



AGENDA
Regular Council Meeting

July 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 July 25, 2017 regular Council 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

5.1 Dr. Miriam Klassen, CEO and MOH for Perth District Health Unit

(Overview of public health in Perth County including public health history and achievements, the organization of public health and a snap shot of the programs offered to residents of Perth County.)

THAT the delegation from Dr. Miriam Klassen, Medical Officer of Health and CEO for Perth District Health Unit be received.

5.2	Social Research & Planning Council regarding Embracing Diversity	12
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THAT the delegation from Ryan Erb of United Way Perth and Huron regarding Social Research and Planning Council be received.

5.3	Edward Toews and Avery Gazel regarding Sidewalk Renovation	46
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THAT the delegation from Edward Toews and Avery Gazel regarding sidewalk renovation at 48-50 Water Street South, St. Marys be received.

6. ACCEPTANCE OF MINUTES

6.1	Regular Council - June 27, 2017	50
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THAT the June 27, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

6.2	Special Meeting of Council - July 18, 2017	71
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THAT the July 18, 2017 special Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1	Township of Edwardsburgh Cardinal re: Bill 7 Property Standards Downloading	73
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THAT the correspondence from the Township of Edwardsburgh Cardinal regarding Schedule 5 of Bill 7 about Property Standards Downloading be received.

7.2	Township of North Stormont re: Conservation Authorities Act proposed amendment	75
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THAT the correspondence from the Township of North Stormont regarding the proposed amendment to the Conservation Authorities Act be received; and,

THAT Council supports the Township of North Stormont's resolution.

- 7.3 City of Stratford re: Possible Transfer of Long-term Care Beds from the Stratford-Perth area 76

THAT the correspondence from the City of Stratford regarding the possible transfer of long-term care beds from the Stratford-Perth area be received.

- 7.4 Canadian Association of Nuclear Host Communities 77

THAT the correspondence from the Canadian Association of Nuclear Host Communities regarding the Ontario Power Generation Proposal to Develop a Deep Geologic Repository for Low- and Intermediate- Level Radioactive Waste in Kincardine be received; and,

THAT Council defer support of Deep Geologic Repository until the impacts to the Town of St. Marys are known.

8. STAFF REPORTS

- 8.1 Administration and Human Resources

- 8.1.1 CAO 27-2017 July Monthly Report (Administration and Human Resources) 79

THAT CAO 27-2017 July Monthly Report (Administration and Human Resources) be received for information.

- 8.1.2 CAO 28-2017 Annual Report – Perth Administrators Collaborative Team (PACT) 2016 82

THAT CAO 28-2017 Annual Report – Perth Administrators Collaborative Team (PACT) 2016 report be received for information.

8.1.3	CAO 29-2017 121 Ontario Street Agreement of Purchase and Sale	91
	<p>THAT report CAO 29-2017 regarding the 121 Ontario Street agreement of purchase and sale be received; and</p> <p>THAT the CAO be delegated authority to negotiate any final terms of the agreement of purchase and sale with Wildwood Homes for 121 Ontario Street; and</p> <p>THAT by-law 60-2017 authorizing the Mayor and the Clerk to sign the agreement of purchase and sale be approved.</p>	
8.2	Corporate Services	
8.2.1	COR 28-2017 July Monthly Report (Corporate Services)	107
	<p>THAT COR 28-2017 July Monthly Report (Corporate Services) be received for information.</p>	
8.2.2	COR 29-2017 Bill 68 – Modernizing Ontario’s Municipal Legislation Act	110
	<p>THAT COR 29-2017 Report on Bill 68 – <i>Modernizing Ontario’s Municipal Legislation Act</i> report be received;</p> <p>THAT staff be directed to research and provide recommendations related to new mandatory policies as set by the <i>Modernizing Municipal Legislation Act</i>; and</p> <p>THAT staff be directed to review existing policies related to section 270 of the <i>Municipal Act, 2001</i> and provide recommendations for amendments and revisions; and</p> <p>THAT staff be directed to partner with municipalities in the County of Perth on a joint RFP to secure an Integrity Commissioner for the Town of St. Marys.</p>	

8.2.3	COR 30-2017 Appointment of Deputy Division Registrars	113
	THAT COR 30-2017 Appointment of Deputy Division Registrar report be received; and,	
	THAT Council approve Bylaw 61-2017 being a By-law to appoint Deputy Division Registrars for the Municipality of the Town of St. Marys.	
8.2.4	COR 31-2017 Accessible Websites and Web Content	115
	THAT COR 31-2017 Accessible Websites and Web Content report be received; and,	
	THAT the Town perform a test pilot on livestreaming services for Council meetings for a three month trial period at no charge with a report back from staff for Council to determine its next steps.	
8.3	Finance	
8.3.1	FIN 15-2017 July Monthly Report (Finance Department)	121
	THAT FIN 15-2017 July Monthly Report (Finance Department) be received for information.	
8.4	Fire and Emergency Services	
8.4.1	FD 10-2017 July Monthly Report (Emergency Services)	131
	THAT FD 10-2017 July Monthly Report (Emergency Services) be received for information.	
8.5	Building and Development Services	
8.5.1	DEV 20-2017 July Monthly Report (Building and Development)	133
	THAT DEV 20-2017 July Monthly Report (Building and Development) be received for information.	

8.5.2	DEV 21-2017 Request for Temporary Parking at Pyramid Recreation Centre	136
	<p>THAT DEV 21-2017 Request for Temporary Parking at Pyramid Recreation Centre be received; and</p> <p>THAT the Town enter into an agreement with Cascade Canada ULC to permit the use of the Pyramid Recreation Centre for Temporary Parking for employees; and</p> <p>THAT By-law 63-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.</p>	
8.5.3	DEV 22-2017 Septic Re-Inspection Program	141
	THAT DEV 22-2017 Septic Re-Inspection Program be received for information.	
8.6	Community Services	
8.6.1	DCS 18-2017 July Monthly Report (Community Services)	148
	THAT DCS 18-2017 July Monthly Report (Community Services) be received for information.	
8.6.2	DCS 17-2017 Before and After School Rates Update	156
	<p>THAT DCS 17-2017 Before and After School Rates Update report be received; and</p> <p>THAT Council maintain the “Full Time” current rates as approved by Council on May 9, 2017; and</p> <p>THAT Council approve the “Part-Time” Rate (Option 1) as presented in DCS 17-2017 effective July 25, 2017.</p>	
8.7	Public Works	
8.7.1	PW 38-2017 July Monthly Report (Public Works)	166
	THAT PW 38-2017 July Monthly Report (Public Works) be received for information.	

8.7.2	PW 37-2017 FiberMat Surface Treatment Contract	169
	THAT PW 37-2017 FiberMat Surface Treatment Contract report be received; and	
	THAT Council approve the use of the proprietary FiberMat surface treatment product on Town roads; and	
	THAT By-law 64-2017 authorizing the Mayor and Clerk to sign the necessary contract documents with NorJohn Contracting be approved.	
8.7.3	PW 39-2017 Waste Collection Services Contract with Bluewater Recycling	182
	That PW 39-2017 Waste Collection Services Contract report be received as information; and,	
	THAT Council approve By-Law 62-2016 authorizing the Mayor and Clerk to sign the Solid Waste Curbside Collection Agreement with Bluewater Recycling Association in substantially the same form as the draft presented.	

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

9.1.1	Bluewater Recycling Association - Coun. Craigmile	198
	THAT the June 15, 2017 Bluewater Recycling Association Board of Directors Meeting Highlights be received.	
9.1.2	Library Board - Coun. Osborne, Winter	211
	THAT the April 26, 2017 St. Marys Public Library Board meeting minutes be received.	
9.1.3	Municipal Liaison Committee - Mayor Strathdee, Coun. Winter	
9.1.4	Perth District Health Unit - Coun. Osborne	214
	THAT the May 17, 2017 Perth District Health Unit Board meeting minutes be received.	

9.1.5	Police Services Board - Mayor Strathdee, Coun. Van Galen	
9.1.6	Spruce Lodge Board - Coun. Pope, Van Galen	
9.1.7	Upper Thames River Conservation Authority	218
	THAT the May 23, 2017 Upper Thames River Conservation Authority Board of Directors' meeting minutes be received.	
9.2	Advisory and Ad-Hoc Committee Reports	
9.2.1	Accessibility Advisory Committee - Coun. Hainer	226
	THAT Council accept the resignation of Ms. Cynthia Vink-Broadfoot from the Accessibility Advisory Board.	
9.2.2	Business Improvement Area - Coun. Pope	227
	THAT the June 12, 2017 Business Improvement Area Board meeting minutes be received.	
9.2.3	CBHFM - Coun. Hainer	
9.2.4	Committee of Adjustment	236
	THAT the June 7, 2017 Committee of Adjustment meeting draft minutes be received.	
9.2.5	Economic Development Committee - Coun. Pope	
	No June meeting	
9.2.6	Heritage St. Marys - Coun. Pope	243
	THAT the June 10, 2017 Heritage Committee draft minutes be received; and,	
	THAT the July 6, 2017 Heritage Committee draft minutes be received.	
9.2.7	Museum Board - Coun. Winter	258
	THAT the June 8, 2017 St. Marys Museum Board meeting draft minutes be received.	

9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen 260

THAT the June 5, 2017 Planning Advisory Committee meeting draft minutes be received.

9.2.9 Heritage Conservation District Advisory Committee - Coun. Winter 264

THAT the June 12, 2017 Heritage Conservation District Advisory Committee meeting minutes be received; and,

THAT the June 26, 2017 Heritage Conservation District Advisory Committee meeting minutes be received; and,

THAT the July 10, 2017 Heritage Conservation District Advisory Committee meeting draft minutes be received.

9.2.10 Senior Services Board - Coun. Craigmile 275

THAT the June 20, 2017 Senior Services Board meeting draft minutes be received.

9.2.11 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer

9.2.12 St. Marys Lincolns Board - Coun. Craigmile

9.2.13 St. Marys Cement Community Liaison Committee

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

11.1 Councillor Van Galen re: Wellington Street Bridge Naming

THAT the Town make an application to the Office of the Secretary of the Governor General to name the reconstructed Wellington Street Bridge the "Elizabeth Bridge" in honour of Queen Elizabeth II.

12. BY-LAWS

- 12.1 By-Law 60-2017 Authorize an Agreement for Purchase and Sale of 121 Ontario Street South 277**

THAT By-Law 60-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with Wildwood Homes Ltd for the Purchase and Sale of 121 Ontario Street South be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

- 12.2 By-Law 61-2017 Appoint Deputy Division Registrars 278**

THAT By-Law 61-2017, being a by-law to appoint Deputy Division Registrars be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

- 12.3 By-Law 62-2017 Authorize an Agreement with Bluewater Recycling Association 279**

THAT By-Law 62-2017, being a by-law to authorize an agreement with Bluewater Recycling Association be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

- 12.4 By-Law 63-2017 Authorize an Agreement with Cascades Canada ULC 280**

THAT By-Law 63-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with Cascades Canada ULC be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

- 12.5 By-Law 64-2017 Authorize an Agreement with NorJohn Contracting 281**

THAT By-Law 64-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with NorJohn Contracting be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

13. UPCOMING MEETINGS

August 15, 2017 - 9:00am, Strategic Priorities Committee, Council Chambers

August 22, 2017 - 6:00pm, Regular Council, Council Chambers

14. 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)(d) labour relations or employee negotiations.

14.1 Minutes of June 27, 2017 CLOSED SESSION

14.2 Minutes of July 18, 2017 CLOSED SESSION

14.3 HR 04-2017 CONFIDENTIAL Aquatics Staffing

15. CONFIRMATORY BY-LAW

282

THAT By-Law 65-2017, being a by-law to confirm the proceedings of the July 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 _____ p.m.



Social Research &
Planning Council



United Way
Perth-Huron

June 2017

Town of St Marys
175 Queen Street East
St Marys, ON

To Council Members of the Town of St Marys:

Thank you for allowing the Social Research & Planning Council (SRPC) to speak at the Town of St Marys meeting.

With an aging population and a declining workforce, newcomer integration holds the key to creating sustainable, vibrant and dynamic communities. In our latest report entitled 'Embracing Diversity: Newcomer experiences in Perth and Huron Counties' SRPC investigated how newcomers are experiencing our community to gain insight into where we are working well and what services gaps / supports may be missing.

Reasons why this presentation is important to the Town of St Marys:

In 2015, more than 75% of Canada's new permanent residents landed in just seven cities: Toronto, Montreal, Vancouver, Calgary, Edmonton, Ottawa and Winnipeg. During the same year, only 5.8% of recent immigrants settled in rural areas while the remainder settled in other urban locales. This presents a challenging situation for rural communities that must now offer ways to not only attract newcomers to their communities, but also ensure they stay.

Given this context, there was a need to better understand how the challenges and opportunities associated with newcomer integration would impact the rural regions of Perth and Huron Counties. From the insights gained through this research and identified gaps a number of recommendations have been to help newcomers feel more welcome and integrated into our community.

Additionally, the SRPC recently launched the beta version of a local, online data hub called myPerthHuron in March. We will be demonstrating how this site may positively impact our community understanding and the good work that is being done locally. A request for Council to direct staff to explore a data sharing agreement with myPerthHuron will be made. Our aim is to continue building the strength of the site by including local, relevant information from sources such as the Town of St Marys.

United Way Perth-Huron

Change starts here.

The United Centre, 32 Erie St., Stratford ON N5A 2M4

519-271-7730 | 877-818-8867

unitedwayperthhuron.ca



Social Research &
Planning Council



United Way
Perth-Huron

On behalf of the Board of Directors of the United Way of Perth-Huron, thank you in advance for your ongoing support of your United Way. We remain committed to our role as one of the most significant providers of funding to community-based human service organizations in our community.

Sincerely,

Ryan Erb
Executive Director
United Way of Perth-Huron

United Way Perth-Huron

Change starts here.

The United Centre, 32 Erie St., Stratford ON N5A 2M4

519-271-7730 | 877-818-8867

unitedwayperthuron.ca



Social Research &
Planning Council



Beta version

myPerthHuron

Discovering the well-being
of our communities



United Way
Perth-Huron
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myPerthHuron

Advisory Committee

Tracy Van Kalsbeek – Chair

Executive Director
Stratford Perth Community Foundation

David Blaney – SRPC Co-chair

Municipal Councillor
Huron East

Erica Clark – SRPC Co-chair

Epidemiologist
Huron County Health Unit

Ken Clarke

Data Analyst Coordinator
Perth Care for Kids

Director

Social Research & Planning Council

Don Cowan

Distinguished Professor Emeritus
University of Waterloo Computer Systems
Group

Kyle Young

Research Associate
University of Waterloo Computer Systems
Group

Ryan Erb

Executive Director
United Way Perth-Huron

Kathy Vassilakos

Councillor
City of Stratford

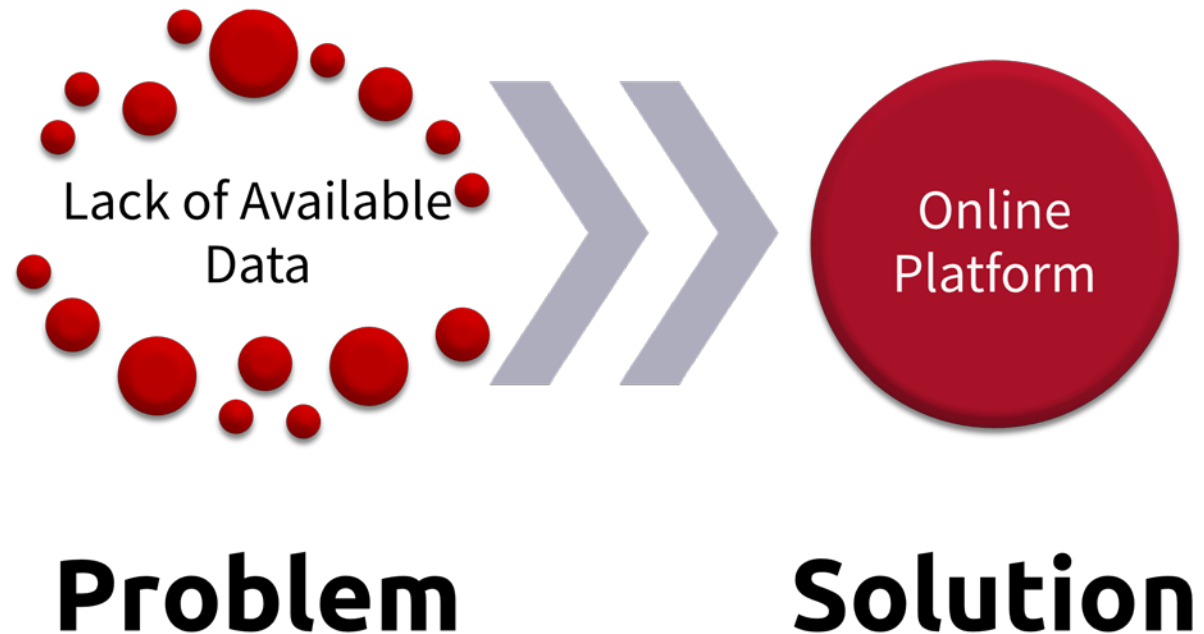


Social Research &
Planning Council

Computer
Systems
Group
University of Waterloo



QUALITY OF LIFE
in Perth & Huron County 2014



Current Community Practice

Obtain data

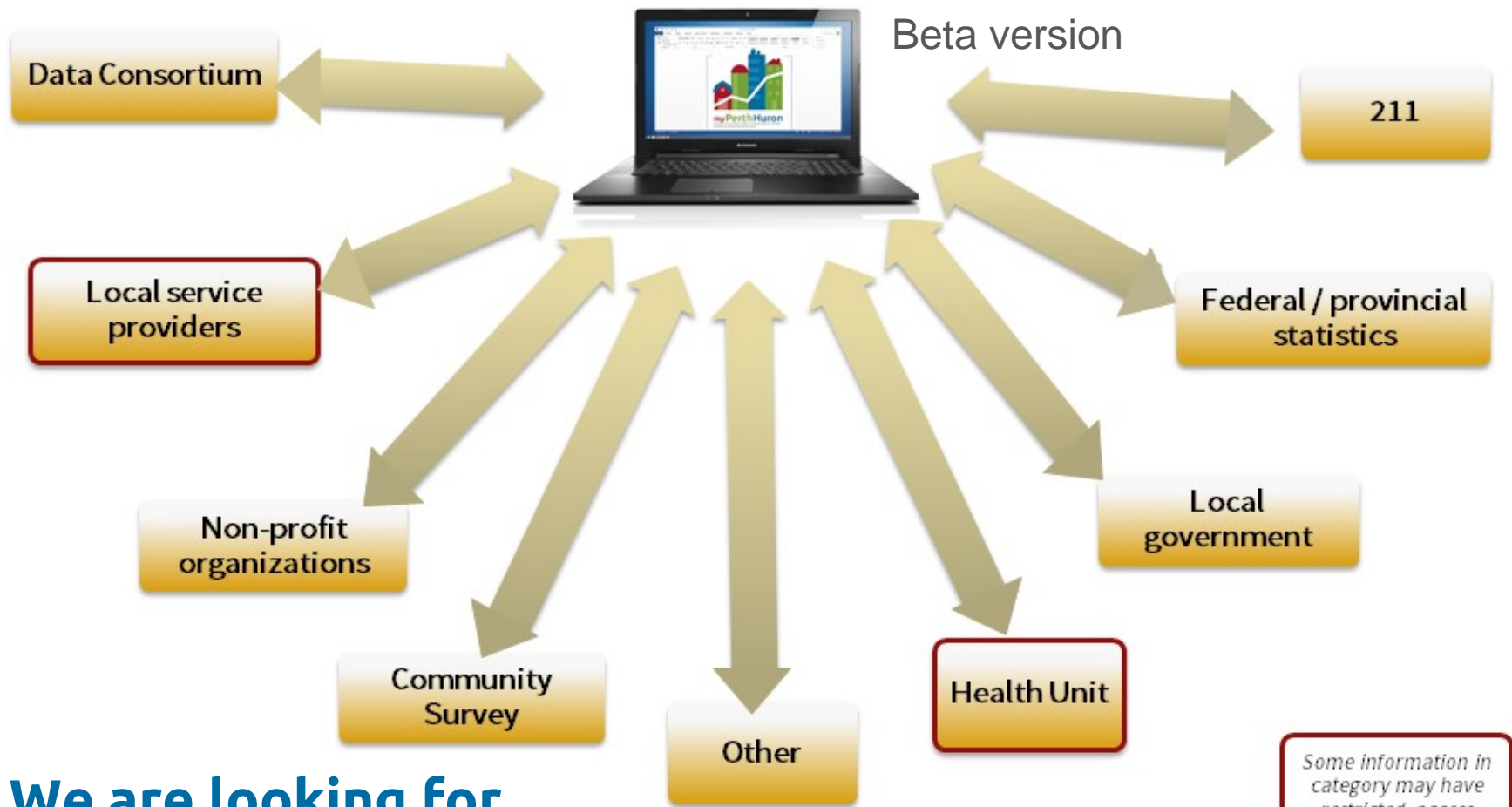
- StatsCan
 - Reliable, old
- Questionnaires
 - Sample
 - Unavailable data
- Diagnose

Issues

- Data is old (5 years?)
 - Not community-based
- No treatment
- No way to measure treatment

Community organizations are a huge source of data!





We are looking for feedback!



Where to begin?

Arthritis, by age group and sex (Number of persons)

	2010	2011
Total, 15 years and over	4,451,557	4,756,842
Males	1 706 044	1 753 302
Females		

Geography = Canada

Farm cash receipts (\$ thousands)

15 to 19 years
Males
Females
20 to 34 years
Males
Females

Energy use and greenhouse gas emission

Total direct and indirect household energy use (petajoules) ²

Direct household energy use (petajoules) ³

Indirect household energy use (petajoules) ⁴

Household energy use per unit of expenditure (index, 1990=100)

Total direct and indirect household greenhouse gas emissions (megatonnes) ⁵

Low income cut-off		
	Family size	1976-2014
Rural areas	1 person	13,188
	2 persons	16,051
	3 persons	19,987
	4 persons	24,934
	5 persons	28,394
	6 persons	31,489
	7 persons or more	34,585

Wheat, excluding durum ¹		
Wheat, excluding durum, marketing board payments ¹	716,7	
Durum wheat ¹	558,4	
Durum wheat, marketing board payments ¹	228,7	
Oats	525,5	
Barley ¹	588,993	731,247
Barley, Canada wheat board payments ¹	61.388	47.744

Occupations in art, culture, recreation and sport [F]

Sales and service occupations [G] ⁶

Wholesale, technical, insurance, real estate sales specialists, and retail, wholesale and grain buyers [G1]

Retail salespersons, sales clerks, cashiers, including retail trade supervisors [G011, G2-G3]

Geography	Perception of police responding quickly to calls	Statistics	2014
Canada	Good job	Number of persons (x 1,000)	16,653
		Percent	105.4
	Average or poor job	Number of persons (x 1,000)	7,735
		Percent	282.2
		Number of persons (x 1,000)	5,129

Source: Statistics Canada

Where are all the water fountains
in our communities?

**How many people use food banks
every month in our communities?**

How many youth are playing after school
sports in our communities?

How many adults play organized
sports in our communities?

**What beaches have the best water quality in
our communities?**

Where are all the public
washrooms in our communities?

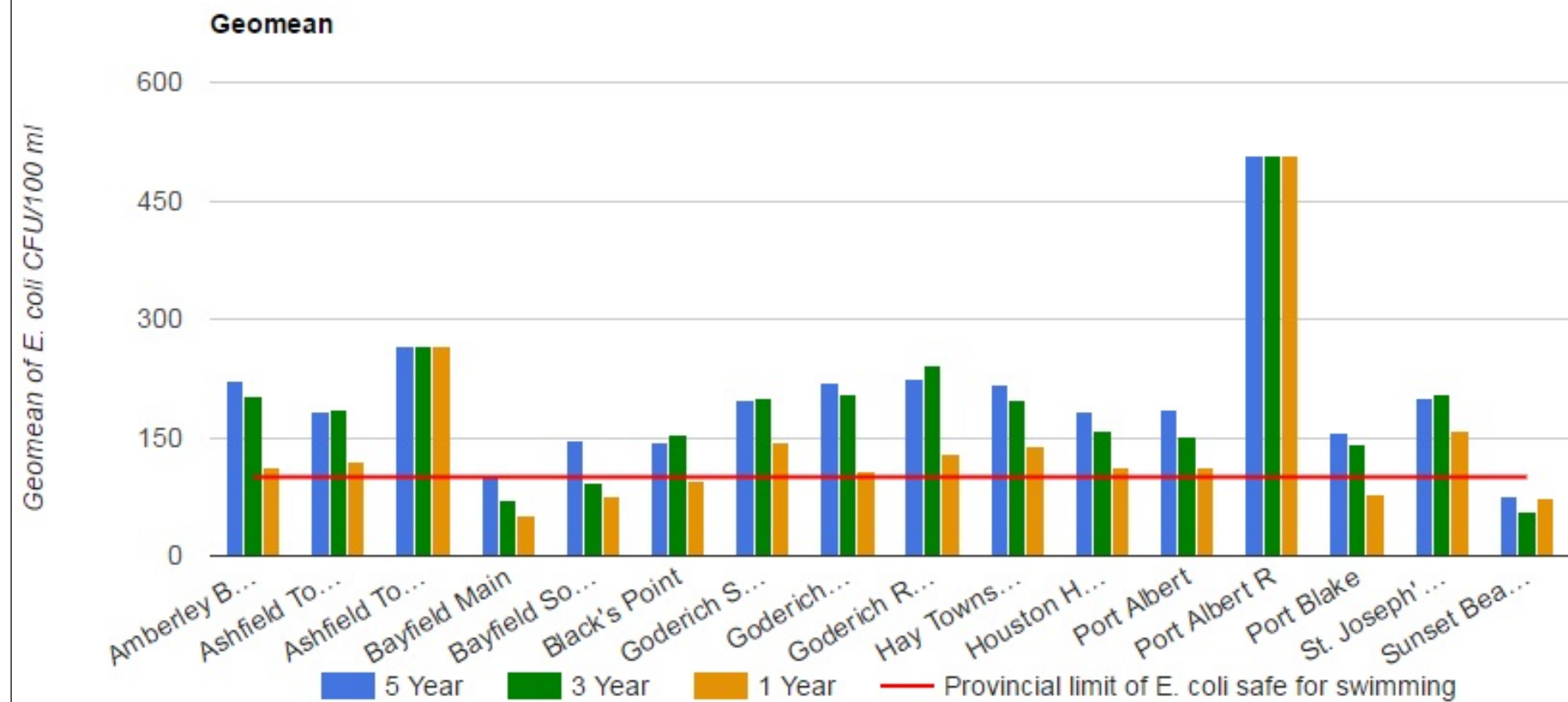
How many churches are in
our communities?

**What children's programs are available
during the summer in our communities?**



What beaches have the best water quality
in our communities?

Beach Data - E.Coli levels



Community Stories

- Impact of business closing
- Food distribution centres
 - Number
 - Location vs need
- Education
 - Type of graduates
 - Need for breakfast programs
- Health
 - Location of clinics vs need
 - Health versus income





Community Impact

- **Measure and act on state of community**
 - Measure state of community
 - Create policy, infrastructure, services
 - Measure effect, modify if necessary
- **How**
 - Gather current community data (housing, income, food, volunteering, health, education ...)
 - Use data to guide policy, service delivery, infrastructure creation and modification
 - Tools, maps and data to show state of community
 - Secure, private

The Role of HR in Diversi
myPerthHuron

www.myperthhuron.ca/index.php

Discovering the well-being of our communities


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What is myPerthHuron

It is an online resource to help track the well-being of our communities, where we are doing well, where community challenges may be emerging and discovering what makes our community unique.

Discovering the general well-being of individuals and society, is defined in terms of health and happiness, rather than simply wealth. In many respects, quality of life indicators representing well-being are subjective. What is considered to be 'good' varies from individual-to-individual and community-to-community. But with these tools we will be able to discover the values in these indicators.









Keyword Search

We'd like to hear from you.

The myPerthHuron initiative is currently in beta phase. We are looking for community feedback to help us improve the quality and usability of this data resource. [Send feedback.](#)

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Indicators

Indicator Selection

The base list of indicators have been based off the 2014 Quality of life report.

Sources of Information

Data has been pull from a variety of sources and where ever possible data for both Perth and Huron Counties including the town of St.Marys and the city of Stafford being represented at the lower tier level.

Data Limitations

Each domain includes a brief description and graphic illustration of the indicator data (i.e. what it measures? Why it matters? What the latest data says?). Inferences and conclusions, however, have purposely not been drawn.

We'd like to hear from you.

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Community Profile
Community Vitality
**Democratic
Engagement**
Municipal Voter Rates
Provincial Voter Rates
Federal Voter Rates
Acclaimed
Education
Environment
Healthy Populations
Housing &
Homelessness
Leisure & Culture
Living Standards
Time Use

Municipal Voter Data

Municipal Voter Search

Location (Huron)

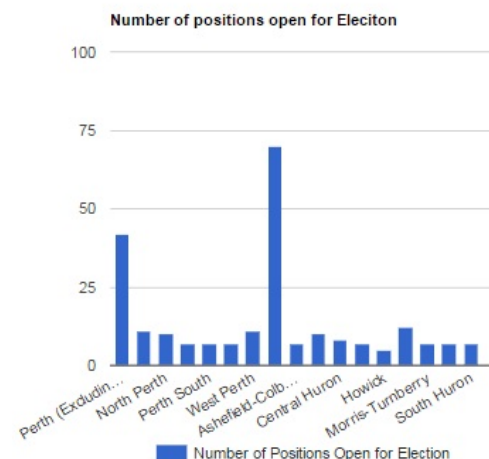
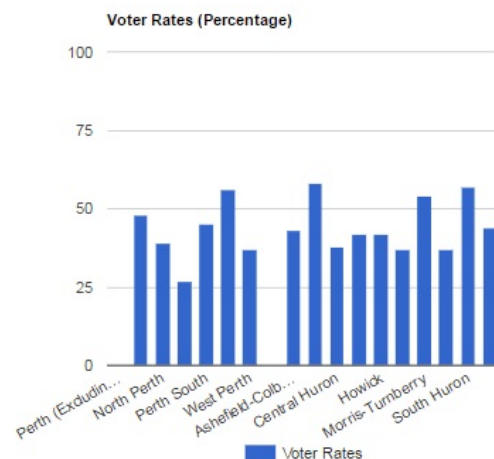
- | | | | |
|--------------------------------------|---|------------------------------------|---|
| <input type="checkbox"/> Huron | <input type="checkbox"/> Central Huron | <input type="checkbox"/> Bluewater | <input type="checkbox"/> Morris-Turnberry |
| <input type="checkbox"/> Huron East | <input type="checkbox"/> South Huron | <input type="checkbox"/> Howick | <input type="checkbox"/> Goderich |
| <input type="checkbox"/> North Huron | <input type="checkbox"/> Ashfield-Colborne-Wawanosh | | |

[Select All](#)

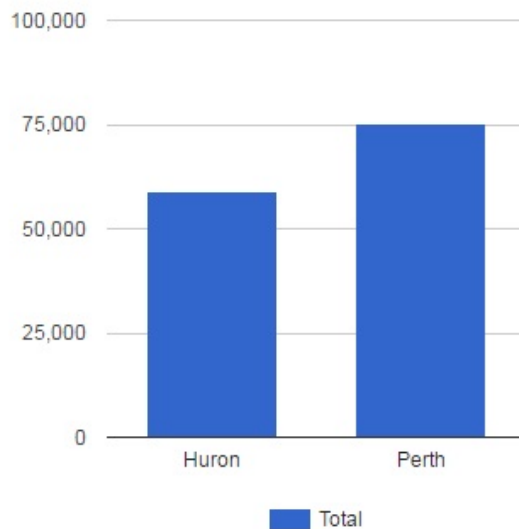
Location (Perth)

- | | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Perth | <input type="checkbox"/> Perth South | <input type="checkbox"/> North Perth | <input type="checkbox"/> St. Marys |
| <input type="checkbox"/> Perth East | <input type="checkbox"/> West Perth | <input type="checkbox"/> Stratford | |

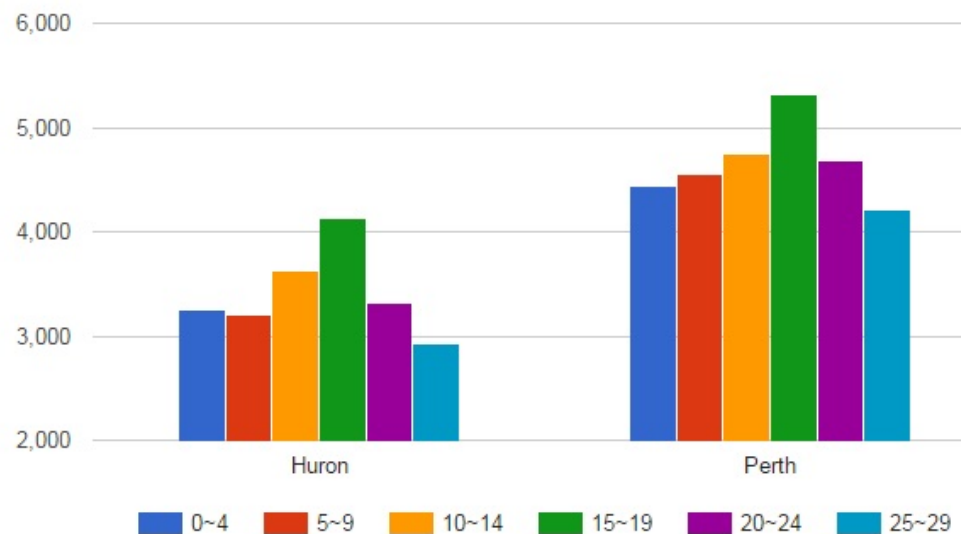
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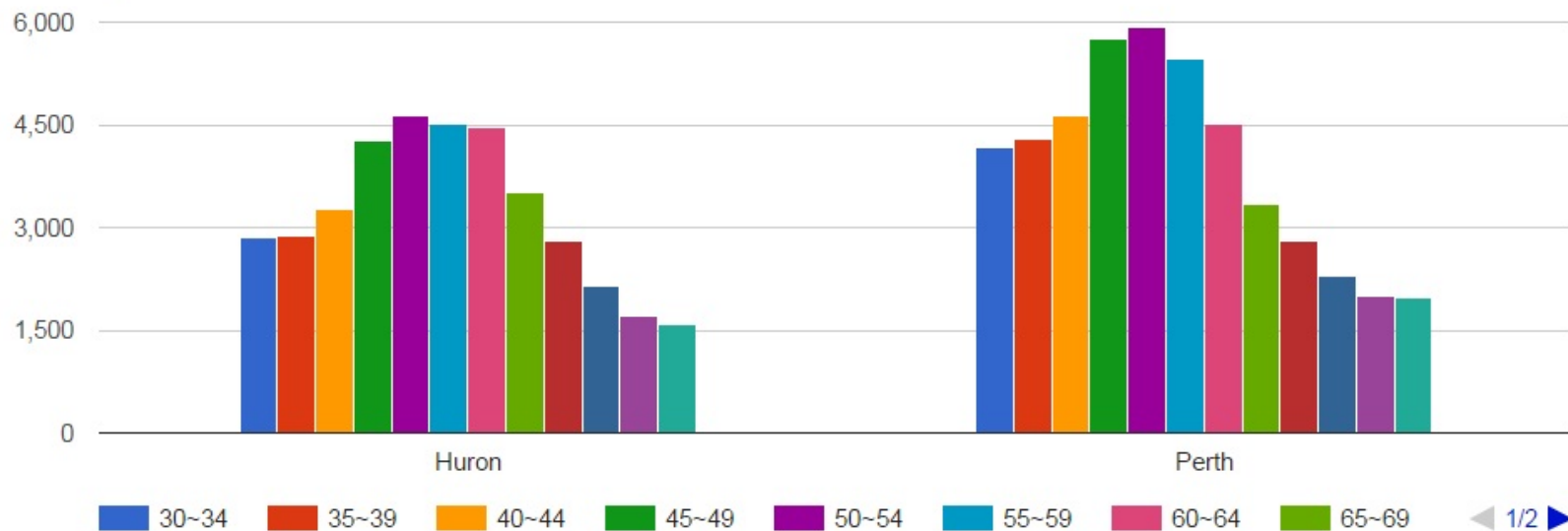
Total Population

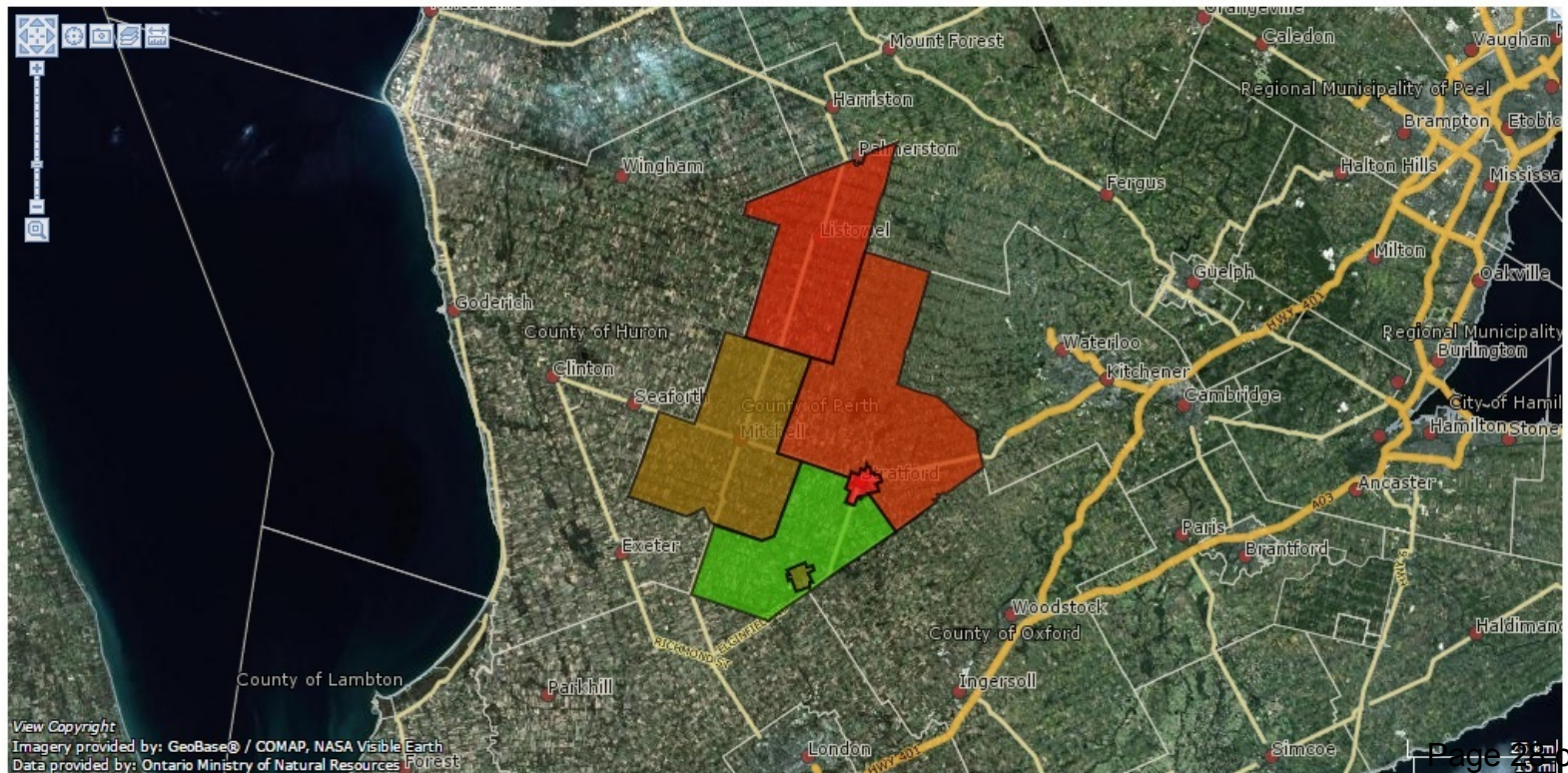
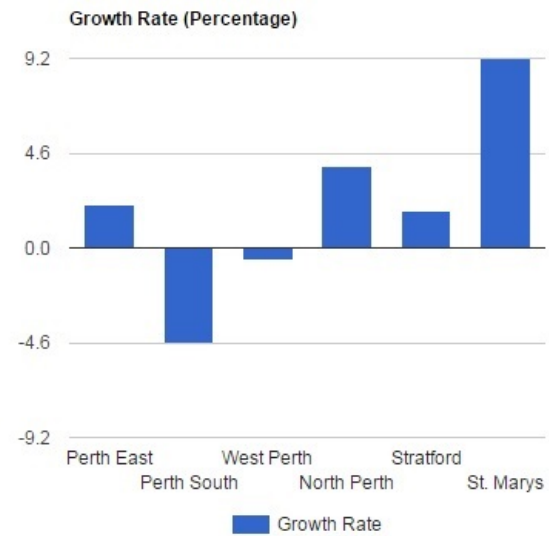
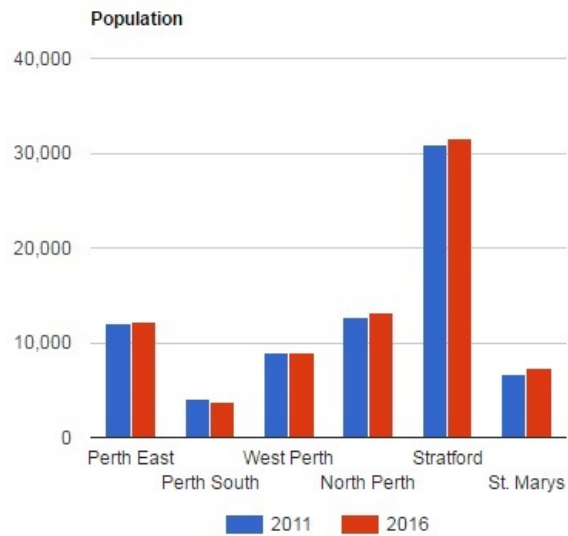


Age Distribution



Age Distribution





Displaying Entries 1 to 50 of 416²⁴

Characteristics	Total	Male	Female	Year	Location	Note
Total population by age groups	12630	6255	6380	2011	North Perth	4
0 to 4 years	870	405	465	2011	North Perth	
5 to 9 years	820	430	390	2011	North Perth	
10 to 14 years	805	435	370	2011	North Perth	
15 to 19 years	895	450	450	2011	North Perth	
15 years	180	100	80	2011	North Perth	
16 years	180	85	100	2011	North Perth	
17 years	160	75	85	2011	North Perth	
18 years	180	85	95	2011	North Perth	
19 years	195	105	90	2011	North Perth	
20 to 24 years	795	410	390	2011	North Perth	
25 to 29 years	810	410	395	2011	North Perth	
30 to 34 years	780	380	395	2011	North Perth	
35 to 39 years	720	370	350	2011	North Perth	
40 to 44 years	700	365	330	2011	North Perth	
45 to 49 years	885	420	465	2011	North Perth	
50 to 54 years	940	465	475	2011	North Perth	
55 to 59 years	840	445	400	2011	North Perth	
60 to 64 years	690	350	340	2011	North Perth	
65 to 69 years	530	255	275	2011	North Perth	
70 to 74 years	500	240	260	2011	North Perth	
75 to 79 years	415	195	225	2011	North Perth	
80 to 84 years	345	135	210	2011	North Perth	
85 years and over	290	105	185	2011	North Perth	
Median age of the population	38.9	37.9	39.8	2011	North Perth	5
% of the population aged 15 and over	80.2	79.7	80.8	2011	North Perth	
Total population by age groups	3995	2065	1930	2011	Perth South	4
0 to 4 years	180	100	80	2011	Perth South	
5 to 9 years	235	120	110	2011	Perth South	
10 to 14 years	300	155	150	2011	Perth South	
15 to 19 years	350	170	180	2011	Perth South	
15 years	65	40	30	2011	Perth South	
16 years	80	45	35	2011	Perth South	
17 years	65	30	35	2011	Perth South	
18 years	65	25	40	2011	Perth South	
19 years	70	35	40	2011	Perth South	
20 to 24 years	285	155	135	2011	Perth South	
25 to 29 years	160	80	80	2011	Perth South	
30 to 34 years	185	95	85	2011	Perth South	



Discovering the well-being of our communities

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Huron County Health Unit

The Huron County Health Unit staff work to promote and protect health and prevent disease, illness and injury in the residents of Huron County. We offer public health services that meet our needs in Huron County.

Data Sets:

- Beach Water Quality
- Premise Data

We'd like to hear from you.

The myPerthHuron initiative is currently in beta phase. We are looking for community feedback to help us improve the quality and usability of this data resource. [Send feedback.](#)

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ONTARIO-CANADA
ST. MARYS



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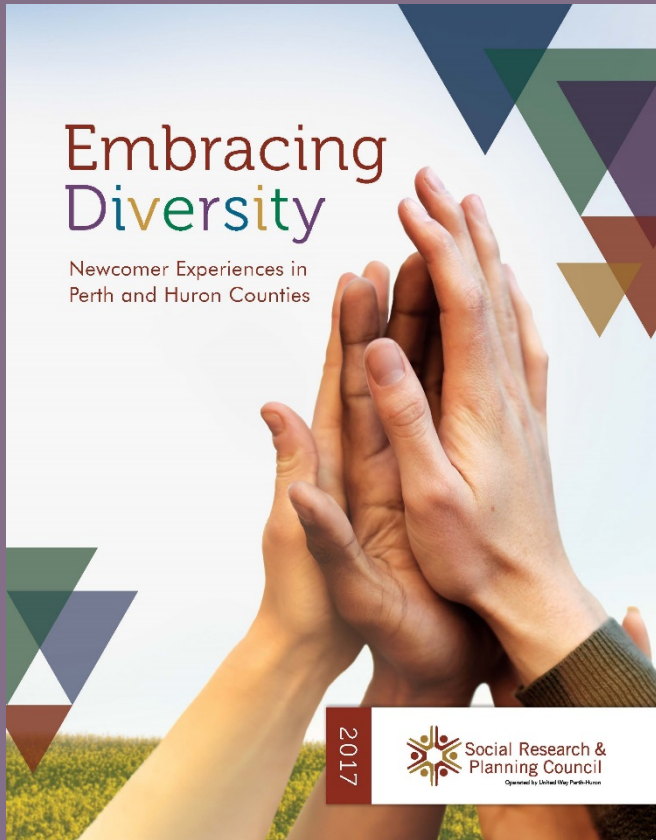
Request of Council



- Feedback on beta site
- Data Sharing Agreement



Social Research &
Planning Council



Embracing Diversity

Newcomer Experiences in Perth and Huron Counties



Research report background

Newcomer - immigrants or refugees who have been in Canada under 10 years

2015

- Newcomer Outreach and Needs Assessment (NONA)
- 70 survey respondents and focus group participants



2017

- 22 newcomer focus group
- Service provider interviews
- Employer interviews

Report Goals

- Investigate experience of newcomers
- Reveal barriers and obstacles
- Identify service gaps
- Identify employment barriers
- Identify and profile current practices in other communities
- Compile recommendations for next steps



Demographics of study participants

N=92

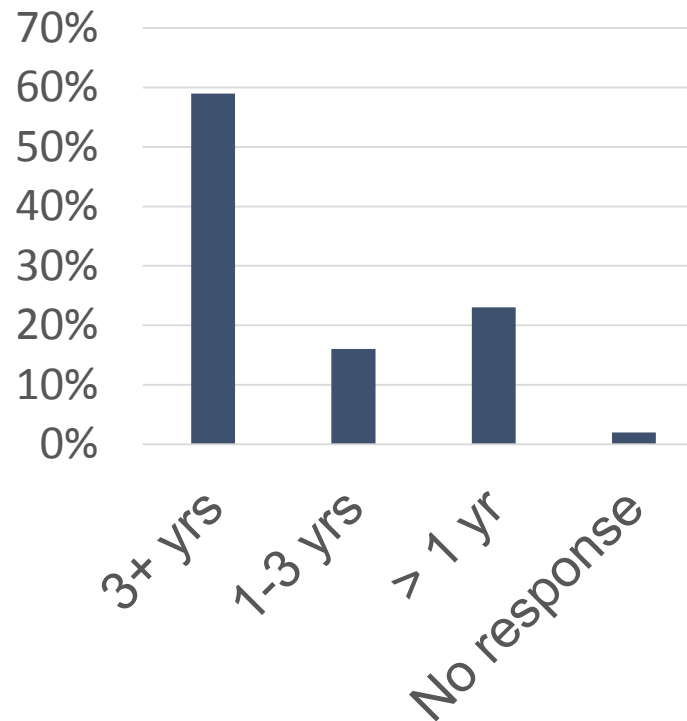


45%



55%

Length of time in Canada



■ NONA Survey & Newcomer focus group participants

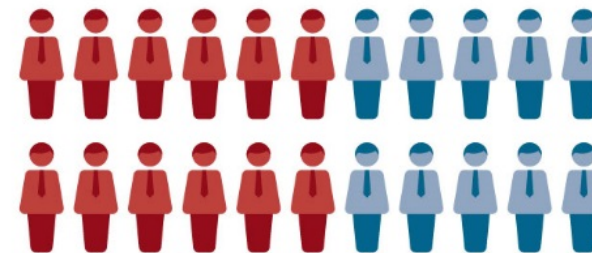


= 70% Married

= 24% Single

= 6% Separated, Divorced

Unemployed newcomers (in focus group):

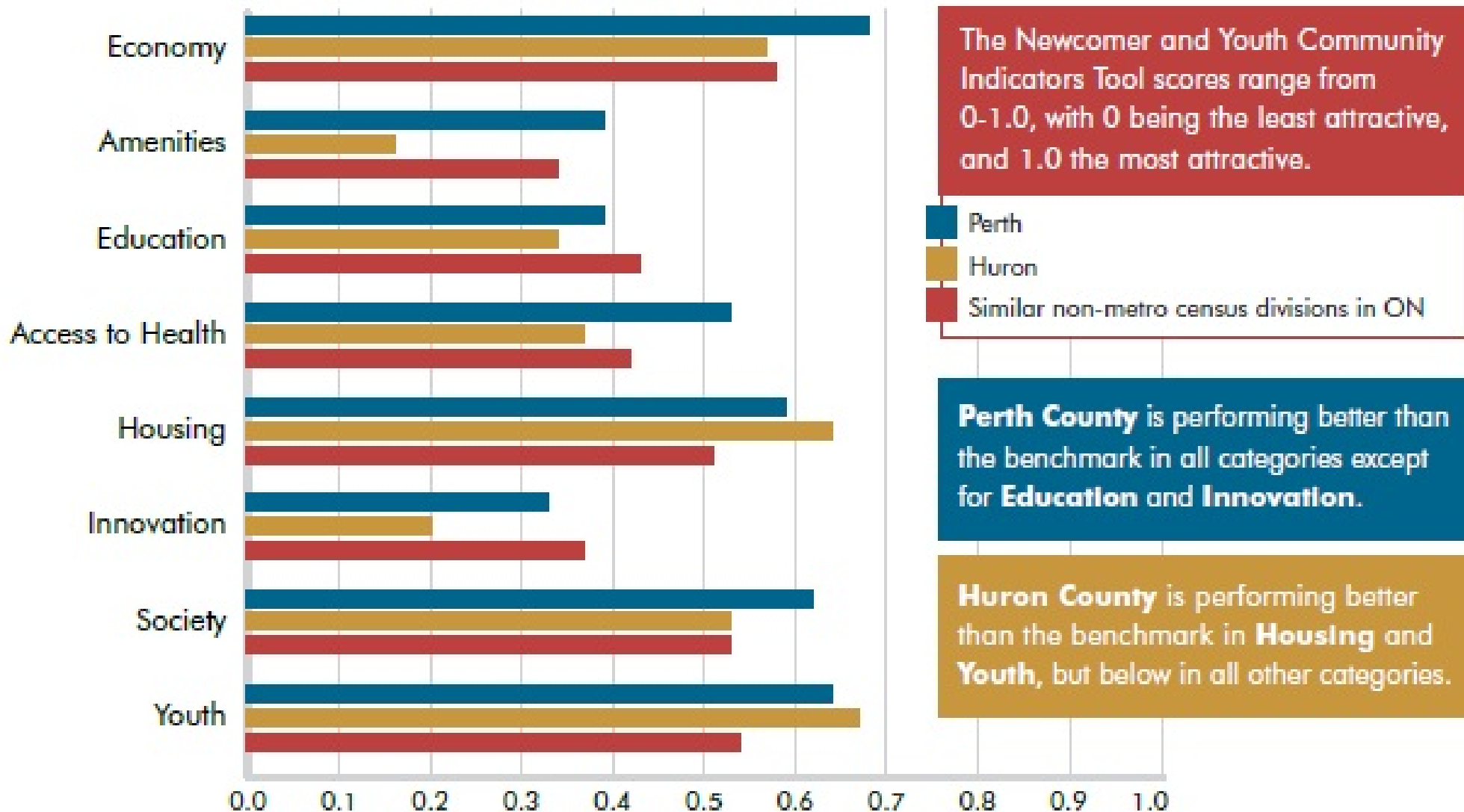


12 of 22 (Focus Group, 2017)



11 of 70
(NONA Survey, 2015)

Newcomer Attractiveness Performance



Source: Ontario Ministry of Agriculture, Food and Rural Affairs (2014). Newcomer and Youth Community Indicators Tool.
<http://www.omafr.gov.on.ca/english/rural/sdr/nyci/index.html>



Service Providers & Community Organizations

SERVICE NEEDS IDENTIFIED:

- Assistance with healthcare issues
- Educational support
- Navigating government systems
- Help finding suitable housing

SUPPORT GAPS IDENTIFIED:

- Language services (translation)
- Social/spiritual interaction and integration



Mark's Story



“the people here...it’s a basement culture. They live in their basements. They say ‘Hi, good morning!’ and nothing further. You have a line. You don’t cross it.”

- Focus group participant



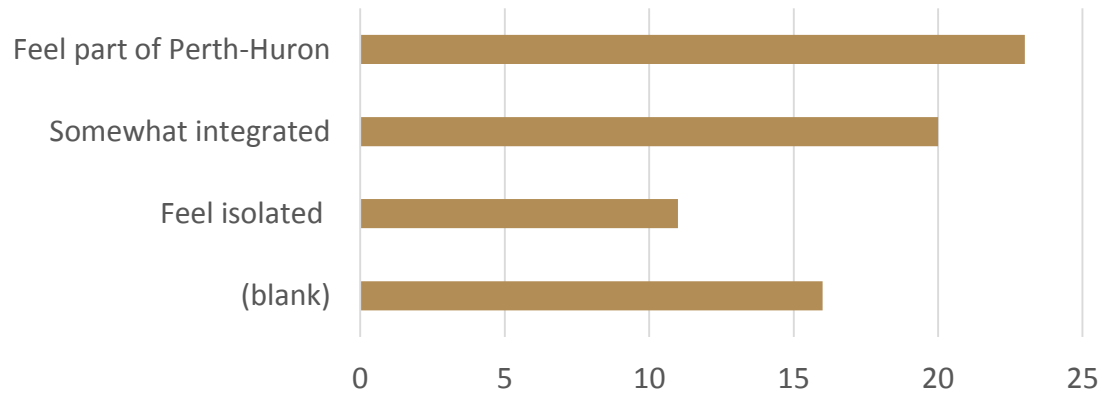


Settlement experience

Main Reasons for Moving to Perth and Huron:



Degree of Self-reported Social Integration



Source: NONA Survey

Newcomer Difficulties



Limited English language skills



Few housing options



Lack of job opportunities



Social isolation



Limited transportation options



Cold weather

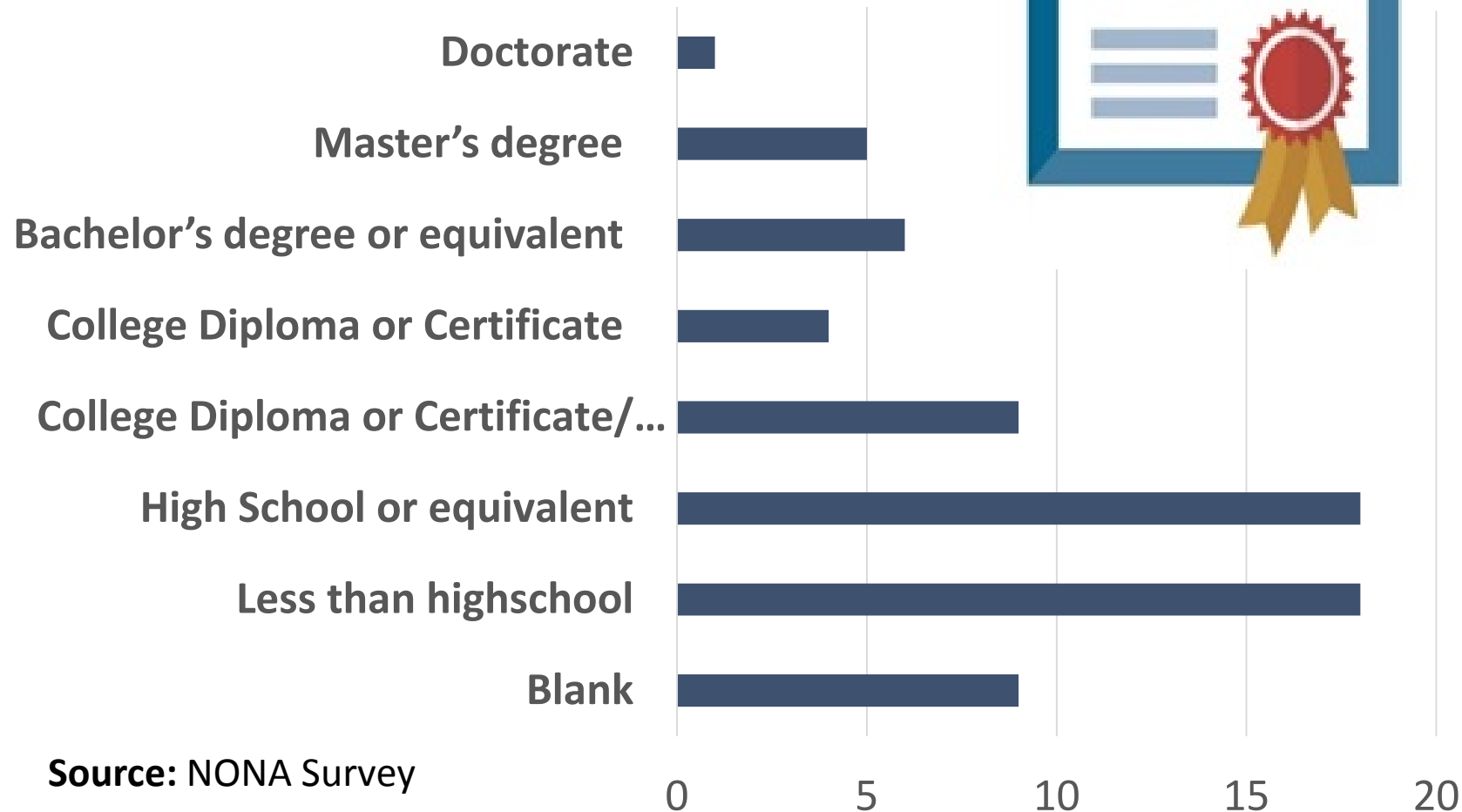
Specific to Huron County:



Healthcare access



Prior Education



Source: NONA Survey

Series 1

“when I saw the teachers—how they talk with the kids—I thought, this teacher loves my kid like me.”

- Focus group participant

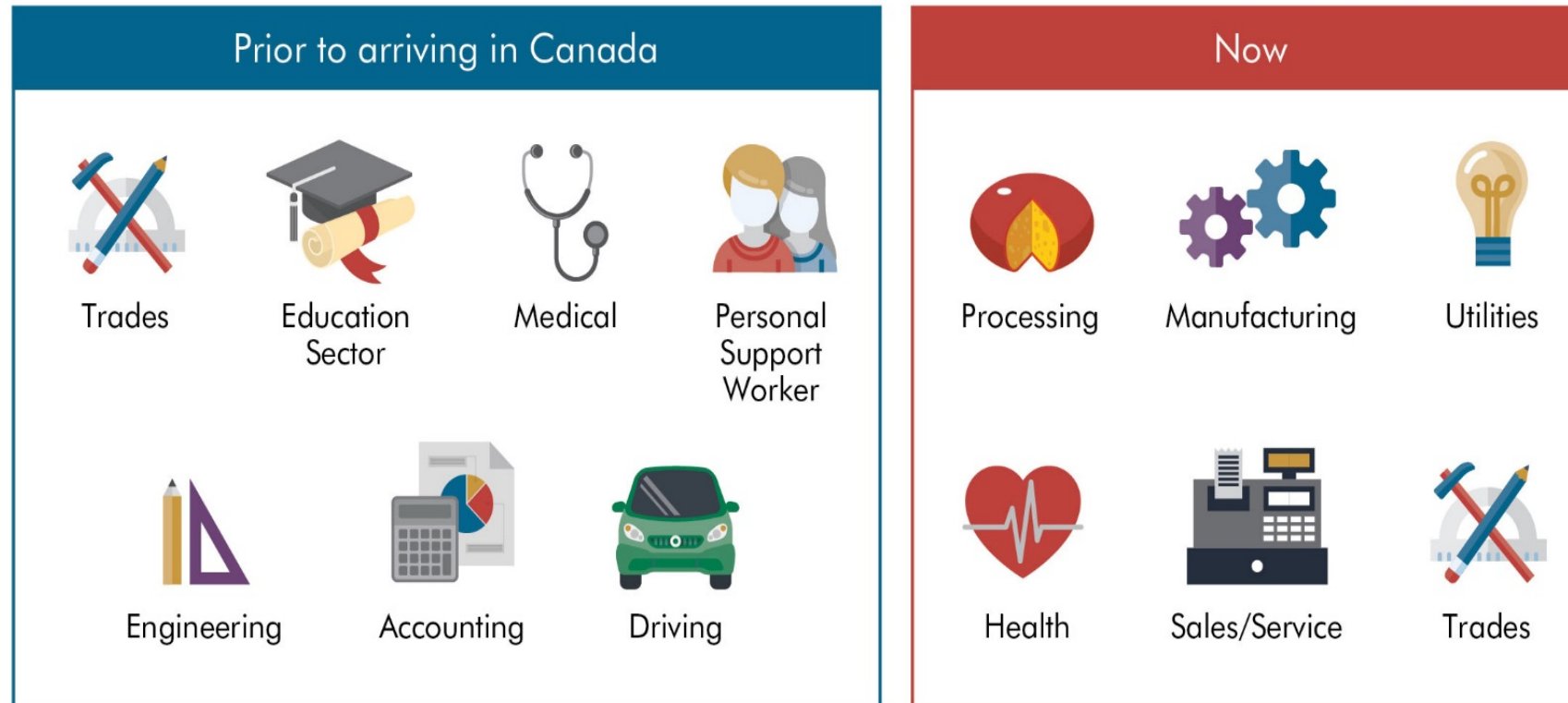
“I think it’s impossible. I have a master’s degree in teaching from Korea. It’s not useful here. I’m trying to find other fields.”

- Focus group participant



Employment

Experiences and Training:





Employers

"We have to have employees who are able to communicate, understand health and safety and work instructions, and complete paperwork etc."

**Employers interviewed
expressed an interest
in developing a more
inclusive workplace**



"Often they [current employees] are subtle, not obviously discrimination or harassment, but enough that newcomers can feel uncomfortable and look for a new position."

How to assist newcomers in becoming more employable:





Employers

Employers interviewed acknowledged they need to be more flexible and :

- Modify hiring requirements
- Review and revise educational requirements
- Help finding suitable housing

They will consider:

- Increasing probation period to account for longer training and on-boarding processes
- Starting a mentorship program



“...We would need to network with agencies in the community to identify (possible) barriers and work toward solutions to provide support for newcomers to encourage employment.”



Recommendations

1. The Newcomer Settlement Huron Perth implement the following recommendations into their work plan following a multi-phased approach.

- a. Investigate expansion of Local Immigration Partnership to Perth County
- b. Improve Data Collection

Creating Community

- c. Establishment of a community welcoming committee
- d. System navigation workshops
- e. Accompaniment program

Increasing Awareness

- 2. Employer recruitment strategy and education
- 3. Creation and enhancement of cultural celebrations
- 4. Cultural competency training
- 5. Increase awareness of rural transportation initiatives



How can you make your community more welcoming to newcomers?

Tips for Long Time Residents to Meet and Get to Know Newcomers:

- Ask questions and listen, then act on what you have heard
- Be open minded about other cultures and new ways of doing things, be willing to try something new
- Offer new programs and events based on newcomers' culture and/or experiences
- Bring a welcome gift to the home of a newcomer, introduce yourself, and offer to help if they have any questions

Tips for Newcomers to Meet and Get to Know Long Time Residents of the Community:

- Learn about and participate in popular community events; join community groups; take part in a sport or popular recreation activity
- Volunteer to help with a community event or project
- Observe the community for a few months then decide where you can get involved/help out
- Visit the local library often. Read as much as you can to improve English skills, information about the community and cultural awareness
- Ask questions and listen...be willing to adopt a new culture and lifestyle

Adapted from the Saskatchewan South East Enterprise Region

How can you make your workplace more welcoming to newcomers?



Develop a buddy system for newcomer with another staff member



Ask newcomer about their experiences and listen to what they have to say



Encourage newcomers and staff members to extend invitations to one another to social gatherings and community functions

How can local Council's help?

- Encourage inclusion of cultural educational enhancements to events
- Support libraries and other local Newcomer services
- Direct staff to review Diversity and Sensitivity policies and to invest in appropriate training.

Written request for Town Council:

Edward Toews and myself (Avery Gazel) would like to have the opportunity to present our sidewalk renovation request to Town Council. We understand that this is a necessary step so that funding can get disbursed to the correct department. If possible, could we please present on June 27th.

The location of our clinic is:
Water Stone Wellness
48 & 50 Water Street South
St. Marys

Sincerely,

Edward Toews
Avery Gazel

Sidewalk Presentation Material

Commitment to St. Marys:

We chose to invest into St Marys because we live here, and we are very interested in seeing this town expand rather than lose its downtown heart.

Commitment to Health & Wellness:

I have been in the health and wellness business in St. Marys for almost 6 years, and I am excited to continue growing my business, as well as helping the other health practitioners grow their business that are located in our building. I have had a recent demand for tenants who require accessibility and it is stunting my ability to grow our multidisciplinary health team at Water Stone Wellness.

Commitment to accessibility (and what you've done in your building):

At our clinic we have made sure all doors are to code for wheel chair accessibility and we will be installing a wheel chair lift to bypass the stairs that lead into our treatment rooms. We also moved the location of the main building entrance to be able to make a wheel chair accessible door. The original door location was located near a thick brick wall that was unable to be made smaller. We have done our absolute best to maintain the heritage look and feel of the building, including our new roof that we had to replace due to water damage. We used a steel roof that was the same color and the closest to appearance/texture of the old roof.

Investment in St. Marys:

We looked at many options during our process of making an investment in real estate. The edges of town were appealing because of the many options that are available when building a new structure. We were really impressed that the downtown had recent money invested into the streets, sidewalks and bridge, so it was enticing to believe that we could also make more of a positive impact on our beautiful historic downtown. The new sidewalks installed throughout downtown made wheel chairs very welcoming, so adding our clinic to this area seemed achievable.

In the past, why did we not take advantage of the incentive programs that Jason Silcox mentioned to us?:

I unfortunately have missed out on the incentive programs and I am unsure of the reason why. Our time lines were very critical for financing and our planned opening date, as well as I was still trying to run my business during renovations.

Our plan for the sidewalk and boulevard (accessibility for your building):

We would like to raise the side walk to make all 3 doors at the front of the building wheel chair accessible. At the moment we have wood stairs that are being used to enter into the building. The current sidewalk is lower than the boulevard, and lower than the front doors. Raising this sidewalk would make visual sense, and it would help shed the water that pools in several sections in front of our building. Most of the boulevard elevation and grass was destroyed by the companies who came in to

correct the hydro internet and water lines, over the past year. We thought it would be beneficial to correct the side walk before the town uses their money to correct that area.

Future planned projects:

After the sidewalk and accessibility issues are completed, we have no significant additional plans for reconstruction. We want to be diligent with maintenance and will proactively upgrade this build to keep it looking good and active for many years to come.

Financial partnership with the Town to reconstruct the sidewalk:

We expect to use a percentage of our own funds to correct this sidewalk flooding and make it wheelchair friendly.

Estimated the costs for reconstructing the sidewalk:

We have costs estimates for this project, and they total \$8,000 - \$10,000. They will include complete removal of old concrete, and installation of new gravel and concrete. We will also raise the dirt median that joins the road, to make the water shed work effectively, rather than have the large puddles that is happening currently.



Science Hill Aggregates Inc.

#5494 Line 2, RR 1
Granton, ON N0M 1V0
gravel@quadro.net

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Quotation for 48-50 Water Street South, St Marys

Obtain necessary permits and locates.

Jackhammer and remove 90 feet of existing concrete sidewalk.

Inspect gravel base below concrete, and remove if necessary.

Supply and install spec A gravel to correct elevation levels.

Form, supply and install new concrete sidewalk with normal finish.

Supply and install screened topsoil to finish grade.

Supply and install Sod for entire Boulevard.

Price will vary based on simplicity of permits and subsurface requirements.

Work will be completed as "time and material"

Price range will be between: **\$8,000 - \$14,000**

Steve Toews

Science Hill Aggregates Inc.

gravel@quadro.net

cell 519-801-0812

Pit address - #4936 - Line 10, RR 1, St.Marys, ON, N4X 1C4

pit office 519-229-6200

pit fax 519-229-6201



MINUTES
Regular Council

June 27, 2017
6:00pm
Council Chambers, Town Hall

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

Council Regrets: Councillor Van Galen

Staff Present: Brent Kittmer, CAO / Clerk
Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Grant Brouwer, Director of Building and Development
Jim Brown, Director of Finance / Treasurer
Jed Kelly, Director of Public Works
Stephanie Ische, Director of Community Services
Lisa Lawrence, Human Resources Manager
Stacey MacDonald, Early Learning Services Supervisor
Jenna McCartney, Corporate Administrative Coordinator
Mark Stone, MLS Planning Consultants

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

Resolution 2017-06-27-01

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the June 27, 2017 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None presented.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 STAFF REPORT DEV 15-2017 Site Plan Agreement 201 James Street South

Grant Brouwer spoke to DEV 15-2017 report and introduced the applicant, Adriano Paola. Mr. Brouwer and Mr. Paola responded to questions from Council.

Resolution 2017-06-27-02

Moved By Councillor Pope

Seconded By Councillor Hainer

THAT Council authorize a site plan agreement between the Town of St. Marys and Adriano Paola for Part of Block 13, Registered Plan 250, in the Town of St. Marys, and having a municipal address of 201 James Street South, St. Marys; and,

THAT By-Law 57-2017 authorizing the Mayor and the Clerk to sign a site plan agreement be approved.

CARRIED

5.2 Planning Applications - Official Plan Amendment and Zoning By-law Amendment for 825 and 895 Queen Street East, St Marys

Resolution 2017-06-27-03

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the June 27, 2017 regular Council meeting be adjourned at 6:10pm to hold a statutory public meeting as required under the Planning Act; and,

THAT a Public Meeting to consider planning applications for 825 and 895 Queen Street East, St. Marys be opened at 6:10pm.

CARRIED

Mayor Strathdee stated the following:

"The Public Meeting is being held in accordance with Sections 22 and 34 of the Planning Act, RSO 1990.

The purpose of the Public Meeting is to solicit the public's comments with respect to proposed Official Plan and Zoning By-law Amendments initiated by the owners of the two subject properties, which are located northwest of the intersection of Queen Street East and Road 120, at 825 and 895 Queen Street East, described as Part of Lot 17, Concession 19.

The subject properties are currently designated Highway Commercial according to the Town's Official Plan, with a Natural Hazards Constraint Area overlay over parts of the northern portions of each property. The subject properties are currently zoned Highway Commercial Zone (C3-H) according to the Town's Zoning By-law Z1-1997. The 'H' represents a holding provision that is applied to ensure that development takes a form compatible with adjacent land uses and that agreements are entered into following public site plan review.

The proposed Official Plan and Zoning By-law Amendments will not change the existing Official Plan land use designation or Zone that currently apply to the subject properties. The purpose and intent of the Official Plan and Zoning By-law Amendment Applications (and three related Consent to Sever Applications concurrently submitted to the Town's Committee of Adjustment) are to:

- add special policies to the Highway Commercial Official Plan designation to allow for the creation of two separate lots for each of two existing single detached residential uses
- add special provisions to the Highway Commercial Zone (C3-H) to permit the proposed residential lots and allow the existing residential uses to continue
- consolidate remaining lands into one lot

Tonight's meeting is the mandatory Public Meeting held under the Planning Act. Council may make a decision regarding this matter tonight or at some other meeting in the future. If you wish to be notified of Council's decision, please leave your name and address with our CAO/Clerk Brent Kittmer.

I will now ask Mr. Kittmer to advise how notice was given and read the responses received in reply to the notice."

Mr. Brent Kittmer stated "Notice was given by first class mail to all land owners within 120 metres (400 feet) of the subject properties, to those

agencies as prescribed by Regulation, and signs advertising tonight's meeting were posted on the properties.

In response to the circulation and posting of the notice the following correspondence was received:

1) The Upper Thames River Conservation Authority has no objection to the Applications."

Mayor Strathdee called upon Councillor Jim Craigmile to advise Council of the Planning Advisory Committee's recommendation with respect to the Applications.

Councillor Craigmile stated "The Planning Advisory Committee made the following recommendation to St. Marys Town Council at its June 5, 2017 meeting:

THAT the Planning Advisory Committee for the Separated Town of St. Marys recommends approval of Applications OP01-2017 and Z02-2017 from Margaret McMillan Baird and Bairds of Strathaven Inc. for an Official Plan Amendment and a Zoning By-law Amendment affecting Part of Lot 17, Concession 19, 825 and 895 Queen Street East, St. Marys and further that Council proceed immediately to a Public Meeting to be scheduled for June 27, 2017."

Mayor Strathdee called upon Mr. Hanly to explain the proposed Applications to the subject properties.

Dave Hanly addressed Council and provided a brief explanation of the Official Plan Amendment and the Zoning By-law Amendment applications.

Councillor Hainer asked staff if they are satisfied with the proposed access to the road.

Planner Mark Stone stated his satisfaction.

Mayor Strathdee asked that anyone in support of the application that wished to speak to step forward.

No comments from the public received.

Mayor Strathdee asked that anyone opposed to the application that wished to speak to step forward.

No comments from the public received.

Mayor Strathdee asked if there were any general comments related to the matter to step forward.

No comments from the public received.

Mayor Strathdee thanked those in attendance for their comments and stated that should Council proceed with the adoption of the Official Plan Amendment and the Zoning By-law Amendments, notice of passing will be provided as prescribed by the Planning Act and a 20-day appeal period to the Ontario Municipal Board applies.

Resolution 2017-06-27-04

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT this public meeting be adjourned at 6:25pm.; and,

THAT the June 27, 2017 regular Council meeting reconvene at 6:25pm.

CARRIED

5.3 Planning Application - Remove Holding Symbol for 201 James Street South, St Marys

Mayor Strathdee stated "The Zoning By-law Amendment is being considered in accordance with Sections 34 and 36 of the Planning Act, RSO 1990.

The purpose of the Zoning By-law Amendment is to remove two Holding Zone symbols that currently apply to the property described as Part Block 13, Registered Plan No. 250 (201 James Street South). The property is currently zoned "R5-6-H-H". The first holding provision requires that the Owner enter into a site plan agreement with the Town prior to the construction of the fourplex dwelling. The second holding provision requires that the Owner enter into a revised site plan agreement with the Town and the existing single detached dwelling be removed prior to the construction of the sixplex dwelling.

The Owner has entered into a site plan agreement with the Town (as Item 5.1 of tonight's agenda) to facilitate Phases 1 and 2 of the proposed development and is now able to request Council to adopt a Zoning By-law Amendment to remove the "H" zone symbols. If the Zoning By-law Amendment is approved by Council, the zone classification will be

“Residential Zone Five (R5-6)” and will permit the use of the property for a fourplex building and sixplex building.

As the Town’s comprehensive Zoning By-law No. Z1-1997 previously established the development standards for the property (i.e., “R5-6” standards) the typical notice, public meeting and appeal processes do not apply to a By-law to remove holding symbols."

Brent Kittmer stated "As the Mayor stated, the owner may make an application to Council once the conditions of the “H” zone symbols are satisfied. In this situation, the owner has entered into a site plan agreement with the Town.

The typical 20-day Notice and circulation process do not apply when Council is considering the removal of a Holding symbol. Council only needs to give notice to the owner of its intention to pass the amending by-law. The Notice was sent by first class mail to the owner on June 19, 2017.

While this matter is being dealt within a meeting held in public, it is part of the regular Council meeting and not a “Public Meeting” under the Planning Act and as such, Council is not required to hear submissions in support of or in opposition to the request.

The appeal process is also different. Only the owner of the subject property may appeal Council’s decision and would do so if Council refuses to adopt the Zoning By-law Amendment. The neighbours or other persons do not have the right to appeal Council’s decision."

Mayor Strathdee asked Council if there were any questions. None were asked.

5.4 Jakob Krausz for the Petition to Protect the Grand Trunk Trail from the extension of Wellington Street North

Jakob Krausz addressed Council regarding the petition to “Protect the Grand Trunk Trail from the Extension of Wellington Street North”, and responded to questions from Council.

Mayor Strathdee and Council thanked Jakob for his presentation and confirmed that staff will be following up on this situation in the near future.

Resolution 2017-06-27-05

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT the Petition to Protect the Grand Trunk Trail from the Extension of Wellington Street North be received.

CARRIED

5.5 Avon Maitland District School Board Trust - Lynette Geddes

Ms. Geddes not in attendance at this time. Council agreed to proceed with the agenda and to consider the delegation from Ms. Geddes when she arrived.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - June 13, 2017

Councillor Winter, in relation to item 5.1 from the June 13, 2017 minutes, sought clarification about the zoning opportunities for a property in the flood plain.

Brent Kittmer, Mark Stone, and Grant Brouwer presented their interpretation of the zoning by-law as it relates to properties within a flood plain.

Resolution 2017-06-27-06

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the June 13, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 Strategic Priorities Committee - June 20, 2017

Councillor Craigmile raised item 5.3 from the June 20, 2017 meeting regarding rates for the Before and After School Childcare Programs. Council agreed to defer this consideration to the Director of Community Service's monthly report.

Resolution 2017-06-27-07

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the June 20, 2017 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.5 Avon Maitland District School Board Trust - Lynette Geddes

Ms. Geddes arrived at 7:00 pm. Ms. Geddes introduced Dr. Lisa Walsh, Director of Education for the Avon Maitland District School Board, to Council.

Ms. Geddes offered replies to the questions presented in the agenda package.

Ms. Geddes stated that the likelihood of funding to add two rooms to Little Falls Public School is minimal due to its close proximity to South Perth. It is more likely for the School Board to review adjusting its boundary lines. Border changes are reported out in the Board's annual report in May of each year.

Ms. Geddes stated that the accommodation report was presented in May, and while the projections were included it still shows that Little Falls' enrollment is going to decline slightly. The speculation is that the proposed development within St. Marys will not take Little Falls Public School over capacity.

Ms. Geddes stated that border change is an administrative function that is based on the needs and capacities of the schools. The accommodation reviews have been finalized but unsure how the report will roll out.

Ms. Geddes stated that the areas current of concern are focused on Stratford and Perth East. The Board does not want to be moving kids every few years. It is looking for a longer time solution. The idea of a border adjustment is not as likely to solve the capacity issues at South Perth Centennial School.

The application for a border crossing is based on its own criteria review of an individual situation. There is no appeal process for a border crossing decision.

Councillor Craigmile identified that some residents have vocalized their concerns about purchasing homes in the Thamescrest area as their school could be changed in the near future based on border adjustments.

Ms. Geddes stated that staff prepare an accommodation report on an annual basis which is presented to the School Board Trustees in May

Ms. Geddes addressed the inquiry about administrative changes and cited that the transition of grade 7 and 8 students in the same building at the high school has been the first of its model in the district. There is currently a student movement to make all grades as one school under the same administration.

The recent review of the school bell start and end times was discussed. Ms. Janet Baird-Jackson, Superintendent of Corporate Services for Avon Maitland District School Board, stated the review was based on the 2015 Auditor General's report that required transportation integration into the school boards. The board felt that by adjusting the bell times it would create the necessary efficiencies that were being sought. It is not the school board's intent to disrupt its students with frequent changes and therefore stated that it is unlikely the school bell times will be adjusted in the near future.

Mayor Strathdee thanks Lynette Geddes and Dr. Lisa Walsh for their attendance at Council and for the informative discussion.

Resolution 2017-06-27-08

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT the Avon Maitland District School Board presentation by Trustee Lynette Geddes be received.

CARRIED

Council took a brief recess at 7:35pm.

Mayor Strathdee called the meeting back to order at 7:42pm.

7. CORRESPONDENCE

7.1 Ontario Power Generation Nuclear re: Ensuring a Safe, Permanent Solution to Manage Nuclear Waste

Resolution 2017-06-27-09

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT the correspondence from the Ontario Power Generation Nuclear regarding Ensuring Safe, Permanent Solution to Manage Nuclear Waste be received.

CARRIED

7.2 Heritage St. Marys re: Church Street Bridge Flowers

Council inquired why a heritage permit was not applied for. Discussion ensued about staff's interpretation about decoration objects being placed around Town including planter boxes and flower pots. Based on this interpretation, staff did not seek a heritage permit.

Staff confirmed that structural supports have been added to the planter boxes as a precautionary measure.

Resolution 2017-06-27-10

Moved By Councillor Osborne

Seconded By Councillor Pope

THAT the correspondence from the Heritage St. Marys Committee regarding the placement of flowers along the Church Street Bridge be received.

CARRIED

7.3 The College of Physicians and Surgeons of Ontario re: Outstanding Ontario Physician in Your Community

Resolution 2017-06-27-11

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT Council authorize a collaborative effort between staff and the hospital foundation to nominate the Happy Valley Medical Clinic for the 2018 Outstanding Ontario Physician in Your Community Award through College of Physicians and Surgeons of Ontario.

CARRIED

7.4 Town of New Tecumseth re: Ontario Carbon Tax

Resolution 2017-06-27-12

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the correspondence from the Town of New Tecumseth regarding the Ontario Carbon Tax be received.

CARRIED

7.5 John Hensel re: Tree Management Policy

Resolution 2017-06-27-13

Moved By Councillor Osborne

Seconded By Councillor Pope

THAT the correspondence from John Hensel regarding Tree Management Policy for the Town of St. Marys be received and referred to staff for the forthcoming report back on implementing a formal forestry and tree management policy for the Town.

CARRIED

8. STAFF REPORTS

8.1 Administration and Human Resources

8.1.1 CAO 26-2017 June Monthly Report (Administration & HR)

Brent Kittmer and Lisa Lawrence spoke to CAO 26-2017 report and responded to questions from Council.

Resolution 2017-06-27-14

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT CAO 26-2017 June Monthly Report (Administration and Human Resources) be received for information.

CARRIED

8.2 Corporate Services

8.2.1 COR 27-2017 June Monthly Report (Corporate Services)

Trisha McKibbin spoke to COR 27-2017 report and responded to questions from Council.

Resolution 2017-06-27-15

Moved By Councillor Pope

Seconded By Councillor Winter

THAT COR 28-2017 June Monthly Report (Corporate Services) be received for information.

CARRIED

8.3 Finance

8.3.1 FIN 14-2017 June Monthly Report (Finance Department)

Jim Brown spoke to FIN 14-2017 report and responded to questions from Council.

Resolution 2017-06-27-16

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT FIN 14-2017 June Monthly Report (Finance Department) report be received for information.

CARRIED

8.4 Fire and Emergency Services

8.4.1 FD 09-2017 June Monthly Report (Emergency Services Department)

Brent Kittmer, on behalf of Fire Chief Richard Anderson, spoke to FD 09-2017 report and responded to questions from Council.

Resolution 2017-06-27-17

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT FD 09-2017 June Monthly Report (Emergency Services) be received for information.

CARRIED

8.5 Building and Development Services

8.5.1 DEV 13-2017 June Monthly Report (Building and Development)

Grant Brouwer spoke to DEV 13-2017 report and responded to questions from Council.

Resolution 2017-06-27-18

Moved By Councillor Pope

Seconded By Councillor Osborne

The DEV 13-2017 June Monthly Report (Building and Development) be received for information

CARRIED

8.5.2 DEV 14-2017 Town of St. Marys Official Plan Review

Grant Brouwer spoke to DEV 14-2017 report and responded to questions from Council.

Resolution 2017-06-27-19

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT DEV 14-2017 Town of St. Marys Official Plan Review be received for information; and

THAT MLS Planning Consulting be retained to complete the Town's Official Plan review

CARRIED

8.5.3 DEV 16-2017 Application for Removal of Holding Symbols 201 James Street South

Grant Brouwer spoke to DEV 16-2017 report and responded to questions from Council.

Resolution 2017-06-27-20

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT DEV 16-2017 Application for Removal of Holding Symbols for 201 James Street South report be received; and,

THAT Council enact Zoning By-law Z123-2017 to remove the Holding “-H” symbols from the property known as 201 James Street South.

CARRIED

8.5.4 DEV 17-2017 Site Plan Agreement-304 James St S

Grant Brouwer spoke to DEV 17-2017 report and responded to questions from Council.

Mr. Brouwer introduced the applicants, Mr. Pan Giammanco of Cascades St. Marys and Keith McKay of Hyde Construction, and invited the applicants to speak to the site plan agreement.

Resolution 2017-06-27-21

Moved By Councillor Winter

Seconded By Councillor Osborne

That Council authorize a Site Plan Agreement between the Town of St. Marys and Norampac Inc. for lands described as Part Lot 20 Concession 17 Blanshard as in R376600 save and except Part 1, 44R3343; Perth S, in the Town of St. Marys, and having the municipal address of 304 James Street South, St. Marys; and,

THAT By-Law 56-2017 authorizing the Mayor and the Clerk to sign a site plan agreement be approved.

CARRIED

8.5.5 DEV 18-2017 Applications for Official Plan Amendment and Zoning By-law Amendment – 825 and 895 Queen Street East

Grant Brouwer spoke to DEV 18-2017 and responded to questions from Council.

Resolution 2017-06-27-22

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DEV 18-2017 Applications for Official Plan Amendment and Zoning By-law Amendment - 825 and 895 Queen Street East be received;

THAT Council approve the Official Plan Amendment and Zoning By-law Amendment Applications for 825 and 895 Queen Street East on the basis that no significant concerns are raised by the public or members of Council at the statutory public meeting; and,

THAT Council approves By-law 54-17 to adopt Official Plan Amendment No. 32; and,

THAT Council approves Zoning By-law Z124-2017 for 825 and 895 Queen Street East.

CARRIED

8.5.6 DEV 19-2017 Request for Sign By-Law Variance (Fire Department Digital Sign)

Grant Brouwer spoke to DEV 19-2017 report and responded to questions from Council.

Resolution 2017-06-27-23

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT DEV 19-2017 Request for Sign By-law Variance (Fire Department Digital Sign) report be received; and,

THAT Council approves a variance to the Town of St. Marys Sign By-Law for the Fire Department Digital Sign.

CARRIED

8.6 Community Services

8.6.1 DCS 14-2017 June Monthly Report (Community Services)

Stephanie Ische spoke to DCS 14-2017 report and responded to questions from Council.

Ms. Ische distributed a memo to Council that explained concerns brought forward to staff during the recent roll out of the before and after school program cost model.

Resolution 2017-06-27-24

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT DCS 14-2017 June Monthly Report (Community Services) be received for information.

CARRIED

Resolution 2017-06-27-25

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT Council direct Staff to review options for part time and part use rates for the Before and After School Programs, and report back at the July 25, 2017 Council meeting.

CARRIED

8.7 Public Works

8.7.1 PW 36-2017 June Monthly Report (Public Works)

Jed Kelly spoke to PW 36-2017 report and responded to questions from Council.

Councillor Osborne left the meeting at 9:15pm.

Resolution 2017-06-27-26

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT PW 36-2017 June Monthly Report (Public Works) report be received for information

CARRIED

8.7.2 PW 35-2017 Carling Street Water Configuration

Jed Kelly spoke to PW 35-2017 report and responded to questions from Council.

Resolution 2017-06-27-27

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT Report PW 35-2017 Carling Street Water Configuration be received for information; and,

THAT Council direct staff to pursue the necessary easement agreements to ensure access is maintained for operational and maintenance purposes; and,

THAT Council approve a budget variance estimated to be in the amount of \$ 7,500.00 for legal fees and survey work required to define and finalize the necessary easement agreement(s).

CARRIED

8.7.3 PW 33-2017 Award for Water Storage Engineering Services

Jed Kelly spoke to PW 33-2017 report and responded to questions from Council.

Resolution 2017-06-27-28

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT PW 33-2017 Award for Water Storage Engineering Services report be received; and,

THAT the procurement for Engineering Services be awarded to B.M. Ross and Associates Limited for the procured price of \$152,524.00, inclusive of all taxes; and,

THAT By-Law 55-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

CARRIED

8.7.4 PW 32-2017 Solid Waste Disposal Needs Environmental Assessment

Jed Kelly spoke to PW 32-2017 report and responded to questions from Council.

Resolution 2017-06-27-29

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT PW 32-2017 Solid Waste Disposal Needs Environmental Assessment report be received for information; and,

THAT Council authorize the release of the draft Solid Waste Disposal Needs Environmental Assessment report for public, agency and interested party comment which identifies the preferred alternative as expansion of the existing landfill site.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None presented.

10. NOTICES OF MOTION

10.1 Councillor Pope re: Charging of Fees for Public Parking Areas

Councillor Pope spoke to her proposed motion

Resolution 2017-06-13-30

Moved By Councillor Pope

Seconded By Councillor Hainer

THAT staff be directed to research and report on a draft by-law that would ban pay parking in all zones which encompass health, social, educational and other uses.

CARRIED

11. BY-LAWS

11.1 By-Law 54-2017 Official Plan Amendment No. 32 for 825 and 895 Queen Street East

Resolution 2017-06-27-31

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT By-Law 54-2017, being a by-law to amend the Official Plan of the Town of St. Marys for 825 and 895 Queen Street East be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

11.2 By-Law 55-2017 Authorize an Agreement with B.M. Ross and Associates Ltd.

Resolution 2017-06-27-32

Moved By Councillor Pope

Seconded By Councillor Winter

THAT By-Law 55-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with B.M. Ross and Associates Ltd. be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

11.3 By-Law 56-2017 Authorize a Sign Plan Agreement with Norampac Inc

Resolution 2017-06-27-33

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT By-Law 56-2017, being a by-law to authorize the Mayor and the Clerk to sign a site plan agreement with Norampac Inc. be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

11.4 By-Law 57-2017 Authorize a Site Plan Agreement with Adriano Paolo

Resolution 2017-06-27-34

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT By-Law 57-2017, being a by-law to authorize the Mayor and the Clerk to sign a site plan agreement with Adriano Paolo be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

11.5 Z123-2017 Remove Holding Symbol for 201 James Street South

Resolution 2017-06-27-35

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT By-Law Z123-2017, being a by-law to remove the holding symbol affect lands located on Part of Block 13, Registered Plan No. 250, 201 James Street South, be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

11.6 Z124-2017 Zoning Amendment for 825 and 895 Queen Street East

Resolution 2017-06-27-36

Moved By Councillor Winter

Seconded By Councillor Pope

THAT By-Law Z124-2017, being a by-law to amend the zoning for Part of Lot 17, Concession 19, 825 and 895 Queen Street East, be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

12. UPCOMING MEETINGS

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda.

Councillor Hainer left the meeting at 9:34pm.

Council took a brief recess at 9:34pm.

Mayor Strathdee called the meeting back to order at 9:39pm.

13. CLOSED SESSION

Resolution 2017-06-27-37

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 9:40pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(d) labour relations or employee negotiations.

CARRIED

14. RISE AND REPORT

Resolution 2017-06-27-38

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 10:05pm.

CARRIED

Mayor Strathdee reported that a closed session was held. A matter was considered dealing with employee relations. Council will now consider a resolution in regards to that matter.

Resolution 2017-06-27-39

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT Council approves the reallocation of \$3,560.95 from the 2017 Library payroll budget to the 2017 Adult Learning program payroll budget.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2017-06-27-40

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT By-Law 58-2017, being a by-law to confirm the proceedings of the June 27, 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

16. ADJOURNMENT

Resolution 2017-06-27-41

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT this regular meeting of Council adjourn at 10:06pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Special Meeting of Council

July 18, 2017
Council Chambers, Town Hall

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

Council Absent: Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk
Lisa Lawrence, Human Resources Manager

1. CALL TO ORDER

Mayor Strathdee called the meeting to order at 9:04am.

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2017-07-18-01

Moved By Councillor Pope

Seconded By Councillor Van Galen

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

CARRIED

4. CLOSED SESSION

Resolution 2017-07-18-02

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 9:05am as authorized under the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

5. RISE AND REPORT

Mayor Strathdee reported that a closed session was held regarding employee relation matters. There is nothing further to report at this time.

Resolution 2017-07-18-03

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT Council rise from closed session at 10:05am.

CARRIED

6. BY-LAW

Resolution 2017-07-18-04

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT By-law 59-2017, being a by-law to confirm the proceedings of the July 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 2017-07-18-05

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

That this special meeting of Council be adjourned at 10:06 am.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk

TOWNSHIP OF EDWARDSBURGH CARDINAL

June 26, 2017

Resolution Number: 2017 209
Moved By: [Signature]
Seconded By: [Signature]

WHEREAS the Township of Edwardsburgh Cardinal has received the staff report "Bill 7 – Property Standards Downloading", dated June 12, 2017.

AND WHEREAS Schedule 5 of Bill 7 prescribes that local municipalities shall assume enforcement responsibility for residential rental maintenance standards (O. Reg. 517/06) under the RTA on July 1, 2018;

AND WHEREAS the Ministry of Housing currently enforces residential rental maintenance standards in municipalities that do not have a property standards by-law, or that have a "partial" by-law that does not address the interior of rental buildings;

AND WHEREAS the Ministry currently receives complaints from tenants respecting residential rental maintenance standards and appoints inspectors to provide this service to municipalities on an as needed basis, for a cost-effective set fee of \$265 for each inspection or re-inspection;

AND WHEREAS the download of enforcement responsibility will require each municipality to receive written complaints from tenants, cause an inspector to make an inspection to determine whether the provincial standards have been complied with, issue work orders to landlords who have not complied with a prescribed maintenance standard, monitor compliance, investigate allegations of failure to comply, and where circumstances warrant, to prosecute landlords for non-compliance;

AND WHEREAS the Government of Ontario intends to download these responsibilities with no compensatory funding, leaving municipalities that do not currently enforce residential rental maintenance standards with the significant fiscal challenge of providing this service cost-effectively;

☐ Carried ☐ Defeated ☐ Unanimous

Mayor: _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor M. Barrett		
Councillor G. Morrell		
Councillor K. Smail		
Deputy Mayor P. Taylor		
Mayor Sayeau		
TOTAL		

TOWNSHIP OF EDWARDSBURGH CARDINAL

June 26, 2017

Resolution Number: 2017 _____

Moved By: _____

Seconded By: _____

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Edwardsburgh Cardinal calls on the Government of Ontario and the Ministry of Housing to halt the download of enforcement responsibility for residential rental maintenance standards proposed in Schedule 5 of Bill 7, in light of the significant fiscal challenge each municipality will face to provide this service to the public in a cost-effective manner;

AND FURTHER THAT a copy of this resolution be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Chris Ballard, Minister of Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, Member of Provincial Parliament in the Province of Ontario, Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and to all Ontario municipalities.



☐ Carried ☐ Defeated ☐ Unanimous

Mayor:  _____

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor M. Barrett		
Councillor G. Morrell		
Councillor K. Smail		
Deputy Mayor P. Taylor		
Mayor Sayeau		
TOTAL		



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: June 27, 2017

Resolution No. RES-1134-2017

MOVED BY:

Deputy Mayor Bill McGimpsey
Councillor Jim Wert
Councillor François Landry
Councillor Randy Douglas

☒
☐
☐
☐

SECONDED BY:

Deputy Mayor Bill McGimpsey
Councillor Jim Wert
Councillor François Landry
Councillor Randy Douglas

☐
☒
☐
☐

WHEREAS the provincial government has proposed to amend the Conservation Authorities Act'
WHEREAS the amendment will require Conservation Authority Boards to have a composition of 50% members with scientific backgrounds;
WHEREAS the amendment will restrict the ability of municipal councils to appoint board members;
BE IT RESOLVED that the Corporation of the Township of North Stormont oppose the amendment to the Conservation Authorities Act.

FOR

AGAINST

Recorded Vote:

CARRIED:

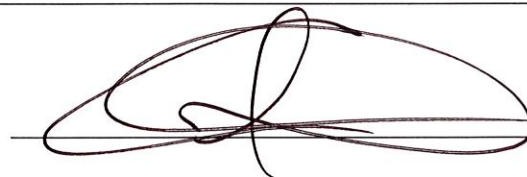

Mayor

DEFEATED:

Mayor

Declaration of Conflict of Interest:

- ☐ Disclosed His/Her/Their interest
☐ Vacated His/Her/Their Seat
☐ Deferred



CAO/CLERK



Ministry of Health and Long Term Care
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario M7A 2C4

Dear Hon. Dr. Eric Hoskins:

Re: Hillside Manor and Possible Transfer of Long-term Care Beds from the
Stratford-Perth area

Stratford City Council, during Regular Session on June 26, 2017, adopted the following resolution:

THAT Stratford City Council supports community efforts to ensure that all existing long term care beds remain in the Stratford-Perth area, including the proposed transfer of beds from Hillside Manor;

AND THAT this resolution be forwarded to the Ministry of Health and Long Term Care and to all municipalities' in the Stratford-Perth area potentially affected by this action.

Yours sincerely,

Joan Thomson
City Clerk

/ja

cc: County of Perth
cc: Town of St. Marys ✓
cc: Municipality of North Perth
cc: Township of Perth East
cc: Township of Perth South
cc: Municipality of West Perth

From: POWERS Kevin -STAKEREL [<mailto:kevin.powers@opg.com>]

Brent Kittmer, CAO/Clerk
Town of St. Marys
St. Marys, ON

July 07, 2017

Dear Brent Kittmer,

Please see the enclosed letter from two municipal leaders – Mayor Adrian Foster of Clarington, and Mayor Anne Eadie of Kincardine – urging that municipal councils across Ontario support OPG's Deep Geologic Repository, for the sake of the environment and the Great Lakes. I hope you find their letter relevant to your own municipal interests.

Best regards,
Kevin Powers
Director, Public Affairs, OPG Nuclear
Phone: (416) 592-8470
Email: Kevin.powers@opg.com



July 06, 2017

To municipal councils in Ontario,

Re: Municipal Support and Endorsement for Ontario Power Generation Proposal to Develop a Deep Geologic Repository for Low- and Intermediate-Level Radioactive Waste in Kincardine

We are writing to confirm our full support for the proposal by Ontario Power Generation (OPG) to develop a Deep Geologic Repository (DGR) at the Bruce Nuclear site. We recognize that other municipalities in Ontario may have an interest in this project.

The Municipality of Kincardine – as host community for the DGR – has reaffirmed its support for the project for more than a decade, from an agreement with OPG that council ratified in October 2004, to a resolution of support that council passed this past February 2017.

As the most recent Kincardine council resolution states, "Council has based its support on the solid scientific evidence and strong community social license for the proposal." The resolution concludes with a recommendation that the federal Minister of Environment and Climate Change "approve the project and take the necessary steps to move the project forward."

The DGR proposal has been the subject of thorough study, including extensive public consultation, hearings and scrutiny by a Joint Review Panel under the auspices of the Canadian Nuclear Safety Commission (CNSC) and the Canadian Environmental Assessment Agency (CEAA). The panel's report in 2015 leaves no doubt that the DGR is a safe and prudent way to permanently dispose of the low- and intermediate-level waste, which is currently stored on an interim basis above ground at the Bruce site.

We urge you to avail yourself of information available from OPG, the CNSC and the CEAA on the DGR's safety case. This project, supported by public review and volumes of scientific studies, deserves the support of municipal leaders and councils across Ontario, given our constituents' shared interests in obtaining safe, low-cost and clean energy, dealing responsibly with nuclear waste and protecting the environment.

We welcome any questions you may have about our evidence-based support for the DGR.

Best regards,

Anne Eadie
Mayor, Municipality of Kincardine

Adrian Foster
Mayor, Municipality of Clarington
Chair, Canadian Association of Nuclear Host Communities

July 12, 2017

To: Brent Kittmer, CAO/Clerk, Town of St. Marys

From: Fred Kuntz, Manager of Corporate Relations and Communications – Bruce County, Ontario Power Generation

Re: **OPG's proposed Deep Geologic Project – relevance to Town of St. Marys**

You advised that this matter may be on council's agenda on July 25, 2017, and requested any information that may help council to evaluate what impact the proposal would have on the Town of St. Marys.

The Deep Geologic Repository (DGR) is a proposed facility for the permanent disposal of low- and intermediate-level waste from three OPG-owned nuclear generating stations, at Bruce, Pickering and Darlington sites.

The Town of St. Mary's, like all communities in Ontario, has benefitted from nuclear energy, which is the source of 60% of the electricity in Ontario. Nuclear energy is:

- **Clean** – its generation produces zero carbon emissions.
- **Low-cost** – Nuclear energy helps to moderate consumer bills.
- **Reliable** – Nuclear energy is always available when other forms such as wind and solar are not.
- **Safe** – OPG's Candu reactors have a world-renowned record of safety excellence.

The Town of St. Marys has a stake, as do all Ontarians, in the responsible and safe disposal of nuclear waste. St. Marys is just 60 kilometres from the Great Lakes; its residents have an interest in the very long-term protection of the Great Lakes and the environment in general. In this regard, the DGR – as an environmental protection initiative – is based on 15 years of scientific research and regulatory scrutiny:

- International experts agree that, for the permanent disposal of nuclear waste, a DGR is best practice.
- OPG's DGR project has been intensively reviewed, including by a record-long federal Joint Review Panel (JRP), the most rigorous process available for an Environmental Assessment.
- After two years of public hearings in 2013-14, the JRP concluded in 2015 that:
 - The Bruce site is appropriate. The site's ideal geology, at a depth of 680 metres – deeper than the CN Tower is tall – has impermeable rock that will safely contain the waste for the very long term.
 - The lake and environment are protected. The JRP stated that, even in extreme and disruptive scenarios, the DGR would have no effect on Lake Huron; public health and safety are protected.
 - The project should proceed "now rather than later"; the sooner the better, the panel report said, as the DGR is safer in the very long term than continual storage of nuclear waste at the surface.

St. Marys municipal council may also have an interest – as might all municipal councils – in due regard for formal expressions of support by the council representing the most directly affected community.

- The Municipality of Kincardine strongly supports the DGR project. Kincardine originated the request for a solution to the waste. It is the DGR's willing host under a 2004 agreement with OPG. It has passed multiple municipal-council resolutions in favour of it, including as recently as February 2017.
- The DGR is also supported by the adjacent municipalities: the Town of Saugeen Shores and the Township of Huron-Kinloss, as well as by the higher-tier regional Bruce County government.
- The DGR is also supported by local Chambers of Commerce, the local labour council, the local regional public health unit and other local non-governmental organizations.
- All of this support is based on respect for evidence and for due process. For more than a decade, local councillors and civic leaders have immersed themselves in knowledge about the DGR, the scientific research and the safety case. Councillors attended lengthy public hearings, read the reports, asked their questions and have, by strong majorities and through multiple municipal elections, declared themselves in favour of the DGR as the best way to deal responsibly with nuclear waste – the right thing to do for future generations.

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	25 July 2017
Subject:	CAO 27-2017 July Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 27-2017 July Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO

Strategic Planning

- Draft scorecard for the strategic plan developed. This scorecard will be combined with the formal implementation plan. Plan is to prepare first draft of the implementation plan for presentation to the Strategic Priorities Committee in the second half of 2017.
- The strategic plan, the projects completed to date, and the implementation plan will be a focus of the fall Coffee with Council event.

Intergovernmental Relations

- Shared Services: No new update. The City and the County continue to work towards resolution of an outstanding matter prior to being able to execute these agreements. The CAO has contacted both parties to advise that the Town of St. Marys is positioned to move forward once both parties are prepared.
- Township of Zorra: Met with representatives of the Township of Zorra on June 22 to review a request to enter a mutual aid agreement for Fire Services. Have exchanged a draft of the proposed agreement. Continuing to finalize the agreement for presentation to Council in August / September.
- LTC Beds: Regional letter from all municipalities in the geographic County of Perth has been submitted. The Mayor will be attending a meeting of the MPP and Revera Inc. representatives on July 25, 2017.

Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete. Will be organizing a meeting of the review committee in July. The Ministry of Municipal Affairs and Housing has recommended that the Town continue to finalize their draft Code of Conduct,

but defer formal adoption until after the Province passes the associated legislation. This approach ensures that the final draft captures any possible Provincial requirements.

- Revised Community Grant Policy: 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. A meeting has been set up with the Community Foundation to pursue that alternative as directed by Council.

Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: An update on the current status of initiatives will be provided at the August Strategic Priorities Committee. Meeting with the CCAHTT will take place the week of August 7, 2017.

Land Sales

- SGD Land Sale: Shepherd Gourmet Dairy has countersigned the "option to buy" agreement for lands on Enterprise Drive. Presently the environmental assessments for the lands are underway with Phase I complete and Phase 2 in progress.
- McDonald House: Staff have been contacted by an interested purchaser, and we continue to have discussions with this individual.
- 121 Ontario Street: Council has selected a preferred buyer. Draft agreement has been negotiated and has been included on the July 25, 2017 Council agenda for approval.
- 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.
- 45 Thames Road: Arranging to place an ad in the local newspapers advising that this property is available for purchase for a residential purpose.

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.
- Police Service Delivery Review: Agreement negotiations are underway. A first draft agreement has been reviewed and sent to Town legal counsel for revisions. Revisions have been completed and will be vetted by the CAO by the week of July 31. After internal vetting the draft will be shared with the City of Stratford.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for the Library CEO.
- Currently recruiting for a full-time Public Works Coordinator, Contract Guest Services Coordinator and a full time Senior Services Coordinator.

Corporate Training

- Ongoing Facilitation of the pilot program for Service Excellence training with The Training Bank.

Staff Engagement

- Continuing staff engagement-planning activities with the STEAM Committee.

HR Systems and Processes

- Met with the Job Evaluation / Pay Equity consultant regarding the 2017 Salary Survey to discuss initial findings and timelines.
- Ongoing research into performance management best practices. Undergoing a review of the current process to identify and address areas for improvement with particular focus on the mid-year assessment.

Payroll

- InfoHR / Easy Pay: testing attendance interface with payroll system continuing
- Conducted ESS and Electronic Timesheet training session for newly hired Full-time staff
- Huron-Perth St Marys Group Benefits Consortium Meeting
- OMERS information sessions

OUTSTANDING ISSUES AND PROJECT LIST

As above.

SPENDING AND VARIANCE ANALYSIS

None to report.


REVIEWED BY

Recommended by the Department



Lisa Lawrence
Human Resources Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	25 July 2017
Subject:	CAO 28-2017 Annual Report – Perth Administrators Collaborative Team (PACT) 2016

PURPOSE

This is a common report being brought forward by all CAOs in the geographic Perth County to update their respective Council on successful shared services and joint purchasing initiatives by the Perth Administrators' Collaborative Team (PACT) in 2016.

RECOMMENDATION

THAT CAO 28-2017 Annual Report – Perth Administrators Collaborative Team (PACT) 2016 report be received for information.

BACKGROUND

In 2014, the CAOs of Perth County formalized the Perth Administrators Collaborative Team (PACT). PACT is a collaborative forum comprised of the CAOs of the City of Stratford, the County of Perth, the Town of St. Marys, and the municipalities of West Perth, North Perth, Perth East, and Perth South. The group of CAOs meet quarterly to explore shared service delivery, including joint procurement opportunities of mutual benefit. Annual reports are presented to update Councils on PACT initiatives and accomplishments.

Throughout 2016, generally municipal purchases over \$20,000 have been referred to PACT members to explore opportunities for collaborative savings opportunities. Note that opportunities for shared services and / or joint procurement are only pursued when they have mutual benefit. Therefore, some opportunities have been pursued by some partners and not others. It is not necessary for each member to participate in each purchase.

REPORT

The PACT partnership has allowed these seven municipalities to build on our history of shared service delivery and has provided greater efficiencies and / or service improvements for all partnering municipalities. PACT allows municipal partners to actively seek opportunities to work collaboratively and improve service delivery within our respective communities. We are all relatively small municipalities that are generally awarded lower levels of external funding for municipal operations. Service collaboration allows us to:

- Avoids duplication of efforts;
- Build better relationships between partners;
- Improve service delivery;
- Lower service and/or administrator costs.

Specific shared services undertaken in 2016 are as follows:

- Procurement:
 - Pick-up Trucks (County & Perth South)
 - Tandem Trucks/Snowplows (County & Perth East)
- Weed and Vegetation Management (County & Perth South)
- FiberMat Pavement Preservation (County, Perth East, West Perth, Perth South, North Perth)
- Winter Salt Supply (County, Perth East, North Perth, Stratford, St. Marys)
- Winter Salt Hauling Contract (County, Perth East, North Perth, Stratford, St. Marys)
- E-Solutions website updates (County, Perth East, West Perth, North Perth, Perth South).

Shared Services for 2017 to date are as follows:

- Pick-up Trucks (County & St. Marys)
- Hot Mix Paving (Perth East & County)
- Fibermat Pavement Preservation (County, Perth East, Perth South, West Perth)

In addition to the above, and specific to St. Marys, the following collaborative initiatives are under way in 2017:

With Perth County

- Partnered for the purchase of half ton pick-up trucks.
- Town contracted the County for centre line painting on roads.
- Winter Operations – County uses one bay at the MOC and purchases de-icing materials from the Town. The County reports back to the Town on conditions of roadways.

With Perth South:

- Partnered for the delivery of the Perth4Youth youth retention and attraction strategic plan.
- Public Works – reciprocal use of equipment and staff at no charge (i.e. grading services for Glass Street, Town vac truck deployed for use in Perth South).
- Reconstituted the Joint Economic Development Committee.

With All Municipalities:

- Partnered to deliver the Doug Griffiths speaking tour in Mitchell.
- Partnered in a regional letter and strategy regarding the loss of long term care beds in the geographic County of Perth.

Furthermore, the following service collaboration / joint purchasing ventures were already in place are ongoing:

SERVICE AREA	PROJECT(S)
Building Services	<ul style="list-style-type: none">○ Shared Building Inspector services
Clerk/Administration Services	<ul style="list-style-type: none">○ Policy, procedures, agreements, by-law sharing, research and development;○ Closed session meeting investigator (joint contract)○ <u>Municipal election</u> – joint compliance audit committee; joint candidate information session○ Joint staff training○ Perth County Leadership Training
Employee Benefits	Huron-Perth benefits consortium
Fire Services	<ul style="list-style-type: none">○ Department Administration (shared Chief and Fire Prevention Officer);○ Fire service agreements

SERVICE AREA	PROJECT(S)
	<ul style="list-style-type: none"> ○ Mutual Aid Agreement; ○ County Radio System; ○ Shared paging system; ○ Fire dispatch; ○ Mobile fire training unit; ○ Children's Fire Safety House; ○ Fire training
Library Services	Perth County Information Network
MLC	<ul style="list-style-type: none"> ○ Perth District Health Unit; ○ Social Services; ○ Emergency Medical Services; ○ Stratford-Perth Archives; ○ Stratford-Perth Museum; ○ Provincial Offences Administration
Public Works	<ul style="list-style-type: none"> ○ <u>Roads</u> – street sweeping; sidewalk plowing; roadside grass mowing; shouldering; sign testing; crack sealing; spray patching; line painting; salt and sand purchasing; joint paving and resurfacing contracts; equipment sharing; health and safety training; ○ <u>Bridges</u> – Joint RFP for OSIM Inspection ○ <u>Water</u> – water system operation services; shared water systems ○ <u>Landfill Operations</u> – annual wood chipping tender ○ <u>Waste Management</u> – household hazardous waste depot ○ <u>Fleet</u> – Joint procurement for snowplow and chassis equipment and Mobility bus tender
Recreation Services/Facilities:	Facility use agreements (Arena, Community Centre, Swimming Pool).
Shared Staff Resources:	<ul style="list-style-type: none"> ○ Economic Development Coordinator; ○ Accessibility Coordinator; ○ Human Resources Manager; ○ Planning services; ○ Drainage Superintendent; ○ By-law enforcement officer; ○ tree/weed inspector; ○ Community Emergency Management Coordinator (CEMC); ○ IT Staff (advice)
Software	<ul style="list-style-type: none"> ○ eScribe; ○ GIS
Transportation	Rideshare pilot project

For further details on municipal participants for each project, please see the attached inventory of shared service arrangements.

SUMMARY

This report is for information only to report on the joint initiatives and partnerships that have been established by the municipalities located in the geographic County of Perth.

FINANCIAL IMPLICATIONS

Economies of scale and efficiencies realized through shared service collaboration have allowed all partner municipalities to decrease costs without decreasing service levels. While savings are not tracked on a case by case basis, examples of savings can be demonstrated as follows:

- FiberMat Pavement Preservation – savings of approximately 0.15-0.20 cents per square meter by combining work/quantities. This would amount to savings in the tens of thousands of dollars;
- E-Solutions website updates – able to save up to 75% off book value for website updated by working as a group;
- Shared Staff Resources – Drainage Superintendent:
 - The five year average cost of Drainage Superintendent services purchased from an engineering firm cost Perth South \$75,534 annually.
 - At the end of 2015, Perth South and North Perth entered into a Shared Service Agreement in which North Perth hired a full time Drainage Superintendent and Perth South purchased Drainage Superintendent services 2 days per week from North Perth.
 - In 2016 the Drainage Superintendent services cost for Perth South was \$28,768.
 - This represents a savings of \$46,766 annually.

Furthermore, PACT is able to demonstrate the direct and indirect benefits of cost sharing as follows:

- Economies of scale, including better pricing due to increased purchase order size;
- Increased efficiency by eliminating staff time and resources required for a standalone municipal tender/ issuing multiple tenders for the same items;
- Joint training sessions and shared contracts produce significant savings for all participants due to cost sharing;
- Building recruitment capacity by pooling resources and building staff capacity through knowledge transfer, cross training and collaborative problem solving:
 - Sharing staff resources has enabled PACT municipal partners to hire staff they would be unable to on an individual basis;
 - Added ability to collaborate with other municipalities for technical expertise/knowledge base and purchasing power.
- Building municipal capacity through access to new resources, (e.g. facilities, information and expertise);
- Opportunity to provide new services and enhance responsiveness to new and growing citizen demands;
- Enhanced organizational flexibility, continuous improvement, value for money and ongoing evaluation of service delivery options;
- Increased ability to comply with provincial regulatory and reporting requirements and ability to respond to new externally driven mandates through cost and resource sharing.

OTHERS CONSULTED


All Perth County CAOs.

ATTACHMENTS

1. Master summary of joint initiatives.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Shared Service, Program or Facility	Lead Municipality	Partner Municipalities	Other Details
Public Works – Roads			
Street Sweeping	N/A	Perth County, Perth East, North Perth, West Perth, Wellesley,	Wellesley for Perth East; West Perth and North Perth for County, North Perth for Huron East and Howick
Sidewalk Plowing	Perth East	Perth East, Perth South	
Roadside Grass Mowing	N/A	Perth County, Perth East, Perth South, North Perth, West Perth	Lower Tier for the County
Shouldering	N/A	Perth County, Perth East, West Perth, Wellesley	Perth East for Perth South and Wellesley; West Perth rents spreader & truck from County; County may have West Perth trucks haul materials
Sign Retro-Reflectivity Testing & Inventory	Perth County	Perth County, Perth East, Perth South, West Perth, St. Marys	St. Marys has participated on occasion
Crack Sealing	Perth County	Perth County, Perth East, West Perth South	County lends crack sealing machine
Spray Patching	Perth County	Perth County, Perth East, Perth South, North Perth, West Perth	County lends spray patch machine
Line Painting	Perth County	Perth County, Perth South, North Perth	Centre line painting
Salt Purchasing	Perth County	Perth County, Perth East, Perth South, North Perth, West Perth, City of Stratford, Towns of St. Marys	
Winter Sand Purchasing	Perth County	Perth County, Perth South, West Perth	To varying degree
Joint Paving & Resurfacing Contracts	Perth County	Perth County, Perth South, North Perth	Varies from contract to contract annually
Equipment Sharing (i.e. wood chippers, graders, packers, retrievers, dump trucks, water trucks, pumps)	N/A	Perth County, Perth East, Perth South, North Perth, West Perth, St. Marys	Wide variety of sharing between partners; Perth South and St. Marys share
Public Works Employee Health & Safety Training	N/A	Perth County, Perth East, Perth South, North Perth, West Perth	
Public Works - Bridges			
Joint RFP for OSIM Inspection Services	Perth South	Perth County, North Perth, Perth South, City of Stratford	
Public Works – Water Systems			
Water System Operation Services	North Perth	North Perth, Perth East	North Perth operates Milverton & Shakespeare systems
Shared Water Systems	North Perth	North Perth, Huron East	Molesworth System
Public Works – Landfill Operations			
Wood Chipping Tender (annual)	North Perth	North Perth, West Perth	Check with North Perth
Public Works – Waste Management			
Household hazardous waste depot	City of Stratford	City of Stratford, Perth East, Perth South, St. Marys	Perth South uses Stratford and St. Marys

Public Works - Fleet			
Joint Procurement - Snowplow and Chassis Equipment	Perth East	Perth County, Perth East	
Joint Procurement - Mobility bus	City of Stratford	Perth East (through partner Knollcrest), Stratford	Joint tender for the purchase of a mobility bus (2016)
Fire Services			
Fire Department Administration	Perth East	Perth East, West Perth	Fire Administration Agreement (shared Chief, Fire Prevention Officer)
Fire Service Agreements		Perth East, Perth South, North Perth, West Perth, Huron East, St. Marys, Township of Biddulph-Blanshard	Perth East for Perth South; St. Marys for Perth South; Biddulph-Blanshard for Perth South; North Perth for West Perth (Monkton); Huron East for West Perth (Part of Hibbert);
Mutual Aid in Perth County	N/A	Perth East, Perth South, North Perth, West Perth, City of Stratford, Town of St. Marys	Share equipment and/or personnel; City of Stratford provides Fire Coordinator, North Perth provides Alternate <i>**some partners may have additional mutual aid agreements with neighbouring municipalities outside of geographic Perth County)</i>
County Radio System	Perth County	County of Perth, Perth East, Perth South, North Perth, West Perth, St. Marys	County administers but does not have radios
Shared Paging System	Perth County	County of Perth, Perth East, North Perth, West Perth, St. Marys, City of Stratford	County administers but does not have pagers;
Fire Dispatch	City of Stratford	Perth East, North Perth, West Perth, St. Marys	
Mobile Fire Training Unit		North Perth, West Perth, City of Stratford, St. Marys	
Children's Fire Safety House (demonstration trailer)	Perth County Mutual Aid	Perth County Mutual Air participants	
Fire Training	N/A	Perth East, North Perth, West Perth	Each Fire Department has its own training program but offered vacant training spots to other departments
Building Services			
Building Inspection Service	N/A	Perth South, North Perth, West Perth; St. Marys, South Huron; Howick; Huron East	Perth South and West Perth share; Perth South shares with St. Marys and South Huron; North Perth shares with Howick; West Perth Shared with North Perth and Huron East (for vacation & sick)
By-law Enforcement			
By-law Enforcement Officer	N/A	Perth East, North Perth, Mapleton	
Tree/Weed Inspector	County	Perth East, Perth South, North Perth, West Perth	Forest By-law enforced by County; Weed Inspector shared
Emergency Management			

Community Emergency Management Coordinator (CEMC)	Perth County	Perth County, Perth East, Perth South, North Perth, West Perth	CEMC Sharing Agreement with Stratford;
Emergency Management Mutual Assistance Agreement (Intra-Perth County)	Perth County	Perth County, Perth East, Perth South, North Perth, West Perth	
Emergency Management Mutual Assistance Agreements (Geographic Perth County)	Perth County	Perth County, City of Stratford, Town of St. Marys	
Emergency Management Mutual Assistance Agreements (Neighbouring and/or Other Partners)	N/A	Perth County, Perth East, North Perth, East Zorra-Tavistock; Minto; County of Leeds & Grenville	Perth County shares with Leeds & Grenville; Perth East shares with East Zorra-Tavistock; North Perth with Minto
Employee Benefits			
Huron-Perth Benefits Consortium	N/A	Huron & Perth Counties, St. Marys (and all lower tier partners)	
Library Services			
Perth County Information Network (PCIN)	N/A	Perth East, North Perth, West Perth, Stratford, St. Marys	Perth South – Agreements with Huron County Library, St. Marys and Stratford
Recreation Services and/or Facilities			
Arena – Facilities Use Agreement	N/A	Perth South, North Perth, West Perth, South Huron	West Perth shares with North Perth (Monkton) and Huron East (Seaforth);
Community Centre – Facilities Use Agreement	N/A	Perth South, South Huron	
Swimming Pool – Facilities Use Agreement	N/A	Perth South, South Huron	
Clerk/Administration Services			
Policy, Procedures, Agreements, By-law Sharing, Research and Development	N/A	Perth County, Perth East, Perth South, North Perth, West Perth, Stratford, St. Marys	e.g. Section 270 policies, Procedure By-law, Communication Plan
Closed Session Meeting Investigator – Joint Contract	North Perth	Perth County, Perth East, Perth South, North Perth, West Perth	
Municipal Election – Joint Compliance Audit Committee	N/A	Perth East, Perth South, North Perth, West Perth, Stratford, St. Marys, County of Perth	
Municipal Election – Joint Candidate Information Session	N/A	Perth East, Perth South, North Perth, West Perth, St. Marys, County of Perth	
Staff Training	N/A	Perth East, Perth South, North Perth, West Perth, Stratford, St. Marys, County of Perth	Joint training – e.g. election, closed session,
Accessible Voting	N/A	Perth East, Perth South, North Perth, West Perth, St. Marys, Stratford	

Code of Conduct & Integrity Commissioner	N/A	Perth East, Perth South, North Perth, West Perth, St. Marys, County of Perth, Stratford	
Playground procurement	N/A	North Perth, St. Marys	
Meeting Management Software – Escribe	N/A	Perth County, Perth East, North Perth, West Perth, Stratford, St. Marys	Ongoing Collaboration
Economic Development			
Economic Development Coordinator	Perth County	Perth County, Perth East, Perth South, North Perth, West Perth	Services provided varies between partners
Accessibility			
Accessibility Coordinator	Perth County	Stratford, Perth County, Perth East, Perth South, North Perth, West Perth	Contract services between Stratford and Perth County
Planning & Development Services			
Planning Services	Perth County	Perth County, Perth East, Perth South, North Perth, West Perth, St. Marys	Contract with St. Marys; Some lower tier partners contract with outside consultants for specific studies
Human Resources			
Human Resources Manager Advice (Variety of Issues)	Perth County	Perth County, Perth South, West Perth	Advice provided to partners when requested *Current County HR Manager on leave
Information Technology			
I.T. staff advice	Perth County	Perth County, North Perth	Advice provided to partners when requested
G.I.S.	Perth County	Perth County, Perth East, Perth South, North Perth, West Perth	
Shared Services – MLC			
Perth District Health Unit	Independent Board	Perth County, Stratford, St. Marys	Discussions underway for joint health unit with Huron County
Social Services	Stratford	Perth County, Stratford, St. Marys	
Emergency Medical Services	Perth County	Perth County, Stratford, St. Marys	
Stratford-Perth Archives	Perth County	Perth County, Stratford	
Stratford Perth Museum	Independent Board	Perth County, Stratford	
Provincial Offences Administration	Perth County	Perth County, Stratford, St. Marys	

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	25 July 2017
Subject:	CAO 29-2017 121 Ontario Street Agreement of Purchase and Sale

PURPOSE

The purpose of this report is to present the draft agreement of purchase and sale for 121 Ontario Street between the Town and Wildwood Homes. This report also serves as a full public disclosure of the land sale process.

RECOMMENDATION

THAT report CAO 29-2017 regarding the 121 Ontario Street agreement of purchase and sale be received; and

THAT the CAO be delegated authority to negotiate any final terms of the agreement of purchase and sale with Wildwood Homes for 121 Ontario Street; and

THAT by-law 60-2017 authorizing the Mayor and the Clerk to sign the agreement of purchase and sale be approved.

BACKGROUND

121 Ontario Street served as the Town of St. Marys Early Learning Centre (now Child Care Centre) from the late 1970s until December 2016. The property became surplus to the Town's needs when Council formally decided to relocate the Child Care Centre to the Holy Name of Mary school after negotiating a partnership with the Huron-Perth Catholic District School Board.

The process of relocating the Child Care Centre to Holy Name began on November 24, 2015, when Council directed staff to begin formal discussions with the school board. The results of these discussions were shared with Council on March 1, 2016. Staff reported that the school board had vacant space in the upper south wing of the school and had received \$483,000 in grant funds from the province to retrofit the space into child care spaces. Council also learned that the existing Town Child Care Centre located at 121 Ontario Street was in need of an estimated \$275,000 in capital repairs over the next 5 years and that the Centre was operating with a grandfathered child care license from the province. Because of the grandfathered status, the staff were concerned that this license could be withdrawn if regulatory changes occurred and there was a risk that the Town would no longer receive provincial funding for the program. The report also suggested that relocating the Child Care Centre to the Holy Name site could save the Town an approximate \$26,000/year in operating costs. [The full report can be found at the following LINK.](#)

After receiving this report on March 1, 2016 Council provided the following direction to staff:

2016-03-01-18 *THAT the Town proceed with the relocation of the Early Learning Centre to the Holy Name of Mary site; and*

THAT staff be directed to negotiate an agreement with the Huron-Perth Catholic School Board to relocate the Early Learning Centre services to Holy Name of Mary School; and

THAT staff report back on the options for selling 121 Ontario Street South as an option to fund the Town's portion of capital costs associated with the relocation, and include a discussion of the Heritage implications.

The relocation of the Child Care Centre is now complete, and the Town has been operating its programs from the Holy Name school site since January 2, 2017. The Town has secured a 20-year lease of the space from the school board. The Town's share of the project costs are in the order of \$605,000.

As resolution above indicates, divestment of the 121 Ontario Street property was viewed as one part of the strategy to fund these capital costs. Council's Strategic Priorities Committee received a report on potential future uses and the possible sale of 121 Ontario Street on October 18, 2016. This report provided Council with options to: retain the property for a Town-operated cultural centre; retain the property for a Town-delivered housing project; sell the property for a commercial use; and sell the property for a residential use. The staff report also presented a recommendation from Heritage St. Marys to place a heritage designation on the property. [The full report can be found at the following LINK.](#) The Committee's recommendations to Council are provided below. These recommendations were approved by Council on November 8, 2016:

2016-11-08-06 *THAT Council proceed with the sale of 121 Ontario Street South for a residential purpose, using an RFP process with the following stipulations:*

- *That rental units be developed, and*
- *That a certain affordable price point be achieved, and finally*
- *That the green space may be used for further residential use*

2016-11-08-08 *THAT Council not designate 121 Ontario Street at this time.*

Upon this direction, the CAO initiated the land sale process for 121 Ontario Street. Because this involved the pending disposal of municipal land, the sale process was carried out in confidential session under the exemption provided in *Municipal Act* Section 232 (2).c "a proposed or pending acquisition or disposition of land by the municipality or local board".

To initiate the sale process, the CAO developed a Request or Proposal (RFP) to solicit proposals from interested persons or companies willing to redevelop the property for a residential use that was consistent with Council's vision for the site. More specifically, the vision outlined in the first version of the RFP was that the redevelopment would provide:

- Residential units, preferably rentals, with the ability to develop on the green space that exists at the site to achieve appropriate densities for the site.
- "Attainable" price points for the residential units. This is not to be confused with "social housing" as social housing is rental housing subsidized by the government which is intended for households at or below the 30th income percentile.

"Attainable" housing is a much broader definition that encompasses all dwelling types. For rental units, the Provincial Policy Statement defines the target market for "attainable" housing as families whose total annual income falls at or below the 60th income percentile for the regional market area. According to Statistic Canada's National Household Survey (2011), the 60th income percentile for "tenant" households in Ontario is \$45,272.

Council's stipulation for "attainable" price points was an effort to advance the priorities and tactics in the Town's Strategic Plan related to ensuring there is a flexible and diversified housing market in St. Marys to attract and retain youth as well as skilled workers in the "blue

collar” sector. To make this clear in the RFP process, the Town included the following direction to interested bidders:

As a useful definition, the Town’s goal for “attainable housing” is that individuals who work in the Town and who make a “living wage” (\$16.47/hour as defined by the Perth Huron United Way) should be able to afford to live in the Town. Alternatively, the definition of attainable housing as defined by the Canada Mortgage and Housing Corporation may be used: “In Canada, housing is considered affordable if shelter costs account for less than 30 per cent of before-tax household income.

Council provided direction to release the RFP on January 10, 2017 and it closed on February 10, 2017 with a total of 6 submissions received from 5 different companies. The RFP register was as follows:

Proponent Name	Company Location
Wildwood Homes	St. Marys, ON
Pol Quality Homes Proposal #1	Stratford, ON
Pol Quality Homes Proposal #2	Stratford, ON
JDR Property Development	Stratford, ON
HeyBolt Ontario Ltd	St. Marys, ON
Escalade Property Corp	Lambeth, ON

Council met on March 2, 2017 to interview the bidders and to evaluate the RFPs that were received. The evaluation process was designed as “two envelope” whereby bidders submitted their redevelopment concept in Phase 1 of the process, and financial proposals were submitted in Phase 2 of the process after the proposed development concepts were evaluated. The concept proposals were evaluated on the basis of meeting the future objectives of the Town with the “Quality of the Development Concept” being provided with 50% of the points. The process was designed so that only shortlisted proposals would be invited to submit financial proposals, including the proposed offer price and conditions of sale. The evaluation process was also designed to ensure that price alone could not win the bidding process after scoring the development concepts as price was provided only 30% of the points in the evaluation process.

After reviewing the initial development concept submissions, Council shortlisted the proposals received from Wildwood Homes and Escalade Property Corp to move on to the submission of financial proposals. Council met on March 21, 2017 to complete the final evaluation of the Wildwood Homes and Escalade Property Corp RFP submissions. Ultimately Council decided against opening the financial proposals and rose from confidential session to provide the following direction to staff:

2017-03-21-51 *THAT the CAO be directed to cancel the RFP process for 121 Ontario Street South; and,*

THAT the CAO be directed to report back to Council at an upcoming closed session of Council regarding amending conditions of the RFP for 121 Ontario Street South.

With this direction the CAO returned the financial proposal and made various revisions to the RFP document. Council reviewed these revisions on April 11, 2017. The revisions requested by Council were to ensure a more robust and clearer articulation of the heritage preservation requirements for the property after sale. More specifically, Council established terms in the revised RFP to ensure that the original 1865 building and the 1874 addition would be incorporated into the redevelopment of the property and would not be demolished. The revisions also included the addition of language about the appropriate residential unit density for the property to ensure that the redevelopment would fit into the existing neighborhood. Council wrote terms into the RFP to stipulate that the minimum density for the

property, as identified in the Town's Official Plan, would be met considering the site specific conditions of the property (i.e. flood plan and conservation authority regulated areas). Council also added the stipulation that no more than 50 dwelling units would be approved for the redeveloped property. Finally, Council established a reserve bid of \$250,000 for the property and shifted the RFP evaluation criteria to further favour development concept over price by proving development concept with 60% of the available points.

Council approved the release of the revised RFP document on April 11, 2017. This second call for proposals closed on May 18, 2017 with only one submission from Wildwood Homes (St. Marys, ON). Council met on May 30, 2017 to interview the owners of Wildwood Homes and to review the proposed development concept for the property. In summary, the key points of the proposal received were:

- Offered price: \$300,000.
- Closing date: September 8, 2017.
- Conditions attached: All outbuildings at the site to remain.
- Redevelopment concept:
 - Renovation of the existing building into 3 – 5 rental units.
 - Construction of 3 – 4 additional standalone three-story 6 unit buildings.
 - Preservation of existing tree line on Thomas Street with an acknowledgment of redeveloping the floodplain greenspace into a landscaped common area for tenants.
- Heritage conservation: At a minimum, the original 1865 limestone building and 1874 limestone addition will be renovated into rental units.
- Density: The proposed number of units for the property ranges from 23 – 27. The density targets in the Official Plan for the property can range from 25 – 75 units depending on which target is applied (townhouse vs. low-rise apartment). The proposed development is below the minimum density target if the low-rise apartment target is applied. The matter of density will still need to be confirmed throughout the Planning approval process.

The Town's Official Plan does allow for Council to moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities and capabilities of municipal servicing systems to accommodate any increase. In this circumstance, the site is impacted both by the flood plain and the UTRCA regulation limit. Additionally, the topography of the site is not conducive to construction. These site-specific conditions will be considered during the Planning approvals for the site-specific density requirements and may affect the number of dwelling units that can be constructed at the property.

- Timeline: Planning applications for the renovation of the existing building will occur after the formal transfer of title to ownership. Actual renovation work will begin within Council's 18-month deadline, subject to Planning approvals.

NOTE: The proposal and redevelopment summary presented above is conceptual only and has not been approved. The development concept will be refined by Wildwood Homes after the property title has been transferred and after they have completed the necessary engineering and planning reviews as a part of the creation of their Planning approval applications.

After review of the Wildwood Home proposal, Council found that the proposal met the heritage conservation requirements of the sale process and that the offered price exceeded the reserve bid amount with only one condition of sale. Although the proposed density for the redevelopment of the site was found to be below the Official Plan's target for a low-rise development, the density for the property is affected by site-specific conditions and would be reviewed through the Planning approval process.

On May 30, 2017 Council provided direction to the CAO to negotiate an agreement of purchase and sale with Wildwood Homes for 121 Ontario Street. The remainder of this report provides an overview of the negotiated agreement.

REPORT

Attachment #1 to this report presents the draft agreement of purchase and sale for 121 Ontario Street. The agreement was drafted by the municipal lawyer, Strong MacDougall Oudekerk, and presented to Wildwood Homes for review. The agreement as attached can be considered substantially complete with the minor administrative terms (i.e. closing date) to be confirmed.

In addition to the standard terms and conditions of the Town's land sale agreement, the key points of 121 Ontario Street agreement are as follows:

- Purchase price: Agreed to \$300,000.
- Deadline for purchaser to examine title: August 25, 2017 at 5:00 p.m.
- Closing date: September 8, 2017 at 5:00 p.m.
- Heritage conservation:
 - Purchaser agrees to maintain and keep in good repair the portions of the building identified as historically significant (the original 1865 limestone building/gable entrance and the 1874 limestone addition).
 - Town approval is required before either of these limestone portions of the building can be demolished.
 - Town approval is required before there can be any changes to the limestone façade or roofline of the limestone portions of the building.
 - All heritage preservation stipulations and restrictions run with the land and the agreement will be registered on title to encumber the property.
- The purchaser agrees to incorporate the limestone portions of the building into the redevelopment and to redevelop the property in accordance with the development concepts submitted OR in accordance with any other redevelopment plan approved by the Town (i.e. the site plan that is approved through the Planning process).
- The purchaser is buying the lands as is, and the Town is not liable for any hazards that may exist on the property after land title is transferred.
- The Town is granted first right of refusal to purchase the property should the purchaser wish to sell the property in the future.
- The Purchaser will transfer the lands back to the Town if they are not able to commence redevelopment of the property within the 18-month timeline stipulated by the Town, so long as the Town and the Purchaser have not agreed upon an extended timeline.
- The purchase price is inclusive of the application fee for the re-zoning of the property. The site plan approval process is an additional cost to the Purchaser. The agreement of purchase and sale is conditional upon the Purchaser successfully achieving Planning approvals for the property (approved re-zoning and approved site plan agreement). If the re-zoning or the site plan approval fails, the Town agrees to buy back the property.
- There is a former easement that was registered by the Town on the property in 1971 for Park Lane. After investigation, Park Lane has never been properly opened as public road allowance. The agreement recognizes that the Town will retain Park Lane and pay for surveying and registration of the road allowance.

For clarity, in no way does the agreement of purchase and sale approve the redevelopment of the 121 Ontario Street Property. Residential redevelopment of the site will require a further zoning by-law

amendment and a site plan agreement after Wildwood Homes is in possession of the lands. Both the zoning by-law amendment and the site plan agreement processes will have to follow the prescriptive steps laid out in the Planning Act. This includes full public participation and comment. Not until after the Planning Act approvals have been received will the redevelopment be considered approved and able to proceed.

SUMMARY

Sale of the 121 Ontario Street property was pursued after the decision to relocate the Child Care Centre to the Holy Name of Mary School. The proceeds of the sale were identified as one part of the strategy to fund the estimated \$605,000 in capital costs of the Child Care Centre relocation project.

The process of selling 121 Ontario Street began in January 2017 and finished on May 30, 2017 with Council providing direction to the CAO to negotiate an agreement of purchase and sale with Wildwood Homes (St. Marys, ON). This report has presented the negotiated sales agreement as drafted by the Town's lawyer.

It is staff's recommendation that Council finalize the land sale process by authorizing the Mayor and the CAO/Clerk to sign the agreement.

The closing date for the land title transfer is September 8, 2017. Once Wildwood Homes is in possession of the lands they plan to complete the necessary work to finalize their concept for the redevelopment of the property and to apply for the Planning approvals required for their proposed residential development. The redevelopment of the property cannot proceed until the Planning approvals are received.

FINANCIAL IMPLICATIONS

The sale price of 121 Ontario Street is \$300,000. The Town has incurred costs in the process for legal review of the agreement of purchase and sale, and will pay for the registration of the agreement on title.

OTHERS CONSULTED

Ms. Tara Oudekerk, Strong MacDougall Oudekerk.

Rick Murphy, Wildwood Homes.

Strategic Plan: this initiative is supported by the following priorities, outcomes, and tactics in the Plan:

- Pillar #6 Housing: Strategic Priority for "Attainable & Mixed Use Housing"
 - Outcome: in order to get the "right demographic mix" for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.
- Pillar #6, Housing: Strategic Priority for "Prioritizing Town-owned Property Assets"
 - Tactics: Develop a short-list of essential versus non-essential Town-owned assets and make key decisions about their future; Explore options for those assets deemed non-essential (sale, lease, partnerships, etc.).

ATTACHMENTS

1. Agreement of Purchase and Sale (121 Ontario Street).

REVIEWED BY

Recommended by the CAO

A handwritten signature in black ink, appearing to read "BK", followed by a horizontal line.

Brent Kittmer
CAO / Clerk

AGREEMENT OF PURCHASE AND SALE

THIS INDENTURE dated the _____ day of July, 2017

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

hereinafter called the **VENDOR**

- and -

WILDWOOD HOMES LTD.

hereinafter called the **PURCHASER**

Offer to Purchase

1. The Purchaser, having inspected the lands and premises hereinafter described, hereby offers to purchase from the Vendor the lands and premises situated in the Town of St. Marys, located as shown on the sketch attached as Schedule "A" to this Agreement, municipally known as 121 Ontario Street South and being legally described as Lots 14 to 20, inclusive west side of Thomas Street, Lots 16 to 20, inclusive east side of Ontario Street, Registered Plan No. 235 and being Property Identification Number 53242-0048 (LT) save and except the area known as Park Lane to be retained by the Town as described in section 11 of Schedule "B" attached hereto and as shown in the plan of survey attached hereto as Schedule "C" ("Lands"), for the purchase price of

Three Hundred Thousand Dollars

(\$300,000.00)

of lawful money of Canada, to be paid by bank draft or certified cheque to the Vendor on the date of completion.

Deposit

2. The Purchaser has submitted Two Thousand Dollars (\$2,000.00) paid to the Vendor to be held pending completion or other termination of this Agreement and to be credited toward the Purchase Price on completion. No interest shall be earned, received or paid on the deposit.

Adjustments

3. Any unearned fire insurance premiums, rents, mortgage interest, realty taxes including local improvement rates and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to the Purchaser.

Free from Encumbrances

4. Provided the title to the property is good and free from all encumbrances, except as otherwise expressly provided herein, and except as to any registered easements, restrictions or covenants that run with the land, or municipal by-laws, or other governmental enactments, providing that such are complied with.

Schedules

5. The following Schedule(s) form part of this Agreement:

Schedule A – Sketch of the Property
Schedule B – Additional Terms and Conditions
Schedule C – Park Lane Plan of Survey

Property Condition

6. The Agreement is made without representation, warranty or condition with respect to the fitness for any purpose, condition, quality or quantity, zoning or lawful use of the property. The Purchaser acknowledges that it has relied entirely on its own investigations and inspections. The Purchaser will accept the property “as is” on the day of closing without regard for its state of repair, location of structures, walls, retaining walls or fences (freestanding or otherwise) and subject to all judicial, municipal or any other governmental by-laws, agreements, restrictions or orders affecting or regarding its condition or use (including deficiency, compliance requests, work and other orders), all registered or unregistered restrictions, agreements, rights of way, easements, covenants which run with the land or minor encroachments by buildings or fences on the Lands or adjoining properties or streets, all municipal and other development and sewer levies, fees, imposts and charges and all amounts added to the tax roll, in all cases regardless of whether there is compliance.

Fixtures and Chattels Excluded and Included

7. The playground equipment and all equipment and appliances that are not permanently fixed to the building are not included in the Purchase Price. All structures, including the utility sheds, on the Lands are included in the Purchase Price. Unless otherwise stated in this Agreement or any Schedule hereto, the Vendor agrees to convey all fixtures and chattels included in the Purchase Price free from all liens, encumbrances or claims affecting the said fixtures and chattels.

Title Documents

8. The Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title except as may be in the possession or control of the Vendor, unless otherwise provided herein.

Examination of Title

9. The Purchaser is to be allowed until 5:00 P.M. (local time) on **August 25, 2017** to examine the title at its own expense. If within that time any valid objection to title is made in writing to the Vendor which the Vendor is unable or unwilling to remove, remedy or satisfy and which the Purchaser will not waive, this Agreement, notwithstanding any intermediate acts or negotiations in respect of such objection shall be at an end, and all monies theretofore paid shall be returned to the Purchaser without interest or deduction, and the Vendor shall not be liable for any costs or damages. Except as to any valid objection so made within such time, and except for any objection going to the root of the title, the Purchaser shall be conclusively deemed to have accepted the Vendor's title to the property.

Completion of Transaction

10. The transaction of purchase and sale to be completed by no later than 5:00 P.M. (local time) on September 8, 2017. The Vendor may unilaterally amend the completion date on 5 calendar days written notice to the Purchaser in order to allow the Vendor to pass the necessary municipal by-laws to complete the herein transaction. Vacant possession of the property shall be given to the Purchaser on the date of completion, unless otherwise provided herein.

Time of Essence

11. This Agreement, when accepted, shall constitute a binding contract of purchase and sale between the Purchaser and Vendor and time shall, in all respects, be of the essence thereof, provided

that the time for the doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing, signed by the Vendor and the Purchaser or by their respective solicitors who are hereby expressly appointed in this regard. It is agreed that there is no condition, expressed or implied, representation, warranty, or collateral agreement affecting this Agreement or the property or supported hereby, except as expressed herein in writing.

Deed or Transfer

12. The deed or transfer shall be prepared in registerable form by the Purchaser's solicitor. The Purchaser shall pay the cost of registration and taxes of all documents. The Purchaser further undertakes and agrees, forthwith after the completion date, to provide a copy of the registered Transfer of Land to the Vendor's solicitor. This covenant shall survive the closing of the herein transaction and shall remain in full force and effect notwithstanding the transfer of title to the Property to the Purchaser.

Written Additions

13. Provided that, notwithstanding any terms or conditions outlined in the printed wording herein, any provisions written into the Agreement at the time of the signing of the Agreement by the Purchaser shall be the true terms and shall supersede the printed portion in respect of the parts affected thereby. This Agreement and its acceptance shall be read with all changes of gender or number required by the context and shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns, as the case may be.

Costs and Tender

14. The Purchaser acknowledges that he or she shall be responsible for all costs associated with the herein sale transaction. Any tender of documents or money desired hereunder may be made upon the solicitor acting for the Vendor or Purchaser, and it shall be sufficient that a Bank Draft or Certified Cheque may be tendered instead of cash.

Good and Services Tax or Harmonized Sales Tax

15. If this transaction is subject to Goods and Services Tax or Harmonized Sales Tax ("GST/HST"), then such tax shall be **in addition** to the purchase price. If this transaction is subject to GST/HST, the Purchaser shall self-assess and remit the GST/HST payable and file the prescribed form and shall indemnify the Vendor in respect of any GST/HST payable. The foregoing warranties shall not merge but shall survive the completion of the transaction. If this transaction is not subject to GST/HST, Vendor agrees to certify on or before closing that the transaction is not subject to GST/HST.

Electronic Registration

16. The Vendor and Purchaser acknowledge that this transaction will be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, c. L4, as amended. The Vendor and Purchaser further acknowledge and agree that the delivery of documents and the release thereof to the Vendor and Purchaser shall be governed by a Document Registration Agreement in the Law Society of Upper Canada's most recent standard form for such agreements and hereby authorize their respective solicitors in that regard.

Business Day

17. In the event that any date specified in this Agreement shall fall on a day other than a Business Day (defined to mean a day other than a Saturday or Sunday on which chartered banks in the Town of St. Marys, Ontario are open for the transaction of business with the public), then such date shall be deemed to be the next following Business Day.

Notice

18. Any notice or requisition required or contemplated by any provision of this Agreement which either party may desire to give to the other shall be sufficiently given to the Purchaser by personal delivery or facsimile transmission addressed to the Purchaser at:

Wildwood Homes Ltd.
590 Widder Street East
St. Marys, ON N4X 0A6

Attention: Rick Murphy

and any notice to be given to the Vendor shall be sufficiently given by personal delivery or facsimile transmission addressed to the Vendor at:

The Corporation of the Town of St. Marys
175 Queen Street East
P.O. Box 998
St. Marys, ON N4X 1B6

Attention: Clerk

and to the Vendor's Solicitors:

Strong MacDougall Oudekerk_{PC}
Suite 1214, 130 Dufferin Avenue
London, ON N6A 5R2

Attention: Tara Oudekerk
Facsimile: (519) 672-3565

and all such notices shall be effective as of the date of such personal delivery or facsimile transmission unless delivered or transmitted after 5:00 p.m. on a Business Day or on a day which is not a Business Day in which event such delivery or transmission shall be deemed to be effective on the next Business Day.

Successors and Assigns

19. The heirs, estate trustees, administrators, successors and assigns of the undersigned are bound by the terms herein.

Realtor Commission

20. The parties acknowledge and agree that the Vendor shall not be responsible for any real estate or brokerage commission or fees payable to any agent or any other person arising out of or in connection with the transaction contemplated in this Agreement.

Time for Acceptance

21. This Agreement shall be irrevocable and open for acceptance until 11:59 P.M. (local time) on the 11th day of August, 2017, after which time, if not accepted, this Agreement shall be null and void and the deposit (if any) shall be repaid to the Purchaser without interest or deduction.

IN WITNESS WHEREOF the Purchaser has duly executed this Agreement as of the date first written above.

SIGNED, SEALED & DELIVERED

WILDWOOD HOMES LTD.

Rick Murphy, Vice President
Date of Signature:

I have the authority to bind the Corporation.

ACCEPTANCE

The Vendor accepts the above Agreement.

THE CORPORATION OF THE TOWN OF ST. MARYS

Al Strathdee, Mayor
Date of Signature:

Brent Kittmer, Clerk
Date of Signature:

We have the authority to bind the Corporation.

SCHEDULE "A"
Sketch of Property

PL235



SCHEDULE “B”

Additional Terms and Conditions

Purchaser Covenant(s)

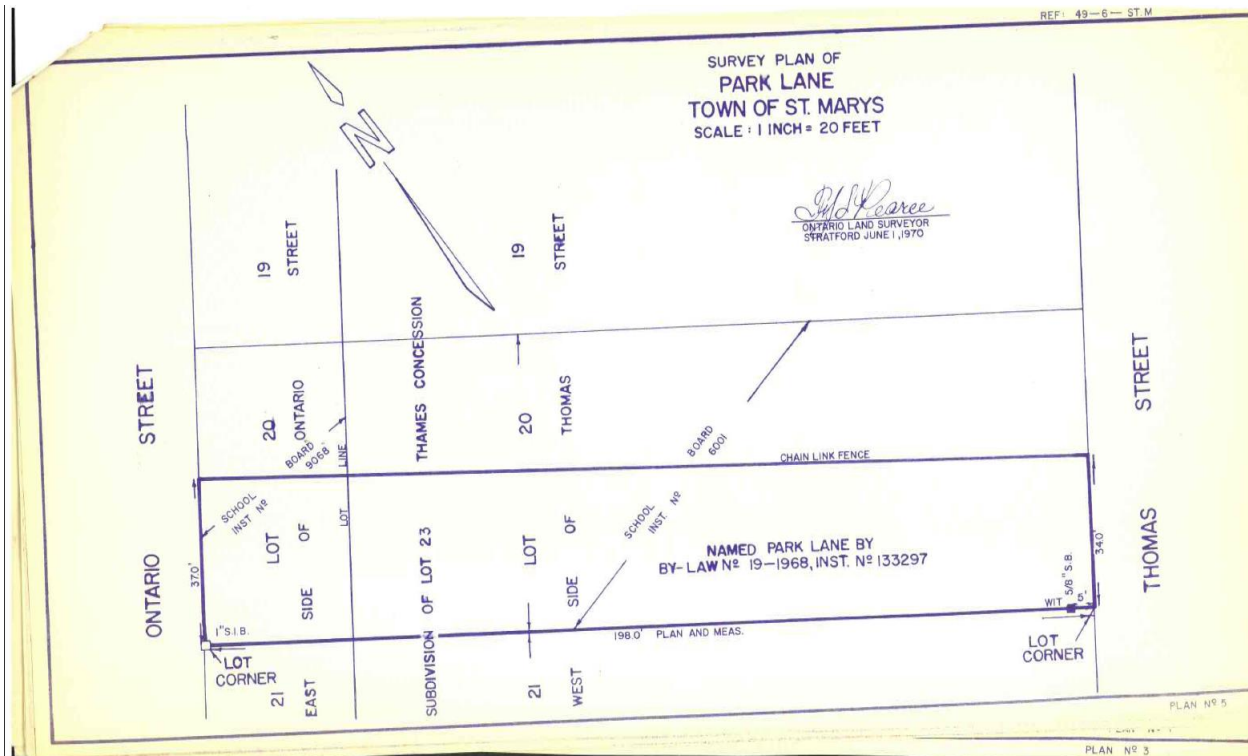
1. In this Agreement “Subject Building” shall mean the building known as West Ward School on the Lands, being a stone structure that was constructed in or around 1865 comprised of two original rooms to the north and south and the east-west gable entrance and the classroom stone addition that was constructed in or around 1874 that protrudes to the west. For clarity, the Subject Building does not include any other parts of the structure, such as the wood additions constructed in the 1970s and in 2007 at the northwest corner of the Subject Building.
2. The Purchaser covenants and agrees as follows:
 - a. To continuously maintain, repair and administer the Subject Building so as to preserve the historical integrity of features, materials, appearances and workmanship of the Subject Building;
 - b. Neither the Subject Building nor any part thereof may be removed or demolished without the prior written approval of the Vendor;
 - c. Unless prior written approval by the Vendor is obtained, no alteration, physical or structural change(s) in the colour, material or surfacing to the stone exterior or roofline of the Subject Building shall be made. For clarity, Vendor approval is not required for roof replacements, window replacements; and
 - d. These restrictions shall be covenants and restrictions running with the land, which the Purchaser, its heirs, successors and assigns covenant and agree, in the event the Lands are sold or otherwise disposed of, will be inserted in the deed or other instrument conveying or disposing of the Lands or any part of the Lands that include the Subject Building.
3. The Purchaser covenants and agrees to incorporate the Subject Building as part of the redevelopment of the Lands and to develop the Lands in accordance with the Vendor's Proposal submitted in response to RFP-ADMIN-02-2017 or such other redevelopment plan that is approved by the Vendor.
4. The structures on the Lands, including the Subject Building and utility sheds, may contain certain hazards as a result of outdated building practices or use of certain materials. The Vendor shall not be responsible for the condition of any structures being sold as part of the property being sold. The Vendor is not liable in any way for hazards, defects, or other problems with the Subject Building or any other structure on the property being sold.
5. In the case of any contemplated sale of the Subject Property or any portion thereof by the Purchaser or any successor in title thereto, first refusal as to any bona fide offer of purchase must be given to the Vendor, its successors or assigns. If the Vendor so decides to purchase, it shall notify the then owner of its willingness to buy upon the same terms within thirty (30) days of receipt of written notice of such bona fide offer. Failure of the Vendor to notify the then owner of its intention to exercise this right of first refusal within such thirty (30) day period shall free the owner to sell pursuant to the bona fide offer. The Vendor may, in its discretion, waive its right of first refusal in writing, upon written receipt of such bona fide offer. Provided, however, the lands conveyed shall be free and clear of all encumbrances, easements, restrictions or covenants except as to those originally assumed by the Purchaser from the Vendor on the herein conveyance.

6. If the Purchaser does not commence development of the Lands within eighteen (18) months from the date the Lands are transferred from the Vendor to the Purchaser as contemplated in this Agreement or such extended period of time mutually agreed to by the Vendor and the Purchaser in writing, the Purchaser shall transfer the Lands back to the Vendor for the Purchase Price of \$295,700.00. For clarity, "development of the Lands" shall be interpreted as the commencement of either the renovation of the Subject Building for residential purposes or the construction of new residential dwellings on the Lands.
7. The costs of the zoning by-law amendment in the amount of two thousand three hundred dollars (\$2,300.00) shall be credited toward the Purchase Price on completion. No interest shall be earned, received or paid on the zoning by-law amendment fee. All other fees, permits, licenses, approvals and consents shall be at the Purchaser's expense.
8. This Agreement is conditional upon the Purchaser obtaining a rezoning and site plan approval to allow for the development and redevelopment proposed by the Vendor for the Lands. Both the Purchaser and the Vendor agree to proceed in a diligent manner to acquire the rezoning and site plan approval. If the Purchaser gives notice in writing to the Vendor before the transaction of purchase and sale is completed that this condition cannot be fulfilled, this agreement shall become null and void and the deposit shall be returned to the Purchaser in full without reduction. If the Purchaser cannot obtain the rezoning or site plan approval required for the proposed development of the Lands after the transaction of purchase and sale is complete, the Purchaser shall transfer the Lands back to the Vendor for the Purchase Price of \$297,700.00.
9. The Vendor agrees to grant the Purchaser and the Purchaser's authorized representatives the right to enter the Lands for the purpose of surveying and conducting soil tests prior to the completion of this transaction. Such permission does not extend to any alteration of the lands, servicing work, removal of trees, soil, or any other activity which would alter the current state of the Lands.
10. The Purchaser shall indemnify and hold harmless the Vendor, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, direct or indirectly arising out of the development and/or redevelopment of the Lands attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Purchaser, its officers, agents, employees or other persons for whom the Purchaser is legally responsible.
11. The parties acknowledge and agree that the utility easement in favour of the Vendor registered as instrument no. R151468 on January 12, 1971, has merged in law. The parties further acknowledge and agree that said utility easement is located within an area of the Lands known as Park Lane as shown on the plan of survey dated June 1, 1970 attached hereto as Schedule "C" and that the area of the Lands known as Park Lane shall be retained by the Vendor and not included as part of the Lands being transferred to the Purchaser pursuant to this Agreement. As such, the parties agree that the Vendor shall prepare and register a reference plan for the area of the Lands known as Park Lane satisfactory to the Vendor in its sole discretion and that the area of the Lands known as Park Lane shall be subdivided from the remainder of the Lands. The area of the Lands known as Park Lane shall be retained by the Vendor and the remainder of the Lands shall be transferred to the Purchaser. If a reference plan has not been deposited on title by the completion date, the Purchaser covenants and agrees to grant an extension of the completion date until the said reference plan has been deposited on title. The costs of preparation and deposit of the reference plan shall be the responsibility of the Vendor. The Vendor reserves the right to waive this condition, in writing to be delivered to the Purchaser, at any time if the Vendor determines that it does not require the area of the Lands known as Park Lane for any reason.

These covenants shall survive the closing of the herein transaction and shall remain in full force and effect notwithstanding the transfer of title to the Property to the Purchaser.

SCHEDULE "C"

Park Lane Plan of Survey



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	25 July 2017
Subject:	COR 28-2017 July Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 28-2017 July Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Clerks Department

- Lottery Licenses – reviewing Final Reports and applications for new licenses (ongoing)
- Bylaws – reviewing Open Air Burning and Quarry Use By-laws; consulting with Attorney General and Regional Senior Justice to ensure short form wording for Part I Provincial Offences Act enforcement is approved.
- Legislation – with recent changes to several pieces of Municipal Legislation including Bill 68, Modernizing Ontario's Municipal Legislation Act; Bill 181 Municipal Elections Act Modernization Act staff are reviewing implications, requirements and determining a course of action for the municipality.

Corporate Communications

- Corporate Communications Strategy
 - Staff will present the implementation plan to Council in August
- Media Relations
 - Sent out 6 media releases between mid-June and mid-July
 - Resulted in 40 solicited news stories
- Social Media (since June 15):
 - Facebook:
 - 75 new page likes; 82 new page followers
 - Best performing paid post: Canada Day event post (\$100 over 38 days). Ad reached almost 9,000 users and resulted in 892 engagements (248 photo clicks, 171 link clicks, 15 page likes, 7 comments and 98 shares)
 - Best performing non-paid post: Shared narcity blog post about the Quarry. Post reached almost 8,500 users and resulted in 147 engagements (626 post clicks, 81 likes, 7 loves, 4 comments, 55 shares)
 - Twitter (since June 15):
 - 36 new followers
 - Best performing tweet: Photog of BX93 and parade participants posting before Quarry Cliff Jump Parade. Post reached 2,701 users and resulted in 307 engagements.
- Promotional & Promotional Campaigns
 - Future Solid Waste Disposal Needs Environmental Assessment Draft Report, Wellington Street Bridge, Municipal Holiday Hours, St. Marys Quarry (cliff jump re-

opening, kick-off party, BX 93 participation), Online registration for summer swimming lessons, Seniors Month, Severe weather safety tips, Warner and Jones St. reconstruction, Street light globe replacement, Landscape gateway feature

- Publications
 - 2017 Fall & Winter Programs and Services Guide
 - Will be submitted to printers week of July 17; on track for distribution online, at Town facilities and via newspaper insert late-July/early August.

Events

- Canada 150
 - All vendors, vendors and activities were well attended and successful.
 - Peak time saw 1,500+ people in Cadzow Park
- Heritage Festival
 - All vendors, vendors and activities were well attended and successful.
 - 40 vendors lined the streets – the highest number ever.
 - Festivalgoers stayed on the street until after 4:00p.m., much longer than in past years.
 - Off the wagon Players Canada 150-themed play was a success – auditorium was at full capacity.
 - BIA's inaugural community picnic was well attended.
 - Attendee and vendor feedback now being collected through two separate online surveys.

Information Technology

- 39 support tickets closed
- Implemented and testing backup servers
- Finalizing City Wide FMW (Finance Software) installation
- Continuing rollout of computer replacements
- Purchased additional phone extensions for current needs as well as in preparation for emergency response situations.

Geographic Information Systems (GIS)

- 76 Locates for June up 21% from last June
- 13 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

Economic Development

- Partnership Development
 - A joint Economic Development Meeting was held with Perth South. Discussion focused on potential partnerships including: Youth Engagement & Retention, hosting a joint Business Networking Breakfast in the fall, collaborating with Perth County municipalities and Stratford to host speakers, marketing opportunities to highlight local food, and ideas for Rural Economic Development (RED) funding. The next Joint Economic Development Meeting will occur in August 2017.
 - Conestoga College Career Services: met with Eva Skuza, Career & Work Coach / Employer Liaison to discuss how to collaborate. Ms. Skuza will be added to the Economic Development Contact List and will be contributing to the St. Marys Business Update Newsletters.
 - Business Directory & Available Lands & Buildings Database Meeting: All Perth County municipalities and the County of Perth met to discuss developing a joint Business Directory and Available Lands & Buildings module for our respective websites.

- Met with the Joani Gerber, the new CAO of investStratford to discuss collaboration and areas in common.
- Economic Development staff from Stratford, Perth County, Perth County municipalities, and Town of St. Marys met to discuss priorities, areas in common, and potential partnerships.
- Represented St. Marys at the Community Futures Development Corporation (CFDC) Annual General Meeting.
- Labour Force
 - Perth4Youth Project: Two youth-focused workshops addressing preliminary results of survey distributed through the Perth4Youth Project: Generational Differences (July 20) and Personality Dimensions (August 1). Workshops are free and open to youth 13-21.
 - Attended the launch of Summer Company; a program that provides grants for students between the ages of 15 and 29 and returning to school to start and operate their own business for the summer. This program is available to students in Stratford, St. Marys and Perth County.
 - Skills Advance Ontario Project: attended second meeting which focused on reviewing the draft curriculum and discussing how to advertise the program.
- Business Attraction, Retention & Expansion
 - Developing the St. Marys Business Tool Kit. This publication will provide information on key issues affecting all businesses, contact information, the message that St. Marys Staff is here to help and that the Economic Development Division is the “one stop” for inquiries.
 - Working with Perth South and the Stratford Perth Centre for Business on co-hosting a Business Networking Breakfast for fall 2017.
- Downtown St. Marys
 - Facilitated the second BIA Strategic Planning Session with Vicki Lass, Agriculture and Rural Economic Development Advisor Huron & Perth. This session focused on understanding strengths, weaknesses, opportunities and threats.
- Sector and Issue-Specific Projects
 - Tourism:
 - Met with Friends of the Library (FOL) to work out the details of developing a Tourism Hub for the Library; the FOL representatives confirmed that this would be a good addition to the Library.
 - Completed a first draft of the Stories of the Stonetown publication for review by stakeholders.

VIA Services

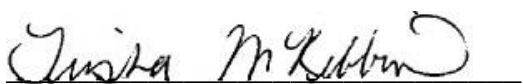
- Staff met with Megan Roberts, VIA Rail Canada Trainer, to review the St. Marys VIA Services Standard Operating Procedures (SOP) Manual to ensure that we are in line with VIA Rail Canada policies and procedures.

SPENDING AND VARIANCE ANALYSIS

Nothing to report at this time.

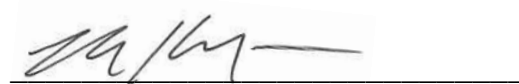
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services / Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Date of Meeting:	25 July 2017
Subject:	COR 29-2017 Bill 68 – Modernizing Ontario’s Municipal Legislation Act

PURPOSE

The purpose of this report is to provide Council with an outline of the changes to the *Municipal Act*, *Municipal Conflict of Interest Act* and the *Municipal Elections Act* as a result of Bill 68, *The Modernizing Ontario’s Municipal Legislation Act*.

RECOMMENDATION

THAT COR 29-2017 Report on Bill 68 – *Modernizing Ontario’s Municipal Legislation Act* report be received;

THAT staff be directed to research and provide recommendations related to new mandatory policies as set by the *Modernizing Municipal Legislation Act*; and

THAT staff be directed to review existing policies related to section 270 of the *Municipal Act, 2001* and provide recommendations for amendments and revisions; and

THAT staff be directed to partner with municipalities in the County of Perth on a joint RFP to secure an Integrity Commissioner for the Town of St. Marys.

BACKGROUND

In November of 2016 the government introduced Bill 68, the *Modernizing Ontario’s Municipal Legislation Act*, which introduced a series of reforms to the *Municipal Act*, *Municipal Conflict of Interest Act* and the *Municipal Elections Act*, and several other pieces of municipally-relevant legislation.

On May 30, 2017 Bill 68 received Royal Assent.

REPORT

This report contains information regarding Bill 68 with respect to the amendments to policies, meetings of council and powers of Integrity Commissioners.

Meetings of Council

The definition of a meeting is expanded to include:

- 1) A quorum of members
- 2) If those present discuss issues that “materially advances” the business or decision making of the Council, Local Board or Committee.

The discretionary authority to use electronic methods for meetings was retained but it was clarified that anyone participating electronically cannot participate in a closed meeting item. This is in addition

to the provision that a person participating electronically cannot count for quorum. The Procedure Bylaw will need to consider the use of electronic meetings and will require amending where needed.

Composition and Term of Council

Following the municipal election in 2018 and every second election thereafter, Council must review the number of members that represent each local municipality. If the Council does not make a change to its composition, the Minister may do so by regulation.

The 2018-2022 term of council will commence December 1, 2018 and end on November 14, 2022; thereafter the term of council will commence on November 15th in the year of the election.

Code of Conduct

- Codes of conduct for members of council and certain local boards would now be mandatory, rather than optional.
- The Minister would have regulation-making authority to prescribe subject matters required to be included in a code of conduct.

Integrity Commissioner

Council will be required to appoint an Integrity Commissioner or make arrangement for all of the responsibilities to be provided by an Integrity Commissioner of another municipality.

Integrity Commissioners would have new powers to conduct inquiries about whether members have contravened the *Municipal Conflict of Interest Act (MCIA)*.

- An elector or a person demonstrably acting in the public interest could apply to the Commissioner for an inquiry (this is a change from “any person” which was proposed in the Bill when it was introduced).
- Upon completion of an inquiry, a Commissioner could decide to bring the matter to court.
- Costs of applying to a judge would be paid by the relevant municipality or local board.
- As is currently the case, it would be up to the judge to decide whether the member has contravened the MCIA.

Staff is currently working with the Clerk’s from the lower and upper tier municipalities in Perth County on a joint Request for Proposal for Integrity Commissioner Services.

Municipal Conflict of Interest Act

The *Municipal Conflict of Interest Act* is amended to require a member of Council to file a written statement after the member has disclosed a pecuniary interest. The Town will be required to maintain a registry of statements filed and declarations recorded.

The amendments also provided a broader range of penalties for contraventions to the *Municipal Conflict of Interest Act*. These include:

- Reprimand the member or former member
- Suspend the remuneration paid to the member for a period of up to 90 days;
- Declare the member’s seat vacant
- Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order
- If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party’s identity is not readily ascertainable, to the municipality or local board, as the case may be.

Financial Sustainability

Bill 68 broadens the investment powers of the municipality, and enables investment according to the Prudent Investor Standard.

The updated legislation will also shorten the length of time a municipality has to wait to initiate a tax sale of a property to two years

Policies

Bill 68 also states that Councils will need to adopt and maintain policies on:

- Codes of Conduct (effective date to be determined and there is a related Ministerial regulation that is to identify the subject matters for Codes of Conduct for councils and local boards). Under the current legislation this is an option, not a requirement.
- protection and enhancement of tree canopy and natural vegetation in the municipality (effective date to be determined by Lieutenant Governor)
- pregnancy and parental leaves of council members (effective date to be determined)
- Council-Municipal employee relations (effective date to be determined).

SUMMARY

In November of 2016 the government introduced Bill 68, the *Modernizing Ontario's Municipal Legislation Act*, which introduced a series of reforms to the *Municipal Act*, *Municipal Conflict of Interest Act* and the *Municipal Elections Act*, and several other pieces of municipally-relevant legislation. On May 30, 2017 Bill 68 received Royal Assent. This report contains information regarding Bill 68 an implication for the municipality with respect to the amendments to policies, meetings of council and powers of an Integrity Commissioners.

FINANCIAL IMPLICATIONS

Further information on the specific costs of procuring and appointing an Integrity Commissioner will be provided to Council once that information has been confirmed.

OTHERS CONSULTED

None

ATTACHMENTS

None

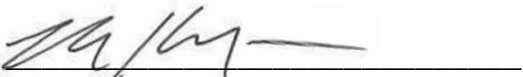
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services/Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Date of Meeting:	25 July 2017
Subject:	COR 30-2017 Appointment of Deputy Division Registrars

PURPOSE

The purpose of this By-law is to fulfill the requirements of *The Vital Statistics Act*, R.S.O. 1990, c.V.4 by appointing Deputy Division Registrars for the Town of St. Marys.

RECOMMENDATION

THAT COR 30-2017 Appointment of Deputy Division Registrar report be received; and,

THAT Council approve Bylaw 61-2017 being a By-law to appoint Deputy Division Registrars for the Municipality of the Town of St. Marys.

BACKGROUND

The *Vital Statistics Act*, Chap. V.4, R.S.O., 1990, states that the Registrar General shall direct a uniform system of registration of births, marriages, deaths, still-births, adoptions, divorces and changes of name in Ontario. The Clerk of every municipality is, by virtue of office, division registrar of the registration division formed by the municipality unless the Lieutenant Governor in Council appoints some other person as a division registrar in his or her stead. Currently for the Town, this authority solely lies with the Clerk / CAO.

REPORT

In order to enable the Clerk to delegate those duties as assigned to him as Division Registrar to other staff, to assist with duties and to ensure the continuity of business, it is recommended that Council appoint Lori Jackson, Leslee Stacey and Trisha McKibbin as Deputy Division Registrars for the municipality.

Once a bylaw has been passed appointing the Deputy Division Registrars a request for approval, which includes a letter and copy of the bylaw, will be sought from the Registrar General for official appointment.

SUMMARY

CAO / Clerk Brent Kittmer is currently the Division Registrar for the Town of St. Marys. To assist with duties and to ensure business continuity, it is recommended that Deputy Division Registrars be appointed by municipal bylaw and that approval for these appointments be sought from the Registrar General.

FINANCIAL IMPLICATIONS

None

OTHERS CONSULTED

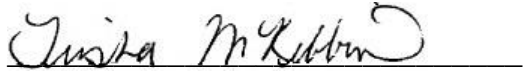
Jed Kelly, Director of Public Works
Jim Brown, Director of Finance

ATTACHMENTS

None

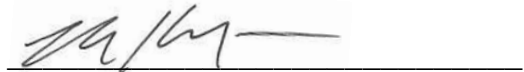
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services / Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jenna McCartney, Corporate Administrative Coordinator
Date of Meeting:	25 July 2017
Subject:	COR 31-2017 Accessible Websites and Web Content

PURPOSE

The purpose of this report is to provide Council with the Accessibility for Ontarians with Disabilities Act (AODA) requirements for providing publically available video of Council proceedings, and to present several options to Council to consider as it relates to making Council proceedings publically available.

RECOMMENDATION

THAT COR 31-2017 Accessible Websites and Web Content report be received; and,

THAT the Town perform a test pilot on livestreaming services for Council meetings for a three month trial period at no charge with a report back from staff for Council to determine its next steps.

BACKGROUND

At the February 13, 2017 Accessibility Advisory Committee regular meeting, the Committee discussed the recent situation that occurred in the City of London where City Council made a decision to remove all archived video footage from their municipal website and their YouTube channel. This decision was based on an interpretation of the *Accessibility for Ontarians with Disabilities Act* (AODA) that the City was not in compliance with the AODA because they did not offer captioning of their video content.

Town staff informed the Town of St. Marys Accessibility Advisory Committee (AAC) that it was staff's interpretation of the AODA that posting video content of council proceedings on the municipality's website or the municipality's YouTube channel without captioning would be in violation of the AODA Ontario Regulation 191/11. As such the municipality would not be posting new video footage to either site until staff had determined if alternative solutions for posting the information existed.

The minutes of the AAC meeting were included in the March 21, 2017 regular Council meeting agenda package. Through discussion, Council raised concerns around the obligation of Council to be an open and transparent government and requested that staff report on the requirements of the accessibility legislation. This report provides the legislative requirements for Council's information, and several options for proceeding.

REPORT

Past Process Related to Video Recording of Council Proceedings

- Mid 2012 Town staff had procured meeting management software to aid in the development of Council meeting agendas

- Summer of 2014 Town staff were recording Council and Committee of the Whole proceedings for archival purposes
- Early 2015 Town staff was uploading Council and Committee of the Whole meeting proceedings on the Town of St. Marys YouTube channel. At the same time a few Council meetings were livestreamed.

Current Process Related to Video Recording of Council Proceedings

Early in 2015 the Town lost control of the Town's YouTube channel and worked directly with Google to restore control. This did not happen until mid-2016 after the Town's new website was launched. During this period, staff continued to record and archive proceedings of Council and the Strategic Priorities Committee. However, staff have not uploaded any new video to the Town's website due to an interpretation of the requirements of the AODA as requiring caption of these videos before they can be posted.

To staff's knowledge there has not been an external request to view archived Council proceedings.

Legislation

The *Accessibility for Ontarians with Disabilities Act* (AODA) came into force in 2005. Ontario Regulation 191/11, Integrated Accessibility Standards, came into force in 2011. The legislation under O. Reg. 191/11 includes four Parts;

- PART I General
- PART II Information and Communications Standards (includes regulation of websites)
- PART III Employment Standards
- PART IV Transportation Standards
 - PART IV sub-parts; Design of Public Spaces Standards, and Customer Service Standards

Section 14, sub-section 2, 4 and 5 of the AODA speaks specifically to accessibility and internet websites. It requires:

14.2 Designated public sector organizations and large organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.

14.4 Designated public sector organizations and large organizations for their internet websites shall meet the requirements of this section in accordance with the following schedule:

- 1. By January 1, 2014, new internet websites and web content on those sites must conform with WCAG 2.0 Level A.*
- 2. By January 1, 2021, all internet websites and web content must conform with WCAG 2.0 Level AA, other than,*
 - i. success criteria 1.2.4 Captions (Live), and*
 - ii. success criteria 1.2.5 Audio Descriptions (Pre-recorded).*

14.5 Except where meeting the requirement is not practicable, this section applies,

- a. to websites and web content, including web-based applications, that an organization controls directly or through a contractual relationship that allows for modification of the product, and*
- b. to web content published on a website after January 1, 2012.*

At present, the Town must meet WCAG 2.0 (Level A). For time-based media this requires:

- **Guideline 1.2.1 Audio-only and Video-only (prerecorded)**

Prerecorded audio-only must include an alternative that presents equivalent information

Prerecorded video-only must include an alternative for time-based media or an audio track.

- **Guideline 1.2.2 Captions (Prerecorded)**

Captions are provided for all prerecorded audio content, except when the media is a media alternative for text and is clearly labeled as such.

- **Guideline 1.2.3 Audio Description or Media Alternative (Prerecorded)**

An alternative is provided, except when the media is a media alternative for text and is clearly labeled as such.

By 2021, the Town will have to meet WCAG 2.0 (Level AA). This requires:

- **Guideline 1.2.4 Captions (Live)**

Captions are provided for all live audio video content

- **Guideline 1.2.5 Audio Description (Prerecorded)**

Audio description is provided for all prerecorded video content

Response from the Accessibility Directorate of Ontario (ADO)

Town staff have consulted the ADO regarding staff's interpretation of the legislation. The response was:

"... a municipality needs to provide captions for any video posted on its new or significantly refreshed website which is not live, and this would include pre-recorded council proceedings."

Legislation : What This Means to St. Marys

The Town of St. Marys is deemed a public sector organization within the province of Ontario. As a result of the website redesign in 2016 the municipality was required to ensure that the website and all web content published on the website after January 1, 2012 conform to WCAG 2.0 Level A standards.

"Website content" is defined as all textual, visual, or aural content that is encountered as part of the user experience on websites. It may include – among other things – text, images, sounds, videos, and animations.

This means that all agendas, minutes, forms, posters, plans and reports that are posted to the Town's website must be created in accessible format. This also means that all videos stored on a website owned or operated by the municipality must be captioned. These websites include the TownofStMarys.com and [YouTube.com/User/TownofStMarys](https://www.youtube.com/user/TownofStMarys)

"Captions" are defined as synchronized visual or text alternative for both speech and non-speech audio information needed to understand the media content.

If the municipality solely livestreamed Council proceedings through YouTube or similar platform, it would not need to provide captioning in order to be compliant with O. Reg. 191/11 at this time. However, it must be noted that this does not preclude the possibility of an Ontario Human Rights Code claim.

Alternatives to Consider for Captioning

YouTube

The YouTube platform offers a captioning feature at no charge. In principle, the offer is promising. In practice, it yields many errors contributed by the clarity of specific words, the audibility of the spoken words, as well as the speaker's distinctive mode of pronunciation. A number of tests were conducted on other municipalities' archived videos that had utilized YouTube's free captioning

service; using two minute clips of video up to nine (9) errors were evident. The result of these errors could significantly impact the intent of the message to the listener.

Captioning Services

There are providers that offer captioning services. The cost of service ranges from \$4.00 to \$9.00 CAD per minute of captioned content. When contacted by staff, the Canadian Hearing Society provided an estimate of \$7.00 to \$9.00 CAD per minute, exclusive of taxes. An estimate of Council and Strategic Priorities Committee content collected in one year the cost of captioning could range \$20,000.00 to \$45,000.00.

Options for Council to Consider

Option #1

Maintain status quo: Council may choose to continue with recording Council and Committee proceedings for internal purposes and not post videos to the website. Copies could be provided to any member of the public that requests to view a meeting (including accommodated versions upon request). This option does not support a heightened level of transparency of Council although it does ensure compliance with the accessibility legislation related to captioning.

Option #2

Return to past practices: Council may choose to direct staff to publish recorded Council and Committee proceedings without captions. Based on the information provided by the ADO this option is in direct violation of the AODA. The Province of Ontario through the Accessibility Directorate of Ontario requires all public sector organizations in Ontario to submit a compliance report by December 31, 2017. The report includes twenty (20) questions focused on determining if the organization is meeting the accessibility requirements. The Town is presented with the question "Other than the requirements cited in the above questions, is your organization complying with all other requirements in effect under the Integrated Accessibility Standards Regulation?" Based on the opinion of the ADO, if the organization publishes video files on the website or on the municipality's YouTube channel without captioning, and because the municipality has updated its website since 2012, it must respond in the negative. It is unknown the consequences of answering in the negative.

If Council chooses to proceed with this option, procedures could be put in place that direct people to contact the Clerk's Department if they require the video file in an alternative format, and the Town would provide the necessary accommodation. By instituting this option, the municipality would still be in violation of the legislation, however, it would be making an attempt to assist those that self-identify with requiring an accommodation.

There are no immediate financial implications to the municipality if this option is chosen although there is the possibility of a Human Rights complaint. Another risk is that a fine could be imposed by the Province of Ontario through the Accessibility Directorate of Ontario for non-compliance of the legislation. The penalty for a corporation is \$100,000.00.

Option #3

Secure captioning services: Council may choose to direct staff to procure captioning services from a third party for any video files that will be archived on the municipality's website or uploaded to the Town's YouTube page by the municipality.

The cost for this service ranges \$20,000.00 to \$45,000.00 per annum.

Option #4

YouTube captioning: Select captioning services at no charge through the YouTube channel although the accuracy of this option is severely impeded. There are no financial implications if this option is chosen.

Option #5a

Livestreaming through a public platform such as YouTube or Facebook Live: Upon initial inspection it appears that the majority of the required hardware is available to implement this option. The likelihood of livestreaming and recording Council proceedings is minimal without a significant investment to the Town's current recording infrastructure. This would mean the municipality would not have archived video of Council proceedings. Policies would need to be put in place related to the process for recording open and closed session proceedings. There is a possibility that additional staff would have to attend Council meetings to implement logistics while ensuring a flawless presentation to the end user. The associated costs for this could range between \$4,000-\$7,000 annually.

Additional hardware to the existing desktop computer would be required at an approximate cost of \$500.

Option #5b

Livestreaming through eSCRIBE: Livestreaming through the Town's current agenda software program is ideal as it links the video with the placement of the agenda and the minutes. The end user will be able to access specific agenda items or minute items with the exact placement of the video without having to manually scan the full video. Municipalities such as Lambton County, City of Kitchener, City of London and the City of St. Catharines utilize integrated Council Agenda, Minutes and Video Software. This option will be tested in fall 2017 for three months at no cost to the municipality. The cost to annually implement this option is \$8,000 plus applicable taxes which includes encoding hardware (excluding cameras and microphones).

eSCRIBE has confirmed that the software will directly livestream Council proceedings while recording the content to be archived for internal purposes.

This option does not tackle the lack of captioning for the archived recordings and therefore, the recordings would not be archived to the Town's website without approval from Council due to the imposed violation of legislation.

SUMMARY

Council and staff have been striving to achieve increased openness and transparency of Council proceedings by providing archived video footage on the municipality's website and YouTube channel. It would appear that the legislation related to accessibility limits these advances unless the Town is prepared to assume a large annual cost. This is an unfortunate situation because the intent of the accessibility legislation is to broaden access to all persons, however the requirement for captioning is becoming a financial barrier that is limiting access to local government. Many municipalities are struggling to come up with a feasible solution that meets the requirements of the AODA and the pending legislation surrounding transparency of local governments.

Until such time as the accessibility legislation is more concise and there is less interpretation between the letter of the law and the intent of the law, Council is forced to make an interpretation of the law as it relates to captioning requirements.

FINANCIAL IMPLICATIONS

There are no immediate financial implications for Option 1 or 2. However, there is a possibility that a Human Rights complaint could be filed and the ruling could result in the municipality having to caption all or some of the Council proceedings. The other risk is a fine could be imposed by the Province of Ontario through the Accessibility Directorate of Ontario for non-compliance of the legislation. The penalty for a corporation is \$100,000.00.

The financial implication of Option 3 could range \$20,000.00 to \$45,000.00, depending on the length of each proceeding and the number of proceedings that Council decides to record and caption. Other municipalities that have undertaken captioning of their video files offer comments that the captioning services can be completed with 24 – 48 hours following a meeting resulting in the opportunity to upload the video file to the municipality's website 1-3 days following the meeting.

There is no financial implication of Option 4, however the captioning service offered through YouTube has been found to be less than adequate and staff cannot recommend that Council proceed with this option.

Option 5a would involve a financial implication of at least \$500 plus staff time to implement.

Option 5b would cost \$8,000 annually. There is a possibility that as more modules are added to the eSCRIBE agreement, a discount could be provided.

Staff is not in a position to recommend to Council to proceed with any option that is not in full compliance with legislation. As a result, it is staff's recommendation that the Town try the livestreaming services for the three month trial period at no charge and then determine its next steps.

OTHERS CONSULTED

Accessibility Directorate of Ontario
Information Privacy Commissioner
Mike Kuttschrutter, Network Administrator

ATTACHMENTS

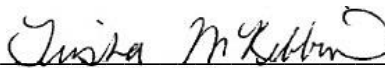
None

REVIEWED BY

Recommended by the Department



Jenna McCartney
Corporate Administrative Coordinator



Trisha McKibbin
Director of Corporate Services/Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Finance

Date of Meeting: 25 July 2017

Subject: FIN 15-2017 July Monthly Report (Finance Department)

RECOMMENDATION

THAT FIN 15-2017 July Monthly Report (Finance Department) be received for information.

DEPARTMENTAL HIGHLIGHTS

- Budgeting software supplier was on site to provide training to users
- Integrated Max Galaxy online transactions into Keystone Financial reporting
- Auditors on site to finalize yearend audit testing

OUTSTANDING ISSUES AND PROJECT LIST

- Final tax bills to be issued next month
- Completion of financial report and FIR
- Development charges
- Fees and charges by-law

SPENDING AND VARIANCE ANALYSIS

July 10, 2017 Capital Status Report attached

June 30, 2017 Interim Financial Report attached

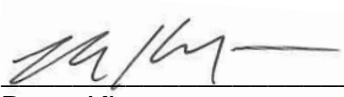
REVIEWED BY

Recommended by the Department



Name
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Town of St. Marys
Capital and Special Projects 2017
July 10, 2017**

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9001- FINANCE BUDGET SOFTWARE	14,246	14,246	35,000	(20,754)	x	x	x	x	x		
9050- IT (MATERIALS)	9,703	9,703	15,000	(5,297)	x	x	x	x	x		
9051- BACKUP SERVER REPLACE	25,516	25,516	29,000	(3,484)	x	x	x	x	x	x	Completed
9120- FACILITIES (ENERGY UPGRADES)	33,295	33,295	30,000	3,295							
9123- CADZOW PLAYGROUND	-	-	150,000	(150,000)	x	x	x	x	x	x	Completed
9124- CEMETERY OFFICE PAINT INT/EXT	-	-	10,000	(10,000)	x						
9125- FIRE HALL DIGITAL SIGN	-	-	15,000	(15,000)	x	x	x	x	x	x	Completed
9126- FIRE HALL WINDOW REPLACE	-	-	10,000	(10,000)							Removed from Budget
9127- LIBRARY STEPS (CHURCH ST)	-	-	35,000	(35,000)	x	x	x	x	x		work complete, need to replace the handrail
9128- LIND SPORTSPLEX ROOF REPLACE	-	-	98,000	(98,000)	x	x	x	x			to be completedmid September
9129- MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)	x	x					
9130- MUSEUM BARN PAINTING	9,972	9,972	10,000	(28)	x	x	x	x	x	x	Completed
9131- MUSEUM SOFFIT/FASIA/GINGER	14,857	14,857	10,000	4,857	x	x	x	x	x	x	Completed
9132- OLD WATER TOWER UPGRADES	1,142	1,142	75,000	(73,858)	x	x	x	x	x		
9133- PRC BANQUET HALL SOUND SYS	-	-	32,000	(32,000)	x						On hold, tender came double of budget, going to better access the needs
9134- PRC TRACTOR SNOWBLOWER	14,704	14,704	15,000	(296)	x	x	x	x	x	x	Completed
9135- GUEST SERVICES DESK REBUILD	-	-	20,000	(20,000)							Removed from Budget
9136- PRC POOL GROUTING	-	-	30,000	(30,000)	x	x	x	x			
9137- TOWN HALL SIGN	-	-	10,000	(10,000)	x	x	x	x	x	x	Completed
9138- TH EXT WASHROOM DOOR	-	-	15,000	(15,000)	x						
9139- TH WINDOW REPLACE	-	-	15,000	(15,000)	x	x	x	x	x		
9140- REPOINT STONE WALLS	-	-	43,000	(43,000)	x						
9141- VIA SOFFIT REPAIRS.PAINT	-	-	15,000	(15,000)	x	x	x	x	x	x	Completed
9213- FIRE SCBA BREATHING APP	-	-	225,000	(225,000)	x						Working on the RFP now. Should be ready for the end of June.
9314- ANNUAL SIDEWALK/CURBING PROGRAM	679	679	70,000	(69,321)	x						
9318- ST. MARIA ST./WELLINGTON RECONST	(1,272)	(1,272)	98,000	(99,272)	x	x					
9320- BRIDGE WELLINGTON ST.	45,876	45,876	2,238,000	(2,192,124)	x	x	x	x	x		July 2nd start date - Ongoing
9327- WARNER / JONES CONSTR	(95,126)	33,696	922,000	(888,304)	x	x	x	x	x		June 26th start date - Ongoing
9329- EMILY ST RECONSTRUCTION	527,652	759,187	2,280,000	(1,520,813)	x	x	x	x	x		On Schedule completion Fall 2017
9330- ST GEORGE ST N. RECONSTRUCT	-	-	49,000	(49,000)	x	x	x	x	x		to be included with water reservoir work
9331- WELLINGTON ST S (PARK TO QUEEN)	-	-	49,000	(49,000)	x						
9332- VARIOUS SIDEWALKS (PTIF FUNDED)	-	-	136,000	(136,000)	x	x					Pending Funding Agreement to Council June 2017
9350- REFURBISH R10 VACTOR	-	-	30,000	(30,000)	x	x	x	x			Scheduled with org vendor after 2017 flushing program completed
9351- REPLACE L10 PICKUP	30,221	30,221	28,000	2,221	x	x	x	x	x	x	Delivery Date - ETA - June 15th, 2017
9352- REPLACE J10 BACKHOE	-	-	50,000	(50,000)	x	x	x	x	x		At vendor authorized refurbish JCB service centre Started June 12th, 2017
9353- R30 PAVEMASTER	18,749	18,749	30,000	(11,251)	x	x	x	x	x	x	
9354- SMALL TOOL REPLACEMENTS	9,394	9,394	6,000	3,394	x	x	x	x	x	x	water wagon replacement
9355- J-50 DUAL WHEELS	-	-	6,000	(6,000)	x	x	x	x	x	x	
9356- PAVEMENT EDGER	8,141	8,141	8,000	141	x	x	x	x	x	x	Delivery June 2017
9357- T-60 SANDER APPLICATOR	-	-	5,000	(5,000)	x						
9358- DECORATIVE POLE REFURB	-	-	25,000	(25,000)	x	x	x	x	x	x	ongoing at time of report
9359- GATEWAY LANDSCAPE FEATURES	4,212	4,212	50,000	(45,788)	x	x	x	x	x		ongoing at time of report - 1 componet pending delivery
9390- ANNUAL RESURFACE PROGRAM	-	-	120,000	(120,000)	x						
9391- CONCRETE GRINDING	84,244	84,244	120,000	(35,756)	x	x	x	x	x	x	Completed
9411- SEWAGE TREATMENT PLANT	2,649	2,649	230,000	(227,351)	x						Awaiting CWWF Grant Award
9413- LANDFILL EPA & IMPROVE	18,056	18,056	310,000	(291,944)	x	x	x	x	x		EA Submission July 2017
9414- SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)	x	x	x	x	x		spot repairs Emily St, Warner - Jones as required
9415- BIOSOLIDS LOADING PUMP	13,241	13,241	190,000	(176,759)	x	x	x	x	x		Awaiting Pump delivery from manufacture - Start Date July 26th
9416- WWTP EMERGENCY STANDBY POWER	-	-	307,000	(307,000)	x						Awaiting CWWF Grant Award
9417- EMERGENCY POWER 728 QUEEN ST E	-	-	70,000	(70,000)	x						Awaiting CWWF Grant Award
9421- STORMWATER MGMT/WATERCOURSE IMPROVE	-	-	126,000	(126,000)	x						Awaiting Funding Decision UTRCA Reserves

Town of St. Marys
Capital and Special Projects 2017
July 10, 2017

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9435- ADD'L WATER STORAGE	-	-	215,000	(215,000)	x	x	x	x	x		Tender Award June 2017
9740- LIBRARY (MATERIALS)	40,090	40,090	58,000	(17,910)	x	x	x	x	x		Books purchased throughout year
			8,808,000								
2016 CARRYFORWARD PROJECTS				-							
9040- MOC COUNTER	8,181	8,181	15,000	(6,819)	x	x	x	x	x	x	Completed
9112- TOWNHALL AIR HANDLERS	3,826	3,826	653	3,173	x	x	x	x	x	x	Completed
9116- FACILITIES THALL (BELL TOWER)	17,884	17,884	25,416	(7,532)	x	x	x	x	x	x	Completed
9212- ELC RELOCATION	20,784	24,521	368,987	(344,466)	x	x	x	x	x		
9310- ROAD EQUIPMENT	268,013	268,013	267,129	884	x	x	x	x	x	x	2017 Freightliner single axle 4 wheel drive
9319- GLASS ST EXTENSION	33,155	33,155	76,000	(42,845)	x	x	x	x	x	x	
9710- QUARRY CLIFF DIVE	5,289	5,289	78,202	(72,913)	x	x	x	x	x	x	
9713- REC MASTER PLAN	31,582	31,582	64,000	(32,418)	x	x	x	x	x		
9743- LIBRARY STUDY	(3,600)	-	1,508	(1,508)	x	x	x	x	x	x	
2017 ADDITIONAL PROJECTS											
9210- FIRE SMALL EQUIPMENT	5,866	5,866	-	5,866	x	x	x	x	x	x	Purchase of the Rapid Deployment Craft has been made.
9333- GENERATOR WATER BOOSTER PUMP JAMES ST S	(7,535)	8,003	-	8,003	x						Industry will provide funds in advance of project start
9334- DOWNTOWN STREET LIGHT GLOBES	(6,505)	25,537	-	25,537	x	x	x	x	x		\$32,000 deposit received in advance from BIA
	1,207,181.32	1,622,454.76	9,704,895								

Town of St. Marys Interim Financial Statement Combined Tax Levy and Self Funded Six Months Ended June 30, 2017	2016 Actual June 30 YTD	2017				
		Budget		Actual	Variance (Fav) Unfav	
		Annual	June 30 YTD			
DONATIONS	(58,853)	(45,000)	(23,012)	(27,728)	(4,716)	
FEES/SERVICE CHARGES	(593,487)	(925,054)	(544,406)	(588,686)	(44,280) (1)	
GRANTS	(572,061)	(1,164,013)	(559,199)	(573,386)	(14,187)	
INTERNAL REVENUE	(210,763)	(670,759)	(208,017)	(232,270)	(24,253)	
INVESTMENT INCOME	(43,535)	(89,000)	(40,000)	(42,497)	(2,497)	
LANDFILL & DIVERSION REVENUE	(184,910)	(387,075)	(160,663)	(155,146)	5,517	
PROGRAM REVENUE	(488,275)	(1,022,250)	(491,219)	(540,866)	(49,647) (2)	
RENT ICE	(197,721)	(453,200)	(187,453)	(187,845)	(392)	
RENT/LEASES	(58,622)	(106,500)	(58,549)	(60,468)	(1,919)	
REVENUE FROM MUNICIPALITIES	(368,498)	(800,000)	(372,274)	(298,796)	73,478 (2)	
SALE OF LAND, EQUIPMENT	(50,354)	0	0	(8,850)	(8,850)	
SALES	(97,181)	(213,250)	(101,248)	(116,466)	(15,218)	
TAXATION	(11,287,451)	(11,667,514)	(7,266,500)	(7,299,178)	(32,678)	
WATER & SEWER BILLING REVENUE	(1,325,950)	(3,115,800)	(1,037,650)	(1,093,982)	(56,332) (3)	
TOTAL REVENUE	(15,537,660)	(20,659,415)	(11,050,190)	(11,226,164)	(175,974)	
ADVERTISING, MARKETING & PROMOTION	44,877	115,800	40,723	52,081	11,358	
ASSESSMENT SERVICES (MPAC)	45,339	91,475	45,738	45,738	(0)	
COMMUNICATIONS	46,036	129,500	48,693	52,849	4,156	
COMPUTER SOFTWARE	33,323	58,300	35,823	39,896	4,073	
CONFERENCES, SEMINARS, TRAINING	30,342	115,804	40,715	46,995	6,280	
CONTRACTED SERVICES	1,233,873	2,797,861	1,229,840	1,235,134	5,294	
DEBENTURE PAYMENT	731,427	1,428,893	749,384	730,525	(18,859)	
ENGINEERING FEES	43,040	86,500	52,303	33,157	(19,146)	
FOOD COSTS	75,399	185,500	71,979	79,599	7,620	
FUEL/OIL	47,424	111,200	41,689	52,748	11,059	
INSURANCE	5,310	282,903	240,319	237,728	(2,591)	
INTERNAL CHARGES	210,763	672,759	219,443	234,191	14,748	
MATERIALS & SERVICES	206,738	499,414	200,100	214,282	14,182	
OPP CONTRACT	574,539	1,155,089	480,000	479,948	(52)	
OTHER TRANSFERS	495,282	1,070,673	611,413	599,109	(12,304)	
PAYROLL COSTS	594,456	1,338,667	651,385	616,469	(34,916)	
PROFESSIONAL FEES	52,358	174,200	39,169	31,670	(7,499)	
PROGRAM EXPENSE	39,197	216,306	66,514	61,290	(5,224)	
RECYCLING CONTRACT	82,333	172,500	84,943	82,333	(2,610)	
REPAIRS & MAINTENANCE	190,783	442,800	168,671	174,950	6,279	
SALARIES/WAGES	2,248,639	5,389,141	2,369,459	2,361,946	(7,513)	
SAND/SALT	91,386	215,000	107,391	111,860	4,469	
SUPPLIES	145,397	262,275	92,035	88,842	(3,193)	
TAXATION EXPENSE	33,222	220,000	59,858	55,536	(4,322)	
UTILITIES	362,642	993,130	360,769	354,150	(6,619)	
TOTAL EXPENSE	7,664,122	18,225,690	8,108,356	8,073,025	(35,330)	
NET (REVENUE) EXPENSE	(7,873,538)	(2,433,725)	(2,941,835)	(3,153,139)	(211,304)	
NET TRANSFER OPERATING RESERVES	2,475,355	2,433,725	2,297,311	2,287,223	(10,088)	
NET TRANSFER TO (FROM) RESERVE	2,475,355	2,433,725	2,297,311	2,287,223	(10,088)	
TOTAL	(5,398,183)	-	(644,524)	(865,916)	(221,392)	
Notes:						
(1) includes unbudgeted sale proceeds of landfill compactor \$22K, minor variance and zoning application revenue \$13K higher than budget						
(2) in 2017 additional GL accounts were open to track childcare revenue sources, has caused a shift in parent vs municipal revenue classification						
(3) budgeted \$38K of wastewater fee reduction, plant closure has eliminated the need						

Town of St. Marys Interim Financial Statement Tax Levy Funded Six Months Ended June 30, 2017	2016	2017			
	Actual June 30 YTD	Budget		Actual June 30 YTD	Variance (Fav)
					Unfav
		Annual			
DONATIONS	(58,853)	(45,000)	(23,012)	(27,728)	(4,716)
FEES/SERVICE CHARGES	(578,359)	(905,434)	(536,578)	(557,991)	(21,413)
GRANTS	(572,061)	(1,126,461)	(559,199)	(573,386)	(14,187)
INTERNAL REVENUE	(210,763)	(543,039)	(208,017)	(232,270)	(24,253)
INVESTMENT INCOME	(43,535)	(89,000)	(40,000)	(42,497)	(2,497)
LANDFILL & DIVERSION REVENUE	(7,372)	(15,075)	(8,124)	(7,469)	655
PROGRAM REVENUE	(488,275)	(1,022,250)	(491,219)	(540,866)	(49,647)
RENT ICE	(197,721)	(453,200)	(187,453)	(187,845)	(392)
RENT/LEASES	(58,622)	(106,500)	(58,549)	(60,468)	(1,919)
REVENUE FROM MUNICIPALITIES	(368,498)	(800,000)	(372,274)	(298,796)	73,478
SALE OF LAND, EQUIPMENT	(50,354)	-	-	(8,850)	(8,850)
SALES	(97,181)	(213,250)	(101,248)	(116,466)	(15,218)
TAXATION	(11,287,451)	(11,667,514)	(7,266,500)	(7,299,178)	(32,678)
WATER & SEWER BILLING REVENUE	(19,412)	(44,800)	(20,956)	(17,270)	3,686
TOTAL REVENUE	(14,038,456)	(17,031,523)	(9,873,129)	(9,971,079)	(97,950)
ADVERTISING, MARKETING & PROMOTION	44,313	111,300	39,725	51,661	11,936
ASSESSMENT SERVICES (MPAC)	45,339	91,475	45,738	45,738	(0)
COMMUNICATIONS	46,036	127,500	48,027	52,849	4,822
COMPUTER SOFTWARE	33,323	58,300	35,823	39,896	4,073
CONFERENCES, SEMINARS, TRAINING	29,252	107,804	36,418	45,464	9,046
CONTRACTED SERVICES	655,872	1,533,705	668,315	669,180	865
DEBENTURE PAYMENT	431,690	893,554	431,367	431,690	323
ENGINEERING FEES	3,252	16,000	6,859	0	(6,859)
FOOD COSTS	75,399	185,500	71,979	79,599	7,620
FUEL/OIL	40,544	102,200	36,628	47,495	10,867
INSURANCE	5,227	257,423	214,839	211,771	(3,068)
INTERNAL CHARGES	169,638	552,430	194,308	221,143	26,835
MATERIALS & SERVICES	185,278	396,714	167,350	182,256	14,906
OPP CONTRACT	574,539	1,155,089	480,000	479,948	(52)
OTHER TRANSFERS	495,282	1,070,673	611,413	599,109	(12,304)
PAYROLL COSTS	555,352	1,245,194	608,433	581,290	(27,143)
PROFESSIONAL FEES	47,270	171,200	37,836	31,670	(6,166)
PROGRAM EXPENSE	39,197	216,306	66,514	61,290	(5,224)
RECYCLING CONTRACT	82,333	172,500	84,943	82,333	(2,610)
REPAIRS & MAINTENANCE	183,308	393,800	156,477	173,051	16,574
SALARIES/WAGES	2,117,101	5,055,346	2,226,411	2,235,129	8,718
SAND/SALT	91,386	215,000	107,391	111,860	4,469
SUPPLIES	79,183	197,025	76,185	86,576	10,391
TAXATION EXPENSE	33,222	220,000	59,858	55,536	(4,322)
UTILITIES	234,235	619,030	227,179	212,086	(15,093)
TOTAL EXPENSE	6,297,569	15,165,068	6,740,016	6,788,620	48,604
NET (REVENUE) EXPENSE	(7,740,887)	(1,866,455)	(3,133,114)	(3,182,460)	(49,346)
NET TRANSFER OPERATING RESERVES	1,914,571	1,866,455	1,831,413	1,821,325	(10,088)
NET TRANSFER TO (FROM) RESERVE	1,914,571	1,866,455	1,831,413	1,821,325	(10,088)
TOTAL	(5,826,315)	-	(1,301,701)	(1,361,135)	(59,434)

Town of St. Marys Interim Financial Statement Self Funded (Water, Wastewater & Landfill) Six Months Ended June 30, 2017	2016	2017			
	Actual June 30 YTD	Budget		Actual	Variance (Fav)
		Annual	June 30 YTD		Unfav
FEES/SERVICE CHARGES	(15,128)	(19,620)	(7,828)	(30,695)	(22,867) (1)
GRANTS	-	(37,552)	-	-	-
INTERNAL REVENUE	-	(127,720)	-	-	-
LANDFILL & DIVERSION REVENUE	(177,539)	(372,000)	(152,539)	(147,677)	4,862
WATER & SEWER BILLING REVENUE	(1,306,538)	(3,071,000)	(1,016,694)	(1,076,712)	(60,018)
TOTAL REVENUE	(1,499,204)	(3,627,892)	(1,177,061)	(1,255,084)	(78,023)
ADVERTISING, MARKETING & PROMOTION	564	4,500	998	420	(578)
COMMUNICATIONS	-	2,000	666	-	(666)
CONFERENCES, SEMINARS, TRAINING	1,090	8,000	4,297	1,531	(2,766)
CONTRACTED SERVICES	578,000	1,264,156	561,525	565,953	4,428
DEBENTURE PAYMENT	299,737	535,339	318,017	298,835	(19,182)
ENGINEERING FEES	39,788	70,500	45,444	33,157	(12,287)
FUEL/OIL	6,880	9,000	5,061	5,253	192
INSURANCE	83	25,480	25,480	25,957	477
INTERNAL CHARGES	41,125	120,329	25,135	13,048	(12,087)
MATERIALS & SERVICES	21,459	102,700	32,750	32,026	(724)
PAYROLL COSTS	39,104	93,473	42,952	35,179	(7,773)
PROFESSIONAL FEES	5,088	3,000	1,333	0	(1,333)
REPAIRS & MAINTENANCE	7,475	49,000	12,194	1,899	(10,295)
SALARIES/WAGES	131,538	333,795	143,048	126,817	(16,231)
SUPPLIES	66,214	65,250	15,850	2,267	(13,583)
UTILITIES	128,407	374,100	133,590	142,064	8,474
TOTAL EXPENSE	1,366,553	3,060,622	1,368,340	1,284,405	(83,935)
NET (REVENUE) EXPENSE	(132,651)	(567,270)	191,279	29,321	(161,958)
NET TRANSFER OPERATING RESERVES	560,784	567,270	465,898	465,898	-
NET TRANSFER TO (FROM) RESERVE	560,784	567,270	465,898	465,898	-
TOTAL	428,133	-	657,177	495,219	(161,958)

Town of St. Marys Interim Financial Report Six Months Ended June 30, 2017	2016	2017			
	Actual June 30 YTD	Budget		Actual	Variance (Fav) Unfav
		Annual	June 30 YTD		
1010 TAXATION (OWN PURPOSES)	(11,256,904)	(11,448,639)	(7,209,238)	(7,245,880)	(36,642)
1100 MEMBERS OF COUNCIL	61,031	131,429	63,558	60,577	(2,981)
1200 ADMINISTRATION	144,278	501,087	211,626	203,625	(8,001)
1250 FINANCE	208,596	416,102	190,905	187,972	(2,933)
1300 CORPORATE	1,435,878	1,109,772	1,468,487	1,459,588	(8,899)
1400 INFORMATION TECHNOLOGY	109,665	225,312	93,748	109,545	15,797
1500 HUMAN RESOURCES & BENEFITS ADMIN	101,427	275,036	110,725	110,846	121
1900 FACILITIES ADMINISTRATION	61,628	109,602	50,895	38,152	(12,743)
1910 FACILITIES TOWN HALL 175 QUEEN ST	32,136	50,500	26,967	23,030	(3,937)
1950 FACILITIES VIA RAIL 5 JAMES ST	892	15,904	9,843	11,208	1,365
1960 FACILITIES MOC BLDG 408 JAMES ST	40,749	102,094	46,961	39,753	(7,208)
1970 FACILITIES QUARRY PH 6 ST. MARIA	-	1,200	396	-	(396)
1980 FACILITIES CADZOW PH BLDG 219 PARK ST.	448	6,100	4,284	6,907	2,623
1985 FACILITIES LAWN BOWLING BLDG	1,173	9,363	1,604	510	(1,094)
2100 FIRE	94,536	306,687	118,835	107,723	(11,112)
2120 FACILITIES FIRE BLDG 172 JAMES ST	5,097	13,747	8,457	4,828	(3,629)
2200 POLICE	572,029	1,159,289	481,523	479,107	(2,416)
2205 RIDE PROGRAM	(4,071)	-	(3,902)	(3,903)	(1)
2300 CONSERVATION AUTHORITY	-	94,454	94,454	94,454	-
2400 ANIMAL CONTROL	1,460	4,000	(32)	964	996
2410 BUILDING DEPARTMENT	14,672	32,454	8,259	(3,196)	(11,455)
2420 PROPERTY STANDARDS/BYLAW ENFORCEMENT	11,663	28,809	13,364	11,321	(2,043)
2500 EMERGENCY MEASURES	-	500	168	-	(168)
2900 PROVINCIAL OFFENCES ACT	-	(20,000)	(6,666)	-	6,666
3100 PUBLIC WORKS ADMIN	189,923	413,632	227,618	254,594	26,976
3102 INTER DEPARTMENTAL	3,470	5,000	3,484	3,203	(281)
3105 CROSSING GUARDS	24,770	25,809	22,968	24,292	1,324
3110 BRIDGES & CULVERTS	1,719	16,277	7,427	2,065	(5,362)
3120 GRASS MOWING & WEED CONTROL	2,983	21,133	5,397	5,186	(211)
3140 DITCHING	2,118	16,941	8,961	2,815	(6,146)
3150 RESURFACING/PATCHING	34,753	186,990	55,765	26,367	(29,398)
3155 STREET CLEANING	21,727	63,798	29,431	46,508	17,077
3160 TRAFFIC CONTROL	24,064	65,007	28,752	24,397	(4,355)
3165 SIDEWALK SUMMER MAINTENANCE	1,266	29,134	1,392	551	(841)
3200 SNOW PLOWING & REMOVAL	98,896	141,784	95,433	80,505	(14,928)
3210 SANDING & SALTING	30,931	165,798	67,647	94,690	27,043
3220 SIDEWALK WINTER MAINTENANCE	27,852	51,245	26,574	25,932	(642)
3230 WINTER WORKS MAINTENANCE	1,515	1,000	659	2,883	2,224
3400 STREET LIGHTING	34,900	115,000	42,887	44,190	1,303
3500 TRANSIT (MOBILITY BUS)	55,567	-	45,127	55,879	10,752
3700 VIA RAIL ADMINISTRATION	10,417	13,726	6,470	5,704	(766)
3800 FLEET	30,976	-	(86,334)	(43,203)	43,131
4100 WASTEWATER TREATMENT	(77,457)	-	178,966	107,716	(71,250)
4110 WASTEWATER COLLECTION	59,614	-	60,823	56,946	(3,877)
4200 STORM SEWERS	6,877	43,984	16,253	21,714	5,461
4300 WATERMAINS & SERVICES	55,543	-	62,600	55,840	(6,760)
4310 WATER-STORAGE/SUPPLY (TOWER)	44	-	1,483	-	(1,483)
4320 HYDRANT MAINT & INSPECTION	1,456	-	249	-	(249)
4330 WATER WELLS & ADMIN	260,768	-	248,417	227,452	(20,965)
4331 WATER PROTECTION	63,854	-	18,333	20,865	2,532
4400 WASTE COLLECTION	(215,310)	(29,346)	(211,246)	(200,451)	10,795
4450 LEAF & YARD WASTE	11,960	52,080	11,205	10,329	(876)
4500 RECYCLING	88,294	172,421	87,267	83,223	(4,044)
4600 LANDFILL SITE OPERATIONS	64,309	-	86,306	26,400	(59,906)
4900 RETIREES BENEFITS	11,147	21,916	12,374	7,448	(4,926)

Town of St. Marys Interim Financial Report Six Months Ended June 30, 2017	2016	2017				
	Actual June 30 YTD	Budget		Actual	Variance (Fav) Unfav	
		Annual	June 30 YTD			
5100 PUBLIC HEALTH SERVICES	80,073	138,928	75,780	88,409	12,629	
5200 GRANTS TO HOSPITALS	50,000	50,000	50,000	50,000	-	
5300 AMBULANCE SERVICES	279,636	553,107	286,169	279,637	(6,532)	
5400 CEMETERY	22,275	107,603	33,686	40,332	6,646	
5420 FACILITIES CEMETERY 150 CAIN ST	1,555	5,300	3,441	2,478	(963)	
6100 GENERAL ASSISTANCE	45,393	149,935	68,247	45,393	(22,854)	
6105 SOCIAL HOUSING	200,115	391,826	202,098	200,115	(1,983)	
6200 SPRUCE LODGE	32,875	101,547	38,269	32,875	(5,394)	
6210 FRIENDSHIP CENTRE	(9,399)	23,072	(14,763)	(26,540)	(11,777)	
6220 HOME SUPPORT	4,888	3,450	6,111	5,664	(447)	
6221 HOME SUPPORT MEALS ON WHEELS	(4,699)	1,500	(2,770)	(1,110)	1,660	
6222 HOME SUPPORT WHEELS TO MEALS	(876)	-	233	(405)	(638)	
6223 HOME SUPPORT TRANSPORTATION	(2,442)	-	720	(1,009)	(1,729)	
6224 FALLS PREVENTION	(15,563)	-	(4,129)	(10,633)	(6,504)	
6225 HOME SUPPORT GENERAL	18,800	34,804	9,604	9,654	50	
6226 HOME SUPPORT FOOTCARE PROGRAM	(713)	(2,000)	(825)	(725)	100	
6229 SUPPORTIVE HOUSING	(2)	-	1,341	1,343	2	
6300 DAYCARE	(80,750)	103,828	(13,363)	20,874	34,237	
6309 CHILDCARE - SHARED SERVICES	48,417	79,469	38,051	48,418	10,367	
6320 FACILITIES DAYCARE 121 ONTARIO ST	23,953	20,768	12,910	13,028	118	
7100 RECREATION ADMINISTRATION	178,439	356,058	163,301	159,194	(4,107)	
7110 PARKS ADMINISTRATION	70,117	162,191	79,424	79,707	283	
7115 PARKS COMMUNITY GARDENS/FEATURES	12,055	45,210	21,554	(2,160)	(23,714)	
7120 PARKS BASEBALL	526	(104)	(1,181)	(1,419)	(238)	
7125 PARKS BASEBALL (CHURCH ST)	943	29,000	710	427	(283)	
7140 PARKS SOCCER	6,298	9,281	5,559	1,922	(3,637)	
7150 PARKS TENNIS	(1,831)	5,431	2,162	378	(1,784)	
7160 PARKS SWANS	-	400	132	-	(132)	
7170 WIN LIGHTS/COMM BLOOM	4,828	26,369	6,362	6,166	(196)	
7180 FORESTRY PROGRAM	29,385	84,441	28,807	24,422	(4,385)	
7190 TRAILS	8,607	38,903	17,155	11,658	(5,497)	
7195 OPEN SPACES ADMIN & MTNCE	29,419	42,259	19,651	40,611	20,960	
7220 AQUATICS -CADZOW	376	-	-	-	-	
7221 AQUATICS - QUARRY	(444)	19,483	11,888	2,192	(9,696)	
7223 RECREATION PROGRAMS	13,475	27,833	11,477	15,309	3,832	
7224 SEASONAL CANTEENS	2,086	2,646	2,507	2,681	174	
7225 YOUTH SERVICES	6,299	11,812	9,146	8,453	(693)	
7300 PYRAMID ARENA	(25,430)	25,938	5,316	39,406	34,090	
7320 FACILITIES PYRAMID BLDG 317 JAMES ST.	266,283	663,000	316,237	307,090	(9,147)	
7321 PYRAMID CANTEEN	(15,284)	(25,041)	(14,192)	(10,399)	3,793	
7322 PYRAMID CENTRE BAR	1,958	2,959	935	3,120	2,185	
7323 PYRAMID FOOD SERVICES	10,291	18,182	6,709	11,320	4,611	
7324 PYRAMID AQUATICS	1,007	15,226	(2,513)	2,409	4,922	
7329 PRC DEBENTURE FINANCING	294,796	636,512	312,018	325,590	13,572	
7390 FACILITIES LIND SPORTSPLEX 425 WATER ST	7,540	28,137	19,615	14,296	(5,319)	
7410 LIBRARY	174,535	357,056	191,007	176,160	(14,847)	
7420 FACILITIES LIBRARY 15 CHURCH ST.	20,135	60,527	30,685	17,631	(13,054)	
7500 ADULT LEARNING	(8,510)	-	(11,186)	(132)	11,054	
7600 MUSEUM	41,027	127,057	52,106	47,709	(4,397)	
7610 CANADA DAY	433	1,500	461	(962)	(1,423)	
7620 FACILTIES MUSEUM BLDG 177 CHURCH ST S	6,117	19,204	7,459	6,100	(1,359)	
7640 HERITAGE ST. MARYS	10,568	13,200	3,638	1,161	(2,477)	
7650 HERITAGE CONSERVATION DISTRICT	-	52,500	16,668	-	(16,668)	
7720 FACILITIES JUNCTION STATION 480 GLASS ST	265	2,000	647	234	(413)	
7900 COMMUNITY GRANTS	38,409	-	44,514	39,446	(5,068)	
8100 PLANNING & ZONING	91,035	243,719	102,309	69,393	(32,916)	

Town of St. Marys Interim Financial Report Six Months Ended June 30, 2017	2016	2017					
		Actual June 30 YTD	Budget		Actual June 30 YTD		Variance (Fav) Unfav
	Annual		June 30 YTD				
8210 CORPORATE COMMUNICATIONS	73,030	209,164	94,029	88,506	(5,523)		
8211 COMMUNITY EVENTS (HERITAGE FESTIVAL)	(1,994)	9,119	6,384	6,357	(27)		
8214 TOURISM	-	25,000	9,677	15,448	5,771		
8215 DOWNTOWN REVITALIZATION	15,997	40,000	-	3,000	3,000		
8216 ECONOMIC DEVELOPMENT COMMISSION	(19,835)	132,560	45,581	52,693	7,112		
	(5,398,183)	-	(644,524)	(865,916)	(221,392)		

Town of St. Marys
Statement of Financial Position
June 30, 2017

	01	30	32	51	54	55	62	63	
	Operating	Cemetery	Library	PUC Reserve Fund	Development Charges	Parkland	Ontario Transit	Fed Gas Tax	Total
Cash & Bank	4,383,660	2,887	46,904	545,847	167,640	99,799	146,444	21,056	5,414,238
Investments	5,083,105	-	-	2,897,766	1,300,776	-	-	-	9,281,648
Accounts Receivable	588,239	-	-	109,306	-	-	-	-	697,545
Property Taxes Receivable	706,079	-	-	-	-	-	-	-	706,079
Inventory	27,355	-	-	-	-	-	-	-	27,355
Accounts Payable	(1,644,257)	-	-	-	-	-	(30,294)	-	(1,674,551)
Landfill Post Closure Costs	(583,492)	-	-	-	-	-	-	-	(583,492)
Long Term Debt	(9,013,345)	-	-	-	-	-	-	-	(9,013,345)
Amounts to be Recovered	9,596,837	-	-	-	-	-	-	-	9,596,837
Reserves	(10,483,494)	-	-	-	-	-	-	-	(10,483,494)
Reserve Fund				(3,552,919)					(3,552,919)
Deferred Revenue			(46,904)		(1,468,416)	(99,799)	(116,150)	(21,056)	(1,752,325)
Trusts		(2,887)							(2,887)
Fund Balances									
Tax Levy Funded	(1,361,135)								(1,361,135)
Self Funded (Water, Wastewater & Landfill)	495,219								495,219
Capital Fund	2,205,228								2,205,228
	-	-	-	-	-	-	-	-	-

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	25 July 2017
Subject:	FD 10-2017 July Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 10-2017 July Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of June the fire department responded to 04 emergency calls most notably:

- 2 Activated Alarms – Nil Incident
- 1 Fire – Beer Store
- 1 Lift Assist/Medical

This year to date 01 Jan 17 – 11 July 17 we have had 52 emergency response calls compared to 48 response calls last year from 01 Jan 16 to 11 July 16.

Tammy DeGraw, our Fire Prevention Officer, has conducted five fire inspections, one follow up inspection, one evacuation drill, one occupant load calculation, three Fire Permit Inspections, and one Public Education session during the month of June - July 2017.

Fire Chief completed an Incident Management System (IMS) 300 course 27-29 June 17.

OUTSTANDING ISSUES AND PROJECT LIST


- Fire Department personnel will be taking an online theory portion water rescue awareness course. Once completed our water rescue instructors will conduct the practical portion of the training.
- The Stratford Fire Department has offered us the opportunity to receive an NFPA 1021 Fire Officer Level I course. This is to be conducted in the fall (Date to be determined). I will course load as many firefighters who wish to take the supervisory level course.
- The Stratford Fire Department has offered us an NFPA 472 Hazardous Operations Level course in December 2017. Our firefighters have to become Awareness Level qualified first. I am arranging this training as online course through the Ontario Fire College in September 2017.

SPENDING AND VARIANCE ANALYSIS

- 65 Shur-Gain personnel trained in fire extinguisher training. \$650 revenue

REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	25 July 2017
Subject:	DEV 20-2017 July Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 20-2017 July Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

A total of 22 permits were issued in June 2017 compared to 9 the previous year.

There were 5 new dwellings units issued this month compared to one the previous year.

The total construction values were \$2,925,138.00 compared to \$1,472,000 in the previous year.

The total permit fees were \$29,016.00 compared to \$9,490.00 the previous year.

A total of 56 inspections were provided by the Building Department for this time period.

There were 2 Heritage permits issued for this period.

A very strong building season continues this month with a total of 52 permits being issued over the past two months. The Westover subdivision has been issued their two model home permits and are close to meeting all their conditions for Stage 2 which allows for the full issuance of building permits.

Planning

Committee of Adjustment: Public Hearing for Consent to Sever applications affecting 825/895 Queen St E (Baird) for the purpose of reconfiguring and consolidating the lands – no development proposed at this time. Decision deferred pending Council decision on Official Plan Amendment and zoning Amendment for the lands.

Planning Advisory Committee recommendation for approval of Official Plan Amendment and Zoning By-law Amendment for 825/892 Queen St E to add special policies to the Highway Commercial designation to allow for the creation of two separate lots for each of the existing residential uses; add special provisions to the Highway Commercial Zone (C3-H) to permit the proposed residential lots and allow the existing residential uses to continue; and to consolidate remaining lands into one lot. OPA and ZBA approved by Council on June 27, 2017. Appeal periods end July 18, 2017.

Application received for Minor Variance affecting 72 Ontario St S to permit construction of a detached garage exceeding the permitted maximum size under the zoning by-law with a reduced exterior side

yard setback; and to permit construction of a front porch with a reduced front yard setback. To Committee of Adjustment on July 19, 2017.

Application received for Consent to Sever affecting 449 Queen Street West to sever lands to the rear as a lot addition to the adjacent property. To Committee of Adjustment on August 2, 2107.

Site Plan Agreement completed for a building addition to 304 James St S (Cascades) approved by Council on June 27, 2017. Work has commenced on the site.

Site Plan Agreement completed for development of 10 multi-residential units on the property over two phases at 201 James St S approved by Council on June 27, 2017. Zoning amendment to remove the Holding symbol from this property approved by Council to permit development of the property to proceed.

Site meeting with CBHFM and UTRCA to discuss proposed building addition.

Heritage grant approved for 151-153 Queen St E for work to supporting members and repairs to the flat roof.

Façade Improvement and Heritage grants approved for 51 Church St S for roofing (sloped).

Had the first meeting with the Official Plan Technical Advisory Committee, and things went well, all the ground work was laid out for the next three months.

Facilities

Cadzow Park – playground was opened on July 1.

Fire Hall – Digital Sign was installed on July 5 and is operational

Museum – fascia and gingerbread have been painted on Main Building, Barn has been painted

Via Station – gingerbread and Fascia have been painted, 2 benches cleaned and powder coated

Library – Stairs completed and opened for July 1

Engineering RFP awarded to Cion/Coulter Group for the Water Tower Repairs and Townhall and Library Window replacement

ELC – rubber was installed on the stairs in the outdoor learning area to complete the project

Teddy's Field – washrooms have been painted

Kin Pavilion – washrooms have been painted

OUTSTANDING ISSUES AND PROJECT LIST

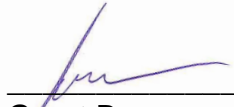
No items outstanding at this time.

SPENDING AND VARIANCE ANALYSIS

As per budget at this time.

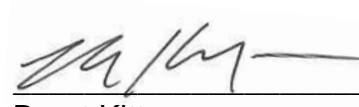
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	25 July 2017
Subject:	DEV 21-2017 Request for Temporary Parking at Pyramid Recreation Centre

PURPOSE

To request the use of the Pyramid Recreation Centre for Temporary Parking for employees of Cascade Canada ULC.

RECOMMENDATION

THAT DEV 21-2017 Request for Temporary Parking at Pyramid Recreation Centre be received; and
THAT the Town enter into an agreement with Cascade Canada ULC to permit the use of the Pyramid Recreation Centre for Temporary Parking for employees; and

THAT By-Law 63-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

BACKGROUND

Cascade Canada ULC is the process of a 50,000 sq.ft. expansion, part of the expansion includes the staff parking area. During construction the plant is still in full operation working 24 hours per day, 7 days per week.

REPORT

During the relocation of the employee parking lot Cascade Canada ULC has requested the use of the parking lot at the Pyramid Recreation Centre for temporary parking of its employees. The parking will be for production employees only and vehicles will consist of passenger cars, trucks and motorcycles. There will be approximately 20-30 vehicles per shift. The expected duration would be four weeks with a start date of Monday July 17, 2017. Cascade Canada ULC would enter into an agreement with the Town dealing with liability, parking location, etc.

SUMMARY

Cascade Canada ULC has requested the use of the Pyramid Recreation Centre temporary parking for employees for a four week period starting July 17, 2017.

FINANCIAL IMPLICATIONS

None anticipated at this time.

OTHERS CONSULTED

Brent Kittmer, CAO/Clerk

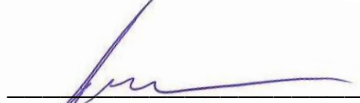
Trisha McKibbin, Director of Corporate Services / Deputy Clerk

ATTACHMENTS

Agreement

REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittner
CAO / Clerk

PARKING AGREEMENT

THIS AGREEMENT made in duplicate this _____ day of July, 2017.

BETWEEN: THE CORPORATION OF THE TOWN OF ST. MARYS
(hereinafter referred to as the "Town")

AND: ST. MARYS, A DIVISION OF CASCADES CANADA ULC.
(hereinafter referred to as "Cascades")

WHEREAS the Town represents that it is the owner of the parking area outlined in Schedule "A" attached hereto ("Parking Area");

AND WHEREAS Cascades requires use of the Parking Area in order to provide adequate parking for its employees and customers during the renovation project at 304 James Street South;

AND WHEREAS Cascades has requested and the Town has agreed to provide parking within the Parking Area upon the terms and conditions set out herein;

NOW, THEREFORE in consideration of the privilege to use the Parking Area, the sum of TWO DOLLARS (\$2.00), of lawful money of Canada now paid by each party hereto to the other and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the Town and Cascades hereby covenant and agree as follows:

1. The Town represents that it has the authority and permission to permit use of the Parking Area as described in this Agreement.
2. The Town hereby permits Cascades to use the Parking Area described herein on the terms and subject to the conditions as set out in this Agreement.
3. This Agreement is for the use of the Parking Area by Cascades employees and customers to be located on the Parking Area as indicated at any and all days of the week and at any time of each day.
4. This Agreement shall be for a term of _____ weeks starting on the 14th day of July, 2017 (the "Term").
5. Cascades may terminate this Agreement by notice in writing to the Town at any time. Upon the Town receiving written notice of such termination, this Agreement shall be at an end and the parties shall have no further obligations hereunder.
6. The Town assumes no responsibility for any damage to persons or property arising out of the use of the Parking Area by Cascades as described in this Agreement.

7. Cascades agrees to defend, indemnify and save harmless the Town from and against any and all claims, demands, losses, expenses, costs, damages, actions, suits or proceedings, for loss or damage resulting from bodily injury including death to any person or persons and for loss or damage to any property arising from the use of the Parking Area by Cascades as described in this Agreement unless resulting from the acts, omissions or negligence of the Town.

This clause shall survive for two years after the termination of this Agreement.

8. Cascades at its expense, shall arrange for, obtain and maintain liability insurance for the Term of this agreement with an insurance company licensed to conduct business in the Province of Ontario, During the Term of this Agreement Cascades shall ensure that the insurance required herein fully covers any and all persons and property in connection with Cascade's use of the Parking Area referred to in this Agreement. The issuance of such policies of insurance shall not be construed as relieving Cascades from responsibility for other or larger claims, if any, for which it may be held responsible. Both parties agree to immediately notify the other party of any occurrence, incident or event which may reasonably be expected to expose either party to liability of any kind in relation to the Parking Area referred to in this Agreement.
9. Cascades covenants with the Town that if there is any damage to the Parking Area caused by the use by Cascades as described in this Agreement during the Term, Cascades will restore the surface of the Parking Area, as far as practicable, to the same condition as if was immediately prior to the commencement of the Term.
10. This Agreement shall be governed by and construed and interpreted in accordance with the Laws of the Province of Ontario and the laws of Canada.
11. This Agreement constitutes the entire Agreement between the parties with respect to Cascade's use of the Parking Area and supersedes all prior Agreements, understandings, negotiations and discussions, whether written or oral.
12. This Agreement grants a privilege to Cascades to use the Parking Area and therefore, cannot be sublet, assigned or transferred.

IN WITNESS WHEREOF the TOWN by its duly authorized representatives has executed and delivered this Agreement as of the _____ day of July, 2017.

per: _____
Mayor

per: _____
Clerk

We have the authority to bind the Corporation.

IN WITNESS WHEREOF Cascades has executed and delivered this Agreement as of the _____ day of July, 2017.

per: _____

Name:

Title:

per: _____

Name:

Title:

We have the authority to bind the Corporation.



INFORMATION REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	25 July 2017
Subject:	DEV 22-2017 Septic Re-Inspection Program

INFORMATION

This report presents information on the Town's septic re-inspection program for 2017.

RECOMMENDATION

THAT DEV 22-2017 Septic Re-Inspection Program be received for information.

BACKGROUND

In conjunction with Source Water Protection, the Ontario Building Code (OBC) has implemented a "Mandatory Maintenance Inspection Program" and requires all sewage systems located within an area affected by a significant drinking water threat to be inspected.

The *Clean Water Act* (2006) required the development of Source Protection Plans designed to protect existing and future sources of municipal drinking water. The Thames-Sydenham and Region Source Protection Plan was approved by the Ministry of Environment and Climate Change on September 17, 2015 and took effect on December 31, 2015. This protection plan includes St. Marys.

The Source Protection Plan for the Thames-Sydenham and Region contains policies that manage existing significant threats to municipal drinking water sources and prevent new significant threats from occurring. Landowners with significant threat activities on their property will be required to follow Source Protection Plan policies. Examples of things that could be a significant threat in a vulnerable area include septic systems, fuel storage, application of pesticides, etc.

Time periods allowed for maintenance inspections are prescribed to be initially no later than five years after the date on which notice of approval was given which was September 17, 2015.

REPORT

The community currently has 55 septic systems in Town and 25 of them are located in the Source Water Protection Area and will require re-inspection (map attached). The

mandatory inspection must be done initially no later than five years from the date of approval of the Source Water Protection Plan.

The inspections are made up of two categories; a Phase I or a Phase II inspection.

Phase I inspections generally avoid significant disturbances to the system and surrounding soils.

Some conditions to consider during a phase I inspection:

- Any indication of system failure;
- Evidence of backup of effluent;
- Sign of hydraulic failure;
- Condition of surface vegetation;
- Odour problems.

A follow-up phase II inspection is required where the phase I inspection indicates a defect or failure of the system. The phase II inspection is more invasive and may require excavation of the area to determine the cause of the problem or failure.

Included below is the guidance put forward by Ministry of Municipal Affairs and Housing “On-Site Sewage System Maintenance Inspections” (March 2011).

Inspections

Maintenance Inspections- Overview

These guidelines provided in this document set out a progressive audit approach to maintenance inspections for sewage systems, as with most inspections under the Building Code Act, 1992. Under this approach, initial inspections are designed to be non-intrusive tests and will generally avoid significant disturbance to the system and to the surrounding soil area. Where concerns are identified, more tests may follow.

A Phase I maintenance inspection may be sufficient to establish compliance with Section 8.9. of the Building Code or with the Standards enforced under a Discretionary program. A follow-up Phase II inspection (described below) is required where the Phase I inspection indicates a defect or failure of the system.

Phase 1- Maintenance Inspections

Inspections generally begin with a review of available material, including material collected in the identification phase, and reports from previous inspections.

The purpose of Phase I maintenance inspections is to:

- a) Obtain the most recent information on the system, as well as the size of the building and the number of fixtures and bedrooms that it is servicing;*
- b) Locate the sewage system's components;*
- c) Identify any obvious or outward signs of malfunction or*

failure; and

d) Identify systems that are at risk of malfunction or failure.

During the course of a Phase I maintenance inspection, the inspector would normally identify:

a) The type of occupancy to determine the source and type of the sanitary sewage;

b) The source of water supply (municipal, well, lake, etc);

c) The approximate volume of sewage generated;

d) The use of special devices such as garbage grinders or water softeners;

e) The general nature of the system (class, components, type, layout, etc);

f) The location of the system's components with respect to wells, surface water, and other environmental features;

g) The approximate level of ground water: This may be achieved by

i. reviewing local maps and records of ground water elevation observed on site or nearby properties, including the local assessment report, if available;

ii. Observing the conditions of the septic tank and the distribution box for indications of ground water infiltration;

iii. Observing the elevation of nearby water body, or evidence of ground water infiltration in other subsurface structures; or

iv. The use of hand augering;

h) The size, material and the condition of the septic tank, or the holding tank;

i) The frequency of tank pump-out and the last time the tank was cleaned;

j) Any indication of sewage system failure, including:

i. Evidence of backup of effluent;

ii. Signs of hydraulic failure (breakout of sewage, wetting conditions in the leaching bed area);

iii. Condition of surface vegetation; and

iv. Odour problems;

k) Documentation of previous effluent sampling test results where required (i.e., under Article

8.9.2.4. of the Building Code).

Phase II- Follow-Up Maintenance Inspections

It may be appropriate to undertake more intensive follow-up maintenance inspections where:

- a) *The Phase I maintenance inspection has identified that the septic system is at risk of future malfunction or failure, or*
- b) *The Phase I inspection detected a malfunction or failure, but did not reveal the reason (e.g., location or nature) of malfunction or failure.*

Phase II inspections will be familiar to Principal Authorities in terms of usual Building Code enforcement activities (i.e. investigation of potentially failing sewage systems, inspections due to neighbour complaints). These inspections may typically include examinations of the following elements:

- a) *The depth of the sludge layer and the distance from the top of the sludge layer and the outlet tee;*
- b) *The thickness of the scum layers;*
- c) *The distance between the bottom of the scum/grease layer and the bottom of the outlet tee;*
- d) *The distance between the top of the scum layer and the top of the outlet tee;*
- e) *The physical condition of the inlet and outlet; and*
- f) *The condition of the effluent filter, if utilized.*

For sewage systems utilizing treatment units, Phase II inspections may also include a review of:

- a) *The existence of a maintenance agreement and the date of latest servicing;*
- b) *The test results of a new round of effluent sampling (if otherwise required by the Building Code, or by an authorization issued by the BMEC); and*
- c) *Operational problems or system malfunction before or, at the time of inspection.*

Where used in sewage systems, distribution boxes, dosing tanks and pumps may be inspected to determine their condition and functionality.

Phase II inspections of leaching beds may also consider:

- a) *Clearance distances to environmental features, wells and surface water intakes;*
- b) *Soil type and its permeability;*
- c) *Additional sources of hydraulic loading (e.g. surface discharge, roof drains);*
- d) *Evidence of ponding;*
- e) *Encroachments into the leaching bed area (e.g. building additions, patios,*

driveways, pools); and

f) Trees and deep rooting shrubs in the vicinity of the bed.

Blockages in the leaching bed and pollution sources may be identified by measures including:

- a) Evaluation of in-home plumbing and estimates of water usage;*
- b) Conducting a leak diagnostics;*
- c) Conducting a flow trial;*
- d) Conducting a dye tracing test; or*
- e) Excavating a cross section of the leaching bed.*

Inspection Reports

Principal Authorities may wish to maintain documentation in respect of maintenance inspections, which could include the following information:

- a) Identification of the property attended;*
- b) Identification of any information collected as part of the inspection;*
- c) Status of deficiencies noted in previous inspections;*
- d) Deficiencies identified during the current visit;*
- e) The legislative authority for the inspection program; and*
- f) Enforcement action taken.*

Timing and Notice

The Building Department will be conducting these inspections in late August and early September. We would expect each inspection to take less than an hour depending on residents, and should have them completed in a week. Each of the residents have already been notified by UTRCA of their pending inspection and will be notified again by the Town.

SUMMARY & IMPLICATIONS

The Town will be conducting a Septic Re-Inspection program to ensure compliance with the OBC and Source Water Protection.

OTHERS CONSULTED

UTRCA

Dave Blake - Environmental Services Supervisor

Jason Silcox-Building Inspector


Martin Feeney – CBO of Perth South

ATTACHMENTS

Map of Town identifying properties required Septic Re-Inspection

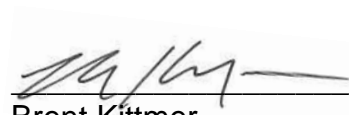
REVIEWED BY

Recommended by the Department



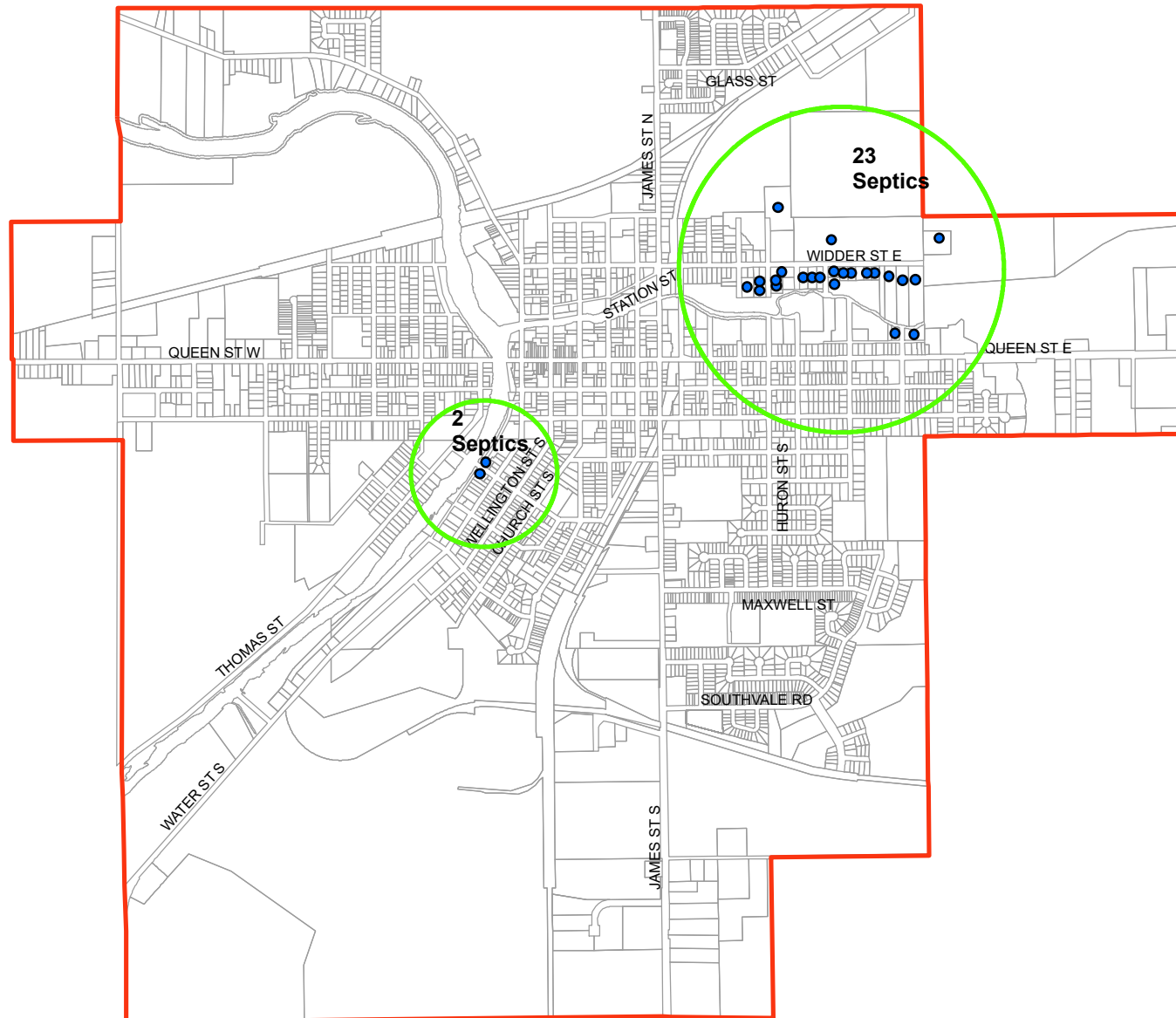
Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Town of St Marys Official Plan Existing Septic Systems



Legend

- Septic Systems
- St Marys Boundary
- Parcels



February 2015

Document Path: S:\Department Shared Folders\GIS\GIS\Projects\DiscussionPaperMaps\ExistingSepticSystems.mxd

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Community Services
Date of Meeting:	25 July 2017
Subject:	DCS 18-2017 July Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 18-2017 July Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Aquatics:

- 4114 swimmers through the Aquatics Centre in June
- Over 150 in attendance for the quarry cliff opening, with Mayor Strathdee, Brian from St. Marys and BX-93, amazing promotions for this event and the quarry overall, thanks Mayor Strathdee and Brett O'Reilly.
- Water Running classes are gaining participants, positive feedback all-round.
- Have 6 rentals for Church camps at the PRC, over 150 swimmers.

Community Services:

- There were 58 people that registered online.
- Online Registration went live for Swimming Lessons on June 17.
- To date we have 101 customers that have signed up for accounts online. This will allow them to sign up for programs and access their account.
- We will phase in recreational programs in the fall for online registrations.

Child Care:

- Opening of full day summer program and Infant program.
- Have officially opened our infant room. With the slow entry into care staff have been able to build wonderful beginnings for children and families entering into care.
- Many of the toddlers will be moving into Preschool spaces over the next few weeks. This transition is an exciting time for families. With these moves it opens spaces for families on our waitlist join our centre.
- This year our Full Day Summer Program is hosted at the same location. We have had a fantastic start to the summer with children and staff exploring the area and developing plans for the summer. Our summer team are looking at the local community to support the learning that will be happening this summer with the children. We have the library visit once a week, and plan on going to the library. We have received great feedback so far about the program from families.

Museum:

- An Archives Assistant started on June 4 for a 13 week summer student contract, funded by Young Canada Works Canadian Council of Archives.
- Staff and volunteers hosted group tours from the St. Marys Presbyterian Church, Seebach Hill Women's Group and Red Hat Society.
- The Museum received \$1500 from the Stratford-Perth Community Foundation for school outreach programming. The Curator/Archivist was one of the keynote speakers, sharing the history of St. Marys at the Community Impact celebration in Stratford on June 12.
- Sheep to Shawl was hosted by the Friends of the St. Marys Museum on Saturday, June 10. This successful inaugural event saw approximately 150 people in attendance.
- Overall June attendance was 579, more than double June 2016 attendance.
- Successful collaboration with the Corporate Communications and Events department for Canada 150 in Cadzow Park.

Recreation:

- Ran a dodgeball and road hockey game in collaboration with Events department for Canada 150.
- Staff purchased all new equipment (from a grant) and all has arrived and is currently in use by camp.
- The first summer of Camp PRC started. Staff are getting a lot of good reports from parents on the new program.
- Staff are implementing new training in partnership with Community Living for all staff.
- Due to demand we increased our kitchen camp from 1 week to 4.

Senior Services:

- Senior Services 181 participants in the Community Centre for a fitness class to celebrate Canada 150. The event was extremely well received by all that attended.
- Much work has been done with the Footcare program over the past month to help further develop best practices for the program.
- Summer programming is underway.
- The Friendship Centre is in the process of working with the Stonetown Entertainers to replace the Choir Director
- The Friendship Centre hosting the "Newly Wed Game" featuring married couples and friend couples. The event was well attended and received positive feedback.
- The Friendship Centre yearend reporting has been completed and submitted to the Ontario Senior Secretariat.
- The Home Support Services fourth quarter report and annual reconciliation report has been completed and submitted to the LHIN for review

Youth Services:

- The youth centre is open on Monday, Wednesday and Friday throughout the summer to gauge the needs and interest of the community
- We were finalized for a joint grant with the Culture and Economic Development department for \$10,000. We gave a presentation to the awarding committee and are waiting to hear back
- We are hosting 2 professional development seminars in July and August for local youth
- United Way reps did a site visit and

OUTSTANDING ISSUES AND PROJECT LIST

Aquatics:

- Planning and promoting Fall events
- Arranging fall training for lifeguards
- Developing an advanced leadership schedule and instructor worksheets.
- Training full time lifeguard.

Community Services:

- Continuing to implement and facilitate the customer service training for the PRC team.
- Updating our customer feedback forms for programs and room bookings.

Child Care:

- We will be working on enrollments for school age programs for September as well as rewriting policies and procedures to be in line with Ministry of Education expectations. With the Ministry of Education many new policies begin after August 31 of the year. Museum:
- Melodies at the Museum, every Wednesday evening in August.
- Doors Open/Culture Days planning in collaboration with the Director of Corporate Services/Heritage Committee.

Recreation:

- Developing our new Camp PRC 10+ to launch in August
- Planning and prep for all other camps, ie tennis
- Meeting with new community principals and vice principals to establish strong partnerships
- Researching new programs for our community guide based upon community feedback

Senior Services:

- Planning for fall events; Scrap-a-thon, Scrapbooking Garage Sale, Thanksgiving Lunch, Craft Show.
- Continued work on Home Support Services policy review
- Planning and promoting Fall events
- Planning for annual volunteer training event in October
- Working is underway to conduct satisfaction surveys for volunteer roles.
- Community Dining

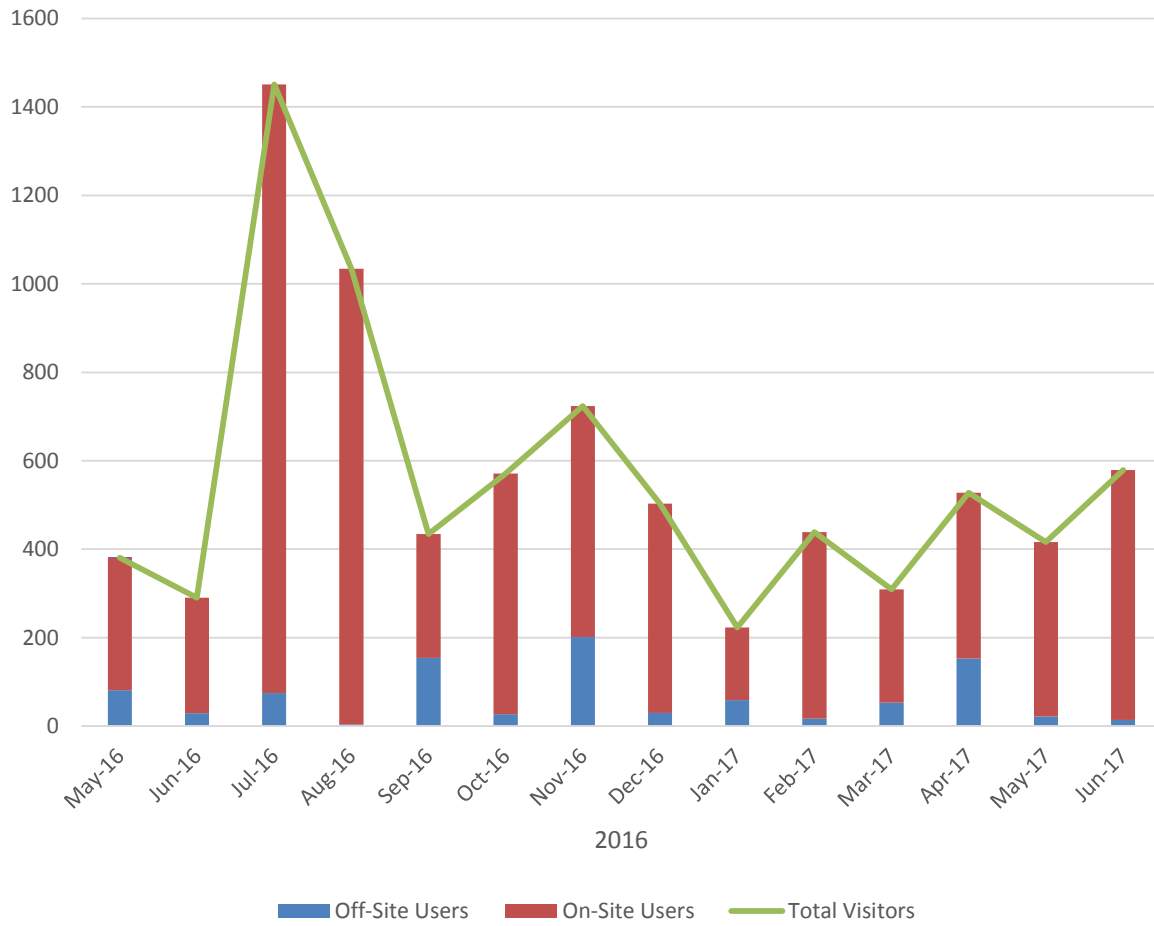
Youth Services:

- Re-decorating the youth centre and painting
- Researching and applying for additional grants
- Developing new membership packages and terms & conditions

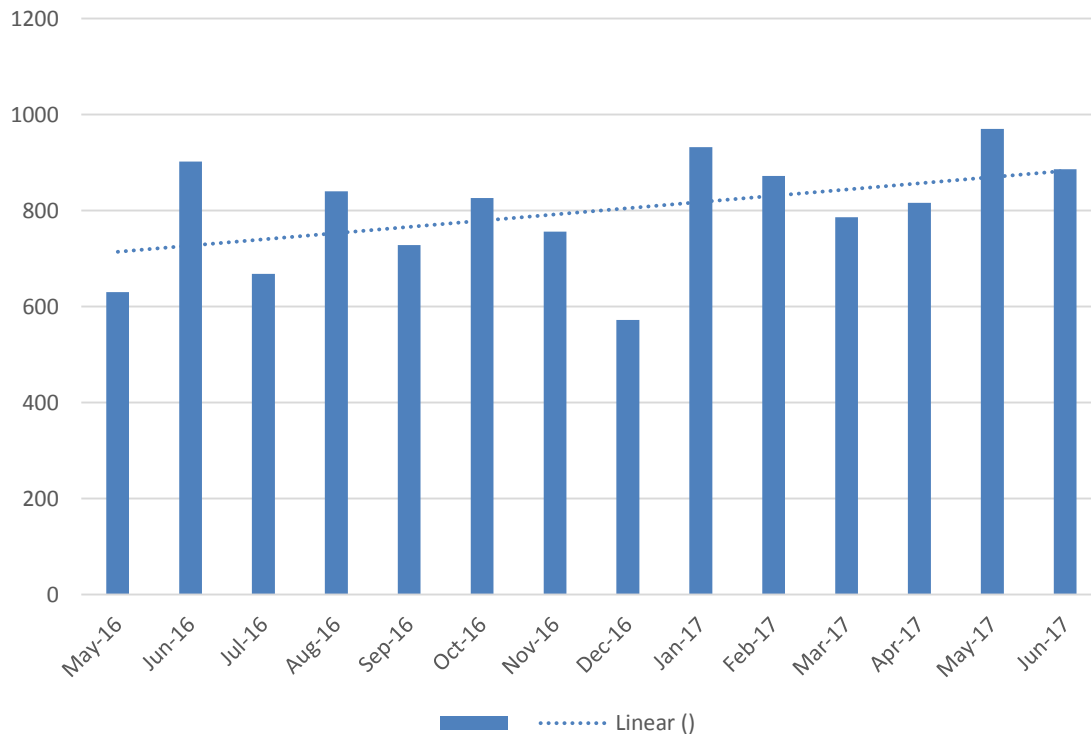
SPENDING AND VARIANCE ANALYSIS

Nothing at this time.

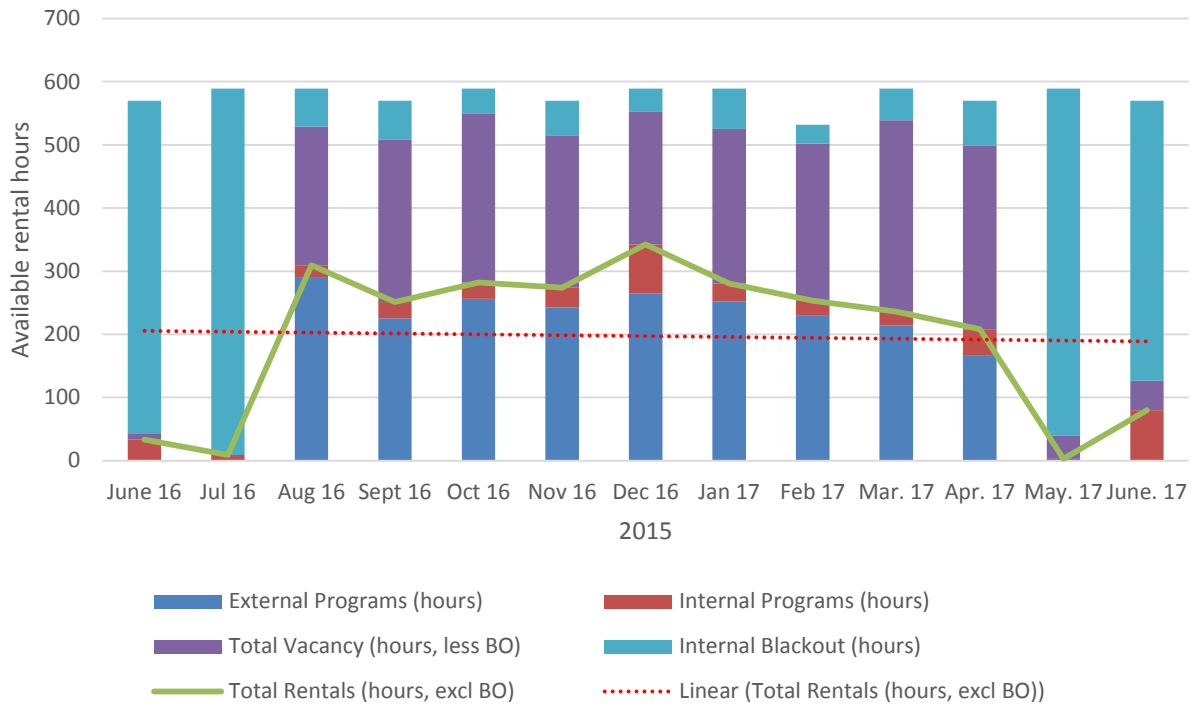
St. Marys Museum Visitors



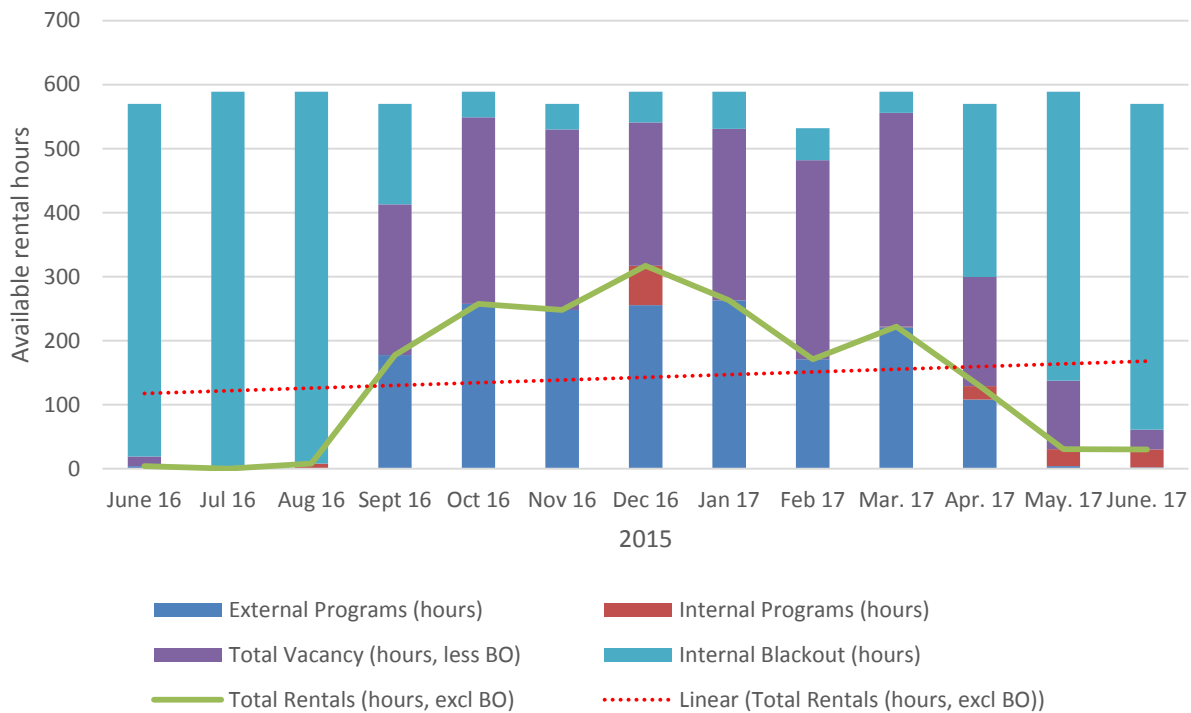
Picture St. Marys Visits



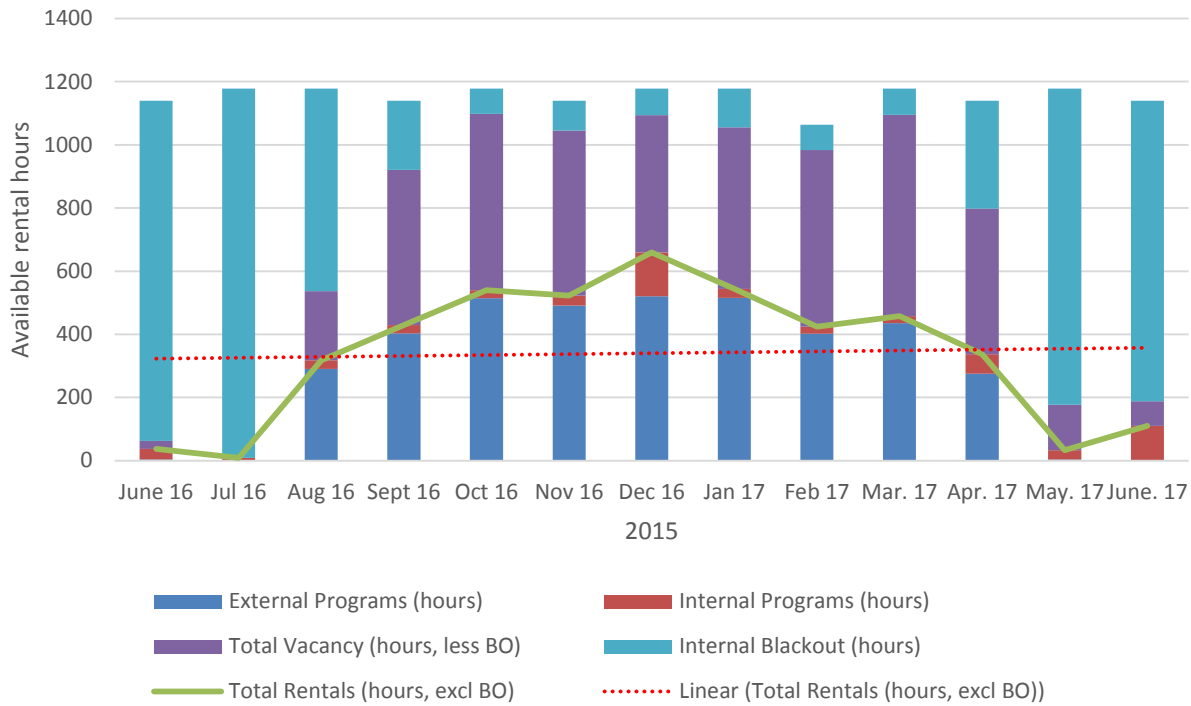
Blue Rink Total Usage



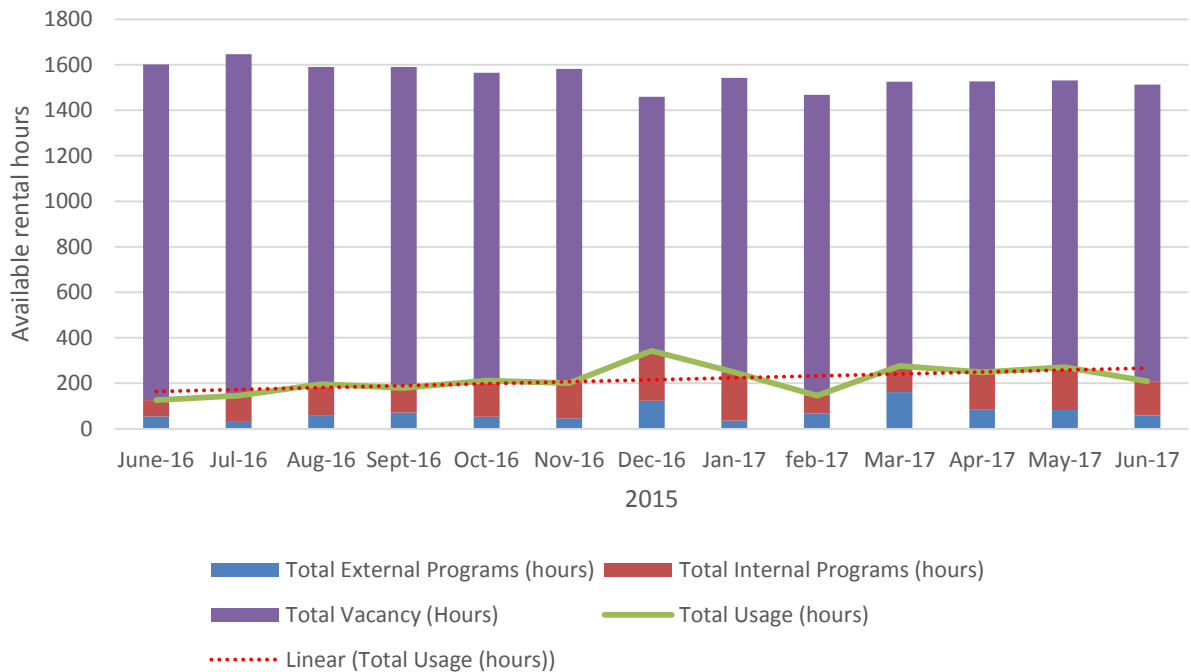
Rock Rink Total Usage



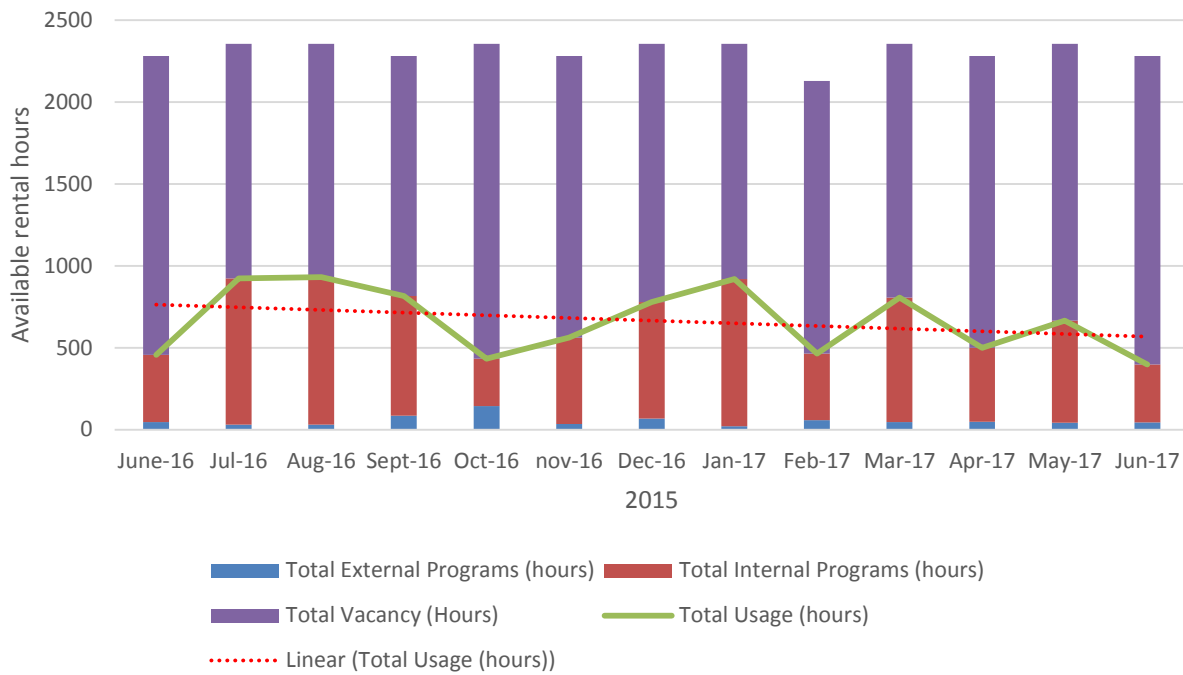
Consolidated Ice Usage - Both Rinks



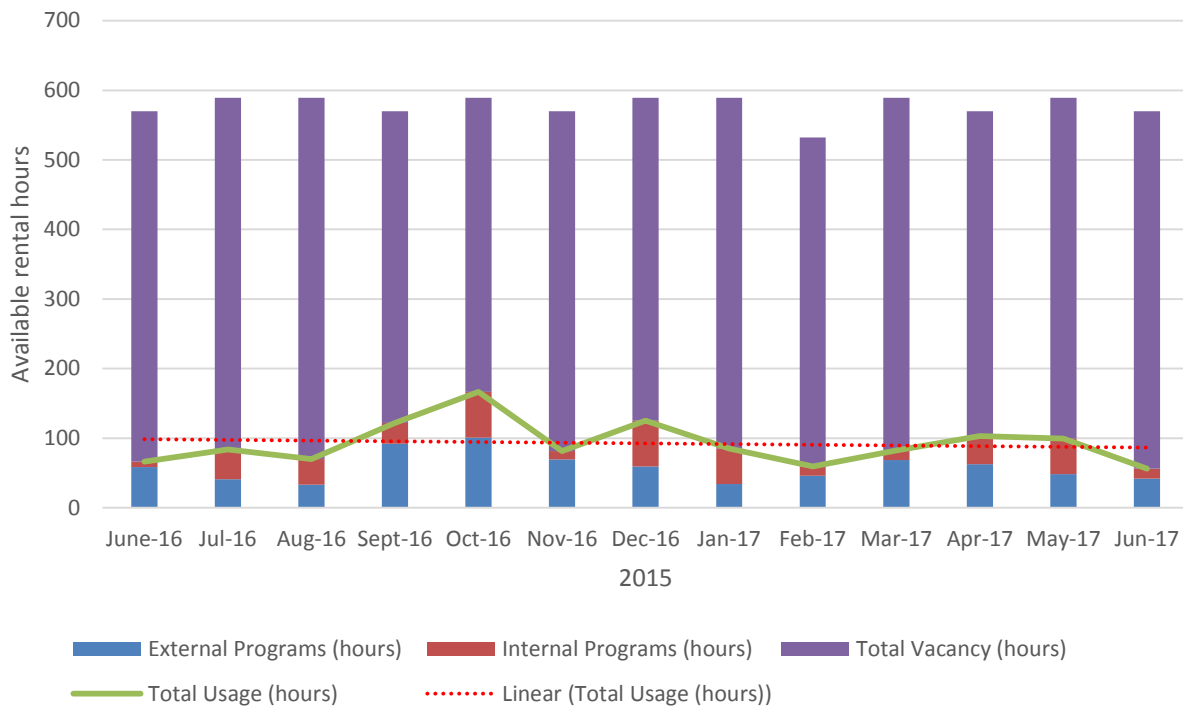
Community Centre Total Hall Usage (Includes 1/3, 2/3, and Full hall)



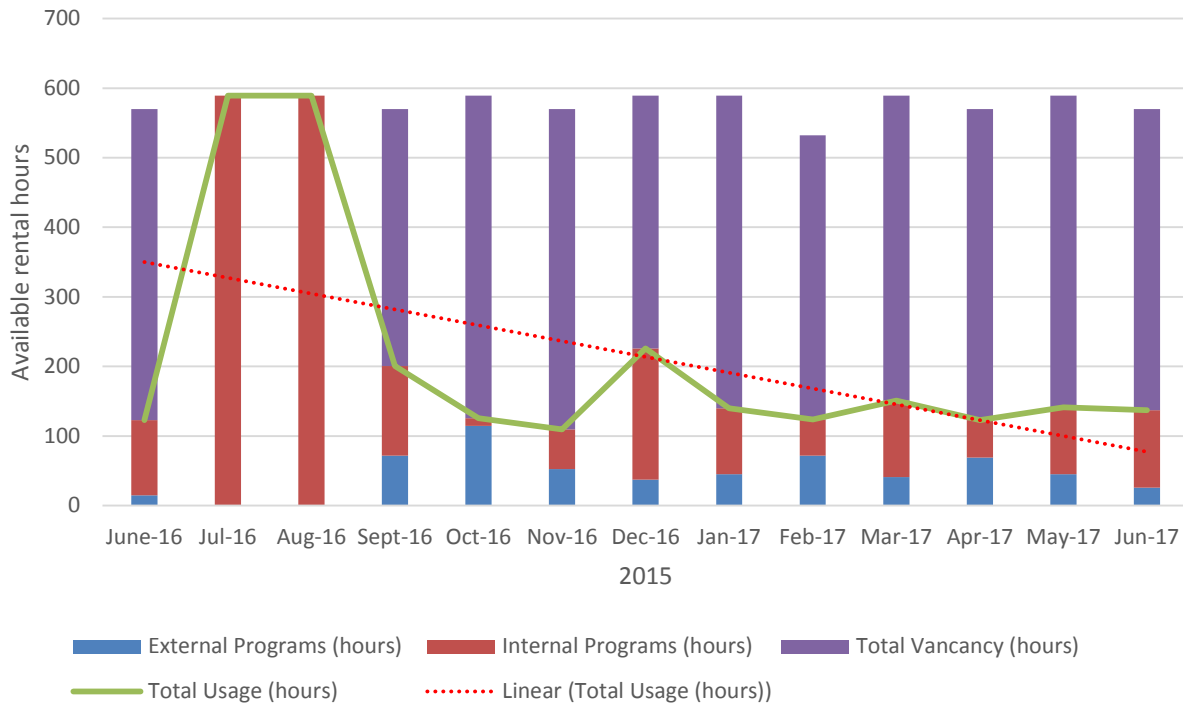
Fiendship Centre Total Usage (Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



Meeting Room D Total Usage



Endzone Room Total Usage



REVIEWED BY

Recommended by the Department

Stephanie Ische

Stephanie Ische
Director of Community Services

Recommended by the CAO

Brent Kittmer

Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	25 July 2017
Subject:	DCS 17-2017 Before and After School Rates Update

PURPOSE

This report presents information to Council regarding the current rates for the before and after school program and options for moving forward.

RECOMMENDATION

THAT DCS 17-2017 Before and After School Rates Update report be received; and
THAT Council maintain the “Full Time” current rates as approved by Council on May 9, 2017; and
THAT Council approve the “Part-Time” Rate (Option 1) as presented in DCS 17-2017 effective July 25, 2017.

BACKGROUND

With the development and implementation of Full Day Kindergarten in 2010, the Ministry of Education mandated that before and after school extended day programming be offered in all schools who offer Full Day Kindergarten in Ontario. This directive was intended to have all provincial school boards operate these programs. A two year timeline was given for school boards to develop an action plan for Extended Day Programming. School boards needed to develop an infrastructure to offer this extended day programming to families at cost recovery, as to not pass the cost on to tax payers. The *Education Act* was rewritten to ensure a constant roll out across the province for families. School boards across the province began the process of assessment of board needs, programming needs, and cost. Many school boards collaborated and approached the province in support of a different delivery model, as the undertaking of developing this new model of care for families would come at a very high financial cost, and there would be a very high minimum number of participants needed to operate, to achieve cost recovery. These school boards highlighted that most school communities have 3rd party providers who already provide this service to families. The Ministry of Education then amended the *Education Act* to allow school boards to enter into partnerships with 3rd party providers to operate before and school extended day programs for Kindergarten in 2012.

As of September 2017 it is mandated that school boards are required to offer care for children up to grade 6, in before and after school programs. The Avon Maitland District School Board has entered into that partnership with The Town of St. Marys Early Learning Services. As of December 2016 Early Learning Services and Avon Maitland District School Board have a 5 year commitment to this partnership agreement. The Before and After School program is a part of the overall Early Learning Services that are offered by the Town.

With the move of the Child Care Centre to Holy Name this year Council spoke strongly about getting the Early Learning Services in a better financial situation and wanted to close the gap of operating this service. It is because of this staff increased Child Care rates earlier this year, however the Child Care rates will need to be reviewed and increased annually so that the gap can further be closed.

On May 9, 2017 Council approved the increase fees for the before and after school program.

Resolution 2017-05-09-09 THAT Council approve the increase in rates for the Early Learning Services Before and After School program as presented in report DCS 11-2017 with an effective date of September 1, 2017.

The original reason for this change in Before and After Care program fees was due to the following reasons:

- Stratford was unaware that the model of hourly billing was still in practice as a conversation happened 2 years ago to change to a monthly rate so that St. Marys was in line with the same practices other Child Care Centre's. Stratford Family Services requested the Town change to a monthly rate or risk losing the wage subsidy. For all licensed child care the town received \$110,000 in wage subsidy in 2016.
- To ensure we close the gap and work towards a cost recovery model for the Early Learning Services.
- An increase with this program had not taken place over a number of years.

These rate increases are a part of the overall financial strategy to ensure that the Town's Early Learning Services are in strong financial position. In addition, the rate change moved the billing from hourly to monthly. This change in billing was required to ensure that the Town would continue to receive the wage subsidy for the program. Staff waited to roll out and communicate these changes to the Before and After School Program rates until after the confirmation of the school start time by the School Board.

REPORT

Town's Costs to Operate the Program

To give a better demonstration of the costs to operate this program for one month an example is provided below of a sample class of 24 children. The staffing ratio is 2:24 as per ministry standard.

Tasks for Before and After School program	Before and After School program costs for one month for one class
Staffing – hours to run the program, prep and closing times, documentation as per Ministry requirements	\$4,765
Staff training as based on Ministry requirements to provide this program	\$60
Food costs including prep, serving equipment- and delivery	\$325
Consumables	\$60
Administration costs including--Supervisor time (ex: applying to hold program at school, ministry documentation and site visits, licensing, registration, hiring and managing staff, time to bill for this program etc.	\$4,632
Toy replacement- per program (annual cost \$2000)	\$200
Total Monthly Cost to operate one program	\$10,042/month

The above model does not include any unforeseen breakage of equipment throughout the year. Should a large piece of equipment need replaced that could come at an additional cost. To summarize, to offer one class of 24 children the cost to operate this program monthly is \$10,042. So the town needs to collect at least this much revenue to break even. Based on this model we need to generate at a minimum \$ 100,423 annually to break even when offering this program.

Some other things staff discovered when reviewing the fees, and the program as a whole, were that the Ministry required task hours that the staff have to complete. These hours were not being funded in the old rate structure as staff would complete the task hours after children had left for the day (non-billable hours). Also, the overall cost of consumable materials were also not being recouped in the previous fee model. The new fee model provides for both of these costs to be funded.

Rate Structure as Approved by Council on May 9, 2017

To summarize, the new monthly rates as approved by Council are calculated using the following calculation:

$$(\text{Charge per hour}) \times (\text{operating hours}) \times (\text{days per month program runs})$$

Depending on the location of the program, each of the individual variables change based on the specific situation of that school and the monthly fee is calculated. Please see below for location by location costs:

Little Falls School:

Kindergarten Program	Charge per hour	Number of hours required	Average Billing days per month	Total Monthly Fee	Risk to municipality
Before Care	\$6.33	2.25 hours	20	\$285	full cost recovery
After Care	\$6.33	2 hours	20	\$253	full cost recovery
Grade 1 and up					
Before Care	\$5.04	2.25 hours	20	\$227	full cost recovery
After Care	\$5.04	2 hours	20	\$202	full cost recovery

Holy Name School:

Kindergarten Program	Charge per hour	Number of hours required	Average billing days per month	Total Monthly Fee	Risk to municipality
Before Care	\$6.33	1.75 hours	20	\$222	full cost recovery
After Care	\$6.33	2.5 hours	20	\$316	full cost recovery
Grade 1 and					

up					
Before Care	\$5.04	1.75 hours	20	\$176	full cost recovery
After Care	\$5.04	2.5 hours	20	\$253	full cost recovery

Parent Feedback

Parents were informed of the new rate structure on June 16 after the bell times were confirmed by both school boards. At the June 20 Special Priorities Committee meeting Council requested further information from staff on how parents were receiving the change in rates after staff had completed the on-site registration at each school. To date staff have received a number of comments and questions from parents looking for clarification on the new pricing model. There were 3 parents that are extremely displeased with the new rates and to date only one family has refused to sign up due to the increased cost. Other families have indicated that they are looking for alternative care, some families have decided to wait to register.

As part of the new rate structure the primary concern from families is that under this new model there is no hourly rate, thus they are paying for more than they are receiving. Under the former hourly billing model, to demonstrate each family was billed for all time used was extremely time consuming from a billing perspective and did not always re-coupe the cost to actually operate the program. This billing time took approximately 35 hours per month. The previous cost was \$7 per hour no matter how much time you required. The chart below demonstrates the old billing method.

Time Required/Used per day	Billing for that day	Risk to Municipality
¾ hour	\$7.00	Tax subsidy
1 ¼ hours	\$8.75	Tax subsidy
2 hours	\$14.00	Tax subsidy

Under the old billing model, there was also a cost premium in that staff would be required to be scheduled for a full shift regardless of how long a child stayed that day. This occurs because once a family signs up for a spot, this spot is reserved for that family/child for the full time available and no other child can enter it. Under the old model of paying per hour if the child only remained in the program for one hour per day the parents only paid for that hour. The other hour was left sitting empty with no revenue coming in but was still costing the Town money for it to sit empty because staff are finishing their shift. This is due to staffing requirements and ratios that the Town is legislated to meet.

Rates should reflect the educator to child ratios, and the new rates were adjusted to reflect ratios. Keeping this in mind there was a new rate established for a dedicated Kindergarten Program as the ratios for staff are higher for this program. Kindergarten programs have a staff to child ratio of 1 staff to 13 children, grade 1 and older have a staff to child ratio of 1 staff to 15 children.

Rate Comparisons

We have also learned parents are comparing our rates with other rates for other third party providers and commenting that third party providers are much less costly than the Town. It is important that the comparison is made on the daily rate of each provider and not the monthly rate. This is because many third party providers provide a monthly discount to parents if they sign up their child full time. The Town does not provide such a discount.

It's also important to note there are variables that contribute to the rate structure for each operator. Many third party operators provide different staff hourly rates and may not necessarily provide

benefits. In addition, overall total operation hours of other operators needs to be considered. It is not fair to compare rates on an apples to apples basis unless the hours of operation are considered.

Below is a comparison of the various daily rates offered by other local operators. This comparison shows the Town's daily rates as approved in May to be in line with others.

Organization	Before and After School Kindergarten Daily Rate	Before and After School Grade 1 and Up Daily Rate
YMCA- Stratford Perth	\$14.25 am or pm (\$28.50 for both)	\$13.00 am or pm (\$26.00 for both)
London Bridge - Exeter	\$12.00 am, \$14.10 pm (\$26.10 for both)	\$12.00 am \$14.10 pm (\$26.10 for both)
North Perth	\$9.00 am \$9.00 pm (\$18 per day for both)	\$9.00 am \$9.00 pm (\$18 per day for both)
St. Marys – Little Falls	\$14.24 am, \$12.66 pm (\$26.90 for both)	\$11.34 am, \$10.08 pm (\$21.42 for both)
St. Marys – Holy Name	\$11.08 am, \$15.83 am (\$26.91 for both)	\$8.82 am, \$12.60 pm (\$21.42 for both)

Other Considerations

In speaking to other providers in Perth County staff were told that during consultation a number of years ago St. Marys was told that it needed to go to a monthly fee, however it was never implemented. Currently no other providers in Perth County offer an hourly rate.

In speaking with Janet Baird-Jackson from Avon Maitland School Board, staff were told there isn't much the School Board can do to assist us with this change and challenges we are facing. When asked if the Board had subsidy to assist with this situation staff were told no.

Options for Moving Forward

On June 26, 2017 Council directed staff to review the rates again and bring back an additional report.

Resolution 2017-06-27-25 THAT Council direct Staff to review options for part time and part use rates for the Before and After School Programs, and report back at the July 25, 2017 Council meeting.

Staff have come up with several models for billing for the before and after school care based on Council's request. It is important to keep in mind these lower rate options will could come at a cost to the tax payer and may not be a full cost recovery model.

Option 1: Part Time Rate based on the Number of Days Used (no adjustment to daily rate)

Staff have heard concerns from families looking for a part time rate. Below is a chart that demonstrates a part time model based on the total days used by a child for either the before, the after, of the before and after school services. This part time rate still reflects the full daily rate as approved by Council on May 9, 2017.

This part time model below will re-coupe the costs of operating the program as staff can sell the other days that are not used by a child if a complimenting need can be found. With this model there would be a two rate structures: the original full time structure as approved by Council in May and the part time rate structure for families needing part time care based on the days needed.

NOTE: In this model, the part time rate would be offered only to families who need 14 days of care or less. Any family that would require 14 days or more of care in a month would be billed the full monthly rate.

Little Falls School:

Kindergarten Program	Charge per hour	Number of hours required	Average Billing days per month	Total Monthly Fee
Before Care Part time 0-14 days per month	\$13.95	2.25 hours	0-14	(0-5) \$69.75 (1 day per week) (6-10) \$139.50 (2 days per week) (11-14) \$195.30 (3 days per week)
After Care Part time 0-14 days per month	\$12.50	2 hours	0-14	(0-5) \$62.50 (1 day per week) (6-10) \$120.50 (2 days per week) (11-14) \$175.00 (3 days per week)
For both morning and after care part time 0-14 days per month	\$26.45	4.25 hours	0-14	(0-5) \$132.55 (1 day per week) (6-10) \$260.45(2 days per week) (11-14) \$370.30(3 days per week)
Grade 1 and up				
Before Care Part time 0-14 days per month	\$13.38	2.25 hours	0-14	(0-5) \$66.90 (1 day per week) (6-10) \$133.80 (2 days per week) (11-14) \$198.32 (3 days per week)
After Care Part time 0-14 days per month	\$12.00	2 hours	0-14	(0-5) \$60.00(1 day per week) (6-10) \$120.00(2 days per week) (11-14) \$168.00(3 days per week)
For both morning and after care part time 0-14 days per month	\$25.38	4.25 hours	0-14	(0-5) \$126.90(1 day per week) (6-10) \$253.80(2 days per week) (11-14) \$355.32(3 days per week)

Holy Name School:

Kindergarten Program	Charge per hour	Number of hours required	Average Billing days per month	Total Monthly Fee
Before Care Part time 0-14 days per month	\$11.10	1.75 hours	0-14	(0-5) \$55.50(1 day per week) (6-10) \$111.00(2 days per week) (11-14) \$155.40(3 days per week)
After Care Part	\$15.35	2.5 hours	0-14	(0-5) \$76.75(1 day per week)

time 0-14 days per month				(6-10) \$153.50(2 days per week) (11-14) \$214.90(3 days per week)
For both morning and after care part time 0-14 days per month	\$26.45	4.25 hours	0-14	(0-5) \$132.55(1 day per week) (6-10) \$260.45(2 days per week) (11-14) \$370.30(3 days per week)
Grade 1 and up				
Before Care Part time 0-14 days per month	\$10.63	1.75 hours	0-14	(0-5) \$53.15(1 day per week) (6-10) \$106.30(2 days per week) (11-14) \$148.82(3 days per week)
After Care Part time 0-14 days per month	\$14.75	2.5 hours	0-14	(0-5) \$73.75(1 day per week) (6-10) \$147.50(2 days per week) (11-14) \$206.50(3 days per week)
For both morning and after care part time 0-14 days per month	\$25.38	4.25 hours	0-14	(0-5) \$126.90(1 day per week) (6-10) \$253.80(2 days per week) (11-14) \$355.32(3 days per week)

The above rates are prorated over the 10 months of the school year. Families would pay the monthly fee each month.

Option 2: Partial Use Rate (daily rate is adjusted to assume only half time is used)

This model is similar to the original rates, but the number of hours used each day have been adjusted down by half. This more closely reflects the former hourly rate, but does come with risks. This rate structure may not necessarily re-coupe the costs to operate the program for a child enrolled under this rate structure. Therefore there is a risk of cost to the Town thus impacting the tax levy.

If Council were to decide to move forward and implement a part use rate an importance decision will be the hourly rate that is charged to develop the monthly fee. As discussed in staff's Child Care rate report presented earlier this spring, it is recommended that part-time rates (in this case part use rates) be charged at a premium to help offset the cost risk as described above. The hourly rate in this model needs to be higher than the full time rate per hour to help re-coupe the costs for that vacant spot because the vacancy occurs on the specific day (the vacancy is represented by unused hours either in the morning, in the afternoon, or both that have to be staffed but may not have a paying child). This is different than the vacancy described in Option 1. In Option 1 the vacancy is days of the week. Days of the week vacancies can easily be sold to families who have a complimenting need of another family. Hours of the day vacancies cannot be sold without the program being at risk of exceeding approved staff:child ratios.

As the mandate is to charge a monthly rate this proposed "partial use" rate would still be based on a monthly fee. When compared to the original full time monthly fee and Option 1 "Part Time" fee the variable that has been adjusted is staff have assumed only half the hours will be used by a child. Using the same principle as the new rates, the kindergarten program would still be based on a higher rate per hour because the staff:child ratio is higher than that of older children.

The chart below shows the relative cost of a "part-use" rate using various costs per hour. As above, if this rate model is implemented Council will need to determine which hourly rate should be applied in

the billing formula. As above, the kindergarten rate should be higher than the grade 1 and above rate so whichever rate is determined for the kindergarten rate the grade one and over would be \$1 less per hour.

Little Falls School/Holy Name:

Kindergarten Program	Charge per hour	Number of hours required	Average Billing days per month	Total Monthly Fee
Before Care Needing less time (hourly)	\$9.00	1 hour	20	(\$9 per hour) \$180
	\$10.00			(\$10 per hour) \$200
	\$11.00			(\$11 per hour) \$220
	\$12.00			(\$12 per hour) \$240
After Care Needing less time (hourly)	\$9.00	1 hour	20	(\$9 per hour) \$180
	\$10.00			(\$10 per hour) \$200
	\$11.00			(\$11 per hour) \$220
	\$12.00			(\$12 per hour) \$240
Grade 1 and up				
Before Care Needing less time (hourly)	\$9.00	1 hour	20	(\$9 per hour) \$180
	\$10.00			(\$10 per hour) \$200
	\$11.00			(\$11 per hour) \$220
	\$12.00			(\$12 per hour) \$240
After Care Needing less time (hourly)	\$9.00	1 hour	20	(\$9 per hour) \$180
	\$10.00			(\$10 per hour) \$200
	\$11.00			(\$11 per hour) \$220
	\$12.00			(\$12 per hour) \$240

As discussed, there is a risk that the “part-use” rate could result in a program loss being suffered by the Town. In the representative example shown earlier, we know that we need at least \$10,042 monthly to cover the program costs associated with offering this service. If every family in our program we to choose a “part-use” rate and only takes one hour of the program we only begin to break even if we charge \$12.00 per hour. This reduces the risk of not generating enough revenue to offset the overall costs to run the program.

Comparing all Options (Current Full Time Rate, Option 1 Part Time Rate, and Option 2 Part Use Rate)

Taking all of the models into account, below is a chart that will demonstrate what families will pay based on the various models above listing a variety of family needs. Please keep in mind there is not one model that will work perfectly for every family.

Using the Little Falls Rates below is an example:

Care Required	Number of children	Rate	Monthly Rate	Risk to Municipality
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Full Time Care (Before Only)	1 child	\$14.24 per day x 20 days per month	\$285.00	None
Part time Care	1 child	\$13.95 per day x 14 days per month	\$195.30	None
Part-Use/Hourly Care	1 child	\$9 per hour at 1 hour per day X 20 days per month	\$180.00	There is risk to the Municipality as the fixed costs to operate remain the same

SUMMARY

As directed by Council earlier in the year staff looked at all costs associated with Early Learning Services to bring these services into a better financial situation. To date the rates for the Child Care Centre have been increased, and in May Council also approved an increase to the rates for the Before and After School Program.

While all rates have been the same for a number of years staff learned that there were larger gaps in cost recovery than once anticipated. There are still further increases required at the Child Care Centre to close this gap as staff spoke to in a previous report. Going forward Child Care increases will continue each and every year so that the cost of the program does not fall so far behind the industry standard and will bring the program in a better financial situation.

While the before and after school rates were being reviewed staff were informed by Stratford Family Services that the rates needed to fall in line with others in the industry as this is a Ministry direction and the Town of St. Marys was the only organization using this hourly model. It was further learned that if we did not change our billing process the Town could jeopardize any future wage subsidy we receive.

Industry standards and practices within Perth have the monthly rate based on families having a spot for the full operation of the program and it was staff's recommendation to have the Town's operation fall in line with this practice and as such the monthly rate was proposed and approved by Council.

Moving forward it is staff's recommendation that a "Part-Time" rate (Option 1) be implemented, but not a "Part-Use" rate (Option 2) given the potential for cost risks to the Town. It is important to note that there cannot be a single model that will fit each and every situation or family need so a one size fits all approach is not possible with the costs associated to operate this program. The child to staff ratio cannot be altered as it is a Ministry of Education mandate so the staffing costs are fixed. These represent the majority of costs to operate the program.

If Council chose to implement a "Part-Use" rate to better reflect the former hourly rate there is a risk we will not necessarily be in a cost recovery position for the Before and After School Program. This would further increase the operating deficit of the Early Learning Services and mean taxes will need to cover the costs to operate this program.

A mixed model approach is possible where all three options (Full Time Rate, Part Time Rate, Part Use Rate) are implemented to further refine options for families to reflect their specific needs. This type of approach is also not recommended by staff. Implementing a mixed model or hybrid approach of a few different models will increase the administration time needed from a billing perspective as more time will be required to bill each family individually based on their specific needs.

FINANCIAL IMPLICATIONS

As above, Option 1 is full cost recovery, and there is a risk that Option 2 may only be partial cost recovery.

OTHERS CONSULTED

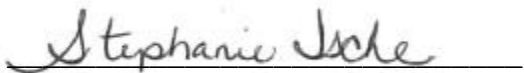
Jim Brown, Treasurer

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services



Stacey MacDonald
Early Learning Services Supervisor

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Public Works
Date of Meeting:	25 July 2017
Subject:	PW 38-2017 July Monthly Report (Public Works)

RECOMMENDATION

THAT PW 38-2017 July Monthly Report (Public Works) be received as information.

DEPARTMENTAL HIGHLIGHTS

- **Water, Waste water Storm water (Environmental Services)**
 - Awarded Design / Engineering Services for Reservoir - Commenced
 - Backflow Prevention Program reminders
 - MOECC Drinking Water Inspection – On-Site portion completed
 - Easement investigations – Carling Street
 - Preparing for upcoming MOECC inspection of WWTP – date to be determined
 - Completed Engineering review of WWTP to assist in developing long term capital requirements
 - Industrial Waste Surcharge Program Review: Ongoing
 - Draft update undergoing internal review
- **Solid Waste Collection, Management & Landfill**
 - 1 Dust complaint – 0 Odor complaints
 - Investigating Dust control options
 - Finalize Landfill EA – Draft Report released for public comment
 - Develop Landfill ECA Application for additional interim capacity
 - Hauled cover to landfill from MOC waste fill pile
 - Complete compost pile turning
 - Curbside yard waste collection program ongoing
 - Landfill hours extended for town wide garage sale
 - Pilot project to see if illegal dumping issues reduced
- **Cemetery**
 - 11 Interments, June 15th to July 15th (5-cremations, 6 traditional burials)
 - Tombstone & General repairs,
 - Organization of office records to be archived
 - Ongoing digitization of burial records on Keystone.
- **General Public Works Operations – Roads, Sidewalks**
 - Sod repairs completed
 - Second round of tall grass cutting ongoing
 - Turf maintenance of South vale SWM Pond
 - Brush removals pending
 - Pavement marking completed

- Centre yellow completed by County with Laser guided paint system
- Sign Reflectivity tender closed
 - Internal development of inventory management with database tracking
- Prepared council report Re: alternative asphalt surface treatments
- Traffic Calming and Study initiative
 - Received 1 of 2 upgrades to existing radar warning sign inventory
 - Specifications suitable for long duration deployment for data collection
- Concrete & asphalt repairs ongoing
- Provided excavation services for OCWA water system repairs
 - Carling St. valve and blow off repair
 - 347 Queen St. East water service repair
- PED Crossing operation downtown
 - Semi activation mostly completed, still have issues with Water St. & Queen St. auto recall
- Sass property – Cleaned up construction waste & removed tall grass

Parks, Trails & Tree Management

- Ongoing garbage pickup in down town core, parks and trail
- Assisted with Canada Day and Heritage Festival setups
- Ongoing watering to restore Cadzow park turf conditions post construction
- Trail Tree trimming with internal resources
- Town hall gateway landscape feature
 - Performed landscaping installation of plant material
 - Assisted with feature installation
- Dog bag dispensers
 - Continuing to fill dispensers monthly with veterinary purchasing donated bags
 - Leash bag dispensers provided with dog license purchase - pilot project ongoing
 - Locally source dispensers and bags
 - Media communications being developed.
- Glass St. park sod repair completed
- Development of Sparling Bush Management Public Information material ongoing
 - Scheduled Rotary club meeting outreach scheduled for Sept 2017

• Engineering, Asset Management & Capital Projects

- Queen Street East Widening - Complete
- Ardmore/Westover St – Westover Place construction - Ongoing
 - Curb & Asphalt installation mid – July 2017
 - Road to open when base course asphalt placed on Ardmore Ave,
 - Loop trail detour to remain in effect due to lack of sidewalks and pending truck traffic
- Warner St & Jones St. - Ongoing
 - Start date July 3rd
 - On schedule at time of report
- Emily Street Reconstruction - Ongoing
 - Project on schedule
 - Project timeline sequence modified,
 - Allows for section north of Glass St. extension to be completed within summer months
 - Asphalt and Curb to placed continuously for whole length of construction
 - Projected completion date mid to late - Sept , 2017

- Glass St. Extension
 - Additional drainage working well
 - Staff to monitor surface condition & dust, additional grading and dust application to be done as required for remainder of summer months
- Wellington Street Bridge - Ongoing
 - Start date June 26. Wellington Street will be closed June 26 – late November
- Town Hall Landscape Gateway Feature - Ongoing
 - Capping material for planter box installation pending delivery
- Asphalt Mill and Pave tender – Ongoing
 - Tender under development be released in July
 - Projected council award Aug, 2017.
- Pickup truck tender - Completed
 - Received & Configured for town use
- T30 Replacement Truck - completed
 - Asphalt edger box received & fitted
 - Training pending
- J10 Cemetery JCB Backhoe refurbishment - Ongoing
Delivery early August

OUTSTANDING ISSUES AND PROJECT LIST

- **General Public Works Operations – Roads, Sidewalks**
 - Offline GPS logging systems,
 - Research into affordable alternatives to existing paper based logging
 - 2017 Sidewalk inspection
 - Pending - August start

SPENDING AND VARIANCE ANALYSIS

- **Street lighting**
 - Expected variance street light repair , materials & supplies
 - Several Existing decorative poles and fixtures require replacement & repair
 - 3 Poles with structural issues replaced in June – July 2017
 - Several special order OEM globe replacements required.
 - Decorative pole condition assessment to be completed

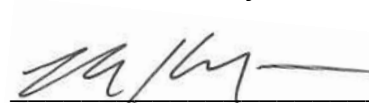
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	25 July 2017
Subject:	PW 37-2017 Fibermat Surface Treatment Contract

PURPOSE

To present information to Council regarding the 2017 Surface Treatment program.

RECOMMENDATION

THAT PW 37-2017 Fibermat Surface Treatment Contract report be received; and

THAT Council approve the use of the proprietary FiberMat surface treatment product on Town roads; and

THAT By-law 64-2017 authorizing the Mayor and Clerk to sign the necessary contract documents with NorJohn Contracting be approved.

BACKGROUND

The Town has used low class bituminous surface treatment (BST), also known as “Tar and Chip” as an asphalt roadway preventative maintenance measure for many years. The process applies a thin protective wearing surface comprised of asphalt emulsion and cover aggregate to provide a waterproofing layer and improve overall road condition for 5 to 7 years.

There are many different variations of BST’s, utilizing different aggregates, emulsions and application methods. The Town has historically used a high float emulsion with a 9mm crushed quarry limestone aggregate. The Town’s surface treatment process is an important, cost effective component of the overall road maintenance program but has experienced varying degrees of success from year to year as a result of varying aggregate size and at times less than ideal application conditions.

A proprietary high performance BST has become more popular in recent years used by neighbouring municipal road departments. The product is called FiberMat and enhances the surface treatment product with shredded fiberglass and the use of trap rock for aggregate.

REPORT

The Town’s road maintenance program utilizes surface treatment applications to extend the useful life of its asphalt roads. Town staff have investigated the use of a high performance surface treatment product called FiberMat and received a quote from the firm that installs the product in Ontario (NorJohn Contracting). The fiberglass addition to the emulsion along with the stronger trap rock aggregate provide enhanced performance and longevity of the surface treatment application, resulting in an improved road condition for a prolonged period of time.

To the best of staff knowledge, NorJohn is the only company in the area that installs fiberglass reinforced BST. There is another reinforced BST product on the market but it uses continuous sheets of reinforcement material which would be more appropriate for rural applications where the

application does not have to contend with regular intersection curves, manholes, catch basins and valve covers.

The County of Perth along with all its lower tier municipalities are now utilizing FiberMat for their surface treatment applications with reported good results. Thames Road was somewhat of a comparative trial where the Town utilized our standard surface treatment product to Town limits and the Township of Perth South installed Fibermat starting at the Town limit northward. To date, the section of Perth South road is in much better condition with far less cracking reappearing through the treatment.

Several municipalities in Perth County have hired NorJohn to install Fibermat late this summer so mobilization costs are lower by having NorJohn install at the same time. While the typical surface treatment product cost for St. Marys has been between \$3.50-\$4.00/m², the higher performance Fibermat product is more expensive at \$7.25/m². Staff anticipate completing approximately 1.2km of road with the available budget. The planned road sections are shown on the attached map.

SUMMARY

The Town utilizes surface treatment to extend the useful life of its asphalt roads. Varying results have been achieved in past years with the Towns standard surface treatment specification.

The Town's purchasing policy allows for single source procurement of services when there is only one known source of the goods or service. While the unit cost of FiberMat is higher than the typical BST product the Town has used in the past, staff believe that the Town will experience improved performance and longevity with the Fibermat product and therefore are recommending its use in 2017.

Fibermat is considered a high performance surface treatment product and is being recommended by staff for the Towns 2017 surface treatment program.

FINANCIAL IMPLICATIONS

Council approved \$70,000 in the 2017 operating budget for surface treatment application. Staff would maximize the work area to utilize the extent of the approved budget.

OTHERS CONSULTED

Ken Bettles, Director of Public Works, Township of Perth South
Wes Kuepfer, Public Works Manager, Township of Perth East

ATTACHMENTS

2017 Surface Treatment Map
Surface Treatment Comparison Presentation

REVIEWED BY

Recommended by the Department



Jeff Wolfe
Asset Management / Engineering Specialist

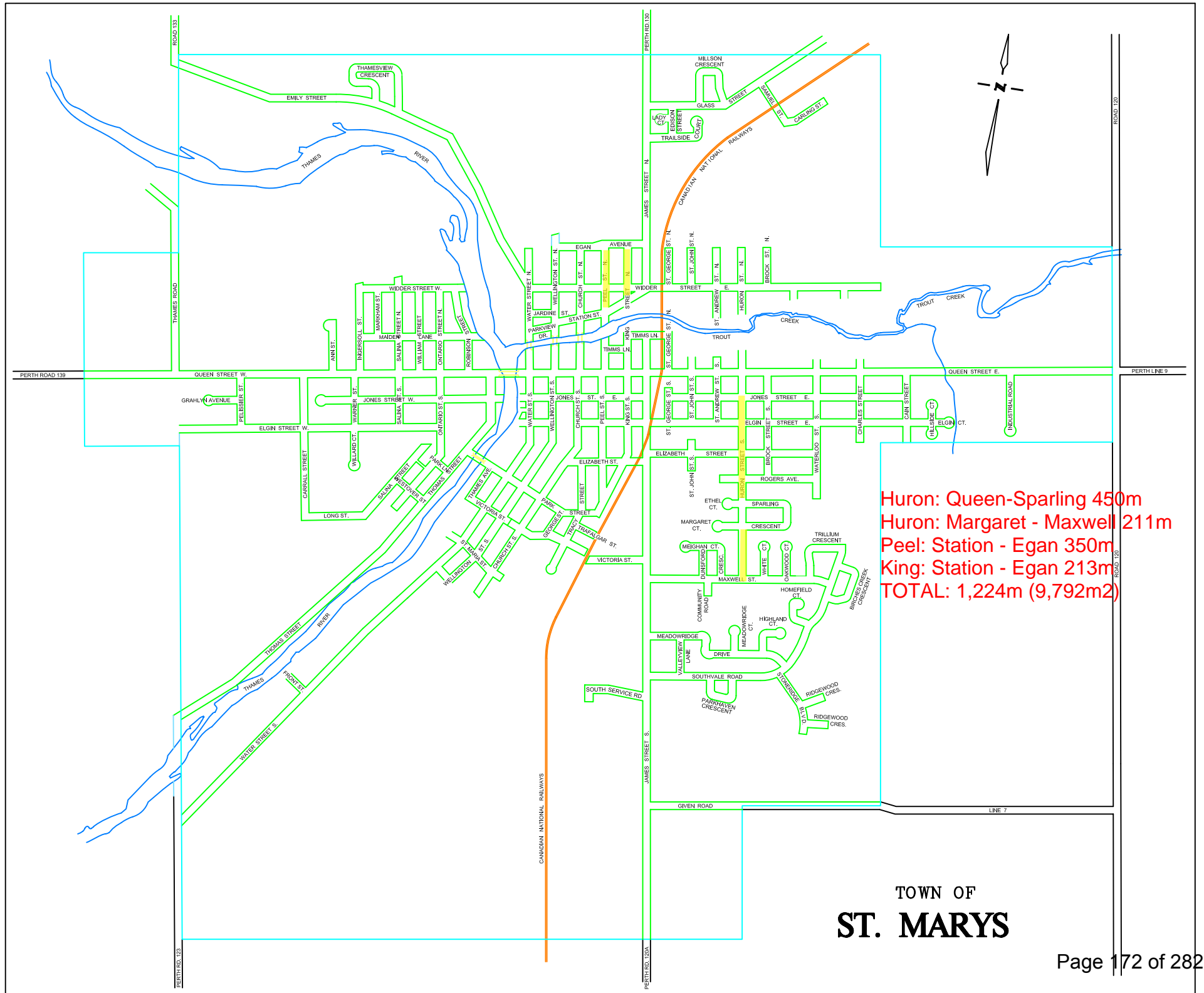


Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer



FiberMat™ Surface Treatment Comparsion

FiberMat™



FiberMat™ Surface Treatment New Application

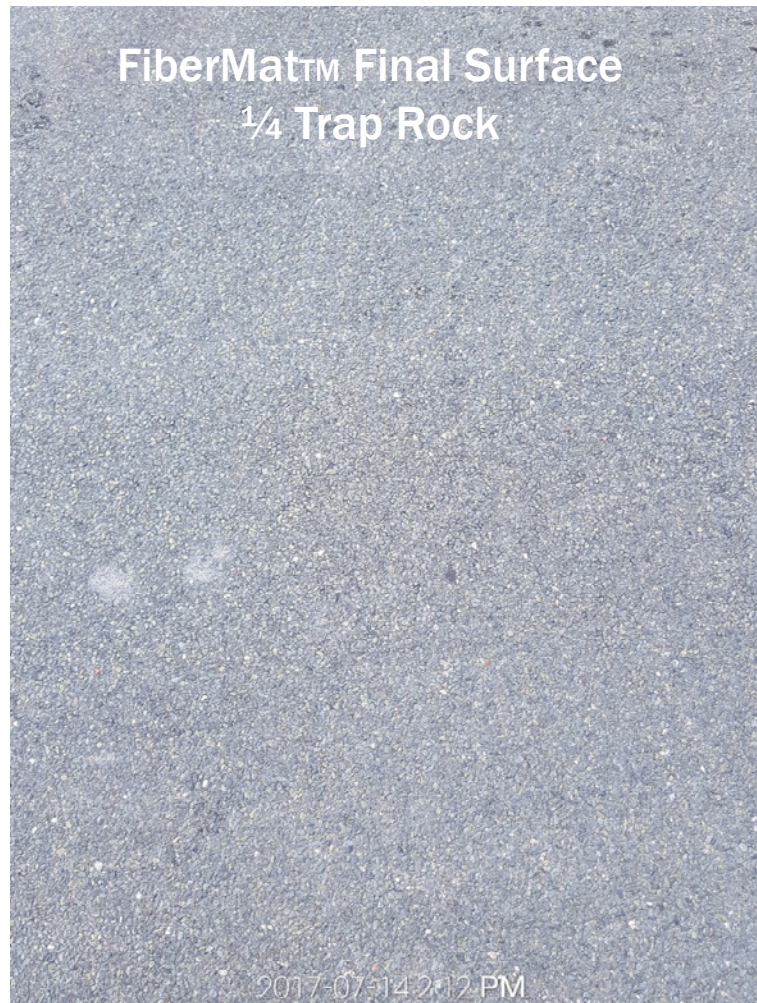


Supplier Photo – Application in Bruce County -
using 1/4 trap rock

FiberMat™ Surface Treatment Thames Road Comparision



FiberMat™ Surface Treatment Comparsion

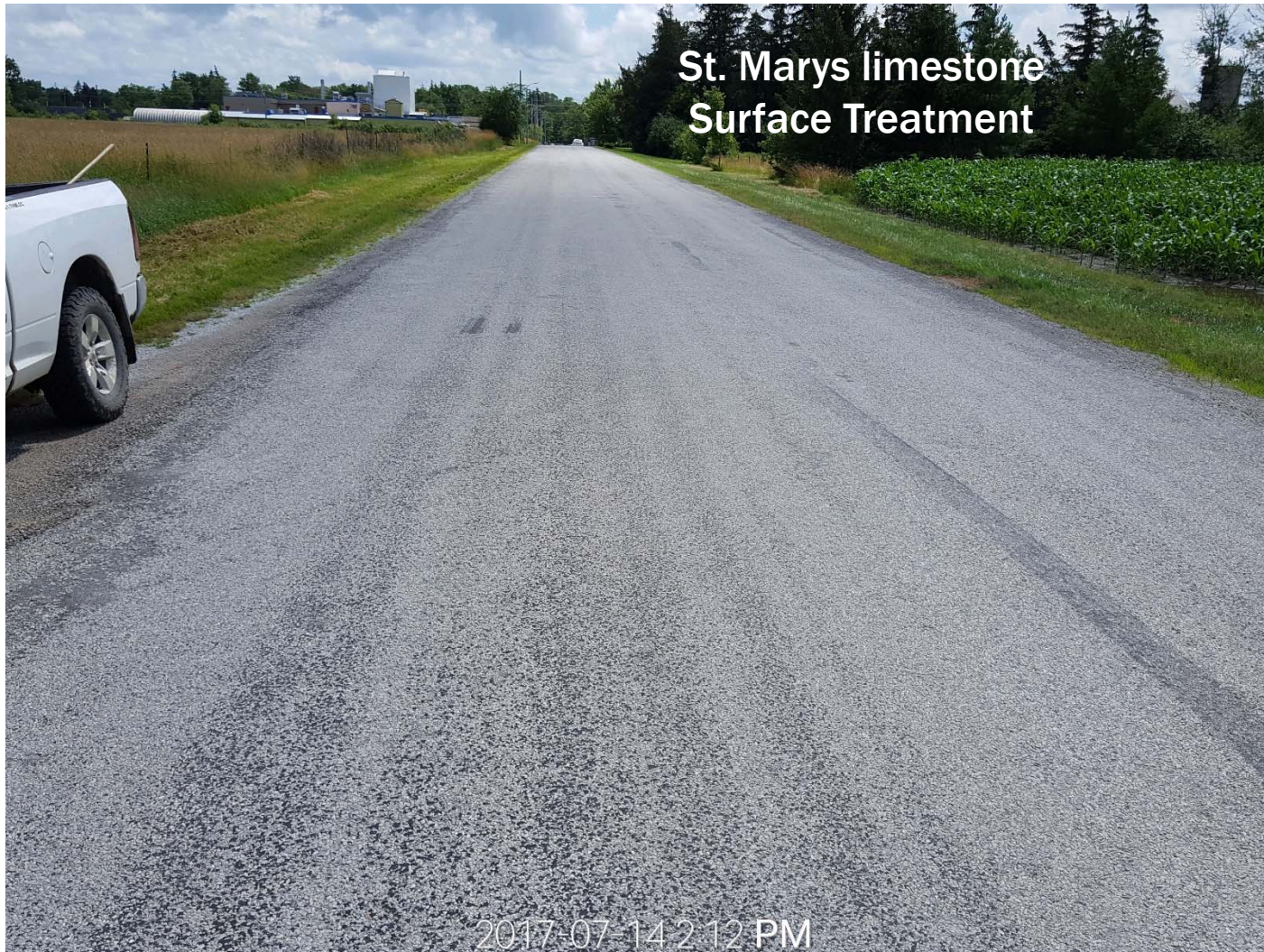


Same Application Year

FiberMat™ Surface Treatment Comparsion



FiberMat™ Surface Treatment Comparsion



FiberMat™ Surface Treatment Comparsion



FiberMat™ Final Surface
1/4 Trap Rock

FiberMat™



Existing cracked surface before FiberMat™.



Placement of FiberMat™ membrane.



Aggregate protects FiberMat™ from traffic.

Norjohn Contracting and Paving Limited is proud to be the Ontario distributor of FiberMat™, the ultimate crack inhibiting membrane.

The patented FiberMat™ process, uses a combination of polymer-modified asphalt emulsion, chopped fiberglass strands and high quality aggregate. This system acts as a resilient waterproof membrane that seals and effectively delays reflective cracking.

FiberMat™ can be used as the final wearing surface or as a Stress Absorbing Membrane Interlayer (SAMI), depending on traffic factors and the existing condition of the pavement.

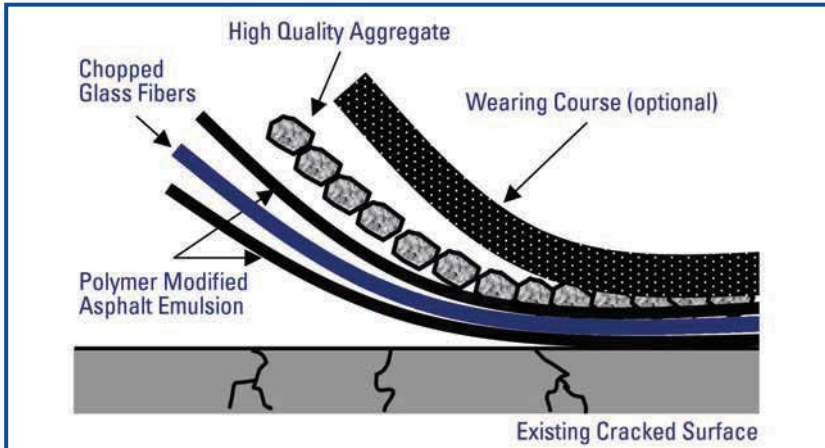
The specialized equipment ensures there are no adhesion problems and the membrane cannot gather or tear because it is sprayed in-place, and an entire lane can be covered in a single pass.

FiberMat™ is applied faster than conventional stress absorbing layers and can quickly be opened to traffic. This high production capability of the equipment, allows customers to use a pavement preservation strategy to treat the entire road, or customize with narrower applications to treat edge creep.

With sufficient tensile strength and flexibility to absorb movements in the pavement structure FiberMat™ will delay the pavement from cracking.



FiberMat™



The polymer modified asphalt emulsion adheres to the existing pavement, encapsulating the fiberglass strands, while providing a waterproof membrane over the entire width of pavement.



Polymer Modified Asphalt Emulsion

- OPSS 1103
 - Rapid Setting
 - CRS-1P
 - CRS-2P
 - 1.8 – 2.3 litres/m²

Fiberglass

- Certified Suppliers for FiberMat™
 - 60 – 90mm lengths
 - 70 – 120 g/m²

Aggregate

- OPSS 1006
 - Class 5 or approved equivalent
 - 14 – 18 kg/m²

Construction Practices

- On-site evaluation
- Localized repairs (if necessary)
- Surface sweep and preparation
- Computerized rate controls
- Traffic Control
- Variable width (1m – 4m)
- Pneumatic rolling seats aggregate
- Traffic returns to surface (20 minutes)
- Sweep loose aggregate (if necessary)



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Contact us directly for further information
and a free on-site consultation regarding:



Page 181 of 282

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	25 July 2017
Subject:	PW 39-2017 Waste Collection Services Contract with Bluewater Recycling

PURPOSE

This report presents information to Council regarding solid waste curbside collection services within the Town of St. Marys. This report provides information related to the current understanding of services and proposed Agreement for services with Bluewater Recycling Association (BRA).

RECOMMENDATION

That PW 39-2017 Waste Collection Services Contract report be received as information; and,

THAT Council approve By-Law 62-2016 authorizing the Mayor and Clerk to sign the Solid Waste Curbside Collection Agreement with Bluewater Recycling Association in substantially the same form as the draft presented.

BACKGROUND

In circa 2012, the Town of St. Marys completed a significant change in the way that the municipal solid waste was collected at curbside. Historically, the Town of St. Marys administered and collected the material via municipal forces. In July 2012, the Town retained the services of Bluewater Recycling Association (BRA) to continue curbside collection services on an interim basis until a long term solution could be achieved.

On June 26, 2012, By-Law 44-2012 was approved which authorized the CAO to contract Bluewater Recycling Association for co-collection services, which includes waste collection.

Although the above noted By-Law was approved, an Agreement was never executed with BRA for waste collection services.

This report aims to complete a housekeeping item by presenting a By-Law for consideration by Council as well as presenting an Agreement for solid waste collection services for consideration.

REPORT

The Town has utilized waste collection services from BRA since mid-2012 to provide curbside waste collection to municipal properties. As part of the program, the Town has adopted the automated service from BRA which includes the use of wheelie bin containers for residents. Each property under the program received a wheelie bin in 2012 from BRA which remains the property of the Association.

The execution of the Agreement (attached) would formalize the existing service provided to the Town by BRA through to 2022.

SUMMARY

Based on the information detailed within this report, Staff recommends that Council approve By-Law 62 of 2017 authorizing an Agreement between the Town of St. Marys and Bluewater Recycling Association for the residential curbside collection of solid waste from within the Town of St. Marys. The execution of such an Agreement will solidify the current understanding of services adopted in 2012 by the Town.

FINANCIAL IMPLICATIONS

The proposed Agreement with BRA for curbside collection services will have the following financial implications:

- \$34.85 / wheelie bin with 2,692 bins currently in use within the Town for a total solid waste collection cost of approximately \$93,816.20 per year.
- The annual cost would increase based on annual CPI increases as well as number of extra bins added to collection routes each year.

The above noted financial implications have been incurred by the Town of St. Marys since circa 2012 when BRA was retained by the then Chief Administrative Officer / Clerk for curbside collection services.

The Town currently administers a full user-pay model for water collection. Waste collection costs are currently recouped via annual charges administered on municipal tax bills.

OTHERS CONSULTED

Jed Kelly – Director of Public Works, Town of St. Marys

Francis Veilleux – President, Bluewater Recycling Association

ATTACHMENTS

Attachment No. 1: Draft Agreement for Solid Waste Collection Services

REVIEWED BY

Recommended by the Department

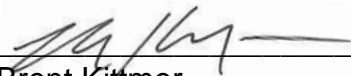


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

THIS AGREEMENT made as of the ____ day of _____, 20__

BETWEEN:

BLUEWATER RECYCLING ASSOCIATION incorporated as a corporation without share capital in the Province of Ontario and having its Head Office in the Municipality of South Huron in the County of Huron, in the said Province, (hereinafter called the "Association")

OF THE FIRST PART

-AND-

CORPORATION OF THE TOWN OF ST. MARYS incorporated as a special corporation without share capital in the Province of Ontario and having its Head Office in the Town of St. Marys in the County of Perth, in the said Province, (hereinafter called the "Municipality")

OF THE SECOND PART

WHEREAS by By-law the Municipality enacted that it become a member of the Association in order to provide for the collection of recyclables;

AND WHEREAS the Municipality wishes to provide its residents with an effective resource management program;

AND WHEREAS the Association has developed a Co-collection system allowing for the efficient collection of both waste and recyclables at the same time;

AND WHEREAS both the Association and the Municipality have common environmental objectives they wish to achieve through the operation of the Co-collection program such as:

cleaner collection through,

less fuel burnt thereby conserving nonrenewable resources;
less emissions produced thereby reducing atmospheric pollution;
less noise pollution; and
fewer impacts on our fragile transportation infrastructure
(while improving public safety by reducing the number of vehicles required to collect waste and recyclables);

and allowing for the development of safer disposal alternatives which will divert Solid Waste away from aged, less sophisticated disposal sites.

BOTH PARTIES hereby mutually covenant and agree that all services and supplies provided to the Municipality by the Association shall be on the following terms and conditions:

ARTICLE I - INTERPRETATION

DEFINITIONS

1.01 In this Agreement

(a) "Association" means the Bluewater Recycling Association and his, her, or its heirs, legal personal representatives, successors and assigns;

(b) "Agreement" means this agreement and all schedules annexed hereto, which are made a part thereof;

(c) "Base Co-collection Fee" means the fee chargeable by the Association for the added collection of Solid Waste in accordance with the terms of this Agreement. The Base Co-collection Fee is \$34.85 per unit per year, exclusive of all taxes payable at law and will be adjusted annually in accordance with the terms and conditions set out in Article 3 of this Agreement.

(d) "Co-collection" means the collection of all waste and recyclable materials from single unit dwellings, multi-unit dwellings, and designated IC&I (industrial/commercial/institutional) operations in the Municipality.

(e) "Disposal Site" means that site currently owned by the Town of St. Marys, governed by C of A #A150201 and more particularly described as follows: Farm lot 24, Concession Thames, Town of St. Marys, County of Perth or other properly licensed site as mutually agreed upon.

(f) "Municipality" means the Corporation of the Town of St. Marys and his, her or its heirs, legal personal representatives, successors and permitted assigns;

(g) "Recyclable Materials" means those designated curbside collected materials, namely newspapers, boxboard, cardboard, fine paper, plastic, tin, glass and aluminum, as generated in the municipalities and includes all other materials which are deemed to be recyclable by agreement between the Association and the Municipality from time to time.

(h) "Solid Waste" means mixed household, institutional, commercial and industrial solid waste (including trash, refuse and garbage) that has the characteristics of non hazardous solid waste normally produced by residences, stores, other commercial and industrial buildings, schools and offices, provided that under no circumstances shall Solid Waste include waste which is not permitted to be disposed of at the Disposal Site

pursuant to applicable federal, provincial or local laws, regulations or orders, or the Provisional Certificate of Approval applicable to the Disposal Site. For the purpose of this Agreement, Solid Waste shall exclude any items that cannot be contained in the wheelie bins.

(i) "term" means the term hereby demised and, unless otherwise required by the context, any renewal or extension thereof, or such shorter periods as may be provided in this Agreement.

(j) "Unit" means every Wheelie Bin used in a single residential unit (e.g. a household or an apartment in a multi-unit dwelling complex) or any local Industrial, Commercial, or Institutional (IC&I) establishments for Solid Waste collection.

(k) "Wheelie Bin" means a two wheeled container with a capacity of approximately 35, 65, or 95 gallons provided by the Association, required for the provisions of collection services provided under this Agreement.

SEVERABILITY

1.02 If any one or more clauses or paragraphs or part or parts thereof in this Agreement be illegal or unenforceable it or they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in full force and effect and shall be binding upon the parties hereto as though the said clause or clauses or part or parts of clauses had never been included.

NUMBER

1.03 Whenever a word importing the singular number only is used in this Agreement, such word shall include the plural and words importing gender shall include any other genders, where applicable.

HEADINGS

1.04 The headings appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or of any provisions thereof.

ENTIRE AGREEMENT

1.05 This Agreement constitutes the entire understanding between the parties hereto with respect to the subject matter hereof and cancels and supersedes all prior negotiations, representations and agreements, either written or oral. No change, alterations or modifications to this Agreement will be effective unless in writing and signed by the parties hereto.

SUCCESSORS

1.06 This Agreement, together with the Schedules annexed hereto and forming apart hereof, shall extend to, be binding upon and enure to the benefit of the parties hereto and their respective heirs, legal personal representatives, successors and assigns (as limited by the provisions of this Agreement) and shall be interpreted in accordance with the laws of the Province of Ontario and the parties hereto attorn to the jurisdiction of the Province of Ontario.

REPRESENTATIONS

1.07 Each party represents that it is a legally organized and operating corporation, properly incorporated in the Province of Ontario having jurisdiction over its home office, is authorized to enter into and perform this Agreement in all respects, and to the best of its knowledge and belief is in full compliance with all applicable statutes, ordinances, rules, regulations, and orders.

ARTICLE II - SERVICES

CO-COLLECTION

2.01 The Association shall be responsible for providing trained labour and labour supervision for all Co-collection related activities.

2.02 **General Co-collection Duties** - The Association's general Co-collection duties will include, but not be limited to the following:

- Weekly collection of Solid Waste and Biweekly collection of Recyclable Materials from all residential units and IC&I units assigned with a Wheelie Bin.

2.03 **Receptacles for Materials** - The Association shall provide Wheelie Bins or other suitable containers for all Solid Waste and Recyclable Materials collection. No bags, boxes, or loose Recyclable Materials shall be accepted.

2.04 **Co-collection Procedures** - Wheelie Bins shall be placed as per the Association's driver instructions. Emptied Wheelie Bins shall be returned to the same location.

2.05 **Container Abuse** - Containers shall not be thrown or roughly handled by the Association.

2.06 **Co-collection Disputes** - In a case where a resident claims that his/her Solid Waste and/or Recyclable Materials were not collected, but a driver disputes this claim, the benefit will always be given to the resident.

2.07 Co-collection Obstructions - If the Association encounters any impassable obstructions including weather conditions, construction, etc. the Association will return at least once more to the obstructed area prior to 6:00 PM on the same day.

2.08 Co-collection Routes - Routes for Co-collection will be established at the Association's discretion.

2.09 Scales - The Association shall ensure that all drivers record gross, tare, and net weights upon every Co-collection related visit to the Disposal Site at the Municipality's cost, if any.

2.10 Spills of Solid Waste and/or Recyclable Materials - The Association shall immediately clean up any spills.

2.11 Co-collection Hours - Co-collection shall be completed Monday through Friday between 7:00 AM and 6:00 PM, except where holidays affect scheduling.

2.12 Property Damage - The Association shall repair any damage it causes to any residents' property immediately and at its own expense.

2.13 Driver Experience - The Association shall employ only properly licensed and experienced collection drivers.

2.14 Driver Appearance - Drivers shall be polite and well groomed at all times during daily operations.

2.15 Uniforms - The Association shall provide employees with a neat, clean, and distinctive work uniform including protective footwear, safety glasses, and gloves, which is to be worn at all times while on duty.

2.16 Training - The Association shall ensure that all drivers are properly trained in safe vehicle operation, circle checks, telecommunication and safe handling and clean up of all materials.

2.17 Holidays - There shall be no Co-collection on the following statutory holidays: New Year's Day and Christmas Day.

Collection shall be altered accordingly to avoid conflicts with holidays.

2.18 Hazardous Material. The material to be collected and processed by the Association pursuant to this Agreement is Solid Waste generated by the residents of the Municipality excluding radioactive, biomedical, volatile, highly flammable, explosive, toxic or hazardous material, and contaminants not acceptable as per Association specifications or Disposal Site licensing. The term "hazardous material" shall include, but not be limited to any amount of waste listed or characterized as hazardous by any federal or provincial law. Title to and liability for any waste shall remain with the

resident and/or the Municipality and the Municipality expressly agrees to defend, indemnify and hold harmless the Association from and against any and all damages, penalties, fines and liabilities resulting from or arising out of such waste.

PROCESSING AND DISPOSAL

2.19 The Municipality shall be responsible for the cost of disposal (i.e. landfill) and the Association the cost of transport to the designated Disposal Site.

2.20 **Material Segregation** - The Association shall segregate all recyclable materials and process the materials in accordance with market specifications.

PROMOTION

2.21 **Education and Promotion** - The Association shall from time to time throughout the term of this agreement conduct a promotional advertising campaign to promote the Co-collection program.

2.22 **Hotline** - The Association shall operate a manned information telephone service with a Watts line available throughout the Municipality during its regular business hours.

ARTICLE III - PAYMENT

COSTS AND REPAYMENTS

3.01 The Municipality agrees to pay the Association the Base Co-collection Fee, and all taxes payable at law for all Solid Waste Wheelie Bins in the Municipality. The Association agrees to remit all taxes payable at law by the Municipality to the appropriate governmental authority.

3.02 Any collection initiatives not covered in this agreement will be subject to negotiation between the Municipality and the Association and, upon successful completion of those negotiations, will be executed and considered to be addendum to this Agreement.

ADJUSTMENTS

3.03 The Municipality shall make a monthly adjustment to the Unit count, to compensate the Association for any additional Units being serviced in the Municipality's Co-collection area. This calculation will be based on the actual verified monthly Wheelie Bins count.

3.04 The Base Co-collection Fee will be adjusted on an annual basis commencing January 1, 2018 in accordance with the following:

a) the adjustment, expressed as a percentage, will be calculated to be Factor F% where CPI is the Consumer Price Index for Ontario, as calculated by Statistics Canada or its successor,

and

$$\text{Factor F\%} = \frac{\text{CPI for the September immediately preceeding the year to be adjusted}}{\text{CPI for the September in the second year preceeding the year to be adjusted}} \times 100\%$$

3.05 The Association reserves the right to make a fuel price adjustment on the monthly invoice of the Base Collection Fee if diesel prices exceed \$1.00 per litre. The adjustment would be calculated as follows:

$$\text{Adjustment\%} = (\text{Diesel}_c - \$1.00) \times 0.22\%$$

Diesel_c Current (most recent) monthly London retail Diesel price as published by MJ Ervin or its successor.

3.06 The Association reserves the right to adjust the rates hereunder based upon unusual changes in the market prices for recycled material, fuel and other operating costs including residue disposal fees.

INVOICING

3.07 The Association shall invoice the Municipality monthly in advance for the Co-collection service charges set out above, and the Municipality shall pay all invoices reasonably and properly submitted by the Association within thirty (30) days of date thereof. Interest may be charged by the Association at 1 1/2% per month (18% per annum) on any overdue accounts.

ARTICLE IV - TERM

4.01 This Agreement is for a term of five (5) years beginning the first day of November, 2017 and shall be renewed for successive terms without further action by the parties but may be terminated at the end of any term by either of the parties hereto by not less than one hundred and eighty (180) days prior written notice (registered mail).

4.02 The Association is providing Wheelie Bins for the provisions of the services hereto agreed in. Those containers are provided in this Agreement on the basis of their use for a full useful life estimated at 10 years. Should the Municipality terminate this Agreement and any subsequent renewals before the end of the Wheelie Bins' useful life, The Municipality shall have the following options:

(a) The Municipality shall gather and deliver the Wheelie Bins to the Association's Head Office in good working order ready for service elsewhere.

(b) The Municipality shall purchase the Wheelie Bins from the Association for the residual value based on a straight line depreciation method.

(c) The Municipality shall pay the Association to recover any Wheelie Bins from the residents at a cost of \$21.48 each subject to the same cost adjustments as this agreement, on the first attempt. Subsequent attempts at recovery to be charged at the normal recovery fee posted from time to time.

NON PERFORMANCE

4.03 (a) This Agreement shall immediately and automatically terminate without notice or other act:

- (i) upon the attempted assignment by the Association of this Agreement or any of its rights or obligations hereunder without the previous written consent of the Municipality being given(pursuant to Article 9.01); or
- (ii) upon the commencement or happening of any occurrence connected with insolvency, bankruptcy, dissolution or liquidation of the Association.

(b) Either party shall have the right to immediately terminate this Agreement at any time by notice in writing to the other party, if the other party shall commit a material breach of any of the obligations on its part to be performed or observed herein and fails as follows:

- (i) where a remedy is possible within thirty (30) days, to remedy the breach within thirty (30) days of being required to do so by the first party; or
- (ii) where a remedy is not reasonably possible within thirty (30) days, to propose a plan within thirty (30) days which is reasonably capable of providing a remedy and to diligently and continually execute the plan to remedy the breach.

(c) in the event that performance of this Agreement in the reasonable opinion of either party is made impossible by force majeure (pursuant to Article 8.01), then either party shall notify the other in writing and the Municipality shall either:

- (i) terminate this Agreement forthwith and without any further payments being made; or
- (ii) authorize the Association to continue the performance of the Agreement with such adjustments as required by the existence of the force majeure and agreed upon by both parties. In the event that the parties cannot agree upon the aforementioned adjustments, it is agreed by the parties that this Agreement shall be terminated.

d) The termination of this Agreement (howsoever occasioned) shall be without prejudice to any rights or obligations which shall have accrued prior to such termination and shall not destroy or diminish the binding force or effect of any of the provisions of this Agreement which are expressly or by implication provided to come into force after such termination.

e) Neither party shall be liable to the other for any compensation, loss or damage arising from termination of this Agreement provided such termination is reasonable.

ARTICLE V - COVENANTS

INSURANCE

5.01 The Association shall take out and keep in force a comprehensive policy of public liability and property damage insurance providing insurance coverage in respect of any one accident to the limit of at least five million dollars (\$5,000,000.00) exclusive of interest and costs, against loss or damage resulting from bodily injury to or death of one or more persons and loss or damage to property and such policy shall name the Municipality as an additional insured thereunder and shall protect the Municipality against all claims for damage or injury including death of any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any act or omission on the part of the Association and the Association shall forward a certified copy of the policy or certificate thereof, as the Municipality may direct.

MOTOR VEHICLE INSURANCE

5.02 The Association shall take out and keep in force an automobile and truck policy of insurance for public liability and property damage providing insurance coverage, including non-owned automobile coverage, in respect of any one accident to the limit of at least five million dollars (\$5,000,000.00) exclusive of interest and costs, against loss or damage arising in any way out of the operation by the Association, of any motor vehicle owned or operated by the Association and shall fully protect the Municipality against all claims for all damage or injury including death of any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of the operation of any motor vehicle as aforesaid by the Association and the Association shall forward a certified copy of the policy or certificate thereof as the Municipality may direct.

ENVIRONMENTAL LIABILITY

5.03 The Association shall maintain or cause to be maintained environmental liability insurance which shall include, without limitation, loss or damage of whatsoever kind or nature against liability caused by Environmental Impairment arising out of the operations for claims because of bodily injury, property damage or Environmental Impairment arising from, but not limited to, such risks as the ownership and/or operation of; septic

systems, water systems, underground fuel tanks, unlicensed equipment. The environmental policy provides protection for expenses incurred to clean-up, or repair, the Insured's own property or property rented to the Insured; fines, penalties and punitive damages.

INDEMNITY

5.04 The Association shall indemnify and save harmless the Municipality from all losses, damages, expenses, action, causes of actions, suits, claims, demands and costs whatsoever which may arise either directly or indirectly by reason of any act, failure, neglect or refusal by the Association to comply with the Agreement, or arising out of the performance or nonperformance of the employees, servants, agents, of the Association, except that the Association shall not be liable where such failure, or neglect arises from the negligence of the Municipality and its employees or representatives.

LAWS AND REGULATIONS

5.05 The Association shall comply with all labour, police, health, sanitary and other laws and regulations imposed by public bodies having jurisdiction during the term of this Agreement.

All Federal, Provincial, and Local Laws and Regulations, as well as Policies established by the Municipality to govern operations of waste management, now or subsequently enacted, shall become a part of this contract and be complied with in the performance of all parts of the work. The Association shall enforce provisions of policies established by the Municipality, where such policies provide for such enforcement.

The Association shall be, or shall become, familiar with all such laws regulations and policies which in any manner affect those engaged or employed in the work, or affect facilities or equipment used in the work, or which in any way may affect the conduct of the work and no plea of misunderstanding will be considered on account of ignorance thereof.

ARTICLE VI - COVENANTS

6.01 The Municipality covenants with the Association to pay all expenses hereby reserved in the manner herein provided.

6.02 The Municipality covenants with the Association to remain a full active member of the Association in good standing for the term of this agreement. The Municipality agrees to pay its respective share of the recycling costs, based on its applicable share count in the Association and posted operating share cost in effect at the time of billing, or other cost distribution in effect.

6.03 The Municipality agrees to maintain an acceptable volume based user pay system, for the Term of this Agreement.

ARTICLE VII - NOTICES

7.01 All notices or other documents required or which may be given under this agreement shall be in writing, duly signed by the party giving notice and delivered or transmitted by registered mail addressed as follows:

Association: Bluewater Recycling Association
P.O. Box 547
Huron Park, ON
N0M 1Y0

Municipality: Town of St. Marys
175 Queen Street East
St. Marys, ON
N4X 1B6

Any notice or document so given shall, unless hand delivered, be deemed to have been received on the second business day following the date of mailing, if sent by registered mail. In the event of interruption of the postal system by labor strike, such notice shall be hand delivered. Any party may from time to time by notice given as provided above change its address for service of notices.

ARTICLE VIII - FORCE MAJEURE

8.01 Delays in or failure in the performance of either party under the Agreement shall not constitute default hereunder or give rise to any claim for damages if and to the extent caused by occurrences beyond the control of the party affected, including but not limited to strike, lockout, decrees of government, acts of God, fires, floods, explosions, riots, war, rebellion, sabotage and atomic or nuclear incidents. Lack of finances, or delay or failure arising out of the nature of the work to be done or from the normal action of the elements or from any normal difficulties which may be encountered in the performance of either party under this Agreement, having regard to the nature thereof, shall in no event be deemed to be a cause beyond a party's control. Normal difficulties include but are not limited to those related to quality of equipment or delay in delivery of equipment.

ARTICLE IX - ASSIGNING

9.01 (a) The Association will not assign, set over, transfer or sub-agreement, encumber or in any way deal with or part with the whole or any part of the agreement to anyone, for or during the whole or any part of the term, without written consent first being obtained from the Municipality, but such consent shall not be unreasonably withheld.

(b) Provided however, it is made a condition to the giving of such consent that:

(i) the proposed assignee of this Agreement shall agree with the Municipality in writing to assume and perform all of the terms, covenants, conditions and agreements by this Agreement imposed upon the Association herein in a form to be provided by the solicitor for the Municipality; and

(ii) in the event of an assignment consented to by the Municipality, the Association shall nonetheless remain responsible to the Municipality for the fulfillment of all obligations created by this Agreement.

ARTICLE X - ARBITRATION

10.01 (a) All matter in difference in relation to this Agreement shall be referred to the arbitration of a single arbitrator, if the parties hereto agree upon one; otherwise to three arbitrators, one to be appointed by each party and a third to be chosen by the first two named before they enter upon the business of arbitration.

(b) Each of the parties hereto will equally share the expenses of the arbitrator(s).

(c) The arbitrator(s) shall not have the right to alter or change any provisions in this Agreement, or substitute any new provision in lieu thereof or to give any decision inconsistent with the terms and provisions of this Agreement.

(d) The award and determination of such arbitrator or arbitrators, or any two of such three arbitrators, shall be binding upon the parties hereto and their respective heirs, executors, administrators and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under the hands of their respective proper officers duly authorized in that behalf.

BLUEWATER RECYCLING ASSOCIATION

By: _____

By: _____

CORPORATION OF THE TOWN OF ST. MARYS

By: _____

DRAFT

By: _____

Schedule A
Optional Services

The Association agrees to provide additional services from time to time as negotiated with the Municipality.

- 1) Manual Yard Waste collection shall be provided at a cost of \$805.49 per vehicle per day for the term of this agreement subject to the same adjustments outlined in this Agreement.
- 2) Collection of 65 gallon organic wheelie bins will be provided at a cost of \$80.55 per hour for the term of this agreement subject to the same adjustments outlined in this Agreement.

These optional services are available at the municipality's discretion.

**Board of Directors Meeting Highlights
Held on June 22, 2017 at 9:00 AM
at the MRF Board Room**



88% Converted to Automated Collection this Fall

On the heels of launching the last municipality in Perth to convert to automated collection, Perth East, Dawn-Euphemia commits to convert to automated collection in the fall.

On May 15th, the Dawn-Euphemia council made the decision to proceed with the conversion to automated collection. The discussions were initiated in 2016 and public meeting were held earlier this year. In the end, the life of the Dawn landfill and the need to have common services in all areas of the municipality after merging nearly 20 years ago, council opted to implement the automated collection program community wide on a biweekly basis for both waste and recycling.

The work now begins for the likely launch to take place in November. This will mean that 88% of all of our households will be converted to automated by then.

In the meantime, the Association was busy finalizing the last minute touches to the Perth East launch. The first collection was June 7th and council also chose to offer biweekly collection of waste and recycling in lieu of the old weekly service. With that launch behind us, every community in Perth is now served using the system.

Municipal Sector Launches Initiative To Help Municipalities Manage The Transition To Full Producer Responsibility For Blue Box Recycling Programs

Bill 151 – the Waste-Free Ontario Act, 2016 – was proclaimed by the Ontario Legislature on November 30, 2016. The new legislation enacted the Waste Diversion Transition Act 2016 (WDTA) and the Resource Recovery and Circular Economy Act 2016 (RRCEA), which makes producers fully responsible for end-of-life management of designated products and packaging. Existing waste diversion programs for Blue Box, Municipal Hazardous and Special Waste (MHSW), Waste Electrical and Electronic Equipment (WEEE) and Tires will be wound up and transitioned to regulations developed under the RRCEA.

This transition will have major implications for all municipalities currently managing or operating waste diversion programs. Blue Box programs will undergo many of the most significant changes as the municipal role shifts to “potential service provider” for producers who are required to manage their designated materials. Several issues will be of critical importance to municipalities. These include:

- Maintenance of current standards of service to residents
- Availability of information to help manage contracts with service providers during transition
- Appropriate management of any ‘stranded assets’ in the waste system
- Recovery of costs required to manage materials left in municipal waste streams
- Incentives to drive continuous improvement of waste diversion programs

- Acceleration of the transition – current plans call for transition of the Blue Box Program by 2022 at the earliest, yet each year costs the municipal sector roughly \$130 million

The municipal sector must be actively involved, working very closely with the Ministry of the Environment and Climate Change (MOECC) and key stakeholders, including producers and service providers, to ensure that the outcomes of this transition are beneficial to our communities.

On February 8, 2017, AMO held a one-day workshop with elected officials and municipal staff across the Province, and was asked to support municipal involvement in the transition process and to develop an effective partnership role for the municipal sector.

On March 31, 2017, the AMO Board directed staff to engage in discussions on the formation of an appropriate entity to act as a coordinated municipal resource, to provide policy and negotiations support to the municipal sector, and to advocate for the expeditious transition of the Blue Box program to full producer responsibility.

To date, a Municipal Working Group has been established to guide and oversee the work required to respond immediately to efforts already underway by other stakeholders, and to develop recommendations for the best structure and methods for assisting municipalities during the transition. The Working Group includes representatives from AMO, the City of Toronto, the Regional Public Works Commissioners of Ontario (RPWCO) and the Municipal Waste Association (MWA), which has established links to Eastern Ontario and to rural and northern communities. Additional staff resources have been provided by AMO, the Region of Durham, the Region of York and the City of Toronto. Consultants have been engaged by AMO to provide specialized expertise.

The Municipal Working Group held a two-day retreat on May 3-4, 2017. Subgroups were formed to address

- (1) strategic options for transition
- (2) technical issues such as standards, targets and definitions
- (3) communications to municipalities and other stakeholders and
- (4) structure and governance of an entity to support municipalities.

Several members were identified to attend ongoing stakeholder meetings and serve as representatives and contacts for the larger Municipal Working Group.

Meetings are being held with Stewardship Ontario and producers to gain a mutual understanding of key issues and to determine if there is common acceptable pathway for transition to full producer responsibility under the RRCEA. Both parties are interested in accelerating the transition and starting the process immediately. Continued uncertainty benefits no one.

The transition process may move quickly. Currently, the parties are discussing a potential amendment to the Blue Box Program Plan to get on a path for transition to the RRCEA. If a rapid transition is achievable, it will be very important for municipalities to establish clear strategies for the management of contracts for collection, processing and/or depots. Early termination clauses may be required. Discussions with procurement, legal and other support staff are recommended. There could be opportunities to amend existing contracts if mutually agreeable to the municipality, your service provider and Stewardship Ontario. The Municipal Working Group is preparing further recommendations for consideration by staff and Councils.

The efforts of the Municipal Working Group will not usurp or restrict the autonomy of municipal Councils to make decisions regarding waste diversion programs and contracts. However, it will be very important for all municipalities to learn more about the transition to the RRCEA, and to stay informed.

Organic Framework

The Ministry of the Environment and Climate Change is developing a Food and Organic Waste framework to reduce the volume of food and organic wastes ending up in the disposal stream. The province's Climate Change Action Plan and the Strategy for a Waste-Free Ontario: Building the Circular Economy commits the ministry to develop an action plan. The ministry is in the process of developing a framework which will include an action plan and a policy statement to reduce food and organic wastes.

Food and organic wastes make up approximately one third of Ontario's total waste stream. This includes organic waste generated at home, such as food scraps and leaf and yard waste, as well as food waste produced by industrial, commercial and institutional (IC&I) sectors such as food processors, wholesalers, grocery stores and restaurants.

In 2014, Ontarians generated about 3.6 million tonnes of food and organic waste, of which over 60% was sent for disposal, mostly to landfill.

Although food is essential for life and organic materials are critical for healthy soils, significant amounts of organic material end up going to disposal year after year.

Reducing the amount of food and organic wastes that end up in the waste stream provides economic benefits in terms of cost savings across the supply chain and new jobs associated with organic waste processing facilities. It also results in environmental benefits in the form of greenhouse gas reductions and less reliance on landfills. Given the right conditions, food and organic waste can be recovered and re-integrated into the economy. Turning food and organic waste into valuable products recognizes the net economic benefit of a circular economy, where nutrients, energy and other resources are recovered and serve as inputs to new products.

The Strategy for a Waste-Free Ontario: Building the Circular Economy, released on February 28, 2017 commits the ministry to a Food and Organic Waste Action Plan with a key action being the possible banning of food waste from disposal. The strategy also proposes that the first policy statement under the Resource Recovery and Circular Economy Act, 2016 will focus on food and organic waste. These actions will also support the waste reduction and resource recovery objectives of the strategy and greenhouse gas reduction objectives of Ontario's Climate Change Action Plan.

The discussion paper, "Addressing Food and Organic Waste in Ontario", serves as the basis for preliminary discussions with stakeholders to inform the development of the Food and Organic Waste Framework. The Food and Organic Waste Framework will aim to:

1. Reduce the amount of food that becomes waste
2. Remove food and organic waste from the disposal stream
3. Reduce greenhouse gas emissions that result from food and organic waste
4. Support and stimulate end markets that recover the value from food and organic wastes
5. Increase accountability of responsible parties
6. Improve data on food and organic waste
7. Enhance promotion and education regarding food and organic waste

Changing Workplaces Final Report Released

Ontario Minister of Labour Kevin Flynn released the Changing Workplaces Review final report. This report recommends substantial legislative changes to the province's *Employment Standards Act* (ESA) and *Labour Relations Act* (LRA).

The Final Report - The Changing Workplaces Review - An Agenda for Workplace Rights - authored by Special Advisors C. Michael Mitchell and John C. Murray is massive at 419 pages and contains 173 recommendations that could have significant impacts on the workplaces throughout Ontario.

A key focus of this review is the treatment of employees who do not work full-time and may be considered to have precarious employment. This includes part-time, temporary, self-employment, and multiple job employment that has grown almost twice as fast as standard employment since 1997. While private sector services account for more than half of employment in Ontario, the remainder work in the broader public service, including municipal government who are significant employers throughout the province.

Highlights of the Report's recommendations that may be of interest to municipal employers includes:

- the *Employment Standards Act*, *Labour Relations Act* and the Occupational Health and Safety Act be combined and streamlined into a Workplace Rights Act
- part-time, casual, temporary, contract and seasonal employees be paid the same as comparable full-time employees
- personal emergency leave and bereavement leave apply for all employees, not only to those employed in workplaces of 50 or more employees, and further
- bereavement leave be an independent leave for up to 3 unpaid days
- personal emergency leaves are an independent annual entitlement of 7 days
- employers be required to pay for doctor's notes if request from an employee
- vacation entitlement be increased to 3 weeks per year after 5 years of employment with the same employer
- the current ESA exemption for interns and trainees be eliminated
- the secret ballot vote process for union certification to continue with new remedies for employer misconduct
- if a union has approximately 20% support of the potential bargaining unit then the organizing union can be provided with the personal contact information of the employees of the potential bargaining unit by the employer to enable organizing
- increased enforcement and educational activities by the Ministry of Labour.

Peterbilt Showed Off An Electric Model 520 Refuse Truck

Peterbilt Model 520 electric version on test now

The Peterbilt Model 520 on display at the show was equipped with the Transpower ElecTruck drive system, which has apparently accumulated over 80,000 miles of class 8 heavy-duty use in a variety of commercial applications since 2013. The system uses high-power electric motors, inverters, and batteries to power commercial trucks weighing as much as 80,000 lb.

The ElecTruck system developed for the Model 520 refuse truck uses a 300-kilowatt/hour battery pack to enable an urban refuse truck to operate for up to 65 miles or eight hours on a single charge. It also features a 70 kilowatt onboard battery charger that can fully charge the truck's lithium-ion battery pack in two to four hours.



An electric Model 520 will be put into service for a municipal customer in California, according to Peterbilt vocational segment manager Tony Sablar. The unit will work under the same conditions as other conventional trucks in the fleet and its performance will be evaluated. Peterbilt says it will assess the customer's level of interest while also exploring government grants and other subsidies that could be a determining factor in the viability of electric refuse truck technology.

Peterbilt also showcased three new cab configurations of the Model 520 refuse truck at the WasteExpo show. It's now available in left-hand drive, right-hand drive, and right-hand stand-up drive configurations in addition to the existing dual-seated drive configuration.

AND ANOTHER ELECTRIC GARBAGE TRUCK has just been introduced by Chinese car, truck, and bus manufacturer BYD America. Working with Wayne Engineering, the company says its new class 8 refuse truck is 100% battery electric. It's now available for purchase and deployment, making it the first such truck to reach the market.

BYD's 10-ton payload refuse truck provides 76 miles of range with minimal battery degradation. The truck is a cab-and-chassis platform, which includes the batteries, high-voltage control system, all-electric propulsion system, and an electric PTO for powering the hydraulic system to operate the refuse truck bodies. The platform is designed to integrate with all of the major refuse truck body builders in North America, says BYD, and can be configured as a side loader, automated side loader, front loader, rear loader, or roll off.

Because the entire system was designed with electric propulsion in mind, the vehicle features optimized efficiency, maintenance, and usability throughout its life, according to BYD.

The BYD all-electric cab and chassis is available now

Fleet managers can expect more than \$13,000 of operational cost savings annually based on service routes of 60 miles per day/five days a week, the company claims. These savings are due to high-

efficiency electric motors as well as lower maintenance on propulsion systems, fewer fluids to change, less brake wear due to regenerative braking technology, and fewer moving parts.

Assembled in California, the BYD refuse truck is compliant with FMVSS and CMVSS regulations.

The BYD battery-electric refuse truck can charge at 40 kW, 80 kW, 100 kW, or 200 kW rates, requiring between one and five hours to charge depending on the power interface used. BYD's refuse truck battery technology allows for a projected 80% capacity after 5000 cycles, or 14 years if charged every day.



MACK HAS BEEN EVALUATING an electric powertrain for refuse trucks since it showed off an LR low-cab-forward chassis retrofitted with a Wrightspeed Route 1000 turbine-electric powertrain at WasteExpo last year.

Wrightspeed is owned by Tesla Motors co-founder Ian Wright.

The company's Route powertrain is a range-extending electric system that features a plug-in-capable battery pack that, as of last year, enabled a purely electric range of up to 24 miles. When the batteries' charge runs low, an 80 kW Fulcrum turbine generator, which can operate on natural gas or diesel fuel, recharges the batteries, enabling unlimited range with refueling.

Additional recharging comes from the Route's 730 kW regenerative braking system, which produces electricity as the vehicle comes to a stop.

Mack has been testing this MR electric refuse truck

Electricity from the battery pack powers four 'geared traction drive electric motors, enabling the Route powertrain to power vehicles up to 66,000 lb on grades as steep as 40%. With full torque available from zero rpm, the Route was said to provide a driving experience comparable to diesel-powered trucks. No word from Mack on the truck's progress at this point.



JEFF SASS SEES AN ELECTRIC FUTURE. Senior vice president, North America Truck Sales and Marketing at Navistar, he was speaking at HDT magazine's inaugural Heavy Duty Trucking eXchange fleet networking conference in Phoenix, AZ last week.

Sass figures electric trucks are on their way. The cost of battery storage is rapidly diminishing, he said, and right now it's about \$185 per kilowatt hour.

"If we can get it down to about \$100 per kilowatt hour, you will find the inflection point where electric and diesel cross. So, at 100ish dollars per kilowatt hour that's where it will make economic sense. Elon Musk [of Tesla] says it's going to be in three years. Most people are saying around 2025."

17 million tonnes of plastic washes ashore on deserted island

It is more than 5000 km removed from civilisation and yet Henderson Island's beaches are littered with nearly 40 million pieces of plastic. According to a new study, researchers visit this uninhabited land every five to 10 years but a more regular passer-by is the South Pacific current, bringing with it the remnants of a throw-away consumer society.

Up to 17 million tonnes of plastics has washed ashore - equal to 671 items per square metre, the highest density of ocean plastics ever recorded.



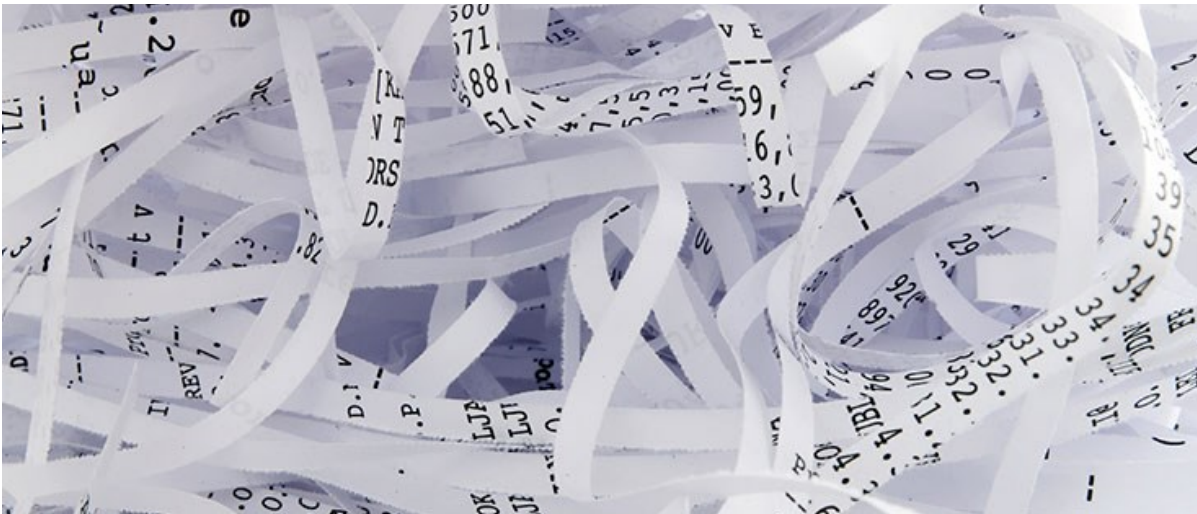
The study reveals that more than 3570 new pieces of waste plastics make their way to one of the volcanic island's beaches every day.

'Far from being the pristine deserted island that people might imagine, Henderson Island is a shocking but typical example of how plastic debris is affecting the environment on a global scale,' says IMAS researcher Dr Jennifer Lavers, who recently oversaw a scientific expedition to the area on behalf of the British nature conservation charity RSPB.

Lavers suggests that, in reality, the scale of the island's plastics problem is probably far more serious. 'We were only able to sample pieces bigger than 2 mm down to a depth of 10 cm,' she comments.

The island's cliffs and rocky coastline have prevented full mapping of the ocean current's influence. Most ocean plastics are made up of buoyant, durable packaging such as bags, wrappers and bottles.





Rhode Island Resource Recovery stops accepting shredded paper in mixed recycling

Resource Recovery says shredded paper increased contamination levels in curbside material.

To combat rising levels of contamination, Rhode Island Resource Recovery Corp. (Resource Recovery), Johnston, Rhode Island, announced shredded paper will no longer be accepted in Rhode Island's mixed recycling program. While shredded paper is being discontinued curbside, Resource Recovery will continue to accept shredded paper, secured in a bag, at its self-serve small vehicle area (SVA) in Johnston. In addition to the drop-off container, Rhode Island residents can attend shredding events, compost shreds in backyard compost bins or dispose of them in the regular trash.

When Resource Recovery launched single-stream recycling in 2012, shredded paper remained an acceptable material in the mixed recycling program. Unfortunately, the method of double-bagging shredded paper has not been sufficiently effective. While many properly prepared bags have been successfully processed, most of the shreds are not properly prepared. Even when properly prepared, overly compacted recycling trucks can cause bags to break open. When bags break, the loose shreds cover the other recyclables which lowers their value. Keeping shreds out of the mixed recycling will greatly improve the quality of the 450 tons of recyclables that Resource Recovery's material recovery facility (MRF) processes each day.

In addition, the elimination of paper shreds should also significantly reduce the volume of plastic bags in the recycling. “The two biggest contaminants in our MRF, by far, are shredded paper and plastic bags,” says Krystal Noiseux, education and outreach manager for Resource Recovery. “For the safety of our workers, longevity of our equipment and quality of our recycling, our messaging going forward is clear and simple: No shredded paper and no plastic bags, bags of plastic bags or recycling inside of plastic bags ever.”

To provide residents with more opportunities to properly recycle intact sensitive documents, Resource Recovery is replacing their annual shredding event with four free community shred days. Rhode Island residents who want to shred sensitive personal documents can bring up to two, 22-gallon recycling bins' worth—free of charge—to Shred RI located at 2111 Plainfield Pike in Johnston on June 17, July 8, Sept. 16 and Nov. 4 from 8 a.m. to noon.

As a reminder, a sensitive or confidential document is one that contains a unique, identifying number that can be traced directly to a specific person and which cannot be found readily through public searches. For example, a person's name and address is not considered sensitive, confidential information. Junk mail can be recycled whole.

Municipal Compensation for Tires Deflated

In late 2016, OTS began hearing from Municipalities that the requirement to maintain logs of tire drop-offs in order to be eligible for Collection Allowance (CA) was challenging for Municipalities to execute, and therefore, they should be relieved of this obligation. While OTS stands by the requirement that all Collectors (not just Municipalities) must be able to provide supporting documentation to validate the quantities and eligibility of used tires being claimed for Collection Allowance (CA), in an effort to determine if alternative procedures could be developed, OTS participated in a series of meetings with select Municipalities and Regions, to discuss the issue.

During these discussions, OTS put Municipal Collection Allowance claims, where the supporting documentation was absent, on hold as opposed to declining them outright.

The requirement that Collectors provide documentation validating the quantity and source of tires collected has been in place since the Used Tires Program launched in 2009. OTS has an obligation to ensure that program dollars are responsibly used to divert Ontario's scrap tires and to administer the program in such a way that the opportunities for misreporting are minimized. Allowing used tires to be collected without reasonable supporting documentation creates a gap in the system of controls in the program and allows used tires that may not otherwise be eligible for diversion under the Used Tires Program to become eligible not just for CA, but also for the other incentives that OTS offers, multiplying the potential financial impact.

OTS will be declining all CA claims that had been placed "on hold" pending an outcome from these discussions. Additionally, the current standards requiring all Collectors to provide support for the used tires collected by them, including logs consistent with the sample provided by OTS in the Collector Guidebook in the case of tire drop-offs, will remain in effect. Used tire volumes from drop-offs at Municipalities not supported by logs will not be eligible for CA, but will continue to be picked up at no charge by OTS-registered Haulers.

For greater clarity, any Municipality seeking to claim CA from OTS must maintain a drop-off log to document the source and eligibility of used tires. A template for this log can be found in the Collector Guidebook.

Alternatively Municipalities may elect to change their registration status to "Generators", which will remove the requirement to provide supporting documentation upfront and still allow Haulers to pick up the used tires free of charge. No CA will be paid on "Generated" tires. NOTE that for Collectors registered as Generators, OTS reserves the right to investigate variances in tire volumes collected and the obligation to reasonably demonstrate the eligibility of the tires to be included under the program remains.

Landfill Gas Offset Protocol Environmental Registry Posting

The Ministry of the Environment and Climate Change has posted a policy proposal for the Landfill Gas (LFG) Offset Protocol to the Environmental Registry for a 30 day public comment period ending June 18, 2017. The draft offset protocol covers the capture and destruction of methane gas from landfill facilities. The protocol, once finalized, will apply to landfill facilities located anywhere in Canada. Projects will be required to comply with the offsets regulation once it is also finalized and the applicable protocol to be able to receive offset credits. Protocols covering additional project types will be posted for public review and comment in the coming months.

Tire Cost Recovery Plan

On February 17, 2017, the Minister of the Environment and Climate Change directed Ontario Tire Stewardship (OTS), the organization that operates the Used Tires Program, to submit a plan to wind up the Used Tires Program and then itself. OTS must submit its proposed wind up plan to the Resource Productivity and Recovery Authority (the Authority) by October 31, 2017 for review and approval, with the Used Tires Waste Diversion Program to cease operation on December 31, 2018.

In order to support the development and implementation of a comprehensive wind up plan for the Used Tires Program under the Waste Diversion Transition Act, 2016 (WDTA), the ministry is proposing amendments to the cost recovery provisions of the Used Tires Regulation (O. Reg. 390/16). If approved, the proposed amendments would:

1. remove steward fee setting methodology provisions;
2. continue steward fees at current amounts until the Authority approves a wind up plan that would include new fee rules to govern during the wind up period proposed by OTS; and,
3. remove reconciliation provisions as of the date the regulation comes into effect.

As required under the WDTA and the minister's direction, OTS must consult with stewards, municipalities, service providers and other affected stakeholders during the development of the wind up plan, including any proposed new fee rules that are included in the plan.

In assessing the wind up plan, the Authority is required to consult with stewards, municipalities and other affected stakeholders prior to approval of the plan.

For additional details about the proposed amendments, see the Information Notice (Link: EBR Registry Number: 013-0600) under the Environmental Bill of Rights Registry.

Although this is an Information Notice, we still invite your comments by June 20, 2017.

If you have any questions, please contact Krista Friesen, Senior Policy Advisor, Resource Recovery Policy Branch at Krista.Friesen@ontario.ca or 416-314-4138.

Administrative Penalties

The Ministry of the Environment and Climate Change is continuing the implementation of the Waste-Free Ontario framework. In order to ensure the Resource Productivity and Recovery Authority (RPRA) has the appropriate compliance and enforcement tools to carry out its mandate under the Waste Diversion Transition Act, 2016 (WDTA), the ministry is proposing an administrative penalties regulation under the WDTA. If passed, this proposed regulation would provide the RPRA with the ability to issue administrative penalties to help oversee the operation and wind-up of existing waste diversion programs.

For additional details, please visit the Environmental Registry (link: <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMxOTE1&statusId=MjAwMjA4&language=en>).

In addition, the Ministry of the Environment and Climate Change will be holding a webinar meeting on Wednesday, June 21st, 2017 to consult on the proposed regulation. Please confirm your participation with Elizabeth Soares, Senior Policy Coordinator, at Elizabeth.Soares@ontario.ca or 416-325-4431 by Friday, June 9th. We will provide further meeting details for those who confirm their participation.

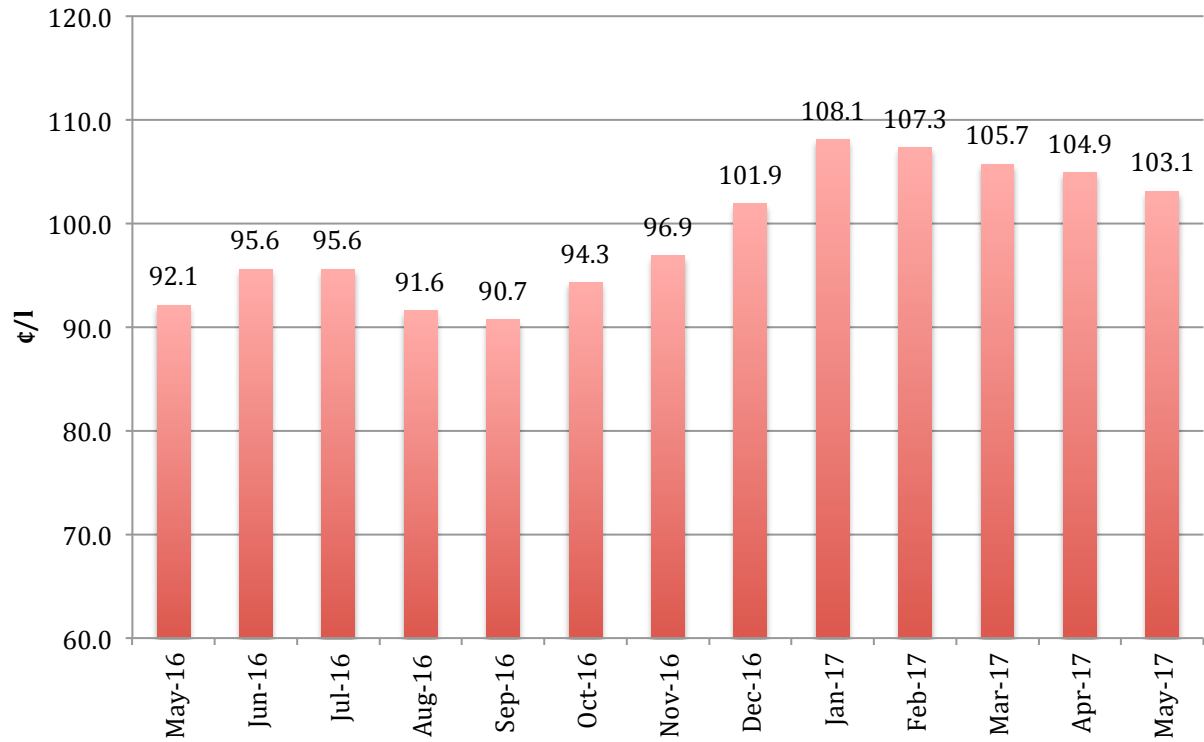
Every Drops Count Report

The Environmental Commissioner of Ontario, Dr. Dianne Saxe, released Volume One of her 2016/2017 Annual Energy Conservation Progress Report, *Every Drop Counts*, to the Ontario Legislature.

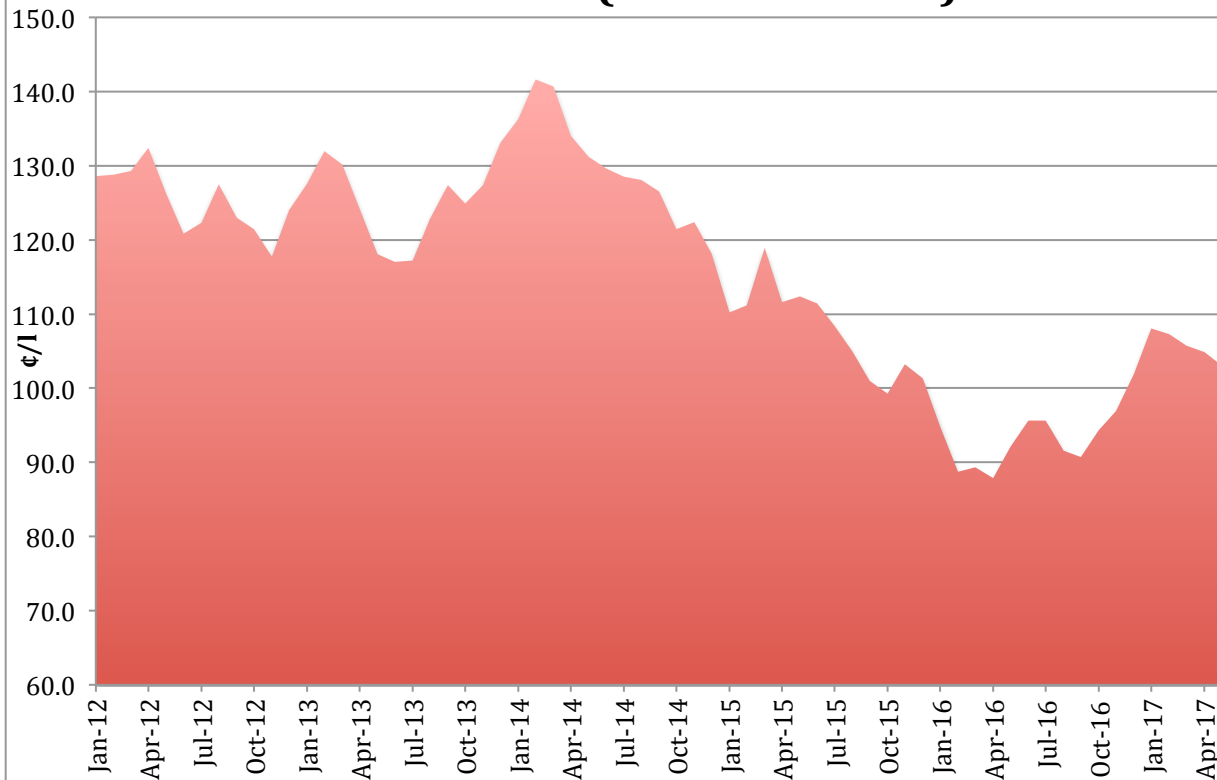
Every Drop Counts: Reducing the Energy and Climate Footprint of Ontario's Water Use focuses on the connection between water and energy in Ontario's municipal water and wastewater systems. These systems are the largest energy users for most municipalities, accounting for almost 40% of the total usage, on average.

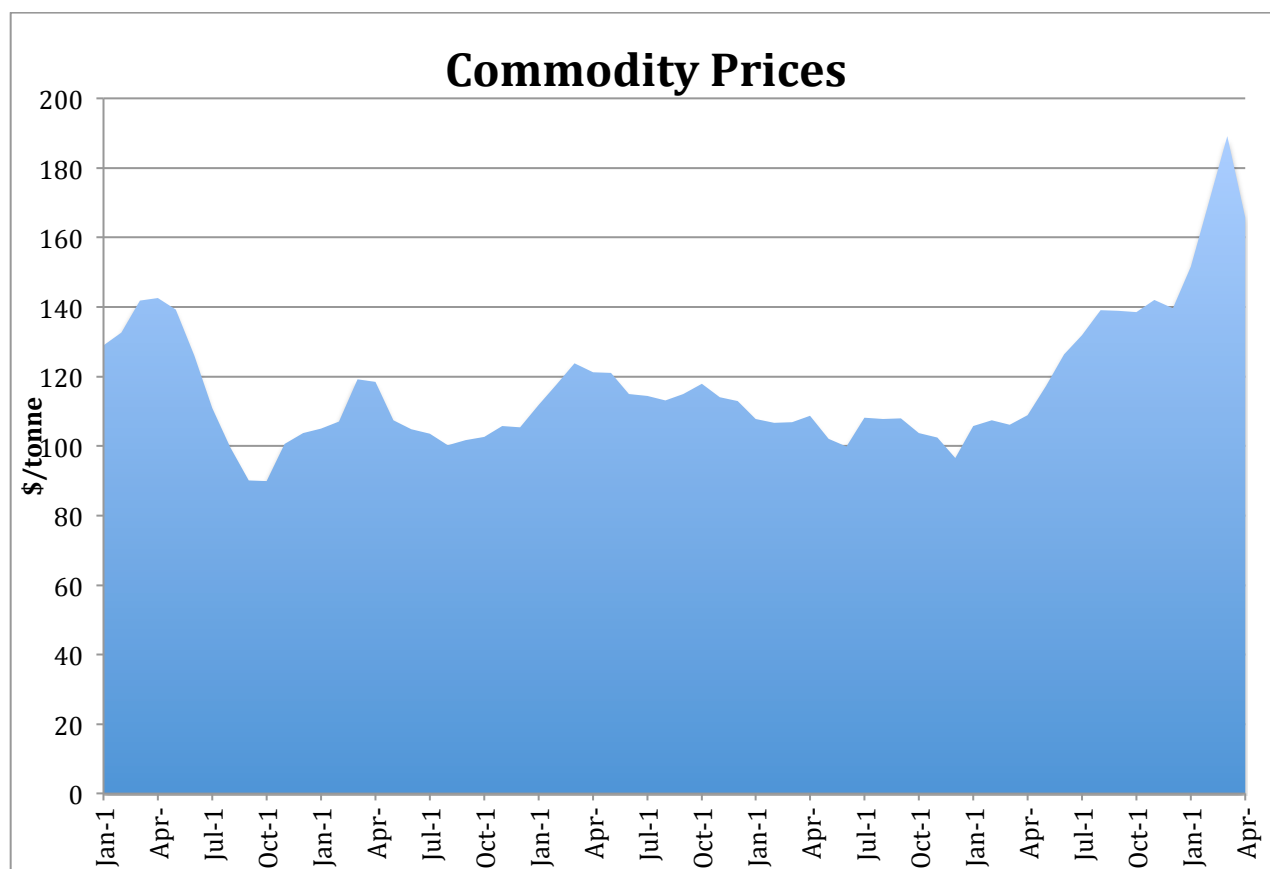
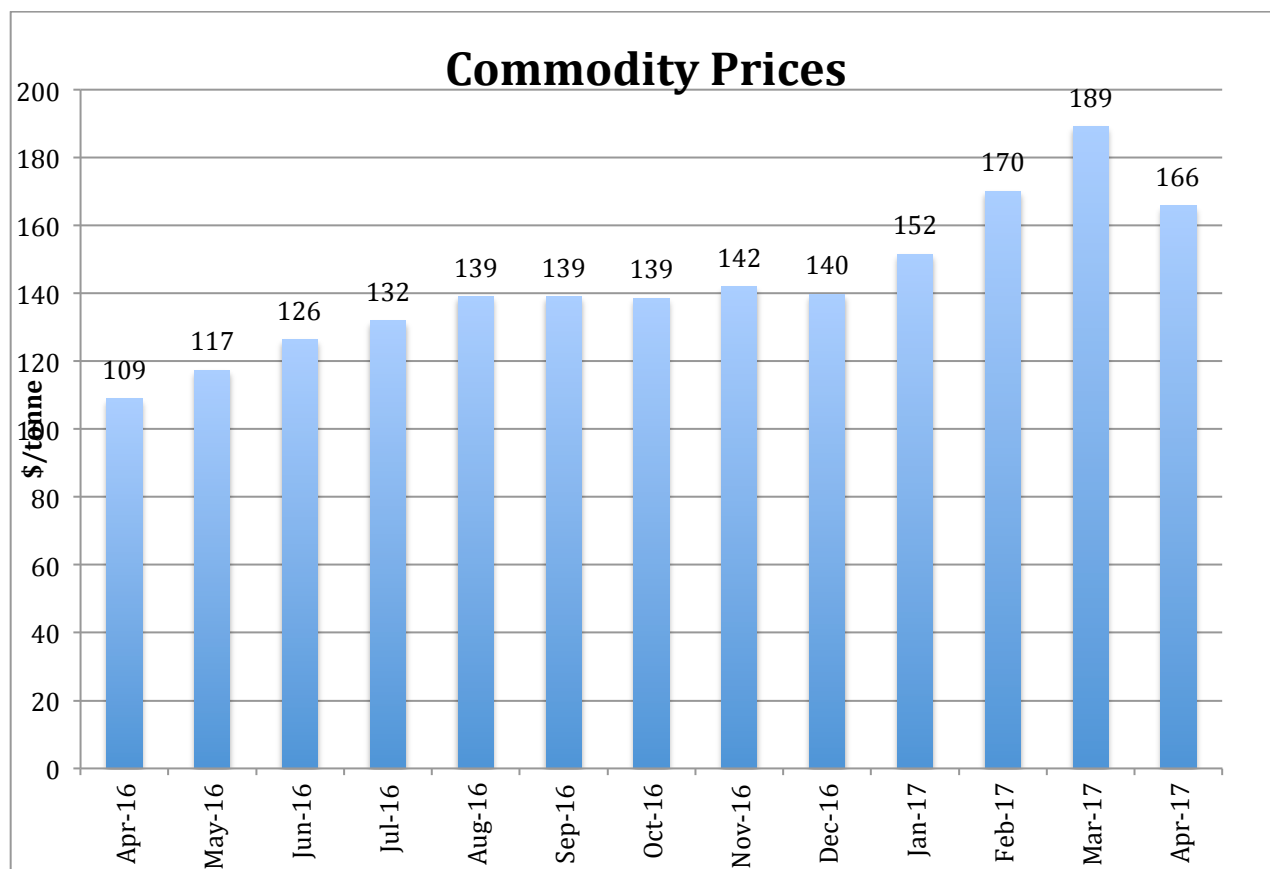
With all levels of government planning major investments in water infrastructure renewal, Ontario municipalities have a once-in-a-generation opportunity to cut the energy and environmental footprints of their water and wastewater systems.

Diesel Price (Retail incl. Tax)



Diesel Price (Retail incl. Tax)







Minutes of a Regular Meeting of the St. Marys Public Library Board

Meeting Location: St. Marys Public Library

Meeting Date: April 26, 2017

Meeting Time: 6:30pm

Meeting Attendance:

Present: Chair C. Atlin, L. Hodgins, J. Mustard, B. Osborne, R. Quinton, A. Strathdee, B. Tuer, M. Zurbrigg

Staff Present: B. Kittmer, R. Webb

Regrets: T. Winter

1. Call to order

Meeting was called to order at 6:31pm by Board Chair C. Atlin.

2. Approval of the agenda

Motion:

That the April 26, 2017 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

Moved by: R. Quinton

Seconded by: J. Mustard

Result: Carried

3. Declarations of pecuniary interest

None Declared.

4. Welcome guests or delegations

None Present.

5. Consent agenda

Motion:

That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board. With item 5.2 raised for discussion.

Moved by: J. Mustard

Seconded by: R. Quinton

Result: Carried

5.1. Minutes of the March 20, 2017 Regular Library Board meeting

Motion:

That the minutes of the March 20, 2017 Regular Library Board Meeting be approved.

5.2. Library Report

Motion:



The Library Report be received.

A comment was made regarding water making entry into the basement and that it should be noted as an item for the Space and Service Needs Committee to follow up on.

5.3. Financial report

Motion:

That the Financial report be approved.

5.4. Library Statistics

Motion:

That the Financial report be approved.

6. Discussion items

6.1. Adult Learning

Motion:

That the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4) "personal matters about an identifiable individual."

Moved by: B Tuer

Seconded by: L. Hodgins

Result:

Motion:

That the St. Marys Public Library Board move out of a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4) "personal matters about an identifiable individual."

Moved by: L. Hodgins

Seconded by: J. Mustard

Result: Carried

6.2. Library CEO Transition update

Library Board Chair C. Atlin updated members of the Board on the status of the CEO hiring process.

6.3. Library Board Committee vacancies

Library Board Chair C. Atlin informed members of the Board that there are vacancies on the Adult Learning and Personnel Committees. These vacancies are not required to be filled as the committees both maintain the minimum number of two members. The vacancies will be revisited if necessary.

6.4. Closed Session Meeting Procedure



Interim Library CEO B. Kittmer offered to share documents with the Board pertaining to the closed session procedure used by Town Council so that they may be considered and, or borrowed from for the Library Board's meeting procedure.

7. Friends of the Library report

J. Mustard, R. Quinton

Board member R. Quinton informed members of the Board that the Spring book sale that recently took place was very successful. The Friends of the Library are looking forward to hosting a Newcomers' Coffee Hour as a way to welcome new residents of St. Marys and to the Dinner Theatre Package event coming up in partnership with Community Players.

8. Round table discussion

Board member J. Mustard requested that the Policy Manual be added to the "Outstanding Tasks" list on the CEO Transition Plan.

9. Adjournment

Motion:

That the April 26, 2017 regular meeting of the St. Marys Library Board be adjourned at 8:11pm.

Moved by: M. Zurbrigg

Result: Carried

PERTH DISTRICT HEALTH UNIT BOARD

May 17, 2017

The Board of Health of the Perth District Health Unit met on the above date at 9:33 am at the Perth District Health Unit, Multipurpose Room.

Members present: Teresa Barresi; Helen Dowd; Anna Michener; Kathy Vassilakos; and Bob Wilhelm.

Member regrets: Bonnie Henderson; Marilyn Ohler; Bill Osborne; and Mert Schneider

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Tracy Allan-Koester, Director of Community Health; Donna Taylor, Director of Health Protection and Irene Louwagie (Recorder)

Teresa Barresi, Chair presiding.

Agenda Approval

Moved by: Kathy Vassilakos

Seconded by: Bob Wilhelm

**That the agenda for today's meeting be adopted as amended.
Carried.**

Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

Moved by: Helen Dowd

Seconded by: Anna Michener

**That the minutes of the previous meeting dated April 19, 2017 be adopted as presented.
Carried.**

Closed Meeting

Moved by: Bob Wilhelm

Seconded by: Helen Dowd

**That we go into Closed Meeting at 9:34 am to discuss labour relations.
Carried.**

The Board reconvened in open meeting at 10:00 am.

Moved by: Helen Dowd

Seconded by: Bob Wilhelm

**The Board gave direction to the Amalgamation Steering Group regarding next steps in follow-up to the final report on amalgamation as presented by Lough-Barnes.
Carried.**

Business Arising

a. Amalgamation Steering Group Update

Dr. Miriam Klassen, Medical Officer of Health updated members on the work of the Amalgamation Steering Group.

New Business

- a. Board Policy 2-100 Smoke-Free/Vape-Free
- b. Board Policy 2-120 Accessible Customer Service
- c. Board Policy 2-125 Accommodation for Employees with Disabilities
- d. Board Procedure 2-126 Accommodation for Employees with Disabilities
- e. Board Policy 2-150 Physical Activity and Sedentary Behaviour

Moved by: Kathy Vassilakos

Seconded by: Helen Dowd

That the Board approve the following Board Policies and Procedures:

Board Policy 2-100 Smoke-Free/Vape-Free as amended

Board Policy 2-120 Accessible Customer Service as presented

Board Policy 2-125 Accommodation for Employees with Disabilities as presented

Board Procedure 2-126 Accommodation for Employees with Disabilities as presented

Board Policy 2-150 Physical Activity and Sedentary Behaviour as presented

Carried.

- f. alPHa Resolutions for Consideration at June 2017 Annual General Meeting
Members reviewed the draft resolutions for consideration at the June 2016 Conference.

Moved by: Kathy Vassilakos

Seconded by: Helen Dowd

That the Board support draft resolution A17-1, A17-2; A17-3; A17-5 and A17-6 for consideration at the June 2017 alPHa conference and gave direction to staff on draft resolution A17-4.

Carried.

- g. Staff Report – Problem Gambling
Tracy Allan-Koester, Director of Community Health, presented a written Staff Report on “Problem Gambling”.

Moved by: Anna Michener

Seconded by: Bob Wilhelm

That the Board receive the report and direct staff to promote as appropriate and share the Staff Report with local School Boards. Carried.

Business Administrator Report

- a. Account Transactions – April 2017
Julie Pauli, Business Administrator presented the accounts for the period ending April 2017.

Moved by: Kathy Vassilakos

Seconded by: Bob Wilhelm

That the accounts totaling \$769,399.91 for April 2017 be adopted as presented.

Carried.

- b. Financial Report – April 30, 2017

Moved by: Helen Dowd

Seconded by: Anna Michener

That the Financial Report for April 30, 2017 be adopted as presented.

Carried.

c. 2016 MOHLTC Settlement

Julie Pauli, Business Administrator presented the 2016 MOHLTC Settlement.

Moved by: Helen Dowd
Seconded by: Kathy Vassilakos

That the Board Chair and Medical Officer of Health be authorized to sign the 2016 MOHLTC Settlement form. Carried.

d. PPNP and HBHC 2016 Settlements

Julie Pauli, Business Administrator updated members on the 2016 PPNP and HBHC settlements.

Moved by: Bob Wilhelm
Seconded by: Anna Michener

That the Board reviewed and accepted the PPNP and HBHC 2016 Settlements for information purposes. Carried.

e. Storage Shed

Julie Pauli, Business Administrator updated members on the funding for the storage shed.

Moved by: Bob Wilhelm
Seconded by: Anna Michener

That the Board authorize the Business Administrator to purchase a storage shed prior to receiving funding notification from the Ministry. Carried.

Anna Michener left at 10:35 am.

MOH Report

Dr. Miriam Klassen, Medical Officer of Health presented a written report for May 17, 2017 which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity and staff updates. This report will be brought back to the next meeting for approval.

Correspondence

Correspondence items will be brought back to the next meeting for approval.

- a. 2017 alPHa Annual Conference
- b. Peterborough re Low-Income Dental Program for Adults and Seniors
- c. PDHU re Public Health Programs and Services Consultation
- d. Simcoe Muskoka re Federal Opioid Strategy
- e. Simcoe Muskoka re Provincial Opioid Strategy
- f. PDHU re Children's Marketing Restrictions
- g. alPHa re alPHa Summary 2017 Budget
- h. Porcupine re OPHS Modernization and Low-Income Dental Program
- i. Sudbury & District re Regulations to Restrict the Sale of Caffeinated Energy Drinks to Children and Youth
- j. Peterborough re Tobacco Endgame
- k. Grey Bruce re Personal Service Settings
- l. Peterborough re Sugary Drinks
- m. Wellington-Dufferin-Guelph re HPV Immunization

- n. Wellington-Dufferin-Guelph re Provincial Alcohol Strategy
- o. Northwestern re Alcohol in Our Communities: A Report on Alcohol Use in Northwestern Ontario
- p. Wellington-Dufferin-Guelph re Fluoride Varnish Programs
- q. Wellington-Dufferin-Guelph re HBHC Program Targets and Funding

Next Meeting

The next regular meeting of the Perth District Health Unit Board will be held on Wednesday, June 21, 2017 at 9:30 am. Staff will schedule the meeting at an alternate location other than the Perth District Health Unit.

Adjournment

Meeting adjourned at 10:35 am due to quorum.

Public Announcements

- "Pure Country" in Milverton on May 27, 2017 (Helen Dowd)
- "Rodeo Dance" in Milverton in June 2017 (Helen Dowd)
- "Thirteen Ways to Kill Your Community" presented by Doug Griffiths in Mitchell on May 16, 2017 (Bob Wilhelm)

Education Session

The Education Session "Sugar Sweetened Beverages" will be deferred until September 2017. Helen Dowd will present an Education Session at the June 21, 2017 Board meeting entitled "Thirteen Ways to Kill Your Community".

Respectfully submitted,

Teresa Barresi, Chair

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, MAY 23, 2017

Members Present:	T.Birtch	N.Manning
	M.Blackie	S.McCall-Hanlon
	M.Blosh	A.Murray
	R.Chowen	M.Ryan
	A.Hopkins	J.Salter
	T.Jackson	G.Way
	S.Levin	

Regrets:	H.McDermid	B. Petrie
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Solicitor:	G.Inglis
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Staff:	C.Harrington	C.Tasker
	B.Mackie	M.Viglianti
	C.Saracino	I.Wilcox
	A.Shivas	K.Winfield
	M.Snowsell	

1. Approval of Agenda

T.Birtch moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors
approve the agenda as posted on the Members’ web-site.”

CARRIED.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Confirmation of Payment as Required Through Statutory Obligations

The Chair inquired whether the Authority has met its statutory obligations in the payment of the Accounts Payable. The members were advised the Authority has met its statutory obligations.

4. Minutes of the Previous Meeting
April 25, 2017

T.Jackson moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated April 25, 2017 as posted on the Members’ web-site.”

CARRIED.

5. Business Arising from the Minutes
There was no business arising.

6. Closed Session – In Camera

There being property and legal matters to discuss,

M.Ryan moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

- (a) Property and legal matters relating to the Glengowan lands were discussed.

7. Business for Approval

- (a) Friends of Ellice and Gads Hill Swamps Co-Management Agreement – Renewal
(Report attached)

B.Mackie stated that there have been no significant changes to the Agreement. I.Wilcox gave credit to T.Jackson for creating and heading this initiative and explained that there was a unique set of circumstances that ultimately led to the creation of this Agreement. Due to the uniqueness of the situation this arrangement would be difficult to replicate in other areas, but there are valuable lessons that could be applied elsewhere.

S.Levin moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(b) Finance & Audit Committee Recommendations

i) Chair Appointment

Sandy Levin was elected the Chair of the Finance & Audit Committee.

ii) Committee Terms of Reference
(Report attached)

S.Levin moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

iii) 2016 Audited Statements & Audit Findings Report
(Reports attached)

There was discussion around having Finance staff be included on matters relating to statements of claim and potential statements of claim in order to address one of the areas of control deficiencies described in the Auditors report.

There will be revised budgets as the year goes on to inform the Board better on changes and opportunities.

T.Jackson moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

T.Birtch moved – S.Levin seconded:-

“RESOLVED that the Board direct Staff to look through existing Procedures and report back on the best way to integrate the intent that Finance staff be copied on all matters relating to statements of claim and potential statements of claim.”

CARRIED.

iv) Committee Chair’s Comments

S.Levin reported that the Committee met In-Camera with the Auditors without Staff present. The Auditors were very optimistic about the areas of concern they pointed out in their reports. The committee is recommending that we re-appoint KPMG for 2017.

S.Levin moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors re-appoint KPMG as the UTRCA Auditors for fiscal 2017.”

CARRIED.

8. Business for Information

(a) Administration and Enforcement – Section 28
(Report attached)

There was discussion around the violations concerning building in areas designated as Provincially Significant Wetlands. The Policy states that there is no new development permitted in Provincially Significant Wetlands.

S.Levin moved – A.Murray seconded:-

“RESOLVED that the Board of Directors accept the report as presented.”

CARRIED.

(b) First Quarter Financial Report
(Report attached)

S.Levin moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors accept the report as presented.”

CARRIED.

(c) Harrington EA Update

C. Tasker updated the Board on the current status of the Harrington EA. Final edits have been made to the reports and the link to those reports will be circulated to the Members when they have been posted. On June 20th the Consultants will be presenting to Zorra Council, followed a week later by a presentation at the June 27th UTRCA Board meeting.

C.Tasker informed the Board that it was recently pointed out that there is some potential for misunderstanding from the March 28th meeting minutes regarding the Delegation presentation. While the Minutes suggest that it is the mill that is not stable, it is understood that it is the dam that has stability problems in both the spillway and the embankment.

C.Tasker explained that during the Delegation presentation it was suggested that the Dam has some potential benefit to the Brook Trout. Through past experience Staff have found that is not

the case and that the most productive brook trout habitat is where the brook trout have seasonal access to and from warmer waters downstream which provide diversity of food. Clarification from MNRF has been requested.

C.Tasker clarified that the sheet piling has been fully considered as part of the EA.

(d) Conservation Ontario E-Bulletin
(Attached)

Board Members now receive the Conservation Ontario E-Bulletin directly. In the future CO E-Bulletins will not be included on the agenda unless there are items to be discussed.

(e) Community Partnerships Presentation

T.Hollingsworth gave a presentation outlining the programs and projects the Community Partnerships Unit is offering and participating in.

T.Birtch complimented Brad Hertner for his work in Oxford County and asked that he be included in future meetings regarding the Pittock lands.

T.Hollingsworth gave a brief overview of the history and evolution of First Nations involvement and roles in UTRCA related projects, mainly with Source Water Protection and the Clear Water revival.

The Board requested to be informed about UTRCA led events taking place around the Watershed. T.Hollingsworth assured the Board that staff members have been instructed to alert the appropriate Board members if a community event is happening in their area, but staff will be reminded to do this.

There was a suggestion and discussion around the possibility of creating a recognition program. Staff will look into what local recognition programs currently exist and the Managers will discuss and report back to the Board.

A.Hopkins moved – T.Jackson seconded:-

“RESOLVED that the Board direct Staff to investigate developing a recognition program, including staff capacity, and report back to the Board.

CARRIED.

There was a discussion around doing LID projects in rural areas, rural water budgets, and the challenges the intensification of tile drainage is posing.

While the UTRCA is not hosting any Canada 150 events of its own, it is involved in many 150 events.

9. May FYI
(Attached)

The attached report was presented to the members for their information.
Staff will provide the Board with a summary of the distribution of the FYI.

10. Other Business

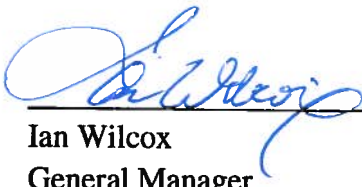
There is disappointment from Conservation Authorities with the lack of recognition for their role during the recent flooding events across Ontario, and it was noted that the Insurance industry was profiled above Conservation Authorities in the aftermath of the flooding.

Board Members were advised that contract negotiations are currently underway with some of the Member Municipalities regarding the delivery of Source Water Protection Risk Management Services.

The Gilmor case is still ongoing; the verdict is expected to be announced soon.

11. Adjournment

There being no further business the meeting was adjourned at 11:30am on a motion by N.Manning.



Ian Wilcox
General Manager
Att.

M.Blackie, Authority Chair

Co-Management Agreement Terms and Conditions

The UTRCA Board of Directors endorses the following Co-Management Agreement between the Friends of Ellice and Gads Hill Swamps and the UTRCA, implemented for a period of five years, (May, 2017 to May, 2022) subject to renewal, with the following responsibilities and expectations:

1. The UTRCA will remain responsible for the overall management of Ellice and Gads Hill Swamps including inquiries, risk management, trail management, access signage, access gates, site visits, enforcement, property taxes, insurance, and communications.
2. The Friends will continue to provide input to the Authority, through regularly scheduled joint Friends of Ellice and Gads Hill Swamps meetings or through regular and direct communications with UTRCA staff.
3. The Friends will maintain a website with management and user information about the swamps, as well as highlighting the role of The Friends, and encouraging new membership with The Friends. The Friends will strive to maintain a base membership of 40 persons.
4. The Friends and UTRCA staff will jointly develop an annual education and conservation project fundraising list. The Friends will pursue opportunities for fundraising for these projects within Ellice and Gads Hill Swamps with a target of 50% of required funds to be contributed annually, exclusive of UTRCA staff time.
5. The Friends in partnership with the UTRCA will host a minimum of two annual clean up days, conservation project days, or site maintenance days per year specific to Ellice and Gads Hill Swamps.
6. The Friends will work to promote and maintain the Swamp Watch Program through its membership to assist in encouragement of appropriate recreational uses and behavior in the Ellice and Gads Hill Swamps.
7. The Friends will develop an 'Issues' database for annual consideration by both the Friends and UTRCA.
8. All users of the Ellice and Gads Hill Swamps will be strongly encouraged to purchase an individual or corporate Friends membership. This includes hunters, hikers, naturalists, snowmobilers, etc. No additional fees for hunting or other user groups will be implemented for The Friends members. Those choosing to decline a The Friends membership will be charged standard UTRCA hunting fees to assist in supporting management activities at Ellice and Gads Hill Swamps. Fifty percent of the revenue from this fee will be directed to an Ellice and Gads Hill Swamp Project Reserve account managed by the UTRCA. These funds will be available to support approved projects in Ellice and Gads Hill Swamps.

Note: For the period of this Agreement, landowners and agricultural tenants adjacent to the Swamp may apply for up to two free Friends Memberships in recognition of their assistance with the Swamp Watch program and support of local land and habitat stewardship.

9. All hunters will be required to register with the UTRCA through the UTRCA's web site www.utrcahunterregistration.ca. Paper copies will also be made available for local clubs by request in recognition of limited internet access for some individuals.
10. If at any time either The Friends or the UTRCA wish to dissolve this Co-Management Agreement, a six month notice must be provided with reasons stated and this information shared with the UTRCA Board of Directors.
11. The Friends members and UTRCA staff will work cooperatively to share information where possible and to develop solutions to ensure the intent of the Ellice and Gads Hill Swamp Guiding Document is supported.

12. The Co-Management Agreement will be reviewed by Authority staff and The Friends at the conclusion of the Agreement term in 2022 and renewed for a further five year term subject to and agreed upon amendments.

IN WITNESS WHEREOF the Authority has affixed its corporate seal duly attested by the hands of its proper signing officers.

DATED at; _____, Ontario this _____ day of May, 2017.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Per: _____

Per: _____

THE FRIENDS OF ELLICE AND GADS HILL SWAMPS

Per: _____

Per: _____

July, 2017

Attention Town of St. Marys Council,

Dear: Mayor Al Strathdee and Town Councillors

It is with reluctance and sadness that I beg your acceptance of my resignation from the St. Marys Accessibility Advisory Committee due to a change in circumstance of health, which in no small part, has been caused by the declining air quality in town. Since retiring from administration in education June of 2013 I have had the privilege and honour of being accepted into membership on the Town of St. Mary Accessibility Advisory Committee. The past four years on committee have been a wonderful and always an exciting opportunity to actively participate in the growth and development of our beautiful town.

However, after retiring and living full time in our town I have developed a very serious lung condition, correlating to the increasingly acrid air from the quarry processing and burns, which I have spoken about with our mayor, the Ministry of the Environment and a representative from St. Marys Cement. It is a heart breaking decision to leave St. Marys after living and working almost exclusively here and in the area of Perth South for almost 20 years. Purchasing a new home right in town in 2009 and retiring four years later provided the opportunity to get involved in town culture and development. Seeing and hearing the council working hard on town issues also encouraged me to get involved in town activities, especially in the Accessibility Advisory Committee.

Truly, I must tell you that I immensely admire each of you on council, the people of St. Marys, and all council has done to improve inclusion for all members of our community, and for furthering a positive town culture and character. I must thank you for your service and for my opportunities to serve the town in a small way. The only silver lining in the situation of having to move are my St. Mary memories and friendships and the fact that I have chosen to move closer to family, two hours from here, which will also be a blessing.

So sadly I request that you accept my tender of resignation from the Accessibility Advisory Committee. It has been an honour and privilege to serve on this exemplary advisory committee and proud to say I was an active participant in the town of St. Marys.

Sincerely,
Cynthia Vink-Broadfoot

St. Marys Business Improvement Area (BIA) Board Meeting Minutes

Date of Meeting: Monday, June 12, 2017

Location of Meeting: Town Hall Council Chambers (175 Queen Street East)

Time of Meeting: 6 to 8:34 p.m.

Board Members in Attendance: Julie Docker-Johnson (Chair), Cathy Szmon, Cindy Taylor, Sue Griffiths, Carey Pope

BIA Staff in Attendance: Andrea Macko, Secretary/Communications

General Members in Attendance: Chantal Lynch, John Stevens, Bruce Barnes, Mary Van Den Berge, Joan McArdle, Maggie Richardson

Guests in Attendance: Jason Silcox, Building Inspector, Town of St. Marys

Staff in Attendance: Laurel Davies Snyder, Manager of Culture & Economic Development

1.0 Call to Order and confirmation of Quorum – 6 p.m.

2.0 Declarations of Pecuniary/Conflict of Interest

- None were declared

3.0 Additions to the Agenda

- 10.2 Social Media/Communications update
- Move item 8.7 (Governance) to 8.1 to accommodate Chantal's schedule

4.0 Approval of Agenda

MOTION: Cathie
CARRIED

SECOND: Cindy

5.0 Approval of Minutes from May meeting (Attached)

MOTION: Cathie
CARRIED

SECOND: Sue

6.0 Delegation

6.1 Jason Silcox, Town of St. Marys Building Inspector

Jason Silcox, St. Marys' building inspector, gave an informal presentation on the sign bylaw. Silcox explained that one significant complaint brought about the bylaw review; municipal staff decided to ask Town Council the best way to deal with it.

Council asked for a review of the bylaw, and in touring downtown, it was realized that only about half of signs were compliant. Council voted against automatically enforcing the existing sign bylaw; rather, staff should review the existing bylaw in order to improve it. Silcox noted that the matter of non-compliant signs can be as simple as not having applied for a permit when the sign's design is actually compliant.

Municipal staff is currently meeting with all involved to determine how to improve the bylaw, and, as noted above, staff is also looking for feedback from those who have business signs.

The current sign bylaw stipulates that applications must be approved by the Heritage Committee. Sign applications that fall within the Heritage Conservation District must also be approved by that committee. Signs outside of the BIA also require permits.

Silcox also explained that sign companies know that municipalities have bylaws and should do due diligence.

It was suggested that sign bylaw information should be part of the New Business information package currently being developed.

A property standards bylaw complaint has been filled out by the BIA against the Godfathers sign.

Silcox asked the board for input on the sign bylaw and the following suggestions were made, to be included in a formal letter to the town:

- not having a fee for sandwich boards (there currently is, but it's not enforced)
- streamlining the application process so that only municipal staff approves applications, with the Heritage Conservation District committee providing guidance for signs within the District.
- having sign applicants attend the committee meeting in which their application is discussed
- imposing a three-month deadline to remove the signs of closed businesses

A request for input from the general membership was made; this will be included in this month's BIA Bulletin.

7.0 New Business

7.1 Front Porch Show

John Stevens is launching a weekly local talk show that will be live streamed on Facebook on Sunday evenings. The first one is July 2 and they will run throughout the summer. He is offering free one-minute advertisements to local businesses. This information will be sent out via email.

7.2 Santa Claus Parade parking ban

Chantal's letter to town council (attached) was read, with discussion on what time to limit parking and where.

The board agrees with the letter in theory and suggested 4 p.m. as the time to begin limit parking. There are many public lots and side streets for viewers to park at for the parade. The town will be responsible for closing Queen Street to parking between Church and Water.

8.0 Project Updates & Committee Reports

8.1 Governance

Chantal briefly overviewed the draft constitution, noting that it is basic because it can only be changed during the BIA's annual general meeting. It is one of four essential policy pieces a BIA should have: the other three are human resources, procurement and property. Chantal will create job descriptions for each of the board positions.

Laurel will send the draft to the town's lawyers for insight and review.

The draft constitution will be made a line item at the next board meeting so there is more time for board members to review the document.

8.2 Treasurer's Report

The budget presented was as of June 9, using the new project management template. There is approximately \$45,000 in the BIA bank account, with a GIC cashed in March and a cheque cashed by the town's public works department for the downtown lighting project, which may begin later this week and be finished by Canada Day.

It was noted that the Ambassador program should have its own budget line, and it was decided that the line for Induction would be changed to Ambassador program because there were no downtown activities for the Canadian Baseball Hall of Fame's Induction weekend this year. The aprons for the Ambassador program cost \$230.

8.3 Events/promo card

The BIA created its own event card (see attached) as the town's promotional card only included municipally organized events. It will be distributed to local stores and

B&Bs and visitors centres in the region. The cards include the “We’re Big on Small” tagline that the BIA is using for branding.

The cards cost \$459 and are not included in the budget as the BIA was not aware the town was only including its events. Moving forward, the BIA would like to collaborate with the town on this kind of card; the BIA will always ask the town if it is included in marketing materials.

8.4 Tourism Map

The town-produced tourism maps are currently being printed. They are 11x17, two-sided, with one side featuring the entire town and the other featuring the downtown. There will be 500 pads printed, with 100 maps per pad. BIA members are welcome to have them to give to visitors and customers.

8.5 Heritage Festival/BYOP

The Heritage Festival events will finish at 4 p.m.; picnic tables will be moved onto the street and garbage and recycling cans refreshed. The tables will be decorated, and card games, etc. added. Music will be played through the existing sound system for background noise. Village Craft and Candle will do chalk art.

Participating restaurants have been given free rein over their offerings for the picnic. Stories will be placed in both newspapers, plus other media outlets. Guests will be encouraged to bring lawn chairs, blankets, etc.

Volunteers will do a headcount of attendees; it is hoped there will be at least 150 people attending to make it a Canada 150 event. Beach balls have been purchased for the street dance and Andrea’s “wavy inflatable guy” will be on the street. Laurel will bring copies of the “Stories of the Stores”, and there will be a Victorian selfie booth. Stores should stay open during this time or at least leave their lights on for ambiance.

In the BIA budget, the line for “Downtown Play Day” will be renamed BYOP. \$580 has been spent so far.

8.6 Canada 150

A “Shop St. Marys” passport program will be launched at the beginning of July. Shoppers must purchase 13 items to complete a passport, which is a map of Canada. A draw from the completed passports will take place in September. Interest will be gauged through email.

New Stories of the Stores will be created in time for Doors Open on September 30. They will be hung in windows, and can be enhanced by stores and services displaying heritage items, artefacts, etc. or inviting visitors to come view original architectural features.

MOTION: THAT the meeting be extended to 8:20 p.m.

MOTION: Cathie

SECOND: Sue

CARRIED

8.7 Ambassador Program

The first event at which ambassadors will be present is the Canadian Baseball Hall of Fame's Induction Day on Saturday, June 23. John Stevens is handling volunteers.

Ten royal blue aprons have been purchased, and Cascade Cleaners is embroidering "Ask me about St. Marys!" on them. Cards with downtown maps on one side and restaurants on the other are being printed to be distributed, as well as the new town maps. Other businesses will be asked via the email list if they would like to have promotional cards at the mail booth.

9.0 Correspondence

9.1 Vacant/Excess property rebate information

Julie has been asked to speak at the upcoming council meeting about the rebate. Rather than rewarding people for having vacant stores, there should be a property tax rebate of 20 per cent for properties within the Heritage Conservation District that are in good standing. The BIA has been lobbying for the elimination of this rebate for a long time. Julie will "strongly encourage" council to eliminate this program.

10.0 Other Business

10.1 Withdrawal of Quilt 150 Squared funding request

THAT the St. Marys BIA accepts Chantal Lynch and Alizon Sharun's email stating that they are withdrawing their request for a donation of \$150 from the BIA for the Quilt Squared project.

MOTION: Sue SECOND: Cathie

CARRIED

10.2 Social Media/Communications update

Andrea gave an update on the changes she is implementing in the BIA's communications. She is using Mailchimp for BIA-wide communications, as opens, clicks, etc. can be tracked; the average open rate is above 40 per cent, which is good for lists. She is also sending a "BIA Bulletin" within days of each board meeting so that members can stay informed rather than waiting for the minutes.

With increased posting to Facebook, the Downtown St. Marys page is increasing in Likes. Andrea asked that any BIA-wide initiatives are first posted by this page rather than individual stores so that consistent branding is maintained. The Instagram account @stmarysdowntown is growing in popularity, but Facebook is the primary connection with the community.

11.0 Agenda Items for Future Meetings & Date of Next Board Meeting

- August 14: St. Marys-brand clothing

12.0 Adjournment

Motion: Carey

Second: Cathie

CARRIED

2017 BIA Board Meeting Dates

January 9	February 16	March 13	April (no board meeting)
May 8	June 12	July 10	August 14
September 11	October 16	November 13	December 11

BIA Board: Julie Docker-Johnson (Chair), Sue Griffiths (Treasurer), Councillor Carey Pope, Cathie Szmon, Cindy Taylor

Town of St. Marys Staff: Laurel Davies Snyder (Manager of Culture & Economic Development)

BIA Staff: Andrea Macko (Secretary and Communications Co-ordinator)

For Information: Brent Kittmer (CAO/Clerk), Trisha McKibbin (Director of Corporate Services)

From: **Chantal Lynch** <chantalynch@gmail.com>
Date: Fri, Nov 25, 2016 at 7:25 AM
Subject: Christmas Parade and Parking on Queen
To: Carey Pope <CPope@town.stmarys.on.ca>, Bill Osborne <bosborne@town.stmarys.on.ca>, Al Strathdee <astrathdee@town.stmarys.on.ca>, Jim Craigmile <jcraigmile@town.stmarys.on.ca>, Tony Winter <twinter@town.stmarys.on.ca>, Lynn Hainer <lhainer@town.stmarys.on.ca>, Don Van galen <Dvangalen@town.stmarys.on.ca>
Cc: Brent Kittmer <bkittmer@town.stmarys.on.ca>, Trisha McKibbin <tmckibbin@town.stmarys.on.ca>

Good Morning and hope this message finds you all well.

Chatting with two women sitting at Jennies a very good question was asked:

"Why can't the cars be off Queen Street for the parade?" one we have wondered too and has prompted this letter.

The Parade is a terrific event, very well executed by the many wonderful men and woman who work tirelessly to put on a show for the kids. Our children had the benefit of participating in Toronto's Santa Claus parade because a family member is on that committee. Lots of work - great for the kids and the city, St Marys is no different just a smaller scale. We can't say enough how much we would like to recognize their efforts.

The cars, trucks and minivans are a huge impediment. We were rather surprised when we experienced our first parade in St Marys not able to sit on the sidewalk, on the curb, watch the kids anticipating the main man. To watch spectators have to jostle between parked vehicles is awful and we've heard a child was almost crushed a couple years ago? Add to that the inconsideration of those that turn the motor on to warm up and short little children inhaling the fumes!!

We would like to suggest that parking is not permitted on the street after 5pm on the day of the Santa Claus Parade and we say this as a Queen Street business and property owners. A bylaw and logistics can be worked out with a combination of signage on the lamp posts, in the paper, the businesses letting their customers know and enforcement, tag and tow those that do not comply.

We recognize there are those with physical issues and would like to watch from a car, surely there are good spots on the route or even at the PRC? The two blocks from Church to Water is not too much to ask for the safety of the kids and the ability to enjoy from the sidewalk. Bring out the wheelchair/walker/lawnchair for those that use them, adults and kids on the curb or standing behind, it's exciting, it's all warm and fuzzy - it will work.

As business owners - we are closed at 5pm along with most businesses on Queen that night. Much better to have 20 folks in front of the store able to look in the windows than 2 cars with 2 people each in them. We feel it is people that make up a community, not cars.

Look forward to hearing from you. We would be happy to sit on a committee to look at alternatives and would appreciate being advised when this item will be on the agenda so that we can attend.

Chantal and Brian Lynch
144 Queen Street East
St Marys ON N4X 1A2

Join us for our 2017 events!

25th ST. MARY'S FARMERS MARKET

Saturdays, May 20th through October 28th, 8 a.m. to NOON
Downtown gets really fresh as local food producers and unique artisan vendors convert the Jones Street parking lot into the place for home grown goodness and handmade specialties.

CANADIAN BASEBALL HALL OF FAME INDUCTION DAY

Saturday, June 24th, 10 a.m. to 5 p.m.
See stars, grab autographs, and touch all the bases on Bell Hall grounds and throughout downtown St. Marys as the Canadian Baseball Hall of Fame welcomes home its 2017 Inductees.

CANADA DAY @ CADDOW PARK

Saturday, July 1st, 11 a.m. to dusk
Celebrate Canada's 150th anniversary with a park-packed day of events including: parade, breakfast, barbecue, activities, contests, musical entertainment and a movie under the stars. Downtown will proudly celebrate our sesquicentennial all year long, so watch for our all-Canadian fun!

STONETOWN HERITAGE FESTIVAL

Saturday, July 8th, 5 p.m. to dusk
Join our downtown family-friendly stowell party featuring our 1st ever community picnic then dance the night away until our festival concludes with awesome fireworks!

KIN SUMMERFEST

Thursday, July 27th to Saturday, July 29th, 12 p.m. to 12 a.m.
Enjoy thrilling rides, midway amusements and nightly entertainment on Mill Dunnell Field - just a ball toss from our equally entertaining downtown.

ST. MARY'S CAR SHOW

Saturday, August 19th, NOON to 3 p.m.
Cruise alongside vintage vehicles at Mill Dunnell Field and smoothly shift to downtown shops, eateries and services for added pleasure.

ST. MARY'S SANTA CLAUS PARADE & NIGHT LIGHTING

Friday, November 17th, 7 p.m. to 9 p.m.
It will be glow-ho-ho as the Santa Claus parade rolls right through the heart of our downtown and Stonetown brightens the night with our festival of lights ceremony at Mill Dunnell Field.

CHRISTMAS IS GOLDEN

Friday, Nov. 17th to Christmas Eve
Check out our wonderful stores and professional services dressed in holiday style as downtown St. Marys seasonally shines during the countdown to Christmas.

MERCHANTS OPEN HOUSE

Sunday, November 26th, NOON to 5 p.m.
Cross everyone off your shopping list during a very special afternoon in downtown St. Marys complete with carollers, festive treats, stone sales, and a few extra holiday surprises!

GIVING TUESDAY

Tuesday, November 28th, all day
Giving Tuesday is a national day dedicated to giving and giving back. Join in the movement with our St. Marys downtown businesses. Then you will be happy!

We Are Big On Small



Like our grand 18th century architecture nestled alongside picturesque Little Falls, downtown St. Marys is truly big on small. Year-round we proudly celebrate our Canadian small town heritage, extend unrushed warm local hospitality, and courteously provide unique accessible professional customer services – those little things that are becoming harder to find these days.

Yes, our historic Stonetown businesses are a touch old-fashioned, still offering friendly assistance, free parking, and time to share a bit of small talk. But in many big ways our charming downtown is also soul-renewing.

Escape within our cozy specialty shops bursting with contemporary and timeless curiosities, relax in our family-run eateries and cafes, rejuvenate at our wellness spas and hair salons, join our community events, or simply stroll our beautiful downtown and experience all its natural splendour.

In St. Marys, you'll become big on small, too.



Like Downtown St. Marys on Facebook

Follow @stmarysdowntown on Instagram

stmarysdowntown@gmail.com

Committee of Adjustment Wednesday, June 7, 2017

A meeting of the St. Marys Committee of Adjustment was held on Wednesday, June 7, 2017 at 6:30pm in the Board Room, Municipal Operations Centre, 408 James Street South, St. Marys, Ontario, to discuss the following:

1. Call to Order
2. Disclosure of Pecuniary Interest
3. Approval of Minutes dated May 17, 2017
4. Conditions for Consent to Sever: B03-2016 affecting Lot 22, Registered Plan 44M-48, 310 Tracy Street, St. Marys, from Meadowridge Properties Ltd.
5. Applications for Consent to Sever: B04-2017; B05-2017; B06-2017 affecting Part Lot 17, Concession 19, 825 and 895 Queen Street East, St. Marys for Margaret McMillan Baird and Bairds of Strathaven Inc.
6. Next Meeting
7. Adjournment

Present:

- Chairman Steve Cousins
- Member William J. (Bill) Galloway
- Member Dr. J. H. (Jim) Loucks
- Mark Stone, Planner
- Susan Luckhardt, Secretary-Treasurer

Regrets:

- Member Clive Slade
- Member Steve Ische
- Grant Brouwer, Director of Building and Development

Call to Order:

Chairman Steve Cousins called the meeting to order at 6:30 pm.

Disclosure of Pecuniary Interest:

None.

Approval of Minutes dated May 17, 2017

Approval of the Minutes dated May 17, 2017 was deferred until the next regular meeting due to a conflict of pecuniary interest with an item in the Minutes as disclosed by Member Dr. Jim Loucks.

Conditions for Consent to Sever: B03-2016 affecting Lot 22, Registered Plan 44M-48, 310 Tracy Street, St. Marys, from Meadowridge Properties Ltd.

Mark Stone provided an overview of the conditions of severance for 310 Tracy Street with respect to consolidation of the lands under one PIN and the resulting issues for registration of the lands under one PIN. Condition # 8 on the Notice of Decision dated January 20, 2017 requires the lands to be consolidated under Land Titles under one PIN.

Staff recommended that the agenda item be deferred pending the ongoing discussions in addressing the matter.

It was the consensus of Members that the item be deferred.

Chairman Steve Cousins declared this order of business to be closed.

Public Hearing B04-2017; B05-2017; B06-2017

Applications for Consent to Sever: B04-2017; B05-2017 and B06-2017 affecting Part Lot 17, Concession 19, 825 and 895 Queen Street East, St. Marys for Margaret McMillan Baird and Bairds of Strathaven Inc.

Dave Hanly and Janet Baird Jackson, agents for the applications were present for the Public Hearing.

Mark Stone spoke to the correspondence received regarding the applications.

Town Finance Department: No issues.

Bell Canada: No concerns or objections.

Upper Thames River Conservation Authority: No objections.

Town Engineering and Public Works Department:

- As a condition of approval, the two (2) existing dwellings are to be individually connected to the municipal water distribution system.
- Existing water supply wells currently servicing the dwellings are to be decommissioned in accordance with Ontario Regulation 903 once the dwelling units are connected to the municipal water distribution system.
- As per section 5 of the Town's Official Plan, roads are classified based on their function in an effort to keep the movement of traffic safe for pedestrians and motorists. Arterial Roads are the major routes in the road network designed to carry high volumes of traffic from one area of Town to another. Arterial Road right of ways are 30m wide. Queen Street East is classified as an Arterial Road, currently with a width of 27m and as per section 5.3.7 of the Official Plan, the Town will require 3.0m from the applicant property as future road widening.

This concluded correspondence received.

Dave Hanly proceeded with his presentation. The subject properties are located at the east end of the municipality, northwest of the intersection of Queen Street East and Road 120

(the municipal boundary). The two subject properties are abutting, are irregularly shaped and are further described as:

- 1) L-shaped lot (2.07 ha) with 121.9m of frontage along Queen Street East (comprised of Parts 1, 2, 3 and 4 on the Sketch accompanying the application). This parcel is the site of two single-detached dwellings; the westerly occupied by Margaret McMillan Baird and the easterly occupied by Don and Donna Baird.
- 2) Irregular shaped lot (3.29 ha) with 185.3m of frontage along Road 120 (comprised of Parts 5 and 6 on the Sketch accompanying the application). These lands were formerly part of the Mink ranch lands owned by the Baird family.

Consent to Sever Application B04-2017 proposes to sever an area of the L-shaped property located between the two existing single-detached dwelling residential uses (Part 1 on the Sketch) and add it to the adjacent irregular shaped property located to the north (Parts 5 and 6 on the Sketch). The area to be severed fronts onto Queen Street East, has a width of 20.0m and an area of 1,219.2m². This will result in two remnant parcels from the L-shaped lot: one to the east (Part 2 on the Sketch) consisting of most of the lot for the easterly single detached dwelling use; and one to the west (Parts 3 and 4 on the Sketch) consisting of the lot for the westerly single detached dwelling and the vacant agricultural use area north of the same.

Consent to Sever Application B05-2016 proposes to sever that area of the property (Part 4 on the Sketch) which is located to the north of the westerly single-detached dwelling residential use and add it to the adjacent irregular shaped property to the east (Parts 5 and 6 on the Sketch). The lands to be severed measure approximately 50.9m X 252.8m and have an area of 12,867.6m². The single-detached dwelling use will continue on the remnant parcel (Part 3 on the Sketch).

Consent to Sever Application B06-2017 proposes to sever a small area (Part 5 on the Sketch) from the adjacent lands to the rear and north of the easterly single-detached dwelling property and add it to the easterly single-detached dwelling use lot (Part 2 on the Sketch). The area to be severed has a depth of approximately 8.12m and an area of 414.1m².

Dave Hanly referenced for members the Sketch showing the proposed lot fabric as a result of the three Consent to Sever Applications.

The lands are also subject to Applications for Official Plan Amendment (OPA) and a Zoning By-law Amendment (ZBA) (Files OP01-2017 & Z01-2017) which will not change the Official Plan designation or the zone category on the lands, but rather will add special policies and special provisions respectively to permit the creation of separate lots for the existing residential uses in the Highway Commercial designation and in the Highway Commercial Zone.

The two subject properties are designated "Highway Commercial" in the Town Official Plan and zoned "Highway Commercial Zone – C3-H" in the Town Zoning By-law Z1-1997, as amended. On Monday, June 5, 2017 PAC reviewed the applications for an OPA and a ZBA affecting the lands. The PAC has recommended approval of the applications to Council. Council will host a Public Meeting on June 27, 2017 to consider the applications for an OPA

and ZBA. The three applications for Consent to Sever presented to Committee of Adjustment tonight are expected to be deferred pending Council approval of the OPA and ZBA for the lands.

Mark Stone provided comments in support of the severances stating that the lot sizes created are appropriate. Mark Stone stated that Committee of Adjustment should consider deferring the applications tonight. Due to provisions under the Ontario Planning Act it is not appropriate for the severances to be approved while an application for an OPA affecting the lands is still under consideration by Council. Once the OPA has been approved by Council, the Consent to Sever applications can come back to this Committee of Adjustment for consideration.

Chairman Steve Cousins asked for comments and questions from Committee Members.

Member Dr. Jim Loucks stated he does not see the 3.0m road widening on the severance drawings. Dave Hanly responded, stating that the comments from the Town Engineering and Public Works Department, received as a result of circulation of the applications, recognize that Queen Street is currently 27m wide and as an arterial road should be 30m wide. Therefore the road widening was not shown on the application sketches; but will be shown on the Reference Plan which will follow approval of the severances. To show the road widening at this stage of the applications would be premature.

Chairman Steve Cousins asked for comments and questions from the Public. There were no questions or comments from the Public.

This concluded discussion of Consent to Sever applications B04-2017; B05-2017 and B06-2017.

DECISION B04-2017

Application for Consent to Sever: B04-2017 affecting Part Lot 17, Concession 19, 825 and 895 Queen Street East, St. Marys for Margaret McMillan Baird

Moved by: Member William J. Galloway

Seconded by: Member Dr. J. H. Loucks

THAT the Committee of Adjustment for the Corporation of the Town of St. Marys grant a deferral to Consent to Sever Application No. B04-2017 from Margaret McMillan Baird for a period of up to three (3) months from today's date, June 7, 2017.

CARRIED

DECISION B05-2017

Application for Consent to Sever: B05-2017 affecting Part Lot 17, Concession 19, 825 and 895 Queen Street East, St. Marys for Margaret McMillan Baird

Moved by: Member William J. Galloway

Seconded by: Member Dr. J. H. Loucks

THAT the Committee of Adjustment for the Corporation of the Town of St. Marys grant a deferral to Consent to Sever Application No. B05-2017 from Margaret McMillan Baird for a period of up to three (3) months from today's date, June 7, 2017.

CARRIED

DECISION B06-2017

Application for Consent to Sever: B06-2017 affecting Part Lot 17, Concession 19, 825 and 895 Queen Street East, St. Marys for Bairds of Strathaven Inc.

Moved by: Member William J. Galloway

Seconded by: Member Dr. J. H. Loucks

THAT the Committee of Adjustment for the Corporation of the Town of St. Marys grant a deferral to Consent to Sever Application No. B06-2017 from Bairds of Strathaven Inc. for a period of up to three (3) months from today's date, June 7, 2017.

CARRIED

Next Meeting

July 19, 2017 at 6:30 pm.

Adjournment

Motion by Member William J. Galloway

Seconded by Member Dr. J. H. Loucks

THAT the meeting adjourn at 6:55 pm.

CARRIED

Steve Cousins,
Chairman Committee of Adjustment

Susan Luckhardt,
Secretary-Treasurer Committee of Adjustment

Copies to:

- Committee of Adjustment Members
- Clerk's Office
- Perth County Planning Office

OPA, ZBA AND SEVERANCE SKETCH

OF PART OF
LOT 17
CONCESSION 19.

(GEOGRAPHIC TOWNSHIP
OF BLANSARD)
NOW IN THE
TOWN OF
ST. MARYS
COUNTY OF PERTH

SCALE 1:2000
0 8 16 24 32 40 80 METRES

MTE OLS LTD.
ONTARIO LAND
SURVEYORS

GOLF COURSE (OS)

PART 14,
PLAN 44R-2841

ADOPTED AS PUBLIC
HIGHWAY BY BY-LAW No.
21-71, INST. No. 152009

QUEEN

STREET

ROAD 120

(ORIGINAL ROAD ALLOWANCE BETWEEN CONCESSION 19 and NORTH BOUNDARY CONCESSION)

PARCEL AREAS		
PARCEL	AREA (m ²)	AREA (Ha)
①	1219.2	0.1219
②	3110.0	0.3110
③	3516.1	0.3516
④	12867.6	1.2868
⑤	414.1	0.0414
⑥	32914.2	3.2914

AREAS:

AREAS SHOWN ON THIS PLAN IN SQUARE
METRES AND CAN BE CONVERTED TO
ACRES BY DIVIDING BY 4046.8564.

METRIC:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

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ONTARIO LAND SURVEYORS

365 HOME STREET

STRATFORD, ONTARIO, N5A 2A5

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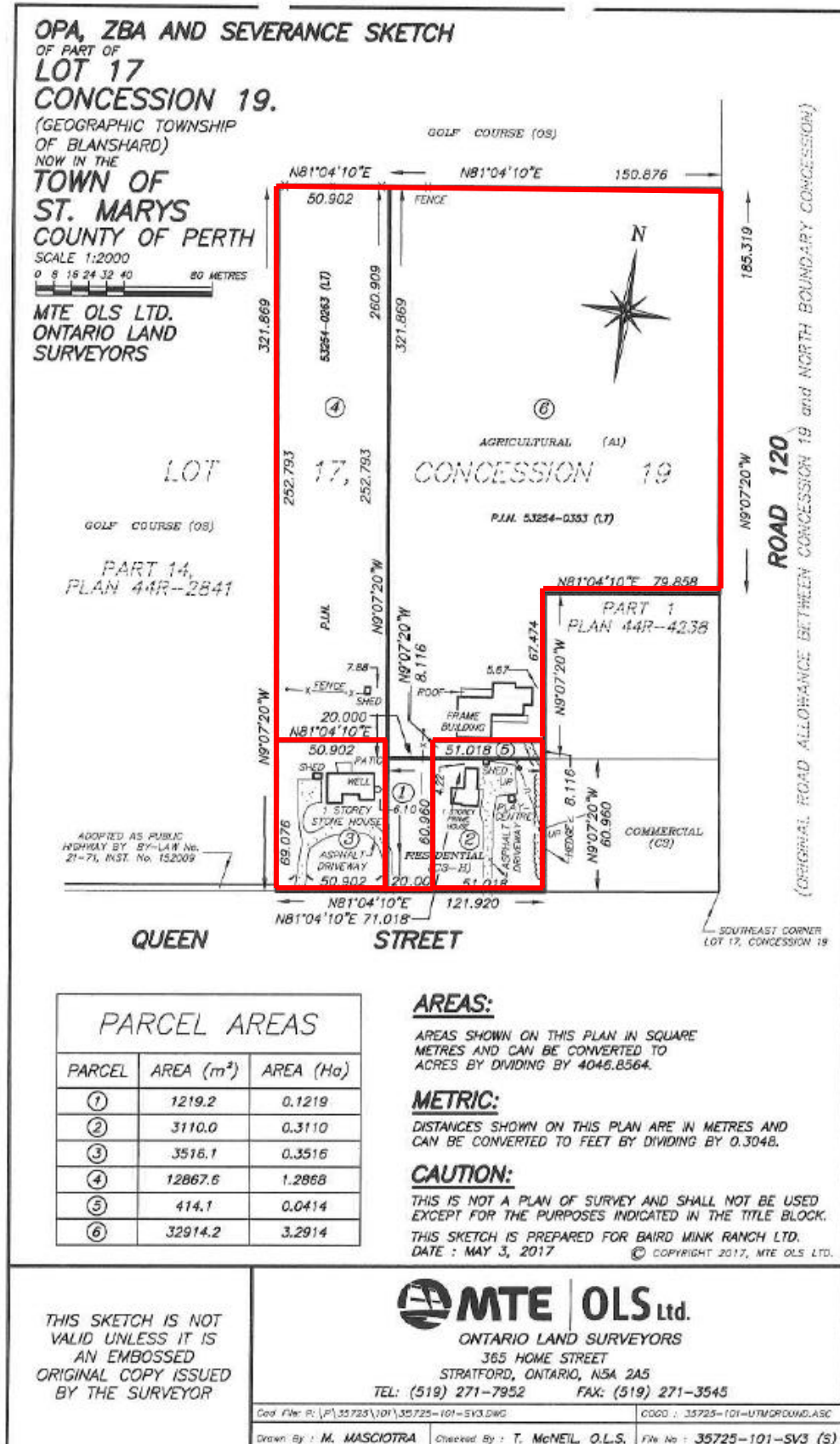
COGO : 35725-101-UTMGROUND.ASC

Drawn By : M. MASCIOTRA

Checked By : T. McNEIL, O.L.S.

File No : 35725-101-SV3 (S)

**Proposed New Lot Fabric Based on Consent to
Sever Applications B04-2017, B05-2017 & B06-2017**





MINUTES

Heritage St. Marys

June 10, 2017

9:00 am

St. Marys Museum

177 Church Street South

Members present: Larry Pfaff

Stephen Habermehl

Mary Smith

Michelle Stemmler

Council Present: Councillor Cary Pope

Mayor Al Strathdee

Members Absent: Paul King

Sherri Gropp

Janis Fread

Staff Present: Trisha McKibbin

1. CALL TO ORDER

Chair Larry Pfaff called the meeting to order at 8:55a.m.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Michelle Stemmler

Seconded By Carey Pope

THAT the June 10, 2017 Heritage St. Marys Committee meeting agenda be accepted as presented.

CARRIED

4. DELEGATIONS

4.1 Jason Silcox, Development Services Department - Seeking feedback regarding Sign Bylaw

Jason Silcox, Development Services, was welcomed to the meeting. He reported on the well-attended public meeting, June 2, concerning the sign bylaw. Jason sought input from the Heritage Committee as well. He had received Paul King's notes from the meeting and was also given a copy of the Heritage Committee's May minutes that included a summary of points raised during a discussion about signage issues. (Agenda item 7.7 in the May minutes.)

Jason's previous position was in London where he gained experience working with a neighbourhood Heritage Conservation District. He is accustomed to clearer guidelines for signage regulations which, he argued, not only help the bylaw enforcement official but also allow business owners to make timely and realistic choices about signage. He said that, possibly in an attempt to encourage local business, the St. Marys committees have recommended approval of signs that may be somewhat beyond their "comfort level." Jason personally prefers signage that can be placed within an original signboard or, if that is not possible, does not obscure a heritage element of a building. He is happy to talk to sign applicants to encourage compliance if guidelines are clear to support this recommendations. He would also encourage building owners to apply for façade improvement grants to restore original heritage elements - such as transom. He is also aware that in some cases, such conversations are difficult - as in the case of corporate signage. Nevertheless, he feels the same guidelines should apply consistently.

Further, Jason said that it would be helpful if, when a proposed sign application is not accepted, alternatives could be suggested to the applicant offering a different - and compliant - approach.

Jason also pointed out a major problem - the timing of a sign application. Currently, an application could be reviewed and approved within a few days or it could take several weeks depending on whether the application is submitted

just before committee meetings or just after. Stephen Habermehl pointed out that both committees are willing to convene special meetings to review signage applications in a timely manner. Members of both committees are completely sympathetic to the need of a new business to have signage in place as quickly as possible.

NOTE: The four sign applications for review under Agenda item 7.8 were considered at this point in the meeting and used as examples of various signage challenges. The committee's recommendations will be reported in their regular place in the agenda.

4.2 Andrea Macko - Sesquicentennial Time Capsule

Andrea Macko made a brief presentation to the committee about a plan to create a time capsule marking Canada's sesquicentennial. Her main intent is to involve school children but she is looking for suggestions for items to include from a broad range of community groups. It is her hope that the capsule could be placed in the structure of the new Wellington Street Bridge. Several committee members had suggestions and were able to provide Andrea with a booklet of recommendations for time capsules for the Canadian Conservation Institute.

5. CORRESPONDANCE

None received.

6. ACCEPTANCE OF MINUTES

Moved By Mary Smith

Seconded By Michelle Stemmler

THAT the Minutes of the May 13, 2017 meeting of the Heritage Committee be approved

CARRIED

7. BUSINESS ARISING FROM MINUTES

7.1 Report on Ministry of Tourism, Culture and Sport workshop on Heritage Conservation - May 25, 2017

Paul King, Mary Smith, Carey Pope and Trisha McKibbin attended this four-hour training session presented by Ministry Advisor Bert Duclos. Mary compiled their

comments into a two-page report, with emphasis on areas where Bert's comments had bearing on some of this committee's recent activities. Because of time constraints, this report was reviewed only briefly. A copy will be sent to members electronically with areas of special interest highlighted.

A folder including all the screens from the presentation as well as hand-out material is also available at the Museum for anyone interested to review.

Paul's comments include a recommendation to Bert that his presentation be available on a CD for people who couldn't attend his workshops to read when they are able to do so. It would be a good training tool for new members.

8. REGULAR BUSINESS

8.1 Heritage Conservation District update

Recent committee activity is included in sign applications (Items 8.8).

The HCDAC has approved a Heritage Permit for work on 48 Wellington Street South for veranda repairs.

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 Junction Station

Nothing to report.

8.2.2 Town Hall - Grounds at southwest corner of building

See sign permit application, Agenda item 8.8.4.

8.2.3 McDonald House

Nothing to report.

8.2.4 Andrews Jeweller - proposed concerned residents' committee

This designated property has been sold and the For Sale signs have been removed from the façade. An official announcement is expected in the near future.

8.2.5 96 Robinson Street - designation plaque

The designation plaque has arrived. John and Marie Stevens have not yet announced their plans for the celebratory unveiling ceremony.

8.2.6 Public Library

Replacement work on the front steps is well underway.

8.2.7 Old Water Tower

Nothing to report.

8.3 Municipal Register, Part 2 - List of significant properties

8.3.1 Strategic Planning Committee meeting update

Trisha presented as a Staff Report the list of properties of Cultural Heritage Value at a session of the Strategic Planning Committee, May 16. Mary Smith also attended this meeting. Council directed Trisha to proceed with notification of owners whose properties are on the list and to make plans for a public meeting to fully explain what listing signifies to property owners.

8.4 Heritage Grant Applications

8.4.1 48 Water Street South

The committee reviewed an application for a Heritage Grant from the owners of the red brick house on the southwest corner of Wellington and Jones Streets within the Heritage Conservation District. The proposed project involves structural repairs of the original east-facing veranda and replacement of original elements.

Moved By Mary Smith

Seconded By Stephen Habermehl

THAT the St. Marys Heritage Committee recommends approval of the Heritage Grant application to assist with repairs and restoration of the front veranda on the property at 48 Wellington Street East.

CARRIED

8.4.2 151-153 Queen Street East

The committee reviewed an application for a Heritage Grant from the owners of the commercial property at 151-153 Queen Street East within the Heritage Conservation District. This project involves work to

repair/replace the structural beams in the attic and to renew the roof.
This is essential work for the safety and integrity of the building.

Moved By Michelle Stemmler

Seconded By Carey Pope

THAT the St. Marys Heritage Committee recommends approval of the Heritage Grant application to assist with structural work on the support beams and roof of the property at 151-153 Queen Street East.

CARRIED

8.5 Properties of interest or at risk

8.5.1 West Ward School

Nothing to report.

8.5.2 North Ward School site

No date has yet been set to hear the developers' response to the Planner's request for certain modifications and amendments to their proposal.

8.5.3 Wellington Street Bridge

Work is scheduled to begin June 26.

8.6 CHO Report

Not available.

8.7 Homeowner letters

Not available.

8.9 Cultural Planning: Strategic Plan update on implementation

Nothing to report.

9. COUNCIL REPORT

Nothing further to report.

8. REGULAR BUSINESS

8.5 Properties of interest or at risk

8.5.4 Church Street Bridge

Mary raised the point that the unexpected appearance of large flower boxes on both parapet walls of the Church Street Bridge should be of concern to Heritage St. Marys for several reasons.

First of all, it is a designated heritage structure and the committee was not consulted before this installation. When it was decided in 2014 to place flower boxes on the Queen Street Bridge, the committee was consulted and finally voted to approve this project, setting certain conditions: the boxes would not be permanent; they would not damage the stonework of the parapet walls.

The presence of these boxes on the historic limestone walls of the Church street Bridge is a distraction from the appeal of the bridge itself and may possibly damage the walls because the boxes are very heavy - four large boxes on each wall. The walls are scheduled for repairs and repointing following the Wellington street bridge construction. This extra burden on them cannot be beneficial.

It is understood that 2017 is a special year marking Canada's Sesquicentennial and that the Town has decided to plant extra flowers for this special occasion. It is not the wish of any member of the Heritage Committee to dampen enthusiasm for this occasion but there would be reasons to object to the boxes being placed on the Church Street Bridge in subsequent years.

Other committee members suggest that safety might be an issue because although the bridge is technically two-lane, drivers must be very careful when they meet on the bridge. The flower boxes make the passageway seem ever narrower than it actually is.

Also, the Church Street Bridge will be fortified during the construction of the Wellington Street Bridge, thus adding an additional restriction and distraction to safe crossing.

Al Strathdee suggested sending a letter to council concerning the specific heritage concerns - safety issues and potential structural damage are not the mandate of this committee. Mary will draft this letter.

8.8 Sign Bylaw

As noted earlier, the discussion concerning these sign applications took place as part of Jason Silcox's presentation. The formal motions arising from this discussion are presented below.

Note also that the two store fronts, 104 Queen Street East and 106 Queen Street East, are adjacent retail outlets in the same commercial (Gregory) block. This block dates from the early 1920s. Its distinguishing architectural features include a continuous decorative brick parapet with a commercial cornice and four-panel transoms above the display windows and entrance of each retail outlet. The two applications propose placing signs that completely or partially cover the transom.

In both cases, the Heritage Committee agreed that vinyl decals of compliant size in the windows would be a preferred alternative to covering an architectural element. The transom panels at 104 Queen Street East are currently covered and so it may be discovered that they are damaged or boarded up. However, this could be dealt with through a façade improvement grant and should not be a factor in this recommendation.

Neither should the fact that the retail outlets on either side of these two stores have signs that cover their transoms. Non-compliance should not be perpetuated.

It should also be noted that Heritage Committee members are sympathetic to the need for new businesses to have signage in place as quickly as possible.

8.8.1 104 Queen Street E.

The applicant's proposal is for an unlit fascia sign. It would fill the space that was originally a four-panel transom.

Moved By Carey Pope

Seconded By Stephen Habermehl

THAT the St. Marys Heritage Committee recommends that the new business, Spa 168, substitutes compliant window signage so as not to cover an identifiable architectural element of the building.

CARRIED

8.8.2 106 Queen Street E.

That applicant's proposal is for an unlit sign covering on of the four existing transom panels.

Moved By Stephen Habermehl

Seconded By Mary Smith

That the St. Marys heritage Committee recommends that the new business, Sheri Stylist, substitutes compliant window signage so as not to cover an identifiable architectural element of the building.

CARRIED

8.8.3 178 Queen Street E.

The applicant request approval for an unlit fascia sign in an appropriate space above the display window of his business.

Moved By Carey Pope

Seconded By Michelle Stemmler

THAT the St. Marys Heritage Committee recommends approval of the sign application for Stonetown Barber, 178 Queen Street East.

CARRIED

8.8.4 175 Queen Street E.

Trisha McKibbin explained the proposed signage that w3ill be incorporated into the landscaping work at the southwest corner of the Town Hall. It includes a large double-sided free-standing ground sign, identifying the St. Marys Town Hall. The committee agreed that the overall impression is of a well-designed sign, sympathetic to the Heritage District. The only question concerned the height of the sign and whether its placement would obscure the Community Player's temporary signage - or vice versa.

The other components were smaller signs directing visitors to the various offices and services within the building. These will either be attached to the building (at the west ground floor entrance and at the washroom corner) or be place in the ground (at the foot of the south-facing main stairway.) Some committee members had concerns that these signs would not be easily legible and might not meet AODA requirements. Also there is no signage for the elevator entrance and no

direction to the third floor auditorium. The committee was, however, satisfied that sincere efforts are being made to have minimal impact on the building Fabric as these very necessary signs are installed.

Moved By Stephen Habermehl

Seconded By Michelle Stemmler

THAT the St. Marys Heritage Committee recommends further study on the placement and size of the proposed signage and a further consideration of the informational content.

CARRIED

10. OTHER BUSINESS

10.1 Sesquicentennial planning

As Canada Day draws closer, plans are being finalized for the July 1 celebration in Cadzow Park. Promotional materials have been distributed and updates are available on the municipal website. Decorations in the park will include a collage on the retaining wall (the north end of the old pool) showing the history of the park.

10.2 Heritage Festival, July 7 to 9

Friday evening, July 7, will offer a play about the history of St. Marys written by June Cunningham and presented in the Town Hall auditorium.

On Saturday, the main day of the festival, there will be both walking and bus tours offered to visitors. Larry has agreed to lead a tour in the morning and Amy Cubberley will lead another tour in the early afternoon. Step-on bus tours will run on the hour through the day. Volunteers are needed to help with these tours. Trisha will circulate a schedule of sign-up slots for any Heritage Committee members who can help.

Sunday is the annual Museum Roaring Twenties Garden Party and the St. Marys Horticultural Society's Garden Tour.

10.3 Doors Open St. Marys, September 30, 2017

The organizing committee is meeting regularly and has almost finalized the sites that are participating in this event. As well as some old favourites, a number of new and interesting locations will be announced in the near future.

10.4 Sheep to Shawl

This even in support of the St. Marys Museum was taking place throughout the day - June 10. Committee members were invited to stop in Cadzow Park for a look at the activities.

11. UPCOMING MEETINGS

The next regular meeting is Saturday, July 8 - the same day as the Heritage Festival. Committee members agreed that if there are urgent agenda items - such as permit or grant applications to review - the committee should meet at this regular time at least to deal with these matters. Trisha will inform committee members early in the first week of July if a meeting is necessary.

12. ADJOURNMENT

Moved By Michelle Stemmler

Seconded By Stephen Habermehl

THAT this regular meeting of the St. Marys Heritage Committee adjourn at 10:45a.m.

CARRIED

Larry Pfaff, Chair



MINUTES

Heritage St. Marys

July 6, 2017

6:00 pm

St. Marys Museum

177 Church Street South

Members Present: Larry Pfaff
Janis Fread
Sherri Gropp
Paul King
Mary Smith
Council Present: Councillor Pope
Member Regrets: Stephan Habermehl
Michelle Stemmler
Mayor Al Strathdee
Staff Present: Trisha McKibbin, Director of Corporate Services / Deputy Clerk

1. CALL TO ORDER

Chair Larry Pfaff called the meeting to order at 6:00 p.m.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Sherri Gropp

Seconded By Janis Fread

THAT the July 6, 2017 Heritage Committee meeting agenda be accepted as presented.

CARRIED

2. DECLARATION OF PECUNIARY INTEREST

None declared.

4. DELEGATIONS

Megan Johnston explained that her 1860s house at 51 Church Street South (within the HCD) requires a new roof. It is a very large, high roof and the Johnston's are trying to balance appearance with affordability. They would like to install a type of shingle that gives an appearance of cedar shakes with a weight and durability to last longer than regular asphalt shingles. The company that makes this product custom-installs the shingles. Megan showed examples of the colour and weight of this roofing material.

The Johnston's have applied for both a Heritage Grant and a Façade improvement Grant. Trisha explained that the total amount is calculated according to a formula and that this should not be a factor in the Heritage Committee's decision.

5. REPORTS

5.1 Heritage Grant Applications

5.1.1 51 Church Street South

Moved By Paul King

Seconded By Janis Fread

THAT the St. Marys Heritage Committee recommends approval of a Heritage Grant towards the installation of a new roof at 51 Church Street South.

CARRIED

5.2 Sign Applications

5.2.1 158 Queen Street East - Village Craft & Candle

This is an existing sign. The owner first applied for a large fascia sign but it was determined to be impractical. Instead, she has vinyl decals on the window and door that are in compliance with the sign bylaw.

Moved By Sherri Gropp

Seconded By Janis Fread

THAT the St. Marys Heritage Committee recommends approval of the sign permit application for Village Craft & Candle at 158 Queen Street East.

CARRIED

5.2.2 134 Queen Street East - Meridian

At the June meeting, the Heritage Committee (in agreement with the HCDAC) had deferred a decision on a sign permit application by Meridian Credit Union for an illuminated marquee-style sign. The sign proposed was not in compliance with the bylaw. Meridian has submitted another application that places the sign flat to the existing signboard area, reduces the size, uses sympathetic material and has gooseneck lighting.

Moved By Paul King

Seconded By Sherri Gropp

THAT the St. Marys Heritage Committee recommends approval of the sign permit application for Meridian Credit Union at 134 Queen Street East.

CARRIED

5.2.3 110 Queen Street - Troyer's Spices

This is a new business and the business owner has applied for signage consisting of vinyl decals in the two display windows. This signage is in compliance with the sign bylaw.

Moved By Mary Smith

Seconded By Carey Pope

THAT the St. Marys Heritage Committee recommends approval of the sign permit application for Troyer's Spices at 110 Queen Street East.

CARRIED

6. OTHER BUSINESS

Paul asked committee members to consider what other properties should receive a letter from heritage St. Marys. Members will compile their own lists of possibilities before the next meeting.

6.1 135 Queen Street E. - Andrews Building

The Andrews building has been sold but the owner has not yet made the formal announcement. Staff will be meeting with the new owner soon and will let the Committee know when the new owner's name is public.

Paul said that a letter should be sent to the new owner, congratulating him/her on the purchase of this remarkable building. Staff will provide Paul with the name address as soon as available.

6.3 Town Hall Landscaping

Mary complimented Town staff on the landscaping and signage at the southwest corner of the Town Hall.

6.4 Heritage Festival

Larry reminded all committee members that the Stonetown Heritage Festival is this weekend. He will be conducting a walking tour at 11a.m. Trisha and Amy will also be offering tours. Megan Lockhart will be showing a power point presentation about her project last winter to upload content to Picture St. Marys - thanks to St. Marys' share of the surplus funds from the 2016 CHO Conference.

7. UPCOMING MEETINGS

Saturday, August 12, 2017 9:00a.m. at the St. Marys Museum.

8. ADJOURNMENT

Moved By Sherri Gropp

Seconded By Paul King

THAT this meeting of the St. Marys Heritage Committee adjourn at 6:30p.m.

Larry Pfaff, Chair

Meeting Minutes

St. Marys Museum Board

Location: St. Marys Museum

Date: Thursday, June 8, 2017

Committee members in attendance:

Brian Busby, Doug Fread, Chet Greason, Katherine Moffat, Krissy Nickle and Councilor Tony Winter.

Also in attendance:

Amy Cubberley, Staff Liaison

1.0 Welcome and Call to Order

In the Chair, Krissy Nickle called the meeting to order at 6:16 p.m.

2.0 Declaration of Pecuniary Interest

The agenda had been circulated to members electronically. Following review, no member had a disclosure of pecuniary interest.

3.0 Correspondence

None

4.0 Approval of agenda

Moved by: Chet Greason

Seconded by: Katherine Moffat

That the Museum Board approve the agenda as amended.

CARRIED

5.0 Approval of minutes

The minutes of the May 18, 2017 meeting had been circulated electronically.

Moved by: Chet Greason

Seconded by: Brian Busby

That the Board approve the minutes of May 18, 2017 as presented.

CARRIED

6.0 Old Business

7.0 New Business

- a. Council Report: Councilor Winter updated the Museum Board on various capital projects taking place this summer.
- b. Museum Report: A written report of activities from April 2017 was presented to Board members. Staff highlighted the number of programs that took place in April.
- c. Summer Event Update: Staff updated the Museum Board on the planning underway for upcoming summer events. She also reported on the Victoria Day Tea which took place on May 21. Attendance for this event has been on the decline for the past couple of years, and the Museum has also introduced a

number of new summer events to its schedule during this time. Staff asked for the Board's feedback as to whether this event should be altered or perhaps canceled for a year. The Board discussed various options, such as partnering with another community group to host the event. A final decision regarding the event will take place at a later meeting.

8.0 Next meeting

Thursday, August 10, 2017 at 6:15pm

9.0 Adjournment

Moved by: Brian Busby
That the Board adjourns this meeting.
CARRIED

Krissy Nickle adjourned the meeting at 6:57 pm.

Krissy Nickle, Chair St. Marys Museum Board

Planning Advisory Committee Monday, June 5, 2017

A meeting of the St. Marys Planning Advisory Committee was held on Monday, June 5, 2017, in the Boardroom, Municipal Operations Centre, 408 James Street South, St. Marys, Ontario at 6:00 pm to discuss the following.

1.0 Call to order

2.0 Declaration of Pecuniary Interest

3.0 Approval of Minutes

Regular Meeting of May 15, 2017

Motion:

Second:

4.0 Applications OP01-2017 and Z02-2017 to Amend the Town of St. Marys Official Plan and the Town of St. Marys Zoning By-law Z1-1997, as amended

Part of Lot 17, Concession 19

825/895 Queen Street East, St. Marys

Applicants: Margaret McMillan Baird
Bairds of Strathaven Inc.

5.0 Next Meeting

6.0 Adjournment

Present:

- Chairman Councillor Don Van Galen
- Councillor Jim Craigmile
- Member William J. (Bill) Galloway
- Member Steve Cousins
- Member Marti Lindsay
- Member Dr. J. H. (Jim) Loucks
- Mark Stone, Planner
- Susan Luckhardt, Secretary-Treasurer PAC

Regrets:

- Grant Brouwer, Director of Building and Development

1.0 Call to Order

Chairman Don Van Galen called the meeting to order at 6:00 pm.

2.0 Disclosure of Pecuniary Interest:

None.

3.0 Approval of Minutes dated May 15, 2017

Motion by Member William J. Galloway

Seconded by Member Marti Lindsay

THAT the Minutes dated May 15, 2017 be approved as circulated.

CARRIED.

4.0 Applications OP01-2017 and Z02-2017 to Amend the Town of St. Marys Official Plan and the Town of St. Marys Zoning By-law Z1-1997, as amended

Dave Hanly and Janet Baird-Jackson were in attendance to represent the applications.

Dave Hanly provided a presentation regarding the applications. The Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) are related to the Consent to Sever applications submitted for these lands, under consideration by Committee of Adjustment. Dave Hanly detailed the two parcels of land subject to the applications as being an L-shaped lot (2.07 ha) with 121.9m of frontage long Queen Street East owned by Margaret McMillan Baird and the site of two existing single-detached dwellings (originally constructed in 1890 and 1972) and vacant agricultural; and an irregularly shaped lot (3.29 ha) with 185.3m of frontage along Road 120 owned by Bairds of Strathaven Inc. and the site of a storage barn and vacant agricultural. The municipal addresses for the two parcels are 825 and 895 Queen Street East. Margaret Baird lives in the existing westerly dwelling fronting on Queen Street East; and Donald and Donna Baird live in the easterly existing dwelling fronting on Queen Street East. The purpose of the applications is to permit the creation of separate lots for each of the two existing residential dwellings and the continued use of those dwellings; and to permit the consolidation of the remainder of the Baird lands for future use. The proposed OPA is to permit special policies to the Official Plan Highway Commercial designation; and to allow for the creation of a separate lot for each of the two dwellings. The proposed ZBA is to amend Key Map 10 of the Town's Zoning By-law; to introduce special provisions for Residential use of the lands in the Highway Commercial Zone; to address setbacks; and to amend the Schedule to show that the lands are subject to special provisions.

Dave Hanly referenced the proposed lot fabric drawing to show the proposed lot parcels following severance of the lands as per the Consent to Sever applications submitted to Committee of Adjustment.

Dave Hanly spoke further to the applications. No new development is being proposed. The applications have the benefit of consolidating the lands for future development. The two residential uses have existed compatibly with surrounding uses for many years and it is with the understanding that reconfiguring the lot lines would have no effect on that status. The applications reserve the Highway Commercial - C3 zoning on the lands for future C3 uses.

Janet Baird-Jackson stated that the main purpose of the OPA, ZBA and Consent to Sever applications is to sever the existing dwellings so Margaret McMillan Baird; and Donald and

Donna Baird can each have their own separate property; and to consolidate the remaining lands for future development.

Chairman Don Van Galen asked for questions and comments from PAC members. Member Bill Galloway asked if any future development of the remainder lands would need to come back to this committee. Dave Hanly stated that a "Holding – H" symbol is on the lands. There are a set of determined permitted uses for the lands under the zoning by-law. However, to remove the Holding symbol a site plan approval process will be required at which time the applicant will request removal of the Holding symbol.

Mark Stone confirmed the removal of the Holding symbol upon site plan approval for future development of the property.

Member Dr. Jim Loucks asked if the Upper Thames River Conservation Authority (UTRCA) has been circulated with the applications. Mark Stone stated that the UTRCA comments were received late for this agenda; but have since been received and UTRCA has no objections.

Dave Hanly reviewed the comments received, stating that comments from the Town Engineering and Public Works Department for the consent applications request lands for future road widening along Queen Street East; and abandonment of the two wells on the site to be replaced by municipal water connections for the existing dwellings. Bell Canada stated no objections to the applications; the Town Finance Department stated no objections to the applications. Dave Hanley spoke to a risk management assessment for the property by UTRCA as part of the Source Water Protection Screening process; stating that a Risk Management Plan has been signed off by the property owners with UTRCA regarding storage of home heating oil for one of the residential uses.

Councillor Jim Craigmile asked if the 2m strip fronting Queen Street East is sufficient for future road allowance. Mark Stone confirmed that the 2m strip is sufficient for future road allowance.

Member Steve Cousins asked how much distance is between the existing barn (accessory building) and the new property line. Dave Hanly confirmed the distance from the barn to the new property line is 1.5m.

Chairman Don Van Galen asked for comments from members of the Public. None were forthcoming.

Mark Stone provided planning comments regarding the applications: the applications should proceed; there is no change to the land use designation or the zoning on the property. The long-term intent under the Official Plan Highway Commercial designation on the lands is maintained. The size of the residential lots created is appropriate and may in future be suitable to support Highway Commercial uses. The consolidation of the remaining lands speaks to the Official Plan Highway Commercial designation in the creation of land parcels suited to potential large format retail.

This concluded discussion of application OP01-2017 and Z07-2017.

MOTION:

Applications OP01-2017 and Z07-2017 to Amend the Town of St. Marys Official Plan and the Town of St. Marys Zoning By-law Z1-1997, as amended:

Moved by: Member William J. Galloway
Seconded by: Member Steve Cousins

THAT the Planning Advisory Committee for the Separated Town of St. Marys recommends approval of Applications OP01-2017 and Z02-2017 from Margaret McMillan Baird and Bairds of Strathaven Inc. for an Official Plan Amendment and a Zoning By-law Amendment affecting Part of Lot 17, Concession 19, 825 and 895 Queen Street East, St. Marys and further that Council proceed immediately to a Public Meeting to be scheduled for June 27, 2017.

CARRIED

5.0 Next Meeting:

T.B.A.

6.0 Adjournment:

Motion by Member William J. Galloway
Seconded by Member Steve Cousins
THAT the meeting adjourn at 6:28 pm.
CARRIED

Councillor Don Van Galen
Chairman

Susan Luckhardt
Secretary-Treasurer

Copies to:

- PAC Members
- CAO-Clerk
- Council
- Mark Stone, Planner



MINUTES

Heritage Conservation District Advisory Committee

June 12, 2017

6:15 pm

St. Marys Museum

177 Church Street South

Members Present: Barb Tuer
Dan Schneider
Stephen Habermehl
Bill Galloway
Mike Bolton

Council Present: Councillor Winter

Staff Present: Trisha McKibbin, Director of Corporate Services/Deputy Clerk
Jason Silcox, Building Official

2. **DECLARATION OF PECUNIARY INTEREST**

None declared.

1. **CALL TO ORDER**

Chair Barb Tuer called the meeting to order at 6:19p.m.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Moved By Tony Winter

Seconded By Stephen Habermehl

THAT the June 12, 2017 Heritage Conservation District Committee meeting agenda be accepted as presented.

CARRIED

4. DELEGATIONS

4.1 Jason Silcox, Development Services Department - Sign Bylaw Discussion

Jason Silcox, Development Services Department, attended the meeting to report on the public meeting, held June 2, concerning the sign bylaw and to seek feedback from the committee on current sign procedures and practices. The committee discussed a number of topics including:

- The creation of a guidelines/best practices document which would contain examples of design guidelines, compliant and non-compliant signage and would accompany a blank sign application form. This would assist in receiving a more detailed application and would make the application process easier for the applicant.
- The Committee discussed the current process in which there are two different tracks for sign applications to follow. The Committee felt it did not make sense to have this duplication of process and that one application with a Part A and a Part B would streamline and make the process more efficient for both the applicant, staff and Committees.
- The Committee discussed the importance of public education on both the sign bylaw and the Heritage Conservation District Plan. It was noted ongoing education is required to ensure new businesses and property owners are aware of processes.
- Committee members are to email additional comments to Chair Barb Tuer, who will compile the comments into a letter on behalf of the Committee. The Committee will hold a special meeting June 26 to review and recommend the submission of the letter to Jason Silcox.

5. ACCEPTANCE OF MINUTES

Moved By Dan Schneider

Seconded By Stephen Habermehl

THAT the May 29, 2017 Minutes of the Heritage Conservation District Committee be approved.

CARRIED

6. BUSINESS ARISING FROM MINUTES

None.

7. OTHER BUSINESS

7.1 104 Queen Street E.

Moved By Mike Bolton

Seconded By Bill Galloway

THAT the HCD Committee would recommend the granting of a heritage permit for the relocation of a sign from the transom area to the display window, subject to compliance with the sign bylaw.

CARRIED

7.2 106 Queen Street E

The Committee discussed the wish to see consistency of signage on 104 and 106 Queen Street. The architectural feature of the transoms on this building cannot be repaired and appreciated if it is continued to be obstructed by signage.

Moved By Bill Galloway

Seconded By Dan Schneider

THAT the HCD Committee would recommend the granting of a heritage permit for the relocation of a sign from the transom area to the display window, subject to compliance with the sign bylaw.

CARRIED

7.3 178 Queen Street E.

Moved By Stephen Habermehl

Seconded By Dan Schneider

THAT the St. Marys Heritage Committee recommends the granting of a heritage permit for the sign at 178 Queen Street E. on the condition that the sign is confined to the proposed location immediately above the window, and does not obscure any of the decorative wood trim located above the window or on the bottom of the sign board.

CARRIED

7.4 175 Queen Street E.

Moved By Tony Winter

Seconded By Mike Bolton

THAT the HCD Committee recommends the approval of a heritage permit on the understanding that the proposed signs will be amended to include the accessible elevator, Visitor Information and that "Est. 1891" is to be removed from the sign.

CARRIED

8. UPCOMING MEETINGS

June 26, 2017 – 6:15p.m., St. Marys Museum

July 10, 2017 – 6:15p.m., St. Marys Museum

9. ADJOURNMENT

Moved By Bill Galloway

Seconded By Stephen Habermehl

THAT this meeting of the Heritage Conservation District Committee adjourn at 8:14p.m.

CARRIED

Barb Tuer, Chair



MINUTES

Heritage Conservation District Advisory Committee

June 26, 2017

6:15 pm

St. Marys Museum

177 Church Street South

Members Present: Barb Tuer
Dan Schneider
Stephen Habermehl
Mike Bolton
Councillor Winter

Member Regrets: Bill Galloway

Staff Present: Trisha McKibbin, Director of Corporate Services/Deputy Clerk

1. CALL TO ORDER

Chair Barb Tuer called the meeting to order at 6:16pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Mike Bolton

Seconded By Dan Schneider

THAT the June 26, 2017 Heritage Conservation District Committee meeting agenda be accepted as presented.

CARRIED

5. ACCEPTANCE OF MINUTES

5.1 Regular HCD Committee - June 12, 2017

Moved By Mike Bolton

Seconded By Dan Schneider

THAT the June 12, 2017 Minutes of the Heritage Conservation District Committee be approved.

CARRIED

7. OTHER BUSINESS

7.1 51 Church Street South

The Committee reviewed the application and asked questions of the applicant Megan Johnson who was in attendance. The application is for the re-roofing of the house and porch. The goal of the new asphalt shingles is to replicate the look of cedar shingles, which were the original shingles on the house.

Moved By Dan Schneider

Seconded By Stephen Habermehl

THAT the heritage permit application submitted for 51 Church Street South for the replacement of asphalt shingles be recommended for approval.

CARRIED

7.2 134 Queen Street E - Meridian Signage

A revised application was received for 134 Queen Street East. The new application included such changes as using goose neck lighting instead of back lit signage, is smaller in scale though it still covers both sign boards, and wood grained cement board is proposed.

Moved By Tony Winter

Seconded By Mike Bolton

THAT the revised application submitted by 134 Queen Street East for the installation of a new sign be recommended for approval.

CARRIED

7.3 158 Queen Street E. - Village Craft & Candle

The Committee reviewed the application for 51 Queen Street East and wished to congratulate the applicant on a visually appealing sign that very much fits with the heritage attributes of the building.

Moved By Dan Schneider

Seconded By Mike Bolton

THAT the application submitted for 158 Queen Street East for a window sign consisting of vinyl lettering be approved.

CARRIED

7.4 Sign Bylaw - Review of Committee Response

Chair Barb Tuer circulated a document containing comments submitted in advance by committee members. The committee wished to commend Dan Schneider for writing the first draft of the document.

The Committee reviewed and discussed Section 9 of the Sign Bylaw and Section 4.6 of the Heritage Conservation District Plan. The Committee specifically discussed how these two policies need to work in conjunction with one another.

An in-depth discussion on how to streamline the procedural requirements of the sign bylaw and the Heritage Conservation District Plan also occurred. There was consensus from the Committee that making the process as simple and timely for the applicant is important.

Moved By Mike Bolton

Seconded By Dan Schneider

THAT the document containing the comments of the HCD Committee regarding the Sign Bylaw review be submitted to Town staff for consideration; and,

THAT the document is also forwarded to the St. Marys Heritage Committee for their information.

CARRIED

8. UPCOMING MEETINGS

July 10, 2017 - 6:15p.m., St. Marys Museum

9. **ADJOURNMENT**

Moved By Stephen Habermehl

Seconded By Mike Bolton

THAT this meeting of the Heritage Conservation District Committee adjourn
at 7:58p.m.

CARRIED

Barb Tuer, Chair



MINUTES

Heritage Conservation District Advisory Committee

July 10, 2017

6:15 pm

St. Marys Museum

177 Church Street South

Members Present: Bill Galloway
Stephen Habermehl
Mike Bolton
Dan Schneider
Council Present: Councillor Winter
Member Regrets: Barb Tuer
Staff Present: Trisha McKibbin, Director of Corporate Services / Deputy Clerk

1. CALL TO ORDER

In the role of Chair, Bill Galloway called the meeting to order at 6:16pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Stephen Habermehl

Seconded By Mike Bolton

THAT the July 10, 2017 Heritage Conservation District Committee meeting agenda be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Dan Schneider

Seconded By Stephen Habermehl

THAT the June 26, 2017 Minutes of the Heritage Conservation District Committee be approved.

CARRIED

6. BUSINESS ARISING FROM MINUTES

None presented.

7. OTHER BUSINESS

7.1 110 Queen Street - Troyer's Spices

Moved By Stephen Habermehl

Seconded By Tony Winter

THAT the application submitted for 110 Queen Street East for a window sign consisting of vinyl lettering be approved.

CARRIED

8. UPCOMING MEETINGS

August 14, 2017 – 6:15p.m., St. Marys Museum

9. ADJOURNMENT

Moved By Dan Schneider

Seconded By Mike Bolton

THAT this meeting of the Heritage Conservation District Committee adjourn at 6:20pm.

CARRIED

Barb Tuer, Chair



Senior Services Board Meeting Minutes

Date: June 20, 2017

Time: 1:00 pm

Board members present

Isa Rabbets, Joyce Vivian, Jenny Mikita, Jane Cousineau, Jim Craigmile, Don Vanstone, Donna Kurchak

Regrets

Rick Lyons, Owen O'Brien, Donna Simmons

1. Welcome & Introduction of Committee Members

Welcome and called to Order at 1:00 pm by Isa Rabbets, Chair

2. Approval of Agenda

Motion to approve: Don Vanstone

Seconded by: Joyce Vivian

3. Disclosure of Interest

None

4. Approval of March Minutes

Motion to approve: Jane Cousineau

Seconded by: Jim Craigmile

5. Business Arising from the Minutes

5.1 New Ideas/Program Feedback/Suggestions- Nothing to report

5.2 Provincial Funding Update: The LHIN is working diligently on the process involved with transferring CCAC's to the LHINs.

5.3 New Horizon's Update - Nothing to update regarding the East entrance renovation.

5.4 Meals on Wheels Increase - Council approved the rate increase effective July 1st for the Hot Meals on Wheels program.

6. New Business

6.1 Program Report: See attached program report for details on upcoming programs.

6.2 Senior Services Advisory Board Terms of Reference. - The overall feedback received was that the terms adequately cover the needs of the current committee. The group noted that a definition of an older adult may be helpful.

It was also discussed that exploring the option of having staggered terms might assist the committee in retaining a good knowledge base when there is turn over on the committee due to a Council change. Jenny will follow up with the Clerk's office to discuss the possibility of making changes.

6.3 Community Dining Policies- Staff are currently working on strengthening the community dining processes to ensure that the department is not covering the cost associated with



no shows. Deadlines for sign up for many of these programs have been implemented to assist staff to plan accordingly. Menus will be planned and priced accordingly to ensure that all cost are being recovered and the price of the meal does not jeopardize the quality that is provided.

6.4 Frozen Meal Price Increase – Staff will be presenting Council with a recommendation to increase the fees associated with the Frozen Meal programs. Due to a mechanical failure with the freezer in the early Spring, staff have been exploring options to operate the program more efficiently. During this review, staff became aware that the current fees require an increase to ensure that raw food costs are recovered.

6.5 Summer Events- In the past the Senior Services Advisory board has operated as a food vendor at the Heritage Festival and the Car Show. To date, there are a number of food vendors booked for the Heritage Festival. The group discussed that if food vendors were needed at the Car Show, the group would put on a BBQ. Jenny will email the group in July to see if there is enough interest in participating.

6.6 Senior Games 2018 Euchre and Banquet.- The group discussed the request and suggested that staff get a quote for what they are looking for the Friendship Centre to host. The group determined that the Friendship Centre cannot lose money to host District 29's event.

7. Other Business

8. Liaison Reports

8.1 Travel Club – Nothing to report.

8.2 Catering – Nothing to report.

8.3 Fundraising Committee – Nothing to report.

8.4 Council Update- Councilor Craigmile updated the group on various projects throughout the Town.

9. Next Meeting – September 19, 2017 3:30 p.m.

10. Adjournment

BY-LAW 60 OF 2017

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the sale of land to Wildwood Homes Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys (hereinafter called the Town) has agreed to sell to Wildwood Homes Ltd. the land more particularly described as Lots 14 to 20, inclusive west side of Thomas Street, Lot 16 to 20, inclusive east side of Ontario Street, Registered Plan No. 235 and being Property Identification Number 53242-0048 (LT) save and except the area known as Park Lane, municipally known as 121 Ontario Street South;
- NOW THEREFORE:** The Council of the Town of St. Marys hereby enacts as follows;
1. That 121 Ontario Street South be declared surplus to municipal needs.
 2. The Corporation of the Town of St. Marys shall sell the land to Wildwood Homes Ltd.
 3. The Mayor and the CAO / Clerk are authorized to execute all documents including the Agreement of Purchase and Sale for the land and deed, and further
 4. That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-Law, and to affix to the Agreement the Corporate Seal of the Corporation of the Town of St. Marys.
 5. This by-law comes into force and takes effect this final passing thereof.

Read a first and second time this 25th day of July, 2017.

Read a third and final time and passed this 25th day of July, 2017.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 61-2017

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to Appoint Deputy Division Registrars for the Town of St. Marys

- WHEREAS:** The *Vital Statistics Act*, Chap. V.4, R.S.O., 1990, states that the Registrar General shall direct a uniform system of registration of births, marriages, deaths, still-births, adoptions, divorces and changes of name in Ontario, and is charged with the enforcement of the provisions of this Act;
- WHEREAS:** The Clerk of every municipality is, by virtue of office, division registrar of the registration division formed by the municipality and any territory thereto attached unless the Lieutenant Governor in Council appoints some other person as a division registrar in his or her stead;
- WHEREAS:** A division registrar may, with the approval of the Registrar General, appoint one or more deputy division registrars to act for him or her and any such deputy while acting has all the powers and duties of the division registrar who appointed the deputy;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys enacts:
1. That Lori Jackson, Leslee Stacey and Trisha McKibbin shall be appointed as Deputy Division Registrars for the Town of St. Marys.
 2. That should these employee vacate employment with the Town of St. Marys for any reason, their appointment is automatically repealed and will not have any authority under this bylaw to issue said licenses or records.
 3. This by-law comes into force on the final passing thereof.

Read a first and second time this 25th day of July, 2017.

Read a third and final time and passed this 25th day of July, 2017.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW XX 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 Bluewater Recycling Association.

- WHEREAS:** Section 9 of the Municipal Act, 2001 authorizes a Municipality to exercise its authority in establishing an agreement regarding the collection, removal and disposal of garbage;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Bluewater Recycling Association for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements regarding the collection, removal and disposal of garbage;
- 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 an Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Bluewater Recycling Association; and further
 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 25th day of July, 2017.

Read a third and final time and passed this 25th day of July, 2017.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 63 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 Cascades Canada ULC.

WHEREAS: Cascades Canada ULC at its St. Marys location is undergoing construction of its parking lot and is seeking approval from the Town of St. Marys to utilize lands owned by the municipality for the sake of staff parking beginning July 17, 2017 for a period of four weeks;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Cascades Canada ULC for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements regarding the use of property;

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 an Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Cascades Canada ULC; and further
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 25th day of July, 2017.

Read a third and final time and passed this 25th day of July, 2017.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 64 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 NorJohn Contracting for the provision of providing and installing FiberMat product for the Town's 2017 Surface treatment program.

- WHEREAS:** The Corporation of the Town of St. Marys utilizes surface treatment to extend the useful life of its asphalt roads; and,
- WHEREAS:** The Corporation of the Town of St. Marys' Purchasing Policy allows for single source procurement of services when there is only one known source of the goods or service; and,
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with NorJohn Contracting 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 NorJohn Contracting.
 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 25th day of July, 2017.

Read a third and final time and passed this 25th day of July, 2017.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 65-2017

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 July 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 25th day of July, 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 25th day of July, 2017.

Read a third and final time and passed this 25th day of July, 2017.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk