



AGENDA
Regular Council Meeting

February 27, 2018

6:00 pm

Council Chambers, Town Hall

Pages

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the February 27, 2018 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

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

5.1 Public Meeting - 121 Ontario Street South

Please refer to Staff report DEV 06-2018 for further information on these applications.

RECOMMENDATION

THAT the February 27, 2018 regular Council meeting be adjourned at _____pm to hold a statutory public meeting as required under the *Planning Act*; and

THAT a Public Meeting to consider a planning application for 121 Ontario Street South be opened at _____pm.

RECOMMENDATION

THAT this Public Meeting be adjourned at _____pm; and

THAT the February 27, 2018 regular Council meeting reconvene at _____pm.

5.2 Public Meeting for 2018 Budget Consideration

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RECOMMENDATION

THAT the February 27, 2018 regular Council meeting be adjourned at _____ pm to hold a Public Meeting to discuss the proposed 2018 municipal budget; and

THAT a Public Meeting to consider the proposed 2018 municipal budget be open at _____pm.

RECOMMENDATION

THAT this Public Meeting be adjourned at _____pm.; and

THAT the February 27, 2018 regular Council meeting reconvene at _____pm.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - February 13, 2018

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RECOMMENDATION

THAT the February 13, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

RECOMMENDATION

THAT the February 20, 2018 Strategic Priorities Committee meeting minutes be received and signed and sealed by the Mayor and the Clerk; and

THAT items 5.2 and 5.3 be raised for discussion.

6.2.1 PW 02-2018 Downtown Pedestrian Crosswalk Configurations

RECOMMENDATION

THAT Council approves operational configuration changes to the downtown pedestrian signals as detailed in option three of report PW 02-2018, and

THAT Council approves additional site alterations to the Queen & Church North East corner as recommended by staff.

6.2.2 PW 07-2018 Wastewater Industrial Waste Surcharge Program

RECOMMENDATION

THAT Council support the updated wastewater surcharge program as recommended by Staff in report PW 07-2018 and staff be directed to proceed with industry consultations in regards to the updated wastewater surcharge program with a report back to Council.

7. CORRESPONDENCE

7.1 Town of Essex re: Offering School Property to Municipalities

RECOMMENDATION

THAT the correspondence from Town of Essex regarding the offering of school property to municipalities be received.

8. STAFF REPORTS

8.1 Building and Development Services

- 8.1.1 DEV 06-2018 Application for ZBA (Z06-2017) Wildwood Homes for 121 Ontario Street South 47**

RECOMMENDATION

THAT DEV 06-2018 Application for ZBA (Z06-2017) Wildwood Homes for 121 Ontario Street South be received; and

THAT the comments received at the Public Meeting be addressed in a comprehensive report presented at a subsequent Council meeting, outlining staff recommendations on the disposition of this Application.

- 8.1.2 DEV 04-2018 February Monthly Report (Building Development) 84**

RECOMMENDATION

THAT DEV 04-2018 February Monthly Report (Building and Development) be received for information.

- 8.1.3 DEV 05–2018 Cadzow Splash Pad Procurement Award 86**

RECOMMENDATION

THAT DEV 05-2018 Cadzow Splash Pad Procurement Award be received; and,

THAT the procurement for Cadzow Splash Pad tender be awarded to Openspace Solutions Inc. Option 2 for the procured price of \$231,899.88, inclusive of all taxes and,

THAT staff be authorized to approve any necessary contingencies during the construction of the splash pad project up to, but not exceeding, the 2018 approved budget amount of \$267,000.00; and,

THAT By-Law 20-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.2 Administration and Human Resources

- 8.2.1 CAO 08-2018 February Monthly Report (Administration and Human Resources) 98**

RECOMMENDATION

THAT CAO 08-2018 February Monthly Report (Administration and Human Resources) be received for information.

8.3 Corporate Services

- 8.3.1 COR 02-2018 February Monthly Report (Corporate Services) 107**

RECOMMENDATION

THAT COR 02-2018 February Monthly Report (Corporate Services) be received for information.

8.4 Finance

- 8.4.1 FIN 05-2018 February Monthly Report (Finance) 112**

RECOMMENDATION

THAT FIN 05-2018 February Monthly Report (Finance) be received for information.

8.5 Fire and Emergency Services

- 8.5.1 FD 02-2018 February Monthly Report (Emergency Services) 114**

RECOMMENDATION

THAT FD 02-2018 February Monthly Report (Emergency Services) be received for information.

8.6 Community Services

- 8.6.1 DCS 04-2018 February Monthly Report (Community Services) 116**

RECOMMENDATION

THAT DCS 04-2018 February Monthly Report (Community Services) be received for information.

8.7 Public Works

8.7.1 PW 11-2018 February Monthly Report (Public Works) 123

RECOMMENDATION

THAT PW 11-2018 February Monthly Report (Public Works) be received for information.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

11.1 By-Law 20-2018 Authorize an Agreement with Openspace Solutions Inc. 126

RECOMMENDATION

THAT By-Law 20-2018, being a by-law to authorize an agreement with Openspace Solutions Inc. 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

March 13, 2018 - 6:00pm, Regular Council, Council Chambers

March 20, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

March 27, 2018 - 6:00pm, Regular Council, Council Chambers

13. CLOSED SESSION

14. CONFIRMATORY BY-LAW 127

RECOMMENDATION

THAT By-Law 21-2018, being a by-law to confirm the proceedings of February 27, 2018 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.

15. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourn at _____ p.m.

Town of St. Marys

2018 Draft Budget Presentation
February 27, 2018

2018 Budget Process



- First draft of the budget was completed August 31, 2017 with staff being instructed as follows:
 - Service and program levels to remain at 2017 levels, unless direction from Council has been received otherwise (i.e. implementing a new infant care program).
 - Use 3 year average spending as the base budget, and adjust as necessary.
 - Budget to be responsible, and achievable (i.e. programs to be fully delivered to 98 - 100% spending, capital projects to be fully delivered within in the fiscal year).

2018 Budget Process



- A capital budget that reflects the principles of good asset management and present projects based on condition inspections, health and safety, or regulatory needs.
- A realistic capital plan that will be fully implemented in the 2018 fiscal year so as to avoid deferral of approved project into future years.

2018 Budget Process



- First draft presented to Council December 14, 2017 followed by 3 additional meetings.
- The budget now sits at a 3.43% tax levy increase which equates to a 2.24% increase in municipal taxes for typical single family home.

Impact of 2018 Budget



2017 Municipal Tax Levy	\$11,444,694
Tax Levy Increase of 3.43%	<u>392,846</u>
2018 Municipal Tax Levy	<u>\$11,837,540</u>

Impact on Typical Single Family Home

<u>Value</u>	<u>Tax Rate</u>	<u>Municipal Taxes</u>
2018 \$244,500	.01248174	\$3,052
2017 \$238,250	.01253005	<u>2,985</u>
Municipal Tax Increase of 2.24%		<u>\$ 67</u>

2018 Budget Process



Significant Budget Impacts

Reduction in Donation Revenue	31,000
Increase in Fees, Charges & Program Revenue	(116,000)
Net Increase in Debenture Payments	62,000
Reduction in Professional Fees	(50,000)
Increase in Program Expenses	29,000
Reduction Repairs & Maintenance	(37,000)
Salaries Wages and Benefits	410,000
Increase in Transfer to Reserves	83,000
Other	<u>(19,154)</u>
2018 Levy Increase	<u>392,846</u>

2018 Levy Increase and Assessment

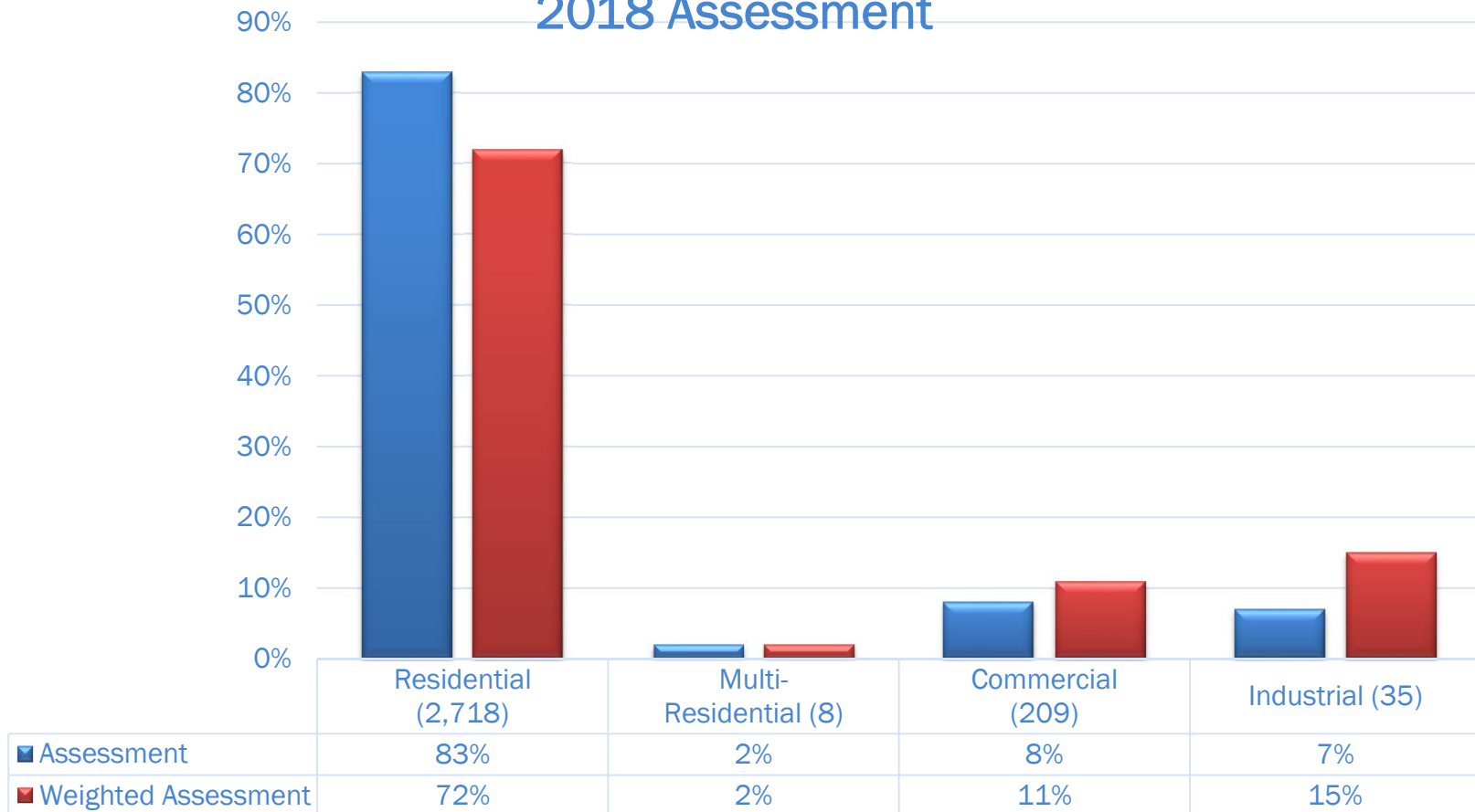


	Reassessment & Phase-in	Growth
Residential	174,499	141,713
Multi-residential	737	1,758
Commercial	25,505	12,187
Industrial	18,371	18,076
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	219,112	173,734
	<hr/>	<hr/>
2018 Tax Levy Increase	392,846	

Property Assessment



2018 Assessment

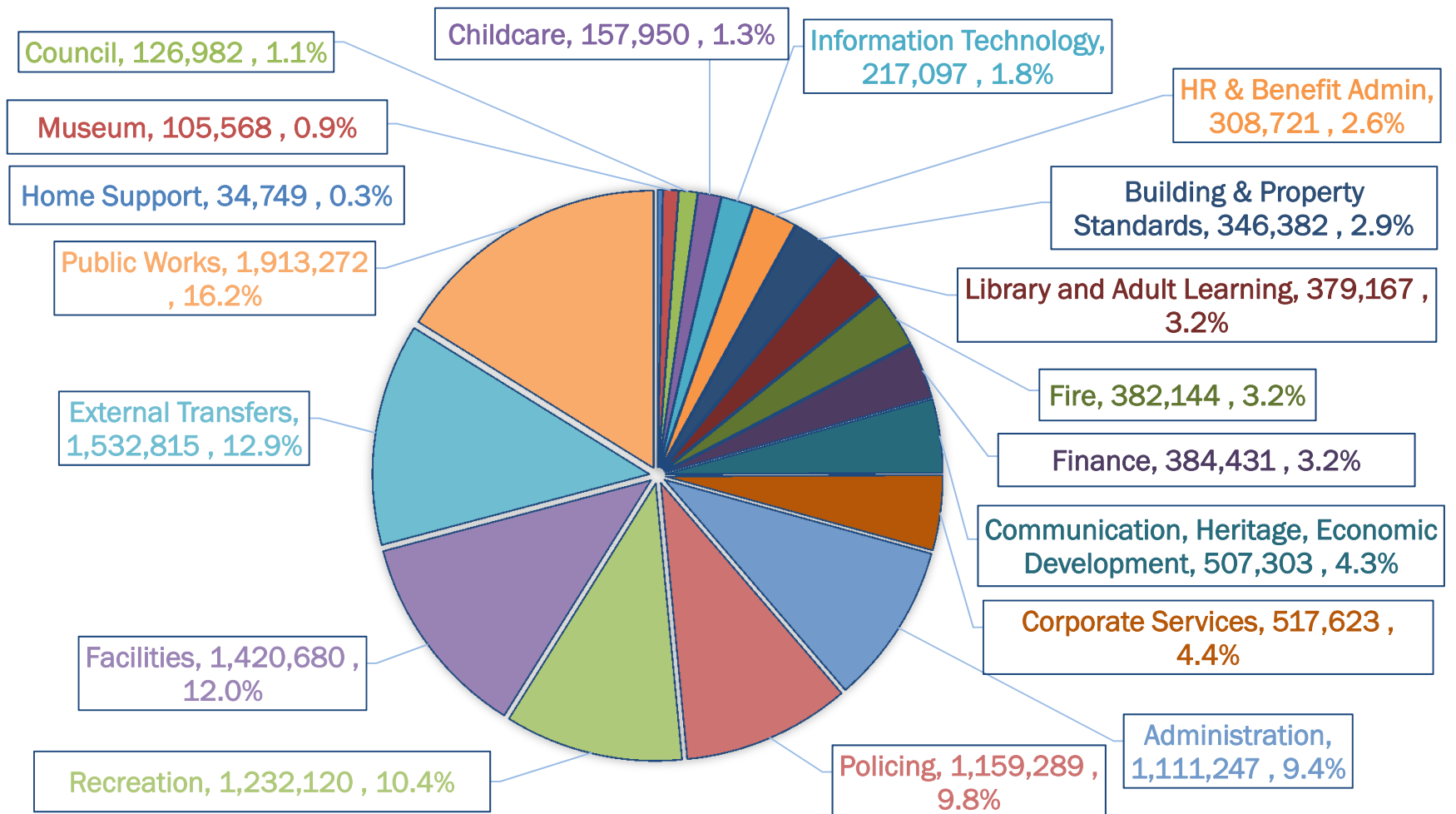


2018 Assessment Year



- 2018 second year of new four year assessment cycle, property values updated to January 1, 2016.
- An increase in assessed value is introduced gradually (phase-in), while a decrease in assessed value is introduced immediately.

Breakdown of 2018 Tax Dollar



2018 Budget Summary



Department	Tax Levy	Tax Dollar
Home Support	34,749	0.003
Museum	105,568	0.009
Council	126,982	0.011
Childcare	157,950	0.013
Information Technology	217,097	0.018
HR & Benefit Admin	308,721	0.026
Building & Property Standards	346,382	0.029
Library and Adult Learning	379,167	0.032
Fire	382,144	0.032
Finance	384,431	0.032
Communication, Heritage, Economic Development	507,303	0.043
Corporate Services	517,623	0.044
Administration	1,111,247	0.094
Policing	1,159,289	0.098
Recreation	1,232,120	0.104
Facilities	1,420,680	0.120
External Transfers	1,532,815	0.129
Public Works	1,913,272	0.163
Tax Levy	11,837,540	1.00

2018 Budget Summary



	Water, WW		
	Operations	& Landfill	Total
	000's		
Tax Levy	11,838	--	11,837
Operations			
Revenue	5,163	3,708	8,871
Expense	(15,270)	(2,750)	(18,020)
Transfer to Reserve	(1,731)	(958)	(2,688)
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2018 Budget Components



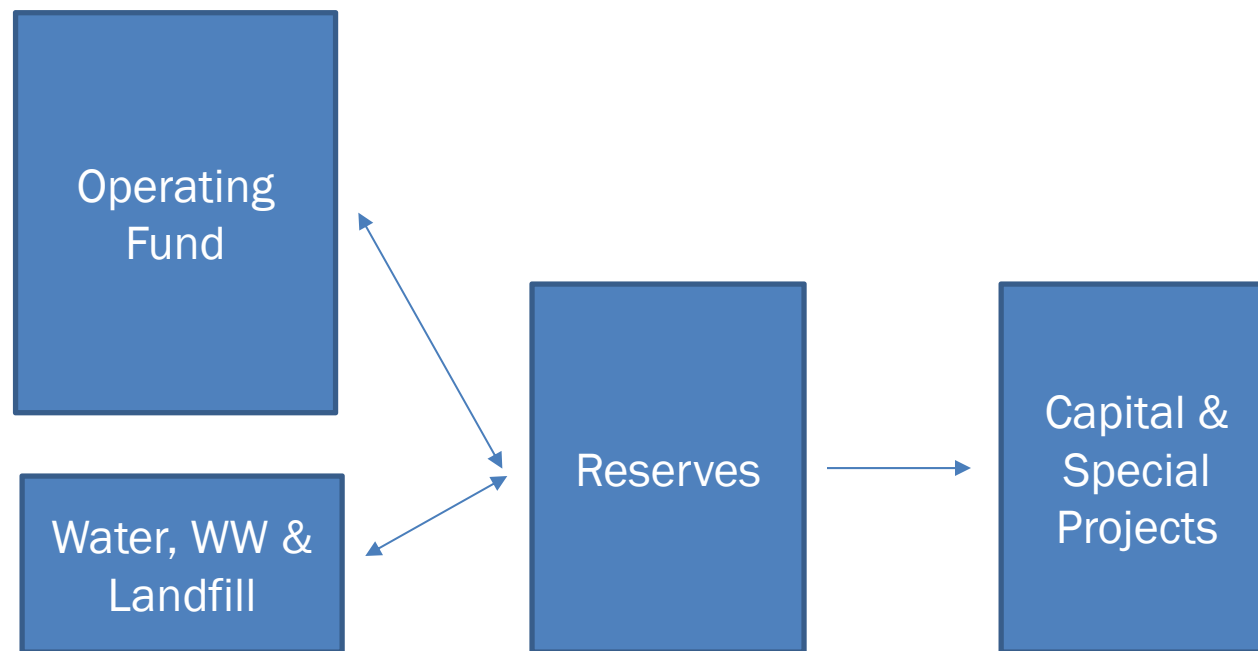
	Budget		
	2017	2018	Change
	000's		
Operating Revenue			
Supplemental Taxation	227	227	--
Grants & Other Gov't	1,957	1,809	(148)
User Fees, Sales, Donations	2,745	3,031	286
Penalties, Interest, Asset Sales	89	96	7
	5,018	5,163	145

2018 Budget Components



	Budget		Change
	2017	2018	
		000's	
Operating Expense			
Material	2,289	2,292	3
Contracted Services	2,510	2,751	241
Taxation Adjustments	273	258	(15)
Financial Expense (Debentures)	894	956	62
Labour	6,293	6,703	410
Utilities	619	637	18
Other Transfers	1,720	1,674	(46)
	14,598	15,271	673

Transfer to/from Reserves



2018 Reserves and Reserve Funds



	Opening 2018	Transfer In	Out	Closing 2018
Reserves	000's			
Working Funds	1,364	--	258	1,106
Current Purposes	270	152	130	292
Capital - Operating	2,767	2,029	2,545	2,251
Water, WW, Landfill	1,765	1,334	3,050	49
Reserve Funds	Income			
PUC Fund	3,543	55	65	3,533
Obligatory				
Dev Charges	1,298	110	719	689
Parkland	99	25	100	24
Gas Tax	55	540	257	338
	11,161	4,245	7,124	8,282

2018 Capital & Special Projects \$100K+



	000's
Wastewater Treatment Plant Upgrades	3,433
Additional Water Storage	2,525
Town Hall and Library Windows	352
Parking Lot Paving and Repairs	320
Historical Water Tower Restoration	300
Cadzow Splash Pad	267
Floodwall Repairs	230
Landfill Environmental Assessment and Improvements	220
Public Works Equipment Replacements	213
Cadzow Pavilion	175
Top Coat Asphalt on Prior Year Road Projects	163
Water Street Culvert Repairs	162
Annual Road Resurface Program	132
All Other Projects Under \$100K each	<u>1,113</u>
Total	<u>9,605</u>

2018 Capital & Special Projects Financing

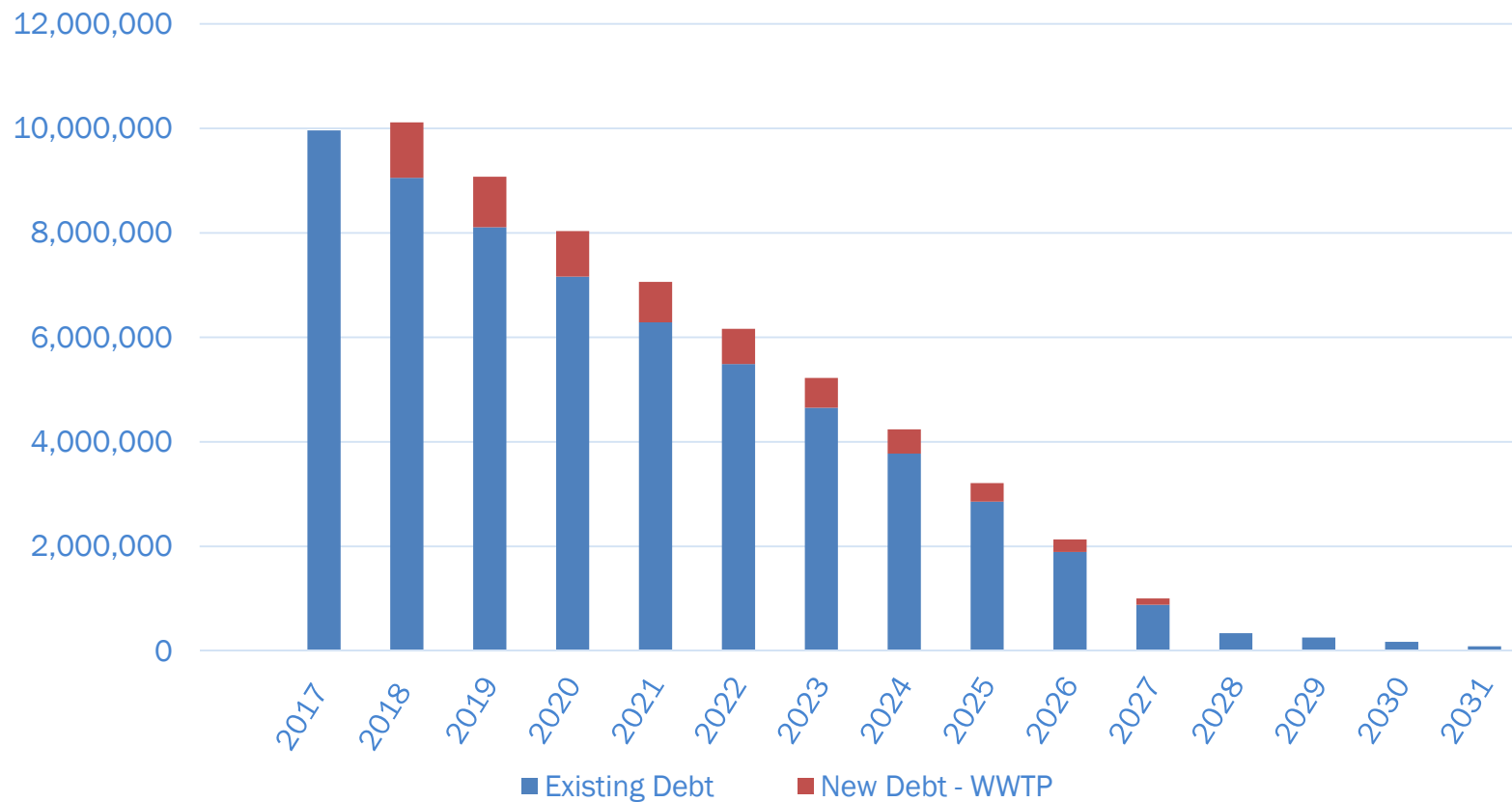


	000's
Debenture Debt	1,060
UTRCA	130
Grants	2,053
Developer Contributions	65
Reserves	5,348
Reserve Funds	949
Total	<u>9,605</u>

Debenture Debt



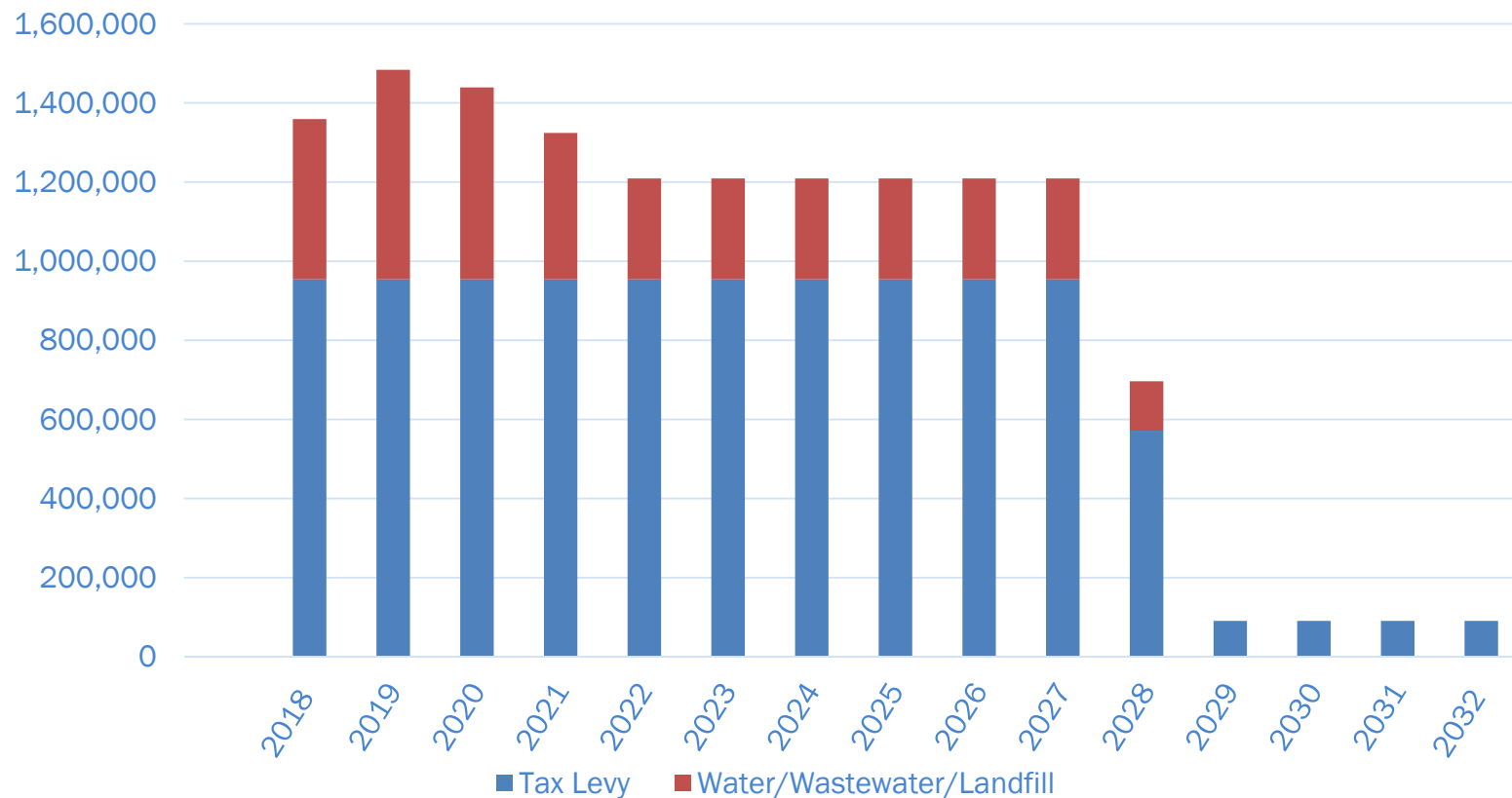
Impact of New 2018 Debt on Debentures Outstanding



Source of Debenture Funding



Annual Debenture Payment by Funding Source





MINUTES Regular Council

February 13, 2018
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
Jenna McCartney, Corporate Administrative Coordinator

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Hainer declared pecuniary interest for agenda item 14.4 - CLOSED SESSION CAO 06-2018 (Confidential) Thames Road Property.

Councillor Hainer declared pecuniary interest for agenda item 12.1 - BY-LAWS By-law 18-2018 Authorize Agreement of Purchase and Sale to St. James Service Club 73.

Councillor Winter declared pecuniary interest for agenda item 14.4 - CLOSED SESSION CAO 06-2018 (Confidential) Thames Road Property.

Councillor Winter declared pecuniary interest for agenda item 12.1 - BY-LAWS By-law 18-2018 Authorize Agreement of Purchase and Sale to St. James Service Club 73.

3. AMENDMENTS AND APPROVAL OF AGENDA

Council agreed to amend the agenda by moving agenda item 12.1 to 15.1 in order to consider the by-law following the closed session discussion.

Resolution 2018-02-13-01

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the February 13, 2018 regular Council meeting agenda be accepted as amended.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent Newspaper inquired about the status of the release of the Recreation Master Plan.

B. Kittmer responded that the Plan is dependent upon the developer's timeline to resubmit, and its staff hope that it will be provided to Council within 4-6 weeks.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 County of Perth Paramedic Services re: Service Orientation

Mayor Strathdee stated that the delegation has been postponed due to a personal matter of the presenter. Council will receive the delegation at a future Council meeting.

6. ACCEPTANCE OF MINUTES

6.1 Special Meeting of Council - January 16, 2018

Resolution 2018-02-13-02

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the January 16, 2018 special Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 Regular Council - January 23, 2018

Resolution 2018-02-13-03

Moved By Councillor Winter

Seconded By Councillor Pope

THAT the January 23, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

6.3 Special Meeting of Council - January 30, 2018

Resolution 2018-02-13-04

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT the content within minutes for item 5.3.2 be elaborated to include the discussion related to the Museum staffing hours reinstatement.

DEFEATED

Councillor Winter requested a recorded vote for resolution 2018-02-13-05.

Resolution 2018-02-13-05

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT the January 30, 2018 special Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

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

Oppose (1): Councillor Winter

CARRIED

7. CORRESPONDENCE

7.1 Township of Perth South re: UTRCA 2018 Budget Resolution

Resolution 2018-02-13-06

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT the correspondence from the Township of Perth South regarding the Upper Thames River Conservation Authority 2018 Budget Resolution be received.

CARRIED

7.2 Ontario Good Roads Association re: Reforms to the Municipal Class Environmental Assessment (MCEA) Process

Resolution 2018-02-13-07

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT the correspondence from the Ontario Good Roads Association regarding reforms to the Municipal Class Environmental Assessment (MCEA) process be received; and

Whereas a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);

And whereas impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

And whereas the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

And whereas analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

And whereas the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

And whereas in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

And whereas local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

Therefore be it resolved that Separated Town of St. Marys requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

And further that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the *Planning Act*;

And further that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

CARRIED

7.3 Focus Accreditation re: Community Living St. Marys & Area Accreditation

Resolution 2018-02-13-08

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the correspondence from Focus Accreditation regarding Community Living St. Marys & Area Accreditation be received; and

THAT Council forwards a letter of congratulations to Community Living St. Marys & Area.

CARRIED

7.4 UNIFOR Local 1325 Retired Workers Chapter re: Hospice Project

Resolution 2018-02-13-09

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT the correspondence from UNIFOR Local 1325 Retired Workers Chapter regarding Hospice Project be received; and

THAT staff be directed to respond on behalf of St. Marys Council.

CARRIED

8. STAFF REPORTS

8.1 Administration and Human Resources

8.1.1 CAO 03-2018 Community Policing Advisory Committee Terms of Reference

Brent Kittmer spoke to CAO 03-2018 report and responded to questions from Council.

Resolution 2018-02-13-10

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT CAO 03-2018 regarding the terms of reference for the Community Policing Advisory Committee be received; and

THAT Council adopts the terms of reference for the Community Policing Advisory Committee.

CARRIED

8.1.2 CAO 04-2018 Disclosure of Police Services Contract with the City of Stratford

Brent Kittmer spoke to CAO 04-2018 report and responded to questions from Council.

Resolution 2018-02-13-11

Moved By Councillor Van Galen

Seconded By Councillor Winter

THAT CAO 04-2018 regarding the draft contract for services with the City of Stratford for policing be received; and

THAT the CAO be directed to finalize negotiations with the City of Stratford as authorized by by-law 85-2017; and

THAT the Town of St. Marys proceed with signing the contract for service as authorized by by-law 85-2017 on September 26, 2017.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

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

Resolution 2018-02-13-12

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT the January 18, 2018 Bluewater Recycling Association Board of Directors meeting highlights be received.

CARRIED

9.1.2 Library Board - Coun. Osborne, Winter

Councillors Winter and Osborne spoke to the minutes and responded to questions from Council.

Resolution 2018-02-13-13

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the November 2, 2017 St. Marys Library Board meeting minutes be received.

CARRIED

9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter

No recent meeting.

9.1.4 Perth District Health Unit - Coun. Osborne

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

Resolution 2018-02-13-14

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT the November 22, 2017 Perth District Health Unit Board minutes be received; and

THAT the January 17, 2018 Perth District Health Unit Board agenda item 7 be received.

CARRIED

9.1.5 Spruce Lodge Board - Coun. Pope, Van Galen

Councillors Pope and Van Galen had nothing to report at this time.

9.1.6 Upper Thames River Conservation Authority

Resolution 2018-02-13-15

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the November 28, 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 Hainer spoke to the minutes and responded to questions from Council.

Resolution 2018-02-13-16

Moved By Councillor Pope

Seconded By Councillor Hainer

THAT the January 8, 2018 Accessibility Advisory Committee meeting minutes be received.

CARRIED

9.2.2 Business Improvement Area - Coun. Pope

Nothing to report.

9.2.3 CBHFM - Coun. Hainer

Councillor Hainer provided an update on a recent meeting.

9.2.4 Committee of Adjustment

No recent meeting.

9.2.5 Community Policing Advisory Committee - Mayor Strathdee, Coun. Van Galen

Councillor Van Galen spoke to the minutes and responded to questions from Council.

Resolution 2018-02-13-17

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the January 17, 2017 Community Policing Advisory Committee meeting minutes be received.

CARRIED

9.2.6 Economic Development Committee - Coun. Pope

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

Resolution 2018-02-13-18

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the January 25, 2018 Economic Development Advisory Committee meeting minutes be received.

CARRIED

9.2.7 Heritage Conservation District Advisory Committee - Coun. Winter

Councillor Winter spoke to a recent meeting and responded to questions from Council.

9.2.8 Heritage St. Marys - Coun. Pope

Councillor Pope spoke to a recent meeting and responded to questions from Council.

9.2.9 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer

Councillor Hainer provided an update and responded to questions from Council.

9.2.10 Museum Board - Coun. Winter

Councillor Winter suggested Council table the St. Marys Museum Board minutes until further information can be included.

Resolution 2018-02-13-19

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the January 10, 2018 St. Marys Museum Board minutes be received.

Amendment:

Resolution 2018-02-13-20

Moved By Councillor Winter

THAT resolution 2018-02-13-19 be tabled.

Not considered – did not receive seconder

Resolution 2018-02-13-19

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the January 10, 2018 St. Marys Museum Board minutes be received.

CARRIED

9.2.11 Planning Advisory Committee - Coun. Craigmile, Van Galen

Councillors Van Galen and Craigmile spoke to the minutes and responded to questions from Council.

Resolution 2018-02-13-21

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT the January 8, 2018 Planning Advisory Committee meeting minutes be received.

CARRIED

9.2.12 Senior Services Board - Coun. Craigmile

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

Resolution 2018-02-13-22

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT the November 21, 2017 Senior Services Board minutes be received; and

THAT the January 16, 2018 Senior Services Board minutes be received.

CARRIED

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

Councillor Craigmile spoke to a recent meeting and responded to questions from Council.

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

No recent meeting.

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

13. UPCOMING MEETINGS

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

Mayor Strathdee provided his regrets for February 20, 2018.

Council recessed at 7:20pm.

Mayor Strathdee called the meeting back to order at 7:30pm.

14. CLOSED SESSION

Resolution 2018-02-13-23

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 7:30pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; (c) a proposed or pending acquisition or disposition of land by the municipality or local board; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

14.1 Minutes of November 14, 2017 CLOSED SESSION

14.2 Minutes of November 28, 2017 CLOSED SESSION

14.3 CAO 05-2018 (Confidential) Community Policing Advisory Committee Applications

14.5 CAO 07-2018 (Confidential) CBHFM Operating Agreement

14.4 CAO 06-2018 (Confidential) Thames Road Property

15. RISE AND REPORT

Resolution 2018-02-13-24

Moved By Councillor Osborne

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 8:30pm.

CARRIED

Having declared pecuniary interests, Councillors Hainer and Winter vacated Council chambers prior to item 14.4 being discussed in Closed Session. Councillors Hainer and Winter did not return to the meeting after rising from closed session.

Mayor Strathdee reported that a closed session was held. Three matters were considered. There is nothing further to report in the matters of the CHBFM Operating Agreement except staff being given direction.

Council will consider the 14.3 committee appointment matter by way of resolution.

Resolution 2018-02-13-25

Moved By Councillor Osborne

Seconded By Councillor Craigmile

THAT Council appoints John F. McGarry to the Community Policing Advisory Committee.

CARRIED

Council will consider the 14.4 property matter by way of resolution and by-law.

15.1 By-Law 18-2018 Authorize Agreement of Purchase and Sale to St. James Service Club 73

Resolution 2018-02-13-26

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the Town proceed with the sale of 45 Thames Road North to St. James Service Club 73; and

THAT By-Law 18-2018, being a by-law to authorize an agreement of purchase and sale of 45 Thames Street North to St. James Service Club 73, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

16. CONFIRMATORY BY-LAW

Resolution 2018-02-13-27

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT By-Law 19-2018, being a by-law to confirm the proceedings of February 13, 2018 regular Council meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

17. ADJOURNMENT

Resolution 2018-02-13-28

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourn at 8:30p.m.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Strategic Priorities Committee

February 20, 2018
9:00 am
Council Chambers, Town Hall

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

Council Regrets: Mayor Strathdee

Staff Present: Brent Kittmer, CAO / Clerk
Trisha McKibbin, Director of Corporate Services / Deputy Clerk
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

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Van Galen declared pecuniary interest for agenda item 5.3, PW 07-2018 Wastewater Industrial Waste Surcharge Program.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2018-02-20-01

Moved By: Councillor Winter

Seconded By: Councillor Van Galen

THAT the February 20, 2018 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

None.

5. STRATEGIC PRIORITIES REVIEW

5.1 PW 09-2018 Traffic and Parking By-law

Trisha McKibbin and Jed Kelly spoke to PW 09-2018 report and responded to questions from the Committee.

The committee requested that staff consider the following items when perfecting the by-law for Council's consideration:

- Boundaries for the parking restrictions proposed for Rogers Ave. near the high school.
- Finalized language for the fire route at the CBHFM.
- Establishing signage for prohibiting U-Turns in the downtown core including Water Street, and any other signage.
- Confirm that the ban on bicycles in the downtown core is on sidewalks only.

Staff confirmed that upon the passing of the proposed by-law, the following steps will be implemented:

- Review of existing signage and installation of any new signage needed;
- Communication campaign (including seasonal notices) for public awareness;
- Development of a parking permit system.

In reply to Councillor Hainer's comments about parking at medical institutions, B. Kittmer stated that staff are preparing to follow up to Councillor Pope's previous notice of motion on the matter.

B. Kittmer reviewed content related to heavy truck traffic within the proposed by-law. The committee was of the consensus that the by-law captured their intent with respect to the previously approved initiative regarding heavy truck traffic. The committee reiterated the need to find balance between the needs of residents and the industrial and commercial stakeholders in the community.

B. Kittmer reviewed the new requests brought forward by the Citizens Concerned About Heavy Truck Traffic in regards to a reconsideration of the external to external truck traffic ban and in regards to considering

eliminating truck turns in the downtown core. The committee discussed these requests. No further direction was provided to staff to proceed with either request.

Resolution 2018-02-20-02

Moved By: Councillor Osborne

Seconded By: Councillor Van Galen

THAT PW 09-2018 Traffic and Parking By-law be received for discussion; and,

THAT the Strategic Priorities Committee recommends to Council:

THAT the proposed Traffic and Parking By-law be adopted.

CARRIED

5.2 PW 02-2018 Downtown Pedestrian Crosswalk Configurations

The Committee recessed at 9:58am.

Chair Craigmile called the meeting back to order at 10:05am.

Jed Kelly and Jeff Wolfe spoke to PW 02-2018 report and responded to questions from the Committee.

Councillor Van Galen noted that there were issues with the east/west crossings in addition to the north/south crossings.

Staff will confirm that the timing for the crossings meets AODA standards.

Resolution 2018-02-20-03

Moved By: Councillor Hainer

Seconded By: Councillor Pope

THAT PW 02-2018 Downtown Pedestrian Crosswalk Configurations report be received for discussion, and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council approves operational configuration changes to the downtown pedestrian signals as detailed in option three of report PW 02-2018, and

THAT Council approves additional site alterations to the Queen & Church North East corner as recommended by staff.

CARRIED

5.3 PW 07-2018 Wastewater Industrial Waste Surcharge Program

Councillor Van Galen declared a conflict on this item. Councillor Van Galen vacated his seat at Council and departed Council Chambers for the remainder of the meeting.

Jed Kelly and Dave Blake spoke to PW 07-2018 report and responded to questions from the Committee.

The committee encouraged staff to begin forecasting and planning for the potential of a new industry locating to Town, and to include this topic in internal staff development team meetings.

Resolution 2018-02-20-04

Moved By: Councillor Hainer

Seconded By: Councillor Osborne

THAT report PW 07-2018, Wastewater Industrial Waste Surcharge Program be received for discussion; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council support the updated wastewater surcharge program as recommended by Staff in report PW 07-2018 and staff be directed to proceed with industry consultations in regards to the updated wastewater surcharge program with a report back to Council.

CARRIED

6. NEXT MEETING

Chair Craigmile reviewed the upcoming meeting as presented on the agenda.

7. ADJOURNMENT

Resolution 2018-02-20-05

Moved By: Councillor Pope

Seconded By: Councillor Hainer

THAT this meeting of the Strategic Priorities Committee adjourn at 11:20am.

CARRIED

Al Stratthdee, Mayor

Brent Kittmer, CAO / Clerk



February 1, 2018

Association of Municipalities of Ontario (AMO)
200 University Avenue, Suite 801
Toronto, Ontario M5H 3C6
Email: amo@amo.on.ca

Rural Ontario Municipal Association
200 University Avenue, Suite 800
Toronto, Ontario M5H 3C6
Email: roma@roma.on.ca

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent



is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

Moved by Councillor Bondy

Seconded by Councillor Voakes

(R18-01-013) That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Carried

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to be "R. Auger", written in a cursive style.

Robert Auger, L.L.B.

Clerk, Legal and Legislative Services

Town of Essex

Email: rauger@essex.ca

RA/Im

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 February 2018
Subject:	DEV 06-2018 Application for ZBA (Z06-2017) Wildwood Homes for 121 Ontario Street South

PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Application for Zoning By-law Amendment (Z06-2017) by Wildwood Homes (Rick Murphy) for 121 Ontario Street South, Lots 14-20, west side of Thomas Street, Lots 16-20, east side of Ontario Street, Registered Plan 235, Town of St. Marys.

RECOMMENDATION

THAT DEV 06-2018 Application for ZBA (Z06-2017) Wildwood Homes for 121 Ontario Street South be received; and

THAT the comments received at the Public Meeting be addressed in a comprehensive report presented at a subsequent Council meeting, outlining staff recommendations on the disposition of this Application.

REPORT

The Town has received an Application to amend the Town's Zoning By-law with respect to the irregularly shaped subject property, which is approximately 0.9 hectares (2.2 acres) in size and is bounded by Ontario Street South, Thomas Street and Park Lane as shown on the General and Specific Location Maps attached to this report (see Attachment 2). The Zoning By-law Amendment Application is required to facilitate the development of the property for 23 apartment units in four buildings (5 units in the existing building and 6 units in each of 3 new buildings).

The property was formerly owned by the Town of St. Marys and most recently operated as an early learning centre. The Town completed the sale of the property in September of 2017 to Wildwood Homes as a result of a public tender process.

The Town's Request for Proposals for the sale of the property set out a vision and development objectives for the site, including:

- residential units will be developed (preferably rental units), with a mix of one and two-bedroom units;
- attainable price points be achieved for the residential units;
- the heritage value of the site will be respected in the redevelopment, and a significant portion of the existing building will be incorporated into the final built form of the redevelopment; and,
- existing green space on the property can be developed for additional residential/rental units with an appropriate residential density, while continuing to maintain the character of the neighbourhood, and subject to any regulatory restrictions that may be in place.

To protect the Town's interests into the future, an agreement of purchase and sale was negotiated for the site which includes a number of conditions specific to the built form. In summary, the owner and any future owners will be subject to conditions, including requirements to:

- continuously maintain, repair and administer the 1865 original schoolhouse and 1874 limestone addition so as to preserve the historical integrity of features, materials, appearances and workmanship of the building;
- not demolish the 1865 original schoolhouse and 1874 limestone addition nor any part thereof may be removed or demolished without the prior written approval of the Town; and,
- not make any alteration, physical or structural change(s) in the colour, material or surfacing to the stone exterior or roofline of the 1865 original schoolhouse and 1874 limestone addition without Town approval.

At the February 5, 2018 meeting, the Town's Planning Advisory Committee (PAC) passed a motion receiving an Information Report dated January 31, 2018 and endorsing, in principle, the Zoning By-law Amendment Application. The motion passed by PAC also recommended that Council proceed to a public meeting to consider the Application. Draft minutes of the February 5, 2018 PAC meeting are provided as Attachment 3.

SITE CONDITIONS AND CHARACTERISTICS

In addition to the existing building, there is an existing outdoor play area and paved parking areas west and south of the existing building. A significant portion of the property consists of manicured lawn with a number of mature trees, including a line of mature trees along the Thomas Street frontage. The grades of the property are relatively flat in the northwest quadrant, where the existing building is located, but the topography falls considerably toward Thomas Street and Park Lane.

SURROUNDING LAND USES

- North:** Low density residential including 89 Ontario Street South (designated under Part IV of the Ontario Heritage Act)
- South:** Park Lane and low density residential
- East:** Thomas Street, low density residential and passive open space
- West:** Ontario Street South and low density residential

PROPOSAL

The following plans were submitted in support of the proposed development:

- Site Plan – NA Engineering Associates Inc. (February 2018)
- Elevations (existing Building 1) – Arky Designs Ltd. (December 2017)
- Elevations (new Buildings 2, 3 & 4) – Wildwood Homes Ltd. (December 2017)
- Floor Plans – Wildwood Homes Ltd. (December 2017)

Copies of these plans are provided as Attachment 4 of this report. The applicant indicates that a Site Plan Application will also be submitted to the Town in the near future.

The existing building (Building 1) is located in the northwest quadrant of the property. As shown on the proposed Elevations for Building 1, the applicant is proposing to maintain the existing structure including the existing facades consisting of stone, and board and batten siding. The interior of Building 1 will be retrofitted to accommodate five units (1 and 2 bedroom) ranging in size from 55.7 to 90.8 m² (600 to 977 ft²).

Building 2 will be located near the southeast corner of Building 1 and west of the existing parking area. Buildings 3 and 4 will be located in the southern part of the property. A total of 31 parking spaces is proposed for the site; one space for each unit (which includes four barrier free sized spaces) and eight

visitor spaces. There are two existing site accesses from Ontario Street South and a new access is also proposed on Park Lane.

The Elevations for Buildings 2, 3 and 4 have been designed to account for the varying topography of the property. As indicated on the Floor Plans, each new building (Buildings 2, 3 and 4) will consist of the following:

Level/Floor	Unit Description
Main Level – 2 units	<ul style="list-style-type: none">• 2-bedroom units with rear balconies• Each unit - 90.4 m² (973 ft²)
Second Level – 2 units	<ul style="list-style-type: none">• 3-bedroom units with rear balconies• Each unit - 90.4 m² (973 ft²)
Lower Level – 2 units	<ul style="list-style-type: none">• 2-bedroom units with rear covered porches• Each unit - 97.5 m² (1,050 ft²)

The applicant has indicated that the amenity space east of Building 1 will be maintained for the use of tenants. A stormwater retention area is proposed near the intersection of Thomas Street and Park Lane.

PLANNING CONTEXT

Provincial Policy Statement

Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;
- f) improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society;
- g) ensuring that necessary infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities are or will be available to meet current and projected needs; and

promoting development and land use patterns that conserve biodiversity and consider the impacts of a changing climate.

Section 1.1.2 of the PPS states, in part, that sufficient land shall be made available in settlement areas through intensification and redevelopment and, if necessary, designated growth areas. Section 1.1.3.2

states that land use patterns shall be based on densities and a mix of land uses which: efficiently use land, resources, infrastructure and public service facilities; minimize negative impacts to air quality and climate change, and promote energy efficiency; and support active transportation. Section 1.1.3.4 states that “appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety”.

Section 1.4.3 of the PPS states, in part, that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents by:

- permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements, and all forms of residential intensification, including second units, and redevelopment;
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

Sections 1.6.3 and 1.6.6.1 promote the efficient use and optimization of existing infrastructure and public service facilities.

Section 2.6.1 states that significant built heritage resources and significant cultural heritage landscapes shall be conserved, while Section 2.6.3 states that development and site alteration are not permitted on lands adjacent to a protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

Source Water Protection

The Clean Water Act requires that municipalities protect sources of drinking water through the planning process. On the date a Source Protection Plan comes into effect, all municipal decisions under the Planning Act must conform to the Significant Drinking Water Threat policies and have regard for the Moderate & Low Drinking Water Threat policies of the Plan. The Source Protection Plan for the Thames–Sydenham and Region, in which the Town of St. Marys is located, was approved by the Ministry of Environment and Climate Change in September 2015 and subsequently came into effect on December 31, 2015. A small area at the southeast corner of the subject property is affected by the Source Protection Plan for the Thames–Sydenham and Region however, no constraints to development of this property are anticipated.

Strategic Plan

In 2017, the Town updated the Strategic Plan to meet new public needs and expectations. Key priorities of the Town are reflected in six key strategic pillars: Infrastructure, Communication and Marketing, Culture and Recreation, Economic Development, Growth and Housing. Under the Housing Strategic Pillar, Attainable and Mixed-Use Housing is a Strategic Priority with the following Outcome Statement: “In order to get the ‘right demographic mix’ for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities”. Council identified a number of tactics that the Town can take to assist in creating the conditions that will cause the market to become more flexible. This included the divestment of Town owned lands for the purpose of creating housing, including housing that is accessible to all persons.

Official Plan

The subject property is designated Residential, with a small area identified as Floodplain at the northeast corner, according to the Town's Official Plan.

The primary use of land in the Residential designation is for a range of dwelling types from single detached dwellings to walk-up type apartments, parks and open spaces, and institutional uses subject to the policies of the Plan. The objectives of the Residential designation include:

- encouraging the provision of an adequate supply and choice of housing for residents in terms of quality, type, location and cost (3.1.1.1)
- maintaining and improving the existing housing stock and character of residential areas (3.1.1.3)
- preventing the location of non-compatible land uses in residential areas (3.1.1.4)
- promoting housing for senior citizens, the handicapped and low income families (3.1.1.6)
- encouraging and promoting additional housing through intensification and redevelopment (3.1.1.7)
- encouraging a diversification and inter mixing of different housing types and forms (3.1.1.8)

Section 3.1.2.3 of the Official Plan states that "residential infilling type development is generally permitted throughout the 'Residential' designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height). In cases where one or more of the existing zone provisions are not met, an amendment or a minor variance to the zone provisions may be considered to permit the proposed development provided that the spirit of this Section is maintained".

Section 3.1.2.4 states that "Council will favour residential intensification and redevelopment over new green land residential development as a means of providing affordability and efficiencies in infrastructure and public services".

Section 3.1.2.5 states that "when reviewing development or redevelopment proposals, Council shall consider following density targets:

- a) Single-detached dwellings 10-15 units per hectare
- b) Semi-detached, duplex dwellings 15-25 units per hectare
- c) Townhouse dwellings 25-40 units per hectare
- d) Low rise apartments 40-75 units per hectare

Council may moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems to accommodate any increase. Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development".

Section 3.1.2.7 states that "in reviewing proposals for residential development with a net density of more than 18 units per hectare, Council shall consider the impact on municipal capacity, hard services and utilities including sanitary sewer, municipal water supply, storm drainage, service utilities and roadways. Council shall take the following into account prior to enacting an amendment to the Zoning By-law:

- a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;
- b) That the net density of development shall not exceed 75 units per hectare;

- c) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;
- d) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and
- e) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.

In response to Section 3.1.2.7, the proposed development:

- has been designed not to exceed three storeys in height
- will have a net density well below 75 units per hectare
- can be adequately serviced by the existing municipal infrastructure
- abuts Thomas Street which is a collector road according to the Official Plan
- 31 parking spaces are proposed which exceeds the minimum requirement of 29 spaces in the Town’s Zoning By-law (1.25 spaces / dwelling unit)
- will be subject to site plan approval and a landscaping plan will be prepared to further ensure adequate buffering to surrounding properties

Section 3.1.2.14 of the Official Plan states that “Council will encourage the development of affordable housing with 30% of the new housing units created being considered by Council as affordable to households with incomes in the lowest 60 per cent of income distribution for Perth County households”.

Section 3.1.3.8 states that “proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development”.

One of the objectives in the Heritage Conservation section of the Official Plan is the protection and enhancement of the Town’s heritage resources by developing policies that strike a balance between conservation and preservation with development and re-development (2.3.1.2). Section 2.3.2.4 of the Official Plan states that “in considering development applications, Council will attempt to protect the cultural heritage resources in its context by promoting the redevelopment of designated historical properties with uses compatible with the historical or architectural character of the structures(s) or natural features on the properties. Where this is not feasible, Council will attempt to protect important aspects of the cultural heritage resources, or where this is not feasible; will encourage the re-creation of the cultural heritage resources”.

Zoning By-law

The property is currently zoned Institutional (I) and Flood Plain [FP(RD)], with a Regulated Area overlay, according to the Town’s Zoning By-law Z1-1997. The purpose and intent of the Zoning By-law Amendment Application is to rezone the subject property to Residential Zone Five (R5) to permit the development of the site for multiple unit housing, with exceptions to certain R5 Zone regulations to recognize the layout and form of development.

The definition of ‘apartment dwelling’ in the Zoning By-law is “a dwelling containing 5 or more dwelling units, each of which has an independent entrance from a common corridor within the building”. The units in Buildings 2, 3 and 4 will not have independent entrances from a common corridor within the building and therefore, there is the need to revise the definition as part of this Application as it relates to this property as follows:

“Apartment dwelling: a dwelling containing 5 or more dwelling units, each of which has an independent entrance either directly or from a common corridor within the building”

In addition, for the purposes of applying site-specific zoning to this property which has multiple road frontages, the Ontario Street South frontage will be deemed to be the front lot line, the Thomas Street frontage will be deemed to be the rear lot line and Park Lane will be deemed to be the exterior side lot line.

The following chart summarizes the requirements of Section 12.2 of the R5 Zone and identifies regulations requiring an exception to facilitate the proposed development.

Regulation	Requirement	Proposed / Provided	Exception Required
Lot area minimum	2,880.0 m ² (900 m ² for 1 st unit + 90 m ² for each additional unit)	8,978.7 m ²	
Lot frontage minimum	30.5 m	81.7 m	
Lot depth minimum	37.0 m	66.2 m	
Front yard minimum	7.5 m	9.3 m	
Interior side yard minimum	6.0 m	6.8 m	
Exterior side yard minimum	7.5 m	17.4 m	
Rear yard minimum	12.0 m	9.0 m (12.0 m less the required 3.0 m Thomas Street road widening)	✓
Building height maximum	13.5 m	11.7 m	
Number of stories maximum	3	3	
Lot coverage maximum	35%	13%	
Dwelling unit gross floor area minimum	55.0 m ² – 1-bedroom units 65.0 m ² – 2-bedroom units 75.0 m ² – 3-bedroom units	55.7 m ² – 1-bedroom 71.8 m ² – 2-bedroom 90.4 m ² – 3-bedroom	
Landscaped open space minimum	35%	68%	
Planting strip minimum	Required along interior side lot line	To be provided at Site Plan Approval	
Driveway requirements	No ingress or egress driveway shall be located closer than 1.5 m to any side or rear lot line	Proposed Park Lane ingress/egress located in exterior side lot line	✓

COMMUNICATIONS

Notice of Public Meeting to consider the Zoning By-law Amendment Application was circulated by first class mail to all land owners within 120 metres of the subject property and any agencies that may have an interest in the Application. Sign notices were also posted on the property.

The following table provides a summary of comments received from Town Departments and agencies to date.

Department / Agency	Date	Summary of Comments
Town's Director of Corporate Services/ Deputy Clerk	January 26, 2018	<ul style="list-style-type: none"> The proposed development would not appear to have any impact on the heritage attributes of the property to the north (89 Ontario Street South) designated under Part IV of the Ontario Heritage Act.
Upper Thames River Conservation Authority	February 1, 2018	<ul style="list-style-type: none"> Subject property is affected by the Authority's Regulation Limit which includes an area of floodplain associated with the North Thames River. However, extent of floodplain is limited to area along Thomas Street. Written approval from UTRCA required prior to undertaking any development or site alteration in regulated area. Subject property (small area at southeast corner) is within vulnerable area as identified by the Thames-Sydenham Source Protection Region.
St. Marys Heritage Committee	February 10, 2018	<ul style="list-style-type: none"> Should be reference to and discussion of Provincial Policy Statement policies respecting cultural heritage. Applicant has done very well addressing heritage requirements of the Town.
Town Public Works Department	February 15, 2018	<ul style="list-style-type: none"> No comments.

A letter from Mr. Herman Veenendaal, 146 Ontario Street South, was received prior to the February 5, 2018 PAC meeting. Mr. Veenendaal provided a number of comments including: proposed density is not in keeping with neighbourhood character; concerned with building height; no consultation with neighbourhood including ideas for community space or library space; road widenings will impact mature trees; and traffic impacts. A copy of Mr. Veenendaal's letter and other correspondence is attached to this report.

PLANNING ANALYSIS:

The following key policies and considerations are identified in reviewing the appropriateness of the proposed development.

Promoting efficient and compact development

The proposed development aligns with Provincial and Town policies that support efficient and compact development, and the efficient use of existing infrastructure (including existing roads and water and sanitary sewer infrastructure).

Provision of additional rental housing at attainable price points

The proposed development aligns with Provincial and Town policies that support the provision of a range and mix of residential housing, in terms of type, location, cost, etc. In addition, the Four Counties Labour Market Board identifies the high cost of transportation as a barrier to attracting and retaining employees in Perth County. This attraction and retention issue is felt in St. Marys. To overcome the attraction and retention issue, one recommendation from the Board is that employees must be able to live near their place of employment. To be able to live near their place of work, employees must be able to purchase or rent housing that fits within their budget.

The Town's Request for Proposal stated that the vision for the property is to redevelop the property to provide residential units (preferably rental units), with a mix of one and two-bedroom units. The

applicant is proposing to redevelop the site with a mix of one, two and three-bedroom units, providing even greater choice in the local market. The applicant indicates that the proposed units will be rented in the range of \$700 - \$900 per month which will help to fill the current gap in the local market.

Cultural heritage

An evaluation of the proposed development and site alteration on the subject property concludes that the heritage attributes of the protected heritage property to the north will be conserved.

The Town's Request for Proposals for the sale of the subject property indicated that, although not designated under the Ontario Heritage Act, the heritage value of the site should be respected in the redevelopment, and that a significant portion of the existing building should be incorporated into the final built form of the redevelopment. Council stipulated that any proposed redevelopment of the site must retain the original 1865 schoolhouse and the 1874 limestone addition to the original schoolhouse. The applicant is proposing to maintain the existing building and retrofit the interior into dwelling units, while preserving the historic limestone exterior of the building.

Maintaining neighbourhood character

Within the Request for Proposals to sell the property, Council made its expectations clear to proponents that any proposed redevelopment should fit within the community and the neighborhood. Specifically, Council set out "that the proposed redevelopment of the site will be in keeping with the character of the neighbourhood in its proposed style and density. The character of the neighbourhood is defined and influenced by its heritage homes and structures. As such, the proposed redevelopment of the site should fit with the heritage character of the existing neighbourhood."

In addition, the Official Plan states that "residential infilling type development is generally permitted throughout the 'Residential' designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height).

It should be noted that compatible development, or development that is 'in keeping' with a neighbourhood, does not mean that such new development must be identical to what exists in a neighbourhood. However, new development should be able to exist in unison or harmony with other uses, and respect and enhance the existing character of a neighbourhood. The existing context and character of a neighbourhood can be considered while allowing for an evolution in built form and style.

The area immediately surrounding the subject property consists predominantly of one and two storey single detached dwellings that are sited relatively close to street frontages and as a result, promotes street-oriented interaction. The design and location of the new proposed buildings on the subject property will contribute to the enhancement of this streetscape, including principal entries, windows and porches that are proposed to be located at or near street level. The proposed apartment development differs in residential unit type when compared to the predominance of single detached dwellings in the immediate area. However, the new buildings are proposed to be two storeys in height and as such, the majority of the Ontario Street South streetscape will consist of two visible storeys. It is noted that more than two storeys will be visible in the south and east parts of the property as result of the grade changes.

The proposed buildings reflect some of the architectural and design features of houses in the neighbourhood including pitched roof lines, the design and location of windows and doors, and porches and balconies facing streets.

The setbacks of the existing and proposed buildings on the subject property are similar to the setbacks of houses on the west side of Ontario Street South. The majority of existing residential lots surrounding the subject property are zoned Residential Zone Two (R2-1) or Residential Zone Three (R3). Many of the provisions that regulate setbacks and coverage in the R2-1 and R3 Zones are identical or similar to the R5 Zone, as summarized in the following chart.

Regulation	R5	R2-1	R3
Front yard minimum	7.5 m	6.0 m	6.0 m
Building height maximum	13.5 m	10.5 m	10.5 m
Lot coverage maximum	35%	35%	35%
Landscaped open space minimum	35%	30%	30%

The width of facades of single detached dwellings in the immediate area generally range from 7 to 10 metres, while the width of proposed Buildings 1, 2 and 3 is 15.2 metres. The massing of the proposed new buildings will not appear as significantly larger than the massing of existing buildings in the area. This is also due, in part, to the efforts to break up the massing on site by proposing small-scale, low rise apartment buildings. A sampling of separation distances between single detached dwellings on the west side of Ontario Street South range from approximately 8 to 15 metres. Along the Ontario Street South frontage, the separation between existing Building 1 and proposed Building 4 is approximately 25 metres, and the separation between proposed Buildings 3 and 4 is 8.4 metres. As noted above, the R5 Zone sets a maximum lot coverage of 35 percent and minimum landscaped open space requirement of 35 percent, while the proposed development will result in a lot coverage of 13 percent and landscaped open space of 68 percent. The proposed building setbacks and separations, along with the preservation of open space areas and mature trees, will help maintain the open space character of this property, while providing much-needed housing in the community.

It is also noted that other Town owned greenspace exists at the intersection of Park and Thomas Streets within close proximity to the site which could fill any need for local greenspace. In addition, West Ward Park, which is about a 5-minute walk from the subject property, is identified as serving the local neighbourhood. The Town's Recreation and Leisure Services Master Plan concluded that the west ward and the local neighbourhood surrounding 121 Ontario Street South are well supplied for parklands and greenspace, even with 121 Ontario Street South removed from the inventory.

Density

In accordance with the Official Plan, the Request for Proposals set a density target for low rise apartments ranging from 40 to 75 units per hectare. The proposed development, as shown on the submitted Site Plan, would provide a density of 25.6 units/hectare. However, the Town Public Works Department has indicated that a 4.8 metre road widening will be required along Park Lane and a 3.0 metre road widening will be required along Thomas Street, at the time of Site Plan Approval. These widenings will reduce the size of the subject property by approximately 767 m² and as a result, will increase the proposed density to approximately 28 units per hectare.

In addition, the Official Plan states that Council may moderately increase or decrease densities based on certain factors including specific site circumstances and the provision of on-site amenities. There are a number of potential constraints affecting the property including flood plain, Conservation Authority regulation limits and significant grades. Even with a conservative estimated 'take-out' of 10 percent of the lot area due to these constraints, the proposed density of the site will exceed 31 units per hectare. It should also be noted that the site will provide a significant outdoor amenity area for residents, which should be a consideration when examining density requirements.

Traffic impact

Some concern was expressed at the February 5, 2018 PAC meeting with respect to potential traffic impacts related to the proposed development and it was also suggested that the Town should consider replacing existing yield signs on Park Lane at the intersections on Ontario Street South and Thomas Street with stop signs.

The former use of the property was as a childcare centre with approximately 70 children attending and a minimum of ten staff each day. Under a conservative, worst case evaluation, one vehicle per child

drop-off and one vehicle per staff member, the traffic impact of the former childcare centre had an estimated 80 traffic movements at the site during start of work and morning drop-off, and 80 traffic movements during evening pick-up and the end of the work day. In addition, there would have been periodic deliveries and visits to the site throughout the work day.

The Application proposes 31 parking spaces which represents less than half of the potential vehicles at the site than previously existed. Even if there was an assumption that all new vehicle movements occurred during two main periods of the day (as was the previous characteristic for the site), the traffic impact to the surrounding area would be significantly less than what previously existed. However, with a residential development proposed it is more likely that the traffic movements will occur throughout the day and be more typical of the surrounding residential neighbourhood. This area is served by existing local and collector roads, which are suitable and capable of carrying the traffic generated by the redevelopment.

On February 20, 2018, the Strategic Priorities Committee recommended that Council adopt a new Traffic and Parking By-law. The new By-law would require the installation of stop signs westbound on Park Lane at the Park Lane/Ontario Street intersection and eastbound on Park Lane at the Park Lane/Thomas Street intersection.

Other

Some questions and concerns were raised at the February 5, 2018 PAC meeting regarding onsite storm water management and potential drainage impacts on other properties. Storm water management and drainage will be reviewed by the Town and the Upper Thames River Conservation Authority as part of the Site Plan Application.

Concern was also expressed with respect to potential impacts on mature trees on the property, especially along Thomas Street. The applicant has indicated that the vast majority of trees will be maintained however, one tree will be removed along Thomas Street due to required underground services.

Attendees at the PAC meeting also suggested that there should be naturalization of the hill and Low Impact Development measures employed in the design of the site. These suggestions will be considered as part of the Site Plan Application.

SUMMARY

It is recommended that Council direct staff to prepare a comprehensive report addressing comments received at the public meeting and present the report at a subsequent Council meeting, outlining staff recommendations on the disposition of this Application.

FINANCIAL IMPLICATIONS

Not known at this time.

STRATEGIC PLAN

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.

- Pillar #6 Housing
 - Outcome: In order to get the 'right demographic mix' for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.
 - Tactic(s): Divestment of Town owned lands for the purpose of creating housing, including housing that is accessible to all persons.

OTHERS CONSULTED

Susan Luckhardt, Planning Coordinator

ATTACHMENTS

- 1) Application for Zoning By-law Amendment
- 2) General and Specific Location Maps
- 3) Draft Minutes of February 5, 2018 Planning Advisory Committee meeting
- 4) Proposed Site Plan, Building Elevations and Floor Plans
- 5) Notice of Public Meeting
- 6) Correspondence

REVIEWED BY

Recommended by the Department

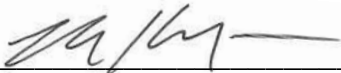


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
CAO / Clerk



Corporation
of the Town of St. Marys



- ☐ Application for Approval of an Official Plan Amendment
(Under Section 22(4) of the Planning Act)
- ☒ Application for Zoning By-law Amendment
(Under Section 34 or 39 of the Planning Act)
- ☐ Application to Remove a Holding Symbol
(Under Section 34 and 36 of the Planning Act)
- Z06-2017

Instructions

Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the Town. **An accurate scaled drawing of the subject land must be submitted.**

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application, must accompany the application See Section 13.0).

Please bear in mind that additional information may be required by the Town, local and provincial agencies in order to evaluate the proposed Amendment. The required information may include studies or reports to deal with such matters as impacts on: the environment; transportation network; water supply; sewage disposal; and storm water management.

In addition, the applicant may be required to submit a more detailed site plan in accordance with Section 41, of the Planning Act.

Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by **black arrows (➤)** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 198/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information is not provided, the municipality will return the application or refuse to further consider the application.

The application form also sets out other information (eg. technical information or reports) that will assist the approval authority and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Approval Process

Upon receipt of an application, the required fee and other information (if required) Council will determine whether there is sufficient merit to process the application further (i.e. circulation of notice and the holding of a public meeting as required by the Ontario Planning Act). The applicant is encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Official Plan Amendments and Zoning By-law Amendments are adopted by St. Marys Council. If no notice of appeal is received within twenty days, the Official Plan Amendment and/or Zoning By-law Amendment is in force.

For Help

To help you complete the application form, please consult the Building Department in the Town Hall. You can also call the Building Department at (519) 284-2340.

Please Print and Complete or (✓) Appropriate Box(es)

1.0 Application Information

➤ 1.1 Name of Owner(s) An owner's authorization is required if applicant is not the owner (See Section 12.0)		
Name of Owner(s) Wildwood Homes (Rick Murphy)	Home Telephone No. 519-521-7088	Business Telephone No. 519-284-3402
Address 1436 Kilally Road, Side Unit, London, Ontario	Postal Code N5V 5A3	Fax No. 519-451-0987
➤ 1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)		
Name of Contact Person (and Firm) NA Engineering Associates Inc. (Kathleen Rooyakkers, P.Eng.)	Home Telephone No.	Business Telephone No. 226-300-1240
Address 107 Erie St., Suite 2, Stratford, Ontario	Postal Code N5A 2M5	Fax No. 519-273-7133

➤ 2.0 Location and Size of the Subject Land

Street No. 121	Name of Street/Road Ontario St. S.	Registered Plan No. 235	Lot(s)/Block(s) 14,15,16,17,18,19 & west side of Thomas St., east side of Ontario St.
Reference Plan No.	Part Number(s)	Concession Number(s)	Lot Number(s)
Lot Frontage 81.7 m	Average Width 120 m	Average Depth 66.2 m	Lot Area 8,978.7 sq.m.

➤ 2.1 Is there a mortgage or charge in respect of the subject land? ☒ Yes ☐ No If yes, give the names and addresses of any mortgages or charges
Rick Murphy 1436 Kilally Road, Side Unit, London, Ontario, N5V 5A3

➤ 2.2 Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☒ No If yes, describe the easement or covenant and its effect.

➤ 2.3 When were the subject lands acquired by the current owner? 2017

➤ 3.0 Proposed and Current Land Use

- 3.1 What is the proposed use of the subject land? Residential Zone 5 (R5)
- 3.2 What is the current use of the subject land? No current use, past use Institutional (child care facility)
- 3.3 How is the subject land currently designated in the Official Plan? Residential
- 3.4 How is the subject land currently zoned in the applicable Zoning By-law? Institutional Zone (I)

➤ 3.5 Provide the following details for all buildings, both existing or proposed. (Should be shown on the Site Plan submitted with this Application).

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
3.5.1 Front yard	17.0 m	9.3 m	3.5.5 Height	8.5	11.7
3.5.2 Rear yard	39.9 m	11.2 m	3.5.6 Dimensions	See DWGS	3-5.2 m x 15.2 m
3.5.3 Side Yard	6.8 m	6.8 m	3.5.7 Gross Floor Area	493 sq. m.	3 - 696 sq. m.
3.5.4 Side Yard	61.1 m	17.4 m	3.5.8 Date Constructed		N/A

➤ 4.0 Official Plan Amendment (proceed to Section 5.0 if a Official Plan Amendment is not proposed)

4.1 Does the Proposed Official Plan Amendment:	Yes	No
4.1.1 Add a Land Use designation to the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Change a land use designation in the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Replace a policy in the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Delete a policy from the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5 Add a policy to the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>

If applicable, please provide the policy section number to be changed, and suggested policy wording on a separate page.

4.2 What is the purpose of the Official Plan Amendment and land uses that would be permitted by the proposed Official Plan Amendment?

4.3 Explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the Planning Act (attach a separate page if necessary).

➤ 5.0 Zoning By-law Amendment (proceed to Section 6.0 if a Zoning By-law Amendment is not proposed)

5.1 Does the Proposed Zoning By-law Amendment:	Yes	No
5.1.1 Add a Zone Category to the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.2 Change a Zone Category in the Zoning By-law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.3 Replace a zoning provision in the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.4 Delete a zoning provision from the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.5 Add a zoning provision to the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If applicable, please provide the provision section number to be changed, and suggested provision wording on a separate page.

5.2 What is the purpose of the proposed Zoning By-law Amendment and what are the land uses proposed?

The purpose of the amendment is to change the current zoning of the property from Institutional to Residential (R5) to allow the development of affordable residential unit on the site.

6.0 Previous Industrial or Commercial Uses

6.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates. ☐ Yes ☒ No

6.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No

6.3 What information did you use to determine the answers to the above questions? Information provided by owner

6.4 If Yes, to (6.1), (6.2) or (6.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed.
Is the previous use inventory attached? ☐ Yes ☐ No

➤ 7.0 Status of Other Applications under the Planning Act

Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, Zoning By-law Amendment or Zoning Order Amendment? ☐ Yes ☒ No If Yes, indicate the type of application, the file number and the status of the application.

Not currently however a site plan application package is currently being completed for submission.

➤ 8.0 Servicing

8.1 Indicate the existing/proposed servicing type for the subject land.

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a) Public piped water system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b) Public or private communal septic			b) Public or private communal well(s)		
c) Individual septic system(s)			c) Individual well(s)		
d) Other			d) Other		

Storm Drainage	Existing	Proposed	Road Access	Existing	Proposed
a) Sewers	✓	✓	a) Arterial Road		
b) Ditches or swales	✓	✓	b) Collector Road	✓	✓
c) Other			c) Local Road	✓	✓

ATTACHMENT 1

► 9.0 Justification

9.1 Indicate how the proposed use(s)/ zone complies with the relevant portions of the Official Plan - or complete an Official Plan Amendment Application.

The proposed use is residential which is in alignment with the designation for this area in the Official Plan.

9.2 Indicate how the proposed use(s) will be compatible with the surrounding land uses.

The surrounding area is residential and the proposed use is also residential. The density is proposed to be higher than the area directly surrounding it, see the Surrounding Land Compatibility Analysis for more information.

► 10.0 Other Information

► 11.0 Application Drawing

Please submit an accurate, scaled drawing of the proposal showing the following information:

- The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;
- The uses of adjacent and abutting land;
- The location of all existing as well as proposed buildings and their dimensions, uses, and setbacks from lot lines;
- The location of all natural and man-made features on the land and the location of these features on adjacent and abutting lands; and
- Scale and north arrow.

► 12.0 Affidavit or Sworn Declaration

I, Kathleen Rooyakkers, P. Eng. of the Municipality of Huron East in the County/Region of Huron

make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the Town of St. Marys

in the County/Region of Perth

this 21st day of December

Susan Louise Lockhart,
a Commissioner, etc.,
Province of Ontario,

for the Corporation of the Town of St. Marys

Commissioner of Oaths

Expires September 5, 2018.

Kathleen Rooyakkers
Applicant

► 13.0 Authorization of Owner for Agent to Make the Application

I (we), Rick Murphy (Wildwood Homes) of the City of London in the County/Region of Middlesex County

am the owner of the land that is the subject of this application for an Official Plan Amendment/Zoning By-law Amendment and I hereby

authorize NA Engineering Associates Inc to act as my agent in the application.
(Kathleen Rooyakkers, P.Eng.)

Dec/19/2017
Date

[Signature]
Signature of Owner

► 14.0 Acknowledgement

ACKNOWLEDGEMENT

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the St. Marys for legal counsel and other associated costs to represent the Corporation of the St. Marys in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the Town of St. Marys

in the County/Region of Perth

this 21 day of December, 2017

Kathleen Rooyakkers
Applicant

General Location Map

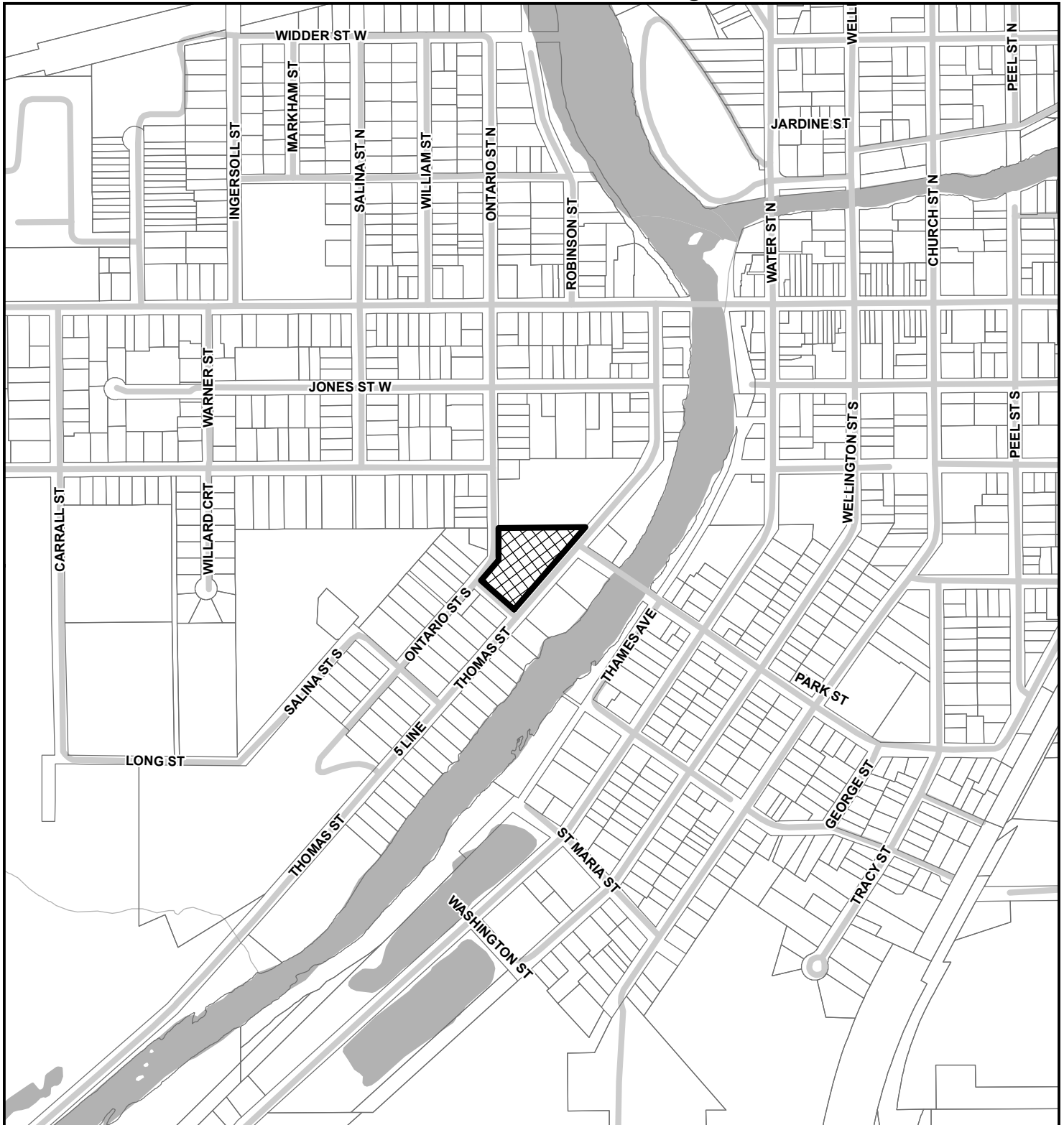
Town of St. Marys

121 Ontario Street South

Lots 14-20, west side of Thomas Street,

Lots 16-20, east side of Ontario Street, Registered Plan 235

ATTACHMENT 2



ONTARIO CANADA
ST. MARYS



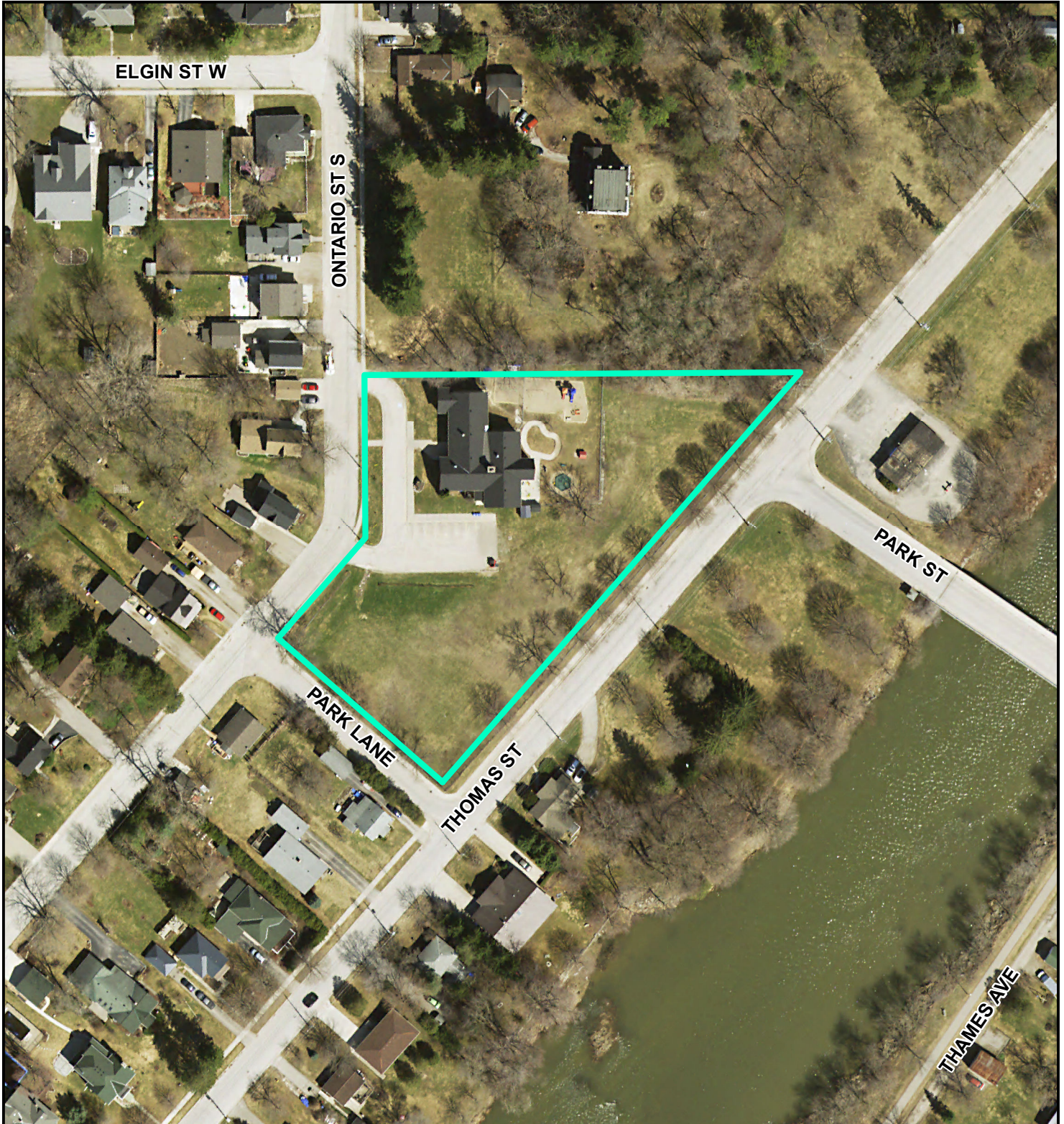
Subject Area



0 100 200 300 400 Metres

Page 62 of 127
January 19, 2016

Specific Location Map
 Town of St. Marys
 121 Ontario Street South
 Lots 14-20, west side of Thomas Street,
 Lots 16-20, east side of Ontario Street, Registered Plan 235



Planning Advisory Committee Monday, February 5, 2018

A meeting of the St. Marys Planning Advisory Committee was held on Monday, February 5, 2018, in the Boardroom, Municipal Operations Centre, 408 James Street South, St. Marys, Ontario at 6:00 pm to discuss the following.

1.0 Call to order

2.0 Declaration of Pecuniary Interest

3.0 Approval of Minutes

Regular Meeting of January 8, 2018

Motion:

Second:

4.0 Application Z06-2017 to Amend the Town of St. Marys Zoning By-law Z1-1997, as amended

Lots 14-20, west side of Thomas Street, Lots 16-20, east side of Ontario Street, Registered Plan 235, 121 Ontario Street South

Applicant: Wildwood Homes (Rick Murphy)

5.0 Next Meeting

6.0 Adjournment

Present:

- Chairman Councillor Don Van Galen
- Councillor Jim Craigmile
- Member William J. (Bill) Galloway
- Member Steve Cousins
- Member Marti Lindsay
- Member Dr. J. H. (Jim) Loucks
- Mark Stone, Planner
- Susan Luckhardt, Secretary-Treasurer PAC

Regrets:

- Grant Brouwer, Director of Building and Development

1.0 Call to Order

Chairman Don Van Galen called the meeting to order at 6:00 pm.

2.0 Disclosure of Pecuniary Interest:

None.

3.0 Approval of Minutes:

Minutes dated January 8, 2018

Motion by: Councillor Jim Craigmile

Seconded by: Member Marti Lindsay

THAT the Minutes dated January 8, 2018 be approved as circulated.

MOTION CARRIED

4.0 Application Z06-2017 to Amend the Town of St. Marys Zoning By-law Z1-1997, as amended

Lots 14-20, west side of Thomas Street, Lots 16-20, east side of Ontario Street, Registered Plan 235, 121 Ontario Street South

Applicant: Wildwood Homes (Rick Murphy)

Rick and Melanie Murphy of Wildwood Homes and Kathleen Rooyakkers of NA Engineering were present.

Mark Stone introduced the application to amend the Town's Zoning By-law with respect to 121 Ontario Street South. The property is approximately 0.9 hectares (2.2 acres) in size and is bounded by Ontario Street South, Thomas Street and Park Lane. The application for a Zoning By-law Amendment is required to facilitate the development of the property for 23 apartment units in four buildings. There will be 5 units in the existing building; and 6 units in each of 3 proposed buildings. The property was formerly owned by the Town of St. Marys and functioned as an early learning centre. The property was sold by the Town to Wildwood Homes in September of 2017 through a public tender process. In addition to the existing building located on the property, there is an outdoor play area and paved parking areas currently on the property. In the Town's Official Plan the property is designated Residential with a small area identified as Floodplain at the northeast corner. The property is currently zoned Institutional (I) and Flood Plain [FP (RD)], with a Regulated Area overlay in the Town of St. Marys Zoning By-law Z1-1997, as amended. Section 3.1.2.3 of the Official Plan states that residential infilling type development such as this is generally permitted throughout the Residential designation provided it maintains the attributes of the neighbourhood in terms of building type, building form and spatial separations. The zoning amendment will rezone the property to an R5 zone with exceptions to recognize the layout of the proposal on the site.

Correspondence received from the Town's Director of Corporate Services/Deputy Clerk stated that the proposed development would not appear to have any impact on the heritage attributes of the property to the north (89 Ontario Street South) which is designated under Part IV of the Ontario Heritage Act. The Heritage Committee is scheduled to meet on February 10, 2018 and any comments from the Committee will be forwarded to staff.

Correspondence received from Upper Thames River Conservation Authority (UTRCA) stated concern with the proposed Thomas Street access located in the Regulatory floodplain. It was noted by Mark Stone that the applicant has responded to the UTRCA comments and has

revised the site plan by eliminating the Thomas Street access and alternatively providing access located outside the Regulation Limit, off Park Lane to this area of the site.

Correspondence received from Herman Veenendaal, 146 Ontario Street South stated concern with the proposed development around issues of increased density; proposed building height; attainable housing; road widening and tree preservation; and traffic.

Kathleen Rooyakkers of NA Engineering, agent for the application provided an overview of the proposed development. She addressed concerns regarding building height and stated that the proposed buildings are two storeys in height with a walk-out and are in keeping with the character of existing buildings in the neighbourhood.

Rick and Melanie Murphy provided further details around the proposed development and responded to questions from PAC members and members of the Public.

Chairman Don Van Galen asked PAC members for questions.

Member Bill Galloway asked if Park Lane would be physically widened at this time.

Mark Stone explained that a road widening is being taken by the Town along Park Lane and Thomas Street. Under the Ontario Planning Act, the municipality is permitted to take road widening lands under site plan agreements to meet minimum width requirements for the road classification under the Official Plan. Although the land is being taken at this time as road widening, there is no immediate need to widen Park Lane or Thomas Street.

Member Marti Lindsay asked about tree preservation. Melanie Murphy stated they do not intend to remove any trees unless necessary and identified one tree that will be removed. The intent is to replace any trees that need to be removed with new trees. In response to a further question from Marti Lindsay, Melanie Murphy provided details about the conversion of the former school building to living space.

Member Dr. Jim Loucks asked about rental rates to confirm whether utilities were included with the rental rates. Melanie Murphy stated that utilities are not included with the rental rates. Each unit will have independent utilities such that each tenant can control their utilities.

Councillor Jim Craigmile asked for comment on the number of units and accessibility. Melanie Murphy stated that the existing building will contain 5 units and those will all be accessible with 2 of those units being barrier free. Rick Murphy stated that the main level units of the new buildings will be accessible, and the units on the lower walkout level will be barrier free.

Chairman Don Van Galen asked if the proposed storm water management pond is a dry pond. The applicants confirmed that it is.

Chairman Don Van Galen asked for questions from members of the Public.

Arlene Callender, 55 Ontario Street South asked if every apartment unit will have a balcony. Melanie Murphy stated that the lower level walkout units will not have balconies. The existing school units will not have balconies. All other units will have balconies.

Jacques Cousineau, owner of 133 Thomas Street asked if the development will be fenced. Rick Murphy stated that the existing fence will be removed and it is expected that it will not

be replaced. Rick Murphy stated that the common area for the development is proposed for the top of the hill which will be designed as an amenity area. There is not a playground proposed for the property. Jacques Cousineau stated concern that children may congregate at the carwash at 133 Thomas Street and stated that he would like to see a fence maintained around the development. Rick Murphy stated that they will be maintaining a fence between themselves and their one abutting neighbour to the north.

Ray Doerksen, 165 Thomas Street asked for clarification on the design of the building that is not a walkout. He was advised that the lower level of the building that is not a walkout would have large rear facing windows. Ray Doerksen asked if UTRCA had any concerns with rainwater catchment for heavy rains events. Ray Doerksen had concern with rainwater flows from the site to his driveway. Kathleen Rooyakkers stated that under the application for site plan agreement, they will be required to provide a storm water management plan for the site. There is a small storm water management pond proposed to manage water on the site. Ray Doerksen asked if they will retain the boulevard trees on Thomas Street. Melanie Murphy responded that one of the trees along Thomas Street is required to be removed as the services for the development will disrupt the roots. There will be a landscape plan for the property as part of the site plan agreement.

Pat DonMelanie, 243 Thomas St. asked for clarification as to what is existing and what is proposed for the site. The applicants reviewed the site plan and spoke to the changes. Pat DonMelanie asked about building finishes in keeping with the heritage of the neighbourhood. Melanie Murphy stated that although they have not finalized the finishes; the finishes will blend with the neighbourhood.

Patty DonMelanie, 243 Thomas Street stated concern regarding traffic movements in the neighborhood. It was suggested that the yield signs at the intersections of Park Lane and Thomas Street and Park Lane and Ontario Street be changed to stop signs.

Michael Ebert, 165 Thomas Street asked about window placements in the buildings and distancing and whether there is adequate space between the existing former school building and the adjacent new building. The applicants will look into this to ensure requirements under the Building Code are met in this regard.

Wendy Mann, 285 Thomas Street asked about the Park Lane entrance to the site and had concerns that Park Lane can be very slippery in the winter. She also had concerns about removing the fence around the site. Youth may still use the site as a toboggan hill. Without the fence, a potential toboggan hill could lead to the Park Street intersection; as such she suggested landscaping be used to provide a barrier at this location.

Ray Doerksen also suggested that the applicants consider naturalizing the hill versus mowing it.

Concerns were raised that pedestrians may cut through the development as they are doing currently. With respect to foot traffic on site, Melanie Murphy stated that once the buildings are constructed and occupied, it is likely the foot traffic will go away as they have found this to be the case with other properties they own.

Pat DonMelanie suggested that the owners look at using LIDS (Low Impact Development) for storm water management for the site.

This concluded questions and comments from the Public.

Chairman Don Van Galen asked PAC members for any further comments.

There were no additional comments from PAC members.

Mark Stone stated that he has taken some notes for consideration based on tonight's discussion. Further details will be covered off under the site plan agreement for the development.

MOTION:

Application Z06-2017 to Amend the Town of St. Marys Zoning By-law Z1-1997, as amended:

Motion by: Member Steve Cousins

Seconded by: Member W. J. (Bill) Galloway

THAT based on the review of the Application and comments received thus far, Planning Advisory Committee endorses the Application, in principle, and Committee recommends to St. Marys Town Council that it proceed with the statutory public meeting to be scheduled for February 27, 2018.

MOTION CARRIED

5.0 Next Meeting

T.B.A.

6.0 Adjournment:

Motion by: Member W. J. (Bill) Galloway

Seconded by: Member Steve Cousins

THAT the meeting adjourn at 6:46 pm.

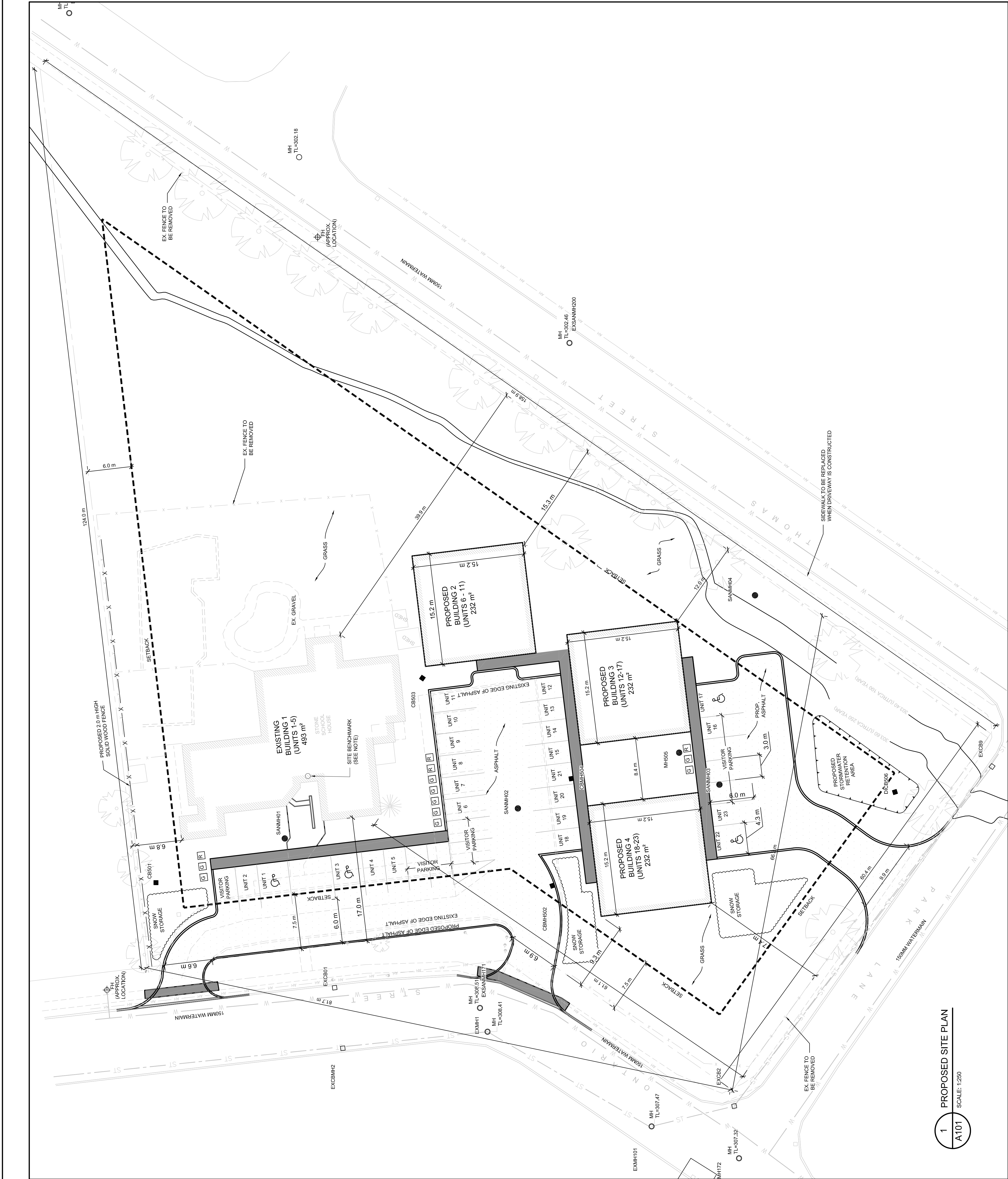
MOTION CARRIED

Councillor Don Van Galen
Chairman

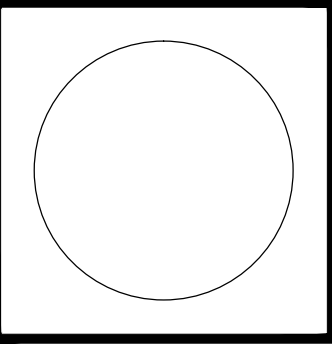
Susan Luckhardt
Secretary-Treasurer

Copies to:

- PAC Members
- CAO-Clerk
- Council
- Mark Stone, Planner



SITE DATA				
RESIDENTIAL ZONE 5 (R5)				
DESCRIPTION	PROPOSED	EXISTING	TOTAL	REQD BY ZBL
LOT AREA	8,978.7 m²	8,978.7 m²	8,978.7 m²	900 m² (UNIT 1) + 90 m² (UNIT 2) = 990 m² 2,220 m² MIN. = 2,280 m² MIN.
LOT FRONTAGE	81.7 m	81.7 m	81.7 m	30.5 m MIN.
FRONT	9.3 m	17.0 m	9.3 m	7.5 m MIN.
SET BACK	INT.: 6.8 m EXT.: 17.4 m	INT.: 6.8 m EXT.: 61.1 m	INT.: 6.8 m EXT.: 17.4 m	INT.: 6.0 m MIN. EXT.: 7.5 m MIN.
REAR	12.0 m	39.9 m	11.2 m	12.0 m MIN.
LOT DEPTH	66.2 m	66.2 m	66.2 m	37.0 m MIN.
LOT COVERAGE	8%	5%	13%	35% MAX
LANDSCAPED OPEN SPACE	68%	83%	68%	35% MIN
ACCESSORY BUILDING AREA	0	0	0	-
BUILDING AREA (GROUND FLOOR)	696 m²	493 m²	1,189 m²	-
GROSS BUILDING AREA (GROSS FLOOR ALL FLOORS)	2,088 m²	493 m²	2,581 m²	-
NO. PARKING SPACES	31.0	-	31.0	1.35 PER UNIT * 23 UNITS = 30.75 SPACES
NO. B.F. SPACES	4.0	-	2.0	1 PER 25 SPACES
BUILDING HEIGHT	11.7 m	8.5 m	11.7 m	13.5 m MAX
NO. STOREYS	3.0	-	3.0	3 MAX
NO. DWELLING UNITS	23	-	23	-
DRIVEWAY WIDTH AT PROPERTY LINE	6.0 m	-	6.0 m	9.0 m MAX




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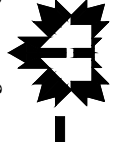
No.	DATE	DESCRIPTION
A	15/12/17	ISSUED FOR CLIENT REVIEW
B	21/12/17	ISSUED FOR ZONING AMENDMENT

CLIENT:
WILDWOOD HOMES
1436 KILALLY ROAD
STRATFORD, ONTARIO,
N5A 5A3
PH. (519) - 451- 0987

PROJECT:
MULTI FAMILY RESIDENTIAL
BUILDING
121 ONTARIO STREET
ST. MARYS, ONTARIO



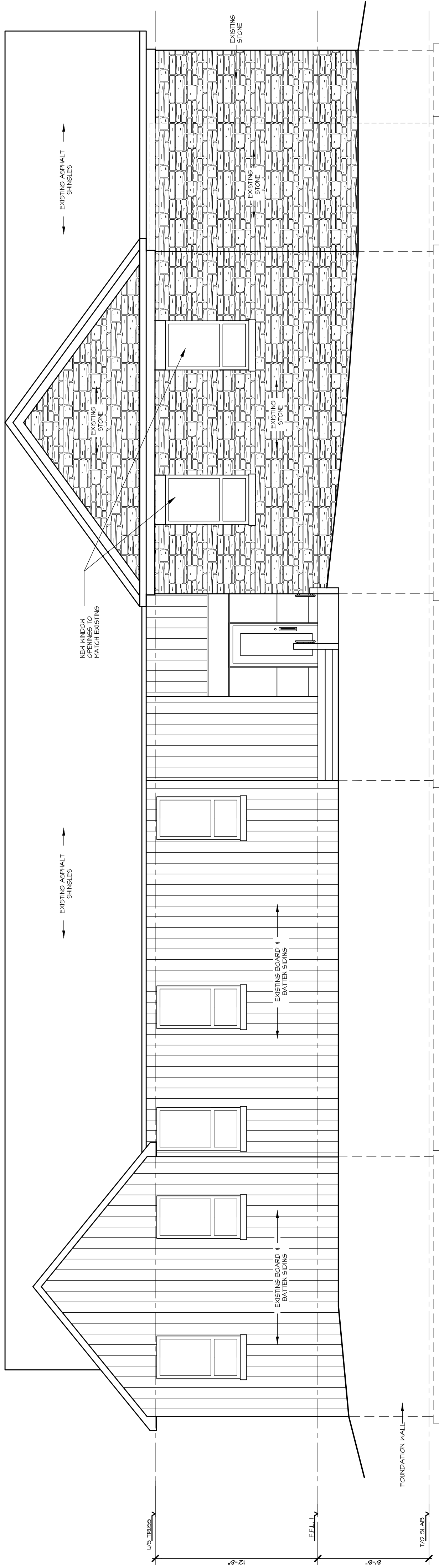
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PH. (519) 433-5062 FAX. (519) 432-1915
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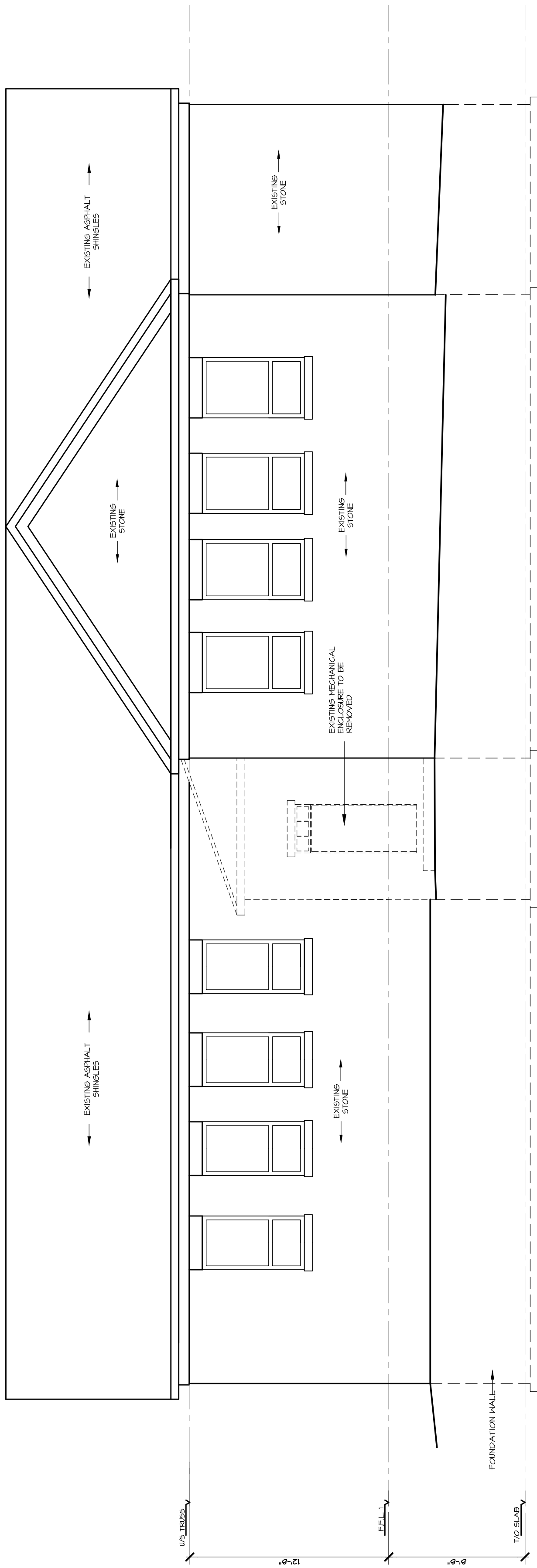
DRAWING TITLE:
BUILDING ELEVATIONS

DATE:	DEC. 21, 2017
DRAWN BY:	JH/MBM
CHECKED BY:	JHT
SCALE:	AS SHOWN

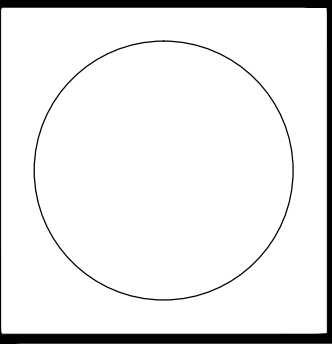
DRAWING No.	17-5033-B	ISSUE No.	B
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FRONT ELEVATION
SCALE: 3/16"=1'-0"

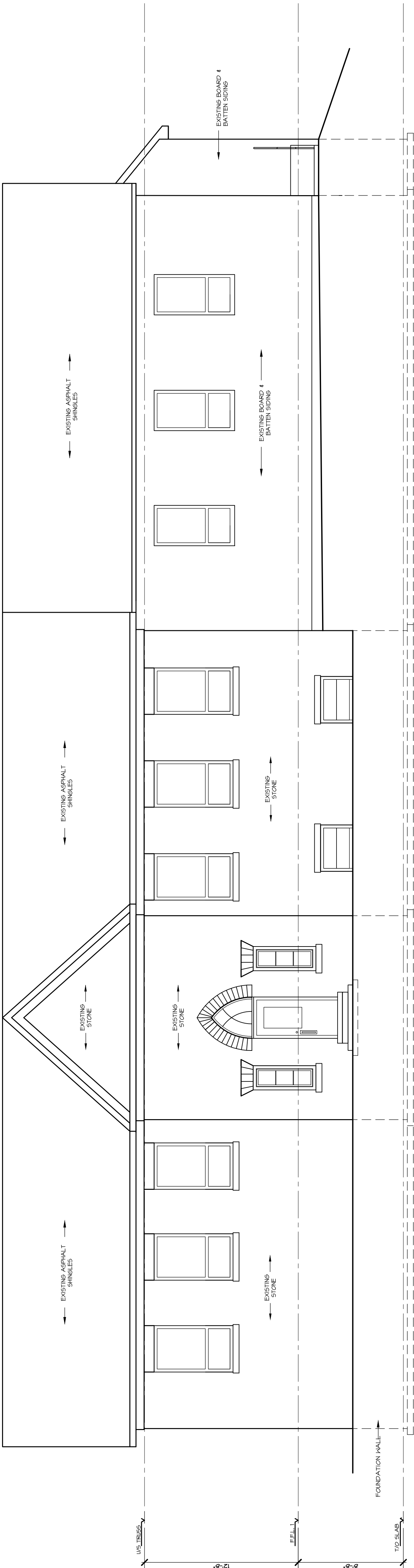


RIGHT ELEVATION
SCALE: 3/16"=1'-0"

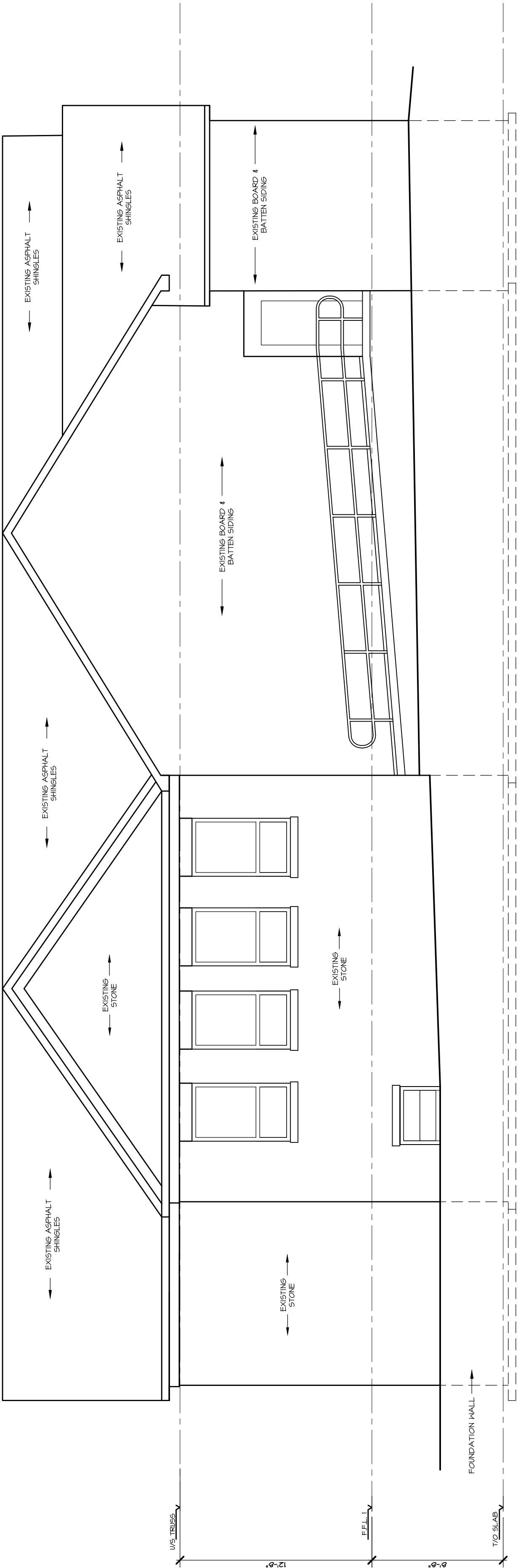


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REAR ELEVATION
SCALE: 3/16"=1'-0"




LEFT ELEVATION
SCALE: 3/16"=1'-0"

No.	DATE	DESCRIPTION
A	15/12/17	ISSUED FOR CLIENT REVIEW
B	21/12/17	ISSUED FOR ZONING AMENDMENT

CLIENT:
WILDWOOD HOMES
1436 KILALLY ROAD
STRATFORD, ONTARIO,
N5A 5A3
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PROJECT:
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www.arkydesigns.com

DRAWING TITLE:
BUILDING ELEVATIONS

DATE:	DEC. 21, 2017
DRAWN BY:	JH/MBM
CHECKED BY:	JHT
SCALE:	AS SHOWN

DRAWING No.	17-5033-C
ISSUE No.	B



FRONT ELEVATION

121 ONTARIO STREET

CONCEPT PLAN

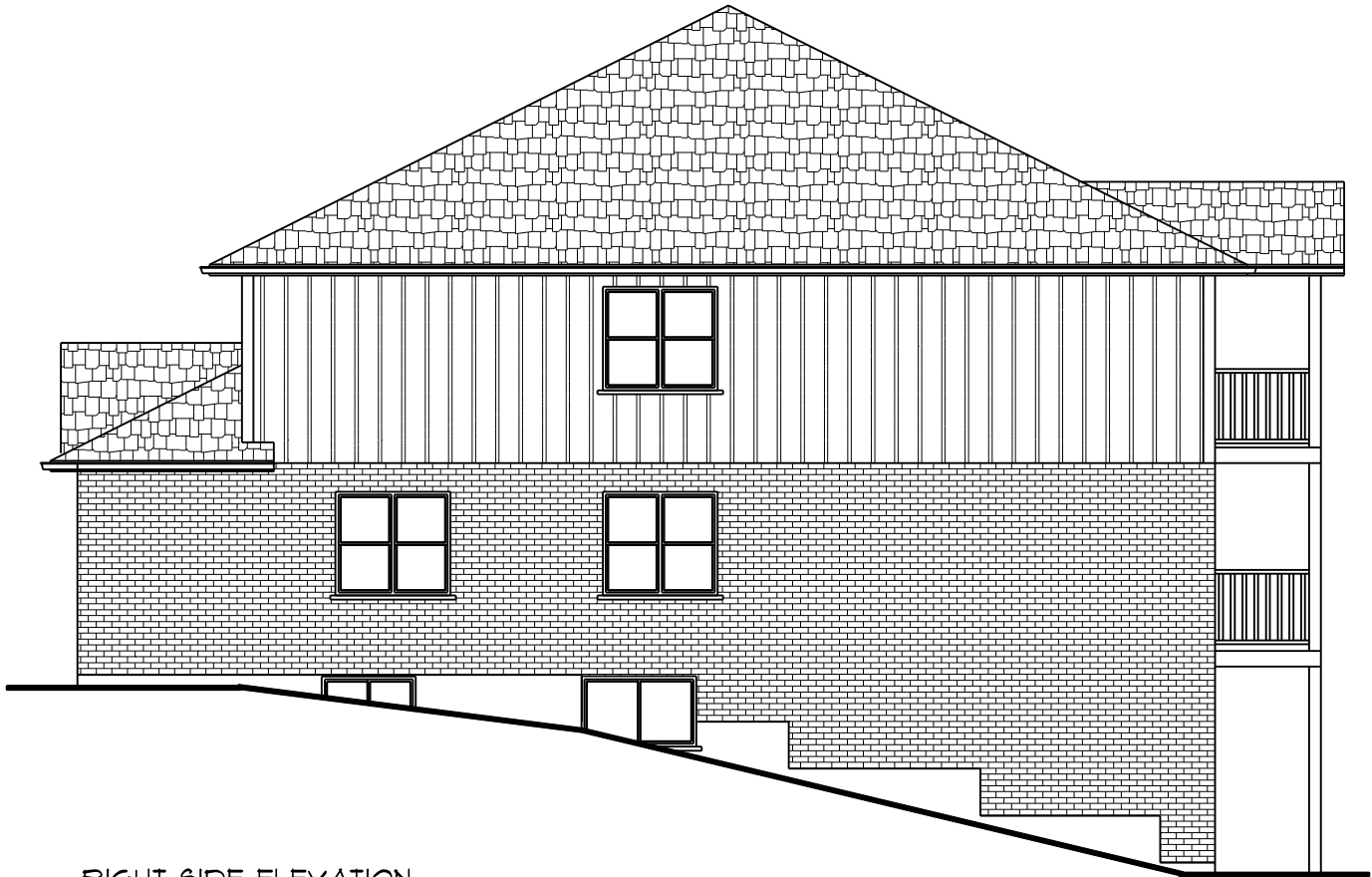
LEFT / RIGHT ELEVATION

DATE: 12-18-17

NOT TO SCALE

WILDWOOD HOMES LTD.

ST MARYS ONTARIO
519-521-7088



RIGHT SIDE ELEVATION

121 ONTARIO STREET

CONCEPT PLAN

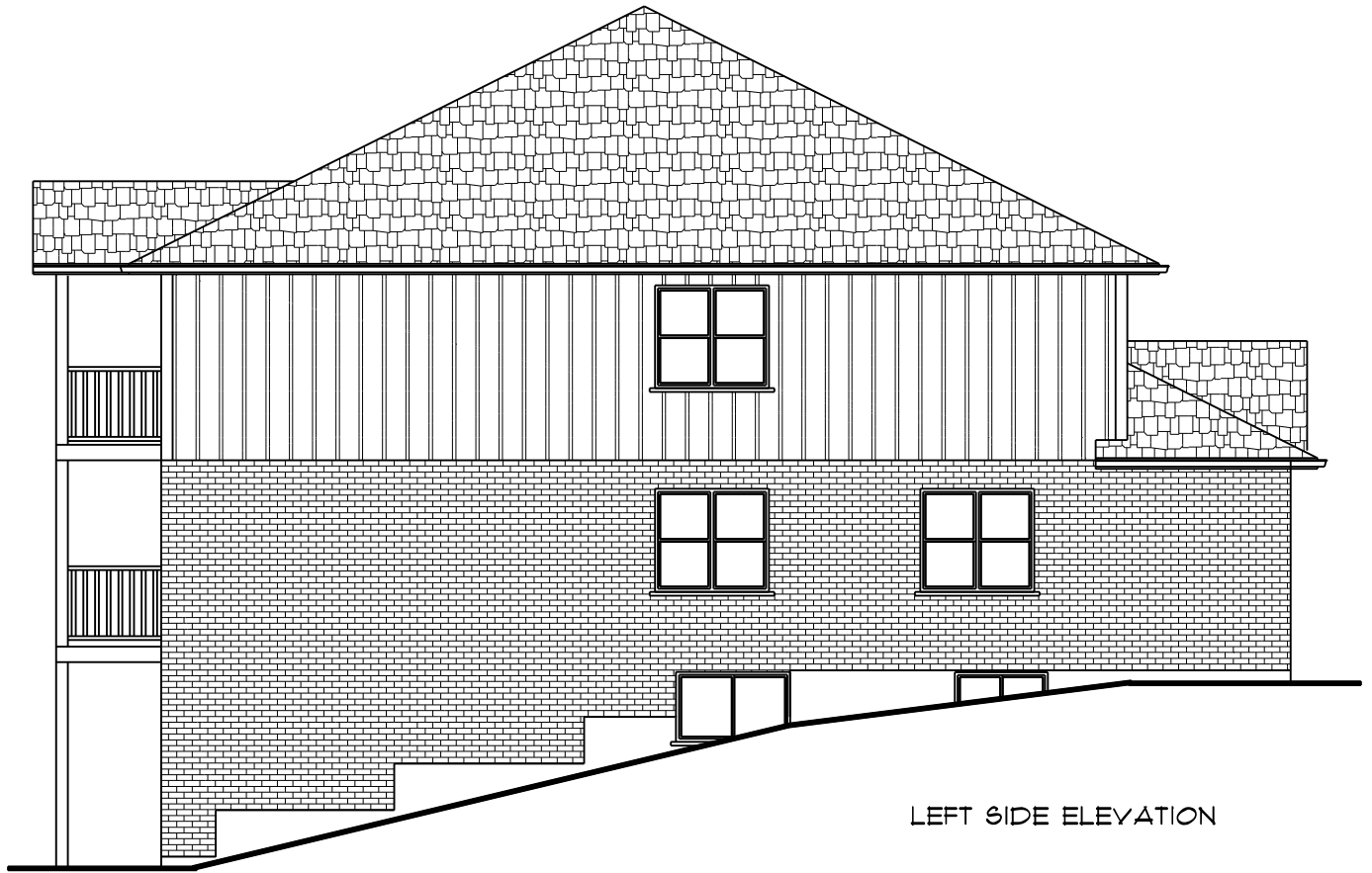
RIGHT ELEVATION

DATE: 01-20-17

NOT TO SCALE

WILDWOOD HOMES LTD.

ST MARYS ONTARIO
519-521-7088



121 ONTARIO STREET

CONCEPT PLAN

LEFT SIDE ELEVATION

DATE: 01-20-17

NOT TO SCALE

WILDWOOD HOMES LTD.

ST MARYS ONTARIO
519-521-7088



REAR ELEVATION

121 ONTARIO STREET

CONCEPT PLAN

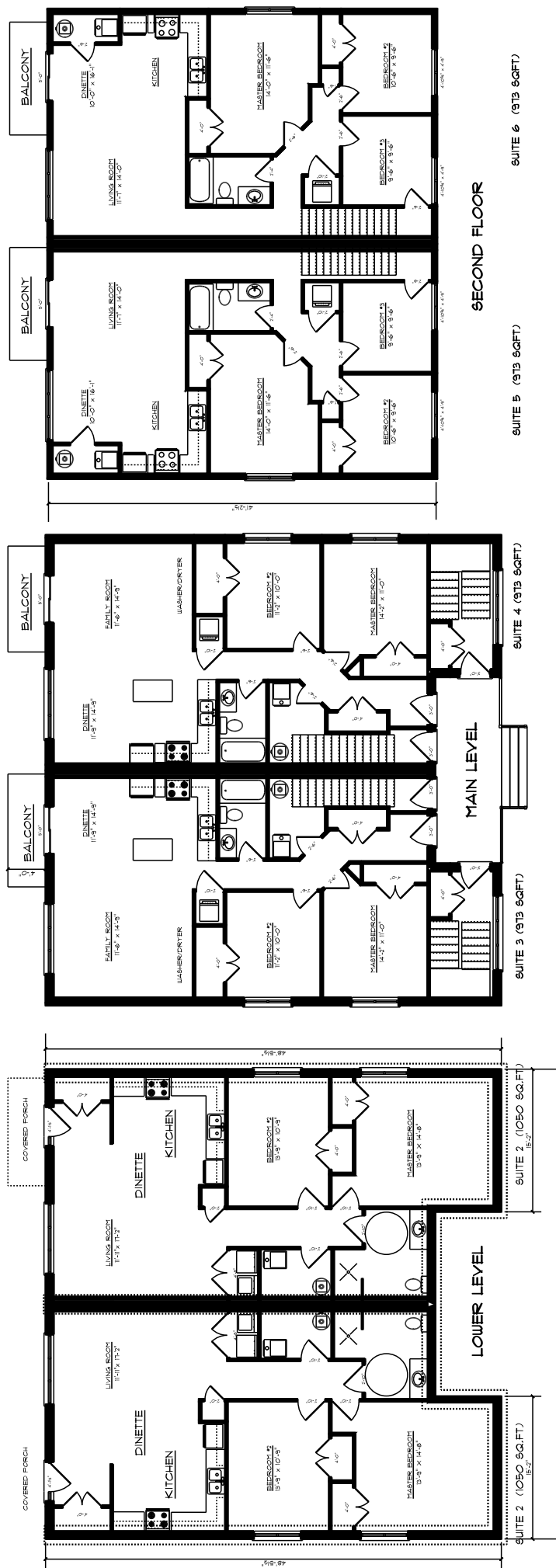
REAR ELEVATION

DATE: 12-18-17

NOT TO SCALE

WILDWOOD HOMES LTD.

ST MARYS ONTARIO
519-521-7088



ALL SUITS SELF CONTAINED UTILITIES
 ALL SUITS ENERGY EFFICIENT
 ALL SUITS SEPARATE ENTRANCES
 SUITS OFFER TWO AND THREE BEDROOM OPTIONS
 ALL SUITS HAVE ACCESS TO IN SUITE LAUNDRY

121 ONTARIO STREET	WILDWOOD HOMES LTD.
CONCEPT PLAN & SUITE APT.	ST MARY'S, ONTARIO
APPROX TOTAL SQFT 4000	519-521-1088
DATE: 12-18-17	NOT TO SCALE



NOTICE OF PUBLIC MEETING CONCERNING PROPOSED ZONING BY-LAW AMENDMENT

TAKE NOTICE that, pursuant to Section 34 of the Planning Act, R.S.O. 1990, the Council of the Corporation of the Town of St. Marys will hold a public meeting on **Tuesday, February 27, 2018 at 6:00 p.m.** in the Town Hall Council Chamber (175 Queen Street East) to consider an Application by Wildwood Homes (File: Z06-2017) for approval of an Amendment to the Town of St. Marys Zoning By-law.

The subject property (121 Ontario Street South) is approximately 0.9 hectares (2.2 acres) in size and is bounded by Ontario Street South, Thomas Street and Park Lane, as shown on the General and Specific Location Maps attached to this Notice. The subject property is currently zoned Institutional (I) and Flood Plain [FP(RD)], with a Regulated Area overlay, according to the Town's Zoning By-law Z1-1997.

The purpose and intent of the proposed Zoning By-law Amendment is to rezone areas of the subject property currently zoned Institutional (I) to Residential Zone Five (R5) to facilitate the development of 23 apartment units in four buildings, as follows:

- 5 apartments (1 & 2 bedroom units) in the existing/former early learning centre building; and,
- 6 apartments (2 & 3 bedroom units) in each of 3 new buildings.

The proposed Zoning By-law Amendment will also include special provisions to revise the definition of 'apartment dwelling' as it applies to the subject property to read as follows:

"Apartment dwelling: a dwelling containing 5 or more dwelling units, each of which has an independent entrance either directly or from a common corridor within the building"

Other special provisions in the proposed Zoning By-law Amendment applying to the subject property include:

- deeming the Ontario Street South frontage as the front lot line, the Thomas Street frontage as the rear lot line and the Park Lane frontage as the exterior side lot line
- reducing the rear yard minimum requirement from 12.0 metres to 9.0 metres
- Section 12.2.15 of the Zoning By-law (no ingress or egress driveway shall be located closer than 1.5 metres to any side or rear lot line) shall not apply

The proposed site plan is provided with this Notice. Proposed building elevations and floor plans are available at the Town's Municipal Operations Centre. The applicant indicates that a Site Plan Application will also be submitted to the Town in the near future.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Zoning By-law Amendment.

Please note: Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and will be included in the Council agenda and minutes. Council agenda and minutes are published on the Town of St. Marys website at www.townofstmarys.com.

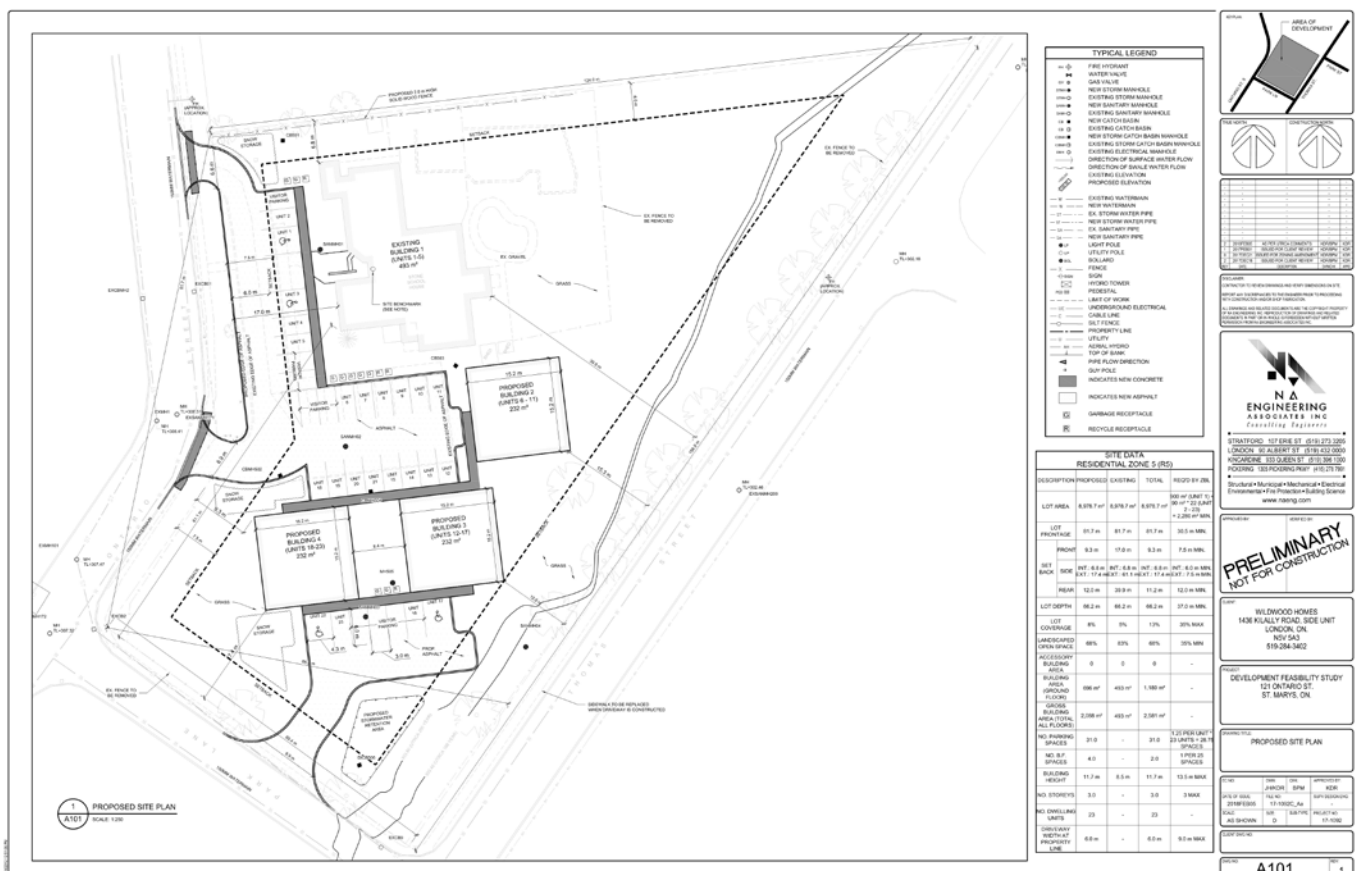
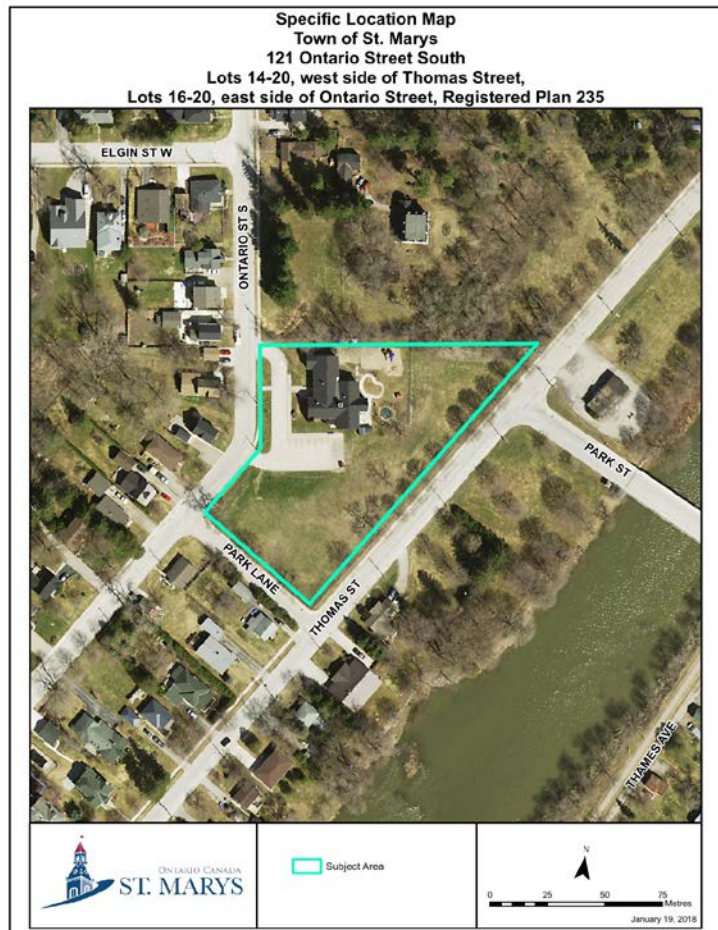
If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Corporation of the Town of St. Marys before the proposed Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decision(s) of the Council of the Corporation of the Town of St. Marys to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Town of St. Marys before the Zoning By-law

ATTACHMENT 5

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendment is now available for inspection during office hours at the Town of St. Marys Municipal Operations Centre, 408 James Street South and can be provided in an accessible format upon request.

Brent Kittmer Clerk/CAO, Town of St. Marys, 175 Queen Street East, PO Box 998, St. Marys, Ontario N4X 1B6 Telephone: (519) 284-2340; Fax: (519) 284-3881.





"Inspiring a Healthy Environment"



February 1, 2018

Town of St. Marys
175 Queen Street East
P.O. Box 998
St. Marys. Ontario N4X 1B6

Attention: Susan Luckhardt, Planning Coordinator, (via e-mail sluckhardt@town.stmarys.on.ca)

Dear Ms. Luckhardt,

Re: Application for Zoning By-law Amendment Owner: Wildwood Homes
Property Description: 121 Ontario St. South in the Town of St. Marys, County of Perth, ON

The Upper Thames River Conservation Authority (UTRCA) has reviewed the subject application with regard for policies contained within the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006)*. These policies include regulations made pursuant to Section 28 of the *Conservation Authorities Act*, and are consistent with the natural hazard and natural heritage policies contained in the *Provincial Policy Statement (2014)*. The Upper Thames River Source Protection Area Assessment Report has also been reviewed in order to confirm whether the subject property is located within a vulnerable area. The Drinking Water Source Protection information is being disclosed to the Municipality to assist them in fulfilling their decision making responsibilities under the Planning Act. We offer the following comments:

PROPOSAL

The application for Zoning By-law Amendment seeks to rezone the subject property to Residential Zone Five (R5) to facilitate the development of 23 apartment units in four buildings (5 units in the existing/former early learning centre building, and 6 units in each of the proposed 3 new buildings). An application for Suite Plan is anticipated to follow in the near future.

CONSERVATION AUTHORITIES ACT

As shown on the enclosed mapping, the subject property is affected by the Authority's Regulation Limit which includes an area of floodplain associated with the North Thames River. The UTRCA regulates development within the Regulation Limit in accordance with Ontario Regulation 157/06 made pursuant to Section 28 of the *Conservation Authorities Act*. This regulation requires the landowner to obtain written approval from the UTRCA prior to undertaking any development or site alteration in the regulated area which includes filling, grading, construction, alteration to a watercourse and/or interference with a wetland.

UTRCA ENVIRONMENTAL PLANNING POLICY MANUAL

The UTRCA's Environmental Planning Policy Manual is available online at <http://thamesriver.on.ca/planning-permits-maps/utrca-environmental-policy-manual/>
The policies which are applicable to the subject lands include:

3.2.2 General Natural Hazard Policies

These policies direct new development, and site alteration, away from hazard lands. No new hazards are to be created and existing hazards should not be aggravated. Furthermore, the Authority does not support the fragmentation of hazard lands through lot creation. This policy is consistent with the Provincial Policy Statement (PPS, 2014) and is intended to limit the number of owners of hazardous land and thereby reduce the risk of unregulated development etc.

3.2.3 Riverine Flooding Hazard Policies

These policies address matters such as the provision of detailed flood plain mapping, uses that may be permitted in the flood plain, one & two zone flood plain policy areas as well as special policy areas.

DRINKING WATER SOURCE PROTECTION

Clean Water Act

The *Clean Water Act* (CWA), 2006 is intended to protect existing and future sources of drinking water. The Act is part of the Ontario government's commitment to implement the recommendations of the Walkerton Inquiry as well as protecting and enhancing human health and the environment. The CWA sets out a framework for source protection planning on a watershed basis with Source Protection Areas established based on the watershed boundaries of Ontario's 36 Conservation Authorities. The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities have entered into a partnership for The Thames-Sydenham Source Protection Region.

The Assessment Report for the Upper Thames watershed delineates three types of vulnerable areas: Wellhead Protection Areas, Highly Vulnerable Aquifers and Significant Groundwater Recharge Areas. We wish to advise that the subject property is within identified as being within a vulnerable area. Mapping which shows these areas is available at: http://maps.thamesriver.on.ca/GVH_252/?viewer=tsrassessmentreport

Provincial Policy Statement (PPS, 2014):

Section 2.2.1 requires that:

"Planning authorities shall protect, improve or restore the quality and quantity of water by: e) implementing necessary restrictions on development and site alteration to:

- 1. protect all municipal drinking water supplies and designated vulnerable areas; and*
- 2. protect, improve or restore vulnerable surface and ground water features, and their hydrological functions"*

Section 2.2.2 requires that:

"Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their related hydrologic functions will be protected, improved or restored".

Municipalities must be consistent with the Provincial Policy Statement when making decisions on land use planning and development.

Policies in the *Approved Source Protection Plan* may prohibit or restrict activities identified as posing a *significant threat* to drinking water. Municipalities may also have or be developing policies that apply to vulnerable areas when reviewing development applications. Proponents considering land use changes, site alteration or construction in these areas need to be aware of this possibility. The *Approved Source Protection Plan* is available at: <http://www.sourcewaterprotection.on.ca/source-protection-plan/approved-source-protection-plan/>

UTRCA Comments
Z06-2017
121 Ontario St South, St. Marys

RECOMMENDATION

The UTRCA notes that while the subject property is affected by the floodplain associated with the North Thames River, the extent of floodplain at this time is limited to the area along Thomas Street. We would advise that the parking area proposed nearest Thomas Street will require a point of access/egress that is outside of the Regulatory floodplain. Moving forward, the UTRCA will require a site plan showing this additional point of access/egress (along Park Lane or otherwise). We look forward to reviewing any future applications associated with this development in the near future. The foregoing comments are provided for the information of the applicant and the Committee.

UTRCA REVIEW FEES

In June 2006, the UTRCA's Board of Directors approved the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority*. This manual authorizes Authority Staff to collect fees for the review of Planning Act applications including applications for Zoning By-law Amendment. Our fee for the review of this application is \$200.00. An invoice will be sent directly to the property owner under separate cover.

Thank you for the opportunity to comment. If you have any questions, please contact the undersigned at extension 228.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Spencer McDonald
Land Use Planner
SM/sm

c.c. Mark Stone, Planner (via email: mark@mlsplanning.ca)

Enclosure: UTRCA Reg. Limit mapping (please print on legal-size paper for scales to be accurate)

January 31, 2018

Town of St. Marys,
St. Marys, ON

I am writing to express my concerns about the proposed redevelopment of the West Ward School property.

My concerns are as follows:

1. This development will result in an increased density, i.e. the proposal is for multiple unit dwellings such as apartment blocks. This development is situated in the midst of a stable single family residential neighbourhood and as such the proposal is not in keeping with the character of the neighbourhood, notwithstanding anything in the official plan about infill development.

2. Building height. The proposal states that 3 buildings of 3 storeys are to be erected on the site. Most of the surrounding houses are one or two storey structures including the existing building on the property. Any new development must respect the elevations now in place.

3. Neither the public or the adjoining neighbours were ever consulted in any formal fashion about the proposed redevelopment. Creative solutions proposed by several individuals with ideas about community space or library space were dismissed in favour of council's preconceived agenda.

It seems to have been done by way of a council agenda which arbitrarily decided that St. Marys needs a rent geared to income project. Using the phrase 'attainable housing' does not change the meaning of 'rent geared to income'.

Furthermore, I don't believe there is any legal way to restrict tenancy of the project to the target market which is people working in St. Marys for wages in the \$16 to \$17 per hour range.

4. The proposal states that Park Lane and Thomas street will require widening. This conflicts with the original approval to sell the property to the developer which stipulated that the tree line along Thomas was to be preserved. Given the town's record on saving trees, e.g. Emily st., this is doubtful with the proposed road widening.

5. The traffic analysis deals only with traffic in and out of the proposed development. Not mentioned is the significant number of vehicles traveling to and from the west ward and now using Park lane as a means of getting to Thomas st and onward to Water st by crossing the bridge on Park st. The traffic numbers presented only deal with vehicles entering and leaving the subject property.

6. When I discussed my concerns with a town councillor and stated that such a development would have a negative impact on a nice neighbourhood I was met with the reply "Whoever said it was a nice neighbourhood?". That kind of response is not what I would expect from an elected individual who was elected to represent local citizens. It also suggests to me that council doesn't think much of the neighbourhood and therefore had no reservations about changing the character of the neighbourhood with such a development.

Respectfully submitted,
Herman Veenendaal
146 Ontario st. S,
Box 1717
St. Marys, ON, N4X 1C1

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	27 February 2018
Subject:	DEV 04-2018 February Monthly Report (Building Development)

RECOMMENDATION

THAT DEV 04-2018 February Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- A total of 7 permits were issued in January 2018 compared to 11 the previous year.
- There were two dwelling units issued this month compared to 4 the previous year.
- The total construction values were \$700,000 compared to \$2,370,000 the previous year.
- The total permit fees were \$4,385.60 compared to \$10,373.00 the previous year.
- A total of 34 appointments were provided by the Building Department for this time period.
- There were 5 Heritage permits issued for this period.

Planning

- PAC review meeting for application for zoning by-law amendment affecting 121 Ontario Street South. Application forwarded to Council for statutory Public Meeting on February 27, 2018.
- Site Plan application affecting 515 James Street South – application triggered by a building addition. This property development predated site plan control in the Town and as such a site plan agreement has not existed for the property prior to this.
- Working with applicant on development agreement for 256 Church Street South as a condition of approval of Minor Variance application to permit a third unit in the dwelling.
- Heritage Property Tax Rebate applications being accepted for 2017 until February 28, 2018. Twelve applications received to date.
- Façade Improvement and Designated Heritage Property grant applications being accepted for 2018 and held in the queue pending budget approval.

PRC Operations

- Sound system upgrade completed in Community Centre. Staff received initial training on Feb 9.
- Building Automations Controls maintenance completed for HVAC unit operation resolving concerns of cool temperatures in meeting spaces such as Community Centre and Friendship Centre.
- Pool maintenance and repairs to filters, salt system, and water level system were required in last 30 days.
- Jeff Blackman retirement has been discussed and approved for August 9, 2018 as last day of work with the town. Started July 1st, 1981.

Facilities Capital

- Cadzow Splash Pad – RFP has been graded, top 3 designs have been released for public input and seeking Council approval for award1.
- Cadzow Pavilion – RFP site tour has been completed, closing date of Feb 27.
- PRC Guest Service Desk – RFP site tour completed with 3 vendors. Closing date of Feb 27.

Facilities Operational

- Friendship Centre East Door replacement – project to begin Feb 26 and completion to be Feb 28
- MOC – heat issue in Finance offices repaired, faulty thermostat
- Town Hall – Community Players investigating raising the seats in balcony for better site lines. Contractor and Engineer contacted for costing
- Library – people rope installed at service desk to block patrons from entering behind desk
- Town Hall – Church Street lower level entrance door closer repaired

OUTSTANDING ISSUES AND PROJECT LIST

- Washroom door Town Hall
- Official Plan Review

SPENDING AND VARIANCE ANALYSIS

All spending has been per budget.

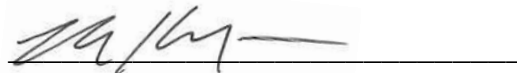
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	27 February 2018
Subject:	DEV 05–2018 Cadzow Splash Pad Procurement Award

PROJECT DETAILS

In 2014, the transformation of Cadzow Park began with the removal of the old Youth Centre / Friendship Centre Building. In 2015 extensive planning went into developing a plan for the future use of the park space. A consultant was retained and proposed four different concepts. After a public review process, Council voted on the four designs and decided to incorporate “Concept D”. Concept D’s features include a splash pad, new multi-generational playground (ages 2-12), pavilion, band shell, a larger parking lot, a patio area, and a trail system connecting all of the features. In 2016, Cadzow Pool was removed to allow the Town to proceed with building the new park concept. Step one of the re-development was to build the new playground. This was completed in the summer of 2017. Step two of the re-development was to build the Splash Pad. Town Council has pre-approved \$267,000.00 for the project within the 2018 capital budget.

RECOMMENDATION

THAT DEV 05-2018 Cadzow Splash Pad Procurement Award be received; and,

THAT the procurement for Cadzow Splash Pad tender be awarded to Openspace Solutions Inc. Option 2 for the procured price of \$231,899.88, inclusive of all taxes and,

THAT staff be authorized to approve any necessary contingencies during the construction of the splash pad project up to, but not exceeding, the 2018 approved budget amount of \$267,000.00; and,

THAT By-Law 20-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

The RFP advised proponents that the Town had a maximum budget of \$240,000.00 which allowed a contingency of \$27,000.00 within the approved budget of \$267,000.00. The contingency is set for the restoration of the surrounding area adjacent to the splash pad, servicing the splash with both water and waste water as well as electrical. If the contingency is not required it will be put back into the park.

When the RFP closed it was graded in two different stages:

Stage One: Members of Town staff graded each submission. A total of 22 staff members took part in the grading of the concept and design. Both the Director of Building and Development and the Manager of Facilities graded the remaining criteria.

Stage 1 Scoring Matrix

Proposal	Company	Experience, Reference, Warranty	Budget and Cost	Design Concept	Budget \$240, 000	Total
		40 Points	30 Points	30 points	Cost	100
Option 3	Openspace Solutions #1 (Short List # 3)	40	22.89	27	\$225,648.57	89.89
Option 4	Openspace Solutions #2 (Short List # 2)	40	22.27	27.46	\$231,899.88	89.73
Option 1	ABC Recreation (Short List # 1)	40	30.00	16.17	\$172,171.49	86.17
Option 5	Water Splash Inc.	40	21.99	16.67	\$234,885.60	78.66
Option 2	Diamond Head Sprinklers	40	21.77	16.8	\$237,300.00	78.57

Stage 2: Staff took the three (3) submissions with the highest marks and worked with the Communications Department to create a social media survey for the public to vote on the splash pad of their choice. The top 3 submissions were ABC Recreation (Short List #1), Openspace Solutions Option 1 (Shortlist #2), and Openspace Solutions Option 2 (Shortlist #3). Staff visited the local schools to have the children who will use the splash pad see the three designs and choose which one they would like to have built. The students supplied energetic responses and suggestions for the splash pad designs. The results from the social media survey as well as the schools placed Shortlist **#3 - Openspace Solutions Option 2** as the preferred choice of the responding public with 66% of the votes.

Public Input

Short List #	Holy Name	Little Falls	Public Survey	Final tally
1 – ABC Recreation	13	11	46	70
2 – Open Space #1	17	68	117	202
3 – Open Space #2	106	235	193	534
Total respondents	136	314	356	806

Stage 2 Scoring Matrix

The stage 2 scoring matrix is the updated scoring matrix reflecting the public's input into the preferred design:

Shortlist #	Company	Experience, Reference, Warranty	Budget and Cost	Design Concept	Budget \$240, 000	Total
		40 Points	30 Points	30 points	Cost	100
3	Openspace Solutions Option 2	40	22.27	19.875	\$231,899.88	82.15
1	ABC	40	30.00	2.605	\$172,171.49	72.61
2	Openspace Solutions Option 1	40	22.89	7.518	\$225,648.57	70.41

The end result is that Shortlist #3 – Openspace Design Option 2 is the winning RFP.

Public Comments

Public Themes throughout the survey included such things as:

- they would like a rubber surface
- they preferred the oval shapes over the circular shaped one
- water to fall from tall features rather than ground sprays
- would like shade nearby and areas to sit
- want the splash pad to cater to all ages of children
- would like the water be recycled or reused for watering plants

Staff have consulted with the St. Marys Rotary Club for their comments and input on the proposed designs. The Rotary Club provided the following comments:

1. The round pad was the LEAST preferred. The longer pads provide more access and exit points for users. Number one was preferred by some because its shape allowed the most separation space. This was actually an accessibility issue as children with autism or others with social issues could get farther away from noisy active groups and still enjoy the facility. Children could also remove themselves from someone who was crying or having a meltdown. The longer shape also allows for easier running play than the round pattern.

2. A question was asked about user's control of the water features. Was the water pattern static or were users able have some control over direction and / or volume?

3. A multi part issue was raised. Club members felt the pad should be as close as possible to the washrooms. This would allow children needing a washroom to be closer to it. It would also be easier for parents to supervise their children if one was at the washroom while a sibling remained at the splash pool.

Combined with this there was a question (from a construction contractor) about the overall plan and how the theatre area was going to be integrated with the pavilion and splash pad.

4. Thanks for encouraging this sharing opportunity. This really does feel like a partnership.

Staff sent the Openspace Solution design to the Accessibility Advisory Committee (AAC) and received comments on the project. The Committee suggested to staff the following

1. That signage be implemented at the site to clearly define how to activate the system,
2. That a more significant colour contrast can be implemented between the sand stone/surf stones and the floor surface,
3. That the painted frog and snake not be included in the design due to the increased possibility of the paint's to deteriorate,
4. That confirmation be received from the proponent that the drain grates not be made of a metal product that does not heat up due to the sun's rays.

Staff investigated the possibility of the AAC's, Public's and Rotary's requests.

1. **Installation of a rubber surface** – The pros of installation of a rubber surface will be aesthetically pleasing with the colours available. It will make the splash pad surface softer and easier on the children if they were to fall.

The cons to the rubber surface is the replacement and maintenance costs. Rubber will break down over time and need to be replaced approximately 10-15 years depending on usage and weather. If rips or vandalism occur, it is difficult to repair the damage back to the original state. The replacement rubber color often does not match and is not visually appealing. The surface will require more power washing than a cement surface. The rubber will also give the children a false sense of security therefore more running on the pad. During construction, the cement base will need to cure for 25 days before the rubber can be poured. To have a rubber surface on Openspace Solutions Option 2 will increase the cost of construction by \$33, 207.88.

Staff inquired if the rubber surface could be added at a later date. Openspace Solutions informed staff that the features bases are mounted flush to the surface to reduce tripping hazards. To install the rubber at a later date will require cement to be removed around the bases. This tends to create a low spot on the surface where water pools. Ground features then have to push the water through the puddle and it depreciates the features water spray.

Installation of a rubberized surface is not recommended. It is recommended that the splash pad construction proceed with a cement surface as originally planned.

2. **Recirculation of the water** – The installation of a recirculation system will save on water use of the Splash Pad over a ten (10) year period. The system can be installed with a 4000 gl storage tank, diverter strainer system and chlorination/UV system.

To meet the regulations for a recirculating splash pad system, the Town will be required to install a UV light system along with a chlorination system. These will require controls along with daily inspections and testing of the chlorine levels. With increased staff time to perform water testing and ensure the sanitizing system is operating properly approximately 3 hours a day compared to 15 minutes for a flow through system. Staff will be required to handle chemicals and have a working knowledge of water chemistry. UV lights will require replacing every 2 years. Electrical costs to operate the splash pad will increase due to UV light and pump system. A structure will need to be built to house the chlorination system to replace the vault in the design. Chlorinated water is harder on a rubber surface than Municipal water (if rubber surface was installed). To transform Openspace Solutions design into a recirculation system will increase the budget for the project by \$98,903.25. We estimate that it will cost approx. \$15,000.00 per year for water based on 91 days of use with 60% of a 10 hour / day for duration. It would be approx. six year pay back on the system based on the cost of the water only, not including any maintenance, chemical, and labour costs.

Staff inquired into other recent splash pad constructions to determine if installation of recirculation systems is common. Staff's research found that approx. 90% of splash pads are now constructed without a recirculation system and all water goes directly to drain. The rationale is as set out above: the increased operating costs and regulatory controls do not outweigh the

benefit. It is recommended that the construction of the splash pad proceed without a recirculation system as originally planned.

3. Staff discussed the option of signage for the splash pad. The Perth District Health Unit Guidelines for splashpads requires signage stating hours of use and rules of the splash pad. Staff will incorporate directions on how to turn it on into this sign which will be provided by Openspace Solutions
4. Staff discussed the options to create a color contrast between the stones and the pad surface. Openspace Solutions suggested changing the pad color to tan. This will also create a visual line between the splash pad and the grey apron circling the splashpad.
5. The frog and snake are made of acrylic resin and the color will not fade.
6. The drain grates are made of plastic so no concern for hot metal drains.

To make this a truly Town project, staff have been asked to find in-kind donations for local vendors. Staff is actively securing in-kind donations of the following:

1. Water servicing – the Town will be installing new water lines to the Cadzow bath house and to the splash pad. The rough estimate for this work is \$20,000-\$25,000.
2. Electrical – the Town will be running electrical lines from the Cadzow bath house to the splash pad control vault. The rough estimate for this work is \$7,000.
3. Limestone – the Town will be installing seating throughout the park with limestone from St Marys Cement.

SUMMARY

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, January 30, 2018
Number of Bids Received:	five(5)
Successful Proponent:	Openspace Solutions Inc. Design #2
Approved Project Budget:	\$267,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$231,899.88
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$205,221.13
Project under-budget	\$61,778.87

The procurement document submitted by Openspace Solutions Inc. Design #2 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 Openspace Solutions Inc. Design #2.

FINANCIAL IMPLICATIONS

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

01-9153-6990 Cadzow Splash Pad

\$231,899.88

Name and Number of Other Account (if needed)

01-9153-6990

Total

\$231,899.88

STRATEGIC PLAN

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.

- Pillar #4 Culture and Recreation: Strategic Priority for “A Focused Parks Strategy”
 - Outcome: St. Marys’ parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Perform an initial assessment of necessary improvements (beautification, accessibility, etc.). Preserve Cadzow Park as a quiet, residential, family-oriented park. Continue investments in Cadzow Park as a family-oriented public space.
- Pillar #2 Outcome: Communication & Marketing
 - Tactic(s): Communicating relevant municipal information, as well as soliciting input from residents, builds a solid foundation of trust. Develop and launch a new communications approach based on the revised strategic priorities. Engage partners based on their ability to better deliver and align with components of the approach (i.e. County, neighbouring municipalities, community groups).

OTHERS CONSULTED

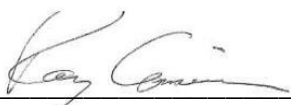
1. Rotary Club St. Marys
2. Accessibility Advisory Committee
3. The students of Holy Name Mary Catholic School
4. The students of Little Falls Public School
5. Followers on Facebook
6. Brent Kittmer, CAO/Clerk

ATTACHMENTS

1. Openspace Option 2 layout
2. Openspace Option 2 layout 2nd angle
3. Layout Spray schematic
4. Layout location

REVIEWED BY

Recommended by the Department

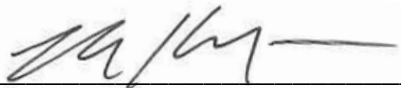


Ray Cousineau
Facilities Manager



Grant Brouwer
Director of Building and Development

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk

VENDOR OPENING SUMMARY SHEET

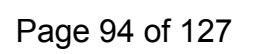
CONTRACT NO: RFP-DEV-06-2017

JAN 30/18 2:30 pm

TITLE: DESIGN AND CONSTRUCTION OF CADZOW

NO	VENDOR	AMOUNT	DATE	TIME
1	1594981 Alberta LTD. O/A Blue Imp			
2	ABC Recreation	\$172,181.49	Jan 30/18	10:26 am
3	Acapulco Pools Limited			
4	Diamond Head Sprinklers Inc.	\$237,300.00	Jan 30/18	11:16 am
5	Dillon Consulting Limited			
6	Grand Valley Construction Association			
7	Hamilton-Halton Construction Association			
8	LABE			
9	New World Park Solutions Inc			
10	Openspace Solutions Inc. Proposal One	\$225,648.57	Jan 30/18	12:26 am
	Proposal Two	\$231,899.88	Jan 30/18	12:26 am
11	The London & District Construction Association			
12	Water Splash Inc.	\$234,885.80	Jan 30/18	10:23 am
13	WCA			

Handwritten signatures:
 [Signature 1]
 [Signature 2]
 [Signature 3]





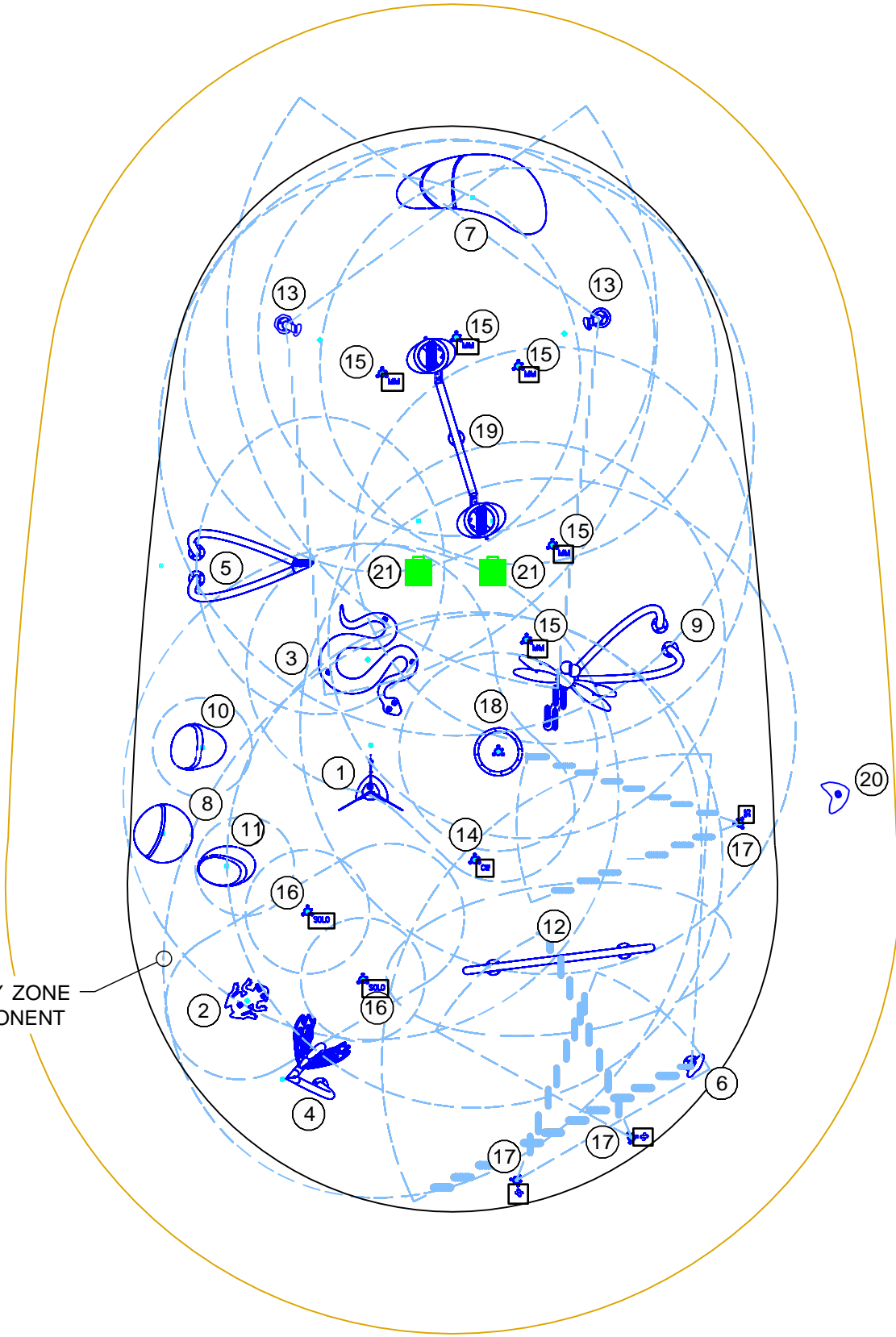
© Waterplay Solutions Corp. 1 23 2018 7:33:23 AM CadzowPark - Twist n' Spill.dwg

ITEM	SKU	COMPONENT NAME	QTY
1	0010-1438	BLUE BOTTLE	1
2	0002-6017	GS: FROG	1
3	0002-6157	GS: SNAKE	1
4	0010-1443	FLUTTER	1
5	0010-1449	MORNING GRASS 2	1
6	0010-1451	POPPY BUD	1
7	0002-9602	SAND STONE 1	1
8	0002-9603	SAND STONE 2	1
9	0010-1452	SPARX	1
10	0002-9604	SURF STONE 1	1
11	0002-9605	SURF STONE 2	1
12	0010-0369	WATER-O	1
13	0010-0403	SPLASH BLASTER	2
14	C02-309	GS: CHARLOTTE'S WEB	1
15	C02-313	GS: MISTY MOUNTAIN	5
16	C02-337	GS: SOLO SPURT	2
17	C02-340	GS: STEADY STREAM	3
18	0002-8871	GS: PUDDLE 1	1
19	0010-1818	TWIST N' SPILL 2	1
20	0010-1453	ACTIVATOR: SPROUT	1
21	DRA-00007	DRAIN: 6" OUTLET (GREY)	2

POTENTIAL SPRAY ZONE
OF COMPONENT

NOT FOR CONSTRUCTION
PURPOSES

LOCAL REGULATIONS MAY REQUIRE THE USE OF IMPACT ATTENUATING
SURFACES FOR SOME INSTALLATIONS - CHECK LOCAL CODES PRIOR TO FINAL
DESIGN AND INSTALLATION.



METRIC

11 x 17 plot

FOR INFORMATION PURPOSES ONLY. LOCAL
LANDSCAPE ARCHITECT, ENGINEER &/OR
APPROPRIATE AUTHORITIES HAVING
JURISDICTION MUST COMPLETE ALL PARK
LAYOUT, MECHANICAL & ELECTRICAL
DESIGN PRIOR TO CONSTRUCTION.

DESIGNED BY:

WATERPLAY SOLUTIONS CORP

DWG NAME:

WATERPLAY CONCEPTUAL LAYOUT

SHEET

1/4

SCALE:

1:75

DRAWN BY:

SN

DATE:

JAN 22/18

REV #:

0

PATH

\\SALES\PROJECTS\2018\

FOLDER:

CADZOW PARK, ST. MARYS, ON

CADZOW PARK - TWIST N SPILL
ST MARYS, ONTARIO



1451B ELLIS STREET, KELOWNA BC, CANADA V1Y 2A3

TEL. (250) 712-3393 FAX (250) 861-4814

EMAIL info@waterplay.com

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	27 February 2018
Subject:	CAO 08-2018 February Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 08-2018 February Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO

Strategic Planning

- PRC Strategic Business Plan: Working group of PRC and Facilities management staff struck to develop the strategic business plan for the PRC. Bi-weekly meetings held throughout January and February with a goal to have the plan reviewed and approved by Council before the end of Q2 2018. Working draft of the business plan is in the drafting stage.

Intergovernmental Relations

- Township of Zorra: CAO has completed his review of the draft mutual aid agreement provided by Zorra. Awaiting their reply.
- Perth South Industrial Servicing: Meeting of internal technical staff completed to debrief the proposal. Preliminary internal review to be completed by mid-February. The goal is to produce the Town's due diligence report for Council's consideration before opening up new servicing agreement negotiations. Report back planned for the Strategic Priorities Committee on April 17, 2018.
- County of Perth (and lower tiers), City of Stratford: Community Transportation Grant Program
 - There are two funding streams. The first, the Local Transportation stream, provides up to \$500,000 to create or enhance service within a region. The second provides up to \$1.5M for "long distance intercommunity transportation."
 - Partnered to retain a consultant to develop a grant application which is due February 28, 2018. We are required to submit conceptual plans for improving community transportation pressures.
 - At this point in time two concepts are being submitted which both have benefits to St. Marys:

(1) re-establishing an inter-regional solution to connect geographic Perth County and external urban areas (London – Kitchener Waterloo corridor). This would be particularly helpful for local employers who seek a reliable labour pool, as both areas have a much larger employee base to draw from.

(2) an intra-county transit system confined to Perth County. If the grant application is successful, the next step is to use grant funds to develop a business case to recommend a preferred model and to determine the details of its operations.

- There must be one lead applicant per granting stream. It is expected that the City of Stratford will support being the applicant for concept #1 and the County of Perth will be the lead applicant for concept #2.
- If the grant application is successful, next steps will be to develop memorandums of understanding between all partners to flush out the details of the partnership and delivery of the project.
- Preliminary reports from the consultants are attached to this report for further information.

Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete and a report back to the Strategic Priorities Committee is planned for Jun 19, 2018. The Town's deadline to establish a Code of Conduct has been proclaimed by the Province as March 1, 2019.
- Revised Community Grant Policy: Currently in the research phase of this project. Council has identified this as a priority for completion in 2018 and a report back to the Strategic Priorities Committee is planned for July 17, 2018.
- Library Reserve: Continuing to work with the Library CEO to assist in the development of reserve and trust policies.

Communications and Citizen Engagement

- St. Marys Cement: Met with representatives of CBM and St. Marys Cement to discuss community concerns related to heavy truck traffic, and a proposal to ban turns onto and off of Queen Street in the downtown core.

Land Sales

- 45 Thames Road: Council has passed the necessary by-law to sell this property to the St. James Club 73. A sales agreement is substantially completed with the final terms under negotiation.

Other Projects

- CBHFM Operating Agreement: CAO has provided a response back to the CBHFM on their proposed terms for the agreement.
- Police Service Delivery Review: Final draft agreement approved by Council on February 13, 2018. The Stratford Police Service has agreed to extend the end date of the contract to December 31, 2023 to achieve a 5-year contract. Working towards the transition date of September 4, 2018.

- Town Hall Balcony Renovations: Met with representatives of the Community Players to discuss renovations to the auditorium balcony to improve sightlines for patrons. The Community Players Board has approved the project in principle, and a delegation to Council is planned for March.
- Smart Communities Grant: Have met with Quadro to hear their proposal for St. Marys to partner with the company to provide a submission to this granting program to build-out last mile fibre in St. Marys. The forecasted cost is \$10,600,000 and the company is requesting that the Town front-end some or all of the costs net of any successful grant award.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for a Crossing Guard, Public Works Operator “B”, Part-time Lifeguard and Childcare Supply Staff.
- Currently recruiting for additional Supply staff for the Early Learning Services, a full-time Lifeguard and various summer positions.
- Attended youth employment panel at St. Marys DCVI.

Corporate Training

- Ongoing work with Ray Miller of the Training Bank regarding Service Excellence training and the Corporate Core Standards of as part of the pilot project underway at the PRC.

Staff Engagement/STEAM Initiatives

- Currently reviewing our staff recognition practices.
- Mailed out completed employee Compensation Statements in order to help staff understand the total cost of employment.

HR Systems and Processes

- Continuing to update processes and policies to ensure compliance with Bill 148 by attending an Ontario Municipal Human Resources Association workshop.
- Ongoing work on the 2017 Salary Survey. Continuing analysis of the results and determining next steps.

Health and Safety

- Compiling a year over year comparison of all employee near misses, incidents and accidents.
- Reviewing the Early and Safe Return to Work policy.

Payroll

- Completed the T4 & T4A year-end reporting and filed these and their Summaries with the Canada Revenue Agency.
- Completed year-end reporting and filing of Employer Health Tax (EHT)
- Attended a payroll workshop put on by the Canadian Payroll Association regarding Bill 148 and its regulations.
- Waiting to finalize WSIB and Health Care Spending Account (HCSA) year-end reconciliation once reporting documents are received from the applicable providers.
- Working on the balancing and reconciliation of the 2017 payroll clearing accounts.

- Compiling the data for Finance on the 2017 Financial Information Reporting Schedule 80.
- Waiting on InfoHR to provide the updated patch to continue testing the attendance interface with the payroll system.

OUTSTANDING ISSUES AND PROJECT LIST


As above.

SPENDING AND VARIANCE ANALYSIS

None to date.

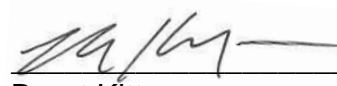
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Human Resources Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk

1. What is the opportunity?

In mid-December 2017, the Ontario Ministry of Transportation announced the Community Transportation (CT) Grant Program. There are two streams of funding – one for Local Transportation projects and one for Long Distance Intercommunity Transportation. A municipality may not be the lead applicant for more than one grant for each level of funding, but can partner in multiple applications.

The CT Grant Program requires that funding being used to respond to one or both of the following priorities:

- i. More intercommunity transportation service
- ii. More connected transportation services so as to enable intermodal transportation hubs

Within these two priority areas, there are four objectives:

- Improve mobility options for individuals who need access
- Build or enhance capacity to meet local, regional and/or intercommunity transportation demands
- Create or contribute to networks of transportation services
- Improve service delivery and efficiency.

A project which emphasizes the coordination of **Local Transportation** services where two or more partners collaborate can receive up to \$500,000. The proposed community transportation project must be implemented within one year of the agreement and operate until at least the date that the program expires (March 31, 2023).

A project which emphasizes scheduled **Long Distance Intercommunity Transportation** must provide service as least five days per week with two return trips daily, if feasible. Up to \$1.5 million in funding could be approved. The proposed Intercommunity Transportation project must be implemented within one year of the agreement and operate until at least the date that the program expires (March 31, 2023).

2. Why respond to this opportunity?

In Perth County, St. Marys and Stratford, the lack of low-cost, convenient community transportation has been identified by multiple organizations and in multiple studies as one of the key barriers to:

- | | |
|---|--------------------------------------|
| ▪ expanding local companies | ▪ accessing public service agencies |
| ▪ expanding the local labour force | ▪ accessing employment |
| ▪ attracting and settling newcomers | ▪ accessing volunteer opportunities |
| ▪ enabling access to skills training | ▪ accessing healthcare providers and |
| ▪ connections with transportation hubs in
London or Kitchener-Waterloo/Toronto | healthcare facilities |

“In Perth County, Stratford and St. Marys, the area’s low unemployment rate is generating significant challenges for local employers in finding, attracting and retaining both skilled and general labour. In some cases, companies are reporting that difficulties in attracting labour are handicapping their ability to grow and succeed ... challenges are particularly apparent in key sectors such as manufacturing, agriculture, construction and healthcare.” Opportunity 2020, page 3

“On the issue of transportation ... participants ... suggested the creation of ... bus services between Stratford and London, Stratford and Listowel, and with Kitchener-Waterloo.” Opportunity 2020, page 18

“A limited public transportation network was also raised as a significant challenge for newcomers willing and able to work, but unable to provide their own transportation.” Opportunity 2020, page 27

****The Ministry of Transportation indicates that there are no plans to repeat the CT Grant Program.**

3. Research Activities

Between January 26 and February 12, **thirteen local and regional Community Transportation studies were examined** (including ‘Towards Co-ordinated Rural Transportation’ from the Rural Ontario Institute, the 2012 ‘Transportation Report’ produced by the Social Research & Planning Council, the Perth4Youth Plans, the ‘Opportunity 2020: Transforming the Labour Market in Perth County, Stratford and St. Marys’ study, the Norfolk Transit Study, and the City of Stratford’s ‘Master Transportation Plan’) and **forty key informants interviewed** (including all of the EasyRide agencies, United Way Perth Huron, various Human Resource managers, the City of Stratford Transit Manager, the Stratford Festival, Social Service Agencies, Region of Waterloo, T-Go/Tillsonburg, Huron County, Middlesex County, and the Huron Perth Healthcare Alliance).

Discussions were also held with a number of commercial bus lines and the Town of Innisfil. The Innisfil dialogue focussed on the use of Uber as a community transportation partner.

The goal of the interviews was not to repeat earlier research, but to learn of changes and new ideas or needs which have emerged over the last two years. Research was approached through various lenses - by Municipality; through the needs of the five identified ‘high needs’ groups – seniors, low income, isolated, employers and youth; and through both local and regional perspectives (which involved contact with most surrounding municipalities in order to identify opportunities for regional harmonization).

It was noted that several of the action items proposed in ‘Opportunity 2020’ – for example, implementing a Ride Share portal, creating a multi-partner Transit Committee, and adjusting Stratford Transit schedules and routes to meet manufacturers’ needs - have been implemented and continue to be refined. Work towards a scheduled, long distance community transportation system, however, has been minimal.

Statistics Canada 2016 data on place of work shows that most residents work locally however:

- 3,075 residents commute from locations in Perth County to Stratford for employment
- top commuting destinations for Stratford residents are Kitchener (305), Perth East (320), St. Marys (280), and Waterloo (270)
- St. Marys workers most often commute to Stratford (630) and to London (215)
- 410 Perth South residents commute to St. Marys
- North Perth employees most frequently commute to Minto/Palmerston (350), Woolwich (275), and Perth East (170)

- the top three destinations for Perth East commuters are Stratford (320), North Perth (170), and West Perth (155)
- 1,040 workers commute from West Perth to Stratford daily for employment.

Surveys done in connection with the Perth4Youth Stratford initiative showed that:

- over 40% of respondents ages 15-29 would use improved commuter transit at least once every two weeks
- the most desired intercity destination is Kitchener Waterloo - however nearly 25% also identified a desire to travel west (ie Sebringville, Mitchell) and south (ie St. Marys)
- the top three reasons to use intercity community transportation were recreation, visiting family, and employment.

4. Key Findings

- The Rideshare program established in response to one of the recommendations emerging from the SRPC Transportation Report is poorly used. Statistics show 47 subscribers to the Rideshare program from Perth County communities during 2017. Low usage is a combination of poor public awareness of the program, concerns about security, self coordinated car pooling, and a lack of convenience in terms of individual times and destinations.
- Several of the large manufacturing firms throughout the County, the City, and St. Marys are either organizing employer-managed charter bus transportation for groups of out-of-region production employees or investigating implementing such an activity.
- Transit routes or expanded community transit service into industrial areas are needed.
- The lack of transportation among hospitals within the Huron Perth Healthcare Alliance contributes to inefficient use of healthcare resources and poor visiting access for families.
- EasyRide and its partner agencies are largely meeting its mandate of providing affordable, accessible, and convenient transportation for seniors and Ontario Disability recipients to medical and other appointments.
- Perth East has shown the most aggressive response towards filling community transportation gaps though local citizen initiatives to provide Uber-type services in addition to Milverton Community Outreach.
- Inter-community, low-cost community transportation to local and long-distance medical appointments (non-seniors), adult day programs, and activities such as shopping, entertainment, early childhood programming, and non-medical appointments is identified as needed by many key informants, including the Municipal CAOs.
- Community transportation among Perth communities and into the London and Waterloo Region multimodal transportation hubs is also identified as a priority.
- Frequency and consistency are essential to building ridership when offering either local transportation or scheduled long-distance transportation routes.

5. Options

Option #1 – Establish the following long distance Intercommunity Transportation round-trip routes – (a) London, St. Marys, Stratford, Kitchener; and (b) Listowel-Kitchener. These routes would assist with intercommunity transportation within Perth County as well as providing access to regional multimodal hubs. The arrival/departure times in KW and London would be timed to enable connections with GO transit or VIA Rail as well as other buses. Early conversations with commercial bus lines indicate annual operating costs which could reach \$1 million annually (inclusive of both routes). There would be significant opportunity for local employers bussing in groups of workers from outside communities to collaborate with this service.

Potential Impact – Forty to one hundred passengers per day per route is estimated, based on twice or three times a day frequency from Monday to Friday.

This option would be suitable for the Long Distance Intercommunity Transportation stream and would require a partnership between a municipal lead applicant, a commercial bus line, and support from the additional municipalities.

Option #2 – Enhance existing community transportation and mobility services through the purchase of two mini-buses and three vans so as to enable creation of a new county-wide transportation service for low-cost community transportation to local and long-distance medical appointments (non-seniors), places of employment, and activities such as shopping, entertainment, early childhood programming, and non-medical appointments. The Norfolk and Waterloo Region rural transit models and the TransCab system in Sudbury all provide examples of sustainable transportation that is affordable for users and need-responsive. The proposed Perth County Transit model would involve scheduled routes plus flexibility for additional pick ups/drop offs through advance bookings. By tracking user requests, routes would be refined for maximum effectiveness.

Implementation of the routes could be phased. Based on comments from Norfolk Transit and the Region of Waterloo, estimated operating costs could range from \$150,000-\$275,000 annually for each route plus scheduling and management support and initial vehicle purchases. Fares charged in other regions range from \$2.75 to \$10, depending on the distance travelled.

A budget of \$2.2 million for five years which includes vehicles (2 mini-buses plus 3 vans), operating expenses (\$1.3 million annually), marketing (\$5-10,000 annually), scheduling/administrative support (included with operating), and training is estimated.

Potential Impact – The proposed project would establish a Perth County transit system which would connect local communities as well as creating connections with a commercial bus line (if Option #1 is also approved for implementation). The transit system service would be operated so as to avoid conflict with EasyRide's operating parameters, but overlapping efficiencies with newer seating capacity and more advanced technology vehicles could enable EasyRide to increase its ride capacity by 15% (from 100,000 to 115,000 rides annually). The new Perth County transit system would deliver an estimated 100,000-115,000

affordable transit rides annually for users not qualifying for EasyRide (i.e. employees commuting to work, youth, seniors, and isolated or low income individuals and families).

Note: In the interest of securing maximum grant support, dividing the Perth County transit system project into north and south components should be considered. However, if only one component is approved, new challenges could result.

This option could be suitable for the Long-Distance Intercommunity Transportation stream (it is suggested that Stratford and North Perth/Listowel would be the transportation hubs) and would require a partnership between a municipal lead applicant and at least one other municipality, as well as support from the additional municipalities.

6. Financial Implications

Numbers are still being calculated for both proposed projects. If it were desired by the municipalities to continue the service, the program would require subsidized funding to offset the annual operational costs and vehicle maintenance/replacement.

With that stated, an application to the CT Grant Program would score more highly if municipal support was involved from the beginning. A ratio of 15-20% municipal support/fare box revenues and 80% CT grant would be viewed very favourably.

7. Next Steps

Direction from the Municipal CAOs and County Council is requested so that more detailed research and budget development can be undertaken as appropriate and potential collaborations/alliances identified which would enable completion of the desired Community Transportation grant applications by the February 28th deadline.

Please note that an application for Long Distance Intercommunity Transportation funding also requires letters of support from the municipalities involved. All seven municipalities would be required to have resolutions from their councils by February 27th. Sample text for the resolutions will be provided as soon as possible.

Respectfully submitted,

Nancy Orr & Charlene Gordon
14 February 2018

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	27 February 2018
Subject:	COR 02-2018 February Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 02-2018 February Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Clerks Department

- Municipal Election
 - Staff are developing FAQ documents/packages for voters, candidates, and 3rd party advertisers.
 - Election page on Town website has been updated and will be the “go-to” source for election information.
 - Working with Stratford and the lower tier municipalities on Terms of Reference and advertising for the Compliance Audit Committee.
 - Candidate information sessions have been set:
 - Tuesday, April 17, 2018 at 6:30pm, Pyramid Recreation Centre, 1/3 Hall, **“So You Want to Run for Council?” Candidate Information Workshop**. Speaker: Fred Dean is a lawyer who acts exclusively for municipalities across Ontario and municipal associations. He has been one of the facilitators training members of council and heads of council on behalf of the Association of Municipalities of Ontario since 2002.
 - Wednesday, April 25, 2019 at 7:00pm Perth East Recreation Complex, Milverton. The Township of Perth East, Township of Perth South, Municipality of North Perth, Municipality of West Perth and the Town of St. Marys are hosting a Candidate Information Session
 - Speakers to include Maureen Beatty and Tim Ryall, Ontario Ministry of Municipal Affairs and Housing
 - The session will include information on:
 - The Municipal Election Nomination Process & Key Dates
 - Candidate Eligibility and Duties
 - Election Campaign Rules, Finances & Compliance Audits
- Policy & Procedures
 - Consultation with Attorney General’s office complete for proposed Traffic and Parking By-law infractions
 - Finalizing Surveillance Policy for March SPC meeting
 - Educating staff on Bill 68 requirements
- Crossing Guards
 - Stabilization of crossing guard coverage. Immediate concerns have been diminished, but could arise again.

Corporate Communications

- Corporate Communications Strategy
 - Completed re-design of corporate business cards as part of the re-introduction of the Town brand; considering further strategies and tactics to for second roll-out of brand standards
 - Completed 18 quarterly communications meetings with all departments; currently completing follow up and scheduling meetings for next quarter
 - Created annual communications calendar that details all upcoming projects for 2018 to help with proactive planning and collaboration between departments
 - Re-aligned structure of Communications division to allow the Corporate Communications Specialist more time to focus on marketing and communications for the Pyramid Recreation Centre and recreation programs
 - Working with the Town's web provider to update subscription section of site to encourage more uptake on this service
 - Continued research on corporate social media policy
- Media Relations
 - Sent out 11 media releases between mid-November and mid-January
 - Resulted in 15 solicited news stories
- Social Media:
 - Facebook (since January 16):
 - 25 new page likes; 27 new page followers
 - Best performing paid post: Post promoting survey for Cadzow Park splash pad (reached 11,361 users, prompted 44 reactions, 118 comments and 18 shares)
 - Best performing non-paid post: Post promoting survey for Cadzow Park splash pad (reached 3,211 users, prompted 20 reactions, 93 comments and 20 shares)
 - Twitter (since December 14):
 - 1 new follower
 - Best performing tweet: Tweet about 2018 Canadian Baseball Hall of Fame Inductees (garnered 1,507 impressions and 19 engagements)
- Promotional & Communication Campaigns
 - Pool and ice sponsorship (in progress); municipal budget meetings; March Break children's programs; disruptions (e.g. Daycare snow day and pool program disruptions); Development Charges flyer; Community Centre rentals advertisement; events calendar promotion; Cadzow Park splash pad public input, St. Marys Heritage Fair
- Publications
 - 2018 Spring and Summer Recreation and Leisure Guide – in final stages; should be available to the public early March
 - Assisting Friendship Centre staff with re-design of their current newsletter; sourced software, training, photography and graphic design
 - Working with St. Marys Independent to create new community events/Town news publication that will be inserted on a bi-monthly basis, with content being pulled from the Town's online events calendar; roll-out for this publication is tentatively planned for May
 - Finalizing content for 2018 events rack card, which will include major municipal events and community-run events that may draw tourists to St. Marys

Events

- WinterLights
 - Awareness of the program and its requirements is growing; January's press release was well received and created further discussion among community members about the program
 - To date, we have fielded six inquiries for new displays from businesses, individuals and hobby groups; we are working with these groups to ensure the displays are visually interesting (i.e. no logos) and meaningful
- Heritage Festival

- Headline talent will be announced in late February. St. Marys' own Darcy Scheuerman will headline the street dance with his band. Bex in Motion, an accomplished and humorous hoola-hooper, is one of our daytime acts.
- Additional programming will be offered on Friday night, including a jazz concert by regionally renowned vocalist Jennifer Thorpe. This will be a concert for adults, paired with a recognition event from the Heritage Committee.
- There will also be stand-up paddleboarding (SUP) lessons for teens and adults at Milt Dunnell Field, weather permitting, the morning of the festival. There is also interest from the Kinsmen Club in creating some kind of fundraiser/sponsorship around this event.
- Sponsorship letters will be sent shortly. Staff are reviewing the mailing list to ensure we are reaching all potential targets, such as our industries on James Street South, and those in the rural area adjacent to St. Marys.
- On Friday, February 16, staff are presenting Heritage Festival volunteer opportunities to interested students at DCVI.
- **Event Calendar**
 - A press release detailing the calendar's existence and ease of use was distributed. Staff have also connected with some key organizations and social media users to encourage calendar use.
 - Working with PRC staff to determine the best way to reach appropriate facility renters to add their events to the calendar. Calendar reminder posts will also be regularly posted on social media.
 - The calendar's user policy has been updated and will be posted once approved.
 - The calendar will be a presentation point at our Service Club information night.
- **Miscellaneous**
 - Connecting with Sean Camp on the River Rock Festival's move to St. Marys and municipal staff for Canada Day celebrations at Cadzow Park
 - A Service Club information night is scheduled for April 5. Invitations will also be sent to volunteer groups who work regularly with the municipality, like Homecoming, the hospital foundation, Community Players, etc.
 - Staff continue to work with "Brian from St. Marys" on developing a fun event for BX93's next visit. It will be in April as a public fundraiser for the Parkinson's Society.
 - Homecoming 2020 is starting to get off the ground; Town staff have provided assistance with media relations and social media to date, and will continue to act as liaison
 - Met with the organizing team of the Bentway, which is a nature conservancy group that was created for the community around the Gardiner Expressway. One of their hallmark pieces is a public, free-use skating path under the Gardiner. Lessons learned could contribute to the eventual development of a winter event for our community.
 - Attending Festival and Events Ontario's annual conference at month end to network and learn more about the event planning industry.

Information Technology

- 48 support tickets closed
- Capital computer replacement RFQ closed
- Network design for communications to new water reservoir
- Multiple desk phone repairs, additions of new phones
- Implemented forced virus scanning when external media (USB sticks) are inserted. Greatly reduces attacks or infections from outside devices.

Geographic Information Systems (GIS)

- 25 Locates for January, same as last year
- Update subdivisions in GIS
- 3 municipal consent requests approved
- IT support for Town staff
- Creation of mailing lists for Town staff

- Large format printing for various Town staff
- Creation of maps for various Town Departments

Economic Development

- Economic Development General
 - Attended the Economic Development Council of Ontario (EDAC) annual Conference in Toronto and met several people in the field of Economic Development, small business centers', elected officials and consultants working in the field. Sessions focused on labour shortage challenges, case studies from communities of varying populations, business retention, working with your partners and rural transportation.
- Business Retention & Growth
 - Working on formalizing an inventory of available lands for development and aim to incorporate this on the municipal website.
 - Connecting with local businesses who have expressed a need to expand and determine how the Town can help them.
 - Meeting with current land owners of vacant land to discuss future plans.
 - Met with the CEO and CFO of Veterinary Purchasing followed by a tour of their facility. Points of discussion were their business, plans for the future, challenges, successes and how we can be a resource.
- Downtown St. Marys and Tourism
 - Met with the Chair of the B&B Association to discuss successes, challenges and ways that St. Marys tourism can enhance their business and will attend the groups next meeting.
 - Working with the St. Marys Independent on content for the annual Visitors Guide.
 - Working with a designer on the popular 'Stories of the Stores' and a promotional piece for the Quarry. These will be distributed mainly outside of St. Marys with some printed for our downtown.
 - Developing a new visual identity for the lower vestibule in Town Hall and aim to utilize this design in the PRC and the Lind Sportsplex.
 - Working to fulfill our requirements for RED funding to develop a plan for wayfinding signage.
 - Working with the Stratford Tourism Alliance to develop a day-tripping map and 'itinerary' to be inserted in their publication.
- Labour Force Strategy
 - Working through action items for the Perth4Youth project and meeting with identified partners to begin an official roll-out.
 - A key challenge for business growth continues to be a lack of workers in the area.
 - It was also identified that the Opportunity Lives Here website is virtually unknown to many and not an effective resource, this is something to be addressed.

VIA Services

- Met with all VIA employees
- Received a brief training session on VIA role and discussed challenges and opportunities facing staff.
- Working with the building department on the relocation of the current operation desk into the closed office at the station.

2018 VIA statistics

2017 VIA Statistics

	Boarding	Arriving	% Printed		Boarding	Arriving	% Printed
JAN.	293	269	71.3	JAN.	200	179	72

OUTSTANDING ISSUES AND PROJECT LIST

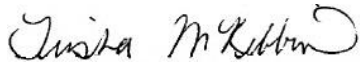
As above.

SPENDING AND VARIANCE ANALYSIS

Nothing to report at this time.

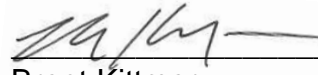
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services/Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Finance

Date of Meeting: 27 February 2018

Subject: FIN 05-2018 February Monthly Report (Finance)

RECOMMENDATION

THAT FIN 05-2018 February Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- Formalizing the tendering process and moving to on-line bid submission.
- Completed and submitted yearend reporting for Dedicated Gas Tax, Federal Gas Tax, OCIF and PTIF.
- Review and reconciliation of accounts for year end.

Procurement and Risk Management

- The following were posted on bidsandtenders:
 - RFPQ-PW-01-2018 Request for submissions for Prequalification of General Contractors for St. Marys Ground Level Drinking Water Storage Facility closed January 16/18
 - RFT-PW-03-2018 New Water Storage Reservoir and Booster Pumping Station closing March 6, 2018
 - RFP-DEV-01-2018 Design and Construction of a Pavilion and Performing Arts Stage at Cadzow Park closing February 27/18
 - RFP-DEV-02-2018 Design and Construction of a Guest Service Desk for the Pyramid Recreation Centre closing February 27/18
 - RFP-DEV-06-2017 Design and Construction of Cadzow Park Splash Pad closed January 30/18
- Working with Corporate Communications on creating a claim form and brochure for residents wanting to submit a claim against the town –this will be available on the website when completed.
- Will be attending a seminar in Kitchener provided by the Ontario Public Buyers Association – Introduction to Public Purchasing.
- March 1st Frank Cowan Insurance will provide a seminar on RFP requirements at the MOC

Taxation

- Interim tax bills produced and distributed, revenue totaling \$7,289,000; an increase of \$40K compared to 2017 with an additional 50 tax bills produced this year. Many new properties are being constructed at this time in subdivisions, or are completed and waiting to be assessed.
- Increase in collection efforts has reduced potential tax sale properties to one.

- Property tax adjustments: 7 Requests for Reconsideration and 35 apportionments/severances including Emily St subdivision.
- New pre-authorized tax payment accounts added every month; total combined for monthly and quarterly close to 1,000 rate payers.
- Vacancy rebate applications arriving and being sent to MPAC as received. Deadline is for submission is February 28, 2018.
- February 28 is the first tax installment date for 2018.

OUTSTANDING ISSUES AND PROJECT LIST

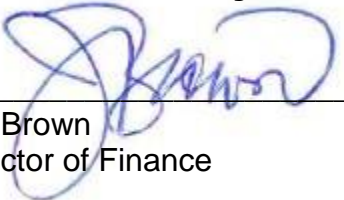
- Awaiting the processing of the first of the Heritage Property Tax Rebate applications.
- Once 2018 budget is approved the annual budget will then require allocation into monthly amounts based on historic or known cash flow patterns.
- Purchasing policy and procedures update.
- Fee by-law

SPENDING AND VARIANCE ANALYSIS

None.


REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 27 February 2018

Subject: FD 02-2018 February Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 02-2018 February Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of February (12 January – 15 February 2018) the Fire Department responded to 14 emergency responses most notably:

- Automatic Alarms – 6
- Motor Vehicle Accidents (MVA) – 2
- Fire – Vehicle Fire - 1
- Medical response - 2
- Vital Signs absent (VSA) – 1
- Pre-Fire Condition – 1
- Carbon Monoxide Alarm – 1

The St. Marys Firefighters have responded to 23 calls for service (01 Jan – 15 Feb 18) compared to 12 emergency responses last year (1 Jan – 15 Feb 17).

Brian Leverton (Fire Prevention Officer) has completed the following since being hired 2nd of January 2018.

- 0 complaints
- 1 Follow up and ongoing
- 1 Safety Concern*
- 4 vulnerable occupancy inspections and fire drills
- 12 Requests (fire route signage)
- 21 Routine (schools and restaurants)
- 2 Fire investigations (agricultural and residential)
 - Pig barn was totally destroyed which made entry impossible and oven fire where tenant accidentally set oven to clean with food inside.

*The safety concern was initiated by the suppression division that noticed the tenant did not have the correct amount of required working smoke alarms. We have therefore started a program where we loan the tenant the correct amount of smoke or CO alarms and we install them as to Code. The tenant has 10 days to return the alarms, if not we will invoice for the outstanding alarms. If this is a rental property the owner shall be responsible. The fire prevention personal will return to the address to retrieve the alarms but also make sure the house is properly protected.

Firefighters have completed theory and practical training for the new Self-Contained Breathing Apparatus (SCAB) during two training sessions in the month of January 2018. New SCBA's have been placed in service on the vehicles.

The old SCBA cylinders have been sold and I am making arrangements to sell the masks and harnesses.

The air compressor has been upgraded to accommodate two 4500 psi lines versus just one that we currently have.

21 fire department personnel have completed the Legislation course.

Fire Department is now conducting online courses offered by the Emergency Response Safety Institute. This was initiated to conduct formal training for firefighters when dealing with traffic control during emergency response to motor vehicle accidents. Some of the topics include; Advance Warning, Blocking Procedures, High Visibility, Intro to Fire Service Traffic Control Professional, Law Enforcement and High Visibility PPE, Manual on Uniform Control Devices, Move it or work it...

OUTSTANDING ISSUES AND PROJECT LIST

3 Firefighters that completed the NFPA 1021 Fire Officer Level I course have been course loaded on a NFPA 1041 Fire Service Instructor course in April 2018.

Fire Chief has placed the Firefighters training on hold with regards to them receiving their NFPA 1001 Firefighter Level II. Currently the OFMEM and OFCA are in the draft stage of reopening the "Grandfathering" to target fire departments that were eligible in 2013/2014, but did not peruse the option when initially offered then. Fire Chief is working in conjunction with HR to acknowledge our concerns as it pertains to St. Marys. More to follow.

Fire Chief will make arrangements to course load Firefighters on a series of courses throughout the 2018 with an end result of them achieving their NFPA 1021 Fire Officer Level I.

SPENDING AND VARIANCE ANALYSIS

The Fire department was able to generate some revenue through the sale of the old used Scott SCBA cylinders – INOAC \$994.40, South Huron \$3,176.10, Perth East \$1,427.30 = \$5,597.80

The Fire Department has purchased or contracted the following work:

- Air Compressor upgrades \$1,241.87
- Flashlights \$700.60

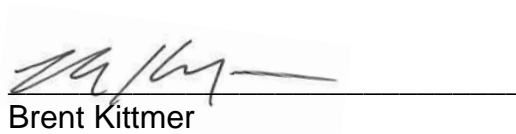
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	27 February 2018
Subject:	DCS 04-2018 February Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 04-2018 February Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services (general):

- Customer Service Development:
 - Continuing work on Service Excellence for PRC operations.
 - All staff PRC meetings will be held in February.
- Policies and Procedures:
 - Senior Services is currently working on updating the Volunteer Handbook to reflect minor changes and formatting.
 - Updating Child Care Wait List Policy to reflect new centralized wait list program now in operations for Perth County, this includes updating all parent handbooks, and staff policies and procedure manual.
 - Updating Guest Services staff handbook.
 - Finalize Food and Beverage handbook.
 - Updating Museum Policies and Procedures.
- Legislative Compliance:
 - The Home Support Services Multi Sector Service Agreement has been received and will be signed back to the LHIN in early March. This Agreement outlines Home Support Services requirements as a Health Service Provider.
 - Early Learning Services has completed required actions for Ministry of Education Compliance Order File Number 17-203600332.

Aquatics:

- 3760 swimmers through the Aquatics Centre in January.
- 307 swimmers registered for early spring lessons.
- Promotions of Advanced Aquatics Courses- developing a flyer for mass email distribution for course registration and including employment opportunities.
- Booking in the Swim To Survive Plus classes for May/June and training instructors on course content.
- Applying for the Stratford Community Foundations Grant- due Feb 23, 2018
- Working on ideas from instructors from the Feb 11 training to enhance the water safety portion of the swim lessons - taking items from our think tank to implement.
- Securing spring training dates for recertification's (Standard First Aid, Water Safety Instructor's, National lifeguard, waterfront & pool) and training at the Aquatics Centre and Quarry.

- Working with the Museum on a historical plaque for the quarry.

Guest Services:

- Working with the Communications Department on Sponsored Swim/Skate letters- this will be emailed out to service groups/local businesses, and available on Town's website.
- Final revisions for the Spring Summer Community Guide, entering all spring/summer content into Max Galaxy ready for registrations and partnering with Communications Department for promotions.
- Organizing the PRC 10th birthday party- plans are underway for a family fun afternoon showcasing and celebrating our amenities and topping it off with an evening concert.
- Working on sponsorship packages (arena boards, rooms etc).
- Updating ice agreements and entering preliminary ice allocations meeting late March.

Child Care:

- Child Care Centre
 - Staff are working on room set, to follow the Ministry of Educations expectations for quality child care learning environments
 - Have implemented staff prep time, staff use this time to prepare learning opportunities for children based on the interest in the classroom. Research current best practices in learning outcomes to help develop skills for the children in our care.
 - Canada Summer Jobs and Summer Experience Program grant applications.
 - Preparation for full day summer programs underway.
- Before and Afterschool
 - Preparation for Full Day March Break, registrations, advertising, and staffing
 - The following is a comparison of fees in the school age program to show the revenues pre and post rate change for comparable months in 2016 and 2017:

Months	2016	2017
September	17,169.66	20,916.24
October	20,009.56	19,963.10
November	20,542.89	20,858.06
December	15,557.99	19,544.32

This new model of care has a decrease of 1.5 staff so the costs of operating are less.

Museum:

- Planned and promoted upcoming photography seminar and Heritage Fair.
- Started booking acts for Melodies at the Museum and vendors for Canada Day Celebration.
- A Timeline of Toys exhibit opened.
- War Medicine exhibit opened in the Richard Holt Military Gallery.
- Submitted two Young Canada Works (YCW) grant applications (archival and curatorial).
- Received additional funding to extend YCW internship contract until the end of March.
- Met with Reed Needles regarding Christmas exhibit partnership between library, station gallery and museum.
- Accessioning all 2017 artifacts donations.
- Reorganizing textile storage area.
- Canada Summer Jobs and Summer Experience Program grant applications.
- Young Canada Works Building Careers in Heritage (internship) grant application.
- Stratford-Perth Community Foundation grant application.
- St. Marys Heritage Fair, February 23, 2018.

Recreation:

- Youth Recreation:
 - All of the equipment from our Canadian Tire Jumpstart grant arrived. We received 20 laser tag sets, 12 bubble soccer balls, extra soccer and baseball equipment.
 - Met with the communication department about the departments needs and how best to promote recreation. Staff are looking at developing a quarterly recreation news flyer.
- Adult Recreation:
 - Planning new adult recreation programs for March. Currently setting dates with the Hood Archery to have them come back out.

Youth Services:

- Youth Centre:
 - New projector arrived and is now being used by youth.
 - An Instagram page for the youth centre has been started to better communicate with youth. It is titled, 'St Marys Youth Centre'.
 - Communicating with representatives from the town of Wilmot about a youth council.
 - United Way has approached the Town to see if the Youth Centre can be used as an example in promotions as to how you can help your local community.
- Youth Engagement:
 - Attended DCVI to address all grade 7, 8 and 9 students about using the youth centre on weekend.
 - DCVI students have approached Ciaran about helping coach their soccer team.
 - Three garbage cans have been delivered to DCVI, these garbage cans are for the art classes to paint murals on them. Once painted they will be distributed to parks in town.
 - Parks and Recreation Ontario have reached out to Ciaran as they see our progress to date with youth and the growth. They will be offering a Youth Engagement workshop for adults to learn how to engage youth within our community.
- Perth 4 Youth project:
 - Working with Lacey Smith, the Recreation Programmer for the Township of Wilmot to discuss their youth council. Vicki Lass for OMAFRA has credited them with having the most active youth council she knows.
 - Engaging in the OMAFRA 'Municipal Youth Engagement' project
 - Assessing eligibility for 'Playworks Youth Friendly Community'

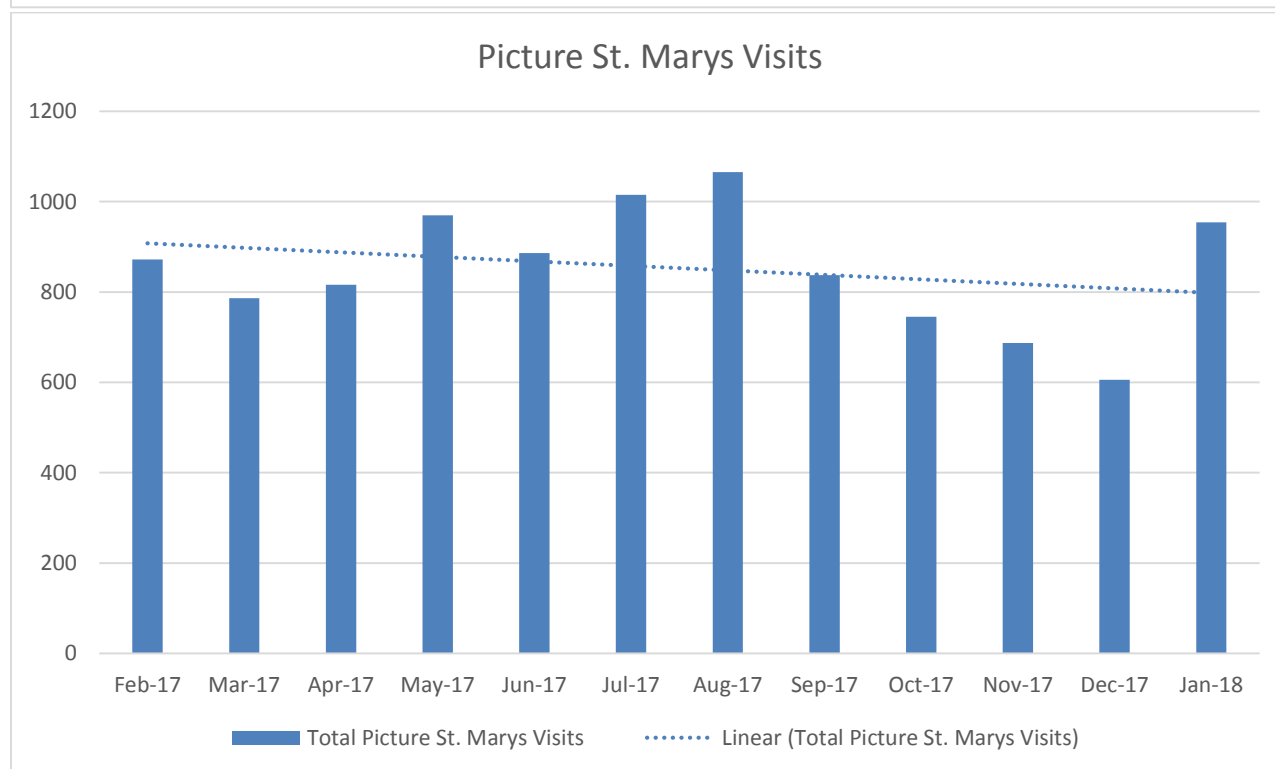
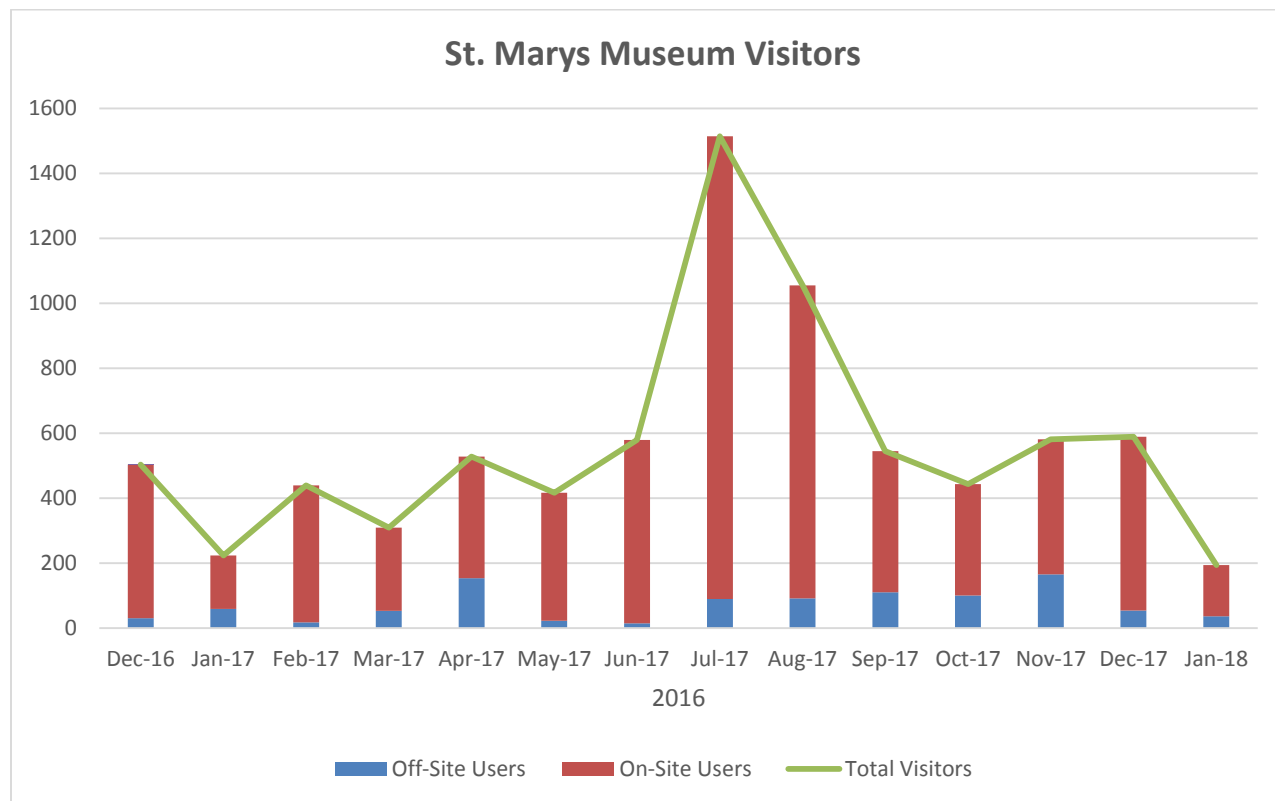
Senior Services:

- Friendship Centre:
 - The Friendship is working the Perth County VON to assist them with their short term stay in the Pyramid Recreation Centre. The VON is renting space in the facility on Tuesday, Wednesdays and Thursdays until March 9th while the elevator at the St. Marys Memorial Hospital elevator is down.
 - Staff is working with Corporate Communication on the Special Grant received through the EPC funding. This grant will allow the Friendship Centre newsletter to become available on line. The publication will be redesigned to better suit the needs of the readers.
- Home Support:
 - The Home Support Services LHIN Budget was submitted. Requested changes from the SW LHIN included removing the Transportation subsidy line from the HSS budget and transferring it to the actual provider. The Transportation Subsidy which is an in and out function in the Home Support Services budget will now be funded directly to St. Marys Mobility Services. This change removes the Town of St. Marys as the middleman and reduced duplication within the

LHIN and will take place beginning April 1, 2018. There will be no reduction in the level of service provided to the community. Home Support Services will continue to offer and be funded to provide the supported shopping services.

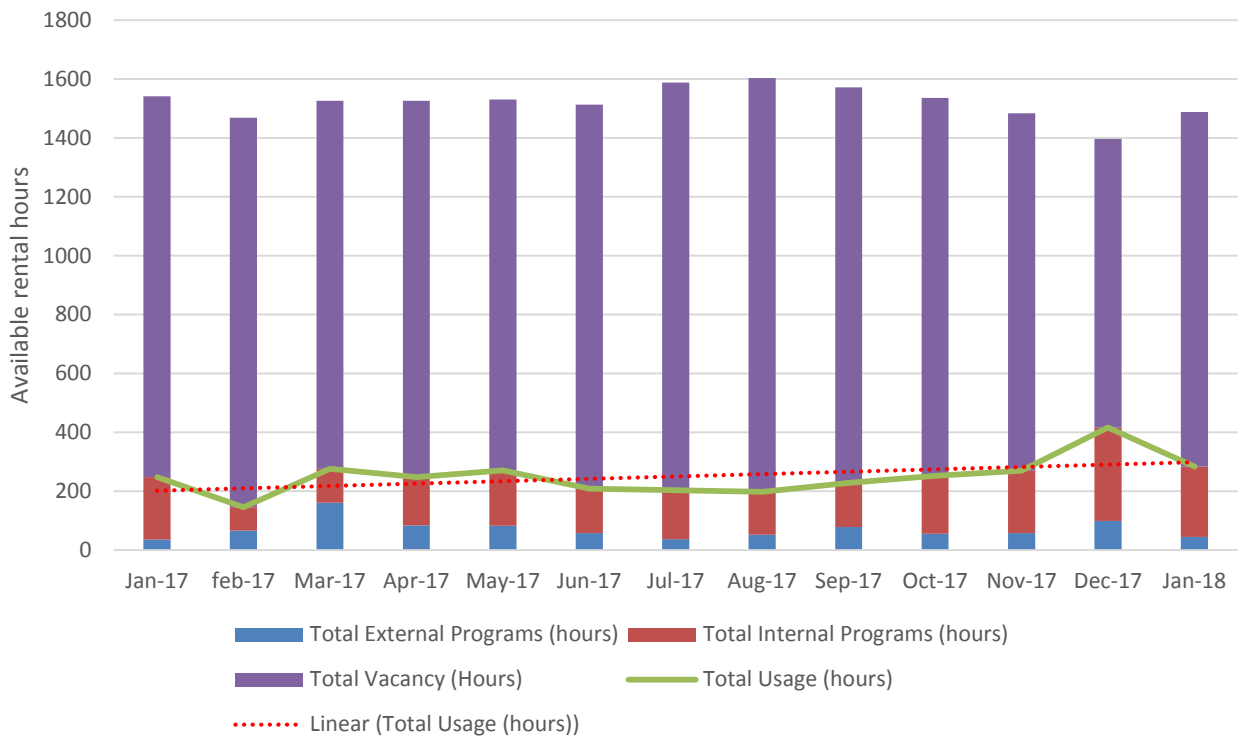
- Home Support Services is continuing to work on obtaining the required Cyber Liability Insurance required in the Data/Network Sharing Agreements. The Data/Network Sharing Agreements are required in order for Home Support Services to continue as a partner in the LHIN mandated Centralized Intake program.

Usage Trends:



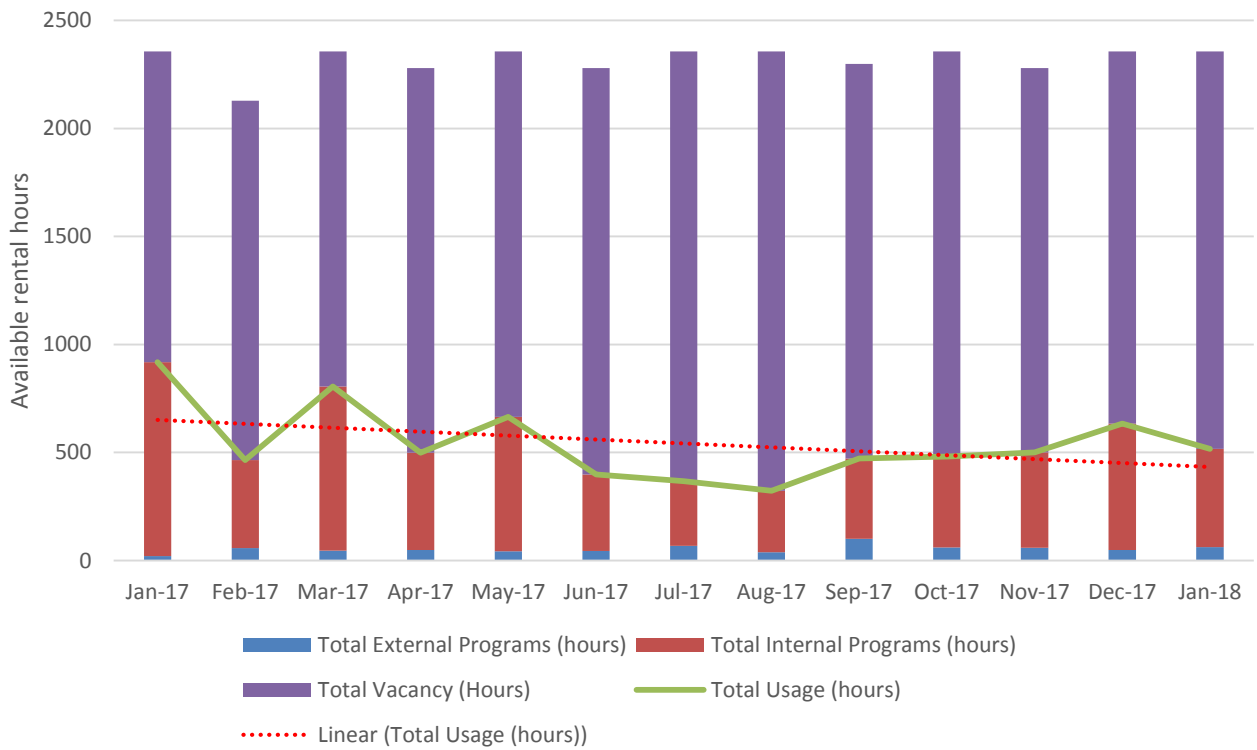
Community Centre Total Hall Usage

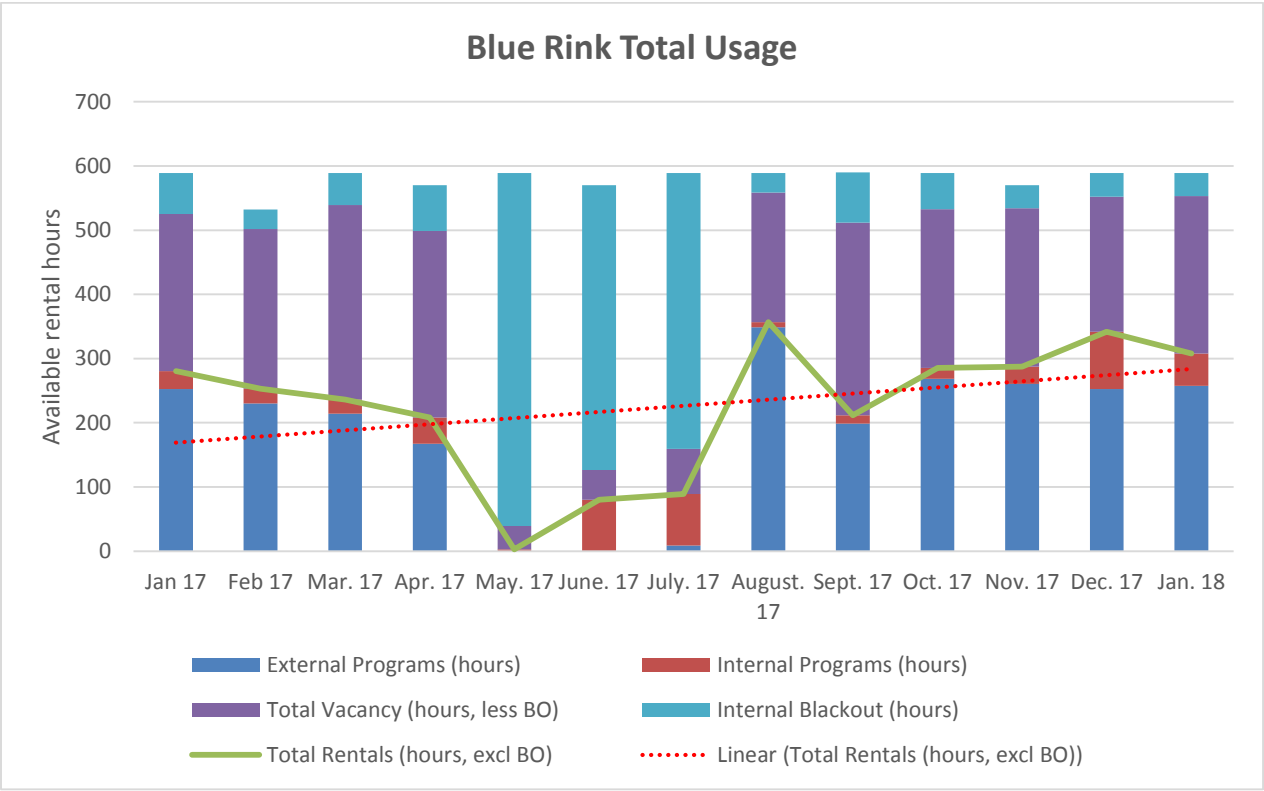
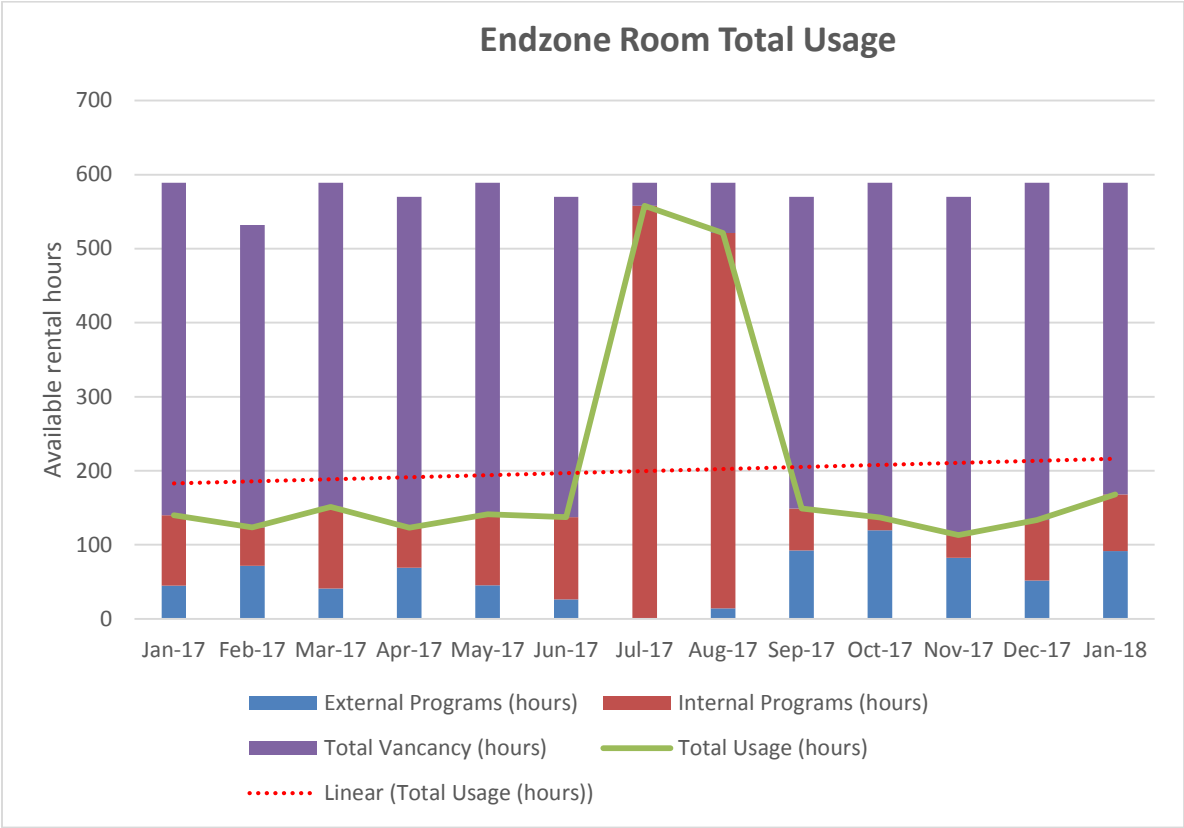
(Includes 1/3, 2/3, and Full hall)

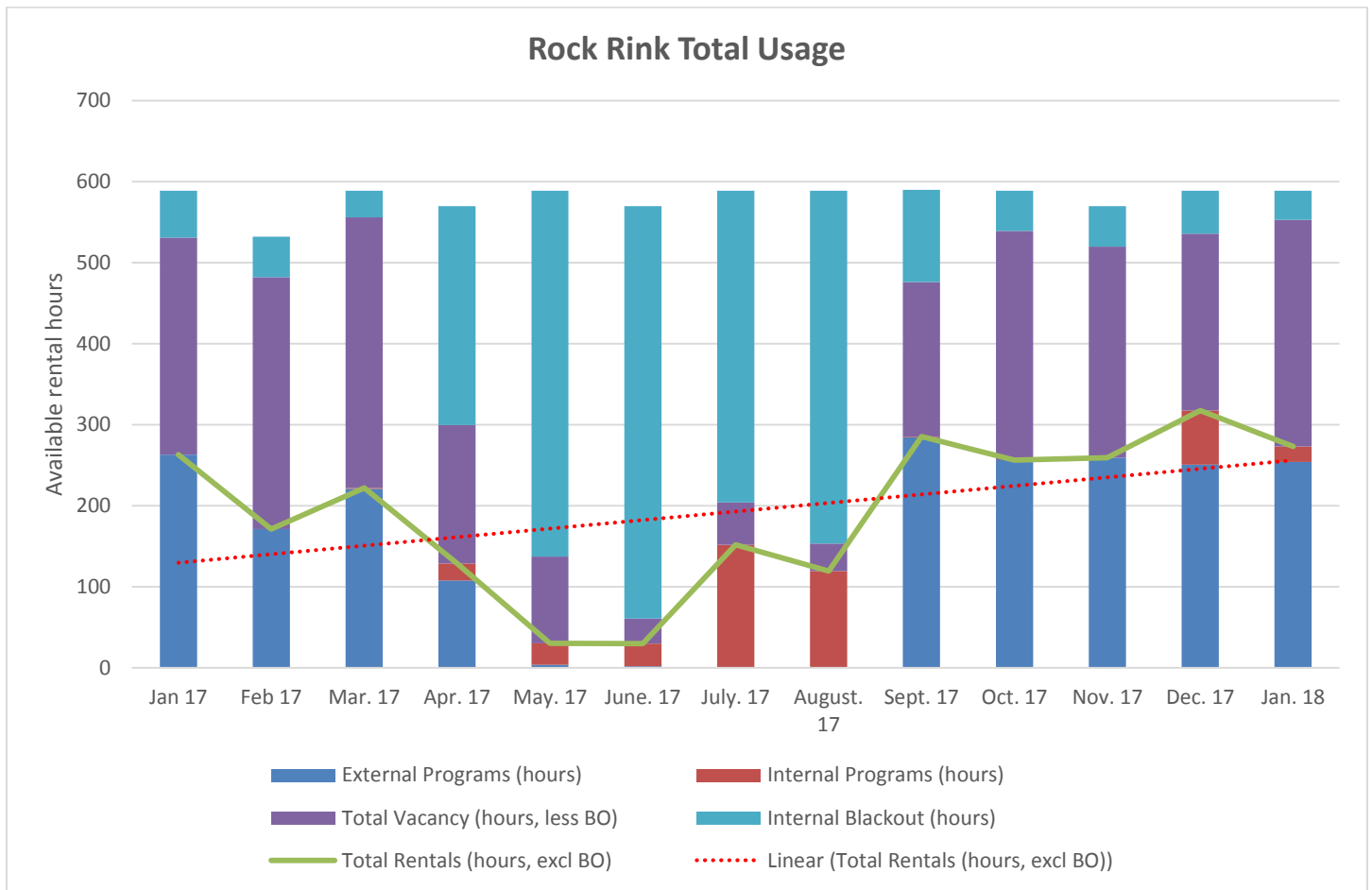


Friendship Centre Total Usage

(Multi Purpose Room, Main hall, Meeting Rooms A, B & C)







OUTSTANDING ISSUES AND PROJECT LIST

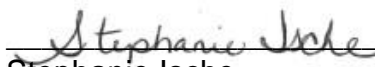
As noted above.

SPENDING AND VARIANCE ANALYSIS

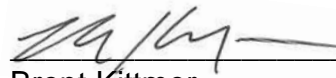
Nothing at this time.

REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 27 February 2018

Subject: PW 11-2018 February Monthly Report (Public Works)

RECOMMENDATION

THAT PW 11-2018 February Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

Water, Wastewater, Storm Water (Environmental Services)

- Booster Station Generator
 - Project Completed
 - Maintenance agreement with IONAC
- Queen St. East Sewage Pumping Station Generator
 - Generator Ordered
 - Project Ongoing
- Wastewater Treatment Plant Generator
 - Generator Ordered
 - Project Ongoing
- Water Reservoir Design
 - Final design meeting with B.M. Ross to prepare for tender release
 - Pre-Qualification process for general contractors closed – 6 contractors prequalified
 - RFT-PW-03-2018 New Water Storage Reservoir and Booster Pumping Station closes March 6, 2018
- Waste water surcharge program review completed
 - Review to SPC Feb 20th, 2018
 - Materials for industry comment being prepared
- Unsuccessful in OCIF funding application for WWTP Works
 - Staff reviewing options given current operational status of Odor control and Grit removal systems

Solid Waste Collection, Management & Landfill

- 0 dust complaints – 1 odor complaint
- Landfill Annual Monitoring RFP
 - Agreements received & completed
- Reviewing waste diversion programs
 - Specific streams from industry identified
- Collaborated with Bluewater Recycling Association to incorporate Town Yard Waste Collection Program in their annual calendar
 - Currently located on the Town's website, will be distributed in mid to late March

Cemetery

- 4 Winter Storages, 2 cremations, 4 burials

- Reviewing current cemetery rates
 - To SPC in April 2018
- Submission of 2017 annual numbers to the Bereavement Authority of Ontario

General Public Works Operations – Roads, Sidewalks

- Snow events have diverted Public Works resources to maintaining roads, sidewalks, boulevard snow removal and catch basin snow removal
- One downtown snow storage clean up completed
- Continued review of traffic by-law
 - Submitted to SPC February 20, 2018
- Building of a deicing material storage bin for Jones St. parking lot
 - Better access to material for sidewalk machines and downtown tractors
- Continued equipment and building maintenance
- Performed excavation services with water main break on James St. S.
- Revisited RASCI Task Developing
 - Annual listing & development of a Gantt Chart for all operations functions to better plan and schedule yearly task
 - Aligns with departments goal to be pro-active as opposed to reactive in its operations
 - Assist with Internal project & staff vacation scheduling

Parks, Trails & Tree Management

- Sparling Bush internal meeting with Rotary representatives and UTRCA
 - Discuss 2018 objectives, capital projects and timelines
 - Rotary to sponsor Entrance signage at Waterloo & Cemetery locations
 - Design to be approved by Council
 - Signs to include restricted use notifications
 - UTRCA to provide design work for possible information signage of naturalized spaces

Engineering, Asset Management & Capital Projects

- Issued RFP-PW-02-2018 for a new Multi-Purpose Sidewalk Tractor closed February 27, 2018
 - Pending budget approval
- Planning of proposed 2018 capital works underway
- Traffic By-Law Review for SPC
 - Assisting Clerks with finalization of By-Law for Council review
- PED Signal timing
 - Report to SPC Feb. 20th 2018
 - Discussion with OEM provider of control hardware ongoing

OUTSTANDING ISSUES AND PROJECT LIST

Parks, Trails and Tree Management

- Review of approved Town trees species and pre-approved planting areas
 - Researching other municipalities and UTRCA recommendations
 - Bill 68 Tree Policy requirement
- Development of a Trail Policy
 - Establishment of service level for recreational use trails
 - Signage to include “recreational use”, lower standard under *Occupiers Liability Act*

SPENDING AND VARIANCE ANALYSIS

Flooding 2018

- Flats roadway damaged, investigating repair options
 - UTRCA information extremely useful in planning

- Engage local vendors to source pumping solution before Flats banks were breached
- Hydro to structures terminated at pole before flooding
- At risk areas were identified and monitored early on
- Restorations
 - Consideration towards pulverization of existing base material with grading, new tar and chip surface
 - Report to Council in March 2018
 - Electrical panel replacements
 - Several panels subject to water damages, ESA being contacted as to replace of refurbishment required
- Waste Water Treatment Plant & Sanitary collection
 - Volumes significantly lower than previous 2007 flooding
 - Approx. amounts
 - 20,000m3 received 2018 vs 30,000m3 received in 2007
 - Staff speculate Inflow and Infiltration programs post 2007 could be attributed to lower volumes received
 - OCWA was able to manage system to avoid any by-pass events
 - Town staff assisted with hydro-vac truck during peak

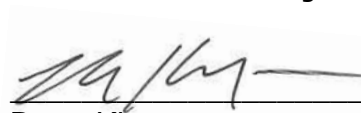
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

BY-LAW 20-2018

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 Openspace Solutions Inc.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the design and construction of Cadzow Park Splash Pad (the “Project”);
- AND WHEREAS:** A proposal for the Project was submitted by Openspace Solutions Inc. which was subsequently approved by Council on February 27, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Openspace Solutions Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby 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 Openspace Solutions Inc.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix 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 27th day of February, 2018.

Read a third and final time and passed this 27th day of February, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 21-2018

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 February 27, 2018.

WHEREAS: The *Municipal Act, 2001, S.O. 2001, c.25*, as amended, Section 5(3), 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 27th day of February, 2018 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 27th day of February, 2018.

Read a third and final time and passed this 27th day of February, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk