTRAL COMMERCIAL DISTRICT





Town of St. Marys  
PO Box 998  
408 James Street South  
St. Marys ON N4X 1B6  
Tel: 519-284-2340 ext 243  
Fax: 519-284-0902

## TOWN OF ST. MARYS – APPLICATION FOR A SIGN PERMIT

I/We hereby make application for a Sign Permit under the provisions of the Town of St. Marys Sign By-law, being By-law No. 33-2005 in accordance with the plans and supporting information submitted herewith and which form a part of this application.

<b>APPLICANT INFORMATION</b>			
Name:		Phone:	
Mailing Address:			
<b>OWNER INFORMATION</b>			
Name:		Phone:	
Mailing Address:			
<b>PROPERTY AFFECTED</b>			
Street No.:		Street Name:	
Registered Plan No.:	Lot(s)/Block(s):	Reference Plan No.	Part
Number(s):			
Concession Number(s):		Lot Number(s):	
<b>SIGN TO BE ERECTED</b>			
<input type="checkbox"/> Portable <input type="checkbox"/> Fascia <input type="checkbox"/> Pylon <input type="checkbox"/> Other (please specify)			
<input type="checkbox"/> Temporary (please specify dates, times & location)			
<input type="checkbox"/> Illuminated			
Location of Proposed Sign:			
Estimated Cost:			
Brief Description of Project with Dimensions:			

(OVER)



## DECLARATION

I, the undersigned \_\_\_\_\_, am the authorized (owner/agent of owner) named in the above application and I certify the truth of all the statements or representations contained herein.

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any requirements of the Town of St. Marys Sign By-law or regulations made hereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from plans, specifications or locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with the requirements of the Town of St. Marys sign By-law, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

Signed at the Town of St. Marys this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner/Authorized Agent

\_\_\_\_\_  
Witness



# PROCUREMENT AWARD

**To:** Mayor Strathee and Members of Council

**From:** Grant Brouwer, Director of Building and Development

**Date of Meeting:** 25 April 2017

**Subject:** **DEV 09-2017 Lind Sportsplex Roof Restoration**

## PROJECT DETAILS

The restoration of the existing roof above the Lind Sportsplex located at 425 Water Street South, in St. Marys, ON with a low odor, asphaltic polyurethane restoration coating with reinforcement layer and new high strength SBS/SIS Modified Bitumen flashings installed with cold applied, polymer modified adhesive and with reflective aluminized coating.

## RECOMMENDATION

THAT DEV 09-2017 regarding Lind Sportsplex Roof Restoration be received; and,

THAT the procurement for Lind Sportsplex Roof Restoration be awarded to A&K Roofing company for the procured price of \$110,401.00, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in DEV 09-2017 report; and,

THAT By-Law 37-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

<b>Project Name and Number:</b>	RFT-DEV-05-2017 Lind Sportsplex Roof Repairs			
<b>Closing Date and Time:</b>	March 27, 2017 at 11:00 a.m.			
<b>Bidder</b>	<b>Date and Time Received</b>	<b>Tender Amount exclusive HST</b>	<b>Tender Amount inclusive HST</b>	<b>Bid Deposit Returned</b>
Morgan Roofing Contracting	March 21, 2017 at 10:42 a.m.	\$ 64,340.00	\$ 72,710.88	N/A
A &K Roofing	March 24, 2017 at 11:52 a.m.	\$ 97,700.00	\$ 110,401.00	N/A
Nedlaw Roofing Ltd	March 21, 2017 at 10:41 a.m.	\$ 128,950.00	\$ 145,713.00	N/A
Northeast Roofing Inc.	March 24, 2017 at 12:00 p.m.	\$ 132,500.00	\$ 149,725.00	N/A
Atlas-Apex Roofing	March 27, 2017 at 10:46 a.m.	\$ 134,756.00	\$ 152,268.00	N/A
T. Hamilton and Son Roofing Inc	March 24, 2017 at 12:00 p.m.	\$ 145,200.00	\$ 164,076.00	N/A
Keller Roofing and Sheet Metal	March 24, 2017 at 12:00 p.m.	\$ 154,800.00	\$ 179,924.00	N/A

Morgan Roofing Contractors were disqualified when the submittals revealed the roof system they submitted did not meet the tender specifications. A&K Roofing is the lowest tender that met tender specifications.

#### **Procurement Information**

Approved Project Budget:

Tender Closing Date:

Number of Bids Received:

Cost Result – Low Bid (Inclusive of HST):

Cost Result – Low Bid (Inc. Net of HST rebate):

Successful Proponent:

#### **Details and Results**

\$98,000.00

Monday, March 27, 2017

Seven (7)

\$110,401.00

\$99,419.52.00

A&K Roofing

The procurement document submitted by A&K Roofing was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to A&K Roofing.

#### **FINANCIAL IMPLICATIONS**

The project has an approved budget of \$98,000. The funding sources for the above noted project are as follows:

Capital Account 01-9128-6990 (budgeted)

\$98,000.00

Tender over-budget

\$1,419.52

Total

\$99,419.52

Transfer from Capital Reserve

**\$99,419.52**

The project will incur a variance of \$1,419.52 from the 2017 budget. The variance will be transferred from the capital reserve.

#### **Cost Breakdown:**

A&K Roofing

\$99,419.52

Total 2017 Project Cost

**\$99,419.52**


#### **OTHERS CONSULTED**

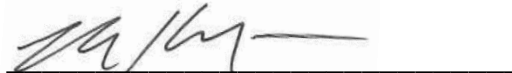
None

#### **ATTACHMENTS**

None

Respectfully submitted,

  
Grant Brouwer  
Director of Development Services

  
Brent Kittmer  
CAO / Clerk



# PROCUREMENT AWARD

**To:** Mayor Stratthdee and Members of Council

**From:** Grant Brouwer, Director of Building and Development

**Date of Meeting:** 11 April 2017

**Subject:** **DEV 08-2017 Fire Hall Digital Sign**

## PROJECT DETAILS

The Town has gone to quote on a new digital sign to be installed at the Fire Hall to replace the current manual display sign. The new digital sign would have the capability of several messages that can be changed from a computer system inside the office area. Staff sought quotes on two different models of digital signs. Each model had different capabilities with graphics, font, letter size etc. Three (3) companies submitted pricing for a total of five (5) quotations.

## RECOMMENDATION

THAT DEV 08-2017 Fire Hall Digital Sign be received; and,

THAT the procurement for the Fire Hall Digital Sign be award to Davies Signs for the procured price of \$17,702.00, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in DEV 08-2017 report; and,

THAT By-Law 40-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, the scoring matrix results, as well as a recommendation for a successful proponent:

### Procurement Information

Approved Project Budget:

Tender Closing Date:

Number of Bids Received:

Cost Result – Successful Bid (Inclusive of HST):

Cost Result – Successful Bid (Inc. Net of HST rebate):

Successful Proponent:

### Details and Results

\$15,00.00

Friday, March 31, 2017

5

\$17,402.00

\$15,671.04

Davies Signs Option 2



## Bid Summary

RFQ-DEV-04-2017 Fire Hall Sign Evaluation							
		15%	20%	15%	50%	100%	
Company	Option	References	Support Response Time	Hardware Warranty	Project Cost + HST	Total	Price HST Exclusive
Davies Signs	2	15	20	15	46.7	96.7	\$ 15,400.00
Consolidated Signs	1	15	20	15	43	93	\$ 16,758.87
Davies Signs	1	15	20	15	41.9	91.9	\$ 17,200.00
Roberts Awnings and Sign	2	15	10	15	50	90	\$ 14,398.75
Roberts Awnings and Sign	1	15	10	15	30	70	\$ 23,760.00
Consolidated Signs	2	N/A	N/A	N/A	N/A	0	\$ -
			lowest time/max time x 20			lowest price/bid price x 50	

The procurement document submitted by Davies Signs was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Davies Signs. It is noted that the biggest difference in scoring is the response time. Most companies stated they could respond to an issue in less than 24 hours, while others had a response time of 24hrs to 48hrs.

## FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

01-9125-6990 Contracted Services (budgeted)	\$15,000.00
Contingency	\$300.00
Tender over-budget	\$671.04
<b>Total</b>	<b>\$15,971.04</b>
Transfer from Capital Reserve	<b>\$15,971.04</b>

The project will incur a variance of \$971.04 from the 2017 budget. The variance will be transferred from the capital reserve.

## OTHERS CONSULTED

Jim Brown, Treasurer  
 Richard Anderson, Fire Chief  
 Ryan Taylor, Fire Fighter

## ATTACHMENTS

None

Respectfully Submitted,

  
 Grant Brouwer  
 Director of Building and  
 Development

  
 Brent Kittmer  
 CAO/Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>DCS 10-2017 April Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 10-2017 April Monthly Report (Community Services) be received as information.

## DEPARTMENTAL HIGHLIGHTS

### Aquatics

- We had 4780 swimmers through the pool in the month of March. During March Break we had 5 public swims, two were sponsored, we had 696 swimmers through.
- 293 swimmers registered for spring group swimming lessons, 20 private lessons with numbers growing, they begin April 22.
- Held lifeguard staff training on Sunday March 28, focus was on emergency procedures with mock situations.

### Community Services

- Received the draft 'Planning Context Report' from the Recreation Master Plan Consultants. Next steps: continue to collect statistical data (ex: attendance, current programs provided) and begin the formation of the report. Anticipated date to bring report to Council is at the SPC meeting on June 20<sup>th</sup>.
- Rock Rink scheduled to come out following Easter weekend, and at the end of April the Blue rink will come out.

### Child Care

- Our March Break the full day program was very successful, with a high level of enrollment. This was the 1<sup>st</sup> year that this program utilized the community pool to both the delight of the children and parents.
- The Child Care Centre staff have been working with our outdoor learning environment, with the variation in weather over the past few weeks, the children and staff have been developing plans and activities based on all the seasons. The favourite being puddle jumping thus far, for not only the children but staff as well.

### Museum

- Staff led outreach programs at McCarthy Place in Stratford on March 13, Kingsway Lodge on March 14 and Country Meadows Retirement Home on March 23. Total participants were 53.
- Staff and volunteers led a seminar on early immigration and settlement on March 16. There were 26 people in attendance. With several people on a waiting list, this seminar will be offered again in early May.

- Staff have met with organizers of the Quilt Squared project and have successfully negotiated the Museum as host for this exhibit. It will open on May 15. The Museum will also host two lectures on historic quilts on June 1.
- Volunteers logged 167 on-site hours of service in March.

#### **Recreation**

- Received \$500 from ParticipAction grant for Canada 150
- New Dodgeball Archery dates are set leading up to summer
- Running a train the trainer model for grade 5 and 6 in Little Falls
- Kicks soccer program started with full capacity

#### **Senior Services**

- There has been a steady stream of new comers through the Friendship Centre for tours of the facility
- Lots of positive feedback has been received on the programs and services available in St. Marys
- Volunteer Appreciation will be held on May 3
- Group Fitness Classes continue to grow. April 3<sup>rd</sup> saw 36 participants in the 9am fitness class and the 18 in the Men's Strength class.
- Over 50 participants have completed fitness testing
- Better Blood Sugar workshop was well attended and attracted a new demographic
- The Friendship Centre hosted a successful scrapbooking event, drawing in 73 scrap bookers from across the region. This was a fundraising program.

#### **Youth Services**

- Applied for joint grant with Culture and Economic Development Manager of \$10,000 to run a youth professional development course.
- Membership has grown since the arrival of the new Supervisor and has quadrupled to a current total of 173 members.
- All new equipment arrived from the \$4,719 Jumpstart Grant.

## **OUTSTANDING ISSUES AND PROJECT LIST**

#### **Aquatics**

- Working towards on line registration for the summer swim lessons.
- Working with the Perth District Health Unit through their Grant from the Stratford & District Leisure Activity Council pilot project for sunscreen dispensers and refills in high traffic area's in the summer. We will be receiving two dispensers and 2 refills, for the quarry and splash pad.
- May- recertification begins for the lifeguards, Standard First Aid, Water Safety Instructors and National Lifeguard.

#### **Community Services**

- Upcoming large PRC events for April include the Kinsmen 60<sup>th</sup> Anniversary, Rotary Annual Rural Event, Easter weekend NBC hockey tournament, St. Marys Kinettes Spring Auction and The St. Marys Hospital Gala.
- Drafting agreements for both the Rotary Club and Lions Club for the Cadzow project.

#### **Child Care**

- Working with Perth County on implementation of a centralized waitlist for the county. This will allow parents to place their child electronically on a wait list for their community. An email will automatically be sent to the provider and the parent. This will streamline the process for parents.

## Museum

- 12 Little Falls Public School field trips scheduled in April.
- April 20, reuse of historic train stations seminar.
- May 2, early settlers seminar.

## Recreation

- Bubble Soccer will be arranging dates to start in late May.
- Working on putting on additional 2-3 year old soccer stars program based on the current public demand.
- Planning and training staff for summer programs to start May 8<sup>th</sup>.

## Senior Services

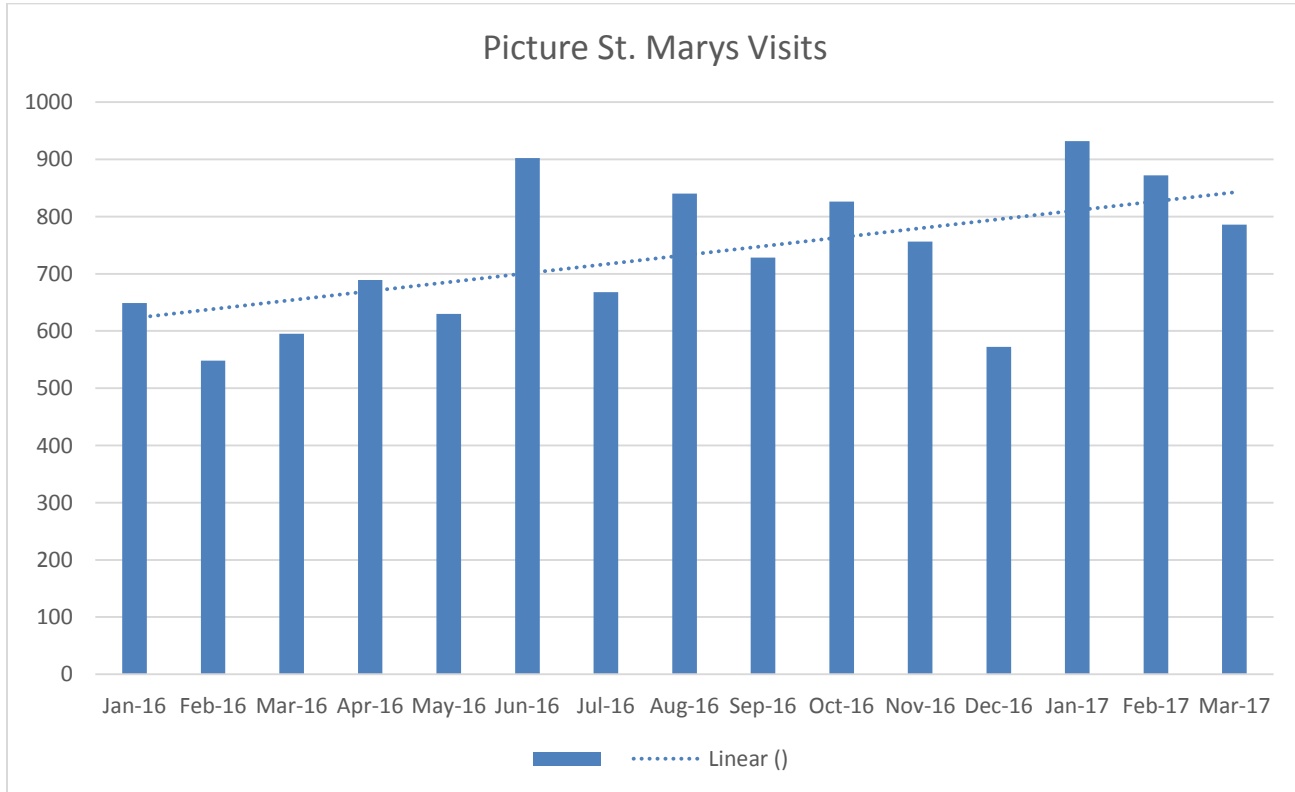
- Network & Data Sharing Agreements for the Huron/Perth Care Coordination Project.
- Continued work on reviewing and updating the departmental program policies.
- Ongoing promotion and development of programs and services.
- New Horizons grant, work to be developed and implemented.

## Youth Services

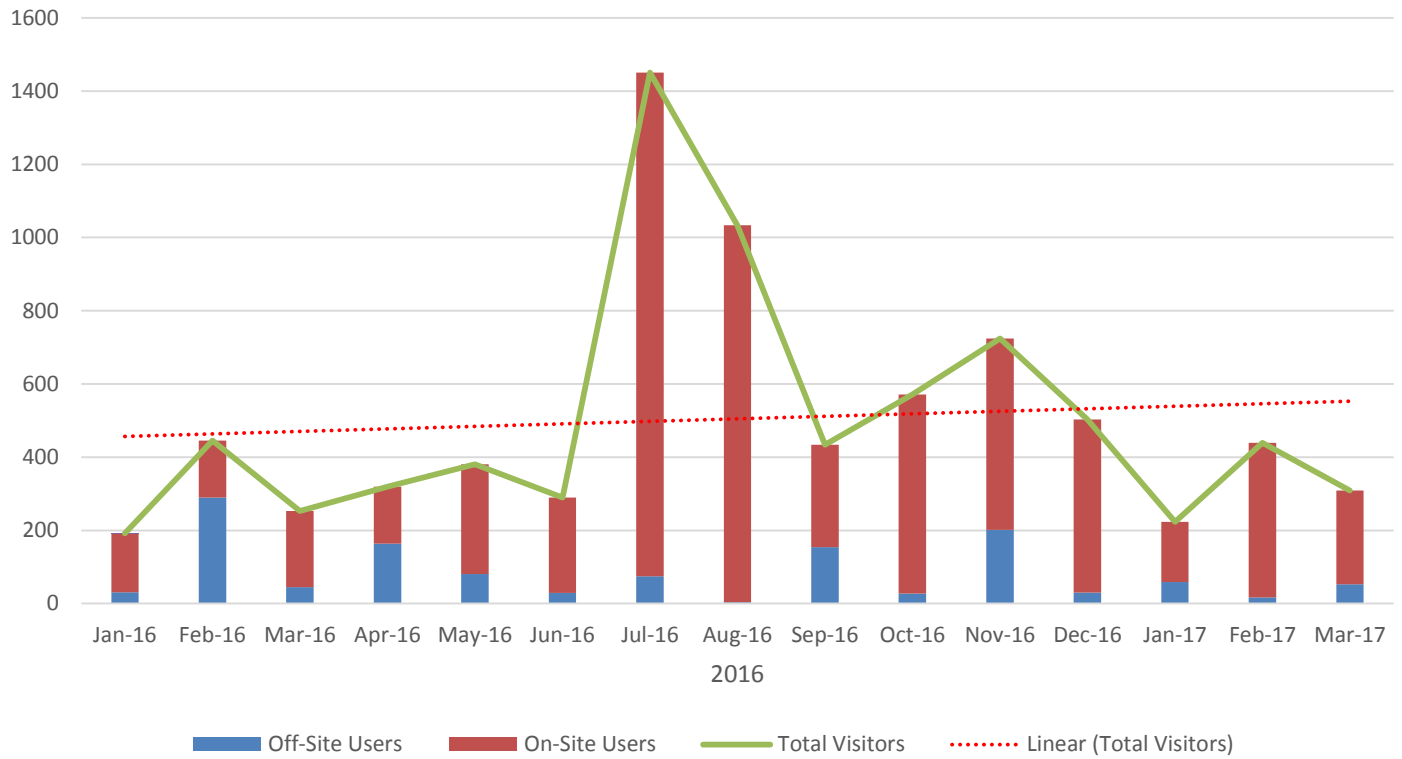
- Have been approached by Stratford Perth Community Foundation to look at running a Youth Mental Health project through a grant they would provide between \$10,000-\$15,000
- Youth Centre surveys will be given to all youth and parents to get feedback on the new model and layout
- New staff are being sent for their High 5 course

## SPENDING AND VARIANCE ANALYSIS

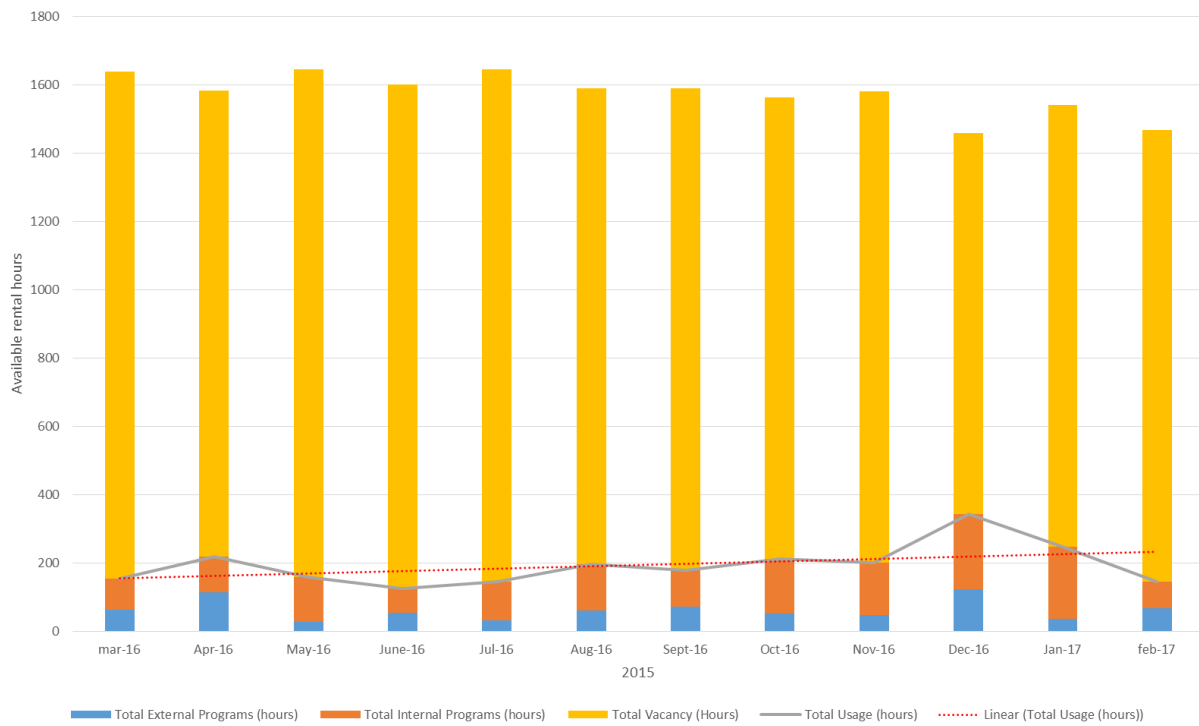
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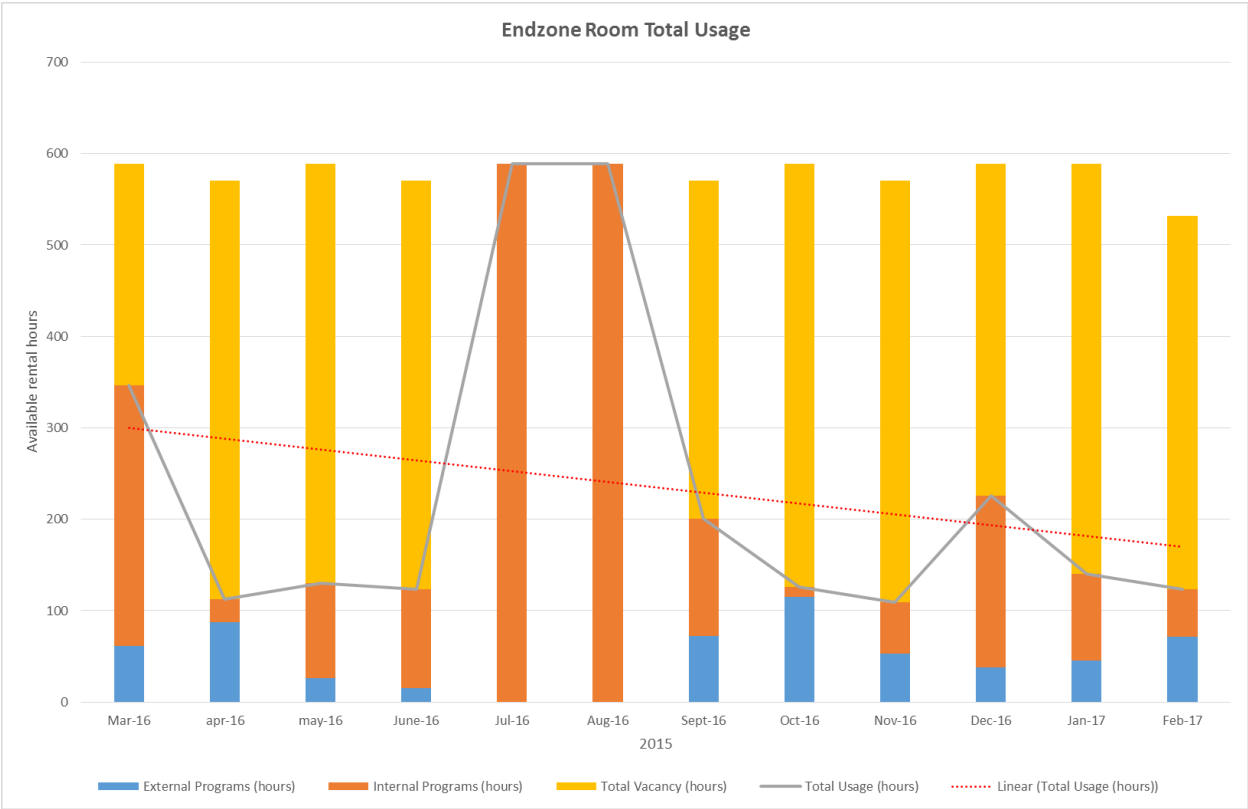
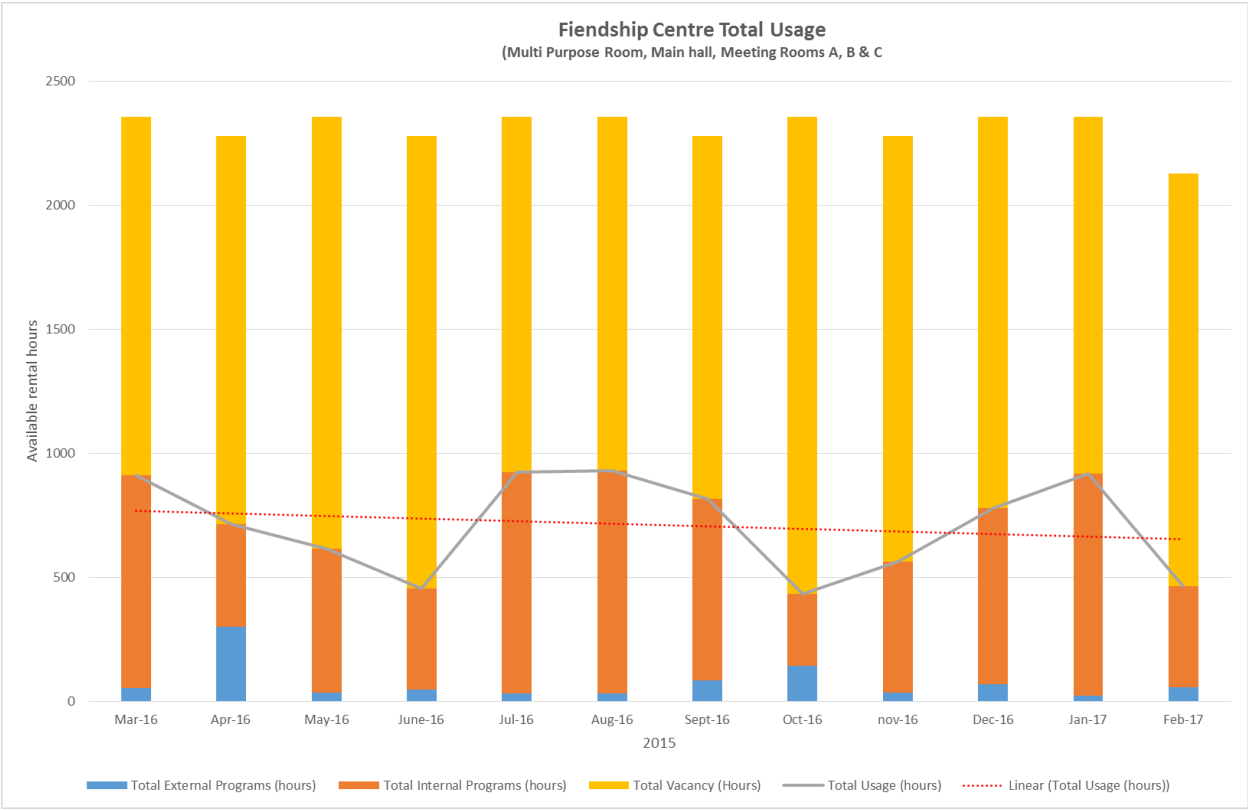


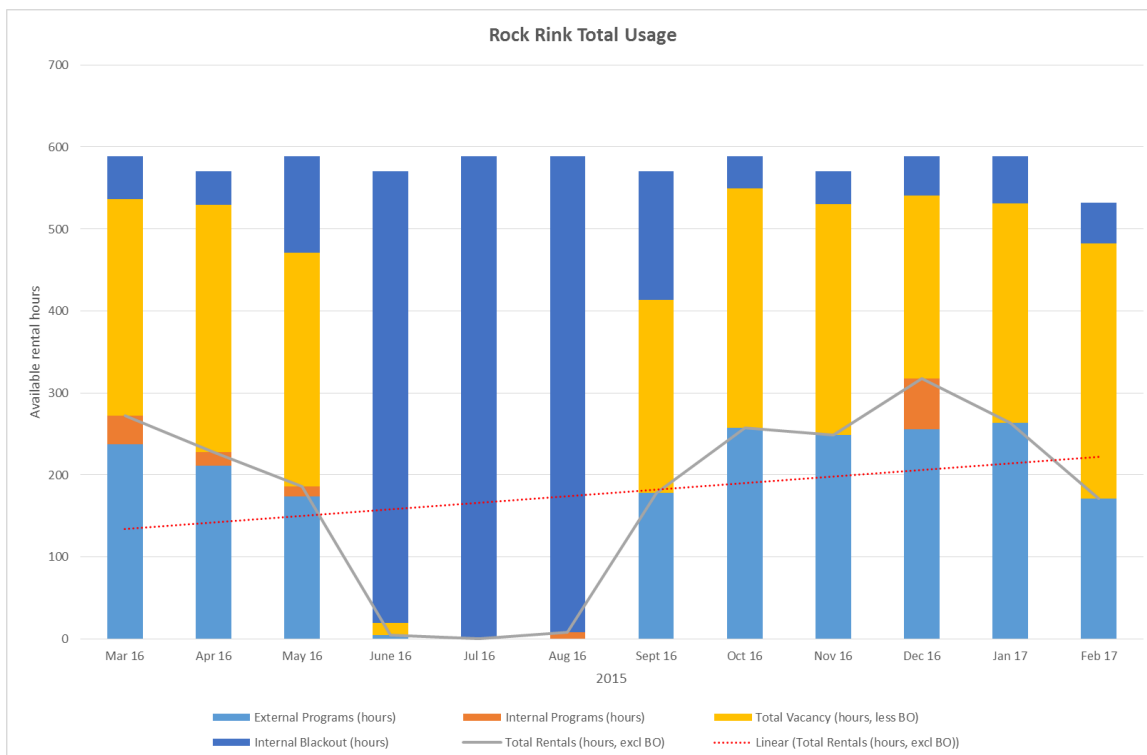
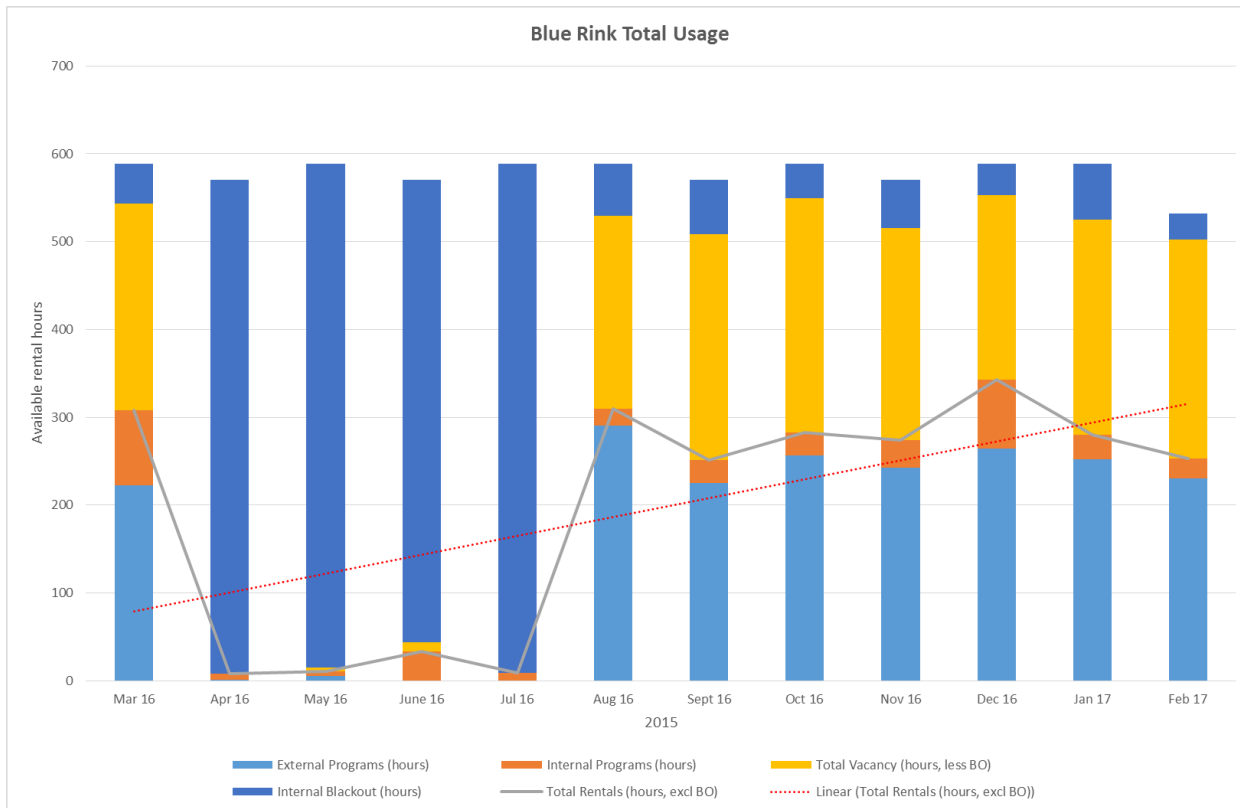
## St. Marys Museum Visitors



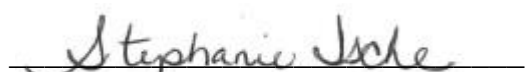
## Community Centre Total Hall Usage (Includes 1/3, 2/3, and Full hall)

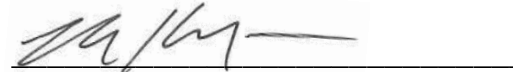






Respectfully submitted,

  
 Stephanie Ische  
 Director of Community Services

  
 Brent Kittmer  
 CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Public Works</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>PW 25-2017 April Monthly Report (Public Works)</b>

## RECOMMENDATION

THAT PW 25-2017 April Monthly Report (Public Works) be received as information.

## DEPARTMENTAL HIGHLIGHTS

### Water, Waste water Storm water (Environmental Services)

- Low Impact Development Workshop
- Completed and Issued tender for Well Inspection and Maintenance Plan – Closed April 18, 2017
- Work with Corporate Communications Dept. on Leaf and Yard Waste Communication Plan
- Development Charge Study capital works review
- Industrial Waste Surcharge Program Review: Ongoing

### Solid Waste Collection, Management & Landfill

- No Odor or Dust complaints in March
- Landfill Environmental Assessment – Ongoing
- Draft EA Expansion Report reviewed
- EA submission to MOECC approx. ETA 4 Weeks
- Asbestos disposal excavation at the landfill
- Hauled cover to landfill from MOC waste fill pile
- Repaired and closed in landfill debris fencing screen
- Graded landfill laneway

### Cemetery

- 4 Interments in March (3-cremations, 1 traditional burials)- (0 interments so far in April)
- 3 Interment Rights sold – ( 1 niche, 3-plots )
- Ongoing digitization of burial records on Keystone
- Topsoil leveling and seeding from winter interments
- Initial Cemetery spring cleanup completed
- Placed seasonal garbage receptacles

### General Public Works Operations – Roads, Sidewalks

- Spring Equipment Change over
  - Changed blades on T-40 plow attachments



- Cleaned up salt shed, moved salt to corner for additional equipment storage
  - Removed all winter sidewalk stakes
  - Started placing snow removal equipment in storage
- Rebuilt R-30 Roller trailer
- Completed 1 round of sidewalk sweeping
- Completed annual bridge and deck cleaning
- Sanitary flushing required
- Hydro-Vac of Glass St. Storm interceptor
- Replacement of topsoil trailer axle
- Filled gravel potholes along shoulders
- Pothole cold patching
- Continuing with sweeping all streets – 2nd round sweeping ongoing
- Pavement marking tender issued
  - County of Perth to install center line yellow with Laser guided paint system
- Assisted OCWA with water repair 5 Meighen Court

### **Parks, Trails & Tree Management**

- Ongoing garbage pickup in downtown core, parks and trail
- Trail and park inspections completed
- Trail tree trimming with internal resources
- Assist Facilities Dept. with 2017 flower bed planting plan
- Spring tree planting completed – Approx. 20 completed
  - Water wagon replacement required
- Assisted with quotation for small tool replacements
- Davey tree onsite for tree inspections as reported
- Interviews conducted for seasonal labor positions
- Placed benches in downtown
- Brought in the tables from Drifters Snowmobile Club and they are in the back shop for painting
- Assist Cemetery operations as needed
  - Facilities and Parks tractors spring change over snow removal equipment removals

### **Engineering, Asset Management & Capital Projects**

- Queen Street East Widening - Pending
  - Boulevard restoration work & pavement marking modifications still outstanding
  - Waiting for contractor to provide start date
- Ardmore/Westover St – Westover Place construction - Ongoing
  - Large quantities of waste material pending removal
  - Asphalt, curb and sidewalk to be installed end of April
  - Road to remain closed due to surface conditions without proper drainage in place
- Warner St & Jones St. - Pending
  - Birnam Excavating completed test excavations
    - Some contamination was identified during planning phase
    - Contract price has allowances for proper disposals of estimated quantities
  - Mid - June start date
- Emily Street Reconstruction - Ongoing
  - Contractor started on completion of Glass St. work
  - Moving to Emily St. approx. April 22nd
- Wellington Street Bridge

- Tender issued , closing April 25th
  - UTRCA Works application has been submitted pending approval from UTRCA
- Queen St. – Downtown reconstruction
  - Completed deficiency walk through with project engineering
  - Review drainage issue at 122 Queen St E
    - Sidewalk slope confirmed to be correct
    - Water issue steaming from property eaves trough deficiency, spoke to owner, established time line for repairs
- Pickup truck tender
  - Replacement truck ordered
  - Approx. 8-12 week delivery
- Concrete Grinding Tender - Ongoing
  - Contractor mobilized April 1
  - Approx. 2-3 weeks completion time
- Tender for replacement Asphalt roller - Completed
  - Replacement Roller unit received
  - End of Life roller unit to be placed on GovDeals.ca
- Small Tool Replacement - Completed
  - Quotation process completed
  - Replacements received
  - End of Life equipment to be placed on GovDeals.ca
- Trackless dual wheels - Completed
  - Delivered and installed within budget


## OUTSTANDING ISSUES AND PROJECT LIST


- **General Public Works Operations – Roads, Sidewalks**
  - Offline GPS logging systems,
    - Research into affordable alternatives to existing paper based logging
  - T30 Replacement Truck
    - Delivery ETA April 2017
- **Parks, Trails & Tree Management**
  - Development of Sparling Bush Management Plan

## SPENDING AND VARIANCE ANALYSIS

- **Parks and Forestry Operations**
  - Replacement water wagon being purchased with budget savings from 2017 roller purchase
    - Staff able to refurbish existing roller transportation trailer for approx. 30% of replacement cost
- **General Public Works Operations**
  - Concrete Grinding Tender - Ongoing
    - Some asbestos pipe material discovered in stock pile
    - Additional material sorting required
    - Asbestos pipe material to be deposited at landfill as per SOP

Respectfully submitted,

  
 \_\_\_\_\_  
 Jed Kelly  
 Director of Public Works

  
 \_\_\_\_\_  
 Brent Kittmer  
 CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>From:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	25 April 2017
<b>Subject:</b>	<b>PW 24-2016 Town Hall Gateway Landscape Feature</b>

## PURPOSE

To seek design approval for the Town Hall Gateway Landscape Feature and authorization to procure the construction through the current concrete vendor of record (Nicolson Concrete) using unit costing from RFT-03-2016 which was competitively sourced in 2016.

## RECOMMENDATION

THAT PW 24-2017 Town Hall Gateway Landscape Feature be received; and,

THAT Council authorize the installation and capital funding plan for the Town Hall Gateway Landscape feature as presented and;

THAT Council approves awarding the contract to the current concrete vendor of record (Nicolson Concrete).

## BACKGROUND

Gateway Landscape Features were identified as a deliverable by the downtown construction stake holders group. The consensus was that this would add a green space element to offset the tree removal from the downtown boulevards. Trees in a downtown core urban environment are faced with limited potential for root development and are subject to de-icing salts and typically have a shortened life span. Due to the bell tower restoration project timing and staging area requirements, design and construction of the gateway landscape features project was deferred to 2017 budget deliberations.

The 2017 capital project included funding for two Gateway Landscape Features; East of the Victoria Bridge and West of Town Hall on Queen St. East. Town staff retained GSP Group to create a landscape design and preliminary construction budget. GSP Group has experience designing similar features in downtown core settings. GSP Group is currently involved with the above ground landscape design for City of Stratford in a similar application on a much larger scale. Town staff and GSP Group designers quickly identified that volume of sidewalk surface replacement required at the Town Hall location would translate into a sufficient budget for 1 landscape feature in 2017. As a result, it was decided to pursue the feature at Town Hall in 2017.

## REPORT

GSP Group created a design that ties to the legacy of St. Marys. The primary construction in concrete encompasses the history of St. Marys and the cement plant development over the years and creates

a contrast from the limestone architecture of Town Hall. The overall design goal was to compliment the streetscape without detracting from the limestone architecture in the area. The primary focal point will be the green space components and not the physical container. Aggressive sandblasting will be used in the space to add texture and color deviations to delineate the space. The boulevard abutting Church St. North will be changed to the 2016 downtown stamped concrete standard.

Although traffic sight triangles in the downtown core are allowed to be smaller than the 10.6M staff felt that due to the traffic volumes between Queen and Church, a standard traffic sight triangle should be achieved for safety concerns. This also allows a reserved open space for an event tent if required. The location of new Town Hall sign has been defined to work with sight triangle requirements and not interfere with the flow of the new space. Natural walking paths for Town Hall door accesses have been maintained.

The hard surface has been expanded outside the current Town Hall public washroom; this should assist with snow removal efforts and allow the Town Hall west side double doors to be opened if required.

The proposed raised planter box should minimize de-icing salts entering the bedding material, however plantings will still be subject to road salt spray. Provisions inside the planter box will be made to isolate root systems from de-icing salts and maximize root development. The planter box has capping and overall height suitable for seating, this capping will also be installed on the existing retaining wall to the south to tie the two features together.

A mobile device charging station has been included, this also doubles as a power source for event tents or portable sound systems. The budget does include an additional Wi-Fi access point, this will extend the town's existing public Wi-Fi offerings to the space.

The design incorporates comments received from the Canadian National Institute for the Blind (CNIB) during the downtown reconstruction by delineating the walking path with surface texture and color changes to outline the path of travel. This is achieved through a colored stamped concrete boulevard and heavy sandblasting banding marks. An area directly beside the charging station has been intentionally left vacant to accommodate persons in wheelchairs without disruption to the natural walking paths through the space. The project is largely reliant on standard grade sidewalk cement. This is a readily available, known product and offers excellent service life to minimize surface discontinuities.

Construction will require the sidewalk closure of the area and closure of the Town Hall basement west door access. Pedestrians will be encouraged to cross mid-block to access Church St. North south of the Church St. bridge. A few parking spaces will be restricted mid-block during construction and temporary signage installed to increase sightlines for pedestrians crossing and to warn approaching vehicles.

## **SUMMARY**

Due to the various surface conditions of the site, and volume of required sidewalk replacement for remediation, the budget was deemed insufficient to complete both landscape features within the 2017 project scope. The design encompasses comments from various staff members, Senior Management team, BIA Executive, Heritage Committee and Accessibility Advisory Committee.

Efforts have been made to create a viable green space that has multi use functionality where possible. The concrete construction should offer an excellent service life and provide a suitable planter bed for plantings.

## FINANCIAL IMPLICATIONS

As referenced above the project is primary a large concrete installation project. Other features such as planters, plantings, and modular benches can be placed or completed with internal staff resources. BIA executives will be seeking a motion to support the financial cost of charging station and Wi-Fi access point installation.

### Cost Breakdown:

#### Concrete and Stonework:

Concrete, Paving Sidewalk Grade, Planter	\$30,590
Stamped Concrete	\$6,160
Precast capping	\$2,150
Heavy Sandblasting	\$2,310
Total Concrete & Stone work	<b>\$41,210</b>
Total Concrete & Stone work net HST rebate	<b>\$41,935.30</b>

#### Plantings and Landscape Amenities (to be installed by town staff)

Shrubs & Medium Tree	\$2,779
Mobile Device Charging Station & Wi-Fi AP	\$3,000
Additional Planters	\$1,200
Landscape Design and Construction drawing creation	\$4,500
Total Project projected Cost	\$52,689
<b>Total Project projected Cost net HST rebate</b>	<b>\$56,693</b>
<b>Total 2017 Approved Budget</b>	<b>\$50,000</b>

The project area is a municipal sidewalk area. To help fund the budget overage staff is recommending a \$3,000 allocation from the 2017 Capital sidewalk program to cover municipal sidewalk restoration costs. Furthermore BIA executives have expressed interest in financially supporting the mobile charging station and Wi-Fi access point.

In the event the BIA does not fund the mobile charging station, staff are seeking Council's approval for a 2017 capital budget variance of \$3,000.

The Town has a concrete vendor of record in place for the 2017 season, complete with unit costs for various concrete replacement works including sidewalk replacements. The vendor of record is Nicholson Concrete, and they were competitively sourced via an open public tender in 2016.

It is staff's goal to have this project completed by the Town's Canada 150 celebrations. It is staff's recommendation that Council approve using Nicholson Concrete to complete the scope of work for this project as the work is primarily sidewalk work, and the contractor has been competitively sourced. In addition, Nicholson Concrete have provided excellent workmanship with no issues noted to date.

## OTHERS CONSULTED

**Strategic Plan:** This program is supported by the following priorities, outcomes and tactics in the Plan:

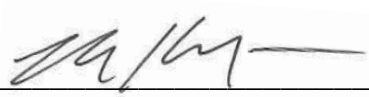
- Pillar #1 Downtown revitalization plan
  - Outcome: Protecting St. Marys' unique heritage assets while planning for growth in key sectors will require an integrated and balanced approach. The downtown should be perceived as a safe, central and culturally vibrant gathering area. Ultimately, the transition will be to transform St. Marys from a heritage to a cultural experience. In order to achieve this, evaluate the Heritage Conservation District Plan (HCDP).
  - Tactic(s): Make the downtown pedestrian-friendly through streetscape design.

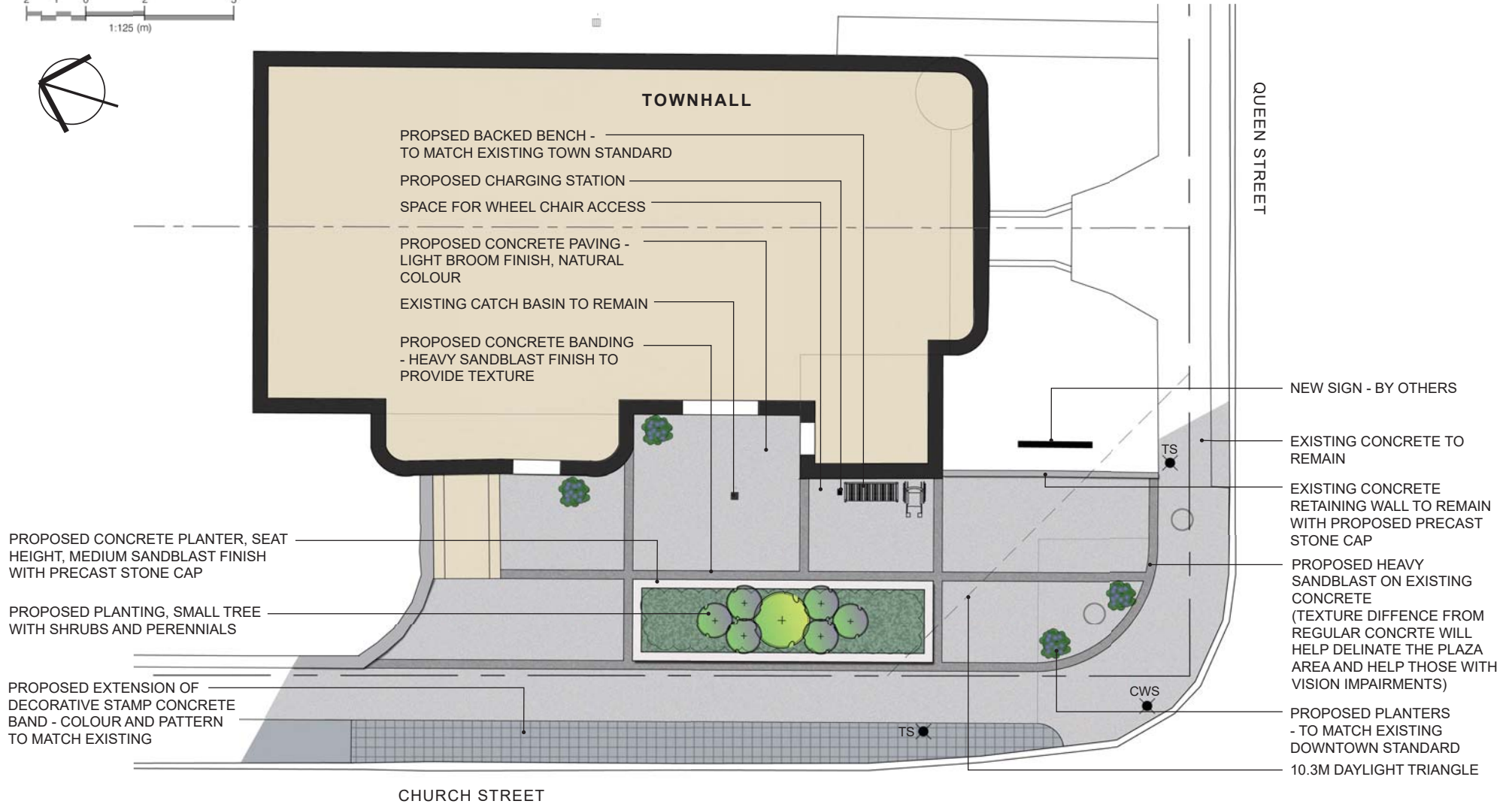
## ATTACHMENTS

1. Landscape Design for Town Hall.

Respectfully submitted,

  
\_\_\_\_\_  
Jed Kelly  
Director of Public Works

  
\_\_\_\_\_  
Brent Kittmer  
CAO / Clerk



## TOWN HALL ENTRANCE PLAZA CONCEPT - A

TOWN OF ST. MARYS

DATE: 28 MARCH 2017







BACKED BENCH - EXISTING TOWN STANDARD



MOVEABLE 31" DIA PLANTERS - EXISTING TOWN STANDARD



CHARGING STATION - POWER PEDESTAL



CONCRETE PLANTER - SEAT HEIGHT WITH PRECAST STONE CAP



CONCRETE BANDING AND PLANTER - HEAVY SANDBLAST FINISH TO PROVIDE TEXTURE



DECORATIVE STAMPED CONCRETE

## TOWN HALL ENTRANCE PLAZA PRECEDENT IMAGES

TOWN OF ST. MARYS

DATE: 28 MARCH 2017





## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>From:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	25 April 2017
<b>Subject:</b>	<b>PW 23-2017 BIA Downtown Street light globe replacement request</b>

### PURPOSE

To seek Council's approval for the St. Marys Business Improvement Association (BIA) beautification request to retrofit existing decorative street lights with non-OEM replacement globes provided by Decralite Globes and installed by Forman Electric with project costs being funded from the BIA 2017 Capital budget allocation.

### RECOMMENDATION

THAT PW 23-2017 BIA Downtown Street light globe replacement request be received; and,

THAT Council authorize the Director of Public works to acquire replacement globes from Decralite Globes and approve the Forman Electric proposed installation costs with all associated costs to be funded from BIA 2017 Capital budget allocation.

### BACKGROUND

During the Downtown reconstruction in 2016, BIA representatives within the construction stake holders group identified the existing decorative High Pressure Sodium (HPS) lights as "tired" looking. This is due to the advanced state of deterioration or yellowing of the poly carbonate globes. The BIA has a long standing funding reserve which has been allocated for street light fixture replacement within the downtown core.

During the 2016 downtown project planning it was quickly determined that using available BIA funding reserves to offset capital costs to complete the replacement of light fixtures would be well above available construction budgets. The fixture issue was identified as an outstanding item to be reviewed at a later date under separate budget consideration and to remain outside the scope of the 2016 Queen Street downtown reconstruction. Staff started researching possible alternative fixture replacements, but quickly determined all complete replacement options exceeded available BIA funding.

Through the research process, staff discovered several keys points:

- Existing decorative street lighting manufacture is no longer in business;
- Compatible internal HPS components are readily available;
- Replacement External components are unavailable but rarely require replacement; and,

- Existing fixtures are not dark sky friendly.

Although the existing decorative street light manufacture is no longer in business and external components are not available staff was able to determine globe replacements could be retrofitted from another manufacturer onto the existing fixture bases.

Retrofitting the existing fixtures allows for several improvements:

- Improve illumination performance to current IES RP-8-14 standard levels;
- Allows for light distribution pattern that is dark sky friendly;
- Keeping with the same night time lighting temperature that residents are accustomed to;
- Could be implemented within available BIA funding; and,
- Allows time for LED technology to improve and costs to reduce

## **REPORT**

Staff research has concluded that the general authorities in regards to illumination standards in North American are Illuminating Engineering Society (IES) or American National Standards Institute (ANSI). The Town specifically references the IES in the St. Marys Engineering design guidelines which is used as a reference point for new development. As IES standards are already referenced for St. Marys design standards, staff requested the supplier focus on IES standards only. Specifically, focus was on the applicable standard for a Class 3 asphalt surface road, which would fall under guide IES RP-8-14.

Representatives from Decralite Globes have completed a summary illumination calculation, a full illumination study was deemed not viable given the study cost and existing pole locations are fixed and cannot be changed without significant costs. Often locations of poles and luminaires are modified within design process reflecting illumination study findings.

Demonstration testing units have been provided and installed on Wellington Street North for approximately a month with no performance issues noted. Some area residents have commented the proposed retrofitted illumination is much brighter than expected. The manufacture was consulted and Decralite Globes has cautioned that given the current state of deterioration of the existing polycarbonate globes, any modifications to the existing decorative lighting fixtures would appear much brighter than existing levels. However, the current illumination levels do not meet the standard for a Class 3 roadway.

The project scope area on Queen Street is classified as arterial and is located in the Community Improvement area of the official plan. Given the concentrated pedestrian volumes of the downtown coupled with class 3 vehicular traffic, the proposed upgrades to illumination are expected meet established standards. This coincides with the Strategic Plan and aids in creating a downtown that is pedestrian-friendly outside of daylight hours, and better positions the Town to meet minimum maintenance standards for roadways as we will not have street illumination that meets standard.

## **SUMMARY**

Decralite Globes is proposing replacement globes that are compatible once the existing fixture bases have globe mounting points retrofitted. The proposed globes would appear much as the originals during the daytime, but are comprised of acrylic which is resistant to yellowing. Each fixture would require some additional internal modifications for compatibility, of which two options exist, either fixtures could be outfitted with 150W high pressure sodium (HPS) defused bulb, OR possible wattage reductions to 100W HPS bulb by use of replacement ballast. Decralite Globes have advised that

application of either option would allow the town meet the IES RP-8-14 standard. As noted, all costs for this project are being funded by the BIA and the BIA Board has approved this project to move forward.

Staff is recommending installation of the 150W HPS defused bulbs. This option keeps the project within the available BIA funding amount, has the same light temperature as existing, and has sustainable maintenance for the foreseeable future.

LED replacements were investigated, but proved to be well above available funding, with return on investments well above 26 years. Energy reduction of existing decorative street lights should be investigated with a town wide holistic approach to lower capital costs through economies of scale. LED technology is constantly improving on steady pace, with lumen output performance rising and costs decreasing. Furthermore direct LED conversion bulbs for HPS continue to improve, and potentially could offer a lower cost decorative LED implementation at some point in the future. Public Works staff will continue to monitor the industry for an optimal implementation solution.

## FINANCIAL IMPLICATIONS

Complete project funding has been allocated through BIA reserves / 2017 budget. To date no other supplier for retrofit compatible globes has been found. Forman electric has been involved in the testing process and has provided a quotation for globe installation and required internal modifications.

### Cost Breakdown:

Globe Replacements – Decralite Globes – Qty 82	\$25,338
Retrofit installation /w internals – Forman Electric – Qty 75	\$6212.50
Total 2017 Project Cost – Net HST rebate	<b>\$32,042.19</b>

Public Works has not allocated any capital or operating budget towards large scale decorative street light replacement, but does have maintenance costs sufficient for HPS lighting included in operating budgets. Proposed globe retrofits are projected to not incur any additional maintenance costs above regular maintenance budgets moving forward.

## OTHERS CONSULTED

**Strategic Plan:** This program is supported by the following priorities, outcomes and tactics in the Plan:

- Pillar #1 Downtown revitalization plan
  - Outcome: Protecting St. Marys’ unique heritage assets while planning for growth in key sectors will require an integrated and balanced approach. The downtown should be perceived as a safe, central and culturally vibrant gathering area. Ultimately, the transition will be to transform St. Marys from a heritage to a cultural experience. In order to achieve this, evaluate the Heritage Conservation District Plan (HCDP).
  - Tactic(s): Make the downtown pedestrian-friendly through streetscape design.

Gary Schmidt, Decralite Globes  
Andy Forman, Forman Electric

## **ATTACHMENTS**

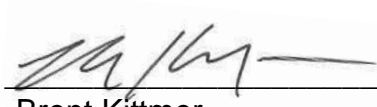
Project Scope Map  
Decralite - installation solution recommendation  
Sample Retrofitted Light fixture picture

Respectfully submitted,



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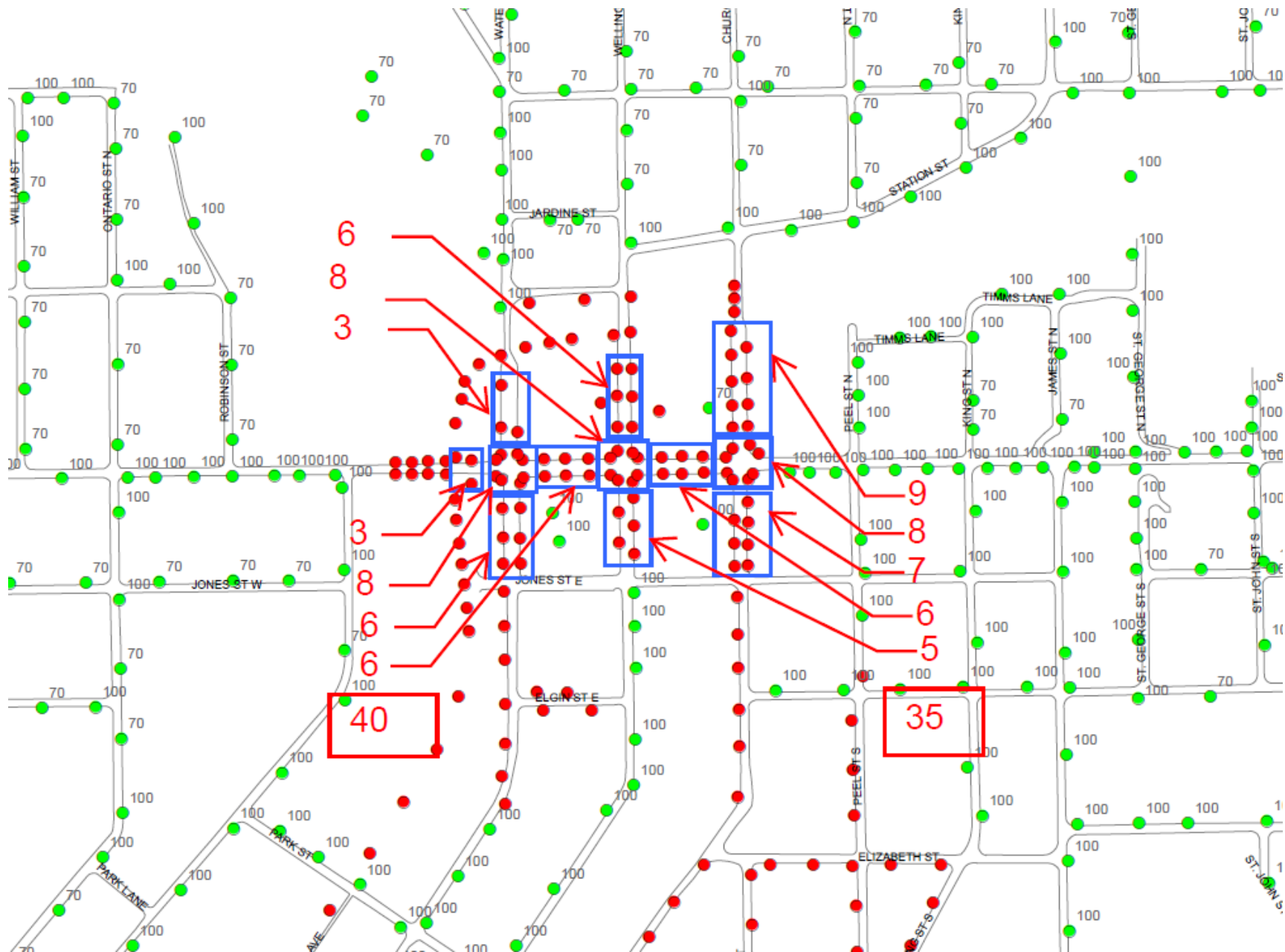
Jed Kelly  
Director of Public Works



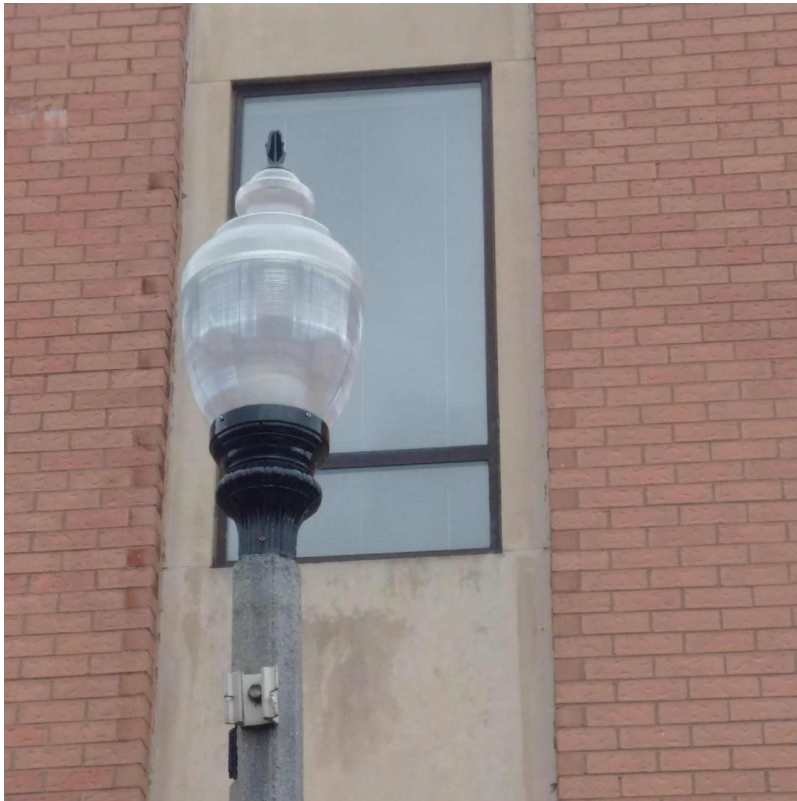
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Brent Kittmer  
CAO / Clerk

# Proposed Globe Replacement Locations



Sample – Retrofitted Light fixture with replacement non-OEM Globe



Existing 150 HPS Fixture:



2017-04-10

Client: Town of St. Mary's, Ontario

Scope of Project: Replace existing Downtown Decorative Acorn Globes with new Acorn Styled, Acrylic Prismatic Globes.

Hello Jed: Decralite has completed our Roadway Calculations for Downtown St. Mary's as requested and in addition had the results further reviewed by a Lighting Certified Designer for verification. Our RP8-14 Roadway calculations are accurate and fall well within the lighting standard defined in ANSI (Approved American National Standard) and IES (Illuminating Engineering Society of North American) in IES RP-8-14 – Roadway Lighting Standard. The only Ratio that is off as mentioned earlier is the Veiling Luminance Ratio. This is a result of the Acorn styled fixture itself and can be controlled using a Diffuse HPS bulb rather than your existing CLR. It's very unlikely you would ever achieve the VLM ratio unless your intention is to replace all your existing fixtures with new. Based on our findings you also have the option to further reduce existing wattage from 150W to 100W when it comes time to re-ballast/lamp if you should decide.

Installation and modification required to retrofit your existing globes with new:

1. Ensure power to fixture is off and remove existing globe by unscrewing the top final.
2. Remove bulb and existing internal aluminum reflector assembly.
3. Using provided template mark, drill and tap (4) 5/16" holes in existing post top casting 90 degrees apart.
4. Insert (4) Stainless set screws using anti-seize lubricant on threads.
5. Replace bulb and set new globe in place.
6. Snug up set screws to hold globe in place

If you have any further questions or concerns please don't hesitate to contact me.

Regards Gary Schmidt  
President

Decralite Inc.  
104 Prince Street  
Walkerton, ON  
519.373.2090

**BY-LAW 36 OF 2017**  
**THE CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and Jeffery Custom Masonry Ltd. for the provision of removing and replacing the existing staircase on Church Street North at the St. Marys Public Library.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for Library Stair Replacement on Church Street (the “Project”);
- AND WHEREAS:** A proposal for the Project was submitted by Jeffery Custom Masonry Ltd. which was subsequently approved by Council on April 25, 2017;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Jeffery Custom Masonry Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and the Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Jeffery Custom Masonry Ltd.
  2. That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law; and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

**Read a first and second time this 25<sup>th</sup> day of April, 2017.**

**Read a third and final time and passed this 25<sup>th</sup> day of April, 2017.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk



**BY-LAW 37 OF 2017**  
**THE CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and A&K Roofing Company for the provision of restoration to the existing roof at the Lind Sportsplex.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for Restoration to the Existing Roof at the Lind Sportsplex (the “Project”);
- AND WHEREAS:** A proposal for the Project was submitted by A&K Roofing Company which was subsequently approved by Council on April 25, 2017;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with A&K Roofing Company for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and the Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and A&K Roofing Company.
  - 2.** That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law; and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
  - 3.** This by-law comes into force and takes effect on the final passing thereof.

**Read a first and second time this 25<sup>th</sup> day of April, 2017.**

**Read a third and final time and passed this 25<sup>th</sup> day of April, 2017.**

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Mayor Al Strathtdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 38 OF 2017**  
**THE CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and W. Charlot Grains Ltd. for the provision farm land lease of Given Road.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for Farm Land Lease of Given Road (the “Project”);
- AND WHEREAS:** A proposal for the Project was submitted by W. Charlot Grains Ltd. which was subsequently approved by Council on April 25, 2017;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a Lease Agreement with W. Charlot Grains Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and the Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and W. Charlot Grains Ltd.
  - 2.** That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law; and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
  - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 25<sup>th</sup> day of April, 2017.

Read a third and final time and passed this 25<sup>th</sup> day of April, 2017.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW NUMBER 39 OF 2017**

**CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to amend by-law 33 of 1987 (Schedule A), a bylaw designating 5 James Street North, Town of St. Marys, to be of architectural, associative and historic value or interest.

- WHEREAS:** Section 29 (4) of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended, authorizes the Council of a municipality to enact bylaws to designate real property, including all buildings and structures thereon, to be of architectural, associative and historic value or interest;
- AND WHEAREAS:** The Council of the Corporation of the Town of St. Marys has caused to be served on the owner of aforesaid real property and on the Ontario Heritage Trust notice of intention to amend the designation of this property and has caused such notice of intention to be published in a local newspaper having general circulation in the municipality;
- AND WHEREAS:** No notice of objection to the proposed amendment to the designation has been served on the Chief Administrative Officer / Clerk of the municipality;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to amend By-Law 33-1987;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows;
1. That Schedule "A" is hereby deleted and the Statement of Designation for 5 James Street North set out in Schedule "A" attached hereto is enacted.
  2. The municipal solicitor is hereby authorized to cause a copy of this by-law to be registered against the property described in Schedule "A" attached hereto in the proper land registry office;
  3. The Chief Administrative Officer / Clerk is hereby authorized to cause a copy of this by-law to be served on the Ontario Heritage Trust and to cause notice of the passing of this by-law to be published in a local newspaper having general circulation in the municipality.

Read a first and second time this 25<sup>th</sup> day of April 2017.

Read a third and final time and passed this 25<sup>th</sup> day of April 2017.

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Mayor Al Strathdee

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Brent Kittmer, CAO/Clerk

## **Grand Trunk Railway Station: Designation Statements**

5 James Street North, St. Marys, Ontario

Lots 1 and 2, East Side, James Street North

**Municipal By-Law: 33-1987**



*Grand Trunk Railway Station, St. Marys  
Postcard view, ca 1910*

**Revised by Heritage St. Marys  
for St. Marys Town Council  
December 2016**

## **Identification of Property:**

This station at 5 James Street North was constructed in the summer of 1907 for the Grand Trunk Railway. It is the third depot on the line, supplementing the Junction Station, built in 1858, and replacing the station at the Switch near Elizabeth Street, built in 1879. Restored and rehabilitated in 1988, it displays many of the design features of Grand Trunk railway stations of the period.

## **Statement of Cultural Heritage Value:**

The Grand Trunk Railway Station has significant historic associations with the growth and development of the Town of St. Marys. In the mid-1850s, St. Marys had a prime place on the proposed main Toronto-to-Sarnia line of the Grand Trunk Railway. News that the railway was coming to St. Marys with its potential for bringing prosperity was greeted with excitement. However, residents were disappointed when the main GTR depot was built in 1858 at the Junction of the lines to Sarnia and to London – about two miles from the core of the village and inadequately served by an access road.

In 1879, to alleviate this inconvenience, the GTR constructed a small station at the “Switch” near the intersection of Elizabeth and James Streets but this modest building did not create the strong first impression of St. Marys that town officials felt was deserved. When competition was threatened by the St. Marys and Western Ontario Railway (organized in the early 1900s, built and opened ca 1908 as a branch of the Canadian Pacific Railway) the Grand Trunk finally built a proper all-service passenger and freight depot on railway right-of-way, just north of Queen Street. It was a beautiful location. The new station was perched on the edge of the Trout Creek valley, with the magnificent railroad trestle bridge crossing to the north. It stood in the shadow of the iconic stone water tower to the southwest.

The property has strong associative value in the community. For more than a century this station has been the arrival and departure point for local and area residents – those embarking on or returning from short excursions to other communities along the line; those striking out to begin their future at university or in some new profession or trade; those leaving to serve their country in the two World Wars; those arriving as immigrants to make their homes in Canada.

In the mid-1980s, the Canadian National Railway slated this station for demolition. Thanks to intervention by the Town of St. Marys and senior levels of government, the station was saved – a project that gave the community a great sense of accomplishment. In 1988, ownership was transferred to the municipality and the building was completely renovated. Since then, it has been used for various town offices and for several private business or cultural ventures. Most important, passengers can still use this beautiful building when they travel by train to and from St. Marys.

## **Description of Heritage Attributes**

Character-defining elements that make this property worthy of designation include:

### **Exterior elements:**

- The complex, layered hip roof, characteristic of Grand Trunk depots of the period, is highly visible from the Queen Street overpass and therefore of great importance. The roof has a bell cast profile with a semi-conical gable over the operator’s bay. The angular profile of the west bay stands in contrast to the rest of the roof. The west gable seems almost oversized compared with the three miniature gables along the primary roof line.
- The original roof was cedar and since 1988, this roofing material has conscientiously been retained. Visible from the Queen Street overpass, this is a very important exterior element.

- The eaves have an extended overhang with hardwood soffit and curved brackets.
- The gable over projecting operator's bay includes a sign band suspended at fascia level for the station stop sign – St. Marys.
- The east gable is echoed on west side with elaborate bargeboard trim on the gable end.
- A brick chimney is set in the roof just to the south of the west gable. *Although part of the restoration, the 1907 building did not have a chimney of this height.*
- The walls are constructed of Logan brick, highly glazed; the black granite flecks that give this brick texture are easily visible.
- The brickwork is Flemish bond – stretchers alternating with headers – for strong double-brick walls. Around all sides, there is a raised decorative horizontal course two bricks wide at the level of the sills of the larger windows.
- The base course is rock finish limestone blocks, currently painted black.
- The windows in the east and west gables have segmented brick lintels over semi-circular lights; all windows have sandstone sills.
- With the exception of the east-facing windows in the operator's bay, all windows are single, double-hung, with original sash hardware and original storm windows.
- The operator's bay has two, double-hung east-facing windows, set side by side, with an elongated bracket between the two components.
- The main west-facing single door is wood with five horizontal panels. There are two wood and glass side panels with a curved brick lintel and a segmented elliptical fan light over all.
- There are single doors opening to the east on either side of the station agent's office. Two wider doors are placed at the south end of the east wall. They are currently not in use but once accommodated baggage and freight.
- The north end of the building is a projecting bay with three windows facing northwest, north and northeast.

### **Interior Elements:**

- Ceilings throughout the building vary in height according to the height of the layered roof above them – the highest ceiling is in the central waiting area while the north and south wings have lower ceilings.
- The high central ceiling is vaulted and supported by two carved oak beams. A simple wooden crown mold bead separates the walls and ceiling.
- A wall of glass panels set in wood divides the centre area. This seems to be intended to show the separation of the general waiting area from the more private sections. This glass and wood wall extends in sections from the ceiling down to wooden panels forming the lower part of this internal wall. A door connects the space divided by this wall. *This glass-paneled dividing wall was part of the 1988 restoration. No record exists of anything such division being in place when the building was actively serving passengers.*
- The inside walls are painted plaster over the double brick exterior with paneled wainscoting topped with a ledge.
- The interior trim around the windows and doors is plain but substantial – wide side casing and lintels.
- The operator's bay protrudes into the main waiting area at its northeast corner. The trim and framing of the interior windows into this office have been restored to suggest the original, no-public-access station operator's area. This feature has been modified to allow the interior space to be used but it is still important, showing the original functionality of the building.
- The floor is tongue and groove hardwood with a varnished finish.

- A large fireplace with brick surround and oak mantel is the main feature of the west wall beside the door. *This fireplace seems to be a concept of the restoration architect. No records exist to show that the train station ever had an open fireplace. Some long-time residents remember when it was heated by coal or a coal-fired hot water boiler.*
- *The restoration provided lighting for the main section with suspended single-bulb frosted glass fixtures.*

## Designated Features

This designation includes all **original** exterior and interior features described in the above lists. Restored features are italicized.

## Background Documentation

More detailed information about this property is on file in the archives and reference area of the St. Marys Museum.

The Via Station has been featured in various books such as: *Meet Me At the Station*, Elizabeth A. Willmot, Gage, 1976; *To Stratford Under Steam*, Ian Wilson, Canadian Branchline Miniatures, 2000; in recent on-line inventories such as <http://www.canada-rail.com/ontario/>.



The St. Marys Museum's resources include a **photographic inventory** of the elements mentioned in these statements. Attached are some samples.

West facing gable with corner brackets, showing curved lintel and semi-circular light above west-facing window; shows position of chimney on roof.



Two views of overhang on west side, soffit and curved brackets; Good view of brick pattern – Flemish bond.



The two windows on south end of west façade originally provided light to baggage rooms.



The projecting operator's bay has an east-facing pair of windows, curved lintel above. There are double-hung windows looking southwards and northwards down the track.

Note the ornate brick course that goes around the entire building from sill to sill.



A view of the east-facing window complex showing lintel, semi-circular light above two double-hung windows with bracket between.



Exterior and interior view of projecting bay on north side.



Looking up to the north to high, vaulted ceiling, showing segmented dividing wall and curved beam.



Looking up at ceiling to south, showing curved ornate beam, crown mold bead and suspended lighting.



Fireplace



Waiting room benches that are appropriate but not original features.



Clock on east wall was a donation to the town and, while appropriate, is not a designated feature of this building.



Interior view of main west-facing entrance showing elliptical fan light over five-panel door flanked by windows and panels (behind radiators); also shows wide casing, wainscoting and ledge.



Operator's bay, projecting into the waiting area with windows and counter in place; door to office on right.

**BY-LAW 40 OF 2017**  
**THE CORPORATION OF THE TOWN OF ST. MARYS**

**Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and Davies Signs for the provision of providing and installing a new digital sign at the Fire Hall.**

- WHEREAS:** The Corporation of the Town of St. Marys released a RFQ for new digital sign to be installed at the Fire Hall (the “Project”);
- AND WHEREAS:** A quotation for the Project was submitted by Davies Signs which was subsequently approved by Council on April 25, 2017;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Davies Signs for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and the Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Davies Signs.
  - 2.** That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law; and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
  - 3.** This by-law comes into force and takes effect on the final passing thereof.

**Read a first and second time this 25<sup>th</sup> day of April, 2017.**

**Read a third and final time and passed this 25<sup>th</sup> day of April, 2017.**

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Mayor Al Strathtdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 41-2017**

**THE CORPORATION OF THE TOWN OF ST. MARYS**

**Being a By-law to confirm all actions and proceedings of the Council of the Corporation of the Town of St. Marys at its regular meeting held on April 25, 2017.**

**WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 5(3), as amended provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law;

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

**THEREFORE:** The Council of the Town of St. Marys enacts:

- 1.** That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its regular meeting held on the 25<sup>th</sup> day of April, 2017 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
- 2.** This by-law comes into force on the final passing thereof.

**Read a first and second time this 25<sup>th</sup> day of April, 2017.**

**Read a third and final time and passed this 25<sup>th</sup> day of April, 2017.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk