



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

March 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 March 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 Chris West re: Business Request**

**9**

**RECOMMENDATION**

**THAT** the delegation from Chris West regarding a business request be received.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - February 27, 2018 11**

#### **RECOMMENDATION**

**THAT** the February 27, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

### **6.2 Regular Council - March 13, 2018 29**

#### **RECOMMENDATION**

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

### **6.3 Strategic Priorities Committee - March 20, 2018 46**

Item 6.2, PW 10-2018 Service Club Sign By-Law will be reviewed within 8.7.4, Staff Reports.

Item 6.3, Video Surveillance Policy will be reviewed at a later date.

#### **RECOMMENDATION**

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

**THAT** item 6.1 be raised for discussion.

#### **6.3.1 DCS 05-2018 Recreation and Leisure Services Master Plan**

##### **RECOMMENDATION**

**THAT** the draft Recreation and Leisure Plan be adopted as presented.

## **7. CORRESPONDENCE**

### **7.1 Perth County re: Accessibility Forum 2018 agenda 51**

#### **RECOMMENDATION**

**THAT** the correspondence from Perth County regarding Accessibility Forum 2018 agenda be received.

## **8. STAFF REPORTS**

### **8.1 Administration and Human Resources**

- 8.1.1 CAO 11-2018 March Monthly Report (Administration and Human Resources) 52**

#### **RECOMMENDATION**

THAT CAO 11-2018 March Monthly Report (Administration and Human Resources) be received for information.

### **8.2 Corporate Services**

- 8.2.1 COR 08-2018 March Monthly Report (Corporate Services) 56**

#### **RECOMMENDATION**

THAT COR 08-2018 March Monthly Report (Corporate Services) be received for information.

- 8.2.2 COR 09-2018 Army, Navy and Air Force 2018 Request 60**

#### **RECOMMENDATION**

THAT COR 09-2018 Army, Navy and Air Force 2018 Request report be received; and

THAT Council authorize the Clerk to prepare a Letter of Non-Objection addressed to the Alcohol and Gaming Commission of Ontario stating that the Town does not object to the events; and

THAT an exemption to the Noise By-law be approved for the Army, Navy and Air Force for July 13 and July 14, 2018.

- 8.2.3 COR 10-2018 Memorandum of Understanding Station Gallery 64**

#### **RECOMMENDATION**

THAT COR 10-2018 Memorandum of Understanding for the Station Gallery be received; and

THAT Council adopts By-law 33-2018 authorizing the Mayor and the Clerk to sign the MOU for the Station Gallery.

### **8.3 Finance**

#### **8.3.1 FIN 07-2018 March Monthly Report (Finance) 71**

##### **RECOMMENDATION**

THAT FIN 07-2018 March Monthly Report (Finance) be received for information.

#### **8.3.2 FIN 08-2018 Treasurer 2017 Annual Reports 75**

##### **RECOMMENDATION**

THAT FIN 08-2018 Treasurer 2017 Annual Reports be received.

#### **8.3.3 FIN 09-2018 Variance to IT Department 80**

##### **RECOMMENDATION**

THAT FIN 09-2018 Variance to IT Department budget be received; and

THAT Council approve the variance to the IT Department budget in the amount of \$17,928.51 for the purchase of Microsoft licenses; and

THAT the variance be funded through the 2017 budget surplus.

### **8.4 Fire and Emergency Services**

#### **8.4.1 FD 03-2018 March Monthly Report (Emergency Services) 82**

##### **RECOMMENDATION**

THAT FD 03-2018 March Monthly Report (Emergency Services) be received for information.

### **8.5 Building and Development Services**

#### **8.5.1 DEV 13-2018 March Monthly Report (Building and Development) 84**

##### **RECOMMENDATION**

THAT DEV 13-2018 March Monthly Report (Building and Development) be received for information.



<b>8.5.2</b>	<b>DEV 14-2018 Development Agreement – 256 Church Street South</b>	<b>87</b>
	<b>RECOMMENDATION</b>	
	THAT DEV 14-2018 Development Agreement – 256 Church Street South be received; and	
	THAT Council authorize the Mayor and the Clerk on behalf of the Town of St. Marys to enter into a Development Agreement between the Town of St. Marys and Marianne DeBrabandere; and	
	THAT By-law 31-2018 authorizing the Mayor and the Clerk to sign a development agreement be approved.	
<b>8.5.3</b>	<b>DEV 12-2018 Sign By-Law Variance Request</b>	<b>106</b>
	<b>RECOMMENDATION</b>	
	THAT DEV 12-2018 Sign By-Law Variance Request report be received; and	
	THAT a variance to the Sign-By-Law be given for the installation of three temporary signs for the Piecemakers Quilt Show from April 26, 2018 until April 28, 2018 at both entrances to the Pyramid Recreation Centre on 317 James Street South as well as the Old Water Tower on the southeast corner not in the daylight triangle.	
<b>8.6</b>	<b>Community Services</b>	
<b>8.6.1</b>	<b>DCS 06-2018 March Monthly Report (Community Services)</b>	<b>108</b>
	<b>RECOMMENDATION</b>	
	THAT DCS 06-2018 March Monthly Report (Community Services) be received for information.	
<b>8.7</b>	<b>Public Works</b>	
<b>8.7.1</b>	<b>PW 18-2018 March Monthly Report (Public Works)</b>	<b>115</b>
	<b>RECOMMENDATION</b>	
	THAT PW 18-2018 March Monthly Report (Public Works) be received for information.	

**8.7.2 PW 17-2018 Award for New Water Storage Reservoir and  
Booster Pump Station 118**

**RECOMMENDATION**

THAT PW 17-2018, Award for New Water Storage Reservoir and Booster Pump Station be received; and,

THAT the procurement for the construction of the new water storage reservoir and booster pump station be awarded to H2Ontario Inc. for the procured price of \$3,026,040.00, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in report PW 17-2018 for the amount of \$332,042.23; and,

THAT By-Law 30-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**8.7.3 PW 16-2018 Flood Event Remediation 124**

**RECOMMENDATION**

THAT PW 16-2018 Flood Event Remediation report be received; and

THAT Council approve the allocation of \$42,500 to remediate the Flats.

**8.7.4 PW 20-2018 Service Club Sign By-Law 133**

**RECOMMENDATION**

THAT PW 20-2018 Service Club Sign By-Law report be received; and

THAT By-Law 32-2018 Service Club Sign be approved.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**10.1 Mayor Strathdee re: Green Committee**

Presented to Council at its regular Council meeting on March 13, 2018.

## **RECOMMENDATION**

**THAT** staff be directed to develop a terms of reference for a Green Committee. The committee will be appointed after the 2018 election and the mandate of the committee will be to advise Council on "green" initiatives, ecological matters, trails, the preservation of nature and other initiatives.

## **11. BY-LAWS**

### **RECOMMENDATION**

**THAT** By-Laws 30-2018 through 33-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

<b>11.1</b>	<b>By-Law 30-2018 Authorize an Agreement with H2Ontario Inc.</b>	<b>138</b>
<b>11.2</b>	<b>By-Law 31-2018 Authorize a Development Agreement with Marianne DeBrabandere for 256 Church Street South</b>	<b>139</b>
<b>11.3</b>	<b>By-Law 32-2018 Service Club Sign</b>	<b>141</b>
<b>11.4</b>	<b>By-Law 33-2018 Authorize a Memorandum of Understanding with Cameron Porteous</b>	<b>145</b>

## **12. UPCOMING MEETINGS**

April 5, 2018 - 7:30pm, Service Club Meeting, End Zone

April 10, 2018 - 6:00pm, Regular Council, Council Chambers

April 17, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

April 21, 2018 - 10:00am - 12:00, Coffee with Council, Council Chambers

April 24, 2018 - 6:00pm, Regular Council, Council Chambers

**13. CLOSED SESSION**

**RECOMMENDATION**

THAT Council move into a session that is closed to the public at \_\_\_\_pm as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 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.

**13.1 Minutes of February 13, 2018 CLOSED SESSION**

**13.2 Update Re: Solicitor Advice for Pending OMB Hearing**

**13.3 PW 19-2018 Sale of Land Request**

**14. RISE AND REPORT**

146

**RECOMMENDATION**

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

**RECOMMENDATION**

**THAT** By-Law 34-2018, being a by-law to delegate authority to the Chief Administrative Officer / Clerk for the purpose of an OMB hearing be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**15. CONFIRMATORY BY-LAW**

147

**RECOMMENDATION**

**THAT** By-Law 35-2018, being a by-law to confirm the proceedings of March 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.

**16. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this regular meeting of Council adjourn at \_\_\_\_\_ p.m.

# **Delegation to Town of St. Marys**

## **March 2018**

*...purpose of fostering the Town's relationship with business community to increase economic activity, employment opportunities, assessment base.*

*Council appreciates that by **maintaining a culture geared to retaining existing business and pursuing new business opportunities both the public and private sectors will benefit.***

### **Pillars**

- CBHFM, tourism
- History/Stonetown, tourism
- Industry, Business, tourism
- Farming
  - Transportation; VIA, Cabs, Mobility, Personal vehicles; tourism

### **Regulate and serve not confiscate**

- \$90,000 yearly business property tax
- Employment for 35 full 15 part time with 17 (ft) personal property tax
- \$59,000 yearly personal property tax (full time staff)

***Property taxation is a key source of revenue*** for the Town of St. Marys.

This revenue helps to fund many services, for example, fire, policing, infrastructure upgrades and recreational facilities and programs such as the Pyramid Recreation Centre and the St. Marys Public Library.

### **The Request**

Allow for severance of land, already agreed on, dropping condition relative to taking 3.5 added metres of land on frontage.

### **Offer**

Town provides severance.

In lieu of 3.5 metres on the front of Downtown, town allocated 3.5 metres on west side of grass land

619203 Ontario Limited plants \$5000 worth of trees on grass land

Town returns \$5000 withheld from AllRoads

Town can legally take land at a later date with no objection from property owner



## **MINUTES Regular Council**

February 27, 2018  
6:00pm  
Council Chambers, Town Hall

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

Council Absent: Councillor Pope

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Richard Anderson, Director of Emergency Services / Fire Chief  
Grant Brouwer, Director of Building and Development  
Jim Brown, Director of Finance  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Human Resources Manager  
Jenna McCartney, Corporate Administrative Coordinator  
Mark Stone, Planner

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

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

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

Councillor Van Galen declared a pecuniary interest during the deliberation of item 6.2.2.

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

**Resolution 2018-02-27-01**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

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

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Mr. Frank Doyle of St. Marys Independent newspaper asked the percentage of the budget impacted by salaries and wages.

Jim Brown replied, that the total of the Town's payroll expense (wages plus all benefits) is \$7,104,530. As a portion of total expense of \$17,994,893 it is 39.5%.

Charles Sharun inquired about the procedure for raising questions related to the public meeting for 121 Ontario Street South.

Mayor Strathdee stated that the public will have the opportunity to address Council and the applicant during the portion of the agenda listing the public meeting.

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

**5.1 Public Meeting - 121 Ontario Street South**

**Resolution 2018-02-27-02**

**Moved By** Councillor Hainer

**Seconded By** Councillor Osborne

**THAT** the February 27, 2018 regular Council meeting be adjourned at 6:05pm 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 6:06pm.

**CARRIED**

Mayor Strathdee stated "This Public Meeting is being held in accordance with Section 34 of the Planning Act, RSO 1990.

The purpose of the Public Meeting is to solicit the public's comments with respect to a proposed Zoning By-law Amendment initiated by the owner of the subject property, 121 Ontario Street South.

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).



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

I will now ask Mr. Kittmer to advise how notice was given and provide a summary of the comments received regarding this Application."

Mr. Kittmer stated "Notice was given by first class mail to all land owners within 120 metres (400 feet) of the subject property, to those agencies as prescribed by Regulation, and signs advertising tonight's meeting were posted on the property.

Comments received regarding this Application are as follows:

Town's Director of Corporate Services/ Deputy Clerk	<ul style="list-style-type: none"> <li>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.</li> </ul>
Mr. Herman Veenendaal, 146 Ontario Street South	<ul style="list-style-type: none"> <li>Comments include: 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.</li> </ul>
Upper Thames River Conservation Authority	<ul style="list-style-type: none"> <li>Property is affected by the Authority's Regulation Limit which includes an area of floodplain along Thomas Street. Written approval from UTRCA required prior to undertaking any development or site alteration in regulated area.</li> <li>Small area at southeast corner of property is within vulnerable area as identified by the Thames-Sydenham Source Protection Region.</li> </ul>
St. Marys Heritage Committee	<ul style="list-style-type: none"> <li>Applicant has done very well addressing heritage requirements of the Town.</li> </ul>

Town Public Works Department	<ul style="list-style-type: none"> <li>· No comments.</li> </ul>
Rob and Sharon Staffen, St. Marys Golf & Country Club Limited	<ul style="list-style-type: none"> <li>· Support the project · Opportunity for our community to attract young families and to provide attainable/affordable housing · Do not believe that the project falls within the mandate of the Conservation Authority"</li> </ul>

Mayor Strathdee stated "I will call upon Councillor Don Van Galen to advise Council of the Planning Advisory Committee's recommendation with respect to the Application."

Councillor Van Galen stated "The Planning Advisory Committee made the following recommendation to St. Marys Town Council at its February 5, 2018 meeting:

**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."

Mayor Strathdee stated "I will call upon the Town's Planner to provide additional information regarding the proposed Application."

Mark Stone stated "According to the Town's Official Plan, the subject property is designated Residential, with a small area identified as Floodplain at the northeast corner. The property is currently zoned Institutional and Flood Plain, with a Regulated Area overlay.

The proposed Zoning By-law Amendment would rezone areas of the subject property currently zoned Institutional (I) to Residential Zone Five (R5), and will include special provisions to:

- revise the definition of 'apartment dwelling' as it applies to the subject property
- deem 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

- reduce 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"

Mayor Strathdee called upon the applicant to explain the proposed Application related to the subject property.

Melanie and Rick Murphy, known as the Applicants, spoke to the proposal as it is before Council tonight. Ms. Murphy highlighted the general layout of the concept plan, the proposed landscape features, proposed units including specifics on barrier-free units.

Mayor Strathdee invited members of the public to provide input on the Application.

Charles Sharun, 62 Ontario Street South stated that he feels the proposed development offers positive outcomes for the community. Mr. Sharun is in agreement to the proposed development however, his concern is that the developer build a relationship with the neighbourhood. Mr. Sharun began asking direct questions to the Applicants related to the outcome of the development.

Mayor Strathdee stated that the public will provide their comments and questions first followed by the opportunity for the Applicant to reply.

Mr. Sharun continued by identifying his belief that this development is the Applicant's first project of this nature. Mr. Sharun cited his concerns that this is the Applicants first project. Further inquiries included:

- Do the Applicants plan to sell the development upon completion?
- To what extent will the neighbourhood be impacted by the construction over the coming years?
- Will construction vehicles be permitted to drive on Ontario Street which is constructed of concrete and vulnerable to damage from heavy vehicle traffic?
- Will neighbourhood be notified about proposed hours of operation by construction personnel?
- Will the Applicants provide a phone number to the neighbourhood so that inquiries can be directed to them immediately upon concern?

Mayor Strathdee invited Mrs. Murphy to respond.

Mrs. Murphy provided the background of the Applicant's company and stated that they live in town and own a heritage rental property in town of which they have worked towards preserving the heritage of the building. This current project is located in an ideal location as it is beneficial for landlords to be located within close proximity to their tenants.

Mrs. Murphy outlined the project timeline and identified that the main building is anticipated to be complete within Fall 2018. Construction will continue based on trades availability and housing needs. The initial timeline for the project is five years.

The hours related to construction operation will follow normal patterns and it is not anticipated that work would be completed throughout the evening or night on the exterior of the building. Some interior work may occur at night and on weekends.

The Applicant stated that it is their desire to create a respectful relationship with the neighbours. They would like to provide updates to the neighbourhood about the status of the project.

Mrs. Murphy reiterated that trades workers typically arrive early in the morning and do not work into the evening / night. Mrs. Murphy stated that she would be willing to provide her personal contact information with the neighbours while identifying that she would expect the communication to be respectful in nature.

Larry Henderson, 201 Thomas Street, stated he is unsure of the look of the proposed retaining wall. Mr. Henderson also stated his concern that when approaching the property from Park Street bridge, all a person will see is a three story building. Mr. Henderson concluded by stating that there will be lots of traffic on the site during construction.

Denise Fergusson, 181 Thomas Street, stated she is delighted that Westward school will be kept open through this proposed development. Ms. Fergusson was anticipating a quiet summer in the neighbourhood with less dust due to the improvements that the Town has imposed to reduce truck traffic along Thomas Street. Ms. Fergusson stated that green space is being decreased within the proposal in addition to citing a concern that the development is proposed within the floodplain.

Ms. Fergusson inquired if a traffic light should be erected at Thomas Street and Park Street as there currently exists difficulty with turning at different periods of time throughout the day.

Ms. Fergusson stated that she is very concerned about noise within the neighbourhood. Ms. Fergusson concluded by stating that she believes there are too many buildings on the site.

Sherry Warmuth, representing her daughter, Stacey Sisson of 130 Ontario Street South, stated that her daughter has not received official notice from the Town for the zoning by-law amendment application.

Ms. Warmuth made the following inquiries:

- What is the overall height of the proposed development?
- Will it be in direct site path of the river for the owner of 130 Ontario Street South?
- Is there going to be in-fill?
- How will the development affect water runoff on the property?
- What is the front for buildings 3 and 4?
- What is being proposed for buffering?
- How will lighting and garbage be addressed for the site?
- How will outdoor living space be addressed for the site?
- Will there be recreation amenities provided on-site?

Ms. Warmuth cited concerns related to the timeline for the project by citing that the site could be under continuous construction for five years producing constant noise.

Mrs. Murphy provided the following responses to questions:

- The development will not be under constant construction over a five year period. There will be many periods of inactivity on the exterior of structures. Development for each building may take six months for each building to be built.
- The location of garbage collection on the site was identified. The Applicant plans to use Bluewater Recycling wheelie bins therefore reducing additional noise.
- The lighting plan is in progress. The Applicant will be extending the existing parking lot by a few feet. The parking along Ontario Street South will remain untouched. There will be a parking lot off of Park Lane available for the tenants of the lower units. There will need to be lighting within the parking lots to ensure safety of the tenants and neighbours. There are many options for lighting that produce minimal impact of light pollution of which the Applicant will take into consideration when reviewing lighting needs.

- The fence around the previous playground area will be removed. The concrete path within the previous playground area will remain. There is lots of greenspace behind the main building. The Applicant wants to highlight the front of the original school house that fronts Thomas Street.
- Taking accessibility into consideration, the Applicant is considering the creation of a small greenspace area along Park Lane for tenants within the lower units.

Kathleen Royakkers of NA Engineering Associates Inc. provided the following responses to questions:

- The elevation from Ontario Street South is two stories. The elevation from Thomas Street is three stories.
- The lighting will be contained on the property.
- The height of the existing building is 8.5m. The height of the proposed buildings from Thomas Street is 11.7m.
- The stormwater management plan has been submitted to the Town as part of the site plan approval process and will be a dry pond design. Stormwater coming from the site will be equal to or less than existing.
- The Applicant is not proposing to build on floodplain. The buildings closest to the floodplain area at elevated 3m.

Mrs. Murphy stated that the proposed retaining walls will be 8 feet in height however they will be gradient.

Ms. Fergusson stated that the notification sign posted on the property by the Town could not be seen from Thomas Street.

Brent Kittmer stated that the Planning Act requires notification to residents within a 120m radius of an applicant's property.

Ms. Fergusson stated that she did not receive written notification about the application from the Town.

Ms. Sisson stated that she did not receive written notification about the application from the Town.

Ms. Warmuth asked about the plans for egress to Ontario Street South and asked the Applicant to consider single entry and single exit.

Mrs. Murphy stated the driveways onto Ontario Street South are considered wide enough to permit two way traffic. The Applicant does not anticipate based on past experience of rental units that all tenants will

require parking although there are two additional parking spaces within the proposal. The Applicant stated that the anticipated traffic volume to and from the property will not be as much as it were in the past.

Ms. Fergusson reiterated her concern about the noise expected to be produced from the construction and future tenants.

Mr. Sharun explained that there are a number of buses that pick up and drop off children in the immediate proximity to the property that should be taken into consideration for safety reasons, and asked that construction traffic use Thomas Street and not Ontario Street.

Mr. Sharun asked if there would be another public meeting related to this application.

Mayor Strathdee stated that this meeting is the sole statutory public meeting. As per the legislation, the public will be notified of the decision of Council related to this matter.

Nancy Habermehl, 89 Ontario Street, thanked the Applicant for their dedication to preserving the building.

Ms. Habermehl asked Council how it will address overflow parking needs of the development. Ms. Habermehl stated that a traffic study conducted of the area identified there are a lot of vehicles in the area. Ms. Habermehl stated that there are a number of children in the area that are bused on a daily basis to their schools.

Mayor Strathdee asked Council if there were any comments.

Councillor Osborne inquired about the type of stormwater management plan for the property.

Ms. Rooyakkers stated that there will be a dry pond in the southeast corner of the property. In the event of excess stormwater, it will overflow to the streets for catchment in storm drains.

Councillor Craigmile cited a concern that had been raised at the Planning Advisory Committee meeting related to the distance between buildings and wanted to know if a resolution had been made.

Mrs. Murphy stated that the situation was in conflict of the *Building Code Act* and that it had been rectified.

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

**Resolution 2018-02-27-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** this Public Meeting be adjourned at 7:25pm; and

**THAT** the February 27, 2018 regular Council meeting reconvene at 7:26pm.

**CARRIED**

**5.2 Public Meeting for 2018 Budget Consideration**

Council recessed at 7:26pm.

Mayor Strathdee called the meeting back to order at 7:35pm.

**Resolution 2018-02-27-04**

**Moved By** Councillor Winter

**Seconded By** Councillor Van Galen

**THAT** the February 27, 2018 regular Council meeting be adjourned at 7:35pm 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 7:35pm.

**CARRIED**

Jim Brown spoke to the budget presentation.

Mayor Strathdee asked the public if there were any questions related to the budget.

Frank Doyle of St. Marys Independent newspaper asked for the balance of the PUC reserve fund at the end of 2018.

Jim Brown stated the balance will be \$3,533,000.

Mr. Doyle asked for the balance of all reserves and reserve funds at the end of 2018.



Mr. Brown stated the balance will be \$8,282,000.

Mr. Doyle asked if there will be any savings within policing services.

Councillor Van Galen stated that there will be realized savings in 2018 however there will be capital start-up costs.

**Resolution 2018-02-27-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** this Public Meeting be adjourned at 8:00pm.; and

**THAT** the February 27, 2018 regular Council meeting reconvene at 8:00pm.

**CARRIED**

Upon the reconvening of Council, Council reviewed the status of the draft budget.

Council reviewed the various Community Improvement Plan granting programs. Council discussed the budget actuals of the programs over the last three years.

**Resolution 2018-02-27-06**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Hainer

**THAT** the budget for the Heritage Property Tax Rebate program be adjusted from \$50,000 to \$25,000 for 2018.

**CARRIED**

**Resolution 2018-02-27-07**

**Moved By** Councillor Osborne

**Seconded By** Councillor Van Galen

**THAT** Staff be directed to prepare a budget by-law for consideration at the March 13, 2018 regular Council meeting.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - February 13, 2018**

Brent Kittmer identified that the following edits have been made to the minutes.

- Within section 4, Mr. Doyle was inquiring about the 151 Water Street North proposal and plan rather than the recreation master plan.
- Within section 17, the adjournment time should be changed to 8:31pm.

**Resolution 2018-02-27-08**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

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

**CARRIED**

**6.2 Strategic Priorities Committee - February 20, 2018**

Council discussed the need for a public consultation regarding the proposed Traffic and Parking By-law.

Council discussed the financial implications associated with passing the proposed Traffic and Parking By-law.

**Resolution 2018-02-27-09**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**6.2.1 PW 02-2018 Downtown Pedestrian Crosswalk Configurations**

Council discussed the comments raised at Strategic Priorities Committee with staff providing an update.

**Resolution 2018-02-27-10**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**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**

#### **6.2.2 PW 07-2018 Wastewater Industrial Waste Surcharge Program**

Councillor Van Galen declared pecuniary interest during this item and vacated his seat.

**Resolution 2018-02-27-11**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**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**

### **7. CORRESPONDENCE**

#### **7.1 Town of Essex re: Offering School Property to Municipalities**

**Resolution 2018-02-27-12**

**Moved By** Councillor Hainer

**Seconded By** Councillor Osborne

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

**CARRIED**

### **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**

Mark Stone spoke to DEV 06-2018 report and responded to questions from Council.

**Resolution 2018-02-27-13**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

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.

**CARRIED**

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

Grant Brouwer spoke to DEV 04-2018 report and responded to questions from Council.

**Resolution 2018-02-27-14**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

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

**CARRIED**

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

Grant Brouwer provided an update to Council on the overall plan for Cadzow Park. Mr. Brouwer continued to speak to DEV 05-2018 report and responded to questions from Council.

**Resolution 2018-02-27-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

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.

**CARRIED**

## **8.2 Administration and Human Resources**

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

Brent Kittmer and Lisa Lawrence spoke to CAO 08-2018 report and responded to questions from Council.

#### **Resolution 2018-02-27-16**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

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

**CARRIED**

## **8.3 Corporate Services**

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

Trisha McKibbin spoke to COR 02-2018 report and responded to questions from Council.

#### **Resolution 2018-02-27-17**

**Moved By** Councillor Winter

**Seconded By** Councillor Osborne

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

**CARRIED**

## **8.4 Finance**

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

Jim Brown spoke to FIN 05-2018 report and responded to questions from Council.

**Resolution 2018-02-27-18**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

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

**CARRIED**

**8.5 Fire and Emergency Services**

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

Fire Chief Anderson spoke to FD 02-2018 report and responded to questions from Council.

**Resolution 2018-02-27-19**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

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

**CARRIED**

**8.6 Community Services**

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

Stephanie Ische spoke to DCS 04-2018 report and responded to questions from Council.

**Resolution 2018-02-27-20**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

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

**CARRIED**

**8.7 Public Works**

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

Jed Kelly spoke to PW 11-2018 report and responded to questions from Council.

**Resolution 2018-02-27-21**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

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

**CARRIED**

**9. EMERGENT OR UNFINISHED BUSINESS**

Councillor Hainer stated that February 28 is Pink Shirt Day which focuses on the awareness of bullying. This year's key focus is on cyberbullying.

Councillor Hainer stated that Rare Diseases Day is February 28 and the National Organization for Rare Diseases is launching the 7,000 mile Rare Movement. Councillor Hainer stated there are many local families that strongly advocate for their families.

**10. NOTICES OF MOTION**

None.

**11. BY-LAWS**

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

**Resolution 2018-02-27-22**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**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.

**CARRIED**

**12. UPCOMING MEETINGS**

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

**13. CLOSED SESSION**

None.

**14. CONFIRMATORY BY-LAW**

**Resolution 2018-02-27-23**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**15. ADJOURNMENT**

**Resolution 2018-02-27-24**

**Moved By** Councillor Hainer

**Seconded By** Councillor Osborne

**THAT** this regular meeting of Council adjourn at 9:55p.m.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk





## **MINUTES Regular Council**

March 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  
Grant Brouwer, Director of Building and Development  
Jim Brown, Director of Finance  
Jed Kelly, Director of Public Works  
Dave Blake, Environmental Services Supervisor  
Jenna McCartney, Corporate Administrative Coordinator

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

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

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

None declared.

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

Councillor Hainer provided notice to Council that she needed to leave the meeting at 8:00 pm. She requested that Council consider moving agenda items 8.4.1 and 8.5.2 forward if they were not considered by that time so that all of Council could deliberate these two matters.

#### **Resolution 2018-03-13-01**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the March 13, 2018 regular Council meeting agenda be accepted as presented.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Mr. Frank Doyle of St. Marys Independent newspaper inquired about the process for an organization within St. Marys to apply to manage and conduct a Catch / Chase the Ace lottery event, and pointed out that the Stratford Rotary Club is running this type of lottery.

Trisha McKibbin stated that a lottery scheme under this name is legal in Ontario within the last year. Eligible organizations may apply to the Town of St. Marys for the purpose of managing and conducting a lottery scheme.

Mr. Doyle asked a follow-up question as to why the St. Marys Lincolns were not allowed to run a Chase the Ace program.

Mayor Strathdee responded that unfortunately the Lincolns are not an eligible organization for a lottery license.

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

**5.1 St. Marys Kinsmen re: Summerfest**

Mr. Chris Swarthout spoke to the delegation regarding Summerfest for 2018 and responded to questions from Council.

**5.2 Ontario Clean Water Agency re: 3rd and 4th quarter reporting**

Renee Hornick of Ontario Clean Water Agency presented the wastewater report and responded to questions from Council.

Ms. Hornick presented the water report and responded to questions from Council.

**Resolution 2018-03-13-02**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** the presentation by the Ontario Clean Water Agency be received.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**7. CORRESPONDENCE**

**7.1 Ministry of Municipal Affairs re: Proclamation of Bill 139**

**Resolution 2018-03-13-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**THAT** the correspondence from the Ministry of Municipal Affairs regarding the proclamation of Bill 139 be received.

**CARRIED**

**7.2 Township of Perth South re: Funding Assistance Request**

**Resolution 2018-03-13-04**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** the correspondence from The Corporation of the Township of Perth South regarding funding assistance request be received; and

**THAT** Council responds to the request from Perth South with a letter seeking clarification on the level of support requested by Perth South Council for the Road 125 upgrades.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Public Works**

**8.1.1 PW 12-2018 Summary Report for the Water System**

Dave Blake spoke to PW 12-2018 report and responded to questions from Council.

**Resolution 2018-03-13-05**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** Council receive report PW 12-2018 regarding the annual summary report of the drinking water system as information; and,

**THAT** Council acknowledge receipt of the 2017 annual summary report for the Town of St. Marys Water Supply and Distribution system in the form of a resolution.

**CARRIED**

### **8.1.2 PW 13-2018 Summary Report for the Wastewater System**

Dave Blake spoke to PW 13-2018 report and responded to questions from Council.

#### **Resolution 2018-03-13-06**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** report PW 13-2018, Summary Report for the Wastewater System be received for information.

**CARRIED**

### **8.1.3 PW 14-2018 Sparling Bush Management Update**

Jed Kelly spoke to PW 14-2018 report and responded to questions from Council.

#### **Resolution 2018-03-13-07**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** PW 14-2018 Sparling Bush Management Update be received for information.

**CARRIED**

### **8.1.4 PW 15-2018 Award for RFP-PW-02-2018 A Multi-Purpose Sidewalk Tractor**

Jed Kelly spoke to PW 15-2018 report and responded to questions from Council.

#### **Resolution 2018-03-13-08**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** PW 15-2018 Award for RFP-PW-02-2018 a Multi-Purpose Sidewalk Tractor be received; and,

**THAT** the procurement for RFP-PW-02-2018 be awarded to Work Equipment Ltd. for the procured price of \$164,641.00 inclusive of all taxes and contingencies; and,

**THAT** Council approves the unbudgeted amount of and funding structure as identified in PW 15-2018 report; and,

**THAT** Council approves \$30,015 funding allocation from Development Charge Reserve, and,

**THAT** By-Law 26-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

## **8.2 Administration and Human Resources**

### **8.2.1 CAO 09-2018 Memorandum of Understanding for the 2018 River Rock Festival**

Brent Kittmer spoke to CAO 09-2018 report and responded to questions from Council.

#### **Resolution 2018-03-13-09**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** CAO 09-2018 regarding the Memorandum of Understanding for the 2018 River Rock Festival be received; and

**THAT** Council declares the 2018 River Rock Festival an “Event of Municipal Significance”; and

**THAT** Council provides a Noise By-Law exemption for the 2018 River Rock Festival for August 10, 2018 and August 11, 2018; and

**THAT** Council adopts by-law 24-2018 authorizing the Mayor and the Clerk to sign the MOU for the 2018 River Rock Festival.

**CARRIED**

### **8.2.2 CAO 10-2018 Lame Duck Council Delegation By-Law**

Brent Kittmer spoke to CAO 10-2018 report and responded to questions from Council.

#### **Resolution 2018-03-13-10**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** CAO 10-2018 Lame Duck Council report be received; and

**THAT** By-Law 25-2018, being a by-law to delegation authority to staff in the event of a lame duck council following Nomination Day be approved.

**8.3 Corporate Services**

**8.3.1 COR 06-2018 St. Marys Kinsmen Summerfest Noise By-law Exemption**

Trisha McKibbin spoke to COR 06-2018 report and responded to questions from Council.

**Resolution 2018-03-13-11**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** COR 06-2018 St. Marys Kinsmen Summerfest Noise By-law Exemption report be received; and

**THAT** Council declares Summerfest to be municipally significant in the Town of St. Marys from July 26, 2018 until July 28, 2018; and

**THAT** Council grant an exemption of the Noise By-law, under Section 6, to the applicant, St. Marys Kinsmen Club at Milt Dunnell Park, for the purpose of Summerfest until the time of 1:00am on July 27, 28 and 29, 2018; and

**THAT** Council grant exclusive use of Milt Dunnell Park to the St. Marys Kinsmen Club between July 23 and August 1 for the purpose of setting up, running and taking down for Summerfest.

**CARRIED**

**8.4 Finance**

**8.4.1 FIN 06-2018 2018 Budget, Tax Ratios and Tax Rates**

Jim Brown spoke to FIN 06-2018 report and responded to questions from Council.

**Resolution 2018-03-13-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** Report FIN 06-2018 Budget, Tax Ratios and Tax Rates be received; and

**THAT** the Tax Ratios as per By-law 22-2018 and being unchanged from the prior year, with the exception of the creation of the new landfill class, be approved; and

**THAT** the 2018 Operating and Capital Budget summarized in Schedule A to By-law 23-2018 resulting in an estimated tax levy of \$11,812,540, total expenditure plan for capital of \$6,805,000 per Schedule B be approved; and Tax Rates as per Schedule C be approved.

**CARRIED**

## **8.5 Building and Development Services**

### **8.5.1 DEV 07-2018 Site Plan Agreement, 515 James Street South, Stinnissen Enterprises Limited**

Grant Brouwer spoke to DEV 07-2018 report and responded to questions from Council.

#### **Resolution 2018-03-13-13**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** DEV 07-2018 Site Plan Agreement, 515 James Street South, Stinnissen Enterprises Limited be received; and

**THAT** Council authorize the Mayor and the Clerk on behalf of the Town of St. Marys to enter into a Site Plan Agreement between the Town of St. Marys and Stinnissen Enterprises Limited; and

**THAT** By-Law 28-2018 authorizing the Mayor and the Clerk to sign a site plan agreement be approved.

**CARRIED**

### **8.5.2 DEV 08-2018 Cadzow Pavilion and Performing Arts Stage**

Grant Brouwer spoke to DEV 08-2018 report and responded to questions from Council.

#### **Resolution 2018-03-13-14**

**Moved By** Councillor Osborne

**Seconded By** Councillor Craigmile

**THAT** DEV 08-2018 Cadzow Pavilion and Performing Arts Stage be received; and,

**THAT**, in accordance with Section 9.1(b)(v) of the Town's Procurement By-law, Council authorizes a sole source procurement for Cadzow Pavilion and Performing Arts Stage to IntegriBuild Construction Management Inc. for the procured price of \$151,213.78, inclusive of all taxes and contingencies; and,

**THAT** subject to the requirements of the Procurement By-law, staff be authorized to approve any necessary contingencies during the construction of the Pavilion project up to, but not exceeding, the 2018 approved amount of \$175, 000.00: and,

**THAT** By-Law 27-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

**8.5.3 DEV 09-2018 Application for ZBA (Z06-2017) Rick Murphy Holdings Ltd. for 121 Ontario Street South**

Grant Brouwer spoke to DEV 09-2018 report and responded to questions from Council.

**Resolution 2018-03-13-15**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Osborne

**THAT** DEV 09-2018 Application for ZBA (Z06-2017) Rick Murphy Holdings Ltd. for 121 Ontario Street South be received; and

**THAT** Council enact Zoning By-law Z125-2018 for 121 Ontario Street South.

**CARRIED**

**9. COUNCILLOR REPORTS**

**9.1 Operational and Board Reports**

Council recessed at 7:26pm.

Councillor Hainer departed Council Chambers for the remainder of the meeting.

Mayor Strathdee called the meeting back to order at 7:33pm.



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

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

##### **Resolution 2018-03-13-16**

**Moved By** Councillor Osborne

**Seconded By** Councillor Pope

**THAT** the February 18, 2018 Bluewater Recycling Association Board of Director highlights be received.

**CARRIED**

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

Councillors Winter and Osborne spoke to the recent meeting of which minutes will be provided shortly.

##### **Resolution 2018-03-13-17**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** the January 4, 2018 St. Marys Public Library Board meeting minutes be received.

**CARRIED**

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

Councillor Winter spoke to a recent meeting of which minutes will be provided shortly.

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

##### **Resolution 2018-03-13-18**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the January 17, 2018 Perth District Health Unit Board minutes be received; and

**THAT** the February 21, 2018 Perth District Health Unit Board agenda content be received.

**CARRIED**

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

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

**Resolution 2018-03-13-19**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** the December 20, 2017 Spruce Lodge Board of Management meeting minutes be received.

**CARRIED**

**9.1.6 Upper Thames River Conservation Authority**

**Resolution 2018-03-13-20**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** the January 23, 2018 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**

**Resolution 2018-03-13-21**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** the February 15, 2018 Accessibility Advisory Committee special meeting draft minutes be received.

**CARRIED**

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

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

**Resolution 2018-03-13-22**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** the January 8, 2018 Business Improvement Area Board meeting minutes be received.

**CARRIED**

**9.2.3 CBHFM - Coun. Hainer**

Nothing to report.

**9.2.4 Committee of Adjustment**

No recent meetings.

**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 2018-03-13-23**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** the February 21, 2018 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 2018-03-13-24**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** the February 20, 2018 Economic Development Advisory Committee meeting minutes be received.

**CARRIED**

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

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

**Resolution 2018-03-13-25**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** the December 9, 2017 Heritage St. Marys meeting minutes be received; and

**THAT** the January 13, 2018 Heritage St. Marys meeting minutes be received.

**CARRIED**

**9.2.8 Museum Board - Coun. Winter**

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

Councillor Van Galen requested that Councillor Winter ask the Board to clarify their position re: museum staffing via a formal resolution to Council.

**Resolution 2018-03-13-26**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** the February 21, 2018 St. Marys Museum Board meeting unapproved minutes be received.

**CARRIED**

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

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

**Resolution 2018-03-13-27**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

**THAT** the February 5, 2018 Planning Advisory Committee meeting minutes be received.

**CARRIED**

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

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

**Resolution 2018-03-13-28**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the January 15, 2018 Heritage Conservation District Advisory Committee meeting minutes be received; and

**THAT** the February 12, 2018 Heritage Conservation District Advisory Committee meeting minutes be received.

**CARRIED**

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

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

**Resolution 2018-03-13-29**

**Moved By** Councillor Pope

**Seconded By** Councillor Osborne

**THAT** the February 20, 2018 Senior Services Board meeting minutes be received.

**CARRIED**

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

Nothing to report.

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

Nothing to report.

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

Councillor Craigmile spoke to a recent meeting of which the minutes will be provided shortly.

**10. EMERGENT OR UNFINISHED BUSINESS**

None.

**11. NOTICES OF MOTION**

**11.1 Mayor Strathdee re: Green Committee**

Mayor Strathdee reviewed the upcoming notice of motion.

**THAT** staff be directed to develop a terms of reference for a Green Committee. The committee will be appointed after the 2018 election and the mandate of the committee will be to advise Council on "green" initiatives, ecological matters, trails, the preservation of nature and other initiatives.

## **12. BY-LAWS**

### **12.1 By-Law 22-2018 Tax Ratios for 2018**

**Resolution 2018-03-13-30**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** By-Law 22-2018, being a by-law to set the tax ratios for 2018, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

### **12.2 By-Law 23-2018 Tax Levy for 2018**

**Resolution 2018-03-13-31**

**Moved By** Councillor Winter

**Seconded By** Councillor Pope

**THAT** By-Law 23-2018, being a by-law to set the tax levy for 2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

### **12.3 By-Law 24-2018 Authorize a Memorandum of Understanding with Sean Camp**

**Resolution 2018-03-13-32**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** By-Law 24-2018, being a by-law to authorize a memorandum of understanding with Sean Camp for River Rock Festival be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.4 By-Law 25-2018 Delegation of Power During Lame Duck Council Period**

**Resolution 2018-03-13-33**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** By-Law 25-2018, being a by-law to delegate power during a lame duck Council period be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.5 By-Law 26-2018 Authorize an Agreement with Work Equipment Ltd.**

**Resolution 2018-03-13-34**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** By-Law 26-2018, being a by-law to authorize an agreement with Work Equipment Ltd. be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and Clerk.

**CARRIED**

**12.6 By-Law 27-2018 Authorize an Agreement with IntegriBuild Construction Management Inc.**

**Resolution 2018-03-13-35**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** By-Law 27-2018, being a by-law to authorize an agreement with IntegriBuild Construction Management Inc. be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.7 By-Law 28-2018 Authorize a Site Plan Agreement with Stinnissen Enterprises Ltd.**

**Resolution 2018-03-13-36**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** By-Law 28-2018, being a by-law to authorize the Mayor and the Clerk to sign a site plan agreement with Stinnissen Enterprises Ltd. be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.8 Z125-2018 Zoning By-law Amendment 121 Ontario Street South**

**Resolution 2018-03-13-37**

**Moved By** Councillor Winter

**Seconded By** Councillor Osborne

**THAT** By-Law Z125-2018, being a by-law to amend the zoning of Lots 14-20, west side of Thomas Street, Lots 16-20, east side of Ontario Street, Registered Plan 235, 121 Ontario Street South, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**13. UPCOMING MEETINGS**

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

**14. CLOSED SESSION**

None held.

**15. CONFIRMATORY BY-LAW**

**Resolution 2018-03-13-38**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** By-Law 29-2018, being a by-law to confirm the proceedings of March 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**

**16. ADJOURNMENT**



**Resolution 2018-03-13-39**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

**THAT** this regular meeting of Council adjourn at 8:26p.m.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



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

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

Council Present: Mayor Strathdee  
Councillor Osborne  
Councillor Van Galen  
Councillor Winter (arrived at 9:01am)  
Councillor Pope (arrived at 9:04am)  
Councillor Hainer  
Councillor Craigmile

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services / Deputy Clerk  
Matthew Corbett, Library CEO  
Jim Brown, Director of Finance / Treasurer  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Ciaran Brennan, Recreation Supervisor  
Amy Cubberley, Curator / Archivist  
Doug LaPointe, Pyramid Recreation Centre Operations Supervisor  
Jenny Mikita, Senior Services Supervisor  
Andrea Slade, Aquatics Supervisor  
Jenna McCartney, Corporate Administrative Coordinator

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

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

**Resolution 2018-03-20-01**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Craigmile

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

**CARRIED**

Councillor Winter arrived at 9:01am.

#### **4. CORRESPONDENCE**

##### **4.1 The Staffen Family Re: Recreation and Leisure Services Master Plan**

**Resolution 2018-03-20-02**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Hainer

**THAT** the correspondence from the Staffen Family regarding the Recreation and Leisure Services Master Plan be received.

**CARRIED**

#### **5. DELEGATIONS AND PRESENTATIONS**

None.

#### **6. STRATEGIC PRIORITIES REVIEW**

##### **6.1 DCS 05-2018 Recreation and Leisure Services Master Plan**

Stephanie Ische introduced Todd Brown of Monteith Brown Planning Consultants.

Ms. Ische spoke to DCS 05-2018 report.

Councillor Pope arrived at 9:04am.

Mr. Brown reviewed the power point presentation.

The key topics of discussion include:

- Clarification was provided that the future library service needs were not included within the Recreation and Leisure Services Master Plan due to pre-existing plans having been completed by the Library.
- Confirmation was provided that the Library Facility and Space Needs Assessment has not been adopted by the Library Board nor has it been adopted by the Town of St. Marys Council.
- Preliminary work has been completed to break down cost centers and to better understand operating costs at the PRC.

- Council will be presented with a recreation cost recovery policy as a part of the implementation of the master plan's recommendations. In addition to costing, there will be changes to the budget process related to the presentation of debt retirement costs in the 2019 draft budget.
- There are many ways in which a recreation advisory committee may be appointed. While the committee does not need to have a representative from all recreation and leisure organizations of St. Marys, the committee should be community focused, understanding current trends and make recommendations to Council on how to respond to the trends.
- The Committee discussed the marketing plan involving utilization of services between the Aquatic Centre and the YMCA. The marketing plan will be released in the near future.
- Parkland naturalization was reviewed. More details will be coming forward in the future.
- Partnerships and their benefits were discussed. It was identified that financial efficiencies are not the sole benefit of partnerships. Improving service delivery of programs and enhanced opportunities for fundraising were noted as valuable resources.
- Business plan models were discussed including costs and fees. Staff will report back in the future on proposed fees and elaborate on the opportunities and weaknesses of resident vs. non-resident fees.

Brent Kittmer stated that staff have begun to incorporate some of the key recommendations into current topics. For instance the discussion related to the development within the north ward and how parkland and trails will be presented has been considered.

**Resolution 2018-03-20-03**

**Moved By:** Councillor Van Galen

**Seconded By:** Councillor Osborne

THAT DCS 05-2018 Recreation and Leisure Services Master Plan be received; and

THAT the Strategic Priorities Committee recommend to Council:

THAT the draft Recreation and Leisure Plan be adopted as presented.

**CARRIED**

The Committee adjourned at 10:15am.

Chair Stratthdee called the meeting back to order at 10:28am.

## **6.2 PW 10-2018 Service Club Sign By-Law**

Jed Kelly and Morgan Dykstra spoke to PW 10-2018 report and responded to questions from the Committee.

The consensus of the Committee is:

- The acknowledgement on the sign of the baseball organization in St. Marys be referred to by its legal name; Canadian Baseball Hall of Fame and Museum. And further, that the by-law be amended to include the legal name as well.
- In the event of blank spaces on the sign, the Town has the opportunity to market specific tourism attractions in St. Marys including but not limited to the Pyramid Recreation Centre, the Quarry, and the Water Tower.

### **Resolution 2018-03-20-04**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Pope

THAT PW 10-2018 Service Club Sign By-Law be received; and

THAT the Strategic Priorities Committee approve the proposed sign structure design and quotation from Signs Ontario;

AND THAT the Strategic Priorities Committee recommend to Council:

THAT the proposed Service Club Sign By-law be approved.

**CARRIED**

## **6.3 COR 07-2018 Video Surveillance Policy**

Trisha McKibbin spoke to COR 07-2018 report and responded to questions from the Committee.

The Committee came to the consensus on the following matter:

- That the policy should be amended to include that staff from the senior leadership team may be able to review the video record if a need arises.

Staff were directed to investigate the legislative requirements of the municipality should a police service request surveillance records for the purpose of generating public feedback about identifiable individuals.

**Resolution 2018-03-20-05**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Osborne

THAT COR 07-2018 Video Surveillance Policy report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT the draft Municipal Video Surveillance Policy be approved.

**CARRIED**

**7. NEXT MEETING**

Mayor Strathdee reviewed the upcoming April meeting as presented on the agenda.

Brent Kittmer elaborated on the discussion points of the UTRCA Flood Management presentation.

**8. ADJOURNMENT**

**Resolution 2018-03-20-06**

**Moved By:** Councillor Osborne

**Seconded By:** Councillor Craigmile

**THAT** this meeting of the Strategic Priorities Committee adjourn at 11:08am.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk

# Perth County Accessibility Forum 2018

## Heritage Marrying Accessibility

**Date:** Thursday, April 12, 2018.

**Location:** Perth County Paramedic Services Headquarters, 480 Douro St, Stratford, ON, N5A 0E6

### Agenda

<u>Time</u>	<u>Description</u>
<b>8:30 a.m. – 9:00 a.m.</b>	<b>Refreshments</b>
9:00 a.m. – 9:05 a.m.	Welcome by City of Stratford Councillor Bonnie Henderson, and County of Perth Chief Administrative Officer Renato Pullia
9:05 a.m. – 9:30 a.m.	Alfred Spencer, Accessibility Directorate: "Where Does Heritage End and Accessibility Begin?"
9:30 a.m. – 10:00 a.m.	James Lockhart, MHBC Planning: "Heritage Landscapes & Integration with Heritage Buildings" (subject to change)
10:00 a.m. – 10:30 a.m.	John Rae, Ontario Historical Society: "The First Step to Inclusion".
<b>10:30 – 10:45 a.m.</b>	<b>Break and Networking</b>
10:45 a.m. – 11:15 a.m.	Brent Kittmer, Town of St. Marys: "Town of St. Marys Queen Street Reconstruction – Embracing New Standards in a Heritage Landscape".
11:15 a.m. – 11:45 a.m.	Patrick O'Rourke, Heritage Stratford: "Heritage Stratford and Accessibility - Challenges and Opportunities".
11:45 a.m. – 12:15 p.m.	Questions for Panelists, Final remarks and thanks.
<b>12:15 p.m. – 1:00 p.m.</b>	<b>Lunch and Networking</b>

**Forum Fee:** \$15.00 plus taxes and fees (\$18.39). Includes refreshments and lunch.

Please register on Eventbrite: <https://www.eventbrite.ca/e/accessibility-forum-heritage-marrying-accessibility-tickets-43999031287>

# MONTHLY REPORT

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

**From:** Administration and Human Resources

**Date of Meeting:** 27 March 2018

**Subject:** CAO 11-2018 March Monthly Report (Administration and Human Resources)

## RECOMMENDATION

THAT CAO 11-2018 March 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. Overall goal of the plan is to increase patronage to the PRC, improve the customer experience, and become more efficient in PRC operations. Bi-weekly meetings held throughout March to complete a review of strengths, weaknesses, opportunities and threats to the PRC. Next step is the identification of strategic issues and strategies to move the PRC forward. Working draft of the business plan is in the drafting stage, with a planned presentation of the plan to SPC in May or June 2018.

#### 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: Preliminary internal review to be completed. Staff report to Council is in the midst of being drafted which summarizes staff's due diligence. 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: application submitted February 28, 2018. Funding decision pending.
- Perth Administrators Collaborative Team: Q1 meeting held March 14, 2018. A number of joint initiatives were proposed for consideration in 2018, including: staff training and development, election related activities (candidate information sessions, joint orientation), capital project procurement (primarily public works annual contracts for asphalt, cement, etc.)

#### 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

- Men's Breakfast Club: met with the Wednesday Men's Breakfast club on March 14, 2018 to discuss 2017 accomplishments and 2018 strategic priorities for the Town.
- Coffee with Council: Planning to host the spring 2018 version of Coffee with Council on Saturday April 21, 2018 from 10:00 am – 12:00 pm. For 2018 only one Coffee with Council event is planned to be hosted to ensure that there is no conflict with 2018 Election activities.
- Perth County Accessibility Forum: the 2016 Queen Street Reconstruction project will be featured as a part of the 2018 Perth County Accessibility forum. The forum is April 12, 2018 starting at 8:30 am at the Perth County EMS building. The theme is achieving accessibility in heritage landscapes.

## 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 review by the respective lawyers.

## Other Projects

- CBHFM Operating Agreement: CAO has provided a response back to the CBHFM on their proposed terms for the agreement. Held a conference call with the Board Chair on March 2. Awaiting further information.
- 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 April.
- Long Term Care Beds: The Province has committed to the creation of 5,000 new beds in the next four years as part of a 10-year plan to create 30,000 new long-term care beds. Assisted local operators by providing a letter of support for their applications for additional long term care beds in St. Marys.

## **Human Resources/Payroll**

### Recruitment

- Completed the recruitment process for Parks Labourers, Youth and Child Recreation Programmers and Leaders, Summer Reading Coordinator (Library), ELS Supply Staff, Museum Assistants, and an Adult Learning Instructor.
- Currently recruiting for a VIA Attendant and a Public Works Operator C.

#### Corporate Training

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

#### Staff Engagement/STEAM Initiatives

- Planning for the 2018 Mayor/CAO BBQ to be held June/July 2018.
- Organizing a wellness “Step” challenge for all Team Members to promote both physical activity and employee engagement.
- Planning the spring 2018 All-Staff meetings as a way to give staff a corporate update and highlight timely topics of interest.

#### HR Systems and Processes

- Ongoing work on the 2017 Salary Survey. Continuing analysis of the results and working towards the next steps.
- Facilitated the 2017 Annual Performance Appraisals. Introduced a competency based Performance Appraisal for non-management staff at the PRC to compliment and support the Service Excellence pilot program.
- Working with the Fire Prevention Officer and Facilities Supervisor to update the fire safety plan and evacuation procedure for Town Hall with the intention to review and update plans for all Town Facilities.
- Alongside the Fire Chief, prepared and submitted a response letter to the Ministry of Community and Correctional Services regarding proposed changes to the *Fire Protection and Prevention Act* and the potential impact to the Town’s Fire Department.

#### Health and Safety

- Conducting the annual review and update of the Respect in the Workplace Policy to ensure legislative and internal compliance. Annual review of the Respect in the Workplace Policy during the spring All-Staff meetings.

#### Payroll

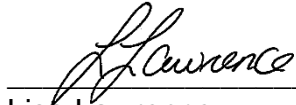
- Completed the WSIB and Health Care Spending Account (HCSA) year-end reconciliation.
- Continuing to work on balancing and reconciling the 2017 payroll clearing accounts.
- Submitted data to Finance for the 2017 Financial Information Reporting Schedule 80.
- Waiting on InfoHR to provide the updated patch to continue testing the attendance interface with the payroll system.

## SPENDING AND VARIANCE ANALYSIS

None to report.

### REVIEWED BY


#### Recommended by the Department



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Lisa Lawrence  
Human Resources Manager

#### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>27 March 2018</b>
<b>Subject:</b>	<b>COR 08-2018 March Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 08-2018 March Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Clerks Department

- Municipal Election
  - The province-wide launch of [VoterLookup.ca](http://VoterLookup.ca) has been included on the Town's website. This is an online elector confirmation and update service enabling electors to confirm that they are on the Voters' List and verify their information.
  - Notice of Nominations for Office to be published in local paper and placed on Town website.
  - The media campaign for the 2018 election has been launched.
  - Candidate information sessions will be taking place:
    - 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
  - Finalization of Traffic and Parking By-law infractions
  - Finalization of Surveillance Policy
  - Educating staff on Bill 68 requirements

### Corporate Communications

- Corporate Communications Strategy
  - Completing follow up from first round of quarterly communications meetings and scheduling meetings for next quarter

- 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
  - Participated in AMO webinar entitled "Social Media in Emergency Situations" to help inform the development of a crisis communications section
- Media Relations
  - Sent out 11 media releases between mid-February and mid-March
  - Resulted in 17 solicited news stories
- Social Media
  - Facebook (since February 16):
    - 67 new page likes; 80 new page followers
      - These numbers represent a significant increase from last month (25 and 27, respectively). We gained 19 new likes and 20 new followers on February 20, the day that the news about the flood went public. All other metrics on Facebook (reach, page views and post engagements) also showed peaks on this day.
    - Best performing paid post: There were no paid posts during this time frame.
    - Best performing non-paid post: First post about UTRCA's flood warning for St. Marys (reached 11,375 users, prompted 253 reactions, 63 comments and 115 shares)
  - Twitter (since February 18):
    - 0 new followers
    - Best performing tweet: Tweet about UTRCA flood warning (garnered 1,604 impressions and 76 engagements)
- Promotional & Communication Campaigns
  - Friendship Centre International Women's Day event
  - Pyramid Recreation Centre sound system
  - 2018 Spring and Summer Recreation and Leisure Guide
  - Localized flood warning
  - Cadzow Park splash pad
  - VIA ticket counter construction
  - Volunteer Visiting and Telephone Reassurance
  - Pool and ice sponsorship
  - March Break and summer break children's programs
- Publications
  - 2018 Spring and Summer Recreation and Leisure Guide
    - 700 copies at PRC/Friendship Centre by March 2; distributed to other facilities early March
    - Special distribution of 3800 copies by the St. Marys Independent by week of March 5
  - "Keep our pool healthy" (pool foul prevention) flyer (in final stages)
  - 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
  - Will be working with Ron McKnight in late March to create quotes for five new WinterLights displays
- Heritage Festival

- Created and distributed initial press release for Heritage Festival; was published in Beacon Herald, will be published in Independent shortly and has already reached over 3,500 people on Facebook.
- Sponsorship information being sent week of March 19; expanding leads to include more businesses (notably larger industry) in St. Marys and immediate outskirts.
- Resolving ongoing matter of vendor insurance
- Continue to plan event and gain volunteers
- Event Calendar
  - Updated and posted events calendar policy and have connected with key non-profit user groups to populate and popularize it; social media postings have converted to calendar postings and use.
- Miscellaneous
  - Working with Sean Camp to publicize River Rock Festival on all Town channels and accounts, and acting as Town liaison on logistics
  - Sent invitations and crafting agenda for Service Club Information Night (Thursday, April 5); expanding to include other non-profit groups like Homecoming, Stonetown Arts, Hospital Foundation, etc.
  - Working with Economic Development Manager Kelly Deeks on planning a “Business After 5” event for St. Marys on June 13; also assisting with creation of promotional materials – writing, editing, photography selection

### **Information Technology**

- 29 support tickets closed
- Setup town phone/extension for OCWA at the WWTP
- Setup workstation for OCWA with ability to access locate drawings
- Began first phase of IP address changeover with Quadro
- New copiers installed at MOC, Lower Townhall, and Childcare Centre
- Implemented “local cloud” service for sharing and accessing files. (Dropbox style app) Continuing to test.
- Implemented 3rd party patching software (non Microsoft products. Ex: Adobe, Java, Chrome). Initial scan reported over 1,200 vulnerability on workstations. After configuring and enabling automated 3rd party patching, the current scan reports 351 vulnerabilities (Remaining vulnerabilities from offline machines, or machines that require manual intervention).

### **Geographic Information Systems (GIS)**

- 20 Locates for February
- Update subdivisions in GIS
- 5 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
  - Held a roundtable in partnership with John Nater’s office and the Hon. Lisa Raitt in St. Marys at Veterinary Purchasing. The business participants included INOAC, Vet Purchasing and Perth County Ingredients. Conversation focused around workforce, Bill 148, rural transportation, women in the workforce and solutions for some of these challenges.
  - Met with MPP Randy Pettapiece and his staff to formally have an introduction and encourage dialogue with his office in the future. Discussion included challenges facing St. Marys, the future with the up-coming election and some development issues.

- A business breakfast is planned at the St. Marys Golf Course for April 9th in partnership with the Centre for Small Business. An invite will be circulated in the next week.
- Met with prospective developers and individuals hoping to start up a small business.
- Scheduled to meet with DCVI staff to discuss Perth 4 Youth initiative and strategy to move forward.
- Working with the DCVI co-op student to create a welcome package for new business development.
- Participating in three job fairs promoting the region and Opportunity Lives Here: London April 11, Markham May 6, Toronto May 7.
- Downtown St. Marys and Tourism
  - The BIA hosted their annual general meeting in early March. They have approved their budget and plan for activities in the coming year. The event was held at Stonetown Coffee and was well attended.
  - 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 community.
  - The new map board will be installed in the lower vestibule of Town Hall in the next two weeks. There will also be images of St. Marys, submitted by St. Marys Clicks, hung on the wall.
  - Applied for an extension on our RED funding for our wayfinding signage plan. We have launched an RFP and have had some interest in the proposal. It closes on April 10th.
  - In the process of drafting an MOU with the Station Gallery for the municipal grant they have received.
  - Approved the final version of the regional map that is being developed in partnership with Stratford Tourism Alliance. St. Marys receives an accessory map to the main city map and county map. The map points to our community assets and points of interest for tourists.

## VIA Services

- Construction is well under way to move the VIA operations into the office.
- The new ticket booth is accessible and has added to the overall gallery space by allowing natural light. The move should be complete by early April.
- We are currently hiring for a VIA attendant due to a resignation.

### 2018 VIA statistics

	Boarding	Arriving	% Printed
FEB.	246	248	72.8

### 2017 VIA Statistics

	Boarding	Arriving
FEB.	199	227

## SPENDING AND VARIANCE ANALYSIS

None to report.

## REVIEWED BY

### Recommended by the Department



Trisha McKibbin  
Director of Corporate Services/Deputy Clerk

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

## FORMAL REPORT

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

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

**Date of Meeting:** 27 March 2018

**Subject:** **COR 09-2018 Army, Navy and Air Force 2018 Request**

### PURPOSE

This report presents information related to the St. Marys' Army, Navy and Air Force Veterans request to the Alcohol and Gaming Commission of Ontario (AGCO) for an extension to their liquor license to include a portion of their parking. The report also includes a request to Council for a Noise By-law exemption.

### RECOMMENDATION

THAT COR 09-2018 Army, Navy and Air Force 2018 Request report be received; and

THAT Council authorize the Clerk to prepare a Letter of Non-Objection addressed to the Alcohol and Gaming Commission of Ontario stating that the Town does not object to the events; and

THAT an exemption to the Noise By-law be approved for the Army, Navy and Air Force for July 13 and July 14, 2018.

### BACKGROUND

For a number of years the Army, Navy, and Air Force has requested a Letter of Non-Objection from the Town for the purpose of extending their liquor license to the parking lot for specific events occurring during the summer months. Historically, the Town has approved said requests.

### REPORT

As part of the Army, Navy & Air Force Veterans (ANAF) extension request to the Alcohol and Gaming Commission of Ontario (AGCO) they were instructed to send notification of their request to the local Police, Fire and Health Units. They have included the Town of St. Marys in this notification process.

The ANAF request to the AGCO is for an extension to their liquor license to include a portion of their parking lot area for the following events:

June 16, 2018	12:00pm until 11:00pm
July 13-14, 2018	12:00pm until 1:00am
August 18, 2018	12:00pm until 11:00pm
September 29, 2018	12:00pm until 11:00pm

There will be a bar operated in the parking lot solely for the Heritage Festival weekend (July 13-14). Food will be served to the public on all dates.

As the dates associated with the Heritage Festival weekend involve festivities to occur in the parking lot which exceed the time permitted within the Noise By-law, this report shall serve as a formal request to grant a Noise By-law exemption for July 13 and 14, 2018.



## **SUMMARY**

A request has been submitted by ANAF to the Town requesting a Letter of Non-Objection to the extension of their liquor license to the parking lot for a number of specified events.

In addition, based on the hours in which the bar will operate for Heritage Festival weekend, a request has also been included for a Noise By-law Exemption for July 13-14, 2018.

## **FINANCIAL IMPLICATIONS**

None.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Grant Brouwer, Director of Building and Development  
Jason Silcox, Building Official

## **ATTACHMENTS**

ANAF Request Letter and Application for Exemption


## **REVIEWED BY**

### **Recommended by the Department**



Trisha McKibbin  
Director of Corporate Services / Deputy Clerk

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



St. Marys Unit 265  
23 Wellington St., N., ST. MARY'S, ON  
P.O. Box 1135 CANADA, N4X 1B7  
Tel: (519) 284-4390

Mar. 5, 2018

Town of St. Marys  
175 Queen St. E., P. O. Box 998  
St. Marys, Ontario  
N4X 1B6

Attention: Deputy Clerk

Dear Sir:

An application is being sent to the Alcohol and Gaming Commission of Ontario (AGCO) requesting an extension to our license # 44256 to include a portion of our parking lot area for functions on June 16, July 13, 14 & 15, Aug. 18 and Sept. 29, 2018.

There will be a bar outside on the July 13, 14 & 15 dates only, there will be food served on all dates.

We were requested by AGCO to send notification of this request to our local Police, Fire and Health units.

Please accept this as due notification.

If you have any questions in this regard, please contact our establishment at 519-284-4390 and ask for Dave Ellis or Roy Maynard . If we are not present at the Unit, one of us will respond promptly.

Yours sincerely,

Roy Maynard  
President

P.S. : WE REQUIRE A LETTER OF NON-OBJECTION FROM THE TOWN OF ST. MARYS TO BE SENT IN WITH OUR APPLICATION. COULD YOU PLEASE SEND US THIS LETTER A.S.A.P. AT YOUR CONVENIENCE. THANK YOU.

### Schedule 4—Application for Exemption

Application for Exemption Under Noise Control By-law 43-2007

Applicant Name

Applicant Name Last First

ARMY, NAVY + AIRFORCE VETERANS #265

Applicant Address Street Postal Code

23 WELLINGTON ST. N.

Applicant's Telephone Number

519-284-4390

Group or Organization

ARMY, NAVY + AIRFORCE VETERANS IN CANADA UNIT #265

Event Title

HERITAGE WEEKEND

Date(s) of Event

JULY 13, 14, ~~15~~

Time of Event (if event is being held over more than one day, specify times for each day)

JULY 13 → 12pm TO 1:00 AM. JULY 14 → 12pm TO 1:00 AM.

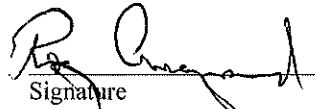
Description of Event—Include the source of sound or vibration in respect of which the exemption is being sought:

THE ENTERTAINMENT (BANDS) WILL BE PLAYING UNTIL 1:00 A.M. ON BOTH FRIDAY JULY 13TH + SATURDAY JULY 14

State the particular provision(s) of the By-law from which the exemption is being sought

MAR 7/18

Date



Signature

President

Title

Submit to Clerk's Office Town of St. Marys

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
<b>Date of Meeting:</b>	27 March 2018
<b>Subject:</b>	<b>COR 10-2018 Memorandum of Understanding Station Gallery</b>

### PURPOSE

The purpose of this report is to present Council with the memorandum of understanding (“MOU”) proposed between the Town and Mr. Cameron Porteous for the Station Gallery.

### RECOMMENDATION

THAT COR 10-2018 Memorandum of Understanding for the Station Gallery be received; and

THAT Council adopts By-law 33-2018 authorizing the Mayor and the Clerk to sign the MOU for the Station Gallery.

### BACKGROUND

In the Fall of 2016 a small group of individuals established the ‘Station Gallery’ located in the St. Marys Train Station with the intent to highlight artistic talents from the area. This concept fit well with staff and Council’s recommendations regarding the utilization of space at the Train Station.

Today the Station Gallery is led by Cameron Porteous. Since opening, the Gallery has hosted 11 separate exhibits, highlighting a variety of different artists and genres. These exhibitions have attracted more than 1,300 visitors to the Station. The Gallery has garnered media attention both within, and beyond, the Town. As a result, visitors to the Gallery include local residents, visitors from surrounding municipalities and has drawn visitors from well beyond the area.

Admission to the gallery is free of charge, and artists hang their work for free. The costs associated with the display, advertising and promotion of the exhibitions are paid for by Mr. Porteous. The average cost for one exhibition is approximately \$750.00. This includes exhibit materials and advertising.

### REPORT

At the September 12, 2017 regular Council meeting the organizers of the St. Marys Station Gallery addressed Council regarding the success of the Station Gallery and with a request for support from the Town towards the operation of the Station Gallery.

A staff report was brought forward to Council during the budget deliberations providing three options for supporting the Station Gallery. Town Council were agreeable to providing \$10,000 cash to the Station Gallery through the Municipal Grant Program.

Attached to this report is a proposed MOU for the Station Gallery. The MOU sets out the financial and in-kind support from the Town, and the understandings of the Town and Mr. Porteous as they relate to the Station Gallery, planning, organization and financial management. Some of the key points of the MOU include:

- Mr. Porteous will be responsible for:

- Selecting, installing and managing all exhibitions.
- Securing all material and supplies required for the delivery of exhibits and events.
- Providing all services required to coordinate, book, schedule, remit payment to, and otherwise manage the artists for the Gallery.
- Arranging, training and overseeing staffing of the exhibitions and events.
- The Town will provide \$10,000 to support the Gallery. All Gallery expenses are to be paid by Mr. Porteous.
- The Town will support the marketing and promotional activities required to advertise the Gallery through all of the Town's available mediums (website, social media, et cetera) and tourism related materials.
- The Town will remit payment to Mr. Porteous in the amount of \$1,250 at the start of each new exhibit. By July 3, 2018 Mr. Porteous will produce to the Town a summary of the expenditure to date for the operation of the Station Gallery. A total final summary of expenditures will be submitted by Mr. Porteous to the Town by December 31, 2018.

## **SUMMARY**

Staff is recommending that Council authorize the Mayor and the Clerk to enter into the MOU with Mr. Cameron Porteous for the 2018 operation of the Station Gallery. The Town's \$10,000 Community Grant contribution will support the continued operation of the Station Gallery. This action supports a number of Council's identified strategic priorities.

## **FINANCIAL IMPLICATIONS**

To support the Station Gallery in 2018, the Town will provide \$10,000 in cash support from the Community Grant program.

## **STRATEGIC PLAN**

- ☐ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #4 Culture & Recreation:
    - *Outcome:* Downtown Revitalization Plan
    - *Tactic(s):*
      - Create the winning conditions to attract cultural/commercial enterprises into the core.
      - Promote local theatre and arts in the core by making an investment in space and programming.
      - Investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre.

## **OTHERS CONSULTED**

Mr. Cameron Porteous  
Jim Brown, Director of Finance

## **ATTACHMENTS**

1. Draft MOU for the Station Gallery

## **REVIEWED BY**

### **Recommended by the Department**



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Trisha McKibbin  
Director of Corporate Services/Deputy Clerk

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

**THE CORPORATION OF THE TOWN OF ST. MARYS  
(the “Town”)**

## **AND**

**MR. CAMERON PORTEOUS**

### **1. Introduction**

In the Fall of 2016 a small group of individuals established the ‘Station Gallery’ located in the St. Marys Train Station with the intent to highlight artistic talents from the area. This concept fit well with staff and Council’s recommendations regarding the utilization of space at the Train Station.

Today the Station Gallery is led by Cameron Porteous. Since opening, the Gallery has hosted 11 separate exhibits, highlighting a variety of different artists and genres. These exhibitions have attracted more than 1,300 visitors to the Station. The Gallery has garnered media attention both within, and beyond, the Town. As a result, visitors to the Gallery include local residents, visitors from surrounding municipalities and has drawn visitors from well beyond the area.

Admission to the gallery is free of charge, and artists hang their work for free. The costs associated with the display, advertising and promotion of the exhibitions are paid for by Mr. Porteous. The average cost for one exhibition is approximately \$750.00. This includes exhibit materials and advertising. In February 2018 Mr. Porteous was awarded a municipal grant of \$10,000 to ease the financial burden of the exhibitions and provide some funding for volunteer honorariums.

This Memorandum of Understanding (“MOU”) is being established to set out the cooperative arrangements that will be required to continue operating the Station Gallery. This MOU sets out the financial support from the Town, and the understandings of both parties as they relate to the operation and financial management.

### **2. Purpose**

This MOU is intended to formalize the relationship between the parties by setting out arrangements for the cooperation and coordination of resources. It establishes a sound and mutually beneficial relationship between the two parties. It ensures that the partnership operates in accordance with the policies of both parties. It clearly

states the roles and responsibilities by which each party agrees to operate in this new collaborative arrangement.

### **3. Term of MOU**

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect for not longer than December 31, 2018. This MOU may be terminated, without cause, by either party upon thirty (30) days written notice.

### **4. Responsibilities of Mr. Cameron Porteous**

Mr. Cameron Porteous will:

- a. Continue to be a tenant in the station.
- b. Ensure that the Gallery is adequately staffed to coincide with the Gallery's hours of operation. This includes securing, training, scheduling and oversee staffing of the Station Gallery.
- c. Be responsible for selecting, installing and managing all exhibitions.
- d. Secure all material and supplies required for the delivery of exhibits and events.
- e. Provide all services required to coordinate, book, schedule, remit payment to, and otherwise manage the artists exhibiting in the Gallery.
- f. Provide comprehensive liability insurance for the Station Gallery, and will name the Town as an additional insured.
- g. Confer with the primary point of contact for any alterations or additions to Gallery space, including temporary walls, backdrops and additional lighting.

### **5. Responsibilities of the Town**

The Town will:

- a. Act as landlord to Mr. Porteous; managing facility related requests.
- b. Provide one primary point of contact to assist Mr. Porteous, that being the position of "Economic Development Manager".
- c. Support the marketing and promotional activities required to advertise the Gallery through all of the Town's available mediums (website, social media, et cetera) and tourism related materials.

### **6. Financial Management**

- a. In his role as Director, Mr. Porteous will be responsible for all activities related to managing the budget for the gallery, including but not limited to remitting payments for gallery related costs, securing sponsorships, sales, et cetera.



- b. The Town of St. Marys will provide \$10,000.00 to support the Gallery. All Gallery expenses are to be paid by Mr. Porteous. The Town will not provide any additional funding.
  - i. 8 exhibits x \$750 = \$6,000
  - ii. Staff Honorarium (\$500/exhibit) =\$4,000
  - iii. Miscellaneous =\$400
- c. Funds will be distributed as such:
  - i. The Town will remit payment to Mr. Porteous in the amount of \$1,250 at the start of each new exhibit.
- d. By July 3, 2018 Mr. Porteous will produce to the Town a summary of the expenditure to date for the operation of the Station Gallery. A total final summary of expenditures will be submitted by Mr. Porteous to the Town by December 31, 2018.

## 7. General Provisions

- a. **Amendments:** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- b. **Entirety of Agreement:** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
- c. **Conflict Resolution:** Any dispute that arises between the parties will be resolved by meeting as soon as both parties are available. The party raising the issue will document its concern(s) and provide the documentation to the other party. The special meeting will be convened no later than 14 days after the documentation is received. The aggrieved party and nominated representatives will jointly decide who will attend the meeting. The meeting will provide parties the opportunity to negotiate an appropriate resolution to the conflict, which will be recorded and signed by both parties.

## 8. Signatures

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

## Station Gallery

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Cameron Porteous

Date

## The Corporation of the Town of St. Marys

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Al Strathdee, Mayor

Date

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Brent Kittmer, CAO/Clerk

Date

# MONTHLY REPORT

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

**From:** Finance

**Date of Meeting:** 27 March 2018

**Subject:** FIN 07-2018 March Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 07-2018 March Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Finance

- Finalizing year end account reconciliations prior to preparing financial statements and scheduling audit review.
- Collected \$3,748 in other department receivables arrears
- Finalizing the 2018 budget including transfer of data in Keystone financial software

### Procurement and Risk Management

- The following were posted on *bids&tenders*
  - RFT-DEV-02-2018 St. Marys Fire Station low slope roof restoration, closing March 27/18
  - RFQ-DEV-01-2018 St. Marys Library Roof Replacement, closing April 10/18
  - RFT-DEV-01-2018 Water Tower Structural Upgrades, closing April 10/18
  - RFT-DEV-04-2018 Town Hall and Library Window Restoration and Replacement, closing April 10/18
  - RFQ-PW-04-2018 Supply, Delivery and Maintenance of Rental Portable Toilets, closing March 27/18
  - RFP-CORP-01-2018 Development of Signage and Wayfinding Strategy, closing April 10/18
- Staff attended the seminar in Kitchener-Introduction to Public Purchasing provided by the Ontario Public Buyers Association. Gained valuable information and made new contacts in the procurement world.
- Fourteen staff members attended the informative seminar provided by Frank Cowan Insurance Company.

### Taxation

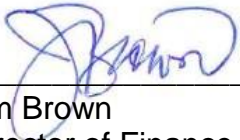
- Q1 school board remittances prepared; total \$669,350
- Q1 BIA requisition prepared
- Festival Hydro water arrears transferred to taxes

## SPENDING AND VARIANCE ANALYSIS

Attached:

**REVIEWED BY**

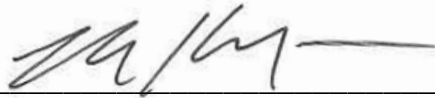
**Recommended by the Department**



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Jim Brown  
Director of Finance


**Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

 <b>Capital Status Report</b> For period ending March 31, 2018		
	Budgeted	Actual
	Expense	Expense
	2018	2018
<b>COR Corporate Services</b>		
9050 IT EQUIPMENT REPLACEMENT	15,000	
9052 PRODUCTION SERVERS & SAN REPLACEMENT	60,000	
9053 REPLACE CAMERA RECORDER	12,000	
9054 ARENA DIGITAL SIGN	5,000	
9055 PORTABLE P.A SYSTEM	5,000	
<b>TOTAL COR Corporate Services</b>	97,000	
<b>FAC Facilities</b>		
9106 TOWN HALL & LIBRARY WINDOWS	352,000	
9107 CAPITAL - FACILITIES LIBRARY ROOF	18,000	
9108 LIBRARY CARPET REPLACEMENT AND PAINTING OF INTERIOR	45,000	
9129 CAPITAL - MUSEUM CONDITION ASSESSMT	15,000	
9133 CAPITAL - PRC BANQUET HALL SOUND SYS		27,596
9135 PRC GUEST SERVICE DESK REPLACEMENT	25,000	
9140 CAPITAL - REPOINT STONE WALLS	43,000	
9142 PRC SKATE FLOOR REPLACEMENT	50,000	
9143 FIRE HALL ROOF RESTORATION	45,000	
9144 PARKING LOT PAVING	250,000	
9146 MOC SHOP ALARM	15,000	
9147 MUSEUM INTERIOR PAINTING	25,000	
9151 TOWN HALL COUNTER AND LOWER LEVEL WORKSTATION	15,000	
9153 CADZOW SPLASHPAD, PAVILION AND PARKING LOT	512,000	
9157 OLD WATERTOWER STRUCTURAL UPGRADES	300,000	
9212 CAPITAL - ELC RELOCATION	50,000	
<b>TOTAL FAC Facilities</b>	1,760,000	27,596
<b>FIR Fire</b>		
9210 FIRE SMALL CAPITAL	8,000	
<b>TOTAL FIR Fire</b>	8,000	
<b>LAN Landfill</b>		
9401 LANDFILL LEACHATE COLLECTION SYSTEM CLEANING	15,000	
9402 LANDFILL ENTRANCE IMPROVEMENTS	19,000	
9403 LANDFILL MONITORING WELLS REPAIRS	15,000	
9413 CAPITAL - LANDFILL EA & IMPROVE	220,000	5,902
<b>TOTAL LAN Landfill</b>	269,000	5,902
<b>LIB Library</b>		
9740 CAPITAL - LIBRARY COLLECTION	58,000	10,291
<b>TOTAL LIB Library</b>	58,000	10,291
<b>PWE Public Works</b>		
9314 CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	20,000	
9327 CAPITAL - WARNER / JONES CONSTR	63,000	267
9329 CAPITAL - EMILY ST RECONSTRUCTION	100,000	2,513
9331 CAPITAL - WELLINGTON ST S (PARK TO QUEEN)	49,000	

 <b>Capital Status Report</b> For period ending March 31, 2018		
	Budgeted	Actual
	Expense	Expense
	2018	2018
9332 CAPITAL - VARIOUS SIDEWALKS (PTIF FUNDED)	96,000	
9335 CAPITAL - ST. MARIA - WATER ST. TO END	10,000	
9336 GLASS ST. - EMILY ST TO JAMES ST. N	45,000	
9337 CARRALL ST. - ARDMORE AVE TO ELGIN ST. W	36,000	
9338 DOWNTOWN BIKE PARKING AREA	10,000	
9340 SERVICE CLUB ENTRANCES SIGNS	24,000	
9341 HILLSIDE CRT SUB DRAIN	35,000	
9342 SPARLING BUSH BOUNDARY MARKERS	20,000	
9343 ELGIN ST W - DRAIN REPAIRS	10,000	
9345 MAXWELL ST. CURB REPLACEMENTS	25,000	
9346 SARINA GTT BRIDGE PAINT RAILINGS	25,000	
9360 WATER ST. CULVERT REPAIRS	162,000	
9390 CAPITAL - ANNUAL RESURFACE PROGRAM	132,000	
9392 J20 - PARKS TRACTOR REPLACEMENT	58,000	
9393 J50 - TRACKLESS SIDEWALK MACHINE REPLACEMENT	145,000	
9394 J60 - BACKHOE DITCHING BUCKET & LIFT FORKS	10,000	
<b>TOTAL PWE Public Works</b>	<b>1,075,000</b>	<b>2,780</b>
<b>STO Storm</b>		
9421 CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE	230,000	
<b>TOTAL STO Storm</b>	<b>230,000</b>	
<b>WW Wastewater</b>		
9405 WWTP SUPERNAT WELL	26,000	
9406 WWTP CENTRIFUGE REBUILD	45,000	
9411 WWTP NLET WORKS, ODOR CONTROL DESIGN	230,000	5,359
9414 CAPITAL - SANITARY PRE CONSTRUCTION	25,000	
9416 WWTP GENSET REPLACEMENT	307,000	662
9417 QUEENST LIFT STN GENSET REPLACEMENT	70,000	656
<b>TOTAL WW Wastewater</b>	<b>703,000</b>	<b>6,677</b>
<b>WAT Water</b>		
9430 CAPITAL - WATER GENERAL	15,000	
9435 CAPITAL - ADD'L WATER STORAGE	2,525,000	13,434
9436 JAMES ST S WATERMAIN ALTERATIONS	65,000	
<b>TOTAL WAT Water</b>	<b>2,605,000</b>	<b>13,434</b>
<b>TOTAL Capital Project</b>	<b>6,805,000</b>	<b>66,680</b>

# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jim Brown, Director of Finance
<b>Date of Meeting:</b>	27 March 2018
<b>Subject:</b>	<b>FIN 08-2018 Treasurer 2017 Annual Reports</b>

## PURPOSE

To provide Council the 2017 annual reports of Council Remuneration, Statement of Development Charges and Statement of Investments.

## RECOMMENDATION

THAT FIN 08-2018 Treasurer 2017 Annual Reports be received.

## BACKGROUND

The following reports are required on an annual basis as prescribed by regulation:

### ***Council remuneration – Municipal Act s. 284(1)***

The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year.

### ***Statement of Development Charges – Development Charges Act s. 43(1)***

The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established.

### ***Statement of Investments – Ontario Regulation 438/97 s. 8(1)***

If a municipality has an investment in a security prescribed under this regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.

## REPORT

Each of these annual reports are attached to this staff report.

## SUMMARY

The Town is in compliance with the management and annual reporting of the above regulations.

## FINANCIAL IMPLICATIONS

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

None.

## **ATTACHMENTS**

2017 Council Remuneration  
2017 Statement of Development Charge Reserve Funds  
2017 Statement of Investments

## **REVIEWED BY**

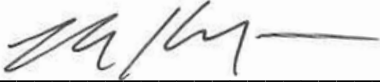
### **Recommended by the Department**



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Jim Brown  
Director of Finance

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk



Town of St. Marys  
Council Remuneration  
Year Ending 2017

Name	Annual Remuneration			Reimbursement of Expenses			2017 Totals
	Salary	Spruce Lodge	PSB Meetings	Cell Phones	Mileage	Conferences	
Mayor A. Strathdee	28,000.00		799.50	610.56 *	303.12	898.06	30,611.24
Councilor L. Hainer	14,500.00			600.00			15,100.00
Councilor J. Craigmile	14,500.00			610.56 *			15,110.56
Councilor B. Osborne	14,500.00						14,500.00
Councilor C. Pope	14,500.00	800.00				170.72	15,470.72
Councilor D. Van Galen	14,500.00	320.00	1,166.70		141.68	568.02	16,696.40
Councilor T. Winter	14,500.00				21.60		14,521.60
<b>TOTAL</b>	<b>115,000.00</b>	<b>1,120.00</b>	<b>1,966.20</b>	<b>1,821.12</b>	<b>466.40</b>	<b>1,636.80</b>	<b>122,010.52</b>

**Note:** PSB = members of the Police Services Board.

\* Town Cell Phone

**Town of St. Marys**  
**Annual Treasurer's Statement of Development Charge Reserve Funds**  
**For the Year Ended December 31, 2017**

Description	Services to which the Development Charge Relates								Total
	Non-Discounted Services				Discounted Services				
	Public Works	Water Services	Wastewater Services	Fire Protection Services	Recreation Services	Library Services	Childcare	Administration	
Opening Balance, January 1, 2017	731,394.98	46,778.45	234,990.33	14,532.09	214,558.93	21,308.63		128,096.48	1,391,659.89
Plus:									
Development Charge Collections	79,687.68	26,087.39	100,700.15	1,739.16	33,614.23	8,781.33		34,498.06	285,108.00
Accrued Interest	6,187.55	555.88	2,560.90	124.13	1,893.25	229.55		1,240.39	12,791.65
Sub-Total	85,875.23	26,643.27	103,261.05	1,863.29	35,507.48	9,010.88		35,738.45	297,899.65
Less:									
Amount Transferred to Capital (or Other) Funds	97,635.60	116,250.73	141,389.54			4,988.00	39,186.00	54,553.00	454,002.87
Sub-Total	97,635.60	116,250.73	141,389.54	0.00	0.00	4,988.00	39,186.00	54,553.00	454,002.87
Closing Balance, December 31, 2017	719,634.61	(42,829.01)	196,861.84	16,395.38	250,066.41	25,331.51	(39,186.00)	109,281.93	1,235,556.67

**Town of St. Marys**  
**Amount Transferred to Capital or Other Funds**  
**For the Year Ended December 31, 2017**

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share				Non-DC Recoverable Cost Share					
		DC Forecast Period			Post DC Forecast Period		Other Reserve / Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies, Other Contributions
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies, Other Contributions	Post-period Benefit / Capacity Interim Financing	Grants, Subsidies, Other Contributions					
<b>Services Related to Public Works</b>											
Emily Street - project 9329	1,570,208.99	97,635.60		800,625.00	235,531.00			436,417.39			
<b>Services Related to Water Services</b>											
Emily Street - project 9329	360,455.65	46,905.73		202,362.00					111,187.92		
Wellington St. Bridge - project 9320	100,500.00	69,345.00							31,155.00		
<b>Services Related to Wastewater</b>											
Emily Street - project 9329	272,191.08	27,439.55		175,263.49					69,488.04		
WWTP Sludge Pump - project 9415	200,638.78	113,950.00							86,688.78		
<b>Services Related to Library</b>											
Library Collection - project 9740	5,250.00	4,988.00							262.00		
<b>Services Related to Child Care</b>											
Child Care Spaces - project 9212	828,638.63	39,186.00							643,947.63		145,505.00
<b>Services Related to Administration</b>											
Recreation Master Plan - project 9713	63,610.67	29,518.00						34,092.67			
Official Plan - project 8100	13,286.00	3,300.00						9,986.00			
Development Charge Study - project 1250	35,382.97	21,735.00						13,647.97			
<b>Total</b>		454,002.88	0.00	1,178,250.49	235,531.00	0.00	0.00	494,144.03	942,729.37	0.00	145,505.00

There were no charges , by way of condition or agreement under section 51 or 53 of the Planning Act, imposed directly or indirectly related to a development or a requirement to construct a service related to a development.

**Town of St. Marys**  
Statement of Investments  
Year Ending December 31, 2017

INVESTMENT TYPE	Fund: Acct #	<30> Cemetery	<01> Operating	<51> PUC	<54> DC's	Total
<b>RBC Securities:</b>						
Opening Balances	588-24642-1-3	--				
	588-24573-1-9		3,051,079.62		609,900.00	3,660,979.62
	645-15001-1-1-7			1,281,441.54		1,281,441.54
Purchase (Redeem)		510,000.00		200,000.00	(4,046.24)	705,953.76
Interest Earned		6,059.21	47,624.83	31,946.03	11,145.96	96,776.03
Total RBC Securities		516,059.21	3,098,704.45	1,513,387.57	616,999.72	5,745,150.95
<b>One Fund:</b>						
Opening Balances						
One Fund - Money Market	281-80				86,304.27	86,304.27
One Fund - Money Market	282-60		38,927.79			38,927.79
One Fund - Money Market	305-50					0.00
One Fund - Bond	281-80				593,198.05	593,198.05
One Fund - Bond	283-40	461,057.73				461,057.73
One Fund - Bond	284-20			1,616,324.65		1,616,324.65
One Fund - High Interest Savings			2,000,000.00			2,000,000.00
Interest Earned		4,090.66	22,626.90		4,087.99	30,805.55
Redemption		(465,148.39)				(465,148.39)
Total One Fund		--	2,061,554.69	1,616,324.65	683,590.31	4,361,469.65
<b>TOTAL INVESTMENTS</b>		<b>516,059.21</b>	<b>5,160,259.14</b>	<b>3,129,712.22</b>	<b>1,300,590.03</b>	<b>10,106,620.60</b>
<b>As per GL:</b>						
Investments RBC Securities	1010	516,059.21	3,098,704.45	1,513,387.57	616,999.72	5,745,150.95
Investment One Fund	1011	--	2,061,554.69	1,616,324.65	683,590.31	4,361,469.65
<b>Total GL</b>		<b>516,059.21</b>	<b>5,160,259.14</b>	<b>3,129,712.22</b>	<b>1,300,590.03</b>	<b>10,106,620.60</b>

All investments have been made in accordance with the Town's Investment Policy.

# FORMAL REPORT

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

**Prepared by:** Jim Brown, Director of Finance

**Date of Meeting:** 27 March 2018

**Subject:** **FIN 09-2018 Variance to IT Department**

## PURPOSE

To provide Council with information on outstanding Microsoft licensing and seek approval for a \$17,928.51 variance to the 2018 IT Department budget.

## RECOMMENDATION

THAT FIN 09-2018 Variance to IT Department budget be received; and

THAT Council approve the variance to the IT Department budget in the amount of \$17,928.51 for the purchase of Microsoft licenses; and

THAT the variance be funded through the 2017 budget surplus.

## BACKGROUND

In February 2018 the IT Network Administrator completed an audit of the Microsoft Licenses held by the municipality. The results of this audit showed that there were several outstanding licenses required for software being used by the municipality. Specifically, Microsoft Licenses were required for: InfoHR, the database used to manage employee's personnel files and timesheets; FMW which is the new budget software purchased in 2017; remote access using Virtual Desktop, and upgrades of operating systems on older existing machines. These are all one-time costs.

## REPORT

Upon the completion of a Microsoft Licenses audit by the IT Network Administrator, the following outstanding licenses require purchasing:

License	Amount
Microsoft SQL Server License for user access to InfoHR and FMW	\$7,215.60
Microsoft SQL Server Standard Edition Web hosting of FMW	\$882.01
Microsoft Virtual Desktop Virtual access to InfoHR and FMW	\$8,130.40
Window 10 Pro – Upgrade License License for workstations	\$1,700.50
<b>TOTAL</b>	<b>\$17,928.51</b>

## SUMMARY

A staff audit of current Microsoft Licenses shows several outstanding licenses required for software used by the municipality. The total variance to the budget is \$17,928.51.

## FINANCIAL IMPLICATIONS

With the purchase of the required software, the variance to the 2018 budget would be \$17,928.51. It is staff recommendation that the variance be funded through the 2017 Operating budget surplus.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

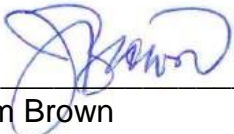
Trisha McKibbin, Director of Corporate Services/Deputy Clerk  
Mike Kuttschrutter, IT Network Administrator

## ATTACHMENTS

N/A

## REVIEWED BY

### Recommended by the Department



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Jim Brown  
Director of Finance

### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Emergency Services / Fire Department

**Date of Meeting:** 27 March 2018

**Subject:** FD 03-2018 March Monthly Report (Emergency Services)

## RECOMMENDATION

THAT FD 03-2018 March Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of March (15 February – 16 March 2018) the Fire Department responded to 14 emergency responses most notably:

- Automatic Alarms – 7
- Motor Vehicle Accidents – 2
- Fire – 3 - Vehicle fire, industrial fire & a residential kitchen fire
- Pre-Fire Condition – 1 – smoke in basement
- Carbon Monoxide Alarm – 1

The St. Marys Firefighters have responded to 35 calls for service (01 Jan – 16 Mar 18) compared to 21 emergency responses last year (1 Jan – 16 Mar 17).

During the month of March (15 February – 16 March 2018) Brian Leverton, Fire Prevention Officer, has completed the following:

1 complaint  
2 Follow up and ongoing  
1 Safety Concern  
1 fire drill observation for PRC (the next fire drill will not be announced to staff)  
1 vulnerable occupancy inspection and fire drill  
4 Requests (fire route signage)  
23 Routine (Queen St core area)  
All inspections / orders with due date March 1st 2018 were completed and approved.  
40 after the fire neighborhood letters delivered

Fire Chief is organizing a St. Marys / Perth South live exercise to be held on the 31st of May 2018.

This is going to be a large scale exercise that will involve in excess of 150 people including, but not limited to the St. Marys Fire, Granton Fire, Perth East Fire, OPP, Paramedic Services, St. John Ambulance, DCVI, staff from the Town of St. Marys and staff from Perth South. The exercise will happen at a pre-selected sites in Perth South and St. Marys that will involve hazardous materials and mass casualty evacuation.

3 Firefighters that completed the NFPA 1021 Fire Officer Level I course have been course loaded on a NFPA 1041 Fire Service Instructor course 14-15 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. HR has sent a letter in response to the proposed changes to the *Fire Prevention and Protection Act*, 1997. More to follow.

## **SPENDING AND VARIANCE ANALYSIS**

The Fire Department was able to generate some revenue through the sale of the old used Scott SCBA harnesses and masks to Empire SCBA & Supplies Inc. – \$4,100.00

The Fire Department has purchased the following equipment:

D/EX50LI Positive Pressure Fan, Battery Powered - \$4,858.46

Fire Fighter Soft Shell Windbreaker Uniform Jackets - \$3,934.38


## **REVIEWED BY**

### **Recommended by the Department**



Richard Anderson  
Director of Emergency Services / Fire Chief

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>27 March 2018</b>
<b>Subject:</b>	<b>DEV 13-2018 March Monthly Report (Building and Development)</b>

## RECOMMENDATION

THAT DEV 13-2018 March Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Planning

Staff review of site plan agreement for multi-residential development for 23 units at 275 James Street South (infill) with comments back to proponent. Zoning By-law amendment application will return to PAC for further review once proponent has refined the site plan.

Staff review of site plan agreement for multi-residential development for 121 Ontario Street South (infill) with comments back to proponent. Zoning By-law amendment Z125-2018 approved by Council for this development. Appeal period ending April 4, 2018.

Staff and Town planner held meetings with applicants for 151 Water Street N development to discuss next steps and timelines. Applicant is considering how to move the proposal forward after public meeting held in January, with no timeline shared with staff.

Development agreement prepared between the Town and the owner of 256 Church Street South as a condition of approval of minor variance application A02-2017 to permit a third unit in the existing converted dwelling. In front of Council on March 27, 2018.

Site Plan Agreement approved by Council for 515 James Street South to permit a building addition.

Heritage Property Tax Rebate applications for 2017 closed and under process.

Applications Property Tax Rebate; Façade Improvement; and Designated heritage Property Grant programs for 2018 being accepted into queue.

Tracking draft conditions for Stoneridge Phase 2 development.

Dealing with multiple enquiries for detached garages/accessory buildings as well as secondary units.

### Building

A total of 4 permits were issued in February, compared to 7 the previous year.

There were no new dwelling units created in this period as well as the previous year.



The total permit fees were \$589 compared to \$1,380 the previous year.

The total construction value for this period was \$233,500 compared to \$128,350 the previous year.

A total of 30 inspections were performed during this period.

A total of 2 Heritage permits were issued in this time period.

## **PRC Operations**

A tracking spreadsheet has been implemented for all units within the PRC to notify the Operations Supervisor of issues / complaints / repairs needed for faster, more effective communication. Also initiated monthly meeting beginning this week for supervisors of each unit to connect and communicate on current and upcoming topics and how to support each other's needs.

Looking to host a Certified Pool Operator course in June where necessary staff are certified / re-certified in pool operations as well as hosting staff from other organizations at our facility.

Two operators are registered for training at the Ontario Recreation Facility Association's annual Professional Development Program in April to enhance their competency and knowledge within the industry regarding industrial refrigeration. Gains in job specific experience and best practices will be accomplished.

Friendship Centre east entrance upgrades complete with an immediate improvement in customer experience from less cold air coming into the Centre. Energy savings will surely result from preventing hot / cold outside air from penetrating the conditioned space.

## **Facilities Capital**

- Cadzow Splash Pad – RFP has been awarded to OpenSpace Solutions
- Cadzow Pavilion – RFP has been awarded to IntegriBuild Construction Inc
- Pyramid Recreation Centre Guest Service Desk – RFP has been awarded to Unit 11, currently in the design consultation process.
- Water Tower Structural Upgrades - Tender posted, site tour on March 21
- Town Hall & Library Window Restoration & Replacement tender is posted, site tour on March 21
- Library Addition Roof tender posted, site tour on March 21
- Pyramid Recreation Centre Sound System project completed

## **Facilities Operational**

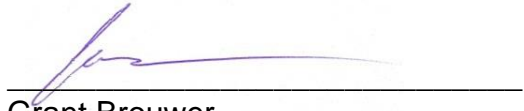
- MOC – new meeting room table delivered
- Town Hall – Community Players investigating raising the seats in balcony for better site lines. Community Players discussing at next Council meeting
- Library – Church Street Door hardware, contractor met for pricing to replace existing hardware with new old style hardware
- Via Station – new Via Office project started

## **SPENDING AND VARIANCE ANALYSIS**

Update on any know budget variances, and why

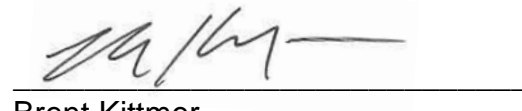
## REVIEWED BY

### Recommended by the Department

A handwritten signature in purple ink, appearing to read 'Grant Brouwer', is written over a horizontal line.

Grant Brouwer  
Director of Building and Development

### Recommended by the CAO

A handwritten signature in black ink, appearing to read 'Brent Kittmer', is written over a horizontal line.

Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Susan Luckhardt, Planning Coordinator
<b>Date of Meeting:</b>	27 March 2018
<b>Subject:</b>	<b>DEV 14-2018 Development Agreement – 256 Church Street South</b>

## PURPOSE

To provide information and to seek Council authorization for the Mayor and the Clerk to enter into a Development Agreement on behalf of the Town of St. Marys with Marianne DeBrabandere for lands municipally numbered as 256 Church Street South and legally described as Part Lot 18 West Side Church Street, Plan 235, St. Marys as in R240515; St. Marys.

## RECOMMENDATION

THAT DEV 14-2018 Development Agreement – 256 Church Street South be received; and

THAT Council authorize the Mayor and the Clerk on behalf of the Town of St. Marys to enter into a Development Agreement between the Town of St. Marys and Marianne DeBrabandere; and

THAT By-law 31-2018 authorizing the Mayor and the Clerk to sign a development agreement be approved.

## BACKGROUND

The subject property is designated “Residential” in the Town’s Official Plan and is zoned “Residential Zone Four – R4” in the Zoning By-law Z1-1997, as amended.

The property is currently the site of a converted dwelling containing two dwelling units and the proponent wishes to develop a third unit in the dwelling which is a permitted use under R4 zone provisions. However, because the property is deficient in minimum lot area and minimum lot frontage requirements for three dwelling units under the Town’s zoning by-law, the proponent submitted application to Committee of Adjustment on January 30, 2017 for approval of a minor variance to recognize deficiencies with minimum requirements for lot area and lot frontage to permit a third unit in the dwelling.

In considering the application for minor variance, Committee of Adjustment required a parking plan which is attached to this report to demonstrate that the required five parking spaces under the zoning by-law could be achieved on the property. Further to this, an existing parking space located on the public road allowance was required to be removed and remediated to grass. A lot grading plan was required to confirm that water run-off would not affect adjacent properties. The Committee of Adjustment also imposed requirements for fencing and landscaping to address concerns regarding the impact of headlights from the proposed parking area onto the adjacent properties.

## REPORT

Committee of Adjustment granted approval of Minor Variance Application A02-2017 for 256 Church Street South on May 17, 2017 subject to Conditions as provided on the Notice of Decision dated May 23, 2017 (attached to this report).

Condition #8 on the Notice of Decision for Minor Variance Application A02-2017 affecting 256 Church Street South states that "The owner is required to enter into a development agreement with the Town to ensure proper installation of all works associated with the approved parking plan and any required fencing and landscaping, and to ensure the owner (and subsequent owners) maintain these works accordingly". The development agreement attached to this report has been drafted to the satisfaction of Town staff and the proponent.

## FINANCIAL IMPLICATIONS

n.a.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #6 Housing: Attainable and Mixed-Use Housing:
    - Outcome: In order to get the "right demographic mix" for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.
    - Tactic(s): Investigate the prospect of medium density housing in the downtown and surrounding areas (infill and new development spaces: "building in and building up").
  - Pillar #6 Housing: Explore Alternative Forms of Housing:
    - Outcome: To ensure affordability, new forms of housing styles should be investigated; for example amongst millennials, smaller "tiny houses" are becoming a popular alternative.
    - Tactic(s): Review municipal policies to allow for non-traditional and alternative housing models, including accessible homes.

## OTHERS CONSULTED

Grant Brouwer, Director of Building and Development  
Mark Stone, Planner  
Town solicitor

## ATTACHMENTS

1. Notice of Decision A02-2017
2. Approved Parking Plan for Committee of Adjustment
3. Development Agreement with Schedules.

## REVIEWED BY

### Recommended by the Department



Grant Brouwer  
Director of Building and Development



Susan Luckhardt  
Planning Coordinator

**Recommended by the CAO**

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

Brent Kittmer  
CAO / Clerk





# TOWN OF ST. MARYS

## COMMITTEE OF ADJUSTMENT APPLICATION NO. A02-2017 NOTICE OF DECISION

IN THE MATTER OF Section 45 (1 and 2) of the Planning Act, R.S.O. 1990, and IN THE MATTER OF the property municipally described as Registered Plan 235, Part Lot 18 w/s Church, n/s Victoria, 256 Church Street South, St. Marys Ontario

IN THE MATTER OF property currently owned by Marianne DeBrabandere and the applicant has applied for a minor variance.

The property is designated "Residential" in the Town's Official Plan and zoned "Residential Zone Four – R4" in the Town's Zoning By-law Z1-1997, as amended.

In consideration of whether the variances being sought are minor and desirable for the development of this property and that the intent and purpose of the By-Law are being maintained after having regard to Section 45 (1 and 2) of the Planning Act, R.S.O. 1990 the Committee of Adjustment has decided as follows:

Moved by Member Steve Ische, seconded by Member William J. Galloway that the Committee of Adjustment for the Corporation of the Town of St. Marys approves Minor Variance Application No. A02-2017, from Marianne DeBrabandere subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief for minimum lot area for a 3-unit building measuring 599.8m<sup>2</sup>, and relief for minimum lot frontage for a 3-unit building measuring 16.46m.
  2. A building permit shall be obtained within one (1) year of the Committee's decision;
  3. The space subject to this application shall not be used for home occupation or any other business;
  4. Confirmation in writing from the Engineering and Public Works Department that their concerns/issues communicated in their correspondence dated February 23, 2017 have been addressed;
  5. The owner is required to install and maintain a parking area on the property in accordance with the approved parking plan and the Town's Zoning By-law;
  6. The owner is required to install and maintain the following to reduce the impacts of headlights on adjacent properties:
    - 6-foot high barrier fencing along the north property line extending from the northwest corner of the lot terminating at a point in line with the rear wall of the dwelling on the lot;
    - Landscaping south of proposed parking space number five (as shown on the parking plan)
  7. That the owner submit a lot grading/drainage plan to demonstrate that any grading associated with the parking area will be completed in such a way that future runoff is not directed towards adjacent properties;
  8. The owner is required to enter into a development agreement with the Town to ensure proper installation of all works associated with the approved parking plan and any required fencing and landscaping, and to ensure the owner (and subsequent owners) maintain these works accordingly;
  9. The gravel area located with the Victoria Street road allowance that was previously utilized for parking is to be removed and replaced with topsoil and seeded to the satisfaction of the Director of Public Works at the applicant's expense. Written confirmation of such should be required prior to issuance of any building permit.
- And for the following reasons:
1. The relief requested is minor in nature;
  2. It is required for appropriate development of the property;
  3. It maintains the general intent and purpose of the Town Official Plan;
  4. It maintains the general intent and purpose of the Town Zoning By-law.

Carried.

I, hereby, certify that this is the decision of the Committee of Adjustment with its following members in attendance, on the above noted application for Minor Variance: Chairman Steve Cousins; Member William J. Galloway; Member Clive Slade; Member Steve Ische; Member Dr. J. H. Loucks.

Date of Decision: May 17, 2017

Last date of appeal to O.M.B: June 6, 2017

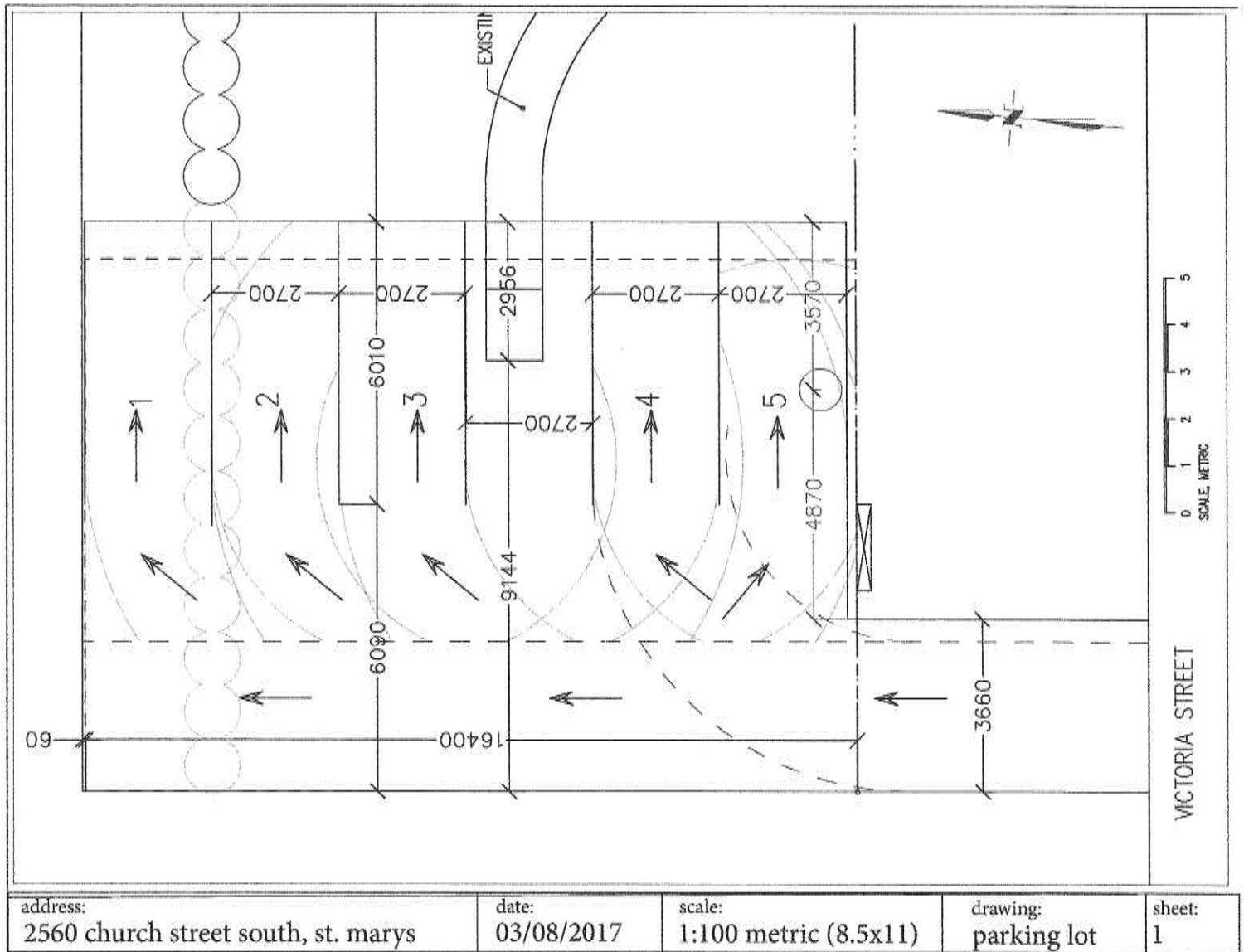
Dated this 23<sup>rd</sup> day of May, 2017

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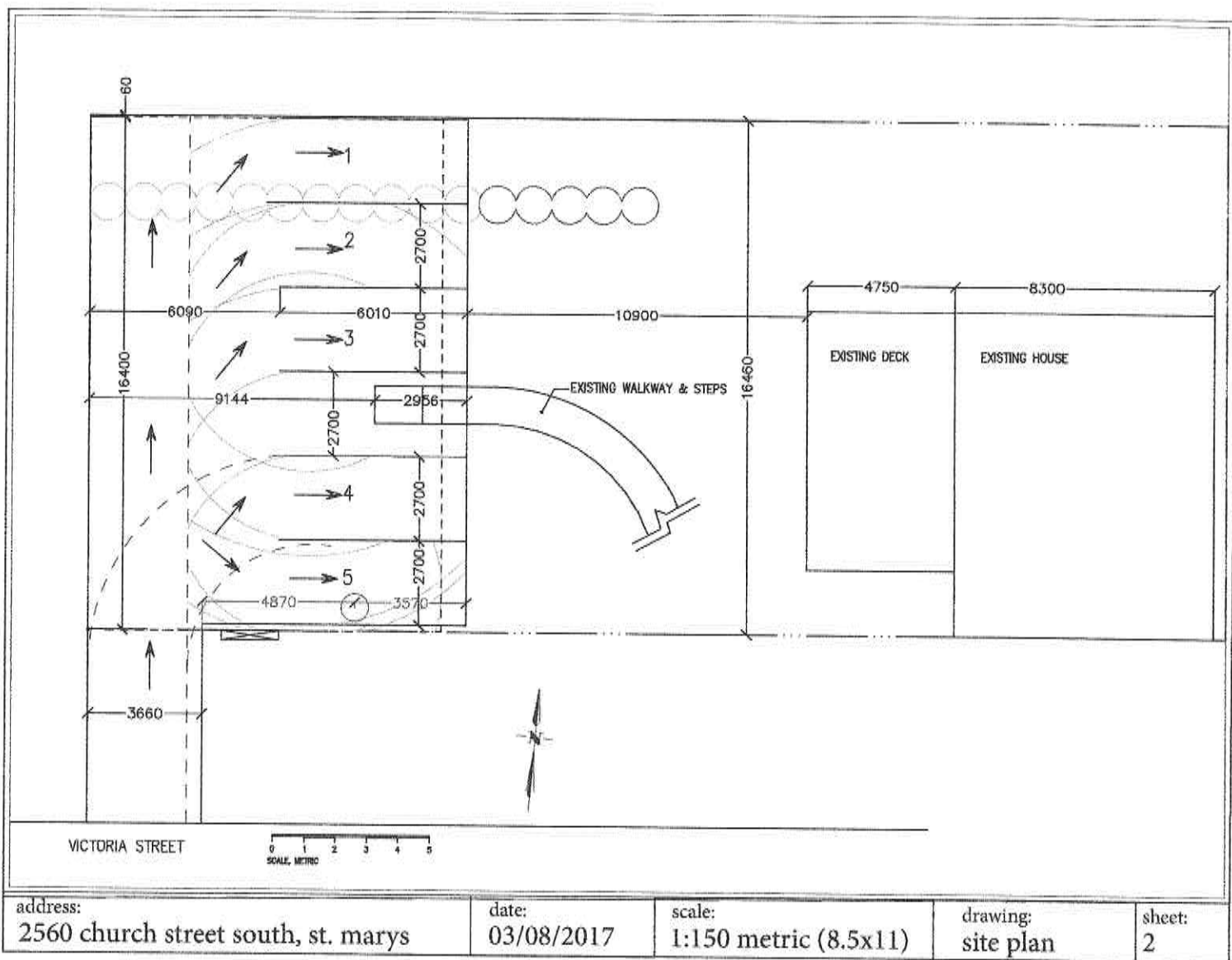
Susan Luckhardt  
Secretary-Treasurer

This decision or any condition therein may be appealed to the Ontario Municipal Board in accordance with Section 45 (12) of the Planning Act, R. S. O. 1990. A NOTICE OF APPEAL setting out written reasons in support of the appeal and accompanied by a certified cheque or money order in the amount of \$300.00 (subject to change without notice), payable to the Minister of Finance, should be received on or before the date noted above by:

The Secretary-Treasurer  
Committee of Adjustment  
408 James Street South  
P.O. Box 998  
St. Marys, Ontario N4X 1B6

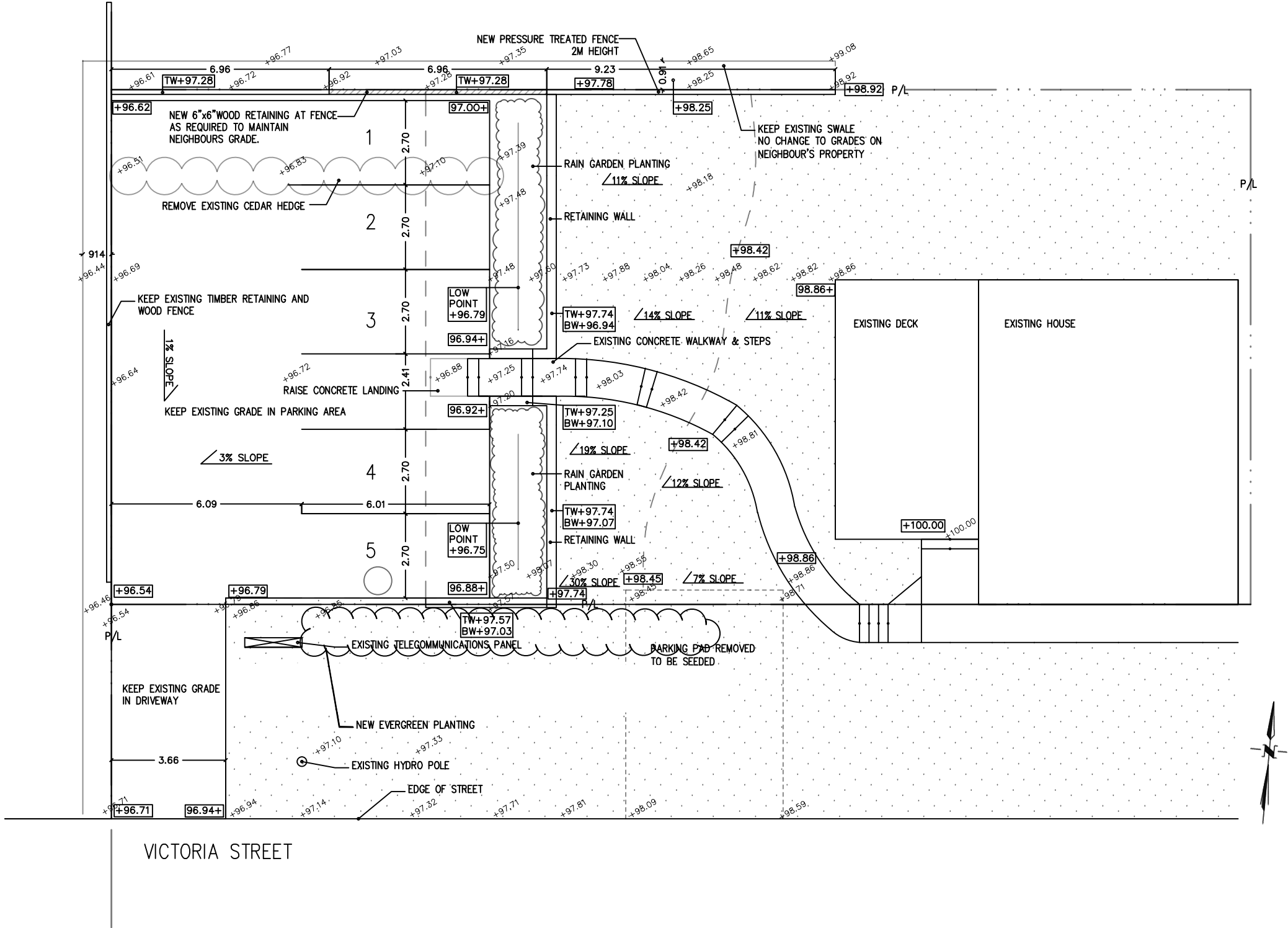








SCHEDULE "A" SHEET 1



GENERAL NOTES:

- Contractor to verify all dimensions and site conditions, and report any discrepancies to the Landscape Architect.
- All works are to be laid out and staked for review and approval by the Landscape Architect before proceeding with construction.
- Construction shall be undertaken to prevent damage to adjacent property. The contractor is responsible for damages on public or private property due to his own forces.
- Contractor is responsible to ensure that waterproofing protection, insulation, and drains are in position, undamaged and uncontaminated, and to protect membrane from damage during construction.
- Drawings are not to be scaled.
- It is the responsibility of the contractor to ensure that separate conduits, adequate for both irrigation and landscape lighting are installed and marked during landscape construction, allowing access to all soft landscape areas on site.
- It is the responsibility of the contractor to ensure the cleanliness of the site and structures to the satisfaction of the of the consultant. Maintain work in a neat and orderly condition at all times.

GRADING NOTES

- Existing grades are to remain unaltered at the base of all trees to be preserved.
- All grading and landscape construction shall be undertaken to ensure positive drainage away from buildings. Slope rough grades and finished grades away from buildings at 2% minimum. Paved surfaces are not to exceed 4% unless otherwise indicated.
- Meet and watch all existing grades at property boundaries roadway and drainage ditches.

LEGEND:

× 100.00 EXISTING GRADE

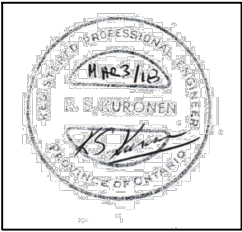
100.00 PROPOSED GRADE

LAWN

PLANT GROUPINGS

PLANTING BED

0 1 2 3 4 5  
SCALE, METRIC



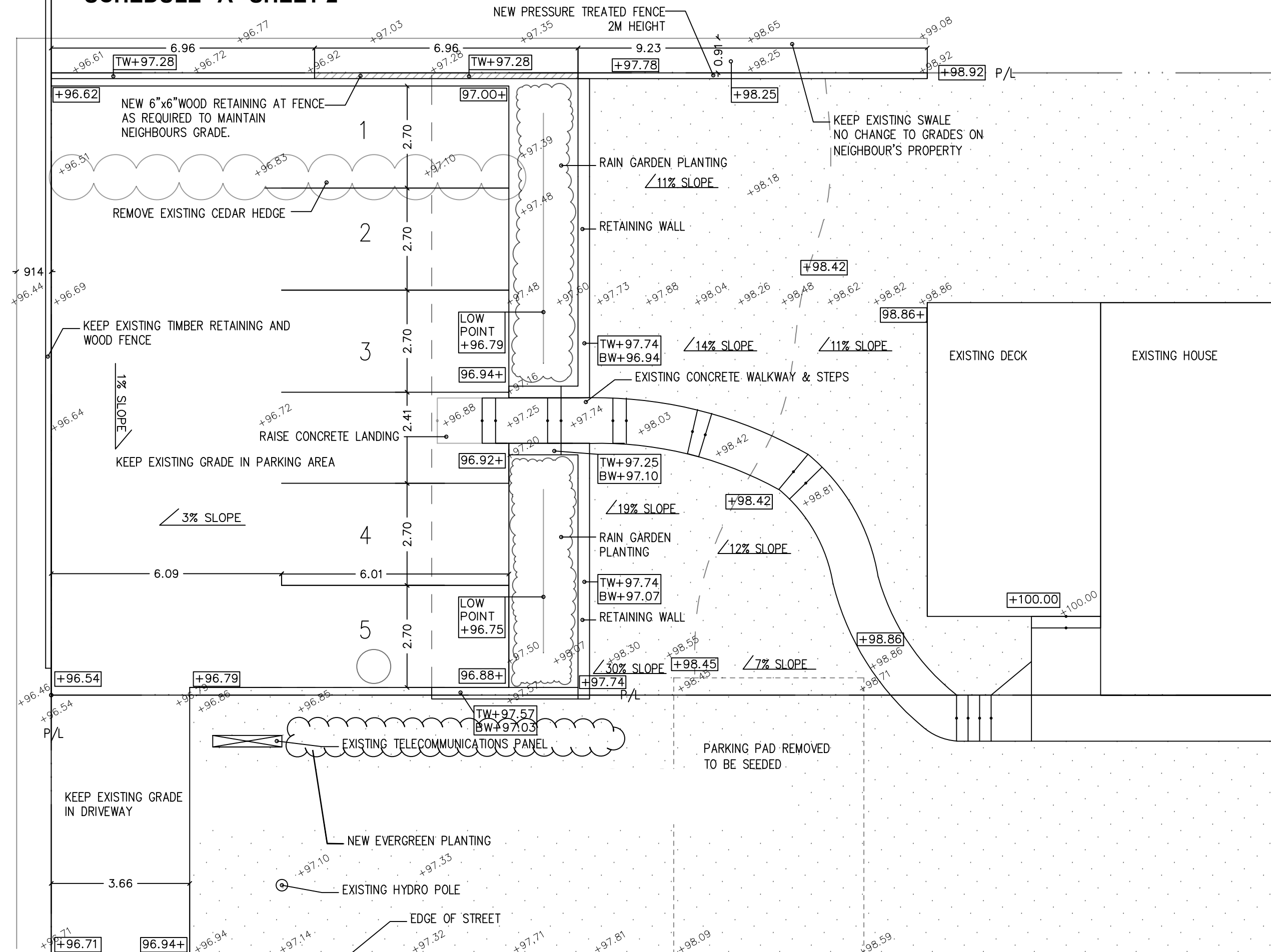
2	MAR03/18	Stamped by engineer	SDB	KK
1	JAN 27/18	For Submission	SDB	SDB
No.	Date	Description	By	Chk

project:  
256 CHURCH STREET  
ST. MARYS, ON.

title:  
LANDSCAPE PLAN

scale: 1:150 (11x17 sheet)	date: 01/27/2018
drawn/chk: sdb	sheet: L-1

# SCHEDULE "A" SHEET 2








GENERAL NOTES:

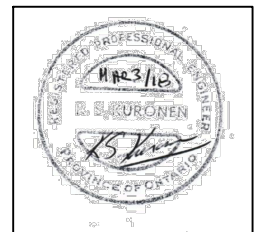
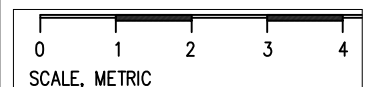
- Contractor to verify all dimensions and site conditions, and report any discrepancies to the Landscape Architect.
- All works are to be laid out and staked for review and approval by the Landscape Architect before proceeding with construction.
- Construction shall be undertaken to prevent damage to adjacent property. The contractor is responsible for damages on public or private property due to his own forces.
- Contractor is responsible to ensure that waterproofing protection, insulation, and drains are in position, undamaged and uncontaminated, and to protect membrane from damage during construction.
- Drawings are not to be scaled.
- It is the responsibility of the contractor to ensure that separate conduits, adequate for both irrigation and landscape lighting are installed and marked during landscape construction, allowing access to all soft landscape areas on site.
- It is the responsibility of the contractor to ensure the cleanliness of the site and structures to the satisfaction of the of the consultant. Maintain work in a neat and orderly condition at all times.

## GRADING NOTES

- Existing grades are to remain unaltered at the base of all trees to be preserved.
- All grading and landscape construction shall be undertaken to ensure positive drainage away from buildings. Slope rough grades and finished grades away from buildings at 2% minimum. Paved surfaces are not to exceed 4% unless otherwise indicated.
- Meet and watch all existing grades at property boundaries, roadway and drainage ditches.

LEGEND:

-  EXISTING GRADE  
 PROPOSED GRADE  
 LAWN  
 PLANT GROUPINGS  
 PLANTING BED



2	MAR03/18	Stamped by engineer	SDB	KK
1	JAN 27/18	For Submission	SDB	SDB
No.	Date	Description	By	Chk

project:

256 CHURCH STREET  
ST. MARYS, ON.

title:

LANDSCAPE GRADING PLAN

scale:

1:100 (11x17 sheet)

01/27/2018

drawn/chk:

chk: sdb sheet: LG-1



**AGREEMENT MADE UNDER SECTION 45 OF  
THE PLANNING ACT, R.S.O. 1990**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BETWEEN:

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

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

**MARIANNE DEBRABANDERE**

(Hereinafter called the “Owner”)

OF THE SECOND PART

**WHEREAS** the Owner represents that she is the owner of the lands municipally known as 256 Church Street South, St. Marys, Ontario, and legally described as Part Lot 18 West Side Church Street, Plan 235, St. Marys as in R240515; St. Marys, being all of PIN 53247-0075 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”);

**AND WHEREAS** the Owner has applied to the Committee of Adjustment for the Town of St. Marys for approval of a minor variance File Number A02-2017 and such approval dated May 17, 2017 has been granted subject to certain conditions; the execution and

registration on title to the Lands of a Development Agreement between the Owner and the Town;

**AND WHEREAS** the Committee of Adjustment has authority to impose such terms and conditions as the Committee considers advisable and as are set out in the decision, including requiring the Owner to enter into one or more agreement with the municipality dealing with some or all of the terms and conditions, pursuant to section 45 (9), (9.1) and (9.2) of the *Planning Act*, RSO 1990, c P.13, as amended (the “*Planning Act*”), and further provides that such an agreement may be registered against title to the lands to which it applies and enforced against all subsequent owners of the land;

**AND WHEREAS** this Agreement shall be registered against title to the Lands and the Town shall be entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the *Registry Act* and the *Land Titles Act*, any and all subsequent owners of the land, in accordance with of Section 45 (9), (9.1) and (9.2) of the *Planning Act*;

**NOW THEREFORE WITNESSETH** that for the sum of TWO DOLLARS (\$2.00) paid by the Town to the Owner, and of other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant, promise and agree with each other as follows:

1. The parties warrant that the above recitals are true.
2. In this Agreement,
  - a. “Director of Public Works” means the Town’s Director of Public Works, including an acting Director of Public Works, and his or her delegate.

- b. “Home occupation” means a home occupation as defined in the Town’s Zoning By-law.
  - c. “Work” means any and all of the work done in performance of the Owner’s obligations pursuant to this Agreement.
3. The Owner agrees that, at the Owner’s sole risk and expense:
- a) A parking area on the Lands shall be installed and maintained in accordance with the approved parking plan attached hereto as Schedule “A” Sheet 1 and the Town’s Zoning By-law;
  - b) A lot grading/drainage plan for the Lands shall be designed by an Engineer or an Ontario Land Surveyor to the satisfaction of the Town such that there is no impact on any other property, and that the Lands shall be constructed in accordance with the approved lot grading/drainage plan attached hereto as Schedule “A” Sheet 2;
  - c) A 6-foot high barrier fence shall be installed and maintained at a location along the north property line extending from the northwest corner of the lot terminating at a point in line with the rear wall of the dwelling, as shown on Schedule “A”, Sheet 1, so as to reduce the impact of headlights on adjacent properties. Drawings showing fence details and specifications shall be provided to the Town prior to installation;
  - d) Barrier landscaping shall be installed on the Lands to the satisfaction of the Town at a location immediately south of proposed parking space number five on the approved site/parking plan and shown on Schedule “A” Sheet 1, so as to reduce the impact of headlights on adjacent properties. Drawings showing landscape details shall be provided to the Town prior to installation.

4. Prior to the Work commencing, the Owner shall take measures to protect the telecommunications panel located next to the existing hard surface driveway. Such measures shall be to the satisfaction of the Director of Public Works.
5. The Owner agrees that:
  - a. The gravel area located within the Victoria Street road allowance, previously used for parking, shall be removed and replaced with topsoil and seeded to the satisfaction of the Town's Director of Public Works, at the Owner's expense.
  - b. Prior to the commencement of any work on the Victoria Street road allowance, the Owner shall, at its expense, arrange for, obtain and maintain insurance, commencing at the time work on the Victoria Street road allowance begins and continuing in effect until the said work has been completed to the satisfaction of the Director of Public Works, with an insurance company licensed to conduct business in the Province of Ontario, in accordance with the following:
    - i. Comprehensive General Liability insurance subject to limits of not less than five million dollars (\$5,000,000) per occurrence for personal injury, including death, and damage to property, including loss of use thereof, and such policy or policies shall name the Town as an additional insured. Such insurance policy shall include collision and comprehensive coverage, personal injury, contractual liability, owned and non-owned automobile liability, and a cross-liability clause.
    - ii. The insurance policy shall include a provision that requires the insurance company to provide the Municipality with thirty (30) days' notice of termination or cancellation of such policy or policies.

- iii. If the Owner fails to renew the policy, pay premiums, or otherwise fails to keep in force such insurance, then the Town may make any payments necessary to maintain the policy or an equivalent policy of insurance, and the provisions of paragraph 13 shall apply to any such payments.
  - iv. The Owner shall provide a copy of the insurance policy to the Director of Public Works prior to the commencement of any work on the Victoria Street road allowance.
  - c. The Owner shall immediately notify the Town of any occurrence, incident, or event which may reasonably be expected to expose the Town to liability of any kind in relation to this Agreement.
  - d. Written confirmation that the work described in paragraph 5(a) of this Agreement has been completed to the satisfaction of the Director of Public Works shall be obtained prior to issuance of any building permit.
6. The Owner acknowledges that the approval for minor variance granted by Committee of Adjustment for the Town on May 17, 2017 for construction of a third unit will expire on May 16, 2018.
7. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any statutes, restrictions or regulations lawfully imposed by the provincial government or federal government or any other authorities having jurisdiction in connection therewith. For greater clarity, fulfilment of the terms of this Agreement does not exempt the Owner from the requirements under the *Building Code Act* in obtaining a building permit for construction of the third unit.

8. The Owner agrees that the space subject to File A02-2017, being the third unit, shall not be used for a home occupation or any other business.
9. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the owner at his own expense. The owner acknowledges that she has the responsibility to correct or clean muddied streets used for access during construction. If the owner fails to complete said work, then the provision of paragraph 13 of this Agreement shall apply.
10. All works constructed or installed under this Agreement shall be maintained to the satisfaction of the Town at the expense of the Owner and/or subsequent owners of the lands subject to the Agreement.
11. All costs incurred to satisfy and maintain the requirements of the Agreement shall be at the expense of the Owner and/or subsequent owner of the lands.
12. Minor adjustments to the requirements of this Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.
13. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith in the case of any emergency, shall at its sole



discretion have the right to rectify such failure to comply to its satisfaction and recover the expense incurred by the Town in a like manner as municipal taxes.

14. The Town shall require a refundable security deposit in the amount of Four Thousand Dollars (\$4,000.00) at the time of signing of this Agreement, to be refunded at such time that a 6-foot high barrier fence has been installed on the Lands to the satisfaction of the Town at a location along the north property line extending from the northwest corner of the lot terminating at a point in line with the rear wall of the dwelling. In addition, the Town shall require a refundable security deposit in the amount of 100% of the estimated costs of works for completion of final lot grading of the rear yard and removal of parking and subsequent grass seeding along the Victoria Street road allowance. Said deposit shall be refunded at such time that the lot grading and Victoria Street road allowance restoration are completed to the satisfaction of the Town.
15. The Owner acknowledges that it is the Owner's responsibility to submit a request for the refund of deposits in writing when all of the work has been completed to the standards of this Agreement.
16. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner. The covenants, agreements, conditions and understandings herein contained on the part of the Owner shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.
17. Execution of this Agreement shall be deemed to be authorization by all parties to legal counsel for the Town to register same in the appropriate Land Registry Office without further written authorization.

18. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.
19. The parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to affect the registration of this Agreement.
20. The parties hereto acknowledge and agree that this agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.
21. Any notice given to the Town pursuant to this Agreement shall be sufficiently given if sent by registered mail, registered courier or delivered personally by the Town's employee or its agent to:

Marianne DeBrabandere  
1842 Perth Road 163  
RR #1  
St. Marys ON N4X 1C4

or to such other addresses of which the Owner has notified the Town in writing. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three (3) business days after it was delivered to the post office.

22. Any notice given to the Owner pursuant to this Agreement shall be sufficiently given if sent by registered mail, registered courier or delivered personally by the Owner or his or her agent to:

Town of St. Marys  
175 Queen Street East  
PO Box 998  
St. Marys, ON N4X 1B6

Attention: Clerk

or to such other addresses of which the Owner has notified the Town in writing. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three (3) business days after it was delivered to the post office.

23. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses, damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this agreement.
24. The Owner hereby covenants and agrees to save harmless the Town from any loss whatsoever arising out of or pursuant to the execution of this Agreement and the issuing of a building permit whether final or conditional for any construction on the Lands. This indemnification shall apply to all claims, demands, costs and expenses in respect to the development of the Lands as set out in this Agreement.

25. Schedule "A", attached hereto and referred to herein, is hereby incorporated into and forms part of this Agreement.

**IN WITNESS WHEREOF** the Owner has hereunto set its hand and seal and the Town has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

**MARIANNE DEBRABANDERE**

**Per:** \_\_\_\_\_  
**Marianne DeBrabandere, Owner**

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

**Per:** \_\_\_\_\_  
**Mayor: Al Strathdee**

**Per:** \_\_\_\_\_  
**CAO/Clerk: Brent Kittmer**

**(We have the authority to bind the Corporation.)**

Schedule “A”

Attach Sheets 1 and 2.

# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jason Silcox, Building Inspector
<b>Date of Meeting:</b>	27 March 2018
<b>Subject:</b>	<b>DEV 12-2018 Sign By-Law Variance Request</b>

## PURPOSE

Provide a variance to the Sign By-Law 33-2005 for temporary signage for the Piecemakers Quilt Show from April 26, 2018 until April 28 2018 at both entrances to the Pyramid Recreation Centre on 317 James Street South as well as the Old Water Tower on the southeast corner not in the daylight triangle.

## RECOMMENDATION

THAT DEV 12-2018 Sign By-Law Variance Request report be received; and

THAT a variance to the Sign-By-Law be given for the installation of three temporary signs for the Piecemakers Quilt Show from April 26, 2018 until April 28, 2018 at both entrances to the Pyramid Recreation Centre on 317 James Street South as well as the Old Water Tower on the southeast corner not in the daylight triangle.

## BACKGROUND

The Piecemakers Quilt Show has been presented by the Stonetown and Huron Perth Quilt Guilds for many years at the Pyramid Recreation Centre. The Guild has submitted the same request each and every year.

## REPORT

The Piecemakers Quilt Show is a large attraction for many customers not familiar with St Marys. The Stonetown and Huron Perth Quilt Guilds are looking for a variance to the Sign By-Law to allow for temporary signage to be installed at the corner of Queen St. E. and James St. S. The signage will allow for their customers to be able to locate the venue with ease. The sign would be installed April 26-28, 2018 between 8:30am – 5pm. Signs are also be requested at both entrances of the Pyramid Centre at 314 James St. S.

## SUMMARY

Provide a variance to the Sign By-Law 33-2005 for temporary signage for the Piecemakers Quilt Show from April 26, 2018 until April 28 2018 at both entrances to the Pyramid Recreation Centre on 317 James Street South as well as the Old Water Tower on the southeast corner not in the daylight triangle.

## FINANCIAL IMPLICATIONS

None

## STRATEGIC PLAN

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

- Pillar #4 Economic Development:
  - Outcome: Marketing & Promotion Plan
  - Tactic(s): Establish St Marys as an ideal setting for new businesses and tourism. Emphasize its quality of life as a means of encouraging residential growth.

## **OTHERS CONSULTED:**

Jed Kelly, Director of Public Works

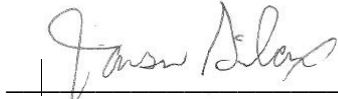
Stephanie Ische: Director of Community Services

## **ATTACHMENTS**

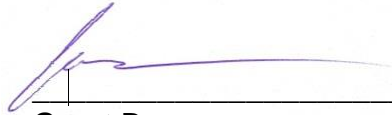
None

## **REVIEWED BY**

### **Recommended by the Department**



Jason Silcox  
Building Inspector



Grant Brouwer  
Director of Building and Development

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Community Services

**Date of Meeting:** 27 March 2018

**Subject:** DCS 06-2018 March Monthly Report (Community Services)

## RECOMMENDATION

THAT DCS 06-2018 March Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Services (general):

- Customer Service Development:
  - Held 3 staff meetings for PRC staff as part of our continued service excellence commitment. Outcomes include: updating communication tools for operations, signage in facility, weekly communications out to PRC staff updating of following week's activities, music in hallways, researching apps that we can utilize to communicate with all team members in the department and work order tracking system.
  - Staff reviewed new guest services desk proposals and are working with Facilities for the final design.
- Policies and Procedures:
  - Performance appraisals completed for all team members of Community Services.
  - Exhibitions and Research Policies to be reviewed by the Museum Board in March.
  - Updating Child Care Policy and Procedure manual to reflect changes implementations of regulatory changes which came into effect at filing on March 2, 2018.
- Legislative Compliance:
  - Annual review of child guidance with all child care staff to be completed during March team meetings.

### Aquatics:

- March break programs included public swims daily from 1-4pm, along with regular programming.
- Applied for Stratford Perth Community Foundation grant. If successful, we will purchase equipment for the junior lifeguard club, a new program we are running at the quarry. In addition, the fee will be waived to increase participation, with the goal of building strong-advanced aquatics programs- long term increased employment opportunities for youth.
- 3,636 swimmers through the Aquatics Centre in February
- Gearing up for spring swim lesson with mass registration on March 24 for group lessons. Currently arranging private lessons for springtime.
- Implementing a flyer developed with Corporate Communications on 'helping to keep our pool open' due to a recent higher than average pool fouls.
- Sourcing out aquafit training for lifeguards



- Booking in the swim to survive for grade three students, May/June

#### Guest Services:

- Working with Minor hockey for their Mexican wing night fundraiser. This was previously at the golf course. Their event will take place on Saturday March 31.
- Upcoming NBC tournament Friday March 30 and Saturday March 31
- Hosted a 100<sup>th</sup> birthday party 1/3 and Friendship Centre
- Lincoln's hockey season has wrapped up; their awards ceremony took place March 9 in the community centre.
- Booked in a wedding for August 18<sup>th</sup> ceremony and reception in the community centre.
- Ongoing Service Excellence meetings
- Met with Corporate Communications to develop a marketing plan for the PRC 10<sup>th</sup> birthday party on Saturday June 2. This will be a large event that all departments in the PRC are running. Programs will run all day free to the public with a concert that evening featuring 'The Wilkinsons'.

#### Child Care:

- Child Care Centre
  - Staff are working on outdoor learning environment to reflect the change in season.
  - Working with Ministry of Education to adjusting alternate capacity to reflect the needs of the community. Currently we have a large number of children Preschool age, with the change in capacity parents will be able to have lower monthly fees, as the staff to child ratio will be higher.
  - Preparation for full day summer programs continues.
- Before and Afterschool
  - Preparation for Full Day Summer, registrations, advertising, and staffing
  - Have developed a timeline for all full day registrations, each year families will register for full day programs on the same day each year to ensure consistency of practice for the community.
  - 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 2017 and 2018:

Months	2017	2018
January	15,368.58	17,170.65

#### Museum:

- Planned and promoted successful photography seminar and St. Marys Heritage Fair
- Submitted summer grant applications through Canada Summer Jobs and Summer Experience Program
- Submitted a grant application to Young Canada Works Building Careers in Heritage (internship) grant application
- Submitted a grant application to the Stratford-Perth Community Foundation for the Christmas exhibit partnership between library, station gallery and museum
- Accessioned approximately 400 artifacts from 2017 donations
- Historic flood photo posted on Facebook received 4,957 views, 333 reactions, and 60 shares

### Recreation:

- Invited to attend the Avon Maitland School Board “Choosin’ Inclusion” in Stratford. Ciaran was invited through Community Living for all the changes that have been made for inclusion including recent staff training.
- Met with Communications to discuss new ways to help promote all recreation activities including Camp PRC
- Applied for and received a PRO (Park and Recreation Ontario) grant to help establish a Youth Council.
- During March break staff integrated new equipment to push the program forward again.
- Ran “Tales for Tots” for the first time at the Pyramid Centre. This program is in partnership with the Library. There were 12 people that attended this program.
- Recreation is partnering with “Include to Improve”. This is a youth led group from St. Marys with a staff liaison from Community Living. This activity will include an Easter Egg Hunt in the Pyramid Centre.

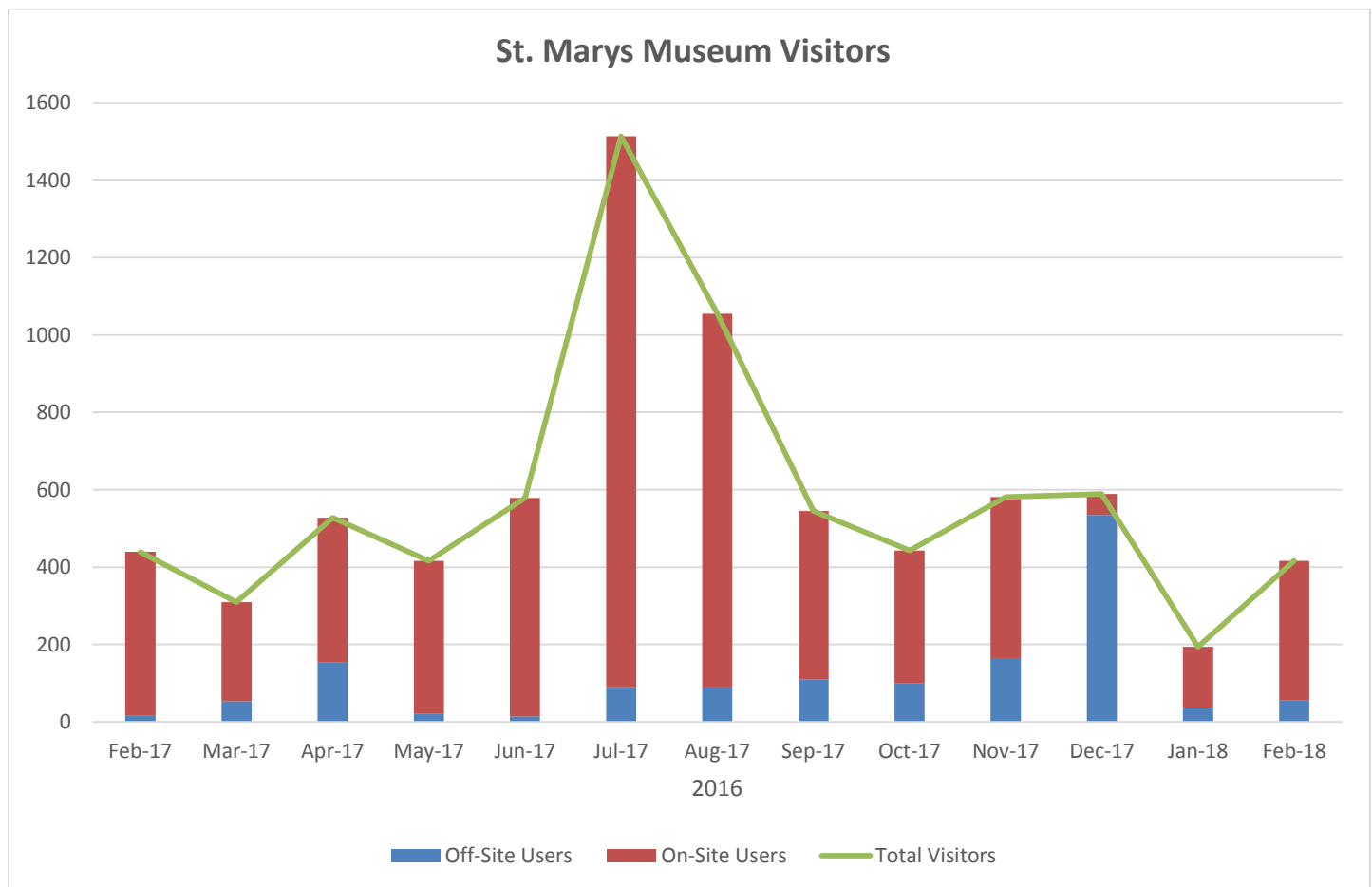
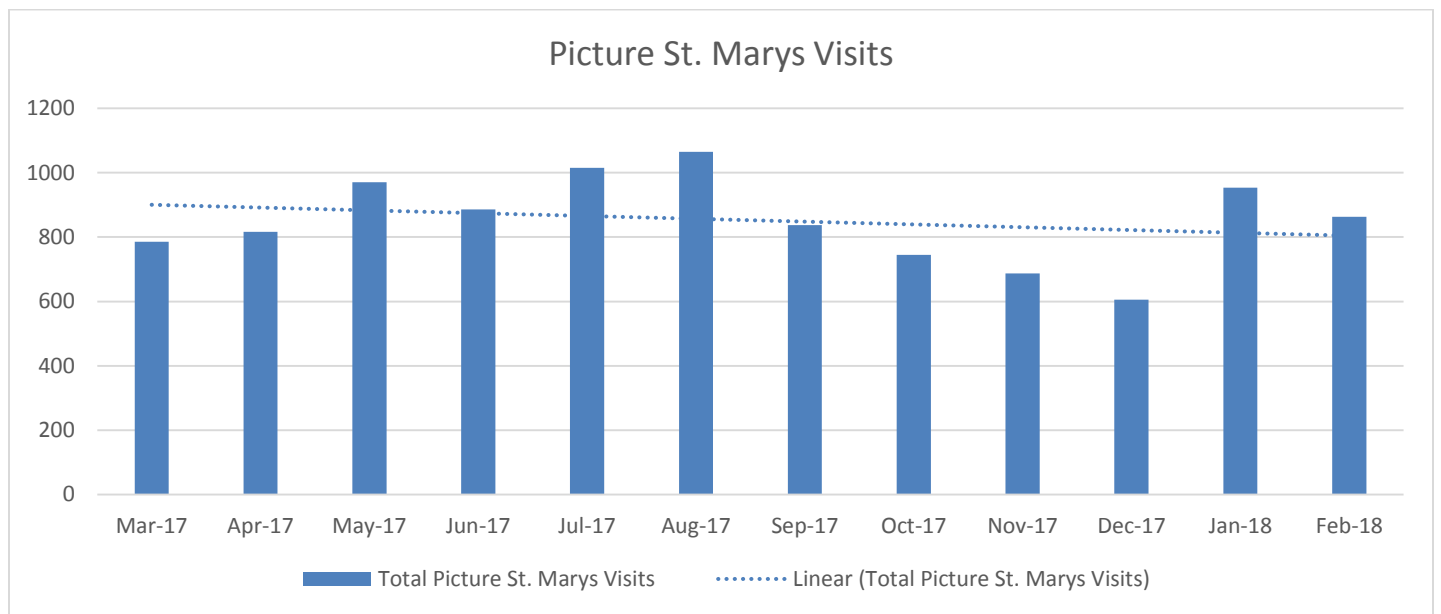
### Youth Services:

- Applied for the United Way expression of interest to go forward for the new 3 year grant
- Applied for the Stratford Perth Community Foundation grant. If successful the grant will allow us to take 100 youth through a cooking course. This course will include budgeting, safe food practice, preparation and execution.
- Staff received a very generous donation of a foosball table for the Youth Centre. The table came from a local resident and has become an instant hit with the youth.
- Staff ran an Instagram competition. “Guess the pot win the lot” it was received very well and helped create a presence and get youth to follow our page. We currently have 55 followers.

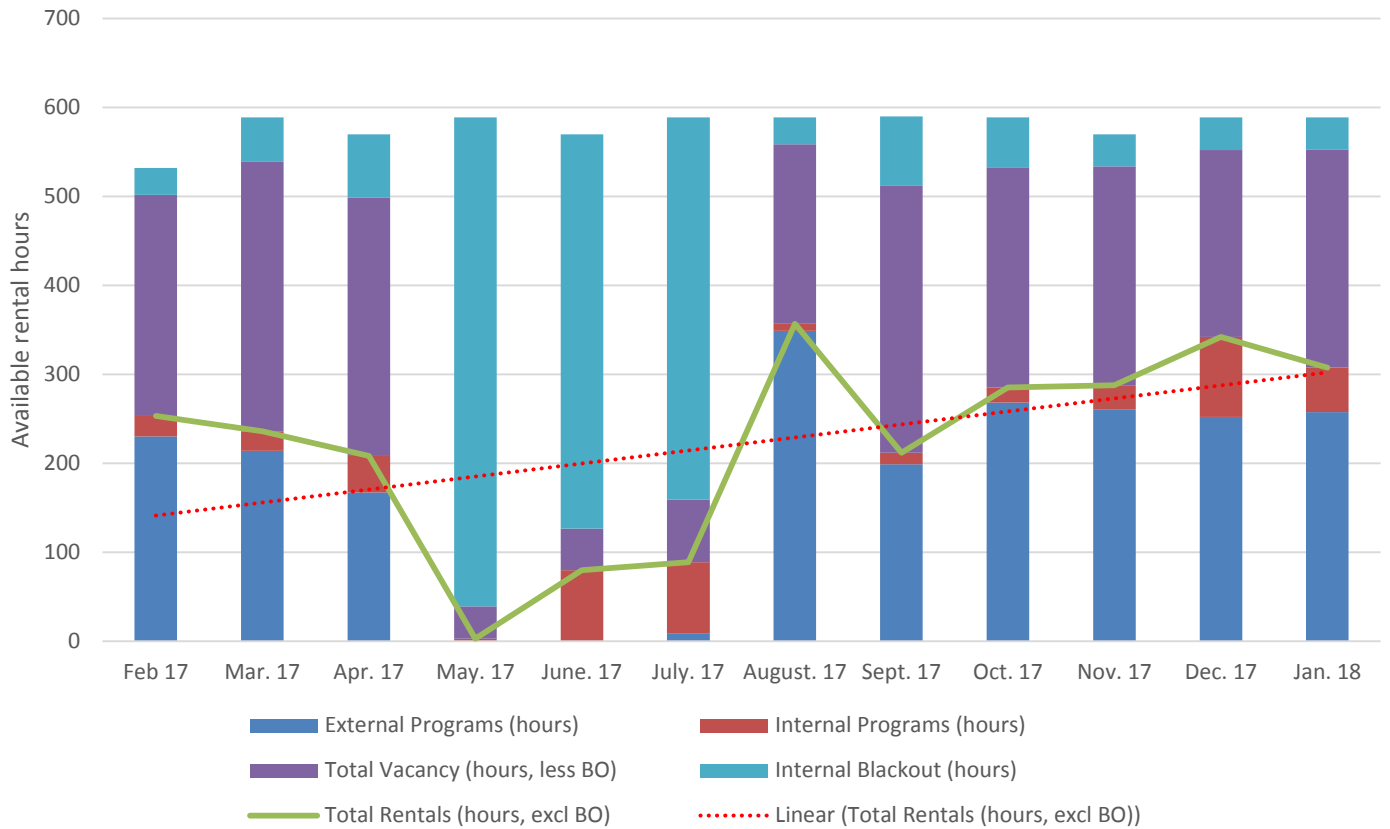
### Senior Services:

- Planned and hosted an International Women’s Day event for the community. This event welcomed 80 participants and hosted speakers on various topics.
- The Friendship Centre welcomed 80 students from Little Falls Public School’s grade 4 and 5 classes to learn about and participate in Shuffleboard and Pickleball. Students will return again later in March and April.
- Continued planning for the Spring Scrap-a-thon to be held in April. This event sold out at 90 participants in early February.
- The Home Support Service Multi-Service Sector Agreement has been signed back to the SW LHIN for the 2018 fiscal year.
- Staff are working with Corporate Communications to re-develop the Friendship Centre’s newsletters. Funds received through a special grant from the Ministry of Seniors Affairs will train staff to enhance the current newsletter and provide better electronic access for readers.
- The Friendship Centre East Entrance has been renovated. The existing door has been replaced and an additional doorway added to create a foyer. This project was funded through New Horizons for seniors.

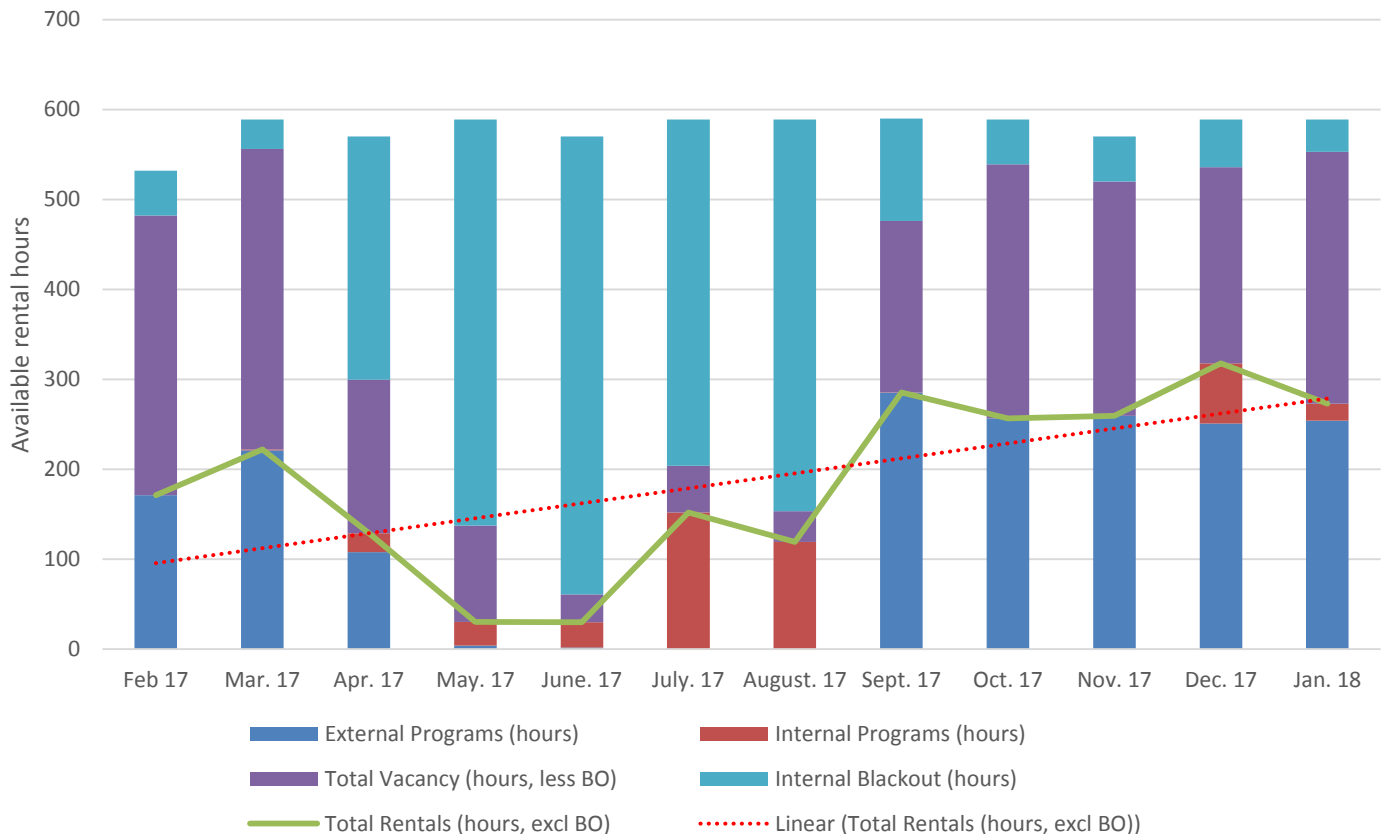
## Usage trends:



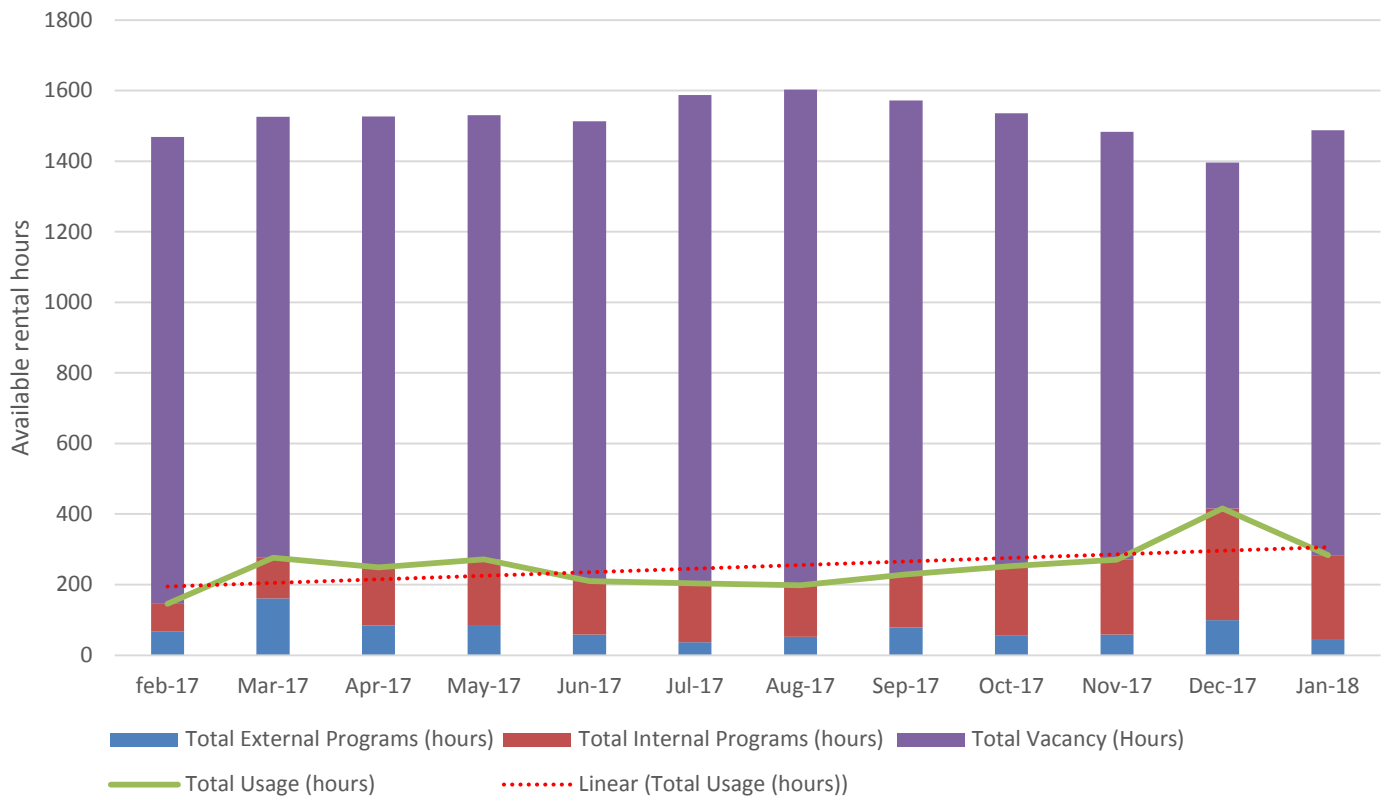
### Blue Rink Total Usage



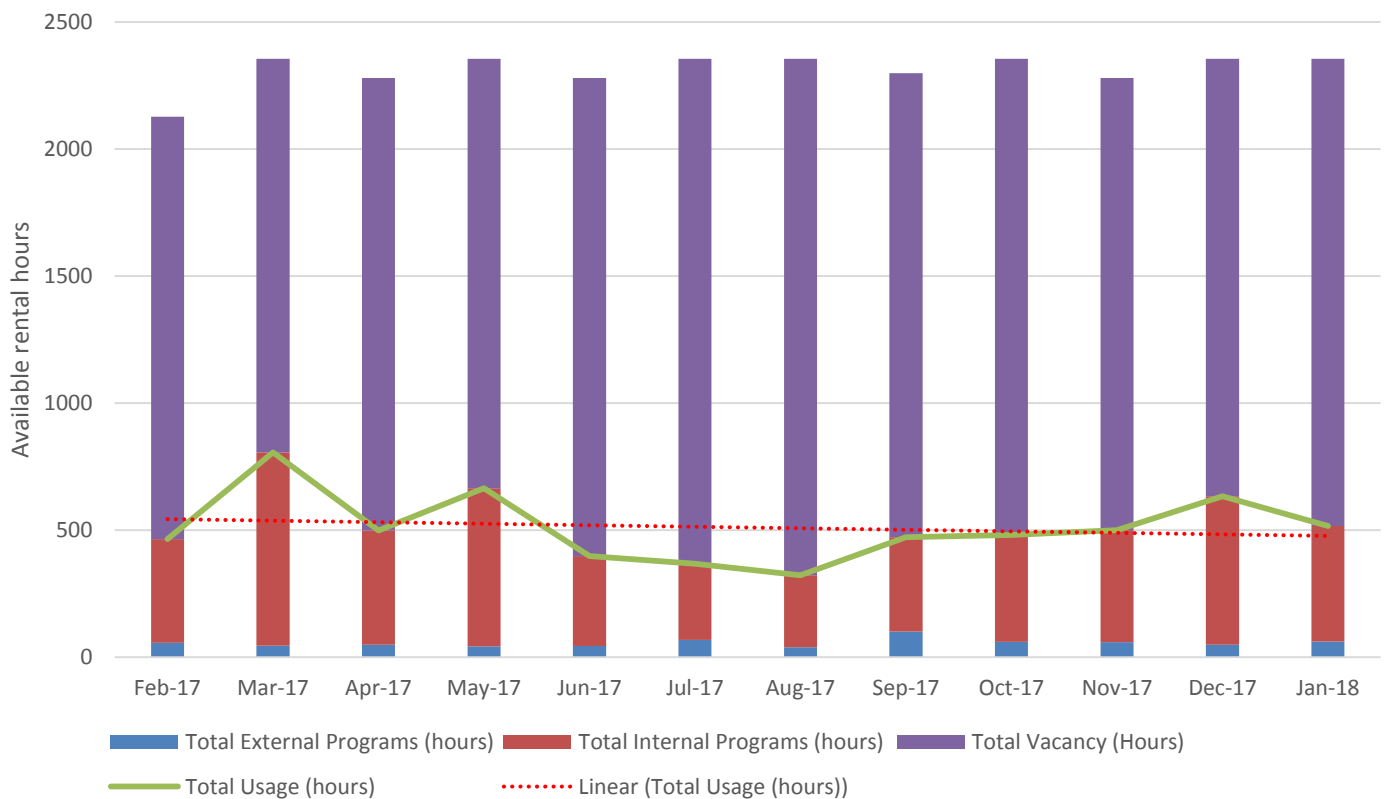
### Rock Rink Total Usage

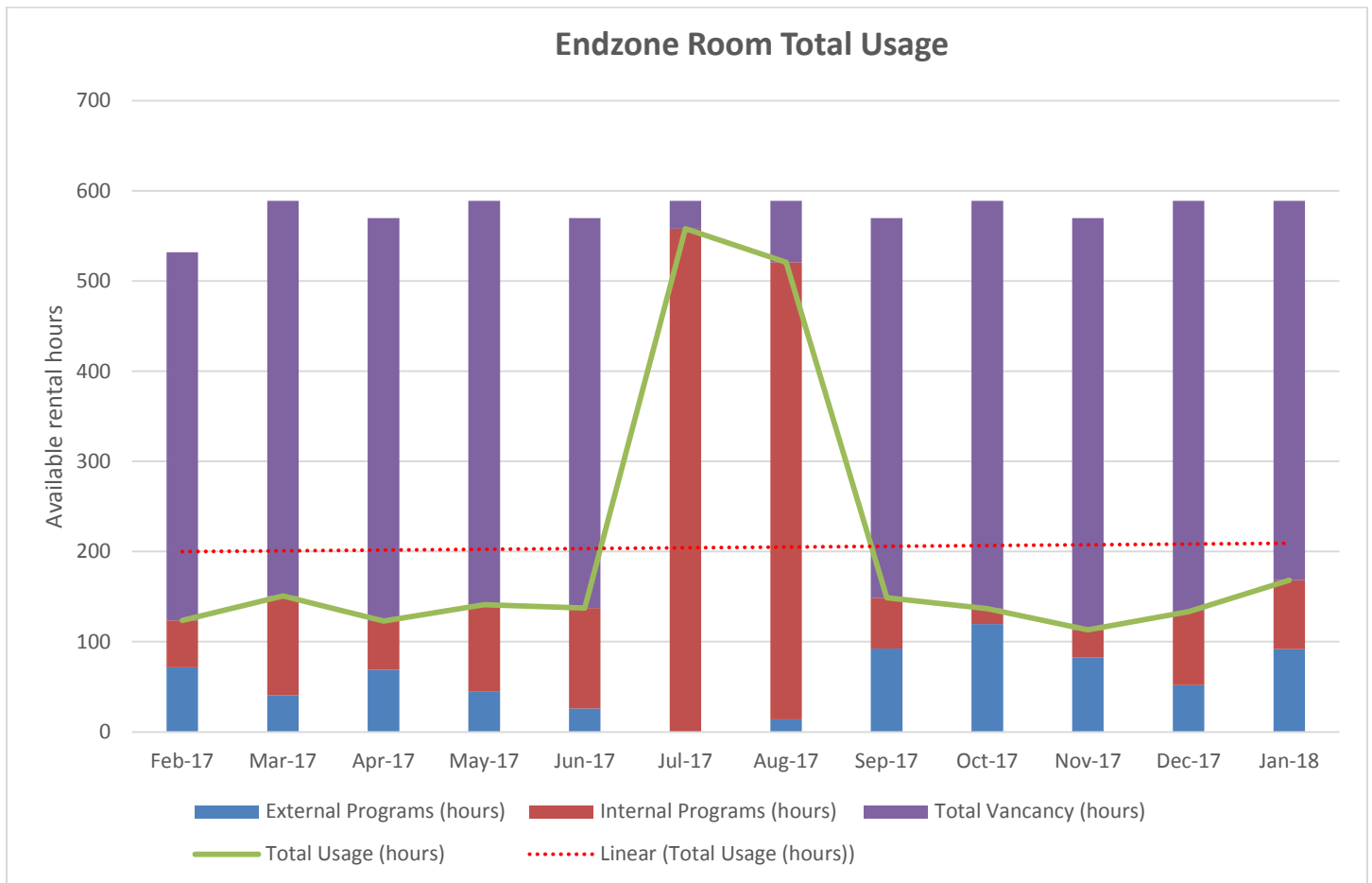


### Community Centre Total Hall Usage (Includes 1/3, 2/3, and Full hall)



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





## SPENDING AND VARIANCE ANALYSIS

Nothing at this time.

## REVIEWED BY

### Recommended by the Department

*Stephanie Ische*

Stephanie Ische  
Director of Community Services

### Recommended by the CAO

*Brent Kittmer*

Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 27 March 2018

**Subject:** PW 18-2018 March Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 18-2018 March Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Water, Wastewater, Storm Water (Environmental Services)

- RFT-PW-03-2018 New Water Storage Reservoir and Booster Pump Station
  - Closed on March 6
  - Received 5 bids from pre-qualified bidders
  - Council consideration of award March 27th
- Well #2 – taken offline March 12<sup>th</sup> for scheduled 2018 maintenance
  - To be returned to service before significant progress of water reservoir construction
- Locate services transferred to Ontario Clean Water Agency
  - Town will retain parent control of One Call portal
  - Internal resources directed towards GIS mapping for AMP development and centralization of datasets
- Public Works crews deployed to Jardine St. for excavation services
  - Water service repair with Hydro excavation methods only
  - Minimize post restoration methods
  - Leak reported off hours, OCWA reviewed
    - Recommend repair completed during regular hours to reduce costs

### Solid Waste Collection, Management & Landfill

- Pursuing waste diversion initiatives at the Landfill
  - Due to waste compactor operational issues with various material types being received
- Landfill scale data connection to Keystone Waste Management module completed
  - Reduction in potential for operator error & accuracy of weight input reflected in external scale displays
- Landfill will be closed Good Friday (March 30, 2018) and Saturday March 31, 2018
  - No interruption to BRA curbside collection scheduled for Friday March 30<sup>th</sup>
  - Public Works OnCall operator will process only curbside material

### Cemetery

- Number of interments – March 1 to March 20
  - 3 cremations
  - 1 traditional burial

### General Public Works Operations – Roads, Sidewalks

- GANTT Chart Draft 1 completed
  - Staff assembled to develop annual task list compiled into single operational GANTT Chart
  - Will assist in vacation / resource scheduling
- Trackless RFP completed
  - Awarded at Council March 13<sup>th</sup>
  - Delivery ETA Late March to Mid - April
  - Existing unit to prepared for auction
    - To be stored and auction listed late fall 2018 - in anticipation of private contractors sourcing snow removal equipment.
- Backhoe Ditching Bucket Quotation completed
  - Delivery ETA May 2018
  - Required for small internal capital works projects
- Radar signs deployed for traffic study purposes
  - Cost effective method for collecting total traffic numbers in targeted areas
- 2018 Flooding report
  - Details of recommended remediation and projected costs
  - Council consideration March 27<sup>th</sup>

### **Parks, Trails, & Tree Management**

- Issued RFQ-PW-03-2018 for the Supply, Delivery, and Maintenance of Portable Rental Toilets
  - Perceived cost reduction
  - Establishes provider service levels
  - Closing March 27, 2018
- Spring switch over pending
  - Receiving requests for picnic tables, benches, and plaques
  - Garbage cans and table painting ongoing
  - Storage tables at Science Hill Drifters to be placed in park directly from storage
- Quadrant Pruning
  - Davey Tree in final year of tender proposal
  - Town Staff and Davey Tree arborist to review remaining areas and direct efforts to largest need
  - Pruning to be started mid-April pending crew availability
- Preparation of Parks tractor RFP
  - Replacement Tractor for existing unit as detailed in 2018 Capital budget

### **Engineering, Asset Management & Capital Projects**

- 2018 Asphalt resurfacing
  - Staff reviewing co – tendering with various Perth municipalities
  - Economy of scale to assist in securing vendor
- Cadzow Park Revitalization
  - Continued support from Public Works in underground infrastructure planning and installation operations
  - Pending trucking of stone materials and aggregates
- Preparing Asset Management records for fiscal year end
  - Asset creation and deletion post 2017 construction
- Preparation of various contracted service tenders
  - 2016 Tender term expired
  - Concrete and Asphalt patching
    - 1 Year with 1 year extension
  - 2018 Surface treatment (Tar and Chip)

### **Community Outreach**



- OCWA – Portable Event Fountain
  - OCWA confirmed portable cold water fountain for both River Rock and Heritage Festivals
    - To be connected to Town's potable water system
    - Hopeful for reduction in water bottle waste
    - OCWA to monitor and ensure quality
- Service Club Sign Structures
  - Draft By-Law amended to SPC March 20<sup>th</sup>
  - Preliminary design proposals and costing received
  - Verification of individual club logo costing received
  - Capital project to have majority of planning completed for April 6<sup>th</sup> service club meeting

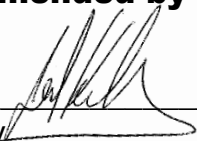
## **SPENDING AND VARIANCE ANALYSIS**

### **General Public Works Operations – Roads, Sidewalks**


- T20 2011 Freightliner
  - Experienced failure in main hydraulic lift ram for dump box
  - Various ongoing electrical abnormalities
    - Suspected newer wiring methods combine with harsh operating environment due to de-icing materials
  - Reviewing capital plan timing given delivery delay experienced with last unit
    - Almost 2 years from order date to put unit into active service
    - Staff concerned if replacement is not timed correctly additional repair costs could mount
- Millrace / Walkway damage
  - Extensive graffiti applied, areas on stone walls will require soda blasting
    - Staff in discussions with contractor regarding timing and access
    - Graffiti on Dam wall face to be painted black if possible, confirming with UTRCA
    - Weather dependent

## **REVIEWED BY**

### **Recommended by the Department**

  
 \_\_\_\_\_  
 Jed Kelly  
 Director of Public Works

### **Recommended by the CAO**

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

# PROCUREMENT AWARD

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	27 March 2018
<b>Subject:</b>	<b>PW 17-2018 Award for New Water Storage Reservoir and Booster Pump Station</b>

## PROJECT DETAILS

This project consists of the construction of a 1,600 m<sup>3</sup> water storage reservoir and associated pump house, supply and installation of two vertical high-lift pumps, chlorination system, control and monitoring systems, standby power facilitates and associated piping, mechanical and electrical site improvements required to fully integrate and operate the facility.

## RECOMMENDATION

THAT PW 17-2018, Award for New Water Storage Reservoir and Booster Pump Station be received; and,

THAT the procurement for the construction of the new water storage reservoir and booster pump station be awarded to H2Ontario Inc. for the procured price of \$3,026,040.00, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in report PW 17-2018 for the amount of \$332,042.23; and,

THAT By-Law 30-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, March 6, 2018
Number of Bids Received:	Five (5)
Successful Proponent:	H2Ontario Inc.
Approved Project Budget:	\$2,393,000.00 (excluding Engineering)
Cost Result – Successful Bid (Inclusive of HST):	3,026,040.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$2,725,042.23
Project Over-budget	<b>\$332,042.23</b>

The low bid was identified as being in excess of the pre-budget approval for the project in the amount of approximately \$332,042.34 (net of HST rebate). Due to the level of infrastructure funding currently available, and the demand that has placed on the construction industry as a whole, costing has increased for such projects.

The procurement document submitted by H2Ontario Inc. 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 H2Ontario Inc.

**FINANCIAL IMPLICATIONS**

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

Name and Number of Account (budgeted)	Capital – Additional Water Storage (01-9435-4562) \$2,091,000.00
Name and Number of Other Account (if needed)	Capital – Additional Water Storage (01-9435-4563) \$434,000
Tender over-budget (if needed)	\$332,042.23
Total	<b>\$2,725,042.23</b>
Transfer from account (if over-budget)	Debenture Financing

The project will incur a variance of approximately \$332,042.23 from the 2018 Capital budget. The variance is to be funded by increasing the planned debenture financing for the project. The following allotments are proposed to fund this project:

- \$1,050,000.00 to be funded from Water Reserve
- \$434,000.00 to be funded from DC Reserve (approximate)
- \$1,241,042.00 to be debenture financed over 5 or 10 year period (*Attachment 2 and 3 detail projected financial position of water system based on funding options, to be determined at debenture date*).

**STRATEGIC PLAN**

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 – Infrastructure, Water Reservoir Storage:
    - Outcome: If the goal is to achieve a population target of 8,000 residents by 2026/2027, (annual growth rate of 1.5%, doubling current rate), both access to potable water and fire protection needs would be best served by addressing this issue.
    - Tactic(s): Commence work on an updated water reservoir to meet provincial standards.

**OTHERS CONSULTED**

Jed Kelly, Director of Public Works  
Jim Brown, Director of Finance  
Brent Kittmer, CAO / Clerk  
Bruce Grant, B.M. Ross and Associates Limited

**ATTACHMENTS**

1. Bid Summary
2. Financial Projection – 5-Year Debenture

**REVIEWED BY**

**Recommended by the Department**

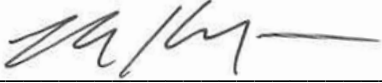


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

**Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

## ATTACHMENT NO. 1 – SUMMARY TABLE

TENDER NO. – RFT-PW-03-2017

The following table provides a summary of submissions received in regards to the above noted tender number for the Construction of a New Water Storage Reservoir and Booster Pump Station for the St. Marys Drinking Water System:

<b>Bidder</b>	<b>Received (Date and Time)</b>	<b>Costing (Including HST)</b>
H2Ontario Inc.	March 6, 2018 (2:26 pm)	\$3,026,040.00
Finnbilt General Contracting	March 6, 2018 (2:27 pm)	\$3,044,363.51
Hayman Construction	March 6, 2018 (2:27 pm)	\$3,200,160.00
HIRA Ltd.	March 6, 2018 (2:27 pm)	\$3,493,056.00
Stonetown Construction	March 6, 2018 (2:23 pm)	\$3,614,938.90

**WATER BUDGET PROJECTIONS - RESERVOIR CONSTRUCTION FUNDING REVIEW**

THE CORPORATION OF THE TOWN OF ST. MARYS - PUBLIC WORKS DEPARTMENT, ENVIRONMENTAL SERVICES

Line No.	Details	2018	2019	2020	2021	2022	2023
<b>REVENUE</b>							
<u>Operating Revenues</u>							
1	Initial Service Revenue - Water Sales	\$ 1,571,366.56	\$ 1,624,466.19	\$ 1,679,337.57	\$ 1,736,039.21	\$ 1,794,631.55	\$ 1,855,176.99
1a	Proposed Rate Adjustment	3%	3%	3%	3%	3%	3%
1b	Additional Revenue from Rate Adjustment	\$ 47,141.00	\$ 48,733.99	\$ 50,380.13	\$ 52,081.18	\$ 53,838.95	\$ 55,655.31
1c	Proposed Service Revenue - Water Sales	\$ 1,618,507.56	\$ 1,673,200.18	\$ 1,729,717.70	\$ 1,788,120.39	\$ 1,848,470.49	\$ 1,910,832.29
2	Miscellaneous Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>3</b>	<b>Total Operating Revenue</b>	<b>\$ 1,618,507.56</b>	<b>\$ 1,673,200.18</b>	<b>\$ 1,729,717.70</b>	<b>\$ 1,788,120.39</b>	<b>\$ 1,848,470.49</b>	<b>\$ 1,910,832.29</b>
<u>Non-Operating Revenue</u>							
4	Tap / Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>7</b>	<b>Total Non-Operating Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8	Total Revenues	\$ 1,618,507.56	\$ 1,673,200.18	\$ 1,729,717.70	\$ 1,788,120.39	\$ 1,848,470.49	\$ 1,910,832.29
9	Total O&M Expenses	\$ 1,068,031.60	\$ 1,372,774.92	\$ 1,346,340.18	\$ 1,336,390.32	\$ 1,350,351.28	\$ 1,361,303.16
<b>10</b>	<b>Subtotal: Net Operating Income</b>	<b>\$ 550,475.96</b>	<b>\$ 300,425.26</b>	<b>\$ 383,377.52</b>	<b>\$ 451,730.07</b>	<b>\$ 498,119.21</b>	<b>\$ 549,529.14</b>
<u>Debt Service</u>							
11	Debt Service - Existing	\$ 90,737.00	\$ 90,737.00	\$ 46,159.00	\$ 9,707.00	\$ 5,252.90	\$ 5,252.90
12	Debt Service - New	\$ -	\$ 266,940.00	\$ 266,940.00	\$ 266,940.00	\$ 266,940.00	\$ 266,940.00
13	Total Debt Service	\$ 90,737.00	\$ 357,677.00	\$ 313,099.00	\$ 276,647.00	\$ 272,192.90	\$ 272,192.90
14a	Asset Replacement Costs						
14b	Rate Financed Capital Costs	\$ 1,142,000.00	\$ 303,000.00	\$ 350,000.00	\$ 93,000.00	\$ 150,000.00	\$ 150,000.00
14c	Total Financed Capital Costs	\$ 1,142,000.00	\$ 303,000.00	\$ 350,000.00	\$ 93,000.00	\$ 150,000.00	\$ 150,000.00
15	NET INCOME (LOSS) FROM OPERATIONS	\$ (591,524.04)	\$ (2,574.74)	\$ 33,377.52	\$ 358,730.07	\$ 348,119.21	\$ 399,529.14
16	PLUS: Opening Cash Balance	\$ 1,369,737.00	\$ 778,212.96	\$ 775,638.22	\$ 809,015.74	\$ 1,167,745.80	\$ 1,515,865.02
<b>17</b>	<b>Ending Cash Balance (Before Reserves)</b>	<b>\$ 778,212.96</b>	<b>\$ 775,638.22</b>	<b>\$ 809,015.74</b>	<b>\$ 1,167,745.80</b>	<b>\$ 1,515,865.02</b>	<b>\$ 1,915,394.16</b>
<b>RESERVES</b>							
18	Dedicated Water System Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>19</b>	<b>ENDING CASH BALANCE AFTER RESERVES</b>	<b>\$ 778,212.96</b>	<b>\$ 775,638.22</b>	<b>\$ 809,015.74</b>	<b>\$ 1,167,745.80</b>	<b>\$ 1,515,865.02</b>	<b>\$ 1,915,394.16</b>
21	CUMULATIVE REVENUE & RESERVE DEFICIENCY (Line 19 divided by line 9)	0.73	0.57	0.60	0.87	1.12	1.41
22	DEBT SERVICE COVERAGE (Line 10 divided by Line 13)	6.07	0.84	1.22	1.63	1.83	2.02

**WATER BUDGET PROJECTIONS - RESERVOIR CONSTRUCTION FUNDING REVIEW**

THE CORPORATION OF THE TOWN OF ST. MARYS - PUBLIC WORKS DEPARTMENT, ENVIRONMENTAL SERVICES

Line No.	Details	2018	2019	2020	2021	2022	2023
<b>REVENUE</b>							
<u>Operating Revenues</u>							
1	Initial Service Revenue - Water Sales	\$ 1,571,366.56	\$ 1,624,466.19	\$ 1,679,337.57	\$ 1,736,039.21	\$ 1,794,631.55	\$ 1,855,176.99
1a	Proposed Rate Adjustment	3%	3%	3%	3%	3%	3%
1b	Additional Revenue from Rate Adjustment	\$ 47,141.00	\$ 48,733.99	\$ 50,380.13	\$ 52,081.18	\$ 53,838.95	\$ 55,655.31
1c	Proposed Service Revenue - Water Sales	\$ 1,618,507.56	\$ 1,673,200.18	\$ 1,729,717.70	\$ 1,788,120.39	\$ 1,848,470.49	\$ 1,910,832.29
2	Miscellaneous Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>3</b>	<b>Total Operating Revenue</b>	<b>\$ 1,618,507.56</b>	<b>\$ 1,673,200.18</b>	<b>\$ 1,729,717.70</b>	<b>\$ 1,788,120.39</b>	<b>\$ 1,848,470.49</b>	<b>\$ 1,910,832.29</b>
<u>Non-Operating Revenue</u>							
4	Tap / Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>7</b>	<b>Total Non-Operating Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
8	Total Revenues	\$ 1,618,507.56	\$ 1,673,200.18	\$ 1,729,717.70	\$ 1,788,120.39	\$ 1,848,470.49	\$ 1,910,832.29
9	Total O&M Expenses	\$ 1,068,031.60	\$ 1,251,048.92	\$ 1,224,614.18	\$ 1,214,664.32	\$ 1,228,625.28	\$ 1,239,577.16
<b>10</b>	<b>Subtotal: Net Operating Income</b>	<b>\$ 550,475.96</b>	<b>\$ 422,151.26</b>	<b>\$ 505,103.52</b>	<b>\$ 573,456.07</b>	<b>\$ 619,845.21</b>	<b>\$ 671,255.14</b>
<u>Debt Service</u>							
11	Debt Service - Existing	\$ 90,737.00	\$ 90,737.00	\$ 46,159.00	\$ 9,707.00	\$ 5,252.90	\$ 5,252.90
12	Debt Service - New	\$ -	\$ 145,214.00	\$ 145,214.00	\$ 145,214.00	\$ 145,214.00	\$ 145,214.00
13	Total Debt Service	\$ 90,737.00	\$ 235,951.00	\$ 191,373.00	\$ 154,921.00	\$ 150,466.90	\$ 150,466.90
14a	Asset Replacement Costs						
14b	Rate Financed Capital Costs	\$ 1,142,000.00	\$ 303,000.00	\$ 350,000.00	\$ 93,000.00	\$ 150,000.00	\$ 150,000.00
14c	Total Financed Capital Costs	\$ 1,142,000.00	\$ 303,000.00	\$ 350,000.00	\$ 93,000.00	\$ 150,000.00	\$ 150,000.00
15	NET INCOME (LOSS) FROM OPERATIONS	\$ (591,524.04)	\$ 119,151.26	\$ 155,103.52	\$ 480,456.07	\$ 469,845.21	\$ 521,255.14
16	PLUS: Opening Cash Balance	\$ 1,369,737.00	\$ 778,212.96	\$ 897,364.22	\$ 1,052,467.74	\$ 1,532,923.80	\$ 2,002,769.02
<b>17</b>	<b>Ending Cash Balance (Before Reserves)</b>	<b>\$ 778,212.96</b>	<b>\$ 897,364.22</b>	<b>\$ 1,052,467.74</b>	<b>\$ 1,532,923.80</b>	<b>\$ 2,002,769.02</b>	<b>\$ 2,524,024.16</b>
<b>RESERVES</b>							
18	Dedicated Water System Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>19</b>	<b>ENDING CASH BALANCE AFTER RESERVES</b>	<b>\$ 778,212.96</b>	<b>\$ 897,364.22</b>	<b>\$ 1,052,467.74</b>	<b>\$ 1,532,923.80</b>	<b>\$ 2,002,769.02</b>	<b>\$ 2,524,024.16</b>
21	CUMULATIVE REVENUE & RESERVE DEFICIENCY (Line 19 divided by line 9)	0.73	0.72	0.86	1.26	1.63	2.04
22	DEBT SERVICE COVERAGE (Line 10 divided by Line 13)	6.07	1.79	2.64	3.70	4.12	4.46

# FORMAL REPORT

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

**Prepared by:** Jed Kelly, Director of Public Works

**Date of Meeting:** 27 March 2018

**Subject:** **PW 16-2018 Flood Event Remediation**

## PURPOSE

To update council on recent flood event, observations noted, damage experienced and detail future remediation works.

## RECOMMENDATION

THAT PW 16-2018 Flood Event Remediation report be received; and  
THAT Council approve the allocation of \$42,500 to remediate the Flats.

## BACKGROUND

Heavy rains and mild temperatures causing snow thaw on February 19<sup>th</sup> and 20<sup>th</sup> resulted in St. Marys experiencing the highest flow volume of water on the Upper Thames Conservation Authority's record since 1948. Fortunately, flows through Town never caused the flood wall to be breached.

To mitigate damage while also ensuring safety, the following roadways, trails and pedestrian areas were closed during the flood event:

- Water Street North between Widder Street East and Parkview Drive
- Thomas Street between Park Street and Jones Street West
- The ring road and Loop Trail entrance at Milt Dunnell Field (The Flats)
- The Mill Race Island
- The Riverview Walkway from the tennis courts to Park Street and from Queen Street to Water Street
- The footbridge at St. George Street North
- The Loop Trail entrances on St. George Street and Widder Street
- Robinson pumping station
  - Station received high levels of Inflow & Infiltration; Public Works Vector truck used to augment lift pumps
  - OCWA operators
    - Used maintenance by-pass manholes for additional storage capacity
    - Had a by-pass overflow outlet locked out to prevent river water from surcharging system
- Emily St. Drain
  - Due to high river levels, an Emily St. drainage outlet was overwhelmed which caused water build up in the Emily St. area in the general direction of North-West
  - Backhoe deployed to breakup ice dam in sections of drainage ditch to culvert inlet

Furthermore, on February 20<sup>th</sup>, the Town offered sand bags and sand at the Municipal Operations Centre for any residents who wanted to create a barrier. Members of the public did use the material.



Since the flood event Town staff have continued to work with residents who experienced significant flooding.

### Lessons Learned:

A flooding event to this degree has not occurred since 2008. Since then, there has been significant staff turnover and a loss of knowledge regarding some vulnerable areas. To prepare for future events, staff documented observations and phone calls from this flood in the City-Wide Work Order System for future reference so that this institutional knowledge is retained. This documentation will help create a plan of action in similar circumstances and will be included in the Town's emergency management material.

## **REPORT**

Milt Dunnell Field (the Flats), was heavily impacted by the flooding. During the flood, Public Works crews were deployed on February 21 to pump water out of the flooded field and back into the nearby Thames River. The goal was to lower the water level away from surrounding residential properties. The department would like to acknowledge and thank McLean Taylor Construction Ltd. for the supply of the pumps, Forman Electric and Festival Hydro for their immediate response, and the UTRCA for accurate projections.

The pumps were removed on February 22, 2018, and the remaining water was drained naturally through the existing drain in the South end of the park. At its peak, the water at the Flats flooded backyards on Water Street North and Emily Street. Luckily, existing buildings, like the Lawn Bowling facilities and public washrooms at the park were not affected by the flooding as staff winterized them in the fall. Heat and hydro were disconnected before the water breached the buildings. Facilities staff inspected the buildings when the water receded and access was regained, and although the water level came close, it did not raise high enough to enter the structures. Additionally, the Town's winter lights are stored at the park. Because the lights are designed for all kinds of weather exposure, any identified defects can be repaired by staff if required.

However, some damage to Town property was still sustained. The following items require remediation efforts to return the park to its previous state.

### **1. Electrical Panels**

During the flood, three electrical panels were submerged in water. An Electrical Safety Authority inspector has advised that the panels cannot be reenergized in their current state. The panels will need to be replaced before summer event use.

For the replacements, staff considered raising the height of the panels to prevent the panels from being submerged in future flood events. Following discussion with a local electrical contractor, in order to comply with Electrical Safety Authority regulations, raising all three panels would cost approximately \$15,000-\$20,000. Therefore, staff propose direct replacement of the three affected panels without alteration, at an estimated cost of \$4,000-\$6,000. This cost includes repainting the panels and any required carpentry repairs.

### **2. Flats Loop Road**

There were several areas of the loop road that experienced significant washout as a result of the flooding. The loop road has a low class bitumen (tar and chip) surface that had been extensively hot-patched and spot repaired in the past. The washouts revealed a layered subsurface base with approximately 100mm (4 inches) of granular placed on top of an old low class bitumen road. This base composition is likely to blame for significant potholing on the loop road in the past. Staff also believe that because of the flooding and the saturation of this thin granular layer, areas of the ring road that did not wash out will degrade rapidly in the future.

The washouts were repaired with granular material by Town staff prior to reopening of the flats following the flood. In order to properly repair the washouts, sections of the road will need to be pulverized and have tar and chip reinstalled. Considering the poor condition of the remainder of the road, and in an attempt to reduce future maintenance requirements, staff are recommending pulverizing the entire ring

road and installing two new layers of tar and chip. The associated cost of the recommended restoration work is estimated at \$35,000.

### **3. Mill Race Island**

Mill Race Island received extensive washout in the Northern section (See Attachment 1). Staff have consulted retired team members who have advised that in subsequent years when similar washouts have occurred, surface restoration was completed with stone slinger with clear ¾" aggregate. The clear aggregate requires no compaction and eventually will become covered with natural vegetation. Washout areas have been photographed so staff can consult B.M. Ross Engineering to pursue further stabilization through mortar injection during planned capital repairs to the dam face.

## **SUMMARY**

The Town observed flooding in late February which caused the closure of numerous roads and walkways. Milt Dunnell Field & Millrace Island require some post-flood remediation to return service levels.

Staff compiled a detailed list of conditions and actions undertaken during the flood to help develop an action plan for future flood events, which would have staff and other stakeholder better coordinated.

## **FINANCIAL IMPLICATIONS**

To remediate the Flats the following costs will be incurred:

Electrical Panel Repairs	\$6,000
Mill race Island – Stone Slinger	\$1,500
<u>Pulverizing of Road &amp; Tar and Chip</u>	<u>\$35,000</u>
Total	\$42,500

The total costs above are required to be funded directly by the Town and are not covered by any other funding sources.

The Province funds a Municipal Disaster Recover Assistance Program to assist municipalities in recovering high costs of disaster response. The threshold value for costs is equal to 3% of the municipality's own taxation. For 2018, the Town's levy is \$11,812,540, and the 3% cost threshold is \$354,376. The costs incurred by the Town do not meet this threshold.

Staff have also contacted the municipal insurer to determine if any of the damages could be claimed on our insurance policy. Frank Cowan has advised that the Town does not purchase flood coverage, and that this is not a common policy for municipalities to have.

Staff recommending funding repairs through the existing operating accounts with the expected year-end variance to be covered by organizational operating surplus.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

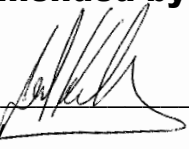
Andy Forman, Forman Electric  
Jim Brown, Treasurer

## **ATTACHMENTS**

Attachment 1 – Flood Damage Images

## REVIEWED BY

### Recommended by the Department

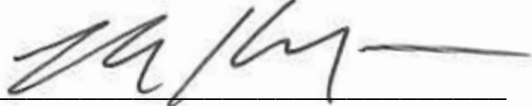
  
\_\_\_\_\_  
Jed Kelly

Director of Public Works

  
\_\_\_\_\_  
Jeff Wolfe, CTech

Asset Management/Engineering Specialist

### Recommended by the CAO

  
\_\_\_\_\_  
Brent Kittmer

CAO / Clerk





Feb 21, 2018 10:37:35 AM  
Saint Marys





Feb 22, 2018 1:37:42 PM  
Saint Marys





Feb 26, 2018 8:43:36 AM

Saint Marys





Feb 26, 2018 8:43:45 AM

Saint Marys





Feb 26, 2018 9:06:55 AM  
Saint Marys



# FORMAL REPORT

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

**Prepared by:** Jed Kelly, Director of Public Works

**Date of Meeting:** 27 March 2018

**Subject:** **PW 20-2018 Service Club Sign By-Law**

## PURPOSE

To provide Council with the final draft of the service club sign by-law that includes alterations made at the direction of the Strategic Priorities Committee.

## RECOMMENDATION

THAT PW 20-2018 Service Club Sign By-Law report be received; and  
THAT By-Law 32-2018 Service Club Sign be approved.

## BACKGROUND

The Town removed and replaced legacy entrances signs in 2005. The legacy entrances signs included some capacity for service club signage. At this time the service club signage was not included in the new entrance signs. In February 2017, Town staff initiated discussions with local service clubs regarding the possibility of erecting new signs acknowledging the clubs.

In October 2017, PW 53-2017 was presented to the Strategic Priorities Committee (SPC). The report asked SPC to make comment on a draft by-law, specifically in regards to location, design, size of the logos, and individual club messages. At this time it was determined that the sign should be vertical, the signs should not include individual messaging from each club, and the order of display be first come first served. At this time SPC further directed staff to review the definition of service clubs and to include acknowledgement of the Canadian Baseball Hall of Fame on the structure.

On March 20, 2018, an additional report, PW 10-2018 was brought forward to SPC. The report presented changes made based on recommendations provided in 2017. SPC then directed staff to make two more minimal changes to the proposed by-law.

## REPORT

### Recommended Changes

The changes recommended on March 20<sup>th</sup>'s meeting have been made. Those changes are as follows:

#### **1. Canadian Baseball Hall of Fame and Museum**

The Hall of Fame's name in the draft by-law was incorrect. The by-law and the sign have been amended to state "Canadian Baseball Hall of Fame and Museum". It was also determined that the acknowledgement on the sign structure shall be sans serif and not italics.

#### **2. Town Landmark Signs**

There was discussion at SPC regarding the look of the sign structure and concerns if all spaces are not used. To address these concerns, Section 5.9 has been added to the by-law, it is as follows:

*"If all available spaces on the signs structures are not in use, at Council's discretion, logo signs depicting Town landmarks may be installed."*

An additional line has also been inserted stating that landmarks may include but are not limited to the Grand Trunk Trail, the Pyramid Recreation Centre, the Museum and Water Tower.

Once the sign structure is installed, staff and Council can make the necessary decisions whether or not this provision is required based on current demand, and how the logos will be placed on the sign structure.

#### Next Steps:

##### **1. Service Club Approvals**

A meeting for all service clubs is being held on April 5, 2018. If the by-law is approved, at this meeting the application forms for eligibility on the sign will be distributed to service clubs who wish to participate. Individual logo sign costs and contact information for Signs Ontario will be made available. All initial applications will be brought forth to Council on April 24, 2018 for final consideration and approval.

##### **2. Sign Structure Award to Sign Ontario**

Additionally on April 24 Council meeting a report will be brought forth to review design revisions suggested by SPC and award the construction of the structures to Sign Ontario.

### **SUMMARY**

The report has been brought forth to SPC for comment twice, and changes have been made to the by-law as per those recommendations. A design has been made. Outreach to service clubs will begin next week.

### **FINANCIAL IMPLICATIONS**

New Service club signs were included in the 2018 capital budget. Upon consulting with Signs Ontario it appears that the project can be completed within the proposed capital amount of \$24,000. See Attachment C – 2018 Capital project request.

As per the proposed By-Law individual service clubs will be responsible for supplying club logos for all 4 sign locations. Recent costing received put the cost at \$300 for 4 club logo signs as per proposed By-Law specifications.

### **STRATEGIC PLAN**

☒ Not applicable to this report.


### **ATTACHMENTS**

Attachment A – Design Consideration (if available by meeting)

Attachment B – 2018 Capital Project Detail Sheet

### **REVIEWED BY**

#### **Recommended by the Department**

  
\_\_\_\_\_  
Jed Kelly  
Director of Public Works

  
\_\_\_\_\_  
Morgan Dykstra  
Public Works Coordinator

#### **Recommended by the CAO**

  
\_\_\_\_\_



# Town of St. Marys

## Capital Projects

Project	9340 SERVICE CLUB ENTRANCES SIGNS		
Department	Public Works		
Version	3. Draft 1	Year	2018

Description
<b>Capital Project Forecast</b>
<b>Scope of Work</b>
Installation of 4 combined service club logo signs located at James St - North & South , Queen St. - East & West. Aluminum construction, accommodating 15 - 18"x18" service club logos.
<b>Project Justification</b>
Fulfills long standing verbal agreements between the town and service clubs. Creates community awareness of the club and builds rapport with residents. Assists as catalyst for new membership. Service clubs historically have assisted in recreational capital projects via fundraising or in-kind donations.
<b>Pre-Budget Approval Justification</b>

Attributes		
Attribute	Value	Comment
Attributes		
Capital Grouping	Public Works	
AMP	New Asset	
PROJECT ATTRIBUTES		
Project Location	Queen St - East & West, James St. North & South, behind existing entrance signs	
Project Components	Design & Installation of 4 new service club signs	
Strategic Plan Pillar		

Budget			
	TOTAL	2018	2019
<b>Expenditures</b>			
<b>EXPENDITURE</b>			
OTHER CONTRACTED SERVICES	24,000	24,000	
	24,000	24,000	
<b>Expenditures TOTAL</b>	<b>24,000</b>	<b>24,000</b>	
<b>Funding</b>			
<b>RESERVES</b>			
CONTRIBUTIONS FROM RESERVES	24,000	24,000	
	24,000	24,000	
<b>Funding TOTAL</b>	<b>24,000</b>	<b>24,000</b>	

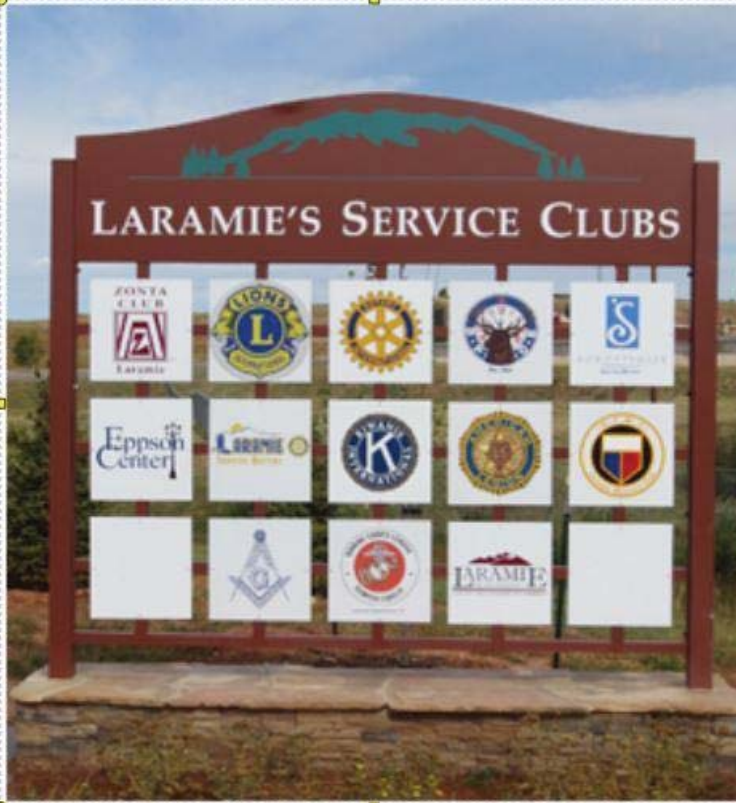
## Town of St. Marys

### Capital Projects

Project	9340 SERVICE CLUB ENTRANCES SIGNS		
Department	Public Works		
Version	3. Draft 1	Year	2018

### Gallery

S:\FMWLINKS\Capital Project Images\2018 Budget\serviceclubsigns.JPG



**BY-LAW 30-2018**

**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 H2Ontario Inc.**

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the construction of a new water storage reservoir and booster pump station (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by H2Ontario Inc. which was subsequently approved by Council on March 27, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with H2Ontario 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 H2Ontario 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 27<sup>th</sup> day of March, 2018.**

**Read a third and final time and passed this 27<sup>th</sup> day of March, 2018.**

---

Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 31-2018**

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

**Being a By-law to authorize a development agreement between The Corporation of the Town of St. Marys and Marianne DeBrabandere for 256 Church Street South, St. Marys.**

- WHEREAS:** Section 45(9) of the *Planning Act*, R.S.O. 1990, c.P.13, authorizes that a committee of adjustment may impose terms and conditions, and under Section 45(9.1) the committee may also require the owner of the land to enter into one or more agreements with the municipality dealing with some or all of the terms and conditions;
- AND WHEREAS:** Section 45(9.2) of the *Planning Act*, R.S.O. 1990, c.P.13, authorizes that an agreement entered into under Section 45(9.1) may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and any and all subsequent owners of land;
- AND WHEREAS:** The Committee of Adjustment for The Corporation of the Town of St. Marys, at its May 17, 2017 meeting to review Minor Variance Application A02-2017 for 256 Church Street South, legally described as Part Lot 18 West Side Church Street, Plan 235, St. Marys as in R240515, St. Marys, approved the minor variance subject to conditions as provided on the Notice of Decision dated May 23, 2017;
- AND WHEREAS:** Condition #8 of the Notice of Decision for Minor Variance Application A02-2017 affecting 236 Church Street South states that "The owner is required to enter into a development agreement with the Town to ensure proper installation of all works associated with the approved parking plan and any required fencing and landscaping, and to ensure the owner (and subsequent owners) maintain these works accordingly.";
- 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 Marianne DeBrabandere.
  - 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 27<sup>th</sup> day of March, 2018.**

Read a third and final time and passed this 27<sup>th</sup> day of March, 2018.

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Mayor Al Strathee

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Brent Kittmer, CAO / Clerk



## **BY-LAW 32-2018**

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

**Being a By-law to regulate the erection and display of Service Club Signs on Town Service Club Sign structures at Town of St. Marys points of entry.**

- WHEREAS:** Section 11(1), of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a single-tier municipality may pass by-laws respecting matters within its spheres of jurisdiction;
- AND WHEREAS:** Subsection 11(3), paragraph 7 of the *Municipal Act, 2001*, S.O. 2001, c.25, authorizes municipalities to pass by-laws respecting signs;
- AND WHEREAS:** The Corporation of the Town of St. Marys By-Law No. 33-2005 does not account for Town Service Club Signs;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows;

#### **1.0. DEFINITIONS**

##### **1.1. For the purpose of this By-Law:**

“Philanthropic” means dispensing or receiving aid from funds set aside for humanitarian purposes or overall betterment of the Town;

“Service Club” means a not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis, and Lions Service Clubs;

“Service Club Logo” means an organization’s registered or copyrighted official logo graphic;

“Service Cub Sign” means signs located at Town entranceways displaying the logos of Service Clubs active within the community;

“Town” means Town of St. Marys;

“Town Entry Sign” means a gateway road welcome sign placed near Town limits demonstrating the approximate delineation of municipal boundaries and displaying the Town’s name and logo.

#### **2.0. GENERAL PROVISIONS**

- 2.1. This by-law shall only apply to Service Club Signs positioned at roadway entrances to the Town.
- 2.2. No person shall erect, display, repair or alter or cause or permit to be erected, a Service Club Sign at the entrances of the Town, except in accordance with the provisions of this by-law.
- 2.3. Where a Service Club Sign has been approved pursuant to this by-law, no person shall erect, display, repair or alter or cause or permit to be erected, any signs except in accordance with the plans, and information that have been submitted and approved by the Town.

### **3.0. SERVICE CLUB SIGN ELIGIBILITY**

- 3.1. Any Service Club requesting the placement of a Service Club Sign on the Service Club Sign structure will have to demonstrate their ability to meet the definition of "Service Club" as outlined in this by-law.
- 3.2. Service Clubs will have to complete an application form to be submitted to the Director of Public Works to be included on Service Club Sign structures.
- 3.3. Additionally, all requests are subject to Council approval and must comply with the Town's strategic priorities and overall guiding principles.
- 3.4. Each Service Club shall pay an annual sum of 1 dollar (\$1.00) to the Town for the renewal of their Service Club Sign.
- 3.5. The Canadian Baseball Hall of Fame and Museum (CBHFM) will be permitted to install Service Club Logo signs at each location despite not conforming to the Service Club definition as the CBHFM is an integral contributor to Town tourism and culture.

### **4.0. SERVICE CLUB SIGN LOCATIONS**

- 4.1. Service Club Sign structures will be positioned near the Town limits on or within the municipal road allowances on the following roads:
  - a) North side of Queen St. East by Cain St. intersection;
  - b) South side of Queen St. West near the existing Town Entry Sign;
  - c) West side of James St. North near the existing Town Entry Sign; and
  - d) East side of James St. South near the existing Town Entry Sign.
- 4.2. Exact locations are to be at the discretion of the Town of St. Marys Public Works department.

### **5.0. DESIGN CONSIDERATION**

- 5.1. The number of signs per Service Club at each location will be limited to one.
- 5.2. Per location fifteen (15) Service Club Signs will be accommodated on a sign structure.
- 5.3. The sign structures will incorporate the Town of St. Marys logo at the top and use official Town branding colours.
- 5.4. The sign structures shall also acknowledge that the Town of St. Marys is home to the Canadian Baseball Hall of Fame and Museum.
- 5.5. All individual Service Club Logo's shall:
  - a) Be 18' x 18' in size, constructed of 0.081 sign grade aluminium;
  - b) Be limited to the registered or copyrighted official logo of the organization and will be made of vinyl and mounted on aluminum and;
  - c) Not to contain street addresses and hours of operation.
- 5.6. Priority placement of individual Service Club Signs will be on a first come, first served basis.
- 5.7. The Town reserves the right to rearrange the placement of Service Club Signs.
- 5.8. Service Clubs who choose to participate must have signs displayed at all four (4) locations, thus requiring a quantity of four (4) Service Club Logo signs per Service Club.
- 5.9. If all available spaces on the sign structures are not spoken for, at Council's discretion, logo signs depicting Town landmarks may be installed.
  - a) Landmarks may include but are not limited to: Grand Trunk Trail, Pyramid Recreation Centre, St. Marys Museum, and the Water Tower.

#### **6.0. SIGN CONSTRUCTION, MAINTENANCE AND RESPONSIBILITIES**

- 6.1. The Town of St. Marys is responsible for constructing, installing and maintaining the Service Club Sign structure.
- 6.2. The Service Club is responsible for supplying an approved Service Club Sign as set out in Section 5.5.
- 6.3. The Service Club is responsible for the cost of the original Service Club Sign and any sign replacement deemed necessary by the Town.
- 6.4. The Town is responsible for installing and removing all Service Club Signs.
- 6.5. The Town may remove a Service Club's sign if:

- a) The sign is damaged;
- b) The sign is in decay;
- c) The Service Club is terminated.

6.6. It is the Service Club's responsibility to provide a replacement sign to the Town.

6.7. The Service Club may make a written request to the Director of Public Works at any time for the removal of their Service Club Signs from the Service Sign Structure.

6.8. The Town will determine the appropriate level of surface landscaping and accent lighting at its discretion.

#### **7.0. SHORT TITLE**

This By-Law may be referred as the "Service Club Sign By-Law".

#### **8.0. ENACTMENT**

This By-Law comes into force and takes effect on March 27, 2018.

**Read a first and second time this 27<sup>th</sup> day of March, 2018.**

**Read a third and final time and passed this 27<sup>th</sup> day of March, 2018.**

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Mayor Al Stratheedee

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Brent Kittmer, CAO / Clerk

**BY-LAW 33-2018**

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

**Being a By-law to authorize the signing of a memorandum of understanding between The Corporation of the Town of St. Marys and Cameron Porteous.**

- WHEREAS:** Council adopted a revised strategic plan in January 2017 which included the desire to leverage culture as an economic driver;
- AND WHEREAS:** At its special meeting of Council on January 30, 2018, Council agreed to contribute financial and in-kind support to the Station Gallery through Cameron Porteous (the "Project") for the purpose of supporting the continued operation of the Project;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a memorandum of understanding with Cameron Porteous for the purpose of clarifying and delineating the respective rights and obligations 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 a memorandum of understanding on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Cameron Porteous.
  2. That a copy of the said memorandum of understanding 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 27<sup>th</sup> day of March, 2018.**

**Read a third and final time and passed this 27<sup>th</sup> day of March, 2018.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 34-2018**

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

**Being a By-law to delegate authority to the Chief Administrative Officer / Clerk.**

**WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the “Act”) Section 23.1, provides the Council of a municipality the general power to delegate its powers and duties under the Act to subject to the restrictions set out in the Act;

**THEREFORE:** The Council of the Corporation of the Town of St. Marys enacts:

- 1.** That Council delegate authority to the Chief Administrative Officer / Clerk to take and to direct the taking of all steps the Chief Administrative Officer / Clerk deems advisable in relation to the appeal brought by 619203 Ontario Limited, Ontario Municipal Board Case Number PL171150, and any related proceedings, and to report to Council.
- 2.** This by-law comes into force on the final passing thereof.

**Read a first and second time this 27<sup>th</sup> day of March, 2018.**

**Read a third and final time and passed this 27<sup>th</sup> day of March, 2018.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 35-2018**

**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 March 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 27<sup>th</sup> day of March, 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 27<sup>th</sup> day of March, 2018.**

**Read a third and final time and passed this 27<sup>th</sup> day of March, 2018.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk