



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

September 26, 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 September 26, 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 Sandy McCann re: Town of St. Marys and Perth South Perth4Youth Strategic Plan**

**9**

**THAT the presentation by Sandy McCann regarding the Town of St. Marys and the Township of Perth South 'Perth4Youth Strategic Plan' be received; and,**

**THAT Council adopts the Perth4Youth Youth Based Strategic Plan for the Town of St. Marys and the Township of Perth South.**

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - September 12, 2017 91**

**THAT the September 12, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.**

### **6.2 Strategic Priorities Committee - September 19, 2017 106**

**THAT the September 19, 2017 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk; and,**

**THAT Consent items 5.1 and 5.2 be raised for discussion.**

#### **6.2.1 COR 36-2017 Corporate Communications Plan Implementation Strategy**

**THAT the Strategic Priorities Committee recommend to Council:**

**THAT Council proceeds with the Corporate Communications Plan Implementation Option 2 as presented in staff report COR 36-2017 with implementation to commence in November 2017; and,**

**THAT the necessary 2017 budget funds be reallocated to fund the 2017 costs of the contract Event Coordinator position.**

#### **6.2.2 DCS 19-2017 Recreation and Leisure Services Master Plan**

**THAT the Strategic Priorities Committee recommend to Council:**

**THAT the draft Recreation and Leisure Services Master Plan be accepted as amended and referred for public review to collect feedback; and,**

**THAT staff report back on the public feedback received and at recommended changes to the Recreation and Leisure Services Master Plan.**

## **7. CORRESPONDENCE**

- 7.1 Perth Wellington NDP Riding Association re: Ontario's Long-term Health Care System 110**

THAT the correspondence from the Perth-Wellington NDP Riding Association regarding Ontario's Long-term Health Care system be received.

- 7.2 Canadian Baseball Hall of Fame re: Request of Waiving Building Permit Fees 111**

THAT the correspondence from Canadian Baseball Hall of Fame be received; and,

THAT Council approves the waiving of planning fees for the Canadian Baseball Hall of Fame and Museum Collections Addition.

- 7.3 MPP Randy Pettapiece regarding Service Club use of Lottery Proceeds 112**

THAT the correspondence from MPP Randy Pettapiece regarding Service Club use of Lottery Proceeds be received; and,

THAT Council write the Attorney General's office and request that consideration be given to expanding the eligible use of lottery proceeds by registered Service Clubs.

## **8. STAFF REPORTS**

- 8.1 Administration and Human Resources**

- 8.1.1 CAO 34-2017 September Monthly Report (Administration & HR) 114**

THAT CAO 34-2017 September Monthly Report (Administration and Human Resources) be received for information.

8.1.2	CAO 35-2017 Authorize RED Grant (Wayfinding Signage Strategy)	118
	<p>THAT CAO 35-2017 regarding the Wayfinding Signage Strategy RED Grant be received, and,</p> <p>THAT Council accepts the RED funding of \$17,775.00 provided by the Province of Ontario to fund the proposed Wayfinding Signage Strategy; and,</p> <p>THAT By-law 84-2017 authorizing the Mayor and the Clerk to sign the associated contribution agreement be approved.</p>	
8.2	Corporate Services	
8.2.1	COR 37-2017 September Monthly Report (Corporate Services)	155
	THAT COR 37-2017 September Monthly Report (Corporate Services) be received for information.	
8.3	Finance	
8.3.1	FIN 18-2017 September Monthly Report (Finance Department)	158
	THAT FIN 18-2017 September Monthly Report (Finance Department) be received for information.	
8.3.2	FIN 19-2017 Borrowing for Landfill Compactor Purchase	161
	<p>THAT FIN 19-2017 Borrowing for Landfill Compactor Purchase report be received; and,</p> <p>THAT By-Law 81-2017, Borrowing for Landfill Compactor in the amount of \$307,767 from the PUC Reserve Fund at an interest rate of 2.89% with a term of 10 years, be approved.</p>	
8.4	Fire and Emergency Services	
8.4.1	FD 12-2017 September Monthly Report (Emergency Services)	163
	THAT FD 12-2017 September Monthly Report (Emergency Services) be received for information.	

#### 8.4.2 FD 13-2017 Self-contained Breathing Apparatus Award

165

THAT FD13-2017 Self-contained Breathing Apparatus be received; and,

**THAT the procurement for RFT-FIRE-01-2017 be awarded to A.J. Stone Company Ltd. for the procured price of \$203,844.09, inclusive of all taxes and contingencies; and**

**THAT By-Law 83-2017, authorizing the Mayor and the Clerk to sign the associated agreement be approved.**

## 8.5 Building and Development Services

#### 8.5.1 DEV 30-2017 September Monthly Report (Building and Development)

167

THAT DEV 30-02017 September Monthly Report (Building and Development) be received for information.

## 8.6 Community Services

### 8.6.1 DCS 20-2017 September Monthly Report (Community Services)

170

**THAT DCS 20-2017 September Monthly Report (Community Services) be received for information.**

## 8.7 Public Works

### 8.7.1 PW 50-2017 September Monthly Report (Public Works)

177

**THAT PW 50-2017 September Monthly Report (Public Works)**  
be received for information.

**8.7.2 PW 51-2017 FiberMat Surface Treatment Deferment 180**

THAT PW 51-2017 FiberMat Surface Treatment Deferment report be received; and,

THAT Council authorize the reallocation of \$25,000 of the 2017 surface treatment funds to cover expected budget overages in forestry program; and,

THAT the balance of the 2017 surface treatment operating budget of \$45,000 be reallocated to asphalt resurfacing on arterial and collector roads.

**8.7.3 PW 52-2017 Award for RFP-PW-18-2017 for Engineering Services for the Reconstruction of Wellington Street South 183**

THAT PW 52-2017 Award of RFP-18-2017 for Engineering Services for the Reconstruction of Wellington St. South be received; and,

THAT the procurement for Engineering Services for the Road Reconstruction of Wellington St. South be awarded to B.M. Ross and Associates Limited for the procured price of \$48,025.00, inclusive of all taxes and contingencies; and,

THAT By-Law 82-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**11. BY-LAWS**

**11.1 By-Law 81-2017 Borrowing from PUC Reserve Fund 187**

THAT By-Law 81-2017, being a by-law to authorize borrowing from the PUC Reserve Fund for the Landfill Compactor purchase be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

- 11.2 By-Law 82-2017 Authorize an Agreement with B.M. Ross and Associates Ltd 189
- THAT By-Law 82-2017, 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.
- 11.3 By-Law 83-2017 Authorize an Agreement with A.J. Stone Company Ltd 190
- THAT By-Law 83-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with A.J. Stone Company Ltd. be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.
- 11.4 By-Law 84-2017 Authorize an Agreement with OMAFRA 191
- THAT By-Law 84-2017, being a by-law to authorize the Mayor and the Clerk to sign a contribution agreement with the Minister of Agriculture, Food and Rural Affairs be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.
- 11.5 By-Law 85-2017 Authorize an Agreement with the Corporation of the City of Stratford 192
- THAT By-Law 85-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement for policing services with the Corporation of the City of Stratford, and to delegate authority to the CAO / Clerk to negotiate the agreement on behalf of Council be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

## 12. UPCOMING MEETINGS

October 10, 2017 - 6:00pm, Regular Council, Council Chambers

October 17, 2017 - 9:00am, Strategic Priorities Committee, Council Chambers

October 24, 2017 - 6:00pm, Regular Council, Council Chambers

## 13. CLOSED SESSION

update with purpose of second report

THAT Council move into a session that is closed to the public at \_\_\_\_pm as authorized under the Municipal Act, Section 239(2)(f) "advice that is subject to solicitor-client privilege, including communications necessary for that purpose" and Municipal Act, Section 239(2)(g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act (Section 35(4)(b) of the Police Services Act "Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.").

13.1 Minutes of July 25, 2017 CLOSED SESSION

13.2 CAO 33-2017 CONFIDENTIAL Stratford Police Services Draft Contract for Service

13.3 Shared Services Agreements - Update on the File

14. RISE AND REPORT

THAT By-Law 85-2017, being a by-law to authorize an agreement with the City of Stratford for contract Policing Services, be approved; and,

THAT the Mayor and the Clerk be authorized to sign the agreement with the City of Stratford for Policing Services; and,

THAT the CAO be directed to provide a public disclosure of the Policing Services contract on the October 10, 2017 regular Council agenda.

15. CONFIRMATORY BY-LAW

194

THAT By-Law 86-2017, being a by-law to confirm the proceedings of the September 26, 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.



# ST.MARYS & PERTH SOUTH PERTH<sub>4</sub>YOUTH STRATEGIC PLAN

2017-2020

Presented by Sandy McCann  
Sept 26, 2017



# Perth4Youth Overview

- 6 Municipal partners- strategic planning sessions
- Using OMAFRA's Train the Trainer Program
- Strategic Planning focussed on **youth with youth**
- **Fostering grassroots participation and building community capacity**



# CED & YOUTH

The role of youth in community economic development is best summed up below:

**“Youth are important contributors to our economy and to our communities overall quality of life. Youth are entrepreneurs, performers, volunteers, mentors, community leaders, employees to small business and consumers in our local economies. Youth have a significant impact on the vitality of their communities, and we are looking for ways to support them- in growing, learning and making a home in rural Ontario.”**



Meredith Forget, Economic Development Officer for Perth County



## A graphic of four interlocking puzzle pieces arranged in a 2x2 square. The top-left piece is pink, the top-right is orange, the bottom-left is blue, and the bottom-right is green. Each piece has a unique shape with tabs and blanks that interlock with the others.

- Ciaran Brennan
- Amy Cubberley
- Laurel Davies Snyder
- Angela Baffes

- Dennis Manarey
- Melinda Zurbrigg
- Emma Blackler
- Josh Brick
- Lizet Scott

# Alignment



- Both communities have identified the need to attract, engage and retain youth as strategic priorities in their Corporate Plans
- Goals from the Opportunity 2020: Transforming the Labour Market in Perth County
- Current youth priorities identified and are being acted upon- Municipal Youth Board, Recreation & Leisure Services Master Plan, Municipal Culture Plan, Corporate Communications Plan & Regional Youth Summit in 2016

# Vision

*The Town of St. Marys and Perth South are vibrant cultural municipalities that fulfil the evolving needs of youth through employment, entrepreneurship, recreation and civic opportunities.*



# Mission



*St. Marys & Perth South mission is to work with youth and collaborate with education and industry partners to support youth through the creation of meaningful connections and opportunities in education, recreation, employment, entrepreneurship, civic participation and leadership. Youth are supported through meaningful connections in education, recreation, business and throughout the community.*

# Goals



This plan addresses 5 key goals including:

- *Improved youth employability and entrepreneurship*
- *Pursue a youth council to engage our youth in volunteerism and improve civic engagement*
- *Work towards a youth friendly community designation*
- *Implement a Youth Leadership & Development Program*
- Consult on and participate in a regional Perth geographic project to connect youth to educators and employers



# Goals-Objectives-Actions

- Each **goal** is further defined by associated **objectives**
- **Objectives** are broken down into **actions** with associated resources, lead or champion
- **Performance measures** are associated to each goal-objective-action sequence



# Next Steps



- Adoption of the Youth Attraction Strategic Plan
- Resourcing Youth Attraction Strategic Plan
  - Financial resources- find funding
  - Human resources- youth services coordinator
- Creation of associated work plans and performance measures
- Implementation, monitoring and reporting

TOWN OF ST. MARYS & TOWNSHIP OF PERTH SOUTH

# **PERTH4YOUTH**

## **COMMUNITY ENGAGEMENT STRATEGIC PLAN**

### **2017 - 2020**

Engaging, attracting and retaining youth in our communities

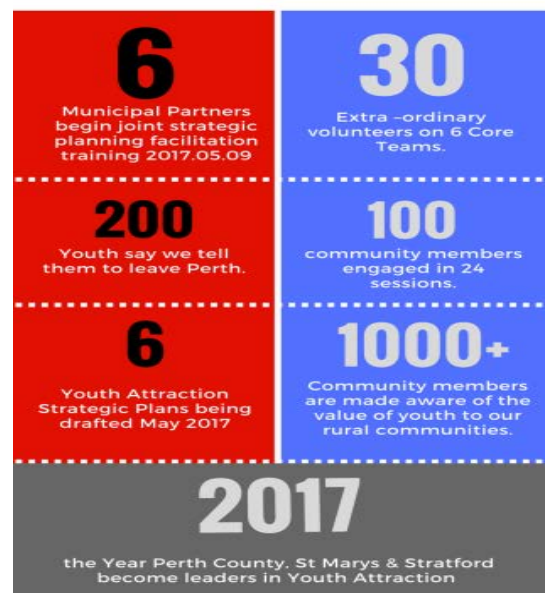


## TABLE OF CONTENTS

1. Executive Summary .....	2
2. Background .....	3
2.1 Community Economic Development and Youth .....	3
2.2 Why a Youth Attraction Strategic Plan? .....	5
2.3 Current Situation in Perth County .....	6
2.4 Perth County-Wide Train the Trainer .....	7
2.5 Process Overview .....	8
2.6 Key Findings from Consultations .....	9
3. Vision .....	10
4. Mission .....	10
5. Goals, Objectives, Performance Measures .....	11
5.1 Performance Measurement .....	17
6. Reporting Mechanisms .....	18
7. Communication Plan .....	19
8. Appendices .....	21

The Town of St. Marys/Perth South Perth4Youth Strategic Plan (2017-2020) is a three-year plan to implement economic development workforce goals within a collaborative structure between the four member municipalities of Perth County as well as Stratford, St. Marys and the Ontario Ministry of Agriculture and Rural Affairs using the collective impact model. This strategic plan fosters grassroots participation and builds community capacity through a collaborative approach by focusing on youth with youth to design their future and it aligns with the Town's updated strategic plan as a continuation of the commitment to make St. Marys a youth friendly community. A youth recruitment and retention strategy, along with a youth and entrepreneur program have been identified as a strategic priority under Pillar Three of Balanced Growth. This plan will outline ways to bring these outcomes to fruition and will demonstrate the importance of youth attraction, retention and engagement to the community.

YOUTH ATTRACTION & RETENTION IN  
PERTH COUNTY, ST MARYS AND STRATFORD



1. Improved youth employability and entrepreneurship
2. Pursue a youth council to engage our youth in volunteerism and improve civic engagement
3. Work towards a Youth Friendly Community designation
4. Implement a Youth Leadership & Development Program

## 2. BACKGROUND

### 2.1 COMMUNITY ECONOMIC DEVELOPMENT & YOUTH

Community Economic Development (CED) is a process in which a community (municipality) uses resources to attract capital and increase physical, commercial and business development and job opportunities for its residents. CED seeks to improve the well-being of a community through:

- Job creation
- Job retention
- Workforce development
- Tax base growth
- Improved quality of life

Youth are critical to workforce development, job creation and retention and improving the quality of life of a community. Youth not only become valued members of a community's workforce but participate in the community as entrepreneurs and employers. Youth bring a vibrancy and creativity to a community that is unique to that 15 to 29 year age group. Engaging, attracting and retaining youth in communities is vital to the survival and growth of an area. Thus Perth4Youth was envisioned by Perth County's Economic Development Officer as a way to plan and coordinate efforts across geographic Perth to engage youth while in our communities, attract (or re-attract) youth back to our communities and ensure that youth remain in our communities.

As part of the Perth4Youth Strategic Planning Initiative, each of Perth County's four lower tier municipalities and the City of Stratford and Town of St. Marys have committed to develop a youth attraction strategic plan. While each individual community is preparing a strategic plan, it is our intention to work collectively across geographic Perth County to support youth attraction and retention.

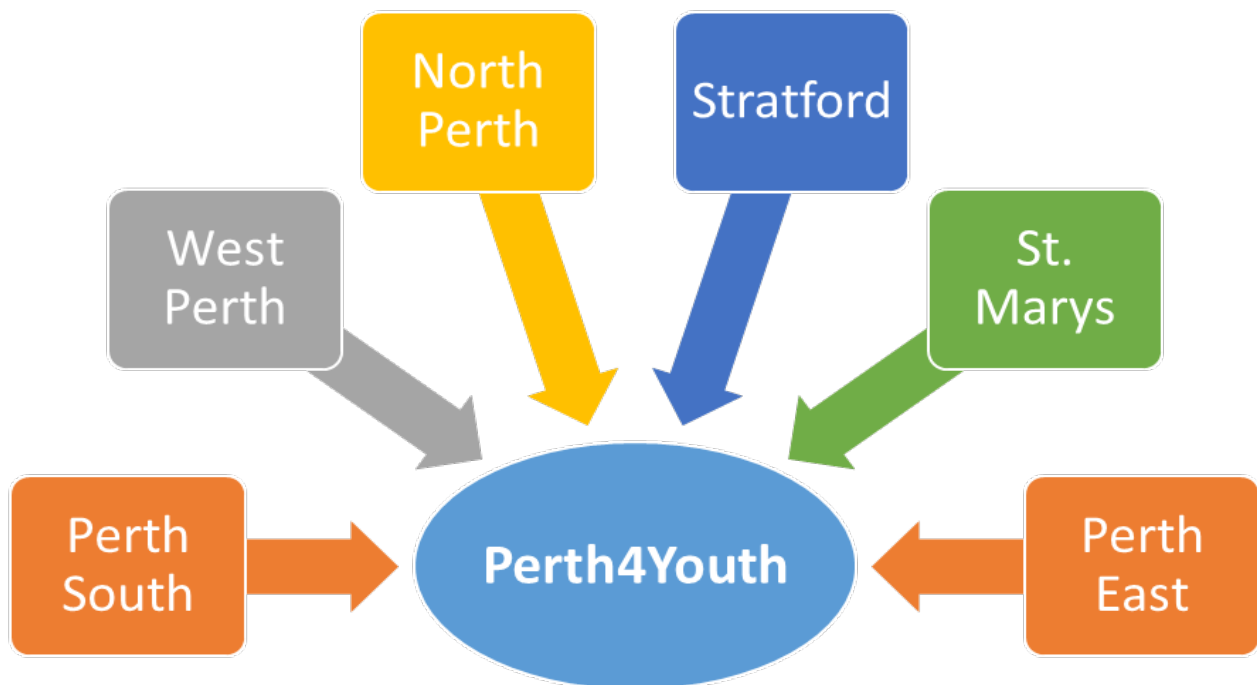
The role of youth in community economic development is best summed up below:

**"Youth are important contributors to our economy and to our communities' overall quality of life. Youth are entrepreneurs, performers, volunteers, mentors, community leaders, employees to small businesses and consumers in our local economies. Youth have a significant impact on the vitality of their communities, and we are looking for ways to support them – in growing, learning and making a home in rural Ontario."**

- Meredith Forget, Economic Development Officer for Perth County

By working collectively, the impact of each strategic plan will be greater and will provide a stronger regional approach to youth attraction in the county. The collective impact approach is based on the idea that we are more powerful in our collective efforts, working together toward a common goal.

- ✓ Common Agenda
  - All collaborative partners have a shared vision for change, including a common understanding of youth attraction and a joint approach to addressing it.
- ✓ Shared Measurement
  - Collecting data and measuring results consistently across all collaborative partners ensures efforts remain aligned and collaborative partners hold each other accountable.
- ✓ Mutually Reinforcing Activities
  - The activities by each collaborative partner could be different, but must not impede the collective plan of action.
- ✓ Continuous Communication
  - Consistent and open communication is needed across the many players to build trust, assure mutual objectives and create common motivation.
- ✓ Backbone Support Organizations
  - Creating and managing collective impact requires a separate organization(s) with staff and a specific set of skills to serve as the backbone for the entire initiative and coordinate participating organizations and agencies.



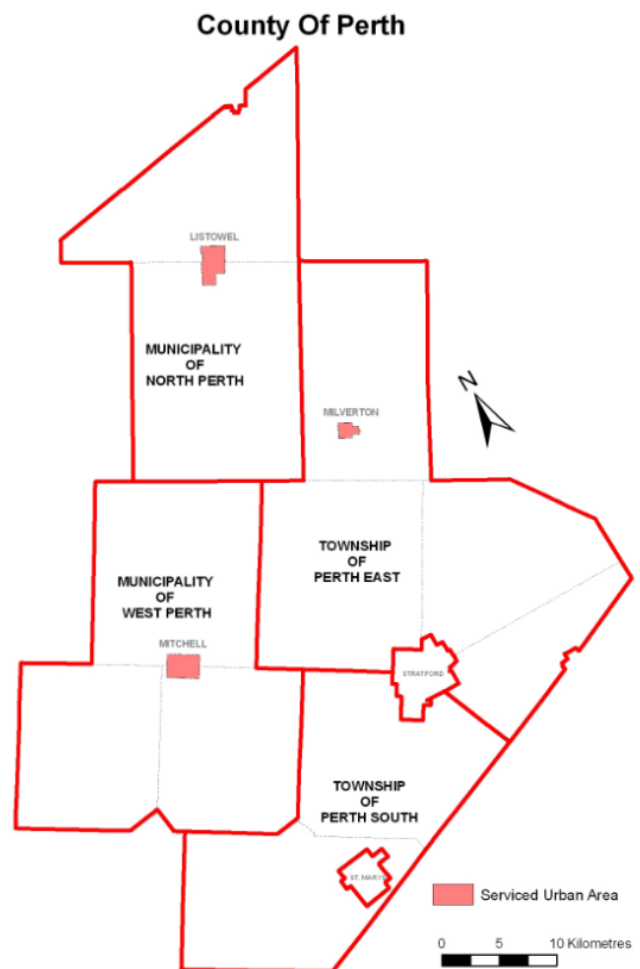
## 2.2 WHY A YOUTH ATTRACTION STRATEGIC PLAN?

The Perth, St. Marys, Stratford Youth Attraction Strategy project (Perth4Youth) is the natural response to labour force gaps identified in *Opportunity 2020: Transforming the Labour Market in Perth County, Stratford and St Marys*. This document identified the need for the engagement, retention, re-attraction and attraction of youth (15 - 29 years of age) to geographic Perth. Further, each of the participating municipalities (listed below) have youth attraction and retention noted as a priority in their strategic plans or other white papers.

There are six member municipalities participating in a project to address this labour force shortage. They include:

- Municipality of North Perth
- Township of Perth East
- Township of Perth South
- Municipality of West Perth
- Town of St. Marys
- City of Stratford

The Perth4Youth project has led to the creation of six individual yet aligned youth attraction strategic plans. Working together, the member municipalities have developed a grassroots, evidence-based approach to involving youth in their communities. This model has engaged a broad base of community members and leaders to address issues unique to their municipality and common to all of geographic Perth.

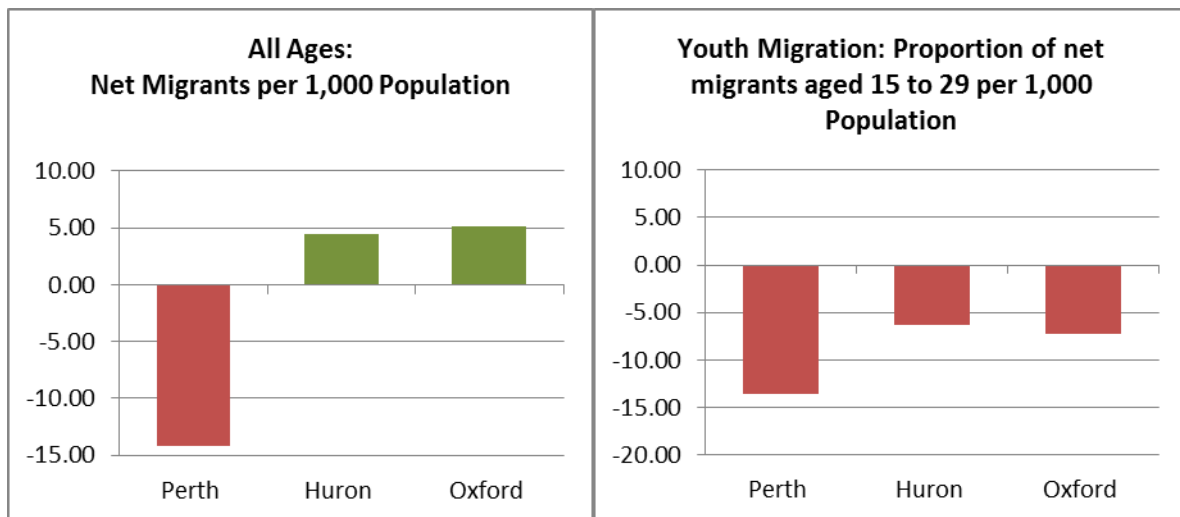




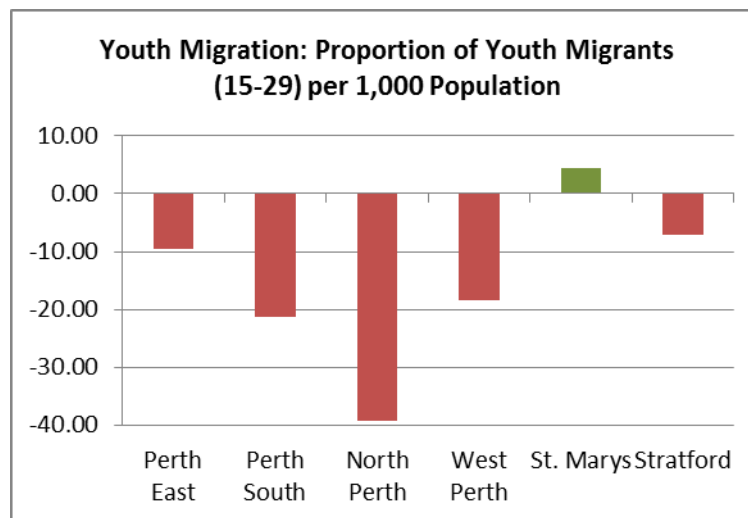
## 2.3 CURRENT SITUATION IN PERTH COUNTY

In Perth, St Marys and Stratford, youth (ages 15 - 29) are leaving and not returning. This decline leads to a shrinking workforce, school closures, shrinking tax base and an aging population. Local businesses can be forced to relocate to find workers to sustain or grow their operations. Rural communities need youth!

When looking at overall migration, Perth County is significantly underperforming two neighbouring counties of Huron and Oxford. This trend extends into youth migration as well.



Drilling down into geographic Perth County, we see that across the board, **save for the town of St. Marys**, youth are leaving home.



Perth County is looking for workforce. Across the county, manufacturers, farmers, downtown businesses and restaurants are all looking for employees. There is a range of different types of work available, from highly skilled and specialized, to general labourers. As the current workforce ages and approaches retirement, workforce development will increasingly be a challenge for these employers, the economic backbone to many of these rural communities.

## 2.4 PERTH COUNTY-WIDE TRAIN THE TRAINER

OMAFRA's strategic planning Train-the-Trainer (TTT) is a capacity-building program for Ontario's rural communities. This program supports municipal partners and community volunteers in learning the skills required for facilitating the strategic planning process.

The benefits of developing a strategic plan:

- Brings groups together to work on common goals
- Establishes a shared vision
- Builds clear, realistic goals and objectives
- Clarifies roles and responsibilities
- Allows for effective use of resources
- Reduces repetitive decisions

After each of the training sessions, participants return to their home municipality and practice their newly acquired skills. In putting these new skills to practice, participants have led their municipality and citizens through the development of youth attraction and retention strategic plan.

It is the intent of this program that participants will have:

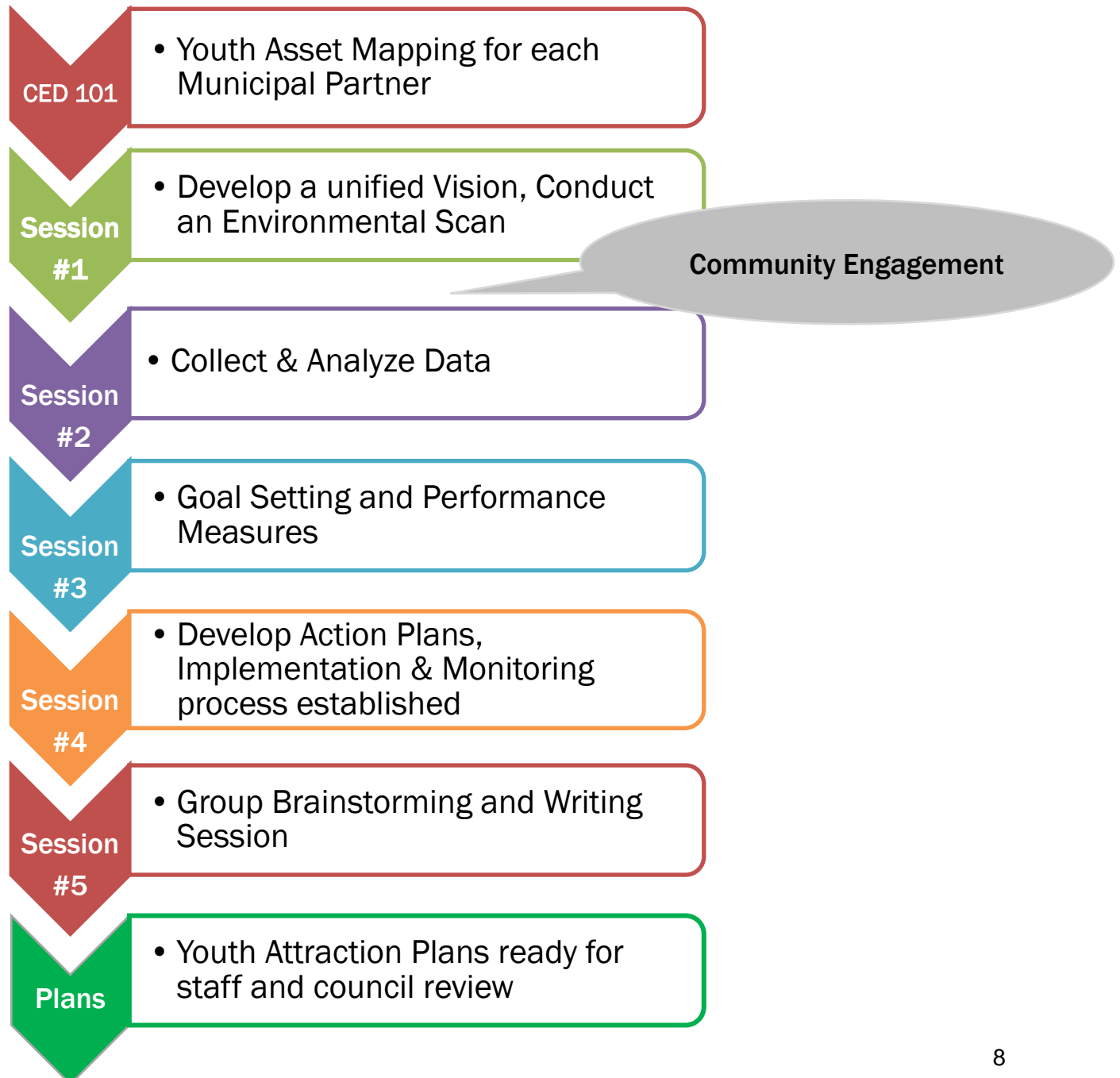
- Built new connections with fellow community leaders
- Acquired new knowledge and understanding of strategic planning principles
- Developed confidence and the capacity to drive future strategic planning processes in their communities

Ultimately this project has allowed all six municipal partners to develop, implement and measure priorities, goals and activities for youth engagement, attraction and retention, in a consistent and coordinated manner.



## 2.5 PROCESS OVERVIEW

The TTT process involves the integral step of community consultation and ownership at each step of the process. After each of the four TTT sessions, core teams from each municipality were to engage their community using techniques learned in sessions one to four. However, St. Mary's had only one community engagement session on their own in March and held a joint session with South Perth that were both poorly attended. This was a pilot process so some variation occurred from the diagram below to align with community needs and trends.



## **2.6 KEY FINDINGS FROM CONSULTATIONS**

Consistent themes emerged as the core teams engaged their youth and municipalities in the discussion of what youth need to feel engaged while they reside in geographic Perth. These themes centered on what would attract youth back and what would make them want to stay.

Overwhelmingly, youth like living here. Youth also noted that they feel there is an underlying message that if you don't leave you aren't really successful. This message comes to them from a variety of community sources: schools, leaders and family members.

It was also consistently found that there is a frustration with youth not knowing what job and career opportunities are available to them and conversely employers don't know how to reach youth to communicate the opportunities they have for them. There is a definite communication disconnect between youth, employers, educators and families. This was also noted in the Opportunities 2020 study and remains evident today.

Younger youth are unaware of youth assets in their municipalities. Access to youth assets such as training or youth centers is limited due to lack of affordable transportation.

Youth also find that there are few places for them to gather and enjoy each other's company.

**ST. MARY'S HAS A NUMBER OF COMMUNITY SUCCESS STORIES WITH THEIR MATURE YOUTH 25 TO 29 YEARS THAT SHOULD BE RECOGNIZED AND CELEBRATED!**

### 3. VISION

**The Town of St. Marys and Perth South are vibrant cultural municipalities that fulfil the evolving needs of youth through employment, entrepreneurship, recreation and civic opportunities.**

Referencing the Town's vision from the 2010 Community Based Strategic Plan, the P4Y vision demonstrates next steps to becoming a progressive community that is working to create a local economy that embraces new ideas and entrepreneurs. Building on the idea of celebrating diversity, youth needs must be met and supported to ensure that the commitment to being a sustainable community will be achieved through forward thinking and planning.

St. Marys' strategic focus on attracting and retaining the youth demographic is a key driver that will further ensure the vibrancy and culture of the Town. It not only aligns to balanced growth pillar, but also to all of the other strategic pillars of the plan.

Perth South has also indicated the vital importance of cohesion, engagement and diversity in their community vision which relates directly to youth as well.

### 4. MISSION

**St. Marys and Perth South's mission is to work with youth and collaborate with education and industry partners to support youth through the creation of meaningful connections and opportunities in education, recreation, employment, entrepreneurship, civic participation and leadership.**

By realizing and making this the mission, it is intended to ensure that youth are a priority and are included in all activities to ensure their voices are heard and in keeping with the values of trust, respect, understanding and teamwork.

The Youth Centre serves as an integral piece to engaging youth at an early age and also demonstrates the commitment to filling the gap in services to this demographic.

Their mission below also aligns to how we can achieve this outcome.

**We are committed to providing the youth of St. Marys and area with a safe and inclusive space to socialize and build positive relationships, encourage development and reinforce positive play.**

## **5. GOALS AND OBJECTIVES**

St. Marys and Perth South have been diligently working to address the issue of youth outmigration with some success. A number of senior roles have been filled with young professionals and this demonstrates the commitment to ensuring employment opportunities for youth in our communities.

The emerging themes were collected through community stakeholder discussions, survey feedback and from general consensus by the core team groups from all areas of Perth County.

### **EMERGING THEMES**

- Disconnect between youth, schools and community
- Education, training & mentorship opportunities are needed
- Need for more inclusion and diversity in the community
- Opportunity to improve collaboration with youth related resources
- Leadership/professional development opportunities needed
- Communication preferences for this demographic
- Affordable housing options
- Need to strengthen community partnerships/eliminate silos

### **POTENTIAL PARTNERS**

- Partners in Employment
- My PerthHuron
- Four County Labour Market Planning Board - Skills Advance Program MAESD
- Development Ontario - Skills For Change Program
- Stratford & Area Builders Association
- Technical Training Group
- Stratford Perth YMCA
- Huron Perth Canadian Mental Health Association
- University of Waterloo Stratford Campus

<b>GOAL 1</b>		
Improve youth employability and entrepreneurship in St. Mary's & Perth South		
<b>OBJECTIVES</b>		
Increase awareness of local employment opportunities that exist and how to access them	Youth are better equipped and find meaningful employment in their community	Create training and entrepreneurial opportunities to promote youth self-employment
<b>ACTIONS</b>		
Host semi-annual job fair at PRC and annual career fair at St. Marys DCVI	Needs assessment of local youth to identify field trips to local businesses or workshops of interest	Increase local presence of CFDC and SBEC to provide entrepreneurial resources to youth interested in starting a business
Create more coop/internships in municipal government. (i.e. research assistant, youth communications correspondent, volunteer coordinator, planning assistant)	Develop a pilot workshop in collaboration with teachers to integrate soft skills training into their curriculum	Educate youth about the top employment sectors in the municipality and entry level requirements. Use a local business as a case study for Grade 12s

<b>GOAL 2</b>		
Pursue a youth council to engage youth in volunteerism and improve civic engagement		
<b>OBJECTIVES</b>		
Educate youth to recognize the value of volunteerism to their future career	Structure a youth council to provide recommendations and guidance around issues affecting young people in St. Marys & Perth South	Create more municipal summer job experiences to increase knowledge of municipal processes of youth for youth
<b>ACTIONS</b>		
Seek one person who is willing to be the “champion” from Youth Council to serve on the Economic Development Committee	Identify partners who can assist with activities and spread information	Connect with communities who have implemented a youth council and steps to action including Town of Minto and Wilmot Township
Recruit Adult Advisors for the Board of Directors	Host a Needs Assessment event to focus on the interests and objectives of youth	Establish a group agreement, or Terms of Reference (TOR) to provide a guideline for how the Council members will interact



<b>GOAL 3</b>		
Pursue the Youth Friendly Community designation/Playworks Partnership for active & engaged youth		
<b>OBJECTIVES</b>		
To earn the youth friendly community designation	Connect youth to their community in a meaningful way	Determine best practices of youth friendly communities
<b>ACTIONS</b>		
Set up a personal call and sign up for a Playworks webinar to see what is required	Identify gaps in criteria and work to eliminate	Solicit community agency and supporters to include in the application (ie. 4H, YMCA, Youth Centre, Girl Guides, schools)
Visit the Fusion Youth Centre in Ingersoll for ideas on programming	Register to become a youth friendly community. If criteria is not met, make it a priority for 2019	Reach out to Town of Ingersoll for further information

<b>GOAL 4</b>		
Implement a Joint Perth County Youth Leadership & Development Program for 15 - 29 year olds.		
<b>OBJECTIVES</b>		
Increase community capacity through Perth County collaboration.	Increase youth leadership abilities and equip them with skills required to be successful in achieving their desired goals.	Create framework and schedule to roll out program to various age cohorts (15-19)(20-24)(25-29)
<b>ACTIONS</b>		
Human Synergistics is willing to provide a community service to the design and delivery of content (Life Styles Inventory) for these sessions. RED funding application	Libro to deliver financial literacy workshops. Facilitate with the Youth Centre or BIA	Organize a speed networking event that facilitates interaction between students and local industry representatives.
Launch a motivational speaker series on local success stories of youth entrepreneurs from around Perth County	Coordinate workshops with EO providers on resume writing, interview skills, public speaking, presentation skills, conflict management, confidence building, dealing with difficult people, personality dimensions, generational differences. Effective communication to youth is essential to ensure participation	Development of local mentorship and networking programs to connect students with industry leaders.

<b>GOAL 5</b>		
Consult on or participate in a collaborative Perth geographic project through RED funding		
<b>OBJECTIVES</b>		
Connect employers, youth and educators in a meaningful way by developing career cards and skills video vignettes for local employers and to be used in schools	Share best practices in areas of job search training for youth, entrepreneurs	Explore ways to bring clustered resources to all geographic areas of Perth County
<b>ACTIONS</b>		
St. Marys will be offered the opportunity to participate. Details will be finalized as other strategic plans are finalized.		

## 5.1 PERFORMANCE MEASUREMENT

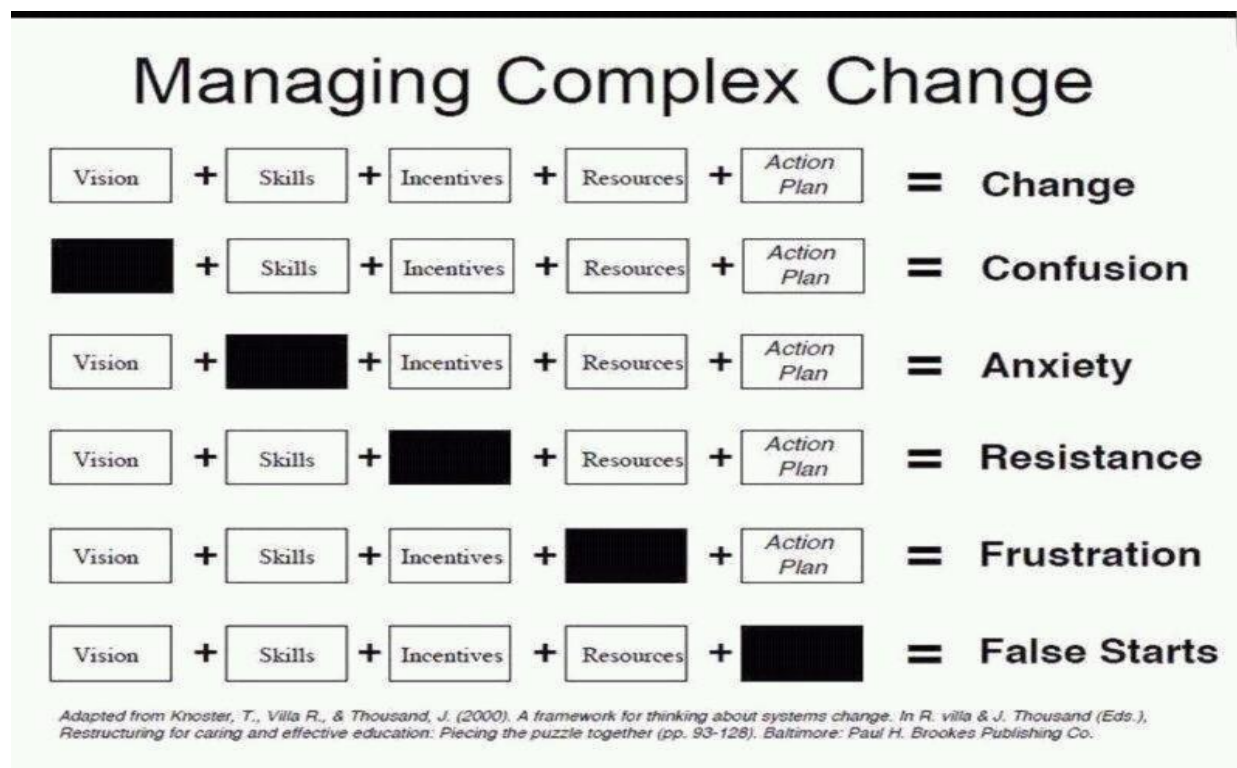
Performance measurement is an integral part of strategic planning. Performance measures that are specific, demonstrate impact and are within the capacity of both municipalities will be created upon the approval of this draft plan.

### Recommendations:

- Adopt the strategic plan and share with community stakeholders
- Next step: Resourcing - work plans will align to the strategic plan
- Implementation and monitoring of the strategic plan by a designated person
- Bring back to Council to move to adopt at next meeting in October
- Once adopted, hold a “kick off” event and social media campaign to build momentum and include stakeholders from both communities,
- Annually re-examine and update youth strategic plan
- Consideration of pursuing the Youth Friendly Community Designation
- Hire a Part time Project Lead. Assigning overall responsibility of the project to a lead will ensure action. Since St. Marys/Perth South are one of the last to complete their plan, this is an opportunity to demonstrate commitment by being the first to take action and move forward with pursuing the goals.
- Job Creation Partnership (JCP) for a FT Youth Services Assistant and addition of summer youth position (new money to fund these, but only happens with associated funding

## 6. REPORTING MECHANISMS

Status reporting is a key project management element during the execution phase of a project. The primary intent of a status reporting is to have a consistent mechanism for project managers to report the project's progress to plan. This chart demonstrates the importance of regular reporting and shows where breakdowns potentially can occur.



Performance measurement activities will be monitored monthly to ensure progress on short term goals and to maintain momentum as we report back to the community stakeholders and funders.

Project status reporting is a regular, formalized report on project progress against the project plan. Its purpose is to effectively and efficiently communicate project status at regular intervals to project stakeholders. The project status report will also be used to provide a documented history of the project so that milestones can be celebrated.

Following each year of activities a progress report will be completed in an effort to address any revisions to the strategic plan as it is a “living document”.

A quarterly report with progress updates will be included in a Council package.

An annual written report will be made available at the end of each year to include successes and challenges and made available on the Town/Township’s website for all residents.

The annual report will also be provided to the County as requested.

## 7. COMMUNICATION PLAN

Celebrating quick wins is essential to gaining buy in and maintaining engagement. Reporting mechanisms will measure the performance of each action and will ensure that progress is being made or will identify where an adjustment may be necessary before it can proceed. Access the smart chart organizational tool to create a communication strategy at the start of implementation ([http://smartchart.org/content/smart\\_chart\\_3\\_0.pdf](http://smartchart.org/content/smart_chart_3_0.pdf)).

In the first year of the strategic plan monitoring and communication should occur monthly, so that we are able to engage community partners as the process begins and moves into execution. It will be vital to funders to have a record of all actions and activities that are undertaken to achieve the desired outcomes for measuring performance using various means available.

In the preceding years, reporting will move to a quarterly basis or as requested by any of the involved parties.

One of the emerging themes throughout the sessions was poor communication and disconnect between youth, education and employers. The relevance is monumental as we tap into the various modes of multi-media to reach our target audience.

Based on the survey results contained in the 2017 Corporate Communications Plan, there is a definitive need to alter the methods of traditional communications to engage the 15-29 year old demographic. In the plan it indicates that “engagement will be the cornerstone of the Town of St. Mary’s communications efforts to ensure a collaborative and connected town.” Serious consideration to move to video/photo sharing using an app or exploring new channels such as Instagram and Snapchat, might prove more successful to reaching this target demographic. The following link outlines the latest research for engaging the youth demographic and will serve as a guide to how to implement some of these marketing strategies: <http://www.imediaconnection.com/article/144722/the-latest-strategies-for-engaging-the-youth-demographic>

Some suggested means would include the following:

- Develop a social media campaign aimed at 15 to 29 year olds to identify their preferred communication preferences
- Digital signage/billboards in various locations in town/township to share community events
- Greater utilization of the Opportunity Lives Here website – improvements such as a YOUTH tab that provides links to employment supports, government services, family services and County amenities
- YOUTH tab and include links to resources/programs on the Town/Township website
- Updates sent out with semi annual tax bill
- Grassroots- flyers, posters, word of mouth

- Focus groups/interviews with youth, employers, educators
- Press releases to newspapers and farming magazines
- Community boards at PRC, library, Museum, VIA Station, Town/Municipal Office, community halls, restaurants, hair salons, doctors office, local businesses
- Share on various community events pages for Perth County (maintain a directory)
- Partner with service clubs to share on their social media pages
- Co-op opportunity for local youth as communications coordinator to gain relevant experience
- Links on community partner websites
- Develop an events tab on The Opportunity Lives Here website
- Television recording on My Stratford channel 12
- Networking at community events to “spread the word” on project updates
- Create our success story-demonstrate the importance of the project and youth conversations
- Utilize a social media guide to target audience at prime time/blitz and utilize scheduling tools such as Hootsuite
- Development of a youth app by a local youth
- Annual community celebration of reaching milestones in the Perth4Youth project
- Implement suggestions from this article: “The Best Way to Talk to Millennials, From a Millennial Communications Expert” (<https://www.inc.com/magazine/201704/coeli-carr/millennials.html>)

## 8. APPENDICES

### APPENDIX A

Core Teams Members	
St. Marys	Perth South
Laurel Davies Snyder	Lizet Scott
Ciaran Brennan	Dennis Menarey
Amy Cubberley	Melinda Zurbrigg
Angela Baffes	Emma Blackler
Sandy McCann (plan writer)	Josh Brick
Community Partners	
Rebecca Clothier, Perth South	Karen McKnight, Lions Club
Melinda Zurbrigg, Perth South	Ada De Jong, Kirkton Dairy 4H Club
Brent Kittmer, CAO, Town of St. Marys	Julie Docker-Johnson, St. Mary's BIA
Hannah Conroy, Perth Economic Development Office	Councillor Carey Pope, BIA/ Youth Centre Board
Deb Hotchkiss, Partners in Employment	Allan Stewart, Human Synergistics
Matthew Corbett, St. Mary's Library	Kate Stewart, Human Synergistics
Rebecca Webb, St. Mary's Library	Shawna Carroll, Human Synergistics
Vicki Lass, OMAFRA	Perth South Councillor Cathy Barker
Mimi Price, Stratford Perth YMCA	LEO Program
Ryan Erb, United Way Perth Huron	LGBTQ Group
Stratford Perth Community Foundation	St. Mary's DCVI
Ontario Provincial Police (OPP)	Little Falls Public School
St. Mary's Station Gallery	Rotary Club
Conestoga College	Ada De Jong, Kirkton Dairy 4H Club



## **APPENDIX B**

### **1. ENVIRONMENTAL SCANS**

#### **Strengths, Weaknesses, Opportunities and Threats (SWOT)**

##### **Strengths**

Vibrant downtown | active service clubs | strong youth representation at Town/Municipal Office | supportive & friendly community | focus on culture | excellent recreation facilities | local hospital | High School in St. Mary's | VIA Rail Station | strong business community | trails & parks | library | quiet & safe | lots of sports | quarry | lowest youth outmigration in Perth County | Youth Centre | Kirkton Fair | Wildwood Conservation Area | River Valley | awareness of "13 Ways to Kill your Community" | Communication Strategy | elementary schools in both St. Mary's & Perth South | Master Recreation Plan addresses youth issue | St. Mary's is the only community not experiencing noticeable youth outmigration

##### **Weaknesses**

Lack of activities to introduce youth to different careers | little collaboration in youth programming between YMCA & PRC | no art classes for youth | gaps in youth services | little to do for 16-17 year olds | lack of affordable housing | poor communication | lack of transportation (bus services) | lack of youth engagement | more non sport youth activities needed | no youth incentives with BIA initiatives | schools not teaching kids consequences of not meeting requirements | no 1 point of contact for youth activities/ initiatives | low engagement in youth 15-29 years, mainly grade 7 & 8 | church youth groups dwindling | need more effective communication tools to reach youth ie. Instagram & Snapchat | not signing MOU with Four County Labour Market Planning Board- lack of input from local employers responses (data) | closed relationship with DCVI | not doing what you said you were going to do in variety of planning documents | community capacity

##### **Opportunities**

More community interaction with the high school to promote local businesses | youth centre to cross program with the friendship centre to expand skills/ build relationships (mentoring) | share local success stories of home grown youth who went away to school and came back to great jobs | greater promotion of volunteering to get youth into their desired career | increased coops and internships in community | YMCA receptive to collaborate on shared services/ space at PRC | property severance | Library programming/partnering on youth initiatives | increased collaboration will build community capacity

##### **Threats**

\$15 minimum wage for small business | aging population | no influx of millennials | service club membership declining | more volunteers needed | increase in land prices

#### **Political, Environmental, Social, Technological & Other (PESTO)**

##### **Political**

Trudeau/Liberal government | Ontario Hydro costs in rural areas | Donald Trump in power | Provincial cutbacks

### **Environmental**

No focus on the environment in St. Marys | energy consumption/conservation | few vacant storefronts |

### **Social**

Gaps in youth services | poor engagement with this demographic | youth want more activities geared to specific age groups | build/strengthen relationships between young & old

### **Technological**

Mobile platforms/app needed to engage youth | opportunity to deliver local workshops to all ages on variety of programs available | partner with the Friendship Centre and have youth teach them something new

### **Other**

Skilled trades are booming | shortage of skilled labour

The youth asset map below outlines where youth assets are delivered in and around Perth County, which highlights the issue of transportation.

## STUDIES, REFERENCES OR SUPPORTING DOCUMENTS

### 1. Data – Survey & Results (attached)

- Opportunities 2020
- Youth Friendly Communities link
- LDSS study
- Employer One Survey Local Lens on Perth South
- Rural Ontario Institute Youth Council Report
- Rural Ontario Institute TORC Report
- Tamarack Institute Collective Impact Planning Tool
- Newcomer and Youth Community Indicators Tool
- Iceland Youth Project
- Migration Report Perth County 2016
- Rural Ontario Institute Newcomer & Youth Community Indicators Tool
- Perth County Youth Asset Map
- Huron Immigration Partnership
- Four County Labour Market Planning Board
- 2017 Federal Budget Opportunities
- Exploring Strategies for Rural Youth Retention: A Case Study of the Town of Goderich, Huron County, Ontario
- The Premier's Highly Skilled Workforce Expert Panel - Summary of Recommendations to Build The Workforce of Tomorrow
- Stepping Up Annual Report - A strategic Framework For helping Ontario's Youth Succeed
- Millennials Values Study  
[http://www.counselling.net/jnew/index.php?option=com\\_content&view=article&id=151](http://www.counselling.net/jnew/index.php?option=com_content&view=article&id=151)
- ROI's Fact-Finder's Guide to Local & Regional Data
- Youth Voice Ontario <http://youthvoiceontario.ca/>
- Innovation for a Better Canada - Innovation and Skills Plan  
[https://www.ic.gc.ca/eic/site/062.nsf/eng/h\\_00051.html](https://www.ic.gc.ca/eic/site/062.nsf/eng/h_00051.html)

- 2017 Budget & HRP Analysis
- <https://mail.google.com/mail/u/0/#label/Perth4Youth/15bb1542eef28134>
- [https://www.canada.ca/en/innovation-science-economic-development/news/2017/03/ministers\\_bains\\_andhajduannouncecanadasglobalskillsstrategy.html](https://www.canada.ca/en/innovation-science-economic-development/news/2017/03/ministers_bains_andhajduannouncecanadasglobalskillsstrategy.html)
- [youthineurope.org/](http://youthineurope.org/)
- [www.enviroleaders.ca/\\_An\\_Award\\_/Winning\\_Program](http://www.enviroleaders.ca/_An_Award_/Winning_Program)
- <https://www.ontario.ca/page/job-programs-youth>
- <http://www.you.ca/>
- [http://www.outwardbound.ca/course\\_index.asp?Category=113](http://www.outwardbound.ca/course_index.asp?Category=113)
- <http://www.yes.on.ca/workshop-schedule/>
- <http://www.employmentservice.sl.on.ca/files/YouthEmploymentFundPresentation1.pdf>
- [http://www.redcross.ca/crc/documents/1-1-7\\_youth\\_engagement\\_strategy.pdf](http://www.redcross.ca/crc/documents/1-1-7_youth_engagement_strategy.pdf)
- <https://www.slideshare.net/fivebyfive/evolving-youth-communication-strategies>
- <http://www.theglobeandmail.com/news/national/postsecondary-schools-and-employers-partner-to-curb-youth-underemployment/article34744307/>
- HRP Webinar - How to Access Hiring Incentives
- A Call to Action on youth Employment  
<http://www.imaginecanada.ca/comment/reply/25436#.WQX09hHTnzk.email>
- <https://youthcore.ca/index.php?action=resources&cat=2>

## 2. Other

- Launch Pad Model
- Grey Roots Model
- Fusion Youth Centre Model
- Wilmot Township Youth Friendly Community Designation
- Halifax Youth Engagement Strategy for Engaging Youth and Building Strong Communities
- Hanover Youth Summit

## 3. Town of St. Marys documents

- 2010 Community Based Strategic Plan & 2017 Revised Updated Version

- 2012 BR&E Project Final Report
- 2010-2014 Economic Development Strategy & Action Plan
- 2013 Municipal Cultural Plan
- 2015 Municipal Study
- 2017 Visitors Guide
- 2017-2018 Recreation & Leisure Program Guide
- 2017 Recreation & Leisure Services Master Plan DRAFT
- 2017 Corporate Communications Plan

## **APPENDIX C**

### **GLOSSARY OF ACRONYMS, SHORT FORMS**

- OMAFRA: Ontario Ministry of Agriculture, Food and Rural Affairs
- OTF: Ontario Trillium Foundation
- CED: Community Economic Development
- CMHA: Canadian Mental Health Association
- YOF: Youth Opportunities Fund
- RA: Regional Advisor
- TORC: The Ontario Rural Council
- RYWG: Rural Youth Working Group
- ROI: Rural Ontario Institute
- SBEC: Small Business Enterprise Centre
- CFDC: Community Futures Development Corporation
- REI: Rural Employment Initiative
- NCP: Newcomer Centre of Peel
- LMEIC: London-Middlesex Immigration Employment Council
- OYAP: Ontario Youth Apprenticeship Program
- TTG: Technical Training Group
- EOSP: Employment Ontario Service Providers
- PCEDO: Perth County Economic Development Office
- MATSD: Ministry of Advanced Training and Skills Development (formerly the MTCU)
- PRC: Pyramid Recreation Centre
- FCLMPB: Four County Labour Market Planning Board
- COJG: Canada Ontario Job Grant
- YAC: Youth Action Council
- BIA: Business Improvement Association
- JCP: Job Creation Partnership
- RED: Rural Economic Development
- SEEP: Summer Employment Experience Program

- TTG: Technical Training Group
- PRC: Pyramid Recreation Centre
- SM: St. Marys
- PS: Perth South

## APPENDIX D

### PARTNERS AND FUNDING SOURCES

- OTF - YOF
- Corporate Funders: <https://charityvillage.com/directories/funders/corporate-funding-programs.aspx>
- Ministry Funding Sources RA Overview
- Youth Opportunities Fund - Trillium by July 19:  
[http://www.otf.ca/sites/default/files/yof\\_aboutyof\\_en.pdf](http://www.otf.ca/sites/default/files/yof_aboutyof_en.pdf)
- Ministry of Advanced Training and Skills Development (formerly the MTCU) - carryover funds from 2014 report
- National Research Council employers: [http://www.nrc-cnrc.gc.ca/eng/irap/services/youth\\_initiatives.html](http://www.nrc-cnrc.gc.ca/eng/irap/services/youth_initiatives.html)
- Young Canada Works Program internships & jobs:  
<http://canada.pch.gc.ca/eng/1466191409480>
- Youth take Charge Program: <http://canada.pch.gc.ca/eng/1452888265378> Sept deadline 2018
- Stratford CMHA Program :  
[http://www.mindingourbodies.ca/program\\_directory/the\\_fresh\\_project\\_food\\_recovery\\_exercise\\_skills\\_hope](http://www.mindingourbodies.ca/program_directory/the_fresh_project_food_recovery_exercise_skills_hope)
- <https://www.canada.ca/en/canadian-heritage.html>
- <http://canada.pch.gc.ca/eng/1427741123839>
- <http://canada.pch.gc.ca/eng/1459523443780>
- <https://www.canada.ca/en/employment-social-development/services/funding/career-focus.html>
- <https://www.canada.ca/en/employment-social-development/services/funding/skills-link.html>
- <https://www.ontario.ca/page/job-programs-youth>
- <https://www.canada.ca/en/employment-social-development/services/funding/literacy-skills/eligibility.html>
- <https://www.ontario.ca/page/entrepreneurship-funds-and-resources-people-under-30>
- [http://www.mindingourbodies.ca/toolkit/resources/youth\\_grants](http://www.mindingourbodies.ca/toolkit/resources/youth_grants)
- <http://www.imaginecanada.ca/resources-and-tools/grant-connect/sign-guided-tour>



- <http://allontario.ca/2012/07/private-grants-national-and-ontario-private-foundations/>
- <http://www.mcconnellfoundation.ca/en/programs/engaging-youth>
- <http://www.grants-loans.org/>
- <https://inspiritfoundation.org/en/about/vision-mission>
- <http://www.coca-colacompany.com/our-company/the-coca-cola-foundation>
- Cooperators Foundation <http://www.impactleaders.ca/funding>
- <http://www.rbc.com/community-sustainability/commitment-to-youth/index.html>
- <https://www.libro.ca/community/prosperity-fund>
- <https://www.statefarm.com/about-us/community/education-programs/grants>

### **SCHOLARSHIPS PARTNER-GRANTS**

- <https://www.canada.ca/en/employment-social-development/services/funding/career-focus/eligibility.html>
- <https://charityvillage.com/directories/funders/canadian-foundations.aspx>
- [http://www.afc-fac.ca/youth\\_education\\_application.php?lang=en](http://www.afc-fac.ca/youth_education_application.php?lang=en)
- <https://fef.td.com/>
- <http://laidlawfdn.org/funding-opportunities/apply-for-a-grant/>
- <http://www.innoweave.ca/en/modules/collective-impact/grants>
- <http://www.innoweave.ca/en/workshops/collective-impact/58a4c51f-01a0-49d4-a5ad-6702413c357a>
- <http://www.lcif.org/EN/apply-for-a-grant/recent-grants.php>
- <http://mcleanfoundation.ca/applications.html>
- <http://www.otf.ca/what-we-fund/action-areas>
- [http://otf.ca/sites/default/files/grantmetrics\\_allactionareas\\_en.pdf#page=13](http://otf.ca/sites/default/files/grantmetrics_allactionareas_en.pdf#page=13)
- <http://joe-kelly.com/foundation/> funding open to Aug 31/17
- <http://raschfoundation.ca/>
- <http://www.heartandstroke.ca/get-healthy/healthy-kids>
- <http://kenrubin.ca/foundation/index.html>
- [http://www.hilaryweston.com/en/for\\_Youth.html](http://www.hilaryweston.com/en/for_Youth.html)
- <http://zukermanfamily.com/>
- <http://spccf.ca/>

- <https://www.canadahelps.org/en/charities/rotary-foundation-canada/>
- <http://jacanada.org/london-district-cp>
- <http://www.4-hontario.ca/youth/>

## APPENDIX E GOALS, OBJECTIVES AND ACTION PLANS

GOAL 1 - IMPROVE YOUTH EMPLOYABILITY AND ENTREPRENEURSHIP				
OBJECTIVES:		1. Increase awareness of local employment opportunities for youth that exist and how to access them 2. Youth are better equipped to find meaningful employment in their community 3. Create training and entrepreneurial opportunities to promote youth self-employment		
ACTION PLAN				
#	ACTIONS Actions to advance the objectives	RESOURCES (human, financial, other)	LEAD & CHAMPIONS	REPORTING STATUS For updating purposes
1	a) Semi-annual job fair (youth council section- ensure youth workforce development is part of the mandate)	<ul style="list-style-type: none"><li>Acquire space</li><li>Recruit employers</li><li>Funding</li></ul>	<ul style="list-style-type: none"><li>Municipal Liaison</li><li>Project Lead</li><li>Youth Council</li><li>JCP</li></ul>	
	b) Provide and promote networking opportunities for youth	<ul style="list-style-type: none"><li>Willing business owners</li><li>Marketing student</li></ul>	<ul style="list-style-type: none"><li>BIA</li><li>SPCB</li></ul>	
2	a) Needs assessment of local youth to identify workshops of interest	<ul style="list-style-type: none"><li>Develop needs assessment</li><li>Location</li></ul>	<ul style="list-style-type: none"><li>EOSP</li><li>St. Marys DCVI</li></ul>	
	b) Host a youth (14 - 18) focus group at a PRC with min 20 people to determine top 10 list of skills they want to have or need to find employment, pizza provided	<ul style="list-style-type: none"><li>Budget for food</li><li>Recruit youth</li><li>Meeting room at PRC</li></ul>	<ul style="list-style-type: none"><li>Project Lead</li><li>Youth coordinator</li><li>Municipal Liaison</li></ul>	
3	a) Develop a pilot workshop for teachers to integrate into the careers class to integrate soft skills training into their curriculum	<ul style="list-style-type: none"><li>Budget</li><li>Grant funding</li></ul>	<ul style="list-style-type: none"><li>EOSP</li><li>Foundation for Education</li></ul>	
	b) Source a group of willing teachers/guidance counsellors to test the pilot program on grade 10 students	<ul style="list-style-type: none"><li>Recruit teachers</li><li>Budget for materials</li></ul>	<ul style="list-style-type: none"><li>Project Lead</li><li>School Principal/Guidance Lead</li></ul>	
4	a) Educate youth about the top employment sectors in the municipality and entry level requirements	<ul style="list-style-type: none"><li>Library space</li><li>Summer student</li></ul>	<ul style="list-style-type: none"><li>PCEDO</li><li>FCLMPB</li></ul>	
	b) Increase local presence of CFDC and SBEC to provide	<ul style="list-style-type: none"><li>Library space</li><li>Marketing materials</li></ul>	<ul style="list-style-type: none"><li>SPCB</li><li>CFDC</li></ul>	

	entrepreneurial resources to youth who are interested in starting a business		<ul style="list-style-type: none"> <li>▪ Municipal Liaison</li> <li>▪ BIA</li> </ul>	
	c) Consider undertaking “Win the Space” competition (19 - 29yrs)	<ul style="list-style-type: none"> <li>▪ Marketing</li> <li>▪ Available locations</li> </ul>	<ul style="list-style-type: none"> <li>▪ BIA</li> <li>▪ SPEC</li> </ul>	
<b>5</b>	a) Begin to teach job search skills at an elementary level/employer awareness (focus on grade 7&8) what is in the community and how to access it	<ul style="list-style-type: none"> <li>▪ Funding</li> <li>▪ Employer</li> <li>▪ EOSP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ Project Lead</li> </ul>	

## GOAL 2 - DEVELOP A YOUTH COUNCIL TO ENGAGE LOCAL YOUTH IN THE CIVIC PROCESS, INCREASE VOLUNTEERISM AND MENTOR TOMORROW'S LEADERS

<b>OBJECTIVES:</b>	<ol style="list-style-type: none"> <li>1. Connect with communities who have implemented a youth council and steps to action including Town of Minto and Wilmot Township</li> <li>2. Structure a youth council to provide recommendations and guidance around issues affecting young people in PE, apply for a youth friendly community designation and become a youth friendly community</li> <li>3. Create municipal summer job experiences to increase knowledge of municipal processes of youth for youth SEEP funding</li> </ol>
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### ACTION PLAN

#	ACTIONS Actions to advance the objectives	RESOURCES (human, financial, other)	LEAD & CHAMPIONS	REPORTING STATUS For updating purposes
1	a) Seek one person who is willing to "champion" the idea of the Youth Council to the community	<ul style="list-style-type: none"> <li>Seek community champion</li> <li>Council delegation</li> </ul>	<ul style="list-style-type: none"> <li>PRC Youth Centre Rep</li> <li>Lions Club</li> </ul>	
	b) Identify partners who can assist with activities and spread information	<ul style="list-style-type: none"> <li>Pursue sponsorship</li> <li>Recruit new members</li> </ul>	<ul style="list-style-type: none"> <li>Lions Club</li> <li>PRC Youth Centre</li> <li>4H Club</li> </ul>	
2	a) Recruitment of dedicated youth members	<ul style="list-style-type: none"> <li>Funding</li> <li>Marketing</li> </ul>	<ul style="list-style-type: none"> <li>4H Club</li> <li>Project Lead</li> <li>PRC Youth Centre Rep</li> </ul>	
	b) Recruit Adult Advisors for the Board of Directors	<ul style="list-style-type: none"> <li>Adult advisors</li> <li>Time commitment</li> </ul>	<ul style="list-style-type: none"> <li>PRC Youth Centre Rep</li> <li>Lions Club</li> </ul>	
3	a) Identify WHY the Youth Council is required	<ul style="list-style-type: none"> <li>Youth participation</li> <li>Time commitment</li> </ul>	<ul style="list-style-type: none"> <li>Project Lead</li> <li>PRC Youth Centre Rep</li> </ul>	
	b) Host a Needs Assessment event to focus on the interests and objectives of youth	<ul style="list-style-type: none"> <li>Funding</li> <li>Library space</li> </ul>	<ul style="list-style-type: none"> <li>St. Marys DCVI</li> <li>PRC Youth Centre Rep</li> </ul>	
4	a) Arrange an "asset mapping" process in your community	<ul style="list-style-type: none"> <li>Space</li> <li>Service providers</li> </ul>	<ul style="list-style-type: none"> <li>Project Lead</li> <li>St. Marys DCVI</li> </ul>	
	b) Establish a group agreement, or Terms of Reference (TOR) to provide a guideline for how the Council members will interact	<ul style="list-style-type: none"> <li>Pursue funding opportunities</li> <li>Meet with Town of Minto YAC for ideas</li> </ul>	<ul style="list-style-type: none"> <li>Project Lead</li> <li>PRC Youth Centre Rep</li> </ul>	

### GOAL 3 - PURSUE THE YOUTH FRIENDLY COMMUNITY DESIGNATION PLAYWORKS PARTNERSHIP FOR ACTIVE & ENGAGED YOUTH AGES 13-19 YRS

OBJECTIVES:	1. Earn the youth friendly community designation			
	2. Connect youth to their community in a meaningful way			
	3. Determine best practices of youth friendly community			
ACTION PLAN				
#	ACTIONS Actions to advance the objectives	RESOURCES (human, financial, other)	LEAD & CHAMPIONS	REPORTING STATUS For updating purposes
1	a) Set up a personal orientation call with Playworks by calling 416-426-7142	▪ Telephone	▪ Project Lead ▪ PRC Youth Centre Rep	
	b) Get any questions answered and receive helpful hints, engagement tips and information on supporting documentation	▪ Time	▪ Project Lead ▪ PRC Youth Centre Rep	
	c) Reach out to Town of Ingersoll for further advise on process and maintenance	▪ Time	▪ Project Lead	
2	a) The community recognizes and celebrates youth - if not, start to do so	▪ Time ▪ Youth stories/achievements ▪ Community organizations	▪ Project Lead ▪ PRC Youth Centre Rep ▪ Corporate communications ▪ Library & Museum	
	b) Youth Advisory Committee formed - carryover from Goal #2	▪ Meeting place ▪ Training	▪ PRC Youth Centre Rep ▪ Local youth ▪ Municipal Staff ▪ 4H, Lions Club, Rotary, church groups, schools, YMCA, Girl Guides	
	c) Solicit youth community agency supports to champion the idea			
3	a) Effective communications for this age demographic evidence of variety of methods	▪ Classroom space ▪ Computer	▪ Corporate communications lead	
	b) Demonstrate formal funding of youth play from a variety of sources	▪ Local youth ▪ Local employers ▪	▪ PRC Youth Centre Rep ▪ Municipal staff	
4	a) Collaborate with schools and school board with reciprocal agreements for use of space/transportation	▪ Transportation budget/funding ▪ Space/ activity resources	▪ Foundation for Education ▪ Civics Teachers/School Principals ▪ PRC Youth Centre Rep	
	b) Ensure accessibility and inclusion	▪ Grants if needed	▪ Schools	

		for accessibility	■ PRC Youth Centre Rep	
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## GOAL 4 - IMPLEMENT A GEOGRAPHIC PERTH LEADERSHIP DEVELOPMENT PROGRAM FOR 15-29 YEAR OLDS

<b>OBJECTIVES:</b>	<ol style="list-style-type: none"> <li>1. Increase community capacity through a Perth County collaboration</li> <li>2. Increase youth leadership abilities and equip them with skills to be successful in achieving their desired goals</li> <li>3. Create the framework and schedule to roll out to the various age cohorts (15-19)(20-24)(25-29)</li> </ol>
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### ACTION PLAN

#	ACTIONS Actions to advance the objectives	RESOURCES (human, financial, other)	LEAD & CHAMPIONS	REPORTING STATUS For updating purposes
1	a) Human Synergistics is offering complimentary professional training as a community service to all youth in Perth County	<ul style="list-style-type: none"> <li>Transportation</li> <li>Space</li> <li>Food</li> <li>Print materials</li> </ul>	<ul style="list-style-type: none"> <li>Project Lead</li> <li>Human Syneristics</li> <li>BIA</li> </ul>	
	b) Libro to deliver digital literacy workshops in each community	<ul style="list-style-type: none"> <li>Space</li> <li>Transportation</li> </ul>	<ul style="list-style-type: none"> <li>Libro</li> <li>Project Lead</li> <li>CEDO</li> <li>OMAFRA</li> </ul>	
2	a) Launch a motivational speaker series on local success stories of youth entrepreneurs from around Perth County	<ul style="list-style-type: none"> <li>Schedule of sessions</li> <li>Local speakers</li> </ul>	<ul style="list-style-type: none"> <li>Project Lead</li> <li>BIAs</li> <li>PCEDO</li> <li>OMAFRA</li> </ul>	
	b) Development of local mentorship group with industry professionals	<ul style="list-style-type: none"> <li>Willing partners</li> </ul>	<ul style="list-style-type: none"> <li>BIA</li> <li>Local businesses</li> </ul>	
3	a) Organize a regional speed networking event between students and business professionals		<ul style="list-style-type: none"> <li>Project Lead</li> <li>BIA</li> <li>Schools</li> </ul>	
	b) Transportation of youth around the region to attend training	<ul style="list-style-type: none"> <li>Transportation budget/funding</li> <li>Partnership with bus company</li> </ul>	<ul style="list-style-type: none"> <li>Project Lead</li> <li>Foundation for Education</li> <li>Student Services</li> </ul>	
4	a) Utilization of Rideshare site to address transportation challenges	<ul style="list-style-type: none"> <li>Marketing promotion</li> <li>Funding</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Liaison</li> <li>SMPL</li> </ul>	



## GOAL 5 - CONSULT ON OR PARTICIPATE IN A COLLABORATIVE GEOGRAPHIC PERTH PROJECT








<b>OBJECTIVES:</b>	<ol style="list-style-type: none"> <li>1. Connect employers, youth and educators in a meaningful way by developing career cards and skills video vignettes for local employers and to be used in schools</li> <li>2. Share best practices in areas of job search training for youth, entrepreneurs</li> <li>3. Explore ways to bring clustered resources to all geographic areas of Perth County</li> </ol>
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### ACTION PLAN







#	ACTIONS Actions to advance the objectives	RESOURCES (human, financial, other)	LEAD & CHAMPIONS	REPORTING STATUS For updating purposes
1	c) SM/PS will be offered the opportunity to participate. Details will be finalized as other strategic plans are finalized.	<ul style="list-style-type: none"> <li>Funding</li> <li>Core teams</li> </ul>	<ul style="list-style-type: none"> <li>PCEDO</li> <li>OMAFRA</li> </ul>	

## Survey Results: Perth4Youth Project (Town of St. Marys)

How old are you?

		Response Total	Response Percent	Points	Avg
0 - 14		49	66%	n/a	n/a
15 - 18		8	11%	n/a	n/a
19 - 24		3	4%	n/a	n/a
25 - 29		5	7%	n/a	n/a
30 - 39		4	5%	n/a	n/a
40 - 55		4	5%	n/a	n/a
55+		1	1%	n/a	n/a
Total Respondents (For this Question)		74			

What grade are you in?

		Response Total	Response Percent	Points	Avg
Grades 1 - 4		0	0%	n/a	n/a
Grades 5 - 8		46	62%	n/a	n/a
Grades 9 - 11		5	7%	n/a	n/a
Grade 12		4	5%	n/a	n/a
College		3	4%	n/a	n/a
University		1	1%	n/a	n/a
Total Respondents (For this Question)		74			





What place do you identify as your community? Where do you call "home"?

		Total Respondents (For this Question)	69
1.	St.Marys		
2.	My parents' house in St. Marys		
3.	St.Marys		
4.	St.Mary's		
5.	St. Marys		
6.	RR6 - st Marys		
7.	Right now since I just moved back to my hometown from Toronto I refer to both as home		
8.	St. Marys		
9.	Rannoch		
10.	Kirkton		
11.	St Mary's		
12.	St. Marys		
13.	Kirkton		
14.	My house		

15.	St. Marys
16.	St.Marys
17.	The country
18.	Kirkton
19.	St.marys
20.	My house
21.	Perth South
22.	Perth South
23.	Kirkton
24.	Perth south
25.	st.marys
26.	Rannach
27.	St Marys
28.	Blanshard County
29.	St.Marys
30.	Rannoch Ontario
31.	My house
32.	Kirkton ontaro
33.	St.marys
34.	St.marys
35.	St. Marys
36.	Perth County
37.	St. Marys!
38.	Perth south, st, Mary's
39.	Kirkton
40.	st. Mary
41.	Rannoch, ON
42.	Rannoch in the country
43.	Lakeside/Rannoch
44.	The shcool

45.	St.Mary's
46.	St marys
47.	St. Marys
48.	Skate Park with friends
49.	St. Marys
50.	St. Marys
51.	St. Marys
52.	St. Marys
53.	St. Marys
54.	Lakeside ON
55.	Elimville
56.	St. Marys
57.	St. Marys
58.	St. Marys
59.	St. Marys
60.	Lakeside
61.	Uniondale
62.	Kintore
63.	Thorndale
64.	St. Marys
65.	St. Marys
66.	St. Marys
67.	St. Marys
68.	St. Marys

How long have you lived in your community?

		Response Total	Response Percent	Points	Avg
0 - 5 years		15	20%	n/a	n/a
6 - 10 years		16	22%	n/a	n/a
11 - 15 years		31	42%	n/a	n/a
15+ years		12	16%	n/a	n/a
<b>Total Respondents</b> (For this Question)		<b>74</b>			

Do you feel that youth are important in your community?

		Response Total	Response Percent	Points	Avg
Yes		69	95%	n/a	n/a
No		4	5%	n/a	n/a
Total Respondents (For this Question)					

What are the TOP THREE things you LIKE about your community?

Total Respondents (For this Question)		73
1.	Walking trails, Stores, library	
2.	1. There are a lot of places to explore 2. It's relatively quiet 3. It's relatively safe	
3.	I like that we have a recreational centre to play sports at. I like that there are lots of opportunities for agricultural education. I like that there is a library in my community because I enjoy reading.	
4.	The Trail The events we hold (heritage weekend) Small town can feel like one big family Pool,gym ,arena lots of activities	
5.	Trails PRC	
6.	Friendly Lots of activies for kids great services- lirbary and Pool in kirkton	
7.	The friendliness of everyone How everyone knows each other Being respected for my skills	
8.	The size- not too small. The unity- people coming together. The history- beautiful landscapes.	
9.	It is small, it has friendly people, everyone helps each other.	
10.	There's lots of space to play and have fun while growing up. It's not busy (there isn't much traffic). There are activities outside of school to participate in nearby.	
11.	They have a pool They have a rink They have a store	
12.	Sports, clean city, and love the arena	
13.	It's not very big Everyone's friendly Everyone helps eachother	
14.	It is small It has a store It has a ice rink and a pool	
15.	I know all the people All the people are nice We all have lots of space to our selfs	
16.	1. I like how it embraces its haratige and history 2. How it has so many sports and clubs 3. How it is a beautiful and welcoming place	

17.	People,the beauty,the after school activities
18.	A lot of land, small not huge, road isn't a really busy highway
19.	1. Clean air 2. Living in the open 3. Not being close to people
20.	Close community Everyone knows everyone Friends/family
21.	Friends Safe Know everyone
22.	The parks, the pools, and downtown
23.	That the people around us are really nice.
24.	The Privacy. The kindness of the people. The small town feel.
25.	1. My fiends 2. My family 3. Because it's small, and there are a few open spaces
26.	It's smallish Qaurry It's hang out places
27.	the skate park the river m&m
28.	Dirt bikes cool neighbors and dirt biking
29.	School is close to my house Gas station is close by Roads are not that busy
30.	Community attitude Size Quality
31.	Farming and Farm land and open space
32.	There is a lot of stores. You can go and meat people at places. There is health care.
33.	The parks, Beautiful landscapes, nice stores
34.	Friendly Caring Quiet
35.	Small not that many cops lots of dear
36.	That everybody is kind. Their are tons of this to do in kirkton. It's fun.
37.	Stores are Close to me Heath care is close to me
38.	It's nice here, There a lot of stuff to do.

	There's no robbers here
39.	Lots of parks, kind people and lots of outdoor activities
40.	I like how there is lots of agriculture, 4-H clubs and people care about others.
41.	Everyone is friendly and kind We have a lot of recreational places in town and just outside of town Store owners or employees are really understanding and friendly
42.	We are clean We have many schools And we have many grocery stores
43.	We have a store We have a pool We have a community centre
44.	My friends and pizza
45.	It's Quiet, We have a good school, there are nice people
46.	I can get on my quad or dirtbike and just ride You can have a big shop I can hunt
47.	The Waterfall and places to hangout with my friends.
48.	Skating,swimming,video games
49.	My community is in the country Thames River Quiet
50.	Beautiful landscape Lots of amenities Walkable
51.	1. Tight knight aspect - everyone knows everyone 2. Uniqueness of downtown shops 3. Community feel at sporting events
52.	Most places are very friendly
53.	The quaintness The friendly attitude The beauty of it
54.	Pizza My friends Pathfinders
55.	Girl guides Basketball My school
56.	School Pyramid Centre Pathfinders/Girl Guides
57.	Programs for all ages School That it's unique
58.	I like the Grand Trunk Trail

59.	Friends Family It is pretty
60.	School Lots of kids my age Library
61.	Teachers, for the most part, aren't soul-sucking reptiles Subway (the food place) The media and other businesses are mostly receptive and open to helping students
62.	You can walk most places We have a library Lots of coffee shops
63.	The youth program Having a blood donation clinic every month at the Pyramid Centre
64.	Small community Friendly people
65.	Knowing the neighbours
66.	Very friendly Always offer to help
67.	Small Rural Friendly
68.	It's small, you know everyone Has everything I need Great service
69.	The people The facilities The variety of stores
70.	The arena The restaurants The schools
71.	Mostly everyone's friendly Has a lot for a small town Got lots of pizza
72.	Rec programs and facilities Safe community

What are the TOP THREE things you would CHANGE in your community to make things better for youth?

Total Respondents (For this Question)		67
1.	More jobs, more mental health, more doctors	
2.	I honestly don't interact with people much in town or go to places where there are many, so I don't really know. I am content.	
3.	To make St.Marys better for youth I would add more activities for youth that would introduce them to working on a farm or other jobs in the agriculture area. I would like to see public trails or tracks for dirt bikes and four wheelers. I would like to have more programs based at the elementary school level to introduce students to job opportunities in their community.	
4.	Maybe a few different restaurant options Art classes or some way we can showcase art in town buildings/cooking classes Organize a marathon for the youth and proceeds can help them go to college	
5.	More activities for youth More groups for youth to be a part of	



6.	-more youth in the area -build our church community -more 4-h clubs (hopefully we'll see that more in the future!)
7.	More things to do at night More activities from the town for people 20-25.
8.	More hangout spots that are welcoming. Non-profits connecting with youth. Better transportation methods (that are safer and easier than walking).
9.	More part time jobs offered to students looking for jobs.
10.	Nothing. I live in a youth friendly environment.
11.	Make the pool open more Make the rink open more They store should have lower prices
12.	I would change more police to make it safer
13.	More job opportunities for young people.
14.	I would change some of the housing Fix the road and sidewalks Get a police force
15.	Nothing
16.	1. More opportunities for youth to get jobs 2. More school bus routes 3. More places to volunteer at
17.	More after school activities, community activity, more/bigger parks
18.	A dirtbike track, trails for riding dirtbike,
19.	More job opportunities Things you can adapt and change with Part time jobs for work experience
20.	Nothing
21.	Have more clubs
22.	More stores targeted at the teen youth. More areas for the youth to hang out or play. More variety of places for work and volunteer work for younger people.
23.	I wouldn't change anything, I like it just the way it is.
24.	Idk
25.	the noise law the store hours the police station
26.	More dirtbike trails
27.	More parks More jobs More ponds
28.	Connection opportunities with older residents Opportunities for entry level employment that also lead somewhere Post secondary education opportunities and venues

29.	Stop building houses. Don't hunt in the bushes
30.	Had a dance studio. Gym. Mall
31.	Road not as busy Kade Farms wasn't selling We owned a farm
32.	A dirt bike track
33.	Have more places to shop for like groceries.
34.	Malls Gymnastics classes Dance classes
35.	To clean up all the garbage here. And to make st.marys bigger And a better place to live.
36.	No pollution, more job opportunities and more babysitting opportunities.
37.	I would change how people build houses instead of using the farm land, plant lots of trees and use chemicals that won't harm the environment.
38.	Add a few more activities for youth (public skating, activities at the pyramid centre?)  Clubs made for younger children for a day of the week just after school  A place to do yoga after school for highs hook students or adults to go to
39.	Maybe more stores downtown No littering Gymnastics downtown
40.	We need a pizza pizza We need more restaurants We have to many
41.	Nothing
42.	Tell the motorcycles to stop going full blast at 12:00 am.
43.	Barneys wasn't selling More spread out Bigger property
44.	More restaurants. More eating places. More parks.
45.	Work out ages groups,comic book stores,personal transporters
46.	People need to stop littering everywhere Cleaner water/Falls More areas to shop
47.	Better sidewalks/sitting areas Mentor/hobby programs Rec club with ping pong pool bowling games tables in one building
48.	1. More youth friendly areas. Not much do for teens on a Saturday night. 2. Continue physical activity programs and classes for youths.
49.	Less hassling just because we are teenagers
50.	I'd suggest implementing drug information services to youth since drugs are overly popular in our town. Other than that I don't really know what else I'd change.

51.	A hot tub for 14 and younger
52.	Hang out place for youth that serves food. Networking groups for youth. More sports clubs. (other than hockey)
53.	Better transportation
54.	That they could give program to help with career
55.	I would add a park I would add a general store
56.	I'd leave it the way it is
57.	We need more activities for teens More inclusion groups Less pizza & café places
58.	Start more public groups and clubs specific to interests/issues of the youth A bigger public crackdown on drug usage Improved high school education system and more opportunities to explore more career options
59.	More activities to do Better activities for youth Get word out about activities better
60.	More events as a community A place teens can hang at More activities for teenagers
61.	Ball diamonds Playground Indoor community centre
62.	More activities More entertainment
63.	More places to hang out More groups to gather to do good things Work/volunteer clean up
64.	Better basketball courts
65.	More activities More entertainment
66.	Make programs more affordable

What do you do in your spare time? What are your hobbies?

Total Respondents (For this Question)		73
1.	Watch TV, read books, housework	
2.	I like making things (sculpting, painting, drawing, etc.) and playing music, mainly.	
3.	In my spare time I play hockey at the PRC. I also ride dirt bikes and four wheelers. I like to read.	
4.	Art Cooking Camping Design Spending time with friends and family	
5.	walking reading	

6.	Reading, sewing, gardening in the summer, swimming
7.	I design, Skype my friends in Toronto, and watch Netflix
8.	Baseball, walking my dog, working out, cooking.
9.	Play hockey, take photos.
10.	I take Muay Thai lessons. I like playing football with my friends. I dirt bike and go on bike rides.
11.	Basketball and horse back riding and karate
12.	Play hockey all the time.
13.	Play hockey
14.	I play hockey and foot ball, I also like to go skating with my friends at the kirkton rink
15.	Hockey Baseball Basketball
16.	1. Hang out with friends 2. Play with my dog 3. Go for walks 4. Help dad on farm
17.	Play basketball,play baseball hang with friends in town
18.	Dirt biking, hockey, football,
19.	I hang out inside or I go for a walk to my gravel pit with my dog.
20.	Hanging out with friends Playing instruments guitar, drums etc Learning new and exciting things
21.	Baseball
22.	I like to practice karate
23.	4-h Dairy club, practice piano and singing,
24.	Collecting. Wood Working. Corking.
25.	Dance, swimming, walking, biking, playing with a pet, hanging with friends
26.	Basketball T.V. Sleeping
27.	listen to music very loudly play video games bmx tricks
28.	Dirt bike, shoot, work on three wheelers
29.	Watch tv Play hockey outside Play with my cats

30.	Music Writing TV / media
31.	Hockey/ sports Farming
32.	Play on the trampoline Play volleyball Play on my phone
33.	Crafting and dancing
34.	Fishing Playing with animals Friends Fourwheeler
35.	Play five finger fella dirt biking and muding
36.	Go to work. Ride my horses. Have fun.
37.	Gymnastics Girl guides
38.	Gymnastics, Play a game, Go fishing,
39.	Video games, camping and playing with my friends and baking.
40.	My hobbies are riding, hockey, and lacrosse. I read, write, and play outside in my spare time. I also do Dairy 4-H.
41.	Playing piano Reading Playing outside
42.	Do gymnastics in my house Play on iPad Play with my pets Do homework
43.	YouTube My bed The tv
44.	Listening to books
45.	Reading and video games.
46.	Ride my dirtbike or quad Hunt Fish
47.	Hangout with my friends.
48.	Graphic novel comics,video games,lifting weights
49.	Sports Work around the house
50.	Hiking tennis swimming picnics

51.	Volleyball, running, yoga, cycling, kayaking, reading
52.	Skating Drumming Filming
53.	Mainly I study, read, play chess, and the occasional video game.
54.	Listen to books
55.	Drama Dance French
56.	Girl guides Roller derby
57.	Babysitting Swimming Pathfinders Leo Reading
58.	Crafting Girl Guide/4-H Knitting, sewing, crocheting
59.	Chill
60.	Theatre Writing
61.	Watch sports talk shows (eg. prime time sports, Tim & Sid) Watching YouTube Writing a variation of stuff regarding sports, wrestling, etc.
62.	Kayak Mountain bike Read Write Paint Craft Listen to music Play music
63.	Hockey Work Peers
64.	Hockey Baseball Bike Walking
65.	Driving my kids to their hobbies
66.	Hockey
67.	Hockey Farming
68.	Sports Workout Hang out with peer
69.	Read Go to parks

70.	Practice my sports
71.	I work Go to the gym Hang with the boys
72.	Sports - hockey, cycling, ball YMCA

Do you have a part-time job?

		Response Total	Response Percent	Points	Avg
Yes		37	51%	n/a	n/a
No		35	49%	n/a	n/a
Total Respondents (For this Question)		72			

If you have a part-time job, what is it and how did you find out about it?

Total Respondents (For this Question)		43
1.	I have a full time job. Found it on Indeed	
2.	I babysit and I found out through my mom who had friends that needed a babysitter.	
3.	I work for the town of St.Mary's	
4.	I don't have an official part time job, but I help with the admin side of our farming/custom work business. I also help with the financial side of our church	
5.	I have a Full time job and I heard about it from my mum	
6.	The Beer Store- Their website, online.	
7.	I was babysitting and saw an add on Facebook	
8.	I part time work on my uncles farm and I found it because he's my uncle. I also have a part time job babysitting for my teacher	
9.	I babysit I met the kid through school and found out about the job on facebook	
10.	Newspaper and my mom helped get it for me	
11.	I babysit my neighbor and my dad told me about him and that his mom needed someone to look after him.	
12.	My dad owns a business so I work for him, also i enjoy babysitting and my younger sisters friends need a baby sitter so I babysit them.	
13.	I don't have one but I want one.	
14.	I babysit, and the parents are my mom and dad's close friends	
15.	I catch chickens and my mom works on that farm so they normally need people to catch the chickens to go to the kill plant	
16.	I babysit just from word of mouth	
17.	It is babysitting I found out about this because my friend asked me if I can babysit her kids	
18.	It's not easy to take care of a lot of kids	
19.	Babysitting	
20.	I work at a horse barn, my moms boss is my boss!	

21.	Yes I cut grass
22.	Selling cool things to people for a lot of money , I found it out about because of my friend named Andrea told me and her grandmother owns the store and so me and my sister and her are working there the name of the store is emporium.
23.	Well I work in the emporium downtown on Sunday and Saturday some weeks
24.	I babysit and I started after my friend told me about the babysitting course
25.	I sometimes do dishes for my dad's tent company
26.	Working with my dad whenever I can
27.	My part time job is working as a chicken catcher my mom worked for him and said he needs more chicken catchers.
28.	N/A
29.	Lifeguard for the Town of St. Marys. Always just knew that opportunity was there for employment.
30.	Through a friend who works there
31.	--
32.	I sometimes wash dishes for my dad's tent company
33.	I wash dishes at J. Marshall Tent Company. I found out about it because my dad owns it.
34.	Babysitting Mom
35.	Babysitting through my family and friends (found out by the babysitting course) Cutting the grass (found out by my dad)
36.	Server/dishwasher at Kingsway Lodge Family connection
37.	Grocery & produce worker at Foodland I found out about it through a friend who also works there
38.	Tim Hortons. There was a sign saying that they were hiring.
39.	Arena selling tickets (Mom was treasurer) Dow agra sciences (newspaper)
40.	Veterinarian Word of mouth
41.	Minor Hockey ticket salesman A friend told me about it
42.	With the Town Job bank
43.	Foodland Michael Campbell told the boss I was good

How do you get to your job?












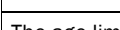
Total Respondents (For this Question)		43
1.	My two feet :)	
2.	I was asked to babysit and I went and they ask me to babysit again.	



3.	I used to be employed with the town and have now returned
4.	Co-Op student, then part time canteen worker, then part time Guest Services, then full time Guest Services coordinator
5.	I applied and had an interview
6.	Drive my car.
7.	A Facebook add
8.	I walk for babysitting and I get a ride when I work at the barn.
9.	The parents pick me up or my mom drives me there
10.	Mom drives me or dad
11.	My brother drives me, I walk, I bike or snowmobile depending on the season.
12.	Their parents pick me up and drive them. When I work for my dad I get off the bus close by and walk the rest of the way.
13.	I don't know you tell me.
14.	In a car.
15.	My parent drive me or I bike on a nice day
16.	Parents drive get picked up or off bus
17.	My mom drives me.
18.	They come to my house
19.	By asking
20.	My parents drive me!
21.	My papa
22.	My friend
23.	Friends or my parents
24.	People ask u to wache ur kids for a bit
25.	I asked
26.	My dad and uncle and Scott Taylor
27.	I have someone to drive me.
28.	N/A
29.	Drive
30.	Sent an email to my current boss that I was looking for work and was hired the next week.
31.	Went to their job fair, was later hired
32.	--

33.	Dad drives me
34.	I bike or my dad drives me
35.	Cars or bike
36.	Parents/siblings
37.	walk 20 minutes
38.	Walking or a ride from my parents
39.	Was interviewed, got job.
40.	Walking (arena) Driving one way, bike back (Dow)
41.	car
42.	Drive

What are the challenges and barriers to finding a part-time job? (check all that apply to you)

		Response Total	Response Percent	Points	Avg
Being able to get to a job and back home		11	15%	n/a	n/a
Having the right clothing or equipment		5	7%	n/a	n/a
Knowing where to look for a job		19	26%	n/a	n/a
Knowing how to look for a job		11	15%	n/a	n/a
Knowing how to write a professional letter and resume		11	15%	n/a	n/a
Knowing how to prepare for and have a good interview		10	14%	n/a	n/a
I don't have any challenges		13	18%	n/a	n/a
Knowing how to start		11	15%	n/a	n/a
Knowing who I can talk to about this		6	8%	n/a	n/a
I don't need a part-time job		6	8%	n/a	n/a
I don't want a part-time job		2	3%	n/a	n/a
Other, please specify		10	14%	n/a	n/a
	Job relevant to my skills				
	Managing my time between school, hobbies, and work.				
	Getting to the job my parents work				
	The age limit for jobs.				
	I'm too young				
	I need a part time job for money.				
	I'm too young				
	I'm too young				
	Bosses are usually not understanding of what students can do				

<b>Total Respondents</b> (For this Question)	<b>74</b>
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Do you want to stay in your community to live and work as you get older?

		<b>Response Total</b>	<b>Response Percent</b>	<b>Points</b>	<b>Avg</b>
Yes		<b>41</b>	<b>59%</b>	n/a	n/a
No		<b>28</b>	<b>41%</b>	n/a	n/a
<b>Total Respondents</b> (For this Question)		<b>69</b>			



What kind of job or career do you want to have and why?

<b>Total Respondents</b> (For this Question)		<b>62</b>
1.	I would like to be an opp officer. At this point I've gone through enough jobs and experience that I know what I want.	
2.	As of right now, I'm hoping to pursue a career in art education.	
3.	I want to be an agricultural mechanic. I want to be a agricultural mechanic because any job in agricultural is in high demand so I would always have job availability. The job would also pay good because it is in high demand. I also want this job because it is a skilled trade because skilled trades pay well and are in demand.	
4.	[No Answer Entered]	
5.	I hope to be an Art Director in Advertising someday. So I will not be able to reach that career goal in town. As the bigger ad agencies are in big cities (Toronto, Montreal, and Vancouver)	
6.	Social services, communications. I went to school for these sectors and enjoy it.	
7.	Something having to do with animals, because I like he company of animals.	
8.	I want to be n engineer because everything in engineering is new ground. You're not just doing something that somebody has already done or can do. You have to constantly innovate.	
9.	A designer because I like making things more fun and beautiful	
10.	I want to be some sort of police officer so I can help out many communities and make them safe as possible	
11.	Something to do with animals because I enjoy working with them.	
12.	I want to be a fire fighter because I think that it would suit me.	
13.	Farmer because my dad is and I learn a lot of stuff from him so I already know a little about it	
14.	I would like to have some sort of important role in health care like a surgeon.	
15.	I want to have a job that I can work with people no matter the age,I just think working with people is fun and I working with people even if its not as a job	
16.	Professional dirtbiker, police, construction, mechanic	
17.	I want to be a dance teacher or a physiotherapist.	
18.	I would like to be a lawyer and one of he reasons s I'm good at arguing seconf they make good money and thirdly you never know what will happen next.	
19.	Idk	
20.	I want to be a doctor because health interests me and I want to help people.	
21.	Horse trainer or something related to animals because I love animals especially horses and cows.	
22.	Carpentry,wood working, art, because I like creativity and working with my hands. Dog breeder, animal adoption centre, vetrenarian, because I like working with animals.	









23.	A grade 1 or 2 school teacher because I love working with kids and filling people's brains with knowledge! Also a dmace teacher and performer. Or for a job just to have for a few years, I would be a waitress.
24.	I would like to be a dentist because I've suddenly taken interest in it they also make good money and my mom said that when she is going into a nursing home it better be a good one... LOL
25.	biologist
26.	I want to be a millionaire when I grow up
27.	Driving a school bus
28.	Farmer because I am very passionate about that occupation and I already have one
29.	A chef because I like to cook.
30.	I don't know
31.	Live on a farm and own a bakery because I love animals and always wanted to live on a farm and I love baking
32.	I want to be a dentist because I always thought that it would be a great experience.
33.	Loon cutting
34.	I want to be a actor and model .
35.	A baker because I like to bake treats.
36.	I want to have a career that has something to do with animals because I am a farmer and like working with animals.
37.	I don't know
38.	I won't to be and engineer or a dairy farmer
39.	I want to be an engineer
40.	I don't know
41.	physicist Because I'm interested in it.
42.	McClean Taylor president
43.	I want to be a vet tech. I love pets and want to help them heel.
44.	Technology developer beacause I wont to make everyone have a device and save lives.
45.	I want to have a babysitting job because I love kids.
46.	I want to be an anesthesiologist.
47.	Going to school and hoping to become part of the film industries
48.	I'm planning on going into medicine, specifically psychiatry. I want to help people who are mentally ill.
49.	I don't know
50.	Actor
51.	Will depend on my career

52.	Pastry chef/baker I like to bake and I enjoy doing it
53.	I want to open a bakery because I like cookies
54.	I want to write a television series because I like script writing
55.	Radio broadcaster primarily working in sports or a play-by-play commentator
56.	Teacher because I want to get paid to talk about English and books to teenagers.
57.	Firefighting, physical job that I feel I would like
58.	Unsure
59.	Customer service I'm good with people
60.	Game warden
61.	Banking/finance

Do you think that you can have this career in your community?

		Response Total	Response Percent	Points	Avg
Yes		37	54%	n/a	n/a
No		31	46%	n/a	n/a
Total Respondents (For this Question)			68		

If "no", why not? What's missing in your community that would help you? (check all that apply to you)

		Response Total	Response Percent	Points	Avg
Availability of different types of careers		14	19%	n/a	n/a
Job opportunities (full-time or part-time)		19	26%	n/a	n/a
Training opportunities for jobs/careers		12	16%	n/a	n/a
Education for jobs/careers		9	12%	n/a	n/a
Activities and social opportunities		7	9%	n/a	n/a
Transportation options		5	7%	n/a	n/a
Housing options		4	5%	n/a	n/a
Other, please specify		11	15%	n/a	n/a
	Again you can't have a major ad agency in rural community				
	I don't think that they usually perform big surgeries in the st. Marys hospital				
	A dirt bike track				
	There is not a lot of jobs in st, Mary's but I would be a dairy farmer				
	They don't have that high tech stuff				
	It's too small				
	No major sports teams or stations/channels to broadcast				

	Not around here			
<b>Total Respondents</b> (For this Question)		<b>74</b>		





What would keep you in your community?

		<b>Total Respondents</b> (For this Question)	<b>60</b>
1.	Library		
2.	As of now, I don't think there is anything.		
3.	I would stay in this community because the housing is cheaper than in the city. I would stay here because there is lots of agricultural job opportunities. I like to be near my family. I also like to live in the country.		
4.	At my age, of over 30 I feel I will be staying in this community regardless. If I choose to find work outside of the farm in the future, I am ok with commuting to larger areas to work.  I feel some of these questions below do not apply to me as I've settled into my life path.		
5.	I do love my community and wish I could stay for life but to do so would mean giving up on my dreams. I done plan on staying here for a good while.		
6.	More career options.		
7.	More diverse job opportunities and more activities/things to do.		
8.	If they added more stuff to the job area		
9.	Sports like the arena, more stores, not as many Chinese places but more restaurants		
10.	Having a good job.		
11.	I want to stay in my coummity because it is where I lived my hole life		
12.	There are lots of really nice neighbors and friends		
13.	1. My family farm 2. I am used to the surroundings 3. I don't like too much big change 4. It's just the right size 5. There is good housing being built		
14.	Theses a lot you can do as a teen you could go for a walk by the flats/river, play many sports,go to the parks and theres many stores to go through		
15.	Family, friends		
16.	Everything.		
17.	I would keep everything in my community if it was to change it would feel different to be there.		
18.	A university that i could go to so I would be able to get that career		
19.	My family, and because I like it were I live.		
20.	The smalltown feel, the people.		
21.	The people, but like I said there close to no places to work where I live because it is a very small village, but in St. Marys, there are lots of choices.		
22.	A descent priced house		
23.	nothing i dont like it here im teased and picked on theirs no jobs i want here i have no friends im followed in stores and many other reasons all because im different the police should enforce the law of no bulling		










24.	I would make sure to keep all the farm land and forest
25.	A place to go fishing A bush to go hunting
26.	Farming
27.	The library
28.	Family
29.	Bigger gym Fun things for kids
30.	Every thing but the tattoo shop
31.	If it was a bit bigger with more places to shop at and do more things in.
32.	Swimming
33.	My family
34.	A healthy environment and lots of kind people.
35.	All of the agriculture and good farming land.
36.	Library Small stores in old, historical buildings KEEP THE OLD BUILDINGS! THEY MAKE THE TOWN SO BEAUTIFUL!
37.	I feels like home and I lived there my whole life.
38.	The pool and the rink every thing but the Kirkton sore
39.	Nothing
40.	Everything I love it there
41.	My friends and family.
42.	Making the community a big city
43.	Nice people
44.	If their was an opportunity close enough to commute from St. Marys, which isn't very economical considering the price of gas.
45.	If there was more options for what I'm personally interested in
46.	I'd say the rural-esc feeling. But that's a somewhat unrealistic request as the town is going to grow regardless.
47.	Everything
48.	Nothing
49.	Friends & family Job Education and things like quarry, Pyramid Centre, activities/clubs
50.	Don't know

51.	Family Shops School
52.	If it was bigger
53.	Nothing probably
54.	Nothing that is feasible. They would need at least one major (NHL,NBA) sports team and a nationally syndicated radio or tv station for starters
55.	More affordable housing
56.	Great town to grow up (summer activities, quarry) Small town, not over-crowded
57.	Nothing I wish to travel
58.	Close to London, central Ontario
59.	It's quiet

Do you feel that you

		Response Total	Response Percent	Points	Avg
have good interview skills?		30	41%	n/a	n/a
communicate well when talking with people in person?		35	47%	n/a	n/a
can write clearly?		34	46%	n/a	n/a
are getting good preparation to find a job?		27	36%	n/a	n/a
<b>Total Respondents (For this Question)</b>		<b>74</b>			

Are you learning about any of the following? (check all that apply to you)

		Response Total	Response Percent	Points	Avg
Different types of jobs		31	42%	n/a	n/a
Training opportunities		14	19%	n/a	n/a
Skills training		25	34%	n/a	n/a
How to look for a job		16	22%	n/a	n/a
How to apply for a job		16	22%	n/a	n/a
How to write a professional resume and cover letter		15	20%	n/a	n/a
How to prepare for and have a professional interview		11	15%	n/a	n/a
How to prepare a budget		12	16%	n/a	n/a
How to know what you are really good at and have talent for		29	39%	n/a	n/a
<b>Total Respondents (For this Question)</b>		<b>74</b>			

here are you learning about these things? (check all that apply to you)

	Response Total	Response Percent	Points	Avg
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In class at school		24	32%	n/a	n/a
At school, talking to a teacher		11	15%	n/a	n/a
In school, talking with friends		16	22%	n/a	n/a
In a club or team		5	7%	n/a	n/a
At a part-time job		10	14%	n/a	n/a
In a course offered outside of school		5	7%	n/a	n/a
At home, talking with family and friends		39	53%	n/a	n/a
On-line		14	19%	n/a	n/a
School Guidance Teacher		6	8%	n/a	n/a
School Co-op Coordinator		3	4%	n/a	n/a
Other, please specify		15	20%	n/a	n/a
	Experience and my wife				
	I had a class back in College about this				
	Partners in Employment				
	A person came into our class and did a presentation				
	I'm not				
	At home				
	Collaboration with community service providers, apprenticeship providers, teacher/coordinators, and area school boards				
	Farming from my parents at home				
	No were				
	Mom				
	I am not learning about it.				
	workplace presentation at school				
	4-H				
<b>Total Respondents (For this Question)</b>		<b>74</b>			

Are there things that you would like to learn about or do in terms of skills, activities, jobs, training and careers?

		Response Total	Response Percent	Points	Avg
Yes		34	53%	n/a	n/a
No		30	47%	n/a	n/a
<b>Total Respondents (For this Question)</b>			<b>64</b>		

If "yes", what would you like to learn about, be trained in, take a course about? What would you like to learn how to do?

<b>Total Respondents (For this Question)</b>				<b>33</b>
1.	Where to find jobs in this town, what are all the different businesses			
2.	I would like to learn how to look for available jobs in the community. I would like to learn how to write a resume and have a job interview.			
3.	I want to learn about anything that could help in the real world. A lot of things we learn about in school we will never use in real life. I would never use remembering the dates of when the early explorers came to North America. Some stuff is just useless.			

4.	I want to take a course for a carpenter
5.	I would like to learn about how to find and apply for a job
6.	I would like to learn more about the community like how old it is,when some things were built,why they used lime stone
7.	How to build stuff/put together, how to do certain things on a bike,
8.	I would like to learn more about what kind of careers there are.
9.	I would like to be trained in all of the above things asked if I was learning abo them in question 21.
10.	I would like to learn how to teach because I would like to be a school teacher. I'd also like to take a hair and makeup course.
11.	skuba dive
12.	I wish there was a wider variety and more hands on in public school
13.	How much money it would cost to go to college
14.	Hunting coarse
15.	No
16.	Do the splits and more gymnastics
17.	I would like to learn how to be a professional baker.
18.	I would like to learn how to be a vet so that I can look after my animals better and look for symptoms of sicknesses.
19.	How to be an engineer
20.	??????
21.	More about matter and energy.
22.	I would like to learn how to save animals lives when they get hurt... in the future.
23.	How to make stuff like iPads
24.	I would love to learn about how to take care of kids when sick.
25.	Film making. I think art is important to get people's creative juices following
26.	I'd love to have an in depth understanding of psychology and medicine.
27.	Acting
28.	Don't know
29.	Baking classes
30.	How to go about looking for a job and a better designed school system in high school that tailors to what a student wants to do.
31.	More general life skills (cooking, buying a house, etc.) More about Canadian law
32.	About being a game warden

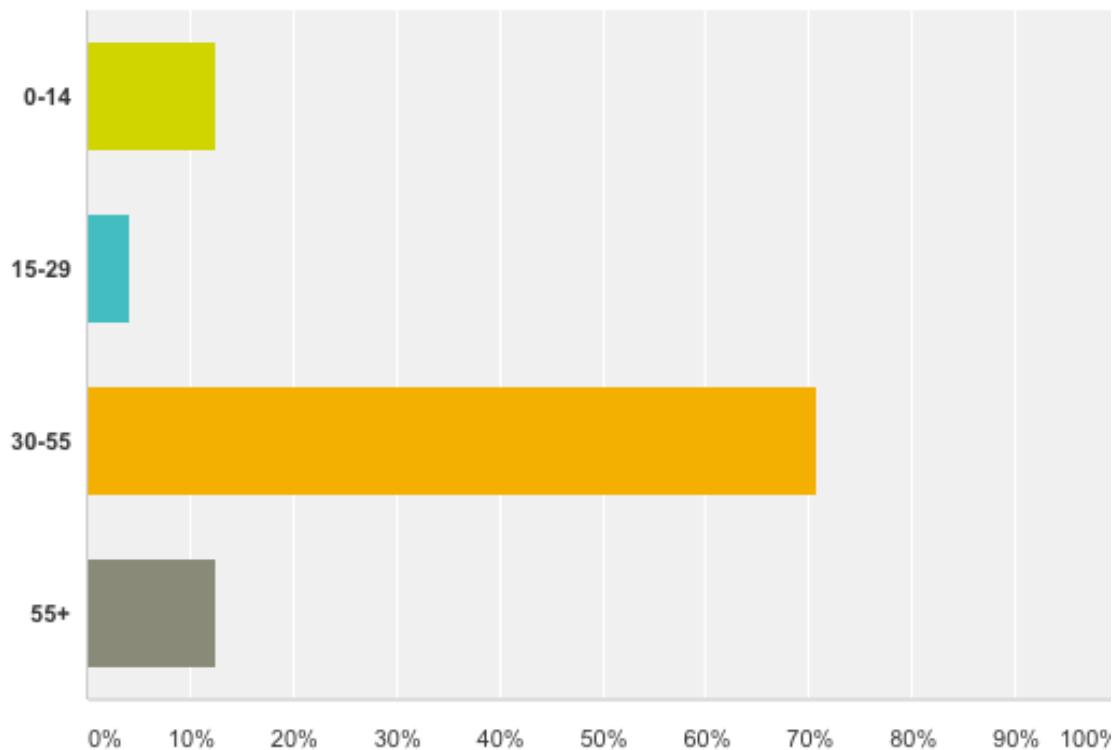
What do people not understand about youth? Is there anything else you'd like to tell us?

Total Respondents (For this Question)		45
1.	no	
2.	We understand, but don't appreciate it when you treat us with suspicion in your stores.	
3.	I feel like some people do not understand that just because you (adults / people in charge) do not always understand or like what a youth is passionate about or likes does not mean that it is not important. I like dirt bikes but some adults do not like dirt bikes and they think that they are a waste of time. Just because you do not like an idea does not mean that other people will not like it. Value every youths opinion even if you personally do not like what they are saying or enjoy.	
4.	I feel like it is hard for youth to get involved and find jobs best suited for them.	
5.	That we are hard working. I feel that people so quickly judge the millennial as lazy. We just see the world different then people before us. We have different barriers to push through. I wish older people would give us just a bit more respect and listen to us more openly.	
6.	Youth need new experiences and need to be taught about the different job opportunities out there. Most people don't know what they want to be until they are older and by then, it may be too late to get that job.	
7.	We sometimes don't want to have a job or we want to explore our options	
8.	Some people do not understand that kids have a big effect on the world	
9.	People don't understand about how interested we really are in finding a good career or getting work experience	
10.	I think people don't understand that we do need space with are friends by are selfs but at the same time we get bored easy and need things to do	
11.	Most people don't take youth seriously and they seem to think that their opinion doesn't matter because they are too young to understand most things.	
12.	Let people don't understand that all youths need space. We need space to grow and we need space to expand our minds so that we can learn from our mistakes and learn to fix them as adults or as young teens.	
13.	They don't understand how much of youth wants jobs but can't get it, and how much youth needs money from these jobs since some parents don't give their kids what ever they want because they don't need to but they want to buy stuff.	
14.	I think that what people not understand about youth is that we have our own opinion, and we shouldn't get in trouble for our opinion. People like teachers and adults need to stop and listen to our reasoning. There is nothing else I'd like to tell you.	
15.	No!	
16.	we airnt all bad stop juging kids by what they look like	
17.	Adults never ever ever ever ever understand how youth feel it's almost that if we like it it's wrong	
18.	Why they are treated differently	
19.	We need more dirt bike tracks	
20.	No	
21.	No	
22.	I'm not to sure	
23.	People don't understand that being a kid is stressfull and parents can be really annoying sometimes.	
24.	I think that some people don't understand that the youth in the community are the next generation and can be trusted most of the time.	
25.	Nothing and no	

	Thankyou for caring about youth and taking time to make the survey!
26.	??
27.	That we are more capable than people think
28.	No.
29.	Technology
30.	I don't think youths know how to behave very well or how to control their behaviour.
31.	Mentorship programs increased coop opportunities family/parenting and life skills programs
32.	We aren't all hulligins
33.	It's hard. There's such a disconnect between people who are and aren't millennials. Millennials grew up in a different age than their parents. One where there's constant communication and inter connectivity. I think people who are older have trouble relating to youth because this forms an in group and an out group between the two.
34.	I don't know
35.	Don't know
36.	That they should have more opportunities
37.	No
38.	There's nowhere in St. Marys that we want to apply
39.	That a lot of the youth, while we may not always be perfect, will work hard if given valuable and meaningful opportunities.
40.	We can act professional and proper but need people to actually believe we can do stuff.
41.	Can be very stressful and difficult Would be nice to have a "fun" day (snow games or summer games) to relax
42.	It's different being a youth now than in the past
43.	They are going through a huge change and need as much help as possible
44.	They think they are lazy

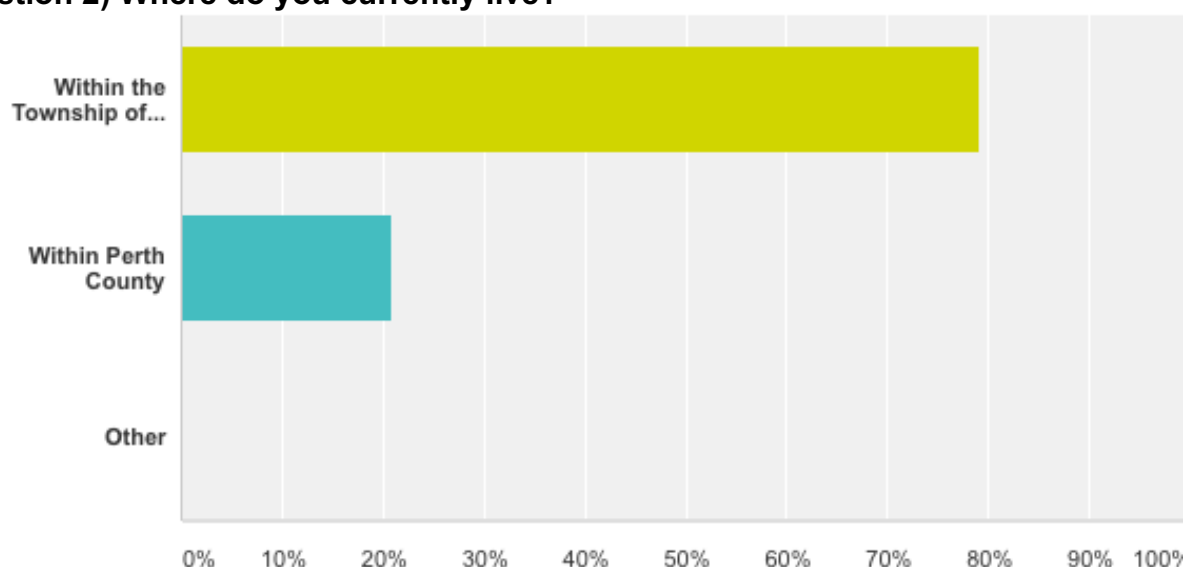
# Perth South “Perth4Youth” Survey Data

Question 1) What is your age?



Answer Choices	Responses
▼ 0-14	12.50% 3
▼ 15-29	4.17% 1
▼ 30-55	70.83% 17
▼ 55+	12.50% 3
Total	24

### Question 2) Where do you currently live?



Answer Choices	Responses
Within the Township of Perth South	79.17% 19
Within Perth County	20.83% 5
Other	0.00% 0
Total	24

### Question 3) In your opinion, what opportunities are there for youth (15-29) in Perth South? What would you like to see?

-The Perth County Jobs site is useful, but I'd like to see more options and ways to connect with employers

-I don't know what opportunities there are, I would like to see more places like the pyramid centre though, with more out of school activities for all ages.

-Well there is the pool in Kirkton but that's not really what this age group likes. So maybe if they built a youth center for kids it might be a bit better for the youths of our age

-There are opportunities to work on a farm and learn agricultural knowledge. I would like to have a motorcross track for all the people in Perth County with dirt bikes to ride on.

-Haven't looked for activities for this age group yet, but offering subsidized programs to teach life skills in a manner that engages the younger people of this age group would be nice to think available when my young children become older. It would be nice if there

were more evening locations open with game activities or a better movie theatre in stratford..right now I would rather choose to go to london to see a film on the big screen.

-Even something like more of the puzzle room type actiivites...anything to do on a date night other than eat and walk in the park +/- stratford festival..

-More mentorships within businesses and students.  
limited farming, healthcare opportunities. Good "trades" and factory opportunities and physical labour including construction jobs. Few "professional" opportunities.

-There are many opportunities for what I would call non-professional professions. There's lots of trade jobs, retail jobs etc., however for professional jobs in the medical, financial, engineering etc fields most exist in larger centres.

-I think the youth in Perth South are blessed to be part of a rural community with lots of caring people, recreational facilities and lots of wonderful farms. I would like to see more jobs (better paying jobs) available for them as the cost of living is only going up.

-more events for them like dances, concerts

-Bowling youth centre...I would like to see other activities that keep them off streets

-4H, CO-OP, Sport activities, gym memberships,apprenticeship programs. Be nice to see more job opportunities, night courses for trades and technology.  
Available - sports teams, music lessons, 4-H - Would like to see more diverse clubs, arts (opportunities), possibly a centre for getting together

-Co-op placements, young mentor programs

-Unfortunately I don't think there are many opportunities for youth in P. South. The township needs more industrial or commercial zoning so businesses can set up here, ie a centralized area such as St. Pauls or something similar. Need more secondary farm businesses. Unless you are born into a farming operation, you'll never be able to buy one.

-Skate park in St. Marys. Using this demographic to strengthen existing volunteer groups/associations to better grow our communities.

-not many job opportunities but there are great community groups. optimist, ag Society, 4h, several churches, library.

-Employment: Factory, Customer Service, Farming - Leisure: Very little  
Some farming, little retail, some factory, not an overabundance of any one thing. It would be nice to see a more vibrant downtown in St. Marys that would have opportunities for young people in the area. It's tricky though because of the dependance on consumer viability!! Lots of people conserving which is good but it effects business.

-Some farming, little retail, some factory, not an overabundance of any one thing. It would be nice to see a more vibrant downtown in St. Marys that would have opportunities for young people in the area. It's tricky though because of the dependance on consumer viability!! Lots of people conserving which is good but it effects business.

-More advocacy for 4-H and Jr. Farmer as we can't se em to find info anywhere  
more low cost safe alternatives offered more locally - outside of Stratford

**Question 4) Picture yourself flying over the community or your organization in a hot air balloon in 5 years. What would you see if your wishes for the community came true?**

-More employment in arts sectors, more solar panels probably. less farmland and more urbanization and arts.

-would like to see more fields, the same small town, one tiny mall on the outskirts, and more public places like the the pyramid centre with Korea things.

-If my wishes came true there would be basketball courts foot bal fields mountain bike trails and o bunch of other outside stuff

-I would see lots of farms, and trails for hiking. I would also see a motorcross track.

-additional businesses adding evening entertainment geared to younger crowd that stays open later

-Thriving and diverse across city AND rural areas; draws for and feasible financial options for rural housing opportunities for young families and youth (perhaps in the form of farmhouse severances?????). Improved "professional" opportunities.

-A family living (and owning) every farm.

-There would be people coming home from higher paying jobs (close to home-or a shorter commute) where they didn't have to struggle to pay their bills (high taxes, hydro, ect)..The rural garbage would come once a week so the wheelie bins aren't overflowing. The community centers would be full of community gatherings that would bring everyone together and all of the baseball diamonds and parks would be filled with children outside. The rural schools would be at capacity and everyone living in a city would be looking at realtor.ca in hopes they could move into a piece of this heaven!  
downtown St. Marys stores all fully rented

-Larger population in rural communities and rural schools thriving

-Youth engaged in activities, revival of small businesses and churches, youth involved in community initiatives



-More youth staying close to home and working

-I'd see a commercialized/industrial section - maybe 10 businesses in total.

-Allowing the youth to engage in meaningful leadership that will guide their journey into career, placing roots for their own family, and living in a synergistic community.  
more houses!!!! but at least since farm house severance has gone through we will be retaining a few more than we would have otherwise .

-Focus on developing more activities and options for people who want to spend time outdoors. Hiking, biking trails, camping, etc.

-All the empty stores/businesses occupied and thriving.

-A much needed hospice like Woodstock

-More trees being planted!

-vibrant small towns and hamlets

**Question 5) Please tell us any other thoughts or opinions you have about youth retention, attraction and engagement in Perth South and Perth County.**

-I don't have any except that I would like to see more opportunities for paying jobs during summer

-I think that there aren't enough places like the pyramid centre that have out of school activities for every age.

-I have nothing to say about that every one has there own thoughts about the youth.

-I feel like living in perth county opens an opportunity to work in agriculture.

-Affordable housing and taxes for young people. More job advertisement for rural careers.

-I don't really know the answer - I feel that a lot of young people (I know I certainly felt this way when trying to make employment decisions upon graduating) are drawn to more "specialized" and seemingly high quality services and opportunities (at least in the healthcare field) that is sometimes difficult to offer in a more rural center. I think that many youth feel passionately about their local community, just need to be encouraged to participate and given clear opportunity in their local community. As they do this more, I think their connection to it will deepen and make it more drawing to return to. I don't know where this encouragement should come from - parents, peers, schools etc. but organizations such as The Power of We encourage young engagement in "community"

and social initiatives - perhaps a great starting point would be to model after these types of things but for helping purely local areas of need. If they can connect face to face with need in our communities, they may be more motivated to receive training to assist with these areas and then later return to be part of the community after training. Perth South is a rural community. It is very difficult for youth to live here because it's nearly impossible for them to own property here. As farmland prices increase it becomes difficult for anyone other than already established farmers to own farm land.

-<http://www.cfra.org/renewrural/s/desirable-communities> I read this article and 100% agree with it...read it over and share!

-Affordable housing is a must. Currently I don't think the vacancy rate is too high.

-Market it in a way that the youth can see that community engagement will ready them for an initial career & will continue to support them as they move through adulthood.

-Maybe ask the youth what it is they want and what would bring them back to the area after post secondary education.

-We need to bring more agricultural awareness to the county schools! Get the kids out visiting farms, interacting with animals, learning how to manage money and about agriculture in general!

-decent paying local jobs and low cost safe activities and places to be creative



## **MINUTES Regular Council**

September 12, 2017  
6:00pm  
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Grant Brouwer, Director of Building and Development  
Jed Kelly, Director of Public Works  
Dave Blake, Environmental Services Supervisor  
Jeff Wolfe, Asset Management and Engineering Specialist  
Jenna McCartney, Corporate Administrative Coordinator

### **1. CALL TO ORDER**

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

### **2. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

### **3. AMENDMENTS AND APPROVAL OF AGENDA**

Mayor Strathdee provided a statement and public apology regarding the recent emissions incident at the Pyramid Recreation Centre.

Mayor Strathdee advised Council that there would be an update regarding the incident provided as an amendment to the agenda at item 8.4 - Incident Update from the Director of Building and Development.

**Resolution 2017-09-12-01**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT the September 12, 2017 regular Council agenda be accepted as amended.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Dr. Emily Kelly thanked Council for the prepared report about the Wellington Street North Extension and encouraged Council for ongoing conversation during the development phase of the area to find acceptable solutions for all affected stakeholders.

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

**5.1 Reed Needles and Cameron Porteous re: St. Marys Station Gallery**

Mr. Cameron Porteous addressed Council regarding the St. Marys Station Gallery and highlighted the caliber of visitors to the Station Gallery during its first year of opening.

Mr. Reed Needles highlighted the delegation material and responded to questions from Council.

**Resolution 2017-09-12-02**

**Moved By** Councillor Osborne

**Seconded By** Councillor Van Galen

THAT the St. Marys Station Gallery delegation from Mr. Needles and Mr. Porteous be received; and,

THAT a committee be created including two council representatives, the CAO and other staff as appropriate, and the representatives of Station Gallery to discuss the budget proposals and the future of the gallery.

**CARRIED**

**Resolution 2017-09-12-03**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

THAT Council appoint Councillor Van Galen and Councillor Osborne to the Station Gallery Committee.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Strategic Priorities Committee - August 15, 2017**

**Resolution 2017-09-12-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT the August 15, 2017 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Regular Council - August 22, 2017**

**Resolution 2017-09-12-05**

**Moved By** Councillor Pope

**Seconded By** Councillor Van Galen

THAT the August 22, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 MPP Patrick Brown regarding Joint and Several Liability Reform**

**Resolution 2017-09-12-06**

**Moved By** Councillor Osborne

**Seconded By** Councillor Van Galen

THAT the correspondence from MPP Patrick Brown regarding Joint and Several Liability Reform be received.

**CARRIED**

**7.2 National Airlines Council of Canada re: Airport Privatization**

**Resolution 2017-09-12-07**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

THAT the correspondence from the National Airlines Council of Canada regarding Airport Privatization be received.

**CARRIED**

## **8. STAFF REPORTS**

### **8.1 Corporate Services**

#### **8.1.1 COR 34-2017 Public Art Program**

Trisha McKibbin spoke to COR 34-2017 report and responded to questions from Council.

**Resolution 2017-09-12-08**

**Moved By** Councillor Pope

**Seconded By** Councillor Hainer

THAT COR 34-2017 Public Art Program report be received for information; and,

THAT Council supports a Public Art Program; and,

THAT a Committee of Council be struck to implement and oversee this program; and,

THAT staff report back on a Terms of Reference for the committee.

**CARRIED**

#### **8.1.2 COR 35-2017 Heritage Property Tax Rebate Bylaw**

Trisha McKibbin spoke to COR 35-2017 report and responded to questions from Council.

Councillor Pope requested a recorded vote.

**Resolution 2017-09-12-09**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

THAT COR 35-2017 Heritage Property Tax Rebate Bylaw be received for information; and

THAT Council approve By-Law 79-2017, being a bylaw to establish a Heritage Property Tax Rebate program for the Heritage Conservation District.

Support (6): Mayor Strathdee, Councillor Osborne, Councillor Van Galen, Councillor Winter, Councillor Pope, and Councillor Hainer

Oppose (1): Councillor Craigmile

**CARRIED**

## **8.2 Building and Development Services**

### **8.2.1 DEV 26-2017 Application for Part Lot Control - Diamondridge Subdivision (Lots 23, 25 and 26, Registered Plan 44M-48), Town of St. Marys**

Grant Brouwer spoke to DEV 26-2017 report and responded to questions from Council.

#### **Resolution 2017-09-12-10**

**Moved By** Councillor Pope

**Seconded By** Councillor Osborne

THAT DEV 26-2017 Application for Part Lot Control for Lots 23, 25 and 26 of the Diamondridge subdivision be received; and,

THAT Part Lot Control By-law No. 75-2017 affecting Lots 23, 25 and 26, Registered Plan No. 44M-48 be adopted for a one-year period, ending September 12, 2018.

**CARRIED**

### **8.2.2 DEV 27-2017 Wellington Street North Extension**

Grant Brouwer introduced Mark Stone, Planner, to speak to DEV 27-2017, DEV 28-2017 and DEV 29-2017 in a combined presentation.

Mr. Stone presented the slideshow to Council and responded to questions from Council.

#### **Resolution 2017-09-12-11**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

THAT DEV 27-2017 Wellington Street North Extension report be received; and,

THAT the Town of St. Marys maintain the proposal for a Wellington Street North extension for a future phase of the Thames Crest Farms development to ensure sufficient access and egress for emergency services providers, and to ensure the most efficient utility servicing for municipal infrastructure; and,

THAT staff be directed to work with the developer in the future phases of the Thames Crest development to create design options

for the proposed Wellington Street North crossing of the Grand Trunk Trail that are sympathetic to pedestrian, motorist and ecological interests.

**CARRIED**

**8.2.3 DEV 28-2017 Thames Crest Farms Development- Parkland Dedication**

Mark Stone continued with the presentation to highlight parkland dedication. Mr. Stone responded to questions from Council.

**Resolution 2017-09-12-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

THAT DEV 28-2017 Thames Crest Farms Development – Parkland Dedication report be received; and,

THAT staff be directed to negotiate the transfer of parklands to the Town for the Thames Crest Farms development within the same phase as the Wellington Street North extension occurs.

**CARRIED**

**8.2.4 DEV 29-2017 Grand Trunk Trail - Natural and Cultural Heritage Designation**

Mark Stone presented the final component of the slideshow regarding Natural and Cultural Heritage Designation and responded to questions from Council.

**Resolution 2017-09-12-13**

**Moved By** Councillor Pope

**Seconded By** Councillor Van Galen

THAT DEV 29-2017 Grand Trunk Trail – Natural and Cultural Heritage Designation report be received; and,

THAT Council considers establishing very specific policies related to the Grand Trunk Trail in association with a new land use designation or trail hierarchy in the new Official Plan. Such consideration should occur following consideration of the new Recreation and Leisure Master Plan.

**CARRIED**



### **8.3 Public Works**

Council took a brief recess at 8:05pm.

Mayor Strathdee called the meeting back to order at 8:15am.

Council agreed to move agenda item 8.3.4 forward for consideration to accommodate Councillor Hainer's pending departure.

#### **8.3.4 PW 49-2017 AWARD OF RFP-PW-14-2017 for Engineering Services for Wastewater Treatment Facility Upgrades**

Dave Blake spoke to PW 49-2017 report and responded to questions from Council.

##### **Resolution 2017-09-12-14**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Osborne

THAT PW 49-2017 Award of RFP-PW-14-2017 for Engineering Services for Wastewater Facility Upgrades be received; and,

THAT the procurement for Engineering Services for Wastewater Facility Upgrades be awarded to R.J. Burnside and Associates Limited for the procured price of \$190,449.52, inclusive of all taxes and contingencies; and,

THAT By-Law 77-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

#### **8.3.1 PW 46-2017 Picnic Table Request Science Hill Drifters Snowmobile Club**

Councillor Hainer departed Council Chambers at 8:22pm.

Jed Kelly spoke to PW 46-2017 report and responded to questions from Council.

##### **Resolution 2017-09-12-15**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT Council approve the agreement between the Corporation of the Town of St. Marys and Science Hill Drifters Snowmobile Club, for indoor storage and single use of 35 picnic tables; and,

THAT By-Law 78-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

### **8.3.2 PW 47-2017 Quadrant Tree Pruning Budget Variance**

Jed Kelly spoke to PW 47-2017 report and responded to questions from Council.

**Resolution 2017-09-12-16**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT PW 47-2017 Quadrant Tree Pruning Budget Variance be received; and,

THAT Council approve an additional \$25,000 for the completion of the Southeastern Quadrant Heavy Tree Pruning.

**CARRIED**

### **8.3.3 PW 48-2017 Delmar Foods Industrial Waste Surcharge Agreement**

Jed Kelly spoke to PW 48-2017 report and responded to questions from Council.

**Resolution 2017-09-12-17**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

THAT PW 48-2017 Delmar Foods Industrial Waste Surcharge Agreement be received; and,

THAT Council approve By-Law 76 - 2017 authorizing the Mayor and the Clerk to sign the Industrial Waste Surcharge Agreement with Delmar Foods, in substantially the same form as the draft presented.

**CARRIED**

## **8.4 Urgent Update - PRC Emissions**

Grant Brouwer began by offering his apologies to the public for a recent emissions issue that occurred at the Pyramid Recreation Centre. Mr. Brouwer went further to provide a detailed timeline to Council of the

situation as it unfolded; discussed gaps that were found throughout a review of the incident; and reviewed measures that staff will be taking to improve staff's approach in the future.

## **9. COUNCILLOR REPORTS**

### **9.1 Operational and Board Reports**

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

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

##### **Resolution 2017-09-12-18**

**Moved By** Councillor Osborne

**Seconded By** Councillor Van Galen

THAT the August 17, 2017 Bluewater Recycling Association Board of Directors meeting highlights be received.

**CARRIED**

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

Councillor Winter provided highlights of a recent meeting of which the minutes will be provided at a later date.

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

Nothing to report at this time.

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

Councillor Osborne updated Council of the recent joint Huron and Perth District Health Unit meetings.

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

Councillor Van Galen stated there has not been a recent meeting of the Board.

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

Councillor Van Galen stated that there has not been a recent meeting of the Board.

#### **9.1.7 Upper Thames River Conservation Authority**

Mayor Strathdee provided highlights of the recent meeting.

**Resolution 2017-09-12-19**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT the June 27, 2017 Upper Thames River Conservation Authority Board of Directors meeting minutes be received.

**CARRIED**

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

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

Councillor Craigmile updated Council of the recent meeting highlights of which the minutes will be provided shortly.

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

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

**Resolution 2017-09-12-20**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

THAT the July 10, 2017 Business Improvement Area Board meeting minutes be received.

**CARRIED**

**9.2.3 CBHFM - Coun. Hainer**

Mayor Strathdee provided an update of the Board and stated that the Board is going through the public process of seeking Site Plan Approval for a proposed addition.

**9.2.4 Committee of Adjustment**

Nothing to report at this time.

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

Nothing to report at this time.

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

Councillor Pope updated Council of a recent meeting of which the minutes will be forwarded shortly.

**9.2.7 Museum Board - Coun. Winter**

Councillor Winter provided Council with highlights of a recent meeting of which the minutes will be provided shortly.

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

Nothing to report at this time.

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

Councillor Winter provided a highlight of a recent meeting of which the minutes will be provided shortly.

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

Nothing to report at this time.

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

Nothing to report at this time.

**9.2.12 St. Marys Lincolns Board - Coun. Craigmile**

Councillor Craigmile provided highlights of a recent meeting.

**9.2.13 St. Marys Cement Community Liaison Committee - Mayor Strathdee, Coun. Craigmile**

Councillor Craigmile provided an update regarding a mandated ECA that the Cement Plant must organize due to recent regulations.

**10. EMERGENT OR UNFINISHED BUSINESS**

Nothing at this time.

**11. NOTICES OF MOTION**

Nothing at this time.

**12. BY-LAWS**

**12.1 By-Law 72-2017 Authorize an Easement Agreement with Manual De Chaves Freitas**

**Resolution 2017-09-12-21**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

THAT By-Law 72-2017, being a by-law to authorize the Mayor and the Clerk to sign an easement agreement with Manual De Chaves Freitas of 95 Carling Street be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.2 By-Law 73-2017 Authorize an Easement Agreement with Kent William Robson**

**Resolution 2017-09-12-22**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT By-Law 73-2017, being a by-law to authorize the Mayor and the Clerk to sign an easement agreement with Kent William Robson of 206 Carling Street be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.3 By-Law 74-2017 Authorize an Easement Agreement with Robson Scrap Metals Ltd**

**Resolution 2017-09-12-23**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

THAT By-Law 74-2017, being a by-law to authorize the Mayor and the Clerk to sign an easement agreement with Robson Scrap Metals Ltd. be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.4 By-Law 75-2017 Part Lot Control Diamondridge Subdivision Lots 23, 25 and 26 Plan 44M-48**

**Resolution 2017-09-12-24**

**Moved By** Councillor Osborne

**Seconded By** Councillor Van Galen

THAT By-Law 75-2017, being a by-law to authorize Part Lot Control affecting Lots 23, 25 and 26, Registered Plan 44M-48 be adopted for a period of one year, ending September 12, 2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.5 By-Law 76-2017 Authorize an Industrial Waste Surcharge Agreement with Delmar Foods**

**Resolution 2017-09-12-25**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT By-Law 76-2017, being a by-law to authorize the Mayor and the Clerk to sign an Industrial Waste Surcharge Agreement with Delmar Foods be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.6 By-Law 77-2017 Authorize an Agreement with R. J. Burnside & Associates Ltd**

**Resolution 2017-09-12-26**

**Moved By** Councillor Pope

**Seconded By** Councillor Van Galen

THAT By-Law 77-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with R. J. Burnside 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**

**12.7 By-Law 78-2017 Authorize an Agreement with Science Hill Drifters Snowmobile Club**

**Resolution 2017-09-12-27**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT By-Law 78-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with Science Hill Drifters Snowmobile Club be

read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.8 By-Law 79-2017 Establish Heritage Property Tax Rebate Program**

**Resolution 2017-09-12-28**

**Moved By** Councillor Winter

**Seconded By** Councillor Van Galen

THAT By-Law 79-2017, being a by-law to establish the Heritage Property Tax Rebate program for the Heritage Conservation District be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**13. UPCOMING MEETINGS**

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

**14. CLOSED SESSION**

None held.

**15. CONFIRMATORY BY-LAW**

**Resolution 2017-09-12-29**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

THAT By-Law 80-2017, being a by-law to confirm the proceedings of the September 12, 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 2017-09-12-30**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

That this regular meeting of Council adjourn at 9:15p.m.

**CARRIED**



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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



**MINUTES**  
**Strategic Priorities Committee**

September 19, 2017  
9:00 am  
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Brett O'Reilly, Corporate Communications and Event Manager  
Lisa Lawrence, Human Resources Manager  
Jenna McCartney, Corporate Administrative Coordinator

**1. CALL TO ORDER**

Chair Strathdee called the meeting to order at 9:00am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF THE AGENDA**

**Resolution 2017-09-19-01**

**Moved By:** Councillor Pope

**Seconded By:** Councillor Craigmile

THAT the September 19, 2017 Strategic Priorities Committee meeting agenda be accepted as presented.

**CARRIED**

#### **4. DELEGATIONS AND PRESENTATIONS**

None presented.

#### **5. STRATEGIC PRIORITIES REVIEW**

##### **5.1 COR 36-2017 Corporate Communications Plan Implementation Strategy**

Brett O'Reilly spoke to COR 36-2017 report and responded to questions from Council.

Council discussed options for the timeline of implementing the new Events Coordinator position. Staff confirmed that there is 2017 budget funds available if Council chose to implement this position within the calendar year.

Councillor Osborne requested a recorded vote.

##### **Resolution 2017-09-19-02**

**Moved By:** Councillor Osborne

**Seconded By:** Councillor Van Galen

THAT COR 36-2017 Corporate Communications Plan Implementation Strategy report be received as information; and,

THAT the Strategic Priorities Committee recommend to Council:

THAT Council proceeds with the Corporate Communications Plan Implementation Option 2 as presented in staff report COR 36-2017 with implementation to commence in November 2017; and,

THAT the necessary 2017 budget funds be reallocated to fund the 2017 costs of the contract Event Coordinator position.

Support (6): Mayor Strathdee, Councillor Osborne, Councillor Van Galen, Councillor Winter, Councillor Pope, and Councillor Craigmile

Oppose (1): Councillor Hainer

**CARRIED**

##### **5.2 DCS 19-2017 Recreation and Leisure Services Master Plan**

Committee took a brief recess at 9:47am.

Chair Strathdee called the meeting back to order at 9:55am.

Stephanie Ische introduced Mr. Todd Brown and Mr. Dennis Kwan.

Mr. Brown presented DCS 19-2017 report and responded to questions from Council.

The Committee discussed an overview of the Plan and its recommendations, with a focus on the cost effectiveness of Pool Operations and the proposed contractual relationship with the YMCA.

Chair Strathdee passed the gavel to Deputy Mayor Craigmile.

Deputy Mayor Craigmile assumed the role of chair.

Mayor Strathdee addressed Council and presented motion 2017-09-19-03.

Mayor Strathdee requested a recorded vote.

**Resolution 2017-09-19-03**

**Moved By:** Mayor Strathdee

**Seconded By:** Councillor Osborne

THAT the CAO be directed to work with the consultant to ensure that the Recreation and Leisure Services Master Plan be amended to reflect all of the recommendations of the 2012 Mayor's Task Force including recommendation number one; and

THAT discussion focus on staff directives to raise revenue and reduce operating costs at the Pyramid Recreation Centre aquatic centre.

Support (6): Mayor Strathdee, Councillor Osborne, Councillor Van Galen, Councillor Pope, Councillor Hainer, and Councillor Craigmile

Oppose (1): Councillor Winter

**CARRIED**

Deputy Mayor Craigmile passed the gavel back to Chair Strathdee.

Mayor Strathdee assumed the role of Chair.

The Committee was of a consensus that the Plan must include standards and metrics within the recommendation for performance measures for Recreation to capture best practices and acceptable levels for costing and usage of the pool and ice pads and the long-term operations of the Pyramid Recreation Centre. Staff were given direction to have this matter addressed while implementing the resolution passed by the Committee.

The Committee directed the CAO to provide notice to the St. Marys Hospital Foundation regarding the language in the Plan related to developing a partnership with the YMCA for program services.

**Resolution 2017-09-19-04**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Craigmile

THAT DCS 19-2017 Recreation and Leisure Services Master Plan report be received as information; and,

THAT the Strategic Priorities Committee recommend to Council:

THAT the draft Recreation and Leisure Services Master Plan be accepted as amended and referred for public review to collect feedback; and,

THAT Staff report back on the public feedback received and any recommended changes to the Recreation and Leisure Services Master Plan.

**CARRIED**

**6. NEXT MEETING**

Chair Strathdee reviewed the upcoming meeting as presented in the agenda.

Mayor Strathdee and Councillor Winter sent their regrets for the next Strategic Priorities Committee meeting.

**7. ADJOURNMENT**

**Resolution 2017-09-19-05**

**Moved By:** Councillor Osborne

**Seconded By:** Councillor Craigmile

That this meeting of the Strategic Priorities Committee adjourn at 12:00pm.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



September 13, 2017

Al Stratthdee  
Mayor  
Town of St. Marys

Dear Mayor Stratthdee,

On Saturday, September 30, the Perth Wellington NDP Riding Association is holding an open public meeting to discuss Ontario's Long-term Health Care system. We would like to invite you and members of St. Marys Town Council to attend this forum. It will be held in the main auditorium at Avondale United Church, 194 Avondale Ave., Stratford, starting at 2 p.m. (see attached public notice).

Teresa Armstrong, MPP for London-Fanshawe and Ontario NDP Critic for Home & Long-Term Care and Senior's Affairs, will be our guest speaker. She will make a short presentation about challenges and opportunities within the current system. However, the main purpose of the meeting is to get feedback from local citizens, so most of the meeting will be devoted to hearing concerns and suggestions from those who attend.

I know that St. Marys is hosting many Doors Open events on September 30, but if you or any of your fellow councillors are able to attend and would like to say a few words about why long-term care for seniors and disabled citizens matters in smaller towns and rural communities like our own, please get back to me so I can add you to our speakers' list. We are extending a similar invitation to the Mayor of Stratford, the Warden of Perth County and several other municipal leaders in Perth Wellington.

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

Sharon McKay  
Event Organizer  
Perth Wellington NDP  
(E-mail: [mckay4418@rogers.com](mailto:mckay4418@rogers.com); telephone: 519-273-7514)



**THE CANADIAN BASEBALL HALL OF FAME AND MUSEUM  
LE MUSÉE ET TEMPLE DE LA RENOMMÉE DU BASEBALL CANADIEN**

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Brent Kittmer, CAO/Clerk  
Town of St. Marys  
175 Queen St E.  
St. Marys, ON N4X 1B6

September 14, 2017

Dear Brent

We would like to request that Town Council waives the fees for the Site plan permit and Building plan permit for our addition to the museum. The total fees we are requested to be waived are \$4700 (\$2500 Building plan permit and \$2200 Site plan permit). We are in the process of constructing a 2500 sq ft addition to the current museum that will include archiving space, entrance/giftshop, accessible washroom and a multiuse room.

Thank you

  
Scott Crawford  
Director of Operations

**From:** Pettapiece-co, Randy [randy.pettapiececo@pc.ola.org]  
**Sent:** Thursday, September 14, 2017 2:04 PM  
**To:** Al Strathdee  
**Subject:** RE: Service Club use of lottery proceeds

Hi Al,

I'm aware of this issue, and I agree with you that service clubs need more flexibility.

Lottery licensing requirements have also been a big issue. I know that the Township of Wellington North, in particular, has done a lot of work on this issue.

In previous years I have written to the Ministry of the Attorney General about these issues, but they haven't budged.

We could make an inquiry to see if changes may be under consideration, but I have not heard that they are.

It might be most effective if Council were to write to the government about this. You would have my support.

I'm at Queen's Park this week. Give me a call if you would like to discuss. [REDACTED].

Randy

**From:** Al Strathdee [<mailto:astrathdee@town.stmarys.on.ca>]  
**Sent:** September-11-17 11:56 AM  
**To:** Pettapiece, Randy  
**Subject:** Service Club use of lottery proceeds

Randy,

I'm sure that you are very busy with the return of legislature. I have been approached by a couple of local service clubs regarding concerns with the rules surrounding the use of proceeds raised from lotteries. More specifically, the inability for service clubs to use lottery proceeds to improve municipally owned facilities such as parks and playgrounds. Please below the sections of the Act that I am referring to:

### 2.5.1. POLICIES: INELIGIBLE USE OF PROCEEDS

Eligible organizations may not use the proceeds from lottery licences for:

- the cost of political lobbying and/or advocating a particular view on a political issue, including the cost of staffing, publication materials and advertising;
- fundraising activities, including wages for a fundraiser and the cost of promotional materials;
- administrative or other activities that are not integral to the direct provision of the organization's charitable mandate;
- the provision of services for which the organization receives government funding or which the organization is required, by law, to provide;
- legal fees/costs incurred by the organization or its board;
- volunteer recognition;
- foreign aid, out-of-province aid or aid to non-Ontario residents;



- accounting fees, except as provided by the terms and conditions of the lottery licence;
- out-of-pocket expenses for volunteers to participate in a licensed lottery event, except as permitted under the terms and conditions of the lottery licence;
- academic and sports awards and trophies;
- construction, renovation or improvement of buildings owned by or on land owned by the Government of Canada, the Province of Ontario or municipalities; and
- any activity that does not fall into one of the four charitable classifications

I am writing to you to see if there has been any discussion around these regulations, and any proposed changes forthcoming. I know that you have been an active Lions member, so I know that you understand the struggles that service clubs have in raising money, and taking measures to improve their communities.

I would appreciate any clarification, or help in directing these concerns to the appropriate authorities so there might be some consideration for relief. Thank you for your help.

Sincerely,

Al Strathdee  
Mayor  
Town of St. Marys  
519-284-2340 ext 246  
Cel# 519-276-9787

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Administration and Human Resources</b>
<b>Date of Meeting:</b>	<b>26 September 2017</b>
<b>Subject:</b>	<b>CAO 34-2017 September Monthly Report (Administration &amp; HR)</b>

## RECOMMENDATION

THAT CAO 34-2017 September 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 for presentation to the Strategic Priorities Committee on October 17, 2017. The strategic plan, the projects completed to date, and the implementation plan will be a focus of the fall Coffee with Council event.
- RED Grant: Secured to fund 50% of the cost of a Wayfinding Signage Strategy as identified in the strategic plan.

#### Intergovernmental Relations

- Shared Services: A meeting of the respective CAOs held on September 6, 2017 to discuss possible options for resolution of this outstanding file. A critical path to September 29<sup>th</sup> was established before mediation or arbitration was considered. Significant effort was placed on this file in the month to bring it to resolution, with a further update for Council in closed session.
- Township of Zorra: Have exchanged a draft of a proposed mutual aid agreement. Continuing to finalize the agreement for presentation to Council in October/November.
- Perth South: Perth South Council has requested a joint meeting with St. Marys Council to discuss an economic development proposal. Council is asked to consider an available date for a meeting after October 10, 2017.
- UTRCA: Mayor and CAO attended the inaugural UTRCA budget workshop on September 7, 2017. The UTRCA is proposing municipal levy increases of 6% per year through to 2020 to be able to implement their strategic plan. A formal budget submission will be made to the Board by the CAO.

## Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete. The Town's deadline to establish a Code of Conduct has been proclaimed by the Province as March 1, 2019.
- Revised Community Grant Policy: Have met with the Stratford Perth Community Foundation to review options for the SPCF to administer the Town's annual granting process. An invite will also be extended to the United Way to review administration options with that organization as well.

## Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: No recent meetings with the next meeting planned for December. Traffic concerns regarding James Street South were reported to the OPP which resulted in 55 hours of focused patrols with 6 Provincial Offences fines laid
- Alzheimer's Coffee Break: Council's annual Coffee Break event has been scheduled for September 29, 2017 from 9:00 am – 11:00 am.
- Coffee with Council: Council's annual Coffee with Council event is tentatively planned for October 28, 2017 from 9:00 am – 12:00 pm. The focus of this year's even will be an update on strategic plan initiatives, and pre-budget feedback.

## Economic Development

- Joint economic development meeting held August 23 with a focus on youth initiatives. This meeting resulted in a joint meeting with the Principal and Vice-Principal of DCVI to engage them as a stakeholder in the Town/Township's youth retention/attraction initiatives.
- Stratford Perth Centre for Business: currently negotiating a memorandum of understanding for this service. Planned to be presented to Council on November 14, 2017 as part of a delegation from investStratford.
- The Town is partnering with Perth South, DCVI, the Four Counties Labor Market Board and Cascades to host a manufacturing day and discussion panel for local Grade 10 students on October 20, 2017.
- Joint Business networking event has been booked for October 30, 2017 at 7:30 am. Perth South is the lead on this event and the location is River Valley Golf Club. This breakfast will focus on strategies for youth employment, with the recommendations from the Perth4Youth project being shared with employers.

## Land Sales

- SGD Land Sale: The Town's Phase 2 Environmental assessment for lands on Enterprise Drive has been completed with no concerns raise. SGD now has the option to purchase these lands through to September 30, 2020.
- 121 Ontario Street: The closing date for the sale has been moved to September 29, 2017 to allow NA Engineering to correct the noted Park Lane survey issues.

## Other Projects

- CBHFM Operating Agreement: A final first draft has been completed and is currently being reviewed by the CAO. The CAO and the Board Chair met on September 15, 2017 to review the CBHFM's position on a number of matters and a further report will be provided to Council once the agreement is in final draft form.
- Police Service Delivery Review: Agreement is in final draft form for consideration by Council in closed session on September 26, 2017. A full public disclosure of the report will be made on October 10, 2017 pending approval from Council. Implementation of the service change would occur as of April 2, 2018 if the approval timeline is achieved.

## **Human Resources/Payroll**

### Recruitment

- Completed the recruitment process for the contract Guest Services Coordinator, Educators, Educator Assistants, Program Assistants and Canteen Attendants.
- Currently recruiting for a full-time Economic Development Manager, full-time Lifeguard, Facilities Operator, Senior Services Programmer, Supply Staff (ELS), Contract Fire Prevention Officer, Contract Curatorial and Programming Assistant, Youth and Child Programmer and Arena Attendant.

### Corporate Training

- Ongoing work with Ray Miller of the Training Bank to finalize the Corporate Service Excellence Core Standards as part of the pilot project currently underway at the PRC.
- Organizing team building training for the Senior Management Team to take place November 2017.

### Staff Engagement

- Coordinating the semi-annual All Staff meetings. Three sessions will be conducted on November 6, 2017 as a way to provide staff with an update on current municipal affairs and other items of corporate and employee interest.

### HR Systems and Processes

- The final Salary Survey report has been received. Currently undergoing an analysis of the results to determine the next steps.
- Continuing analysis of Bill 148's progress and the impact to the Town's current employment and payroll practices.
- Initial feedback has been received by both staff and management regarding the Mid-Year Performance Check-Ins. The form and process have been finalized and management is in the process of meeting with staff.

### Health and Safety

- Worked alongside Facilities Department to investigate and follow up on carbon monoxide incident. Prepared additional training materials in order to enhance and strengthen current training practices.

### Payroll

- InfoHR/Easy Pay: testing attendance interface with payroll system continuing.
- Conducted ESS and Electronic Timesheet training session for newly hired staff.

## OUTSTANDING ISSUES AND PROJECT LIST

As above.

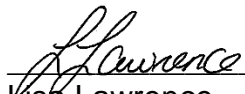
## SPENDING AND VARIANCE ANALYSIS

Variances in the Administration budget are forecasted for the following areas:

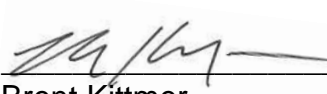
- Legal fees due to ongoing expenses related to the Shared Services file, FOI response, and negotiation of agreements and contracts (police services, land sales, etc.)
- Professional fees due to the requirement for a Phase II EA for the Enterprise Drive land sale. These costs will be offset by the eventual sales revenue realized.

## REVIEWED BY

Recommended by the Department

  
\_\_\_\_\_  
Lisa Lawrence  
Human Resources Manager

Recommended by the CAO

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

# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	26 September 2017
<b>Subject:</b>	<b>CAO 35-2017 Authorize RED Grant (Wayfinding Signage Strategy)</b>

## PURPOSE

The purpose of this report is for Council to consider accepting a \$17,775.00 grant from the Province under the Rural Economic Development (RED) Program. The grant that has been received is to fund 50% of the costs to develop a Wayfinding Signage Strategy as identified in Council's Strategic Plan.

## RECOMMENDATION

THAT CAO 35-2017 regarding the Wayfinding Signage Strategy RED Grant be received, and,

THAT Council accepts the RED funding of \$17,775.00 provided by the Province of Ontario to fund the proposed Wayfinding Signage Strategy; and,

THAT By-law 84-2017 authorizing the Mayor and the Clerk to sign the associated contribution agreement be approved.

## BACKGROUND

In 2016, the reconstruction of Queen St in the downtown was completed. Through temporary signage during construction, we heard how beneficial and helpful clear and coordinated signage is to residents and visitors. Building on this success, Strategic Pillar 2 of the Town's Strategic Plan lists Wayfinding & Identity as Strategic Priorities and Goals. An integrated and coordinated Wayfinding Signage Strategy that supports both visitors and the community (residents, tourism, and business) is the goal. Currently, there is no design/strategy for signage and wayfinding in St. Marys. Signs have been implemented over the past number of years, but none of these sign projects have design elements in common, nor are they connected to an overall system. This has resulted in an uncoordinated collection of signs, messages & directions.

To advance Council's strategic priority, staff applied for a RED Grant to help fund the cost of a developing a wayfinding signage strategy. The purpose of the Wayfinding Signage Strategy is to:

- create a system that reinforces the sense of place, identity, and interconnectedness of the Town and its features;
- illustrate how to improve navigability and wayfinding to and within St. Marys for pedestrians, cyclists, and drivers;
- develop a strategy that will assist with creating and promoting a distinct and cohesive design to enhance the Town's image as a welcoming, current, and friendly community;
- develop methods to improve safety through clarifying directions to destinations;
- illustrate how to better communicate and promote the many features and assets in the Town for the community and visitors;

- illustrate how to connect key assets and features through signs and messaging;
- leverage the success of signage projects completed in other rural Ontario areas like Bruce County; tie St. Marys to that successful model to support a consistent Provincial Standard, and visually connect St. Marys to other Ontario communities

They key deliverables of the project would be:

- a strategy that when implemented, will improve communication of how to get to key features and amenities and therefore, improve navigability;
- increased collaboration and connections with key stakeholders through consultation and the project framework (e.g. project team consisting of business, heritage, tourism, culture, youth etc.)
- an increased understanding of what signs and wayfinding is needed in St. Marys, and the priorities for signage and wayfinding;
- a strategy for a unique and place-specific design for a cohesive family of signs with a phased implementation plan;
- a strategic system for connecting key assets and features through identification and wayfinding signage;
- a strategy to increase visitors to specific features and assets (due to clear communication and connected wayfinding);
- incorporating the youth voice into municipal projects, decision-making, and processes; the interest of youth to be involved in this is a preliminary finding of the Perth4Youth Project that St. Marys is currently working on;

The RED grant application proposed a total scope of project valued at \$35,550.00 with the Province providing funding for 50% or \$17,775.00 of the cost. On July 31, 2017 the Town received notice that our grant application was successful and that a contribution agreement from the Province would be forthcoming.

## **REPORT**

The Province requires the Town to pass a by-law accepting the funding and execute the agreement by September 29, 2017. This report presents the contribution agreement that the Province requires the Town to sign so the funds can be provided. The form of agreement is attached to this report, and is the standard form that the Province uses for funding programs. The funding agreement requires regular reporting from the Town as well as acknowledgment of the Province's generous contribution in all project materials.

## **SUMMARY**

Staff are recommending that Council accept the RED Grant of \$17,775.00 for a way finding signage strategy as this course of action advances Council's strategic priorities.

Once the contribution agreement is signed, the project can commence. The scope of the project was to hire a consultant to complete a way finding signage strategy for the Town, with input from a Project Team. The vision for the project team is for it to consist of key stakeholders from the business, tourism, heritage, and culture communities and youth. The role of the Project Team will be advisory in nature to the consultant that is ultimately hired.

## **FINANCIAL IMPLICATIONS**

The scope of the proposed project is \$35,550 with a 50/50 contribution from the Province and the Town respectively. The Town's portion of the costs will be funded using funds from the 2017 Economic Development operating budget.

## STRATEGIC PLAN

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #2 Communications and Marketing: Wayfinding and Identity
    - Outcome: A comprehensive approach to identity promotion - including wayfinding - will help St Marys in terms of both promoting itself as a destination to the outside world (tourism and attracting new residents), and supporting a sense of common community with current residents.
    - Tactic(s): Develop a signage program at key sites along the highways advertising Town amenities, and further establish/reinforce its brand with in-town signage and wayfinding.

## OTHERS CONSULTED

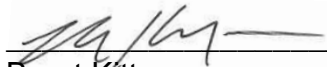
None

## ATTACHMENTS

1. RED Contribution Agreement

## REVIEWED BY

**Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# RURAL ECONOMIC DEVELOPMENT PROGRAM

## AGREEMENT BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO  
as represented by the Minister of Agriculture, Food and Rural Affairs

(the "Province")

- and -

THE CORPORATION OF THE TOWN OF ST. MARYS

(the "Recipient")

### I. BACKGROUND

The Recipient has applied to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for funding under the Rural Economic Development (RED) program to assist the Recipient in carrying out the project.

The Recipient intends to carry out the Project under the Program.

The Province wishes to provide Funds to the Recipient for the Project.

### II. CONSIDERATION

In consideration of the mutual covenants and agreements contained in this agreement (the "Agreement") and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Province and the Recipient (the "Parties") agree as follows:

### III. ENTIRE AGREEMENT

This Agreement, including:

Schedule "A" – General Terms And Conditions,  
Schedule "B" – Operational Requirements And Additional Terms And Conditions,  
Schedule "C" – Project Description,  
Schedule "D" – Project Financial Information,  
Schedule "E" – Reporting, and  
any amending agreement entered into as provided below,

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersede all prior oral or written representations and agreements.

### IV. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

### V. AMENDING AGREEMENT

This Agreement may only be amended by a written agreement duly executed by the Parties.

**VI. ACKNOWLEDGEMENT**

The Recipient:

- (a) acknowledges that it has read and understands the provisions contained in the entire Agreement; and
- (b) agrees to be bound by the terms and conditions in the entire Agreement.

**IN WITNESS WHEREOF** the Parties have executed this Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,**  
as represented by the Minister of Agriculture, Food and Rural Affairs

\_\_\_\_\_  
Name: Randy Jackiw  
Title: Assistant Deputy Minister

\_\_\_\_\_  
Date

I have the authority to bind the Crown pursuant to delegated authority.

**THE CORPORATION OF THE TOWN OF ST. MARYS**

\_\_\_\_\_  
Name: Brent Kittmer  
Title: CAO/Clerk

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name: Al Strathdee  
Title: Mayor

\_\_\_\_\_  
Date:

I/We have authority to bind the Recipient.

## SCHEDULE “A” GENERAL TERMS AND CONDITIONS

### ARTICLE 1 INTERPRETATION AND DEFINITIONS

**1.1 Interpretation.** For the purposes of interpreting the Agreement:

- (a) Words in the singular include the plural and vice versa;
- (b) Words in one gender include all genders;
- (c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;
- (d) Any reference to dollars or currency will be in Canadian dollars and currency;
- (e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;
- (f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of the Agreement provides otherwise;
- (g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles; and
- (h) The words “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

**1.2 Definitions.** In the Agreement, the following terms will have the following meaning:

**“Additional Terms And Conditions”** means the terms and conditions referred to in section 8.1 of Schedule “A” of this Agreement and specified in section B.2 of Schedule “B” of this Agreement.

**“Arm’s Length”** has the same meaning as set out in the *Income Tax Act* (Canada) as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

**“Auditor General”** means the Auditor General of Ontario and/or the Auditor General of Canada, depending on the context.

**“BPSAA”** means the *Broader Public Sector Accountability Act, 2010*.

**“Budget”** means the budget attached as section D.3 of Schedule “D” of this Agreement.

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province is closed for business.

**“Claim Submission Deadline”** means the date or dates set out under section D.4 of Schedule “D” of this Agreement.

**“Contract”** means an agreement between the Recipient and a third-party whereby the third-party agrees to provide a good or service for the Project in return for financial consideration that may be claimed by the Recipient as an Eligible Cost.

**“Cost-Share Funding Percentage”** means the percentage the Province will pay toward the Recipient’s Eligible Costs, as set out under section D.1.1 of Schedule “D” of this Agreement.

**“Incurred”** in relation to costs, means a cost that a Recipient has become liable for, regardless whether actual payment has occurred (i.e., the Recipient has received the goods or services).

**“Effective Date”** means the date on which this Agreement is effective, as set out under section B.1.1 of Schedule “B” of this Agreement.

**“Eligible Costs”** means those costs set out under section D.6 of Schedule “D” of this Agreement.

**“Event of Default”** has the meaning ascribed to it in section 14.1 of Schedule “A” of this Agreement.

**“Expiration Date”** means the date on which this Agreement will expire, as set out under section B.1.2 of Schedule “B” of this Agreement, unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

**“FAA”** means the *Financial Administration Act*.

**“Failure”** means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

**“FIPPA”** means the *Freedom of Information and Protection of Privacy Act*.

**“Funding Year”** means:

- (a) In the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first; and;
- (b) In the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first.

**“Funds”** means the money the Province provides to the Recipient pursuant to this Agreement.

**“Guidelines”** means any written documents setting out the criteria governing the operation of the Program.

**“Holdback”** means the amount set out under section D.1.3 of Schedule “D” of this Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

**“Ineligible Costs”** means those costs set out under section D.7 of Schedule “D” of this Agreement.

**“Maximum Funds”** means the maximum amount of Funds the Province will provide to the Recipient under this Agreement, as set out under section D.1.2 of Schedule “D” of this Agreement.

**“MFIPPA”** means the *Municipal Freedom of Information and Protection of Privacy Act*.

**“Notice”** means any communication given or required to be given pursuant to this Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

**“Party”** means either the Province or the Recipient, unless the context implies otherwise.

**“Program”** means the program created by the Province entitled Rural Economic Development Program under Order-in-Council 201/2011, as amended.

**“Project”** means the undertaking described in Schedule “C” of this Agreement.

**“Project Approval Date”** means the date set out in section B.1.3 of Schedule “B” of this Agreement.

**“Project Completion Date”** means the date that the Recipient must complete its Project under this Agreement, as set out in section B.1.4 of Schedule “B” of this Agreement.

**“PSSDA”** means the *Public Sector Salary Disclosure Act, 1996*.

**“Reports”** means the reports set out under Schedule “E” of this Agreement.

**“Requirements of Law”** means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

**“Term”** means the period of time beginning on the Effective Date of this Agreement and ending on the Expiration Date or the termination of this Agreement, whichever is shorter.

- 1.3 Conflict.** Subject to section 8.1 of Schedule “A” of this Agreement, in the event of a conflict between this Schedule “A” of the Agreement and any other Schedule of this Agreement, the terms and conditions set out under this Schedule “A” of the Agreement will prevail.

## ARTICLE 2 REPRESENTATIONS, WARRANTIES AND COVENANTS

**2.1 General.** The Recipient represents, warrants and covenants that:

- (a) It is, and will continue to be for the Term of this Agreement, an eligible applicant as described in the Guidelines with full power to fulfill its obligations under this Agreement;
- (b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;
- (c) It has the financial resources necessary to carry out the Project and is not indebted to any person(s) to the extent that that indebtedness would undermine the Recipient's ability to complete the Project by the Project Completion Date;
- (d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law for the Term related to any aspect of the Project, the Funds or both for the term of this Agreement; and
- (e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.

**2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) The full power and authority to enter into this Agreement; and
- (b) Taken all necessary actions to authorize the execution of this Agreement.

**2.3 Governance.** The Recipient represents, warrants and covenants that it has, and will maintain, in writing, for the term of this Agreement:

- (a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) Procedures to ensure the ongoing effective functioning of the Recipient;
- (c) Decision-making mechanisms for the Recipient;

- (d) Procedures to enable the Recipient to manage the Funds prudently and effectively;
- (e) Procedures to enable the Recipient to successfully complete the Project;
- (f) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;
- (g) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and
- (h) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

**2.4 Supporting Documentation.** Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article 2 of Schedule "A" of this Agreement.

**2.5 Additional Covenants.** The Recipient undertakes to advise the Province within five (5) Business Days of:

- (a) Any changes that affect its representations, warranties and covenants under sections 2.1, 2.2 or 2.3 of Schedule "A" of this Agreement during the Term of the Agreement; and
- (b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement.

### ARTICLE 3 FUNDS AND CARRYING OUT THE PROJECT

**3.1 Funds Provided.** The Province will:

- (a) Provide Funds to the Recipient up to the Maximum Funds, based on the Cost-Share Funding Percentage, for the sole purpose of carrying out the Project;
- (b) Provide the Funds to the Recipient in accordance with section D.5 of Schedule "D" of this Agreement provided that the Recipient makes claims for payment of Funds in accordance with section D.5 of Schedule "D" of this Agreement;
- (c) Provide funding as long as the total combined amount of provincial and federal assistance for the Eligible Costs actually incurred and paid by the Recipient do not exceed ninety per cent (90%) of those costs; and
- (d) Deposit the Funds into an account designated by the Recipient, provided that account:
  - (i) Resides at a Canadian financial institution, and
  - (ii) Is in the name of the Recipient.

**3.2 Limitation On Payment Of Funds.** Despite section 3.1 of Schedule "A" of this Agreement:

- (a) The Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section 11.2 of Schedule "A" of this Agreement;
- (b) The Province is not obligated to provide any Funds until it is satisfied with the progress of the Project;
- (c) The Province may adjust the amount of Funds it provides to the Recipient without liability, penalty or costs in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to Article 6 of Schedule "A" of this Agreement;

- (d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or
  - (ii) Recover Funds already paid to the Recipient; or
  - (iii) Terminate the Agreement pursuant to section 13.1 of Schedule "A" of this Agreement;
- (e) The Province shall impose a Holdback on any payment of Funds and will not be obligated to pay that Holdback to the Recipient until after the Province approves the Recipient's Final Report pursuant to Article 6 of Schedule "A" of this Agreement; and
- (f) The Province is not obligated to pay interest on the Holdback as described in (e) or any other payments under this Agreement.

**3.3 Use Of Funds And Project.** The Recipient will:

- (a) Carry out the Project in accordance with the terms and conditions of this Agreement;
- (b) Complete the Project by the Project Completion Date;
- (c) Not use the Funds for Ineligible Costs;
- (d) Use the Funds only:
  - (i) for Eligible Costs that are necessary for the purposes of carrying out the Project; and
  - (ii) for those activities set out in section D.3.1 of Schedule "D" of this Agreement; and
- (e) Use the Funds only in accordance with the Budget.

**3.4 Province's Role Limited To Providing Funds.** For greater clarity, the Province's role under this Agreement is strictly limited to providing Funds to the Recipient for the purposes of the Project and the Province is not responsible for carrying out the Project. Without limiting the generality of the foregoing, the fact that the Province may conduct reviews and/or audits of the Project as provided for in this Agreement or issues directions, approves changes to the Project or imposes conditions upon an approval in accordance with the terms and conditions of this Agreement will not be construed by the Recipient as the Province having a management, decision-making or advisory role in relation to the Project. The Recipient further agrees that the Recipient will not seek to include the Province as a decision-maker, advisor or manager of the Project through recourse to a third party, court, tribunal or arbitrator.

**3.5 No Changes.** The Recipient will not make any changes to the Project, including to the Budget or timelines, without the prior written consent of the Province.

**3.6 Interest Bearing Account.** If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution. The Recipient will hold the Funds in trust for the Province until the Recipient needs the Funds for the Project.

**3.7 Recipient Earning Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) Deduct an amount equal to the interest from any further installment of the Funds; or
- (b) Demand from the Recipient the repayment of an amount equal to the interest.

**3.8 No Provincial Payment Of Interest.** The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient.

**3.9 Maximum Funds.** The Recipient acknowledges and agrees that the Funds available to it pursuant to this Agreement will not exceed the Maximum Funds.

**3.10 Rebates, Credits And Refunds.** The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, including taxes, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

**3.11 Funding, Not Procurement.** For greater clarity, the Recipient acknowledges and agrees that:

- (a) It is receiving funding from the Province for the Project and is not providing goods or services to the Province; and
- (b) The funding the Province is providing under this Agreement is funding for the purposes of the PSSDA.

#### **ARTICLE 4**

#### **RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS**

**4.1 Acquisition.** If the Recipient acquires goods or services or both with the Funds, it will:

- (a) Do so through a process that is transparent, fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the Recipient; and
- (b) Comply with any Requirements of Law that may be applicable to how the Recipient acquires any goods or services or both.

**4.2 Contracts.** The Recipient will ensure that all Contracts:

- (a) Are consistent with this Agreement;
- (b) Do not conflict with this Agreement;
- (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
- (d) Require that any parties to those Contracts comply with all Requirements of Law; and
- (e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project as the Province sees fit in connection with Article 6 of Schedule "A" of this Agreement.

**4.3 Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount set out in section B.1.5 of Schedule "B" of this Agreement at the time of purchase within the date set out in section B.1.6 of Schedule "B" of this Agreement.



## ARTICLE 5 CONFLICT OF INTEREST

- 5.1 *No Conflict Of Interest.*** The Recipient will carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.
- 5.2 *Conflict Of Interest Includes.*** For the purposes of this Article, a conflict of interest includes any circumstances where:
- (a) The Recipient; or
  - (b) Any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.
- 5.3 *Disclosure To The Province:*** The Recipient will:
- (a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and
  - (b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

## ARTICLE 6 REPORTING, ACCOUNTING AND REVIEW

- 6.1 *Preparation And Submission.*** The Recipient will:
- (a) Submit to the Province at the address referred to in section B.1.7 of Schedule "B" of this Agreement all Reports in accordance with the timelines and content requirements set out in Schedule "E" of this Agreement, or in a form as specified by the Province from time to time;
  - (b) Submit to the Province at the address provided in section B.1.7 of Schedule "B", of this Agreement or in a manner specified by the Province, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
  - (c) Ensure that all Reports are completed to the satisfaction of the Province; and
  - (d) Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer and that the accompanying confirmation has been completed.
- 6.2 *Records Maintenance.*** The Recipient will keep and maintain:
- (a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and
  - (b) All non-financial documents and records relating to the Funds or otherwise to the Project.
- 6.3 *Inspection.*** The Province, its authorized representatives or an independent auditor identified by the Province may, at their own expense, upon twenty-four (24) hours' Notice to the Recipient during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:
- (a) Inspect and copy the records and documents referred to in section 6.2 of Schedule "A" of this Agreement;
  - (b) Remove any copies made pursuant to section 6.3(a) of Schedule "A" of this Agreement from the Recipient's premises; and

- (c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

**6.4 Disclosure.** To assist in respect of the rights set out under section 6.3 of Schedule “A” of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

**6.5 No Control Of Records.** No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient’s records.

**6.6 Auditor General.** For greater certainty, the Province’s rights to audit under this Article 6 of the Agreement are in addition to any rights provided to the Auditor General.

## ARTICLE 7 COMMUNICATIONS

**7.1 Acknowledgement And Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province in the form and manner set out under section B.1.8 of Schedule “B” of this Agreement.

**7.2 Approvals Prior To Publication.** The Recipient will submit all Project-related publications – whether written, oral or visual – to the Province for the approval of the Province prior to publication. The Recipient will indicate, in all of its Project-related publications – whether written, oral or visual – that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

**7.3 Publication By The Province.** The Recipient agrees that the Province may, in addition to any obligations the Province may have under *FIPPA*, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise. Without limiting the generality of the foregoing, the types of information the Province may publicize includes:

- (a) The Recipient’s name;
- (b) A description of the Recipient’s Project;
- (c) The amount of Funds the Recipient was approved to receive under this Agreement; and
- (d) The amount of Funds the Recipient actually received under this Agreement.

**7.4 News Releases.** The Recipient will ensure that all news releases related to the Project and created by the Recipient:

- (a) Are approved beforehand by the Province and
- (b) Include quotes from the Province, unless the Province declines to participate.

**7.5 News Conferences.** The Recipient will notify the Province in a timely manner of any planned news conferences organized by the Recipient to facilitate the attendance of the Province. The date for the news conference and other logistical considerations will be negotiated between the Province and the Recipient.

## ARTICLE 8 ADDITIONAL TERMS AND CONDITIONS

**8.1 *Additional Terms And Conditions.*** The Recipient will comply with any Additional Terms and Conditions set out under section B.2 of Schedule “B” of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule “A” of the Agreement, the Additional Terms and Conditions will prevail.

## ARTICLE 9 DISCLOSURE OF INFORMATION PROVIDED BY RECIPIENT

**9.1 *FIPPA.*** The Recipient acknowledges that the Province is bound by the *FIPPA* and undertakes to perform its obligations under this Agreement in a manner that ensures that the Province is not in breach of its obligations under *FIPPA*.

**9.2 *Disclosure Of Information.*** Any information provided to the Province in connection with the Project or otherwise in connection with this Agreement may be subject to disclosure in accordance with *FIPPA* and any other Requirements of Law.

## ARTICLE 10 INDEMNITY

**10.1 *Indemnification.*** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or wilful misconduct of the Province.

**10.2 *Recipient’s Participation.*** The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

**10.3 *Province’s Election.*** The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other’s counsel.

**10.4 *Settlement Authority.*** The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province, as the case may be, will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

**10.5 *Recipient’s Co-operation.*** If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province, as the case may be, to the fullest extent possible in the proceedings and any related settlement negotiations.

## ARTICLE 11 INSURANCE

**11.1 Recipient's Insurance.** The Recipient represents and warrants that it has, and will maintain for the Term of this Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000.00) per occurrence. The policy will include the following:

- (a) The Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Project or under this Agreement;
- (b) A cross-liability clause;
- (c) Contractual liability coverage; and
- (d) A thirty (30) day written notice of cancellation provision.

**11.2 Proof Of Insurance.** The Recipient will provide the Province with certificates of insurance, or other proof as the Province may request within the time limit set out in that request, that confirms the insurance coverage as required under section 11.1 of Schedule "A" of this Agreement. Upon the request of the Province, the Recipient will make available to the Province a copy of each insurance policy.

**11.3 Right Of "First Call" On Insurance Proceeds.** The Recipient will provide the Indemnified Parties with a right of "first call" or priority over any other person, including the Recipient, to use or enjoy the benefits of the proceeds from the insurance policy required under section 11.1 of Schedule "A" of this Agreement to pay any suits, judgments, claims, demands, expenses, actions, causes of action and losses (including without limitation, reasonable legal expenses and any claim for a lien made pursuant to the *Construction Lien Act* and for any and all liability, damages to property and injury to persons (including death)) that may be brought against the Indemnified Parties as a result of this Agreement.

## ARTICLE 12 TERMINATION ON NOTICE

**12.1 Termination On Notice.** The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

**12.2 Consequences Of Termination On Notice By The Province.** If the Province terminates this Agreement pursuant to section 12.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;
- (b) Cancel any further payments of the Funds;
- (c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) Permit the Recipient to offset such costs against the amount owing pursuant to section 12.2(b) of Schedule "A" of this Agreement; and

- (ii) Subject to section 3.9 of Schedule “A” of this Agreement, provide Funds to the Recipient to cover such costs.

### ARTICLE 13 TERMINATION WHERE NO APPROPRIATION

**13.1 Termination Where No Appropriation.** If, as provided for in sections 3.2(d) of Schedule “A” of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

**13.2 Consequences Of Termination Where No Appropriation.** If the Province terminates this Agreement pursuant to section 13.1 of Schedule “A” of this Agreement, the Province may take one or more of the following actions:

- (a) Cancel any further payments of the Funds;
- (b) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section 13.2(b) of Schedule “A” of this Agreement.

**13.3 No Additional Funds.** For greater clarity, if the costs determined pursuant to section 13.2(c) of Schedule “A” of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

### ARTICLE 14 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

**14.1 Events Of Default.** Each of the following events will constitute an Event of Default:

- (a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:
  - (i) Carry out the Project;
  - (ii) Use or spend the Funds;
  - (iii) Provide, in accordance with section 6.1 of Schedule “A”, Reports or any such other reports as may have been requested pursuant to section 6.1(b) of Schedule “A”, under this Agreement; or
  - (iv) The Recipient fails to follow any directions that the Province provides under this Agreement.
- (b) The Recipient’s operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;
- (c) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) The Recipient ceases to operate.

**14.2 Consequences Of Events Of Default And Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) Provide the Recipient with an opportunity to remedy the Event of Default;
- (c) Suspend the payment of Funds for such a period as the Province determines appropriate;
- (d) Reduce the amount of Funds by an amount the Province determines is appropriate, acting reasonably;
- (e) Cancel any further payments of the Funds;
- (f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;
- (h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and
- (i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

**14.3 Opportunity To Remedy.** If, in accordance with section 14.2(b) of Schedule "A" of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) The particulars of the Event of Default; and
- (b) The Notice Period.

**14.4 Recipient Not Remediating.** If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.2(b) of Schedule "A" of this Agreement, and;

- (a) The Recipient does not remedy the Event of Default within the Notice Period;
- (b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province;

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 14.2(a), (c), (d), (e), (f), (g), (h) and (i) of Schedule "A" of this Agreement.

**14.5 When Termination Effective.** Termination under this Article 14 of Schedule "A" of this Agreement will take effect as set out in the Notice.

## ARTICLE 15 FUNDS AT THE END OF A FUNDING YEAR

**15.1 Funds At The End Of A Funding Year.** Without limiting any rights of the Province under Article 14 of Schedule "A" of this Agreement, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) Demand the return of the unspent Funds; and
- (b) Adjust the amount of any further payments of Funds accordingly.

## ARTICLE 16 FUNDS UPON EXPIRY

**16.1 *Funds Upon Expiry.*** The Recipient will, upon the expiry of the Agreement, return to the Province any Funds remaining in its possession or under its control.

## ARTICLE 17 REPAYMENT

**17.1 *Repayment Of Overpayment.*** If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement, the Province may:

- (a) Deduct an amount equal to the excess Funds from any further payments of the Funds; or
- (b) Demand that the Recipient pay an amount equal to the excess Funds to the Province.

**17.2 *Debt Due.*** If, pursuant to this Agreement:

- (a) The Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
- (b) The Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province, such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise. For greater clarity, in the event that the Recipient makes an assignment, proposal, compromise or arrangement for the benefit of creditors or a creditor makes an application for an order adjudging the Recipient bankrupt or applies for the appointment of a receiver, this section 17.2 of Schedule "A" of this Agreement will not affect any Funds that the Recipient is holding in trust for the Province under section 3.6 of Schedule "A" of this Agreement.

**17.3 *Interest Rate.*** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

**17.4 *Payment Of Money To Province.*** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section 18.1 of Schedule "A" of this Agreement.

**17.5 *Repayment.*** Without limiting the application of section 43 of the *FAA*, if the Recipient fails to repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

**17.6 *Funds Are Part Of A Social Or Economic Program.*** The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

## ARTICLE 18 NOTICE

**18.1 *Notice In Writing And Addressed.*** Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section B.1.9 of Schedule "B" of this Agreement or as either Party later designates to the other by Notice.

**18.2 Notice Given.** Notice will be deemed to have been given:

- (a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or
- (b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

**18.3 Postal Disruption.** Despite section 18.2(a) of Schedule "A" of this Agreement, in the event of a postal disruption,

- (a) Notice by postage-prepaid mail will not be deemed to be received; and
- (b) The Party giving Notice will provide Notice by email, personal delivery or fax.

## ARTICLE 19 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

**19.1 Consent.** When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing that consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## ARTICLE 20 SEVERABILITY OF PROVISIONS

**20.1 Invalidity Or Unenforceability Of Any Provision.** The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## ARTICLE 21 WAIVER

**21.1 Waivers In Writing.** If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 18 of Schedule "A" of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide such a waiver.

## ARTICLE 22 INDEPENDENT PARTIES

**22.1 Parties Independent.** The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## ARTICLE 23 ASSIGNMENT OF AGREEMENT OR FUNDS

**23.1 No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.



**23.2 Agreement Binding.** All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

## **ARTICLE 24 GOVERNING LAW**

**24.1 Governing Law.** This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **ARTICLE 25 FURTHER ASSURANCES**

**25.1 Agreement Into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

## **ARTICLE 26 JOINT AND SEVERAL LIABILITY**

**26.1 Joint And Several Liability.** Where the Recipient comprises more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

## **ARTICLE 27 RIGHTS AND REMEDIES CUMULATIVE**

**27.1 Rights And Remedies Cumulative.** The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

## **ARTICLE 28 ACKNOWLEDGMENT OF OTHER LEGISLATION AND DIRECTIVES**

**28.1 Recipient Acknowledges.** The Recipient acknowledges that:

- (a) By receiving Funds it may become subject to legislation applicable to organizations that received funding from the Government of Ontario, including the *BPSAA*, the *PSSDA* and the *Auditor General Act*;
- (b) Her Majesty the Queen in Right of Ontario has issued expenses, perquisites and procurement directives and guidelines pursuant to the *BPSAA*; and
- (c) It will comply with any such legislation, including directives issued thereunder, to the extent applicable.

## ARTICLE 29 JOINT AUTHORSHIP

**29.1 *Joint Authorship Of Agreement.*** The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

## ARTICLE 30 FAILURE TO COMPLY WITH OTHER AGREEMENT

**30.1 *Other Agreements.*** If the Recipient:

- (a) Has committed a Failure;
- (b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

## ARTICLE 31 SURVIVAL

**31.1 *Survival.*** The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the date of expiry or termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the date of expiry or termination: Articles 1 and any other applicable definitions, 9, 10, 17, 18, 20, 21, 24, 25, 27 and 29 as well as sections 3.2(d), 3.2(e), 3.4, 3.9, 3.10, 3.11, 6.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), 6.2, 6.3, 6.4, 6.5, 6.6, 12.2, 13.2, 14.1, 14.2, 14.4 of Schedule "A" of this Agreement and any cross-referenced Schedules therein as well as any other provision in this Agreement that specifically sets out it will survive the expiration or early termination of this Agreement. Despite the above, section 4.3 of Schedule "A" shall survive for a period of two (2) years from the date of expiry or termination of this Agreement.

## ARTICLE 32 BPSAA

**32.1 *BPSAA.*** For the purposes of clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between any of the requirements of this Agreement and the requirements of the *BPSAA*, the *BPSAA* will prevail.

**[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "B" FOLLOWS]**

## SCHEDULE “B”

### OPERATIONAL REQUIREMENTS AND ADDITIONAL TERMS AND CONDITIONS

#### B.1 OPERATIONAL REQUIREMENTS

- B.1.1 Effective Date.** The Effective Date of this Agreement is: **July 24, 2017**
- B.1.2 Expiration Date.** The Expiration Date of this Agreement is: **March 31, 2019**
- B.1.3 Project Approval Date.** The Project Approval Date is the same as the Effective Date.
- B.1.4 Project Completion Date.** The Project Completion Date is: **March 31, 2018**
- B.1.5 Disposal Of Assets.** The amount for the purposes of section 4.3 of Schedule “A” of this Agreement is fifty thousand dollars (\$50,000.00) unless Ontario’s contribution is less than twenty five thousand dollars (\$25,000.00) in which case section 4.3 of Schedule “A” of this Agreement does not apply.
- B.1.6 Asset Retention Time Period.** For the purposes of section 4.3 of Schedule “A” of this Agreement the Recipient will retain the asset(s) for two (2) years from the date that the Project is completed.
- B.1.7 Submission Of Publications For Approval And Reports.** All Reports and Project-related publications under this Agreement will be submitted to:
- Name:** Ontario Ministry of Agriculture, Food and Rural Affairs
- Address:** Rural Programs Branch  
4th Floor NW, 1 Stone Road West  
Guelph, Ontario N1G 4Y2
- Attention:** Jennifer Dale, Program Coordinator
- Fax:** 519-826-3398
- Email:** RED@ontario.ca

or any other person identified by the Province in writing.

- B.1.8 Recognition Of Provincial Support:** The Recipient will acknowledge the Province’s support for the Project in the following manner:

The Recipient will include on all Project-related publications – whether written, oral or visual – graphic identifiers of the Program or a tag line that is acceptable to the Province. All Project-related publications, including the manner in which Program support is recognized on such publications, are subject to approval by the Province under section 7.2 of Schedule “A” of this Agreement.

- B.1.9 Providing Notice.** All Notices under this Agreement will be provided to:

	The Province:	The Recipient:
<b>Name:</b>	Ontario Ministry of Agriculture, Food and Rural Affairs	The Corporation of the Town of St. Marys
<b>Address:</b>	4th Floor NW, 1 Stone Road West Guelph, Ontario N1G 4Y2	175 Queen Street East, PO Box 998 St. Marys, Ontario N4X 1B6
<b>Attention:</b>	Brent Kennedy, Director	Laurel Davies-Snyder, Manager Economic Development & Culture
<b>Email:</b>	RED@ontario.ca	ldaviessnyder@town.stmarys.on.ca

or any other person identified by the Parties in writing through a Notice.

**B.2 ADDITIONAL TERMS AND CONDITIONS****B.2.1 *Notice Of Recipient's Insolvency.*** The Recipient will:

- (a) Provide the Province with Notice at least five (5) Business Days prior to making an assignment, proposal, compromise or arrangement for the benefit of its creditors and will not incur any additional costs for the Project under this Agreement without the Province's prior written consent from the date the Notice is sent to the Province; and
- (b) Provide the Province with Notice within five (5) Business Days of a creditor providing the Recipient with a notice of an intent to enforce security or applying for an order adjudging the Recipient bankrupt or the appointment of a receiver, and will not incur any additional costs under this Agreement without the prior approval of the Province from the date that the Recipient received notice of the creditor's action.

**[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "C" FOLLOWS]**

## SCHEDULE "C" PROJECT DESCRIPTION

**C.1 PROJECT NAME**

St. Marys Signage and Wayfinding Strategy

**C.2 PROJECT OBJECTIVE**

Town of St. Marys will receive up to \$17,775.00 to develop a Signage and Wayfinding Strategy plan.

**C.3 ACTIVITIES**

The Recipient will	1. Develop a Signage and Wayfinding Strategy plan.
--------------------	----------------------------------------------------

All activities identified above will be completed by the Project Completion Date identified under section B.1.4 of Schedule "B" of this Agreement.

**[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "D" FOLLOWS]**

## SCHEDULE "D"

### PROJECT FINANCIAL INFORMATION

#### D.1 FUNDING INFORMATION

**D.1.1 Cost-Share Funding Percentage.** The Cost-Share Funding Percentage is fifty per cent (50.00%) of incurred paid Eligible Costs up to the Maximum Funds.

The percentage noted above is rounded to a whole number. Note that for payment purposes the percentage is calculated to 10 decimal places and is based on the Maximum Funds against the Project's Total Eligible Costs.

**D.1.2 "Maximum Funds".** The Maximum Funds the Recipient is eligible to receive from the Province under this Agreement is \$17,775.00

**D.1.3 Holdback.** The Holdback will be up to ten per cent (10%) of Maximum Funds from the final payment of Funds made under this Agreement.

#### D.2 INCURRING ELIGIBLE COSTS

**D.2.1 Incurring Eligible Costs.** The Recipient will incur Eligible Costs in accordance with the following chart and no later than by the Project Completion Date.

TOTAL ELIGIBLE COSTS TO BE INCURRED BY QUARTER WITHIN FUNDING YEAR					
FUNDING YEAR	QUARTER 1 (APR. – JUN.)	QUARTER 2 (JUL. – SEP.)	QUARTER 3 (OCT. – DEC.)	QUARTER 4 (JAN. – MAR.)	TOTAL
2017-18	\$0.00	\$0.00	\$3,500.00	\$32,050.00	\$35,550.00
TOTAL ELIGIBLE COSTS UP TO					\$35,550.00

#### D.3 BUDGET

**D.3.1 The Budget.** The Budget for the Project is set out in the following chart:

#	ELIGIBLE COST ITEM	
1.	Consulting services	
TOTAL ELIGIBLE COSTS UP TO		\$35,550.00

**D.3.2 Project Financing For Eligible Costs.** The Financing for the Project is set out in the following chart:

PROJECT FINANCING	\$ AMOUNT
The Corporation of the Town of St. Marys	\$17,775.00
RED Funding	\$17,775.00
TOTAL ELIGIBLE COSTS	\$35,550.00

#### D.4 CLAIM SUBMISSION DEADLINES

**D.4.1 Claim Submission Deadlines.** The Recipient will submit claims to the Province in accordance with whatever is the shorter time period:

(a) Claims or reports as set out in E.1 will be submitted after the end of each fiscal quarter according to the following schedule:

- (i) Q1 (April 1 to June 30) - by August 31;
- (ii) Q2 (July 1 to September 30) - by November 30;

(iii) Q3 (October 1 to December 31) - by February 28; or

(iv) Q4 (January 1 to March 31) - by May 31.

(b) The Final Claim will be submitted within three (3) months after the Project Completion Date as specified in Schedule "B" (B.1.4).

Despite the foregoing, the Province is not required to accept or pay on any claims that have been submitted after the Recipient has submitted their Final Report and the Project has been closed. Only Eligible Costs that are incurred and paid will be reimbursed at the percent cost-share as per section D.1.1 of Schedule "D" of this Agreement.

## D.5 PAYMENT OF FUNDS

**D.5.1 *Payment Of Funds.*** Subject to the terms and conditions of this Agreement, the Recipient will incur Eligible Costs in accordance with the following chart (Column B) and the Province will pay Funds to the Recipient in accordance with the following chart (Column C):

FUNDING YEAR (A)	ELIGIBLE COSTS BY FUNDING YEAR (B)	MAXIMUM FUNDS BY FUNDING YEAR (C)
2017-18	\$35,550.00	\$17,775.00
<b>TOTAL</b>	<b>\$35,550.00</b>	<b>\$17,775.00</b>

## D.6 ELIGIBLE COSTS

**D.6.1 *Eligible Costs.*** Eligible Costs are those costs that are, in the Province's sole and absolute discretion, necessary for the successful completion of the Project, properly and reasonably incurred, paid or reimbursed by the Recipient; and consistent with an Eligible Cost category as set out below in this section D.6.1 of Schedule "D" of the Agreement.

For greater clarity, Eligible Costs are those that are set out immediately below in this Section D.6.1 of Schedule "D" of this Agreement where those costs have been incurred and paid by the Recipient.

Eligible costs must be incurred by the Recipient on or after the Effective Date set out in section B.1.1 of Schedule "B" and by the Project Completion Date set out in section B.1.4 of Schedule "B", which is identified in this Agreement.

Recipients must follow a process that is transparent and fair, that promotes the best value for the money expended and is at competitive prices that are no greater than the fair market value when purchasing goods or services, including consultants and contractors, for the Project. All businesses from which goods or services are purchased must be at arm's length to the Recipient in order for the costs to be considered eligible.

Eligible costs include:

(a) Project management, including:

- (i) Consultant's fees;
- (ii) Project-related professional fees (e.g., legal, architectural and accounting fees) ; and
- (iii) Project evaluation.

(b) Minor capital, including:

- (i) Subcontractor's fees;
- (ii) Equipment (e.g., plumbing, electrical) and structural modifications to accommodate the installation of equipment within an existing building; and

- (iii) Renovations and retrofits to existing structures (e.g., materials or supplies and labour to renovate an existing space).
- (c) Training;
- (d) Marketing or promotion-related costs;
- (e) Travel costs in Canada and the continental United States associated with a specific public-facing event or series of events, public-facing hospitality costs directly related to the project, subject to provincial directives (including but not limited to the current Ontario Public Sector Travel, Meal and Hospitality Expenses Directive);
- (f) Studies;
- (g) Administrative costs directly related to project implementation (e.g., third-party expenses for printing or other administration); and
- (h) Wages for new hires to work 100 per cent on project-related activities.

Other costs that are, in the Province's sole and absolute discretion, direct, incremental and necessary for the successful completion of the Project, provided those costs have been approved by the Province in writing prior to being incurred.

## **D.7 INELIGIBLE COSTS**

**D.7.1 *Ineligible Costs.*** The following costs are Ineligible Costs and therefore ineligible for funding under this Agreement. Those costs include, but are not limited to:

- (a) Costs incurred prior to the Project Approval Date or after the Project Completion Date;
- (b) Any cost not specifically required for the execution of a project;
- (c) Normal operating costs associated with carrying out a business such as salaries and benefits for non-contract staff (i.e., full-time and part-time staff), office space, equipment and machinery, utilities, phone, materials, labour, board, committee and annual meetings;
- (d) Deposits (prepayments), on their own, are not eligible for reimbursement as they are not an expense in the recipient's financial records as the goods/services have yet to be fully received;
- (e) Direct wage subsidies for existing staff or any other staff who are not 100 per cent dedicated to the activities required to complete the project;
- (f) Costs to maintain compliance with current Requirements of Law that pertain to the current operations of the recipient;
- (g) Any travel, meal or hospitality costs beyond those provided for in the current Ontario Public Sector Travel, Meal and Hospitality Expenses Directive;
- (h) Any in-kind contribution, which are those goods and services that are contributed to a project by the Recipient, Co-recipient(s) or other sources that would otherwise have to be purchased or contracted in order to complete the Project;
- (i) Financing charges, loan interest payments, bank fees and charges, as well as debt restructuring or fundraising;
- (j) Major capital costs, including:
  - (i) New construction of buildings, structures (moveable and non-moveable) and other major infrastructure;
  - (ii) Additions to buildings, teardowns or rebuilds;
  - (iii) Purchase or lease of land, buildings and facilities;
  - (iv) Power lines, plumbing, telecommunications/broadband lines or equipment, water lines outside of the building; and



- (v) Community aesthetics and functionality (e.g., streetscaping, green space development, murals, street lights, paved surfaces, tree islands).
- (k) Costs of vehicles;
- (l) Taxes including Harmonized Sales Tax (HST);
- (m) Any refund or rebate received, or which the Recipient is eligible to receive;
- (n) Costs incurred in preparing an application;
- (o) Cost of alcohol, international travel (outside of Canada and the continental United States), per diems, gifts or incentives;
- (p) Costs of permits and approvals;
- (q) Costs of academic research;
- (r) Costs related to activities that directly influence or lobby any level of government;
- (s) Sponsorship of conferences and events; and
- (t) Honorariums, membership costs.

## **D.8 TRAVEL AND MEAL COSTS**

If travel or meal costs are not necessary to complete the Project, any costs related to travel or meals will not be reimbursed by the Province.

**D.8.1 *Transportation.*** Local public transportation including hotel/airport shuttles should be used wherever possible. When road transportation is the most practical, economical way to travel the order of preference is rental vehicle then personal vehicle.

**D.8.2 *Rental Vehicles.*** Compact model or its equivalent is required. Exceptions to this are guided by the principle that the vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited. Gasoline charges are an eligible expense.

**D.8.3 *Personal Vehicle.*** If using a personal vehicle, daily logs must be kept to track the business use, with distances calculated in kilometers. The current rates for travelling (per kilometer) in a personal vehicle, based on kilometers accumulated from April 1 of each Funding Year, are as follows:

- (a) From 0 – 4,000 km; \$0.40 in Southern Ontario and \$0.41 in Northern Ontario;
- (b) From 4,001 – 10,700 km; \$0.35 in Southern Ontario and \$0.36 in Northern Ontario;
- (c) From 10,701 – 24,000 km; \$0.29 in Southern Ontario and \$0.30 in Northern Ontario;
- (d) More than 24,000 km; \$0.24 in Southern Ontario and \$0.25 in Northern Ontario; and
- (e) Necessary expenditures for parking, tolls for bridges, ferries and highways are eligible. If 200 km or more will be driven a day, use of a rental vehicle is required.

**D.8.4 *Air and Rail Travel.*** Air and rail travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for ticket purchase. Business class is only appropriate on a train in limited circumstances such as:

- (a) The need to work with a team;
- (b) Choosing a travel time that allows you to reduce other expenditures or accommodation;
- (c) Accommodation requirements; and
- (d) Health and safety requirements.

The standard for international air travel is economy class. The lowest available airfares appropriate to particular itineraries are required to be sought and bookings are required to be made as far in advance as possible.

**D.8.5 *Taxis.*** Taxis may be justified in cases where:

- (a) Group travel by cab is more economical than the total cost of individuals travelling separately by public transit or shuttle; or
- (b) Taking a cab allows you to meet an unusually tight schedule for meetings.

**D.8.6 Accommodations.** Reimbursement can be made for single accommodation in a standard room. Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family.

- (a) A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

**D.8.7 Travel-Related Tips/Gratuities.** Examples of reasonable amounts include:

- (a) 10% - 15% on a restaurant meal;
- (b) 10% on a taxi fare;
- (c) \$2 - \$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay; and
- (d) \$2 - \$5 per bag for a porter.

**D.8.8 Telecommunication While Travelling.** Audio or video conferencing should be considered as an alternative to travel. Whenever possible, the least expensive means of communications should be used while travelling, such as calling card.

**D.8.9 Meals While Travelling.** Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. Taxes and gratuities are included in the meal rates. Reimbursement is for restaurant/prepared food only.

Meal Rates in Canada:

Meals	Maximum Amount
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

Meal Rates in U.S. (in Canadian dollars):

Meals	Maximum Amount
Breakfast	\$17.00
Lunch	\$17.25
Dinner	\$45.55

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "E" FOLLOWS]

## SCHEDULE “E” REPORTING

**E.1 Reporting Requirements.** The following Reports will be provided in full in the corresponding format provided hereafter and with such content as is satisfactory to the Province:

	Name of Report	Due Date
1.	Progress Report and Claim Statement	Both the Progress Report and Claim Statement together (Schedules “E.2” and “E.3” of this Agreement) as set out in D.4.1(a) will be submitted at a minimum of once every quarter for each Funding Year. A Progress Report and Claim Statement must be submitted even during periods where the amount claimed is zero, unless the Recipient has submitted the Final Report.
2.	Final Claim	The final claim (Schedule “E.3” of this Agreement) is to be completed and submitted to the Province within three (3) months of the Project Completion Date (Schedule B.1.4 of this Agreement).
3.	Final Report	The Final Report (Schedule “E.4” of this Agreement) is to be completed and submitted to the Province on or before: <b>July 31, 2018</b>
4.	Other Reports Any other Report regarding the Project that the Province requests.	As directed by the Province.

**[REST OF PAGE INTENTIONALLY LEFT BLANK - SECTION “E.2” OF SCHEDULE “E”]**

## SCHEDULE “E.2” PROGRESS REPORT

**File No.:** RED4-08095

**Project Title:** St. Marys Signage and Wayfinding Strategy

Progress Report and Claim Statement are to be completed and submitted to the Province at a minimum of once every quarter for each Funding Year **for the Term of the Agreement** unless a Final Report has been submitted. Please contact your Project Analyst should you have any questions filling in this report.

Please describe the project activities that have been completed or are in progress for this reporting period.

Description of Activities	Approved Eligible Costs per Activity	Amount Claimed to Date per Activity	Activity Status (On, Ahead, or Behind Schedule)	Issues to Date and Actions Taken to Resolve Issues	Actual Expected Completion Date	Percentage of Activity Complete

For each RED outcome that you indicated on your application that would occur as a direct result of this project, please enter your results to date.	Results to Date
Number and description of economic development barriers addressed	
Increased ability to undertake evidence-based planning to identify priorities and measure economic performance (Planning projects only)	
Number and description of collaborations established	
Increased economic competitiveness and diversity (e.g., attraction, retention and expansion of businesses)	
Innovative communities	
Expansion of markets	
Number of jobs created /retained	
Attraction, development or retention of a highly skilled workforce	
Support for provincial government priorities	

**I understand that this information will, subject to the terms and conditions of the agreement, be relied upon by the Government of Ontario to issue funds.**

Name of Authorized Official (Print):	
Signature:	
Date:	



<b>Part 1 - Project Information</b>			
File No.: RED4-	Project Title:	Date:	
<b>Part 2 - Authorized Official</b>			
Recipient's Company Name:	Project Representative:	Title:	Telephone:
			Email:
<p>1. The information provided herein and in any document attached is accurate and complete, and being relied upon by OMAFRA to provide Funds in respect of the Project;</p> <p>2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project;</p> <p>3. The Project as described in the Agreement will be completed by the Project Completion Date as set out in the respective schedule of the Agreement;</p> <p>4. There has been no overlap of funding from OMAFRA and from any other organization/level of government and the total amount of provincial and federal assistance claimed for the Eligible Costs for the Project does not exceed ninety per cent (90%) of the costs actually incurred and paid by the Recipient;</p> <p>5. There have been no overpayments by OMAFRA or any other organization or government; and</p> <p>6. The undersigned confirms these statements as of the date written below.</p>			
Signature			Date

Part 3 – Claim Information		
Claim #:	Period Covered by this Claim:	Final Claim? Yes/No:

**Attach invoices and proofs of payment and send to:**

Ministry of Agriculture, Food and Rural Affairs  
Rural Programs Branch, 4th Floor  
1 Stone Road West  
Guelph, ON N1G 4Y2

Email: RED@Ontario.ca

**To request access to the Online Claims Portal  
please email us at the address above**

[illegible]

## SCHEDULE “E.4” FINAL REPORT

**File No.:** RED4-08095  
**Project Title:** St. Marys Signage and Wayfinding Strategy  
**Project Completion Date:** 31-Mar-18  
**Date of Final Report:** 31-Jul-18  
**Project Recipient:** The Corporation of the Town of St. Marys

Final Report is to be completed and submitted to the Province on or before the ‘Final Report Due’ identified under section E.1 of Schedule “E” of this Agreement. Please contact your Project Analyst should you have any questions completing this report.

### Section 1 Project Details

Is the following description of your Project as completed accurate?

Town of St. Marys will receive up to \$17,775.00 to develop a Signage and Wayfinding Strategy plan.

☐ Yes ☐ No

#### Project Variances (if applicable)

In reading the description and project completion date above, has your Project experienced any variances either in project scope or schedule? Please identify any other information with respect to the Project that may have changed or may have been altered. Ensure that you provide a rationale for any variances from the project description noted above.

### Section 2 Outcomes

#### Economic Barriers

Describe how the Project removed barriers to community economic development.

Description of Barriers:

For each RED outcome that you indicated on your application that would occur as a direct result of this Project, please enter a brief description. Please give quantitative and qualitative statistics where applicable.

1. Increased ability to undertake evidence-based planning to identify priorities and measure economic performance (Planning projects only)

- Describe how the Project led to evidence-based economic development policy, programs or strategies. What was the outcome for the region or sector?

---

2. Collaboration for economic growth

- Describe how Recipient(s) worked with communities, organizations or others to make this project successful and support economic growth. How many collaborations were established?

Number of Collaborations: \_\_\_\_\_

Description of Collaborations: \_\_\_\_\_

---

3. Increased economic competitiveness and diversity (e.g., attraction, retention and expansion of businesses)

- Describe how the Project increased economic competitiveness and diversity.

---

4. Innovative communities

- Describe how the Project led to more innovative communities. Innovation is defined as the application of new ideas, leading-edge process, services or methods of delivery to solve problems, address challenges and take advantage of new opportunities.

---

5. Expansion of markets

- Describe how the Project assisted with the expansion of existing markets or access to new markets.
-

## 6. Creation and/or retention of jobs

- Indicate the number of total jobs that were created and/or retained in rural Ontario as a result of the Project.

	Temporary (e.g., seasonal, construction)	Part-time (e.g., approximately 20 hours/week)	Full-time
Jobs Created			
Jobs Retained			

## 7. Attraction, development or retention of a highly skilled workforce

- Describe how the Project contributed to the attraction, retention or development (e.g., training) of a highly skilled and knowledgeable local workforce.

## 8. Support for provincial government priorities

- Describe which provincial priorities the Project supported, and how.

### Section 3

#### Financial Information

**Approved Total Eligible Costs**    \$35,550.00

Budget Item	Budgeted Costs	Actual Costs	Variance
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
GROSS ELIGIBLE COST	\$	\$	\$
Less HST (if included in the above numbers)	\$	\$	\$
<b>TOTAL NET ELIGIBLE COSTS*</b>	\$	\$	\$

\* Total Net Eligible Cost should match the approved amount noted above.



## Section 4 Other Benefits/Information

Please provide any other information which demonstrates the success of the Project and its impact on other stakeholders, rural communities and the Province of Ontario.

## Section 5 Service Experience

Based on your project experience with OMAFRA, please indicate with an "X" in the appropriate box for your response.

1. Please indicate the extent to which you agree or disagree with the following statements.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Once my project was approved, I received all the information needed to proceed to the next step of the project.					
The claim forms were easy to understand and complete.					
I was able to reach appropriate ministry staff without difficulty.					
Ministry staff were knowledgeable.					
I received consistent advice from ministry staff.					
Ministry staff were courteous.					

2. Overall, how satisfied were you with the amount of time it took to get the service that you required?	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Strongly Dissatisfied

3. Overall, how satisfied were you with the service you received while implementing your project?	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Strongly Dissatisfied

4. To what extent did the availability of this funding assistance influence your decision to undertake this project?	To a Great Extent	Somewhat	Very Little	Not at all

5. Overall, did you find working in the portal fairly easy to understand?	Very Easy	Somewhat	Not Easy	Did Not Use the Portal

## Section 6

### Confidentiality, Certification and Signature

#### Confidentiality

Information submitted in this report to the Province of Ontario will be subject to the *Freedom of Information and Protection of Privacy Act*. Any information submitted in confidence should be clearly marked "CONFIDENTIAL" by the Recipient(s). Inquiries about confidentiality should be directed to OMAFRA's Rural Programs Branch.

#### Certification

1. The Project as described in the Agreement has been completed;
2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project;  
and
3. There have been no overpayments by OMAFRA or any other organization or government.

The undersigned warrants that these statements are true.

Name of Authorized Official (Print):	
Signature:	
Date:	

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>26 September 2017</b>
<b>Subject:</b>	<b>COR 37-2017 September Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 37-2017 September Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Clerks Department

- Licensing
  - Lottery– Issued 20 licences YTD compared to 22 in 2016
  - Taxi Licensing – Issued 5 Vehicle licences YTD, 6 temporary Driver licences and 8 annual Driver licences YTD
- Bylaws
  - reviewing and updating a number of bylaws; Refreshment Vehicle, Heritage Property Tax Rebate, Traffic Bylaw
- Delegation of Authority – reviewing delegation of authority across the organization and ensuring compliance with Attorney General
- Heritage
  - Heritage Property Tax Rebate Program – Working towards notification of eligible property owners by mail of the program and process for applying
  - Municipal Register of Cultural Heritage Properties – working towards notification of property owners

### Corporate Communications

- Corporate Communications Strategy
  - Staff presented the implementation plan to Council in September
- Media Relations
  - Sent out 6 media releases between mid-August and mid-September
  - Resulted in 23 solicited news stories
- Social Media:
  - Facebook (since August 17):
    - 31 new page likes; 32 new page followers
    - Best performing non-paid post: Shared picture of St. Marys VIA Rail train. Post reached over 7,500 users and resulted in 296 reactions, 28 comments, 46 shares and 1,059 post clicks
  - Twitter (since July 11):
    - 16 new followers
    - Best performing tweet: Shared video of Kingsway Lodge resident playing the outdoor piano. Tweet reached 1,520 users and resulted in 19 engagements.
- Promotional & Communication Campaigns

- Aquatics Centre annual maintenance closure; Water Street municipal parking lot maintenance; development charges stakeholder meeting; Rogers emergency line repairs on Queen Street; reduced lanes and sidewalk closure on Queen St. between Huron St. and Waterloo St.; Riverview Walkway sidewalk disruption; VIA Rail Station power outage
- Publications
  - Doors Open St. Marys map; edits and redesign of SOCAN and rentals brochures for recreation; VIA Rail Station postcard re-print; tour operator letter for St. Marys Museum; edits to Quarry brochure
- Issues Management
  - Precautionary boil water advisory for Emily Street area
    - Coordinated with Fire Chief and Public Works Department to ensure all residents were made aware of boil water advisory and were kept up-to-date on the situation
    - Prepared notices, service disruptions, web and social media postings; notified local media
  - Assisted with communications about the carbon monoxide emissions incident at the PRC
    - Prepared notices for minor hockey, Council; web and social media postings and a Frequently Asked Questions document for staff and public
  - Participated in After Action meetings to address gaps in communications during event
  - Working with Building Department to develop new guidelines for ensuring all appropriate parties are made aware of issues in a timely and effective manner

## **Events**

- St. Marys Canada 150 Train welcoming (Saturday, September 2)
  - Provided coffee and Timbits; set-up tourism materials
- Festive Outdoor Light Display
  - Horse-drawn wagon rides booked for December 16, 17, 23 and 24 from 6:30 – 8:30 pm at Milt Dunnell Field
  - Town will coordinate with Kinsmen Club to arrange “lighting of the lights” following the Santa Clause Parade
  - Sponsorship letters are being prepared and will be sent out mid-September

## **Information Technology**

- 29 support tickets closed
- Replaced various Backup Batteries due to various power outages this month
- Power loss at VIA due to transformer issue resulting in network outage, and water/SCADA communication loss
- Installed new copier at Guest services
- Preformed cellphone refresh's
- Removed IT equipment and terminated connections at previous Childcare site
- Resolved ongoing issue with FMW budgeting software

## **Geographic Information Systems (GIS)**

- 83 Locates for August, 27% decrease from last August
- Updates to GIS property line information
- 7 municipal consent requests approved
- IT support for Town staff
- Creation of multiple maps for various departments
- Creation of mailing lists for Town staff
- GIS Data shared with police services for upcoming transition

- Large format printing for various Town events

## **Economic Development/Culture**

- Youth Development
  - The Town was unsuccessful in its grant application to the Libro Prosperity Fund for the development of a youth professional development program. Discussion continues on how to move forward with this initiative in co-operation with county municipalities.
  - Perth4Youth Project
    - Staff have contracted Sandy McCann to write the final report for the Perth4Youth Project.
    - Perth County, lower municipalities and the Town are submitting a joint application for a Rural Economic Development grant to fund a workforce development toolkit for youth and a county-wide youth engagement/leadership event scheduled for Fall, 2018.
- Business Attraction, Retention & Expansion
  - New Business consultations: Had discussions and shared information with two prospective business operators.
- Doors Open
  - This cultural event is scheduled for Saturday, September 30.
  - 15 Sites will be participating in the event, including historic homes, churches, museums and municipal buildings.
  - A marketing campaign for this event is well underway and includes the Doors Open Provincial website, Town website, press release, and print brochure/map.
- A joint Economic Development meeting with Perth South took place on August 23. Topics of discussion included potential partnership opportunities with each other and the County, youth engagement and an upcoming networking event hosted by Perth South.

## **VIA Services**

- There was a power outage at the Station on the morning of September 13. It was rectified in time for the 12:45 train.

## **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

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>26 September 2017</b>
<b>Subject:</b>	<b>FIN 18-2017 September Monthly Report (Finance Department)</b>

## RECOMMENDATION

THAT FIN 18-2017 September Monthly Report (Finance Department) be received for information.

## DEPARTMENTAL HIGHLIGHTS

- The Assessment Review Board (ARB) in consultation with stakeholders including municipalities, OMTRA and MFOA has implemented new rules and procedures for property tax appeals. Under the new rules the ARB will assign a "Commencement Day" for each appeal which is the day on which the parties to that appeal must begin working on it. Once the Commencement Date is set it proceeds through a rigid schedule that must be complied with by the parties. These appeals will be evenly distributed over the 4 year cycle.
- The FMW budget software project is nearing completion.
- The first draft of the 2018 budget has been compiled with the review of operating departments with Directors now underway.

## OUTSTANDING ISSUES AND PROJECT LIST

- The Development Charge Background study is currently being finalized and will be made public once reviewed. The project is on schedule to be completed by year end.
- Capital budgets due mid-September with reviews to be completed by month end.

## SPENDING AND VARIANCE ANALYSIS


- Capital Status Report attached.

## REVIEWED BY

Recommended by the Department

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

Recommended by the CAO

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

**Town of St. Marys  
Capital and Special Projects 2017  
September 12, 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	28,696	28,696	35,000	(6,304)	x	x	x	x	x		Project is nearing completion
9050- IT (MATERIALS)	12,250	12,250	15,000	(2,750)	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	150,203	150,203	150,000	203	x	x	x	x	x	x	Completed
9124- CEMETERY OFFICE PAINT INT/EXT	-	-	10,000	(10,000)	x						
9125- FIRE HALL DIGITAL SIGN	15,671	15,671	15,000	671	x	x	x	x	x	x	Completed
9126- FIRE HALL WINDOW REPLACE	-	-	10,000	(10,000)							Removed from Budget
9127- LIBRARY STEPS (CHURCH ST)	58,050	58,050	35,000	23,050	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 completed mid 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	5,764	5,764	10,000	(4,236)	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	23,880	23,880	15,000	8,880	x	x	x	x	x	x	Completed
9213- FIRE SCBA BREATHING APP	-	-	225,000	(225,000)	x						Submitted RFT to Director of Finance.
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.	327,629	327,629	2,238,000	(1,910,371)	x	x	x	x	x		July 2nd start date - Ongoing, Completion Late Nov
9327- WARNER / JONES CONSTR	48,740	-	922,000	(922,000)	x	x	x	x	x		June 26th start date - Ongoing - Completion Late Sept
9329- EMILY ST RECONSTRUCTION	(191,219)	-	2,280,000	(2,280,000)	x	x	x	x	x		On Schedule completion Fall 2017
9330- ST GEORGE ST N. RECONSTRUCT	1,400,057	-	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	x	x				Pending Award to at Council Sept 26
9332- VARIOUS SIDEWALKS (PTIF FUNDED)	-	-	136,000	(136,000)	x	x					TBD
9350- REFURBISH R10 VACTOR	31,859	-	30,000	(30,000)	x	x	x	x		x	Pressure tests on pumps completed, vendor recommending not to touch at this time
9351- REPLACE L10 PICKUP	-	-	28,000	(28,000)	x	x	x	x	x	x	Delivery Date - ETA - June 15th, 2017
9352- REPLACE J10 BACKHOE	30,221	-	50,000	(50,000)	x	x	x	x	x		At vendor authorized refurbish JCB service centre Started June 12th, 2017, ETA - Sept 18th
9353- R30 PAVEMASTER	-	-	30,000	(30,000)	x	x	x	x	x	x	
9354- SMALL TOOL REPLACEMENTS	18,749	-	6,000	(6,000)	x	x	x	x	x	x	Water wagon replacement
9355- J-50 DUAL WHEELS	9,394	-	6,000	(6,000)	x	x	x	x	x	x	
9356- PAVEMENT EDGER	-	-	8,000	(8,000)	x	x	x	x	x	x	Delivery June 2017
9357- T-60 SANDER APPLICATOR	8,141	-	5,000	(5,000)	x	x					Ongoing
9358- DECORATIVE POLE REFURB	-	-	25,000	(25,000)	x	x	x	x	x	x	Ongoing at time of report
9359- GATEWAY LANDSCAPE FEATURES	-	-	50,000	(50,000)	x	x	x	x	x	x	Completed
9390- ANNUAL RESURFACE PROGRAM	49,703	-	120,000	(120,000)	x	x	x	x			Recommending defer to 2018, PW 51-2017
9391- CONCRETE GRINDING	-	-	120,000	(120,000)	x	x	x	x	x	x	Completed
9411- SEWAGE TREATMENT PLANT	84,244	-	230,000	(230,000)	x	x	x	x	x		Ongoing

Town of St. Marys Capital and Special Projects 2017 September 12, 2017					planning	tender writing	tender issued	awarded	work in process	completed	Comments
	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)							
9413- LANDFILL EPA & IMPROVE	2,649	-	310,000	(310,000)	x	x	x	x	x		EA Submission July 2017
9414- SANITARY PRE CONSTRUCTION	21,279	-	25,000	(25,000)	x	x	x	x	x		spot repairs Emily St, Warner - Jones as required
	-	-	190,000	(190,000)	x	x	x	x	x		Awaiting Pump delivery from manufacture - Start Date July 26th
9415- BIOSOLIDS LOADING PUMP											
9416- WWTP EMERGENCY STANDBY POWER	27,894	-	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
9435- ADD'L WATER STORAGE	-	-	215,000	(215,000)	x	x	x	x	x		Tender Award June 2017
9740- LIBRARY (MATERIALS)	87,809	45,325	58,000	(12,675)	x	x	x	x	x		Books purchased throughout year
			8,808,000								
<b>2016 CARRYFORWARD PROJECTS</b>				-							
9040- MOC COUNTER	8,181	8,181	15,000	(6,819)	x	x	x	x	x	x	Completed
9112- TOWNHALL AIR HANDLERS	5,597	5,597	653	4,944	x	x	x	x	x	x	Completed
9116- FACILITIES THALL (BELL TOWER)	18,487	18,487	25,416	(6,929)	x	x	x	x	x	x	Completed
9212- ELC RELOCATION	39,799	61,482	368,987	(307,505)	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	18,483	18,483	78,202	(59,719)	x	x	x	x	x	x	
9713- REC MASTER PLAN	5,289	5,289	64,000	(58,711)	x	x	x	x	x		
9743- LIBRARY STUDY	3,675	-	1,508	(1,508)	x	x	x	x	x	x	
<b>2017 ADDITIONAL PROJECTS</b>											
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	(135,809)	(135,809)	-	(135,809)	x						Industry will provide funds in advance of project start
9334- DOWNTOWN STREET LIGHT GLOBES	(24,039)	(32,042)	-	(32,042)	x	x	x	x	x		\$32,000 deposit received in advance from BIA
	2,597,251.14	1,023,062.63	9,704,895								



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jim Brown, Director of Finance
<b>Date of Meeting:</b>	26 September 2017
<b>Subject:</b>	<b>FIN 19-2017 Borrowing for Landfill Compactor Purchase</b>

## PURPOSE

To seek approval from Council to borrow funds from the Town's PUC Reserve Fund to finance the purchase of the landfill compactor.

## RECOMMENDATION

THAT FIN 19-2017 Borrowing for Landfill Compactor Purchase report be received; and,  
THAT by-Law 81-2017, Borrowing for Landfill Compactor in the amount of \$307,767 from the PUC Reserve Fund at an interest rate of 2.89% with a term of 10 years, be approved.

## BACKGROUND

The purchase of a used landfill compactor to replace the existing unit was approved in report PW 26-2016 with financing to be provided through internal borrowing. The compactor was delivered to the Town in the last week of December 2016 and was carried as unfinanced capital at year end. With the landfill reserve currently, and in the foreseeable future, being insufficient to finance the purchase of \$307,767, the original plan to finance through the PUC reserve fund will be put in place.

## REPORT

Internal borrowing from the PUC Reserve Fund earns the fund a higher rate of interest than what otherwise is available in the market and at no risk. The interest rate of 2.89% for a 10 year term is the rate that would be paid to Infrastructure Ontario who are the leading lender for Ontario municipalities. It is recommended that this rate of interest be applied to the internal borrowing.

## FINANCIAL IMPLICATIONS

The annual repayments of \$35,877 will be paid from the landfill revenues and will not impact the tax levy.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

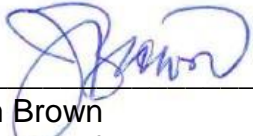
Jed Kelly, Director of Public Works

## ATTACHMENTS

None

## **REVIEWED BY**

### **Recommended by the Department**



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Jim Brown  
Director of Finance

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>26 September 2017</b>
<b>Subject:</b>	<b>FD 12-2017 September Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 12-2017 September Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of September (14 August – 6 September 2017) the fire department responded to six emergency calls most notably:

- 2 Activated Alarms – Nil Incident
- 1 Fire – Grass Fire James St South St. Marys
- 2 Motor Vehicle Accidents
- 1 Medical Assist

This year to date 01 Jan 17 – 06 September 2017 we have had 71 emergency response calls compared to 71 response calls last year from 01 Jan 16 to 06 September 2016.

Tammy DeGraw, our Fire Prevention Officer, has conducted five follow up inspection, and updated the data onto Fire Pro during the month of August - September 2017. Tammy DeGraw has resigned from her position as the Fire Prevention Officer in St. Marys and has taken a Full Time position as a Fire Prevention Officer in another municipality. St. Marys Fire Chief and HR are working together to recruit another Fire Prevention Officer.

## OUTSTANDING ISSUES AND PROJECT LIST

- Fire Department water rescue instructors have conducted practical training for shore based water rescue on 19, 23 and 30 of August.
- The RFT for the purchase of Self-contained Breathing Apparatus was sent out and one tender was submitted by A.J. Stone Company Ltd. A report will be submitted to Council for review and Approval.

## SPENDING AND VARIANCE ANALYSIS

- Auto Extrication Cribbing Kit with Carrying Bags \$2,531.19
- 1 Basket Stretcher \$473.73
- 1 Spinal Backboard \$301.50
- 4 Restraining Straps \$32.60

## REVIEWED BY

Recommended by the Department



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Richard Anderson  
Director of Emergency Services/Fire Chief

Recommended by the CAO



---

Brent Kittmer  
CAO / Clerk

# PROCUREMENT AWARD

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Richard Anderson, Director of Emergency Services / Fire Chief
<b>Date of Meeting:</b>	26 September 2017
<b>Subject:</b>	<b>FD 13-2017 Self-contained Breathing Apparatus Award</b>

## PROJECT DETAILS

Direct replacement of 20 Self-contained Breathing Apparatus (SCBA) used to enter hazardous environments safely as our current SCBA's are obsolete and we can no longer obtain parts.

## RECOMMENDATION

THAT FD13-2017 Self-contained Breathing Apparatus be received; and,

THAT the procurement for RFT-FIRE-01-2017 be awarded to A.J. Stone Company Ltd. for the procured price of \$203,844.09, inclusive of all taxes and contingencies; and

THAT By-Law 83-2017, authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results for 20 Self-contained Breathing Apparatus, 25 masks and 40 cylinders, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Tender Closing Date:	Wednesday, August 30, 2017
Number of Bids Received:	1
Successful Proponent:	A.J. Stone Company Ltd.
Approved Project Budget:	\$225,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$180,393.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$182, 228.68
Project Budget Status:	Under Budget

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

## FINANCIAL IMPLICATIONS

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

Fire SCBA Breathing Apparatus Account 9213	\$225,000
Total	<b>\$225,000</b>

In addition to the above, \$2,500 is needed to upgrade the current air compressor to be able to supply the system pressure to 4500 psi from the current 2216 psi. This would be completed by the current company (Vallen) that maintains and services our compressor not A.J. Stone Company Ltd.

Even with these additional costs, the project will come in under budget.

## OTHERS CONSULTED

Jim Brown, Director of Finance, Town of St. Marys

## ATTACHMENTS

Not applicable

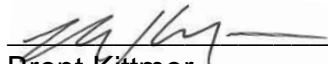
## REVIEWED BY

### Recommended by the Department



Richard Anderson  
Director of Emergency Services/Fire Chief

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>26 September 2017</b>
<b>Subject:</b>	<b>DEV 30-2017 September Monthly Report (Building and Development)</b>

## RECOMMENDATION

THAT DEV 30-02017 September Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Planning:

Committee of Adjustment public hearing for Minor Variance application A06-2017 affecting 95 Carling Street to permit an addition to the front of the existing legal non-complying dwelling with a reduced front yard setback from the required minimum 22.5m (Agricultural zone) to 19.28m. Minor Variance approved. Appeal period lapsed – no appeals. Building permit has been issued.

Committee of Adjustment (C of A) public hearing for Consent to Sever application B07-2017 affecting 449 Queen Street West to sever the rear portion of the lands as a lot addition to the adjacent property immediately to the east. Decision deferred for three months to permit time for clarification on one of the conditions of approval with respect to a road widening. C of A to reconvene on this application on October 4, 2017.

Re-submission from the proponents for 151 Water Street North is currently under review by staff. No PAC meeting date scheduled at this time.

Pre-consultation meeting with CBHFM regarding the site plan for proposed constructing of an addition to the facility.

Staff is working on finalizing a formal pre-consultation process for planning applications.

### Building:

A total of 21 permits were issued in August 2017 compared to 15 the previous year.

There was seven new dwelling units issued this month compared to one the previous year.

The total construction values were \$1,900,600.00 compared to \$644,501.00 the previous year.

The total permit fees were \$14,971.30 compared to \$7,325.00 the previous year.

A total of 55 appointments were provided by the Building Department for this time period.

There were no Heritage permits issued for this period.

August continued the strong building season. We continue to see strong numbers in building permits. With 137 permits issued at the end of August we have exceeding the totals of the past ten years.

## Facilities:

PRC – Completing the analysis of the CO incident at the PRC. At present the current issues and corrective actions have been reviewed / implemented:

<b>Cause:</b>	<ul style="list-style-type: none"> <li>The cause of the issue was improperly burning propane due to a quality issue on the supplier's end. Setting up a meeting with the supplier to discuss the incident.</li> </ul>
<b>Immediate Response</b>	<ul style="list-style-type: none"> <li>Staff's immediate response was not determined to be an issue during this incident.</li> <li>The Ministry of Labor was satisfied that facility staff took all reasonable steps to make the facility safe once they became aware of this issue. No order was issued in regards to the Town's immediate response actions.</li> </ul>
<b>Preventative Maintenance:</b>	<ul style="list-style-type: none"> <li>Preventative maintenance was all up to date and not determined to be an issue during this incident.</li> <li>The Zambonis are emissions tested twice per year, and each time the fuel burning components are worked on.</li> <li>The Zamboni was last emissions tested on August 17, 2017 and passed.</li> <li>The Zamboni was tested immediately after receiving maintenance for this specific issue (September 7, 2017) and passed.</li> <li>The Ministry of Labour was satisfied that the Town's preventative maintenance procedures are adequate to ensure safe operation of the Zamboni. No order was issued in regards to the Town's preventative maintenance procedures.</li> </ul>
<b>Detection/Notification</b>	<ul style="list-style-type: none"> <li>Detection and notification has been determined as an area for improvement.</li> <li>The hardwired detection system is located adjacent to the ice rink at ground level as per manufacturer recommendations.</li> <li>The system was detecting elevated CO levels, but does not include an audio or visual alarms.</li> <li>The system was detecting CO levels at a lesser concentration than on the ice surface because the CO was confined inside the rink by the boards and glass.</li> <li>Moving forward, to ensure early detection the system will be updated to have the alarm level for CO be at 20 ppm which is less than the Occupational Health and Safety Act prescribed limit of 25 ppm.</li> <li>The system will be retrofitted to automatically send email and text notifications to Operators and Facilities management staff when elevated CO levels are detected. Staff will investigate the possibility to further retrofit the system to include audio and visual alarms.</li> <li>As a redundant failsafe, a portable CO detector will be mounted on the Zamboni and carried by the second operator on the ice during resurfacings.</li> <li>As a long-term measure, staff will review and implement the Ontario Recreation Facility Association's best practices for air quality</li> </ul>



	monitoring in an arena.
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communication was determined as an area for improvement.</li> <li>• The Town can improve its outbound communication during an incident. To close this gap, an “Incident Communications Plan” has been developed to guide staff on communication’s protocols for situations of varying severity. Training of the management team has begun.</li> <li>• The Town can improve its communication with user groups. To close this gap, staff will meet with user groups as a start to determine how best to receive reports from the association during an issue, and how best to communicate back with them.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Identifying the signs and symptoms of CO exposure was identified as an area for improvement. This gap was ordered to be closed by the Ministry of Labor.</li> <li>• Training of PRC operations staff has been completed. Training will be broadened to other Town staff who work in situations where CO exposure is a risk.</li> </ul>

Lind Sportsplex – shuffle board lines have been touched up

Quarry – has been shut down for the season

Rock rink – ice has been installed and is open for the season

Lawn Bowling – Men’s washroom has been repaired from the vandalism and is open for use

PRC Pool – Shutdown started Sept 4. Grouting of the pool is completed. Performing maintenance

Soccer Fields – all soccer fields are closed for the season

Operational budget has been completed

Capital Budget – met with individuals from all facilities to develop capital plan

## **OUTSTANDING ISSUES AND PROJECT LIST**


None at this time.

## **SPENDING AND VARIANCE ANALYSIS**

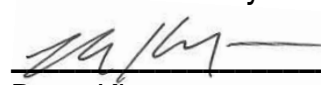
None at this time.

## **REVIEWED BY**

Recommended by the Department

  
 Grant Brouwer  
 Director, Building and Development

Recommended by the CAO

  
 Brent Kittmer  
 CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>26 September 2017</b>
<b>Subject:</b>	<b>DCS 20-2017 September Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 20-2017 September Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Aquatics

- Aquatics had a successful summer both indoors and outdoors. Even though we didn't experience a hot summer, there were over 10,000 swimmers that attended the quarry this summer. The new cliff jump was a very popular new addition, along with the water trampoline.
- The "Quarry after 6" promotion was also new this summer. This program did see an increase in attendance during the evenings.
- Water running program was well attended with positive feedback.
- Canteen sales and admission sales were strong and on track for overall revenue expected.
- 3,580 swimmers came through the aquatics centre in the month of August.
- Aquafit training was held for all lifeguards in preparation for the fall and winter programs.
- Working with Facilities on items that need to be addressed in the pool during maintenance shut down.

### Community Services

- Organized and cleaned the canteen so that it is ready for the fall season- working with Facilities for further updates to the indoor canteen.
- Updated the Food and Beverage training handbook.
- Customer service focused training was a summer expectation with weekly staff meetings creating lists of how we can impress customer, better communicate between departments and creating/refining new processes.
- Met with Facilities department to develop expectations for cleaning and allocating responsibilities between canteen, lifeguards, Friendship Centre, Recreation and operations.

### Child Care

- September is a busy month for Early Learning Services. The summer school age program is closed and the startup of the school age programs and Nursery School has begun. Along with this the transition of many children out of the centre to school, or into a new classroom at the centre.
- Child Care – The centre is busy with new children registering and some of our children have transitioned into new rooms. Staff have been collaborating with each other to ensure a smooth transition for the children and families.

- School Age Program – Children and staff are settling into a new routine now that we have started a new school year.

#### Museum

- Melodies at the Museum summer concert series saw great success this year. There were over 700 people in attendance between the 5 concerts.
- Summer staff participated in the Harrington Heritage Festival on August 12 with an activity tent and display.
- Three years of artifact donations were accessioned by summer staff. The Museum is now caught up with artifact accessioning for the first time in several years.
- Staff completed research and exhibit design on medical instruments, to open in the Technology Gallery and “What’s in a Name” to open in the Citizens of St. Marys Gallery this fall.
- The Friends of the St. Marys Museum met on August 15 and decided to direct a substantial donation towards a digitization project.
- Staff participated in a group tour operator tradeshow at the Stratford Festival on Sunday, August 20. Approximately 35 regional tour operators met with staff and received information packages regarding group tour opportunities in St. Marys.
- Staff participated in the Front Porch Show on Sunday, August 20.
- A new storage unit for rolled quilt storage has been installed in the textile room and quilts are being transferred with the assistance of Facilities staff.

#### Recreation

- Had successful first year of Camp PRC. In total we had 1000 children. In July we had 433 and August we had 567. This shows that the new changes were received well. In 2016 we had 907 in total so there was a growth of 93 children this summer.
- Tennis summer camps had 16 participants.
- Kitchen Camps had 35 participants.
- Have 6 recreation programs starting in September for all age groups.

#### Senior Services

- Lots of program and event planning going on. Programs are filling up and lots of new faces are coming through the doors including:
  - Events we are planning for
  - Scrap-a-thon sept 23 85 registered to scrap for 12 hrs
  - Scrapbooking Garage Sale new event sept 23
  - Thanksgiving Lunch- Oct 6
  - Craft Show - Nov 4

#### Youth Services

- Added 4 new after school programs so there is a program on every day.
- Have implemented new membership cards for youth.
- Have implemented a new registration sheet with all the new terms and conditions.
- The youth centre opened this summer for the first time, it was used a total of 214 times, 111 in July and 103 in August.

## **OUTSTANDING ISSUES AND PROJECT LIST**

#### Aquatics

- Cleaning up coffee stains across the building
- Lifeguard training- Sunday September 24

#### Community Services

- Continuing to implementing the outcomes from the customer service training so that staff can improve the overall service, raising the bar from meeting expectations to exceeding in all departments.
- Training two new hires in the indoor canteen.
- Training the Guest Services Coordinator- one year contract for a maternity cover
- Both ice pads operational and in the full swing.
- Meeting with both the Lions Club and Rotary Club to finalize contracts for Cadzow Park to bring back to Council.
- Recreation and Leisure Master Plan public open house scheduled for October 4, 2017 at the PRC.

#### Child Care

- A number of new staff policies will be reviewed this month surrounding Emergency Management Policies and Procedures. As well as other annual policies.
- Developing a Parent Committee for the Child Care Centre. This committee will be a way that parents can talk about areas for improvement and will allow parent volunteers to sit down with staff on a regular basis. The goal is to have this program up and running by the end of this year.

#### Recreation

- Implementation of the new recreation programs that are starting this fall.
- Running a phone survey for Camp PRC to see how both parents and youth found it.
- Additional staff training being planned.

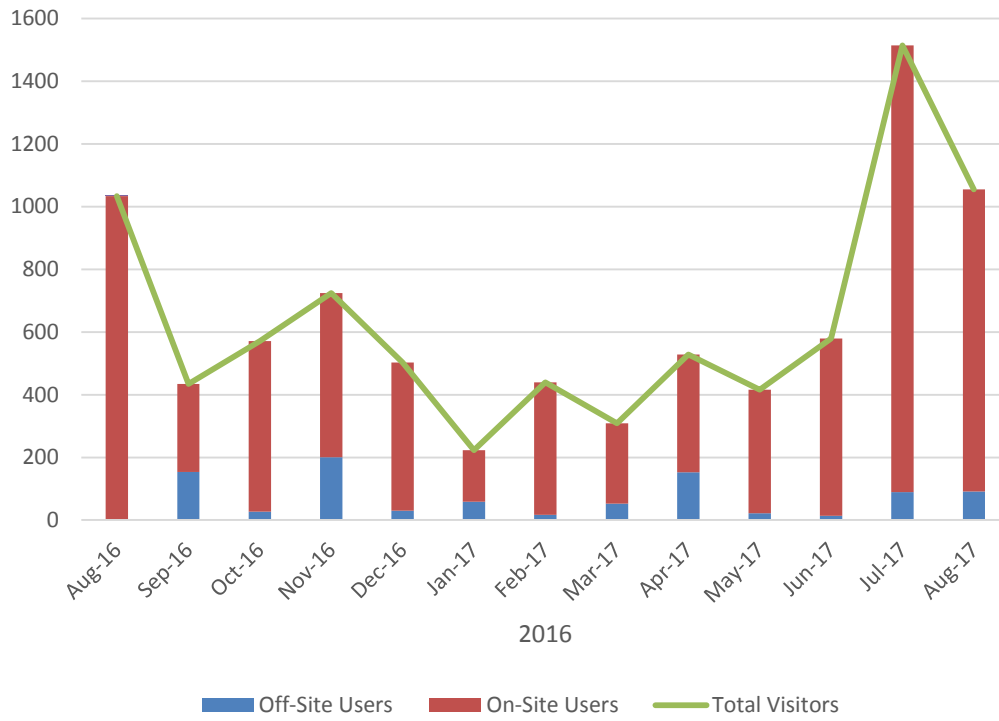
#### Senior Services

- Currently working with the YMCA as a partner to offer 2 group fitness classes within the YMCA facilities.
- DSA and NSA agreements will be coming to Council shortly.
- Friendship Centre's EPC grant has been confirmed. A one-time special grant was approved to improve marketing and promotions. FC will be working with Corporate Communications on this initiative.

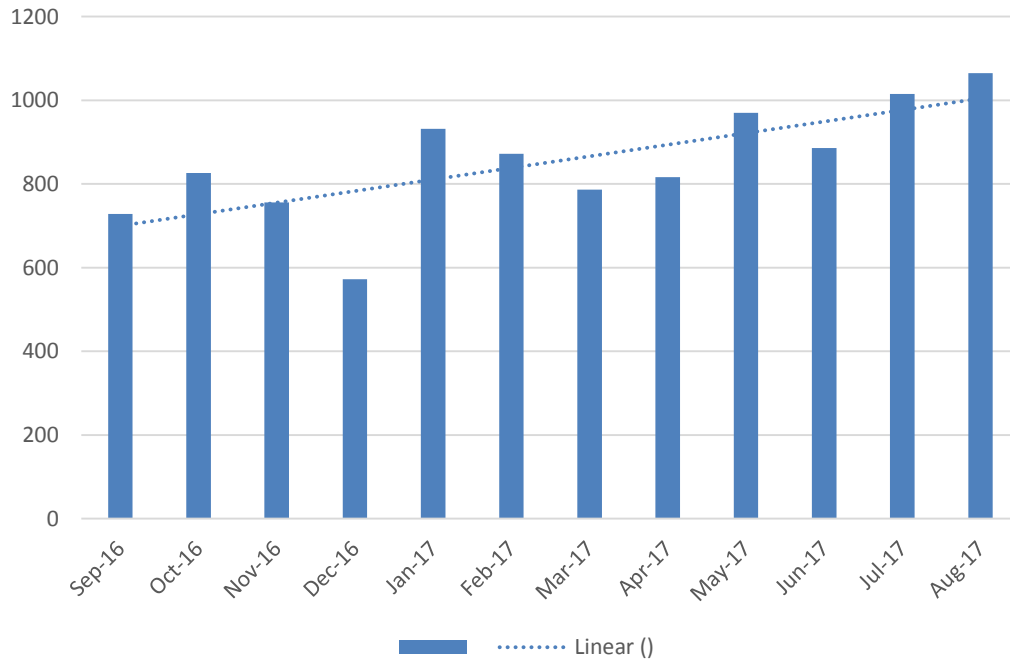
#### Youth Services

- Arranging meetings with the schools so that staff can promote the youth centre.
- Developing a survey for parents and youth.
- Attending parent's night in Little Falls School, at this event staff will have a booth setup with youth centre information.
- Liaising with the school board to add a stop at the PRC so children from Holy Name can stay on a bus and attend the youth centre if they wish.

### St. Marys Museum Visitors

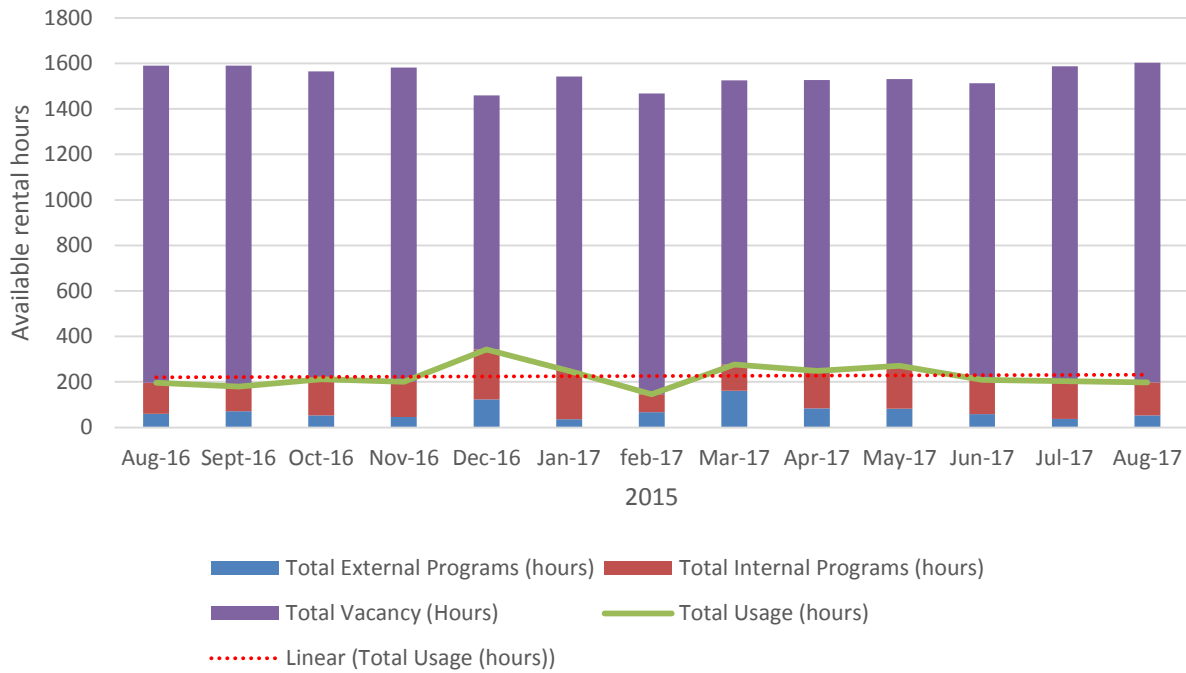


### Picture St. Marys Visits



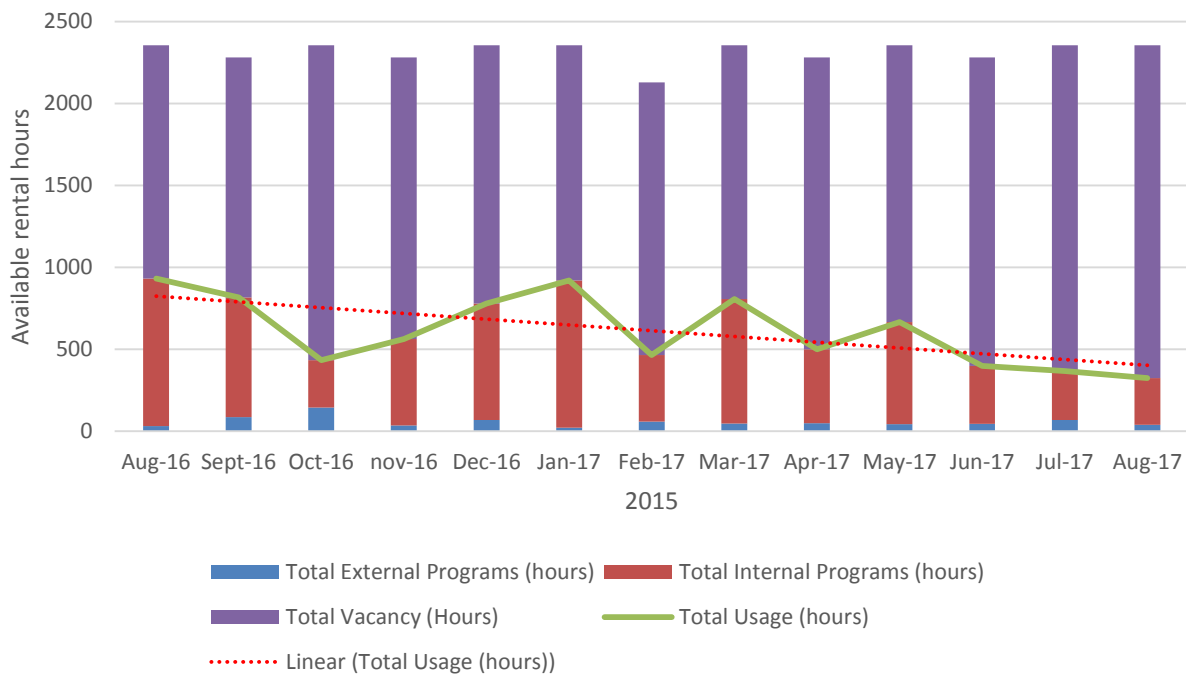
## Community Centre Total Hall Usage

(Includes 1/3, 2/3, and Full hall)

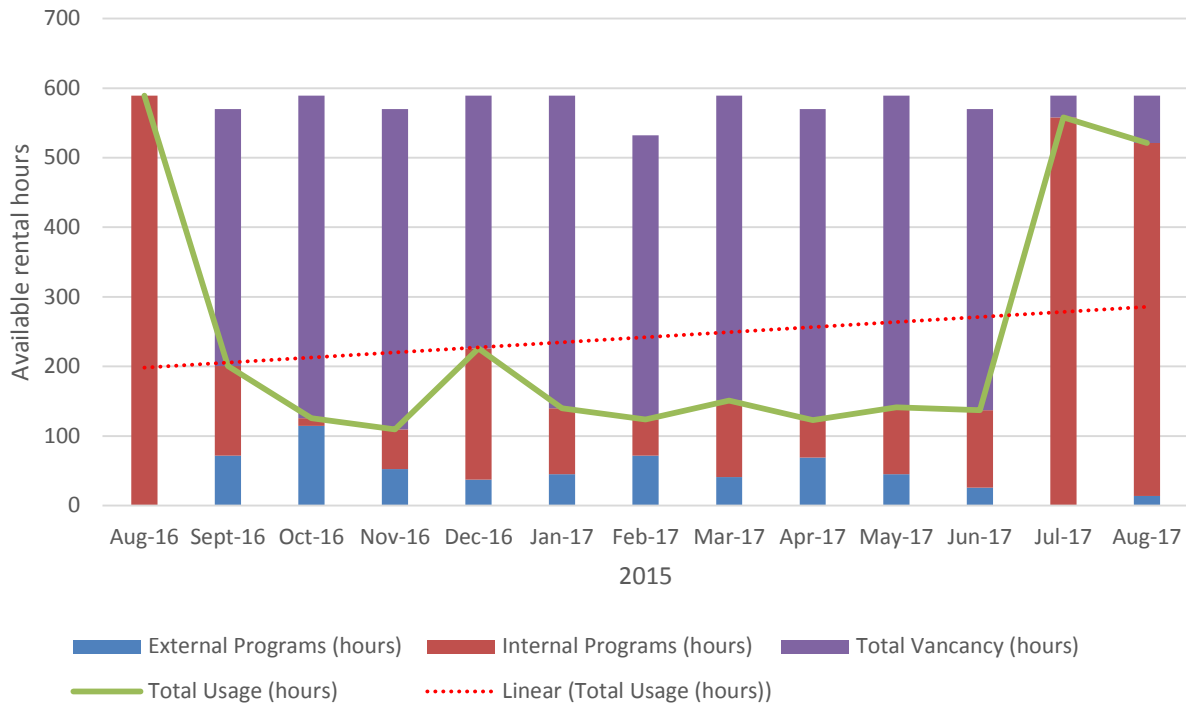


## Fiendship Centre Total Usage

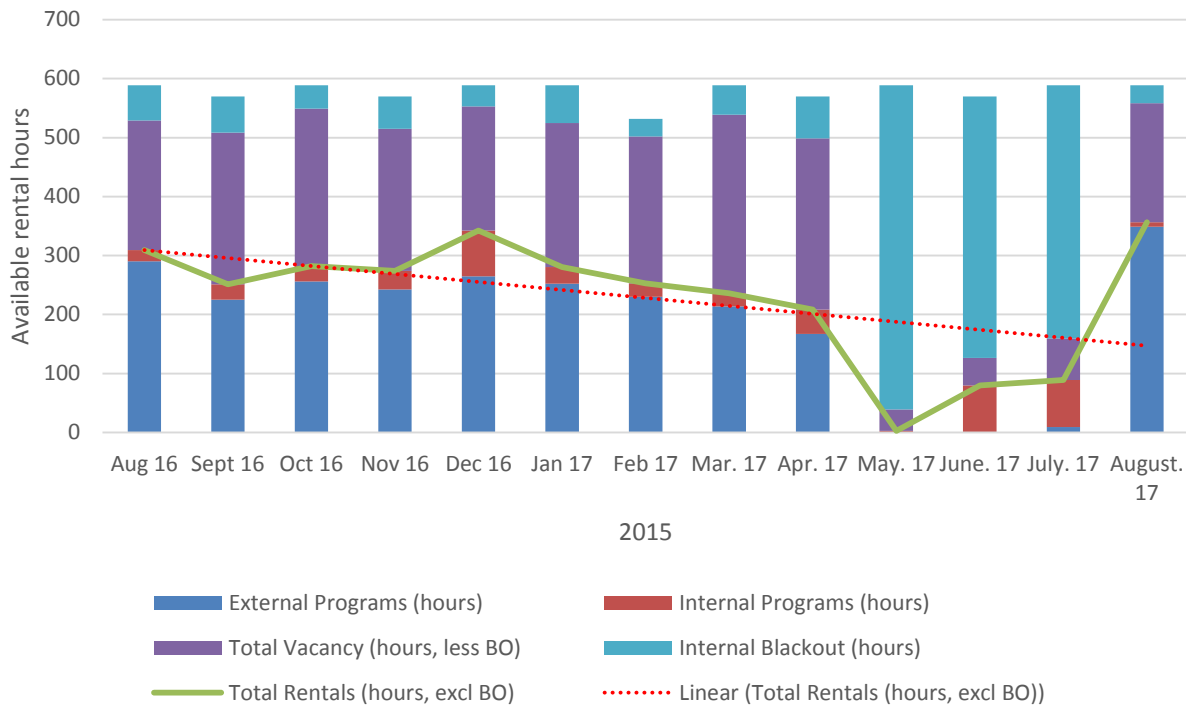
(Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



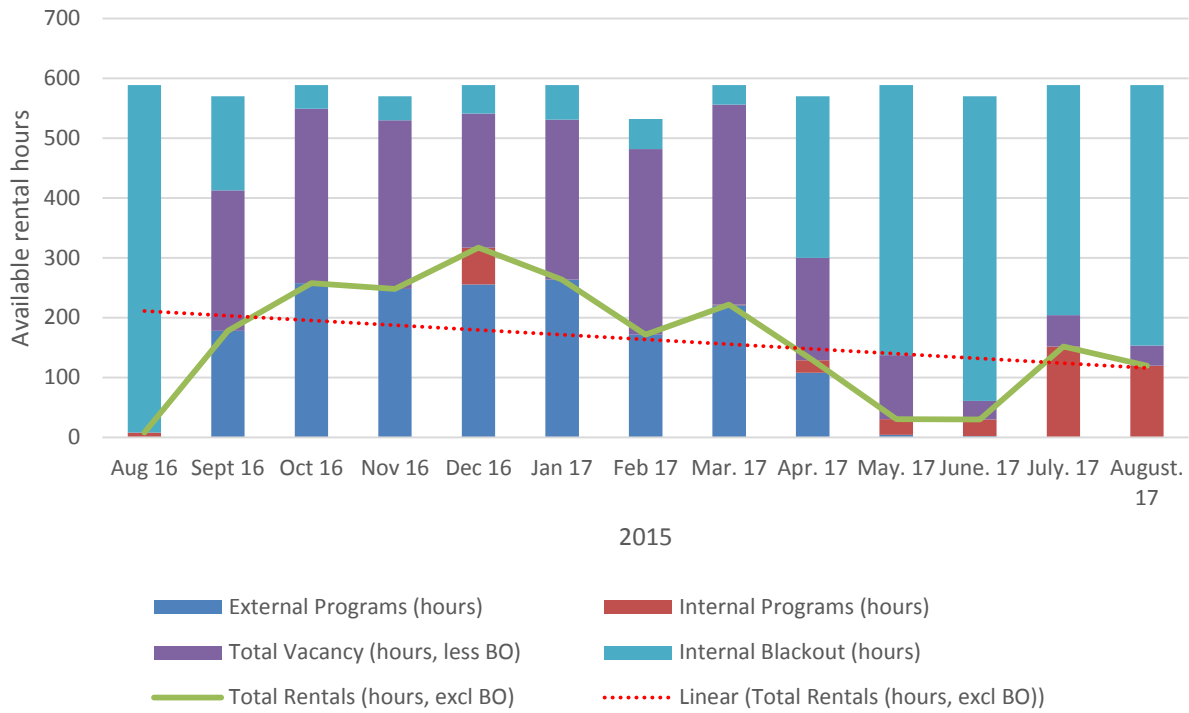
## Endzone Room Total Usage



## Blue Rink Total Usage



## Rock Rink Total Usage



## SPENDING AND VARIANCE ANALYSIS

Nothing at this time.

## REVIEWED BY

Recommended by the Department

*Stephanie Ische*

Stephanie Ische  
Director of Community Services

Recommended by the CAO

*Brent Kittmer*

Brent Kittmer  
CAO / Clerk



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Public Works</b>
<b>Date of Meeting:</b>	<b>26 September 2017</b>
<b>Subject:</b>	<b>PW 50-2017 September Monthly Report (Public Works)</b>

## RECOMMENDATION

THAT PW 50-2017 September Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

- **Water, Waste water, Storm water (Environmental Services)**
  - Backflow Prevention Program reminders – Ongoing
    - Increased response rate regarding the completion of inspection reports.
  - Well 3 has been removed from service
    - Inspection and maintenance - Ongoing
  - Preliminary design for Reservoir has been received with comments provided.
    - Electrical and mechanical design by engineer is ongoing
  - Water main Easement – Carling Street – Ongoing
  - Waste Water Bio solids loading pump installation – Ongoing
    - Expected In-service mid-Sept
    - Expected reduction in loading times
      - Reduction in loading times will reduce contract penalties and total volumes hauled
- **Solid Waste Collection, Management & Landfill**
  - 0 Dust complaint – 0 Odor complaints
  - Curbside yard waste collection program – Ongoing
    - Initial positive program feedback
  - Leaf and Yard Waste Pickup tender for 2018-2021 under development
    - Replica of 2017 program 28 pickups, bi-weekly
  - Landfill Wood Grinding Tender closed September 19
    - For the purpose of providing winter cover
    - Total costs anticipated to be lower than previous years
  - Hauled cover and yard waste to landfill from MOC piles
  - Investigating 2018 dust control options for access road
- **Cemetery**
  - 5 Internments, August 11<sup>th</sup> to September 11th (4-cremations, 1- traditional burial)
  - Two internment rights sold
  - Hedge trimming – completed
  - Stone Leveling and Grave top off pending return of JCB from refurbishment – Ongoing
  - Asphalt milling material to be stocked piled at cemetery
    - To be used for 2018 cemetery lane repairs

- Digitization of burial records on Keystone – Ongoing
- **General Public Works Operations – Roads, Sidewalks**
  - Sign Reflectivity Testing – Ongoing
  - Road asphalt hot patching- Ongoing
    - T30 Plow Truck asphalt application in use
  - Roll out of Municipal 511 road closure system
    - Staff training – Ongoing
    - Internal procedures being developed
  - Excavation and Sanitary flushing services for OCWA water system repairs – Completed
  - Reviewed Winter light program delivery – Ongoing
    - Improving program delivery knowledge transfer from existing seasonal staff
    - Utilization of Public Works operators to tighten setup timelines
  - Fall crosswalk Line Painting Pending
  - Fall Sanitary flushing program – Ongoing
  - 2017 Sidewalk inspection - Completed
- **Parks, Trails & Tree Management**
  - Assist with various events delivery of picnic tables and garbage receptacles, including the Teddy Bear Picnic and Evan's Touch the Truck
  - Fall stump grinding tender under development
  - Fall tree planting program under development
  - Development of Sparling Bush Management – Ongoing
    - Public information material under developed
    - Dates being considered for Open House with residents
    - Existing sign to be removed, new signage in partnership with Rotary Club
- **Engineering, Asset Management & Capital Projects**
  - Ardmore/Westover St. – Westover Place construction – Ongoing
    - Electrical pending approval, road opened
    - Stage one works accepted
    - Loop trail detour to remain in effect due to lack of sidewalks and pending truck traffic
  - Warner St. & Jones St. – Ongoing
    - Underground infrastructure completed
    - Road base preparation week of Sept 11th
    - Anticipated project completion late Sept 2017
  - Emily St. Reconstruction – Ongoing
    - Final road base completed week of Sept 4th
    - Curb completed & Asphalt installation week of Sept 18th
    - Anticipated project completion late Sept 2017
  - Wellington Street Bridge – Ongoing
    - Concrete pier and South abutment completed
    - North abutment - Ongoing
    - Anticipated project completion late Nov 2017
  - Flood Wall Repairs – Ongoing
    - Successful in WECl and NDMP funding applications
    - UTRCA project lead
      - Design in 2017 - Construction 2018/2019
  - Development of Millrace Operation Manual – Ongoing
    - Draft being developed by internal staff to be accepted by UTRCA
  - JCB Backhoe refurb – Ongoing
    - Anticipated delivery September 18th

- **Community Outreach**
  - Public Works Operator and equipment represented at Evan's Touch the Truck
  - Painting of washable maple tree leaves along Terry Fox Run route
    - Paint to dissolve within 30 days
  - Assist with Planning of TD Tree days event
    - Utilizing tree planting program to further naturalize buffer area North East side of trail at Emily St. overpass
  - Sparling Bush report / presentation with Rotary Club schedule for September 18th, 2017

## **OUTSTANDING ISSUES AND PROJECT LIST**

- **All PW Depts.**
  - 2018 Operating and Capital budget development

## **SPENDING AND VARIANCE ANALYSIS**


- **Parks, Trails & Tree Management**
  - Contracted Forestry budget depleted during Quadrant pruning
  - Report to Council Sept 12, 2017
- **Water, Waste water, Storm water (Environmental Services)**
  - Well #3 Inspection and maintenance
    - Some replacement components required , expected project overage 15K
    - YTD budget sufficient to cover majority of overage.

## **REVIEWED BY**

Recommended by the Department

  
 \_\_\_\_\_  
 Jed Kelly  
 Director of Public Works

Recommended by the CAO

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

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	26 September 2017
<b>Subject:</b>	<b>PW 51-2017 FiberMat Surface Treatment Deferment</b>

## PURPOSE

To update Council on deferring the application of the 2017 FiberMat Surface Treatment Program to spring of 2018 to be paid from 2018 budget funds, and to request the reallocation of 2017 budget funds in the amounts of \$45,000 to the 2017 asphalt resurfacing program and \$25,000 to the 2017 forestry program.

## RECOMMENDATION

THAT PW 51-2017 FiberMat Surface Treatment Deferment report be received; and,

THAT Council authorize the reallocation of \$25,000 of the 2017 surface treatment funds to cover expected budget overages in forestry program; and,

THAT the balance of the 2017 surface treatment operating budget of \$45,000 be reallocated to asphalt resurfacing on arterial and collector roads.

## BACKGROUND

The Town's annual road maintenance program utilizes surface treatment applications to extend the useful life of its asphalt roads. Historically, the Town has used low class bituminous surface treatment (BST), also known as "Tar and Chip" as an asphalt roadway preventative maintenance measure. Neighboring municipal roads departments use a proprietary high performance BST called FiberMat, a more expensive but enhanced BST consisting of shredded fiberglass and trap rock for aggregate. Following a comparative trial on Thames Road, whereby the Town utilized our standard surface treatment until Town limits, connecting with the Township of Perth South's FiberMat treatment it was determined FiberMat is a superior method for surface treatment for 2017.

PW 37-2017 requested the use of proprietary FiberMat surface treatment on Town roads in 2017; the report was received and approved by Council.

## REPORT

The Town has been informed by the FiberMat distributor (NorJohn Contracting and Paving Ltd.) that there have been unforeseen delays receiving the necessary additives required to manufacture the FiberMat product. NorJohn anticipates FiberMat will be available later this fall.

However, when applying FiberMat, specific weather conditions are required to complete the sealing, including direct sunlight and heat. Based on current weather trends it is unlikely satisfactory weather will be in the forecast. It is imperative the application begins under such specific conditions to maximize the useful life of the surface treatment.

Therefore, staff are recommending FibreMat should not be applied this fall, and application should be deferred to the summer of 2018 after school is dismissed for the summer break. This delay will allow

for application in acceptable weather conditions and allow NorJohn contracting time to stabilize the material supply chain. Staff will plan for this surface treatment program in 2018 and will add the necessary budget funds to the 2018 draft operating budget.

With this deferral of the surface treatment program the \$70,000 budget for this program is now available within the approved 2017 operating budget. Staff recommends that \$25,000 be used to fund the variance that was approved by Council on September 12, 2017 for the forestry program.

Staff recommends that the remaining \$45,000 be reallocated to the 2017 asphalt resurfacing program that was awarded to COCO Paving. Public Works received lower than expected unit costing on asphalt resurfacing as detailed in PW 45-2017, and Council approved spending up to the budget limit to accomplish as much asphalt resurfacing as possible in 2017.

If the \$45,000 in additional funds are reallocated from the 2017 Surface Treatment Program the asphalt resurfacing program could be expanded further. Staff has confirmed with COCO Paving that they can complete the expanded scope within the original project completion date of October 31, 2017.

The proposed final scope would include:

1. Queen Street East from Charles St. to Cain St.
2. Queen Street East from Cain St. to Rd 120 (Northern 2 lanes) – Additional
3. East Lane Water Street South near the Town limit
4. Top Coat Application - St. Maria Street, Washington Street and Wellington Street South.

## **SUMMARY**

The combination of delayed product delivery and unsuitable weather conditions have impeded the Town of St. Mary's 2017 surface treatment program. The department proposes the program be deferred until summer 2018 with application to occur in conjunction with the anticipated 2018 surface treatment program.

While the deferment prevents surface treatment application in 2017, it ensures quality and cost efficient road maintenance at a later date. Since this is a proactive preventative maintenance program, it is unlikely that delaying the process by a few months will have any negative impact on the well-being of Town infrastructure.

Staff are recommending \$25,000 of the approved 2017 surface treatment budget be used to cover the approved quadrant pruning variance (see report PW 47-2017) program and the remaining funds of \$45,000 be directed to expand the asphalt resurfacing of arterial roads planned for fall of 2017.

## **FINANCIAL IMPLICATIONS**

The 2017 operating budget allocates \$70,000 for asphalt surface treatment.

## **STRATEGIC PLAN**

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #1 Infrastructure: Strategic Priority for “Developing a comprehensive and progressive infrastructure plan”
    - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.

## **OTHERS CONSULTED**

Jim Brown, Treasurer, Town of St. Marys

## **ATTACHMENTS**

None

## **REVIEWED BY**

### **Recommended by the Department**



Jeff Wolfe  
Asset Management, Engineering Specialist



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# PROCUREMENT AWARD

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	26 September 2017
<b>Subject:</b>	<b>PW 52-2017 AWARD OF RFP-PW-18-2017 for Engineering Services for the Road Reconstruction of Wellington St. South</b>

## PROJECT DETAILS

The Town of St. Marys is seeking to award engineering services for the design and subsequent contract administration for the design phase of the road reconstruction of Wellington Street, South of the bridge to Park St.. Due to significant deterioration of both the asphalt and road base the department recommends expanding the project to include Wellington Street North of Queen Street to the bridge. Addressing this section of Wellington St. as a single project within one year should reduce construction related stresses on Downtown businesses and foster an economy of scale procurement process. The scope of design is comprised of several key project goals:

First, the engineering firm will prepare a plan to reconstruct 600m of the two-lane asphalt roadway inclusive of sidewalks, sub-drain, concrete curbs, and gutters from the Wellington St. bridge to Park St.. Commercial entrances are to be designed from the sidewalk to be barrier free. Furthermore, the boulevards from the Wellington St. Bridge to Jones Street will mimic the boulevard design on downtown Queen St.

Secondly, the proposed area currently has insufficient storm water drainage, the engineer will investigate the use of Low Impact Development Stormwater (LIDS) as a component of storm water management in the area between Jones St. and Park St. The engineer will present a Design Report considering options related to storm water management.

Finally, the project scope includes design engineering for upsizing 100m of the Watermain from Queen Street East to Wellington St. Bridge to increase system redundancy. Additionally, approximately 40 copper water serviced properties within the construction area will be replaced with Muncipex as part of the reconstruction activities.

## RECOMMENDATION

THAT PW 52-2017 Award of RFP-18-2017 for Engineering Services for the Reconstruction of Wellington St. South be received; and,

THAT the procurement for Engineering Services for the Road Reconstruction of Wellington St. South be awarded to B.M. Ross and Associates Limited for the procured price of \$48, 025.00, inclusive of all taxes and contingencies; and,

THAT By-Law 82-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, September 12, 2017
Number of Bids Received:	Six (6)
Successful Proponent:	B.M. Ross and Associates Ltd.
Approved Project Budget:	\$49,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$48,025.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$43,147.98
Project Over-budget	Not Applicable

The procurement document submitted by B.M. Ross and Associates Limited was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to B.M Ross and Associates Ltd.

## FINANCIAL IMPLICATIONS

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

Road Reserve	\$37,000
Water Reserve	\$12,000
Total	<b>\$49,000</b>

The Town wishes to have all engineering design services completed no later than February 28, 2018 in order to have the project shovel ready if construction funding becomes available. Failing external grant funding the project would be scheduled for construction tender release February 1, 2019.

## STRATEGIC PLAN

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #1 Infrastructure: Developing a Comprehensive and Progressive Infrastructure Plan.
    - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance
    - Tactic(s): When developing the annual capital plan, have regard for the infrastructure needs identified in the asset management plan before considering new builds or renovations that represent significant service level improvement.



## **OTHERS CONSULTED**

Dave Blake, C.E.T, Environmental Services Supervisor

## **ATTACHMENTS**

1. Bid Summary


## **REVIEWED BY**

### **Recommended by the Department**

  
\_\_\_\_\_  
Jeff Wolfe  
Asset Management/Engineering Specialist

  
\_\_\_\_\_  
Jed Kelly  
Director of Public Works

### **Recommended by the CAO**

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



## SUMMARY TABLE

REQUEST FOR PROPOSAL – RFP-PW-18-2017

ENGINEERING SERVICES FOR THE DESIGN AND CONTRACT ADMINISTRATION FOR  
THE RECONSTRUCTION OF WELLINGTON ST. SOUTH

The following Table provides a summary of submissions received:

Bidder Name	Costing (including HST)	Evaluation Results
B.M Ross and Associates Ltd.	\$48,025.00	87
Development Engineering	\$ 49,550.50	81
GM Blueplan	\$ 69,648.68	76
MTE	Disqualified, Addendum not affixed	N/A
Noveen Engineering	\$ 38,601.25	84
WSP	\$ 55,289.88	70

\*\* Total points available for evaluation -100

## **BY-LAW 81 OF 2017**

### **THE CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to authorize borrowing from PUC Reserve Fund to finance Landfill Compactor.

- WHEREAS:** The Corporation of the Town of St. Marys deems it in the best interests of the Municipality to finance the purchase of a landfill compactor through the PUC Reserve Fund;
- AND WHEREAS:** the Municipality will require long-term financing in 2017 to fund the purchase of the landfill compactor;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows;
1. That Council approves the by-law authorizing the borrowing of \$307,767.00 in 2017 from the PUC Reserve Fund at an interest rate of 2.89% with a term of 10 years.
  2. That a copy of the said repayment is attached hereto and designated as Schedule "A" to this By-law.
  3. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 26<sup>th</sup> day of September, 2017.

Read a third and final time and passed this 26<sup>th</sup> day of September, 2017.

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Mayor Al Strathee

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Brent Kittmer, CAO / Clerk

**Schedule A to By-law 81-2017**  
**Borrowing From PUC Reserve Fund to Fund Landfill Compactor**  
**Repayment Schedule**

Payment Frequency	Annual
Principal Amount	\$307,767
Annual Interest Rate	2.98%
Loan Term (Years)	10

Payment Date	Payment	Principal	Interest	Balance
				\$307,767
September 30, 2018	\$35,877	\$26,983	\$8,894	\$280,784
September 30, 2019	\$35,877	\$27,763	\$8,114	\$253,021
September 30, 2020	\$35,877	\$28,565	\$7,312	\$224,456
September 30, 2021	\$35,877	\$29,391	\$6,486	\$195,065
September 30, 2022	\$35,877	\$30,240	\$5,637	\$164,825
September 30, 2023	\$35,877	\$31,114	\$4,763	\$133,711
September 30, 2024	\$35,877	\$32,013	\$3,864	\$101,698
September 30, 2025	\$35,877	\$32,938	\$2,939	\$68,760
September 30, 2026	\$35,877	\$33,890	\$1,987	\$34,870
September 30, 2027	\$35,877	\$34,870	\$1,007	\$0

## **BY-LAW 82 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 B.M. Ross and Associates Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the purpose of contracting engineering services for the design and subsequent contract administration for the design phase of the road construction of Wellington Street (the "Project");
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with B.M. Ross and Associates Ltd.;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows;
1. That the Mayor and the CAO / 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 B.M. Ross and Associates Ltd.; 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 26<sup>th</sup> day of September, 2017.

Read a third and final time and passed this 26<sup>th</sup> day of September, 2017.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

## **BY-LAW 83 OF 2017**

### **THE CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and A.J. Stone Company Ltd.

**WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the purpose of securing self-contained breathing apparatus for the Fire Department (the "Project");

**AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with A.J. Stone Company Ltd.;

**NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows;

1. That the Mayor and the CAO / 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 A.J. Stone Company Ltd.; 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 26<sup>th</sup> day of September, 2017.

Read a third and final time and passed this 26<sup>th</sup> day of September, 2017.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

## **BY-LAW 84 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 Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs under the Rural Economic Development program.

- WHEREAS:** The Provincial Government of Ontario provides funding through the Ministry of Agriculture, Food and Rural Affairs under the Rural Economic Development program;
- AND WHEREAS:** The Corporation of the Town of St. Marys finds it the successful recipient of this funding and as required wishes to enter into an Agreement with the Minister of Agriculture, Food and Rural Affairs;
- 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 the Minister of Agriculture, Food and Rural Affairs.
  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 26<sup>th</sup> day of September, 2017.

Read a third and final time and passed this 26<sup>th</sup> day of September, 2017.

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

## **BY-LAW 85 OF 2017**

### **THE CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to authorize the signing of a police services agreement between The Corporation of the Town of St. Marys and The Corporation of the City of Stratford.

- WHEREAS:** the Town is required to provide adequate and effective police services in accordance with its needs pursuant to section 4(1) of the *Police Services Act*, RSO 1990, c P.15 (the Act);
- AND WHEREAS:** pursuant to section 5(1)(6) of the Act, a municipality may adopt a method of providing police services other than a method listed in section 5(1)(1)-(5), with the approval of the Ontario Civilian Police Commission;
- AND WHEREAS:** the Town has expressed its intent to provide police services, in pursuance of its responsibilities under section 5 of the Act, by contracting with the City of Stratford Police Services;
- AND WHEREAS:** the Ontario Civilian Police Commission approved the Town's proposal to provide police services by contracting with the City of Stratford for the provision of police services to the Town, by an Order dated April 13, 2017 and signed by Associate Chair D. Stephen Jovanovic;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with the Corporation of the City of Stratford which reflects the intent of the parties to provide an adequate and effective level of police services to the Town as set out in O. Reg 3/99, "Adequacy and Effectiveness of Police Services", enacted under the Act;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows;
1. That the CAO be delegated the authority to negotiate such changes to the Police Services Agreement with the City of Stratford as may be necessary to bring the Agreement to its final form; and further
  2. That the Mayor and the CAO / 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 the Corporation of the City of Stratford; and further



3. 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.
4. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 26<sup>th</sup> day of September, 2017.

Read a third and final time and passed this 26<sup>th</sup> day of September, 2017.

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Mayor Al Strathee

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Brent Kittmer, CAO / Clerk

## **BY-LAW 86-2017**

### **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 September 26, 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 26<sup>th</sup> day of September, 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 26<sup>th</sup> day of September, 2017.

Read a third and final time and passed this 26<sup>th</sup> day of September, 2017.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk