



AGENDA
Regular Council Meeting

April 24, 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 April 24, 2017 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

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

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 St. Marys Business Improvement Area re: 2018 BIA budget

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RECOMMENDATION

THAT the delegation from the St. Marys Business Improvement Area regarding the 2018 BIA Levy be received; and

THAT Council approve the 2018 BIA Levy; and

THAT the 2018 BIA Levy summarized in Schedule A to By-Law 39-2018 be approved.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - April 10, 2018 16

RECOMMENDATION

THAT the April 10, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

6.2 Strategic Priorities Committee - April 17, 2018 28

RECOMMENDATION

THAT the April 17, 2018 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk; and

THAT the delegations from the UTRCA and Rob Staffen / Dave Courtnage be raised for discussion; and

THAT Council request a formal response from the UTRCA to the concerns raised by Mr. Staffen and Mr. Courtnage.

7. CORRESPONDENCE

7.1 Falun Dafa Association Canada re: 26th Anniversary 32

RECOMMENDATION

THAT the correspondence from Falun Dafa Association Canada regarding 26th Anniversary be received.

7.2 Upper Thames River Conservation Authority re: Budget Approval 36

RECOMMENDATION

THAT the correspondence from Upper Thames River Conservation Authority regarding budget approval be received.

7.3 MPP Hardeman re: Bill 16, Respecting Municipal Authority Over Landfilling Sites 38

RECOMMENDATION

THAT the correspondence from MPP Hardeman regarding Bill 16, Respecting Municipal Authority Over Landfilling Sites be received.

7.4	Minister of Agriculture, food and Rural Affairs re: 2018 Premier's Award for the Agi-Food Innovation Excellent	40
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RECOMMENDATION

THAT the correspondence from the Ministry of Agriculture, Food and Rural Affairs regarding the 2018 Premier's Award for the Agi-Food Innovation Excellent be received.

7.5	Ministry of Municipal Affairs and Housing re: Inclusionary Zoning	41
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RECOMMENDATION

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding Inclusionary Zoning be received; and

THAT the correspondence from the Ministry be referred to staff for analysis in the forthcoming report on tools and policies municipalities can implement to encourage attainable housing.

8. STAFF REPORTS

8.1 Administration and Human Resources

8.1.1	CAO 14-2018 April Monthly Report (Administration and Human Resources)	43
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RECOMMENDATION

THAT CAO 14-2018 April Monthly Report (Administration and Human Resources) be received for information.

8.2 Corporate Services

8.2.1	COR 11-2018 April Monthly Report (Corporate Services)	47
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RECOMMENDATION

THAT COR 11-2018 April Monthly Report (Corporate Services) be received for information.

8.2.2	COR 12-2018 Canadian Baseball Hall of Fame and Museum Request for Municipal Significance Event designation, Noise By-law exemption and support for banner purchase	51
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RECOMMENDATION

THAT COR 12-2018 Canadian Baseball Hall of Fame and Museum Request be received; and

THAT Council authorize the Clerk to prepare a letter deeming the Induction Weekend as a municipally significant public event addressed to the Alcohol and Gaming Commission of Ontario; and

THAT an exemption to the Noise By-law be approved for the Canadian Baseball Hall of Fame and Museum for June 16 and June 17, 2018; and,

THAT Council approve the request by the CBHFM for the Town to contribute 50% of the cost to purchase a new CBHFM Induction banner for Queen Street.

8.3 Finance

8.3.1	FIN 10-2018 April Monthly Report (Finance)	56
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RECOMMENDATION

THAT FIN 10-2018 April Monthly Report (Finance) be received for information.

8.4 Fire and Emergency Services

8.4.1	FD 04-2018 April Monthly Report (Emergency Services)	60
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RECOMMENDATION

THAT FD 04-2018 April Monthly Report (Emergency Services) be received for information.

8.5 Building and Development Services

8.5.1	DEV 16-2018 April Monthly Report (Building and Development)	62
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RECOMMENDATION

THAT DEV 16-2018 April Monthly Report (Building and Development) be received for information.

RECOMMENDATION

THAT DEV 17-2018 Old Water Tower Restoration be received;
and,

THAT the procurement for DEV 17-2018 Old Water Tower Restoration be awarded to Robertson Restoration for the procured price of \$134,337.08, inclusive of all taxes and

THAT, subject to the requirements of the procurement by-law, staff be authorized to approve any necessary contingencies during the restoration of the Old Water Tower project up to, but not exceeding, \$26,800.00; and

THAT By-Law 37-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.5.3 DEV 18-2018 Town Hall and Library Window Restoration and Replacement

RECOMMENDATION

THAT DEV 18-2018 Town Hall and Library Window Restoration and Replacement be received; and

THAT the procurement for Town Hall and Library Window Restoration and Replacement be awarded to IntegriBuild Construction Management Inc. for the procured price of \$503,232.03, 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 restoration of the Town Hall and Library Window Restoration and Replacement project up to, but not exceeding, \$50,000.00; and

THAT By-Law 38-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.6 Community Services

8.6.1 DCS 08- 2018 April Monthly Report (Community Services) 73

RECOMMENDATION

THAT DCS 08-2018 April Monthly Report (Community Services) be received for information.

8.6.2 DCS 07-2018 Lions Club in kind request 79

RECOMMENDATION

THAT DCS 07-2018 Lions Club in kind request be received; and

THAT Council approve the Lions Club request to amend their Cadzow Park contribution agreement to include one free rental of the PRC 2/3 hall per year for 10 years; and

THAT By-law 44-2018, being a by-law to amend By-Law 101 of 2017, be approved.

8.7 Public Works

8.7.1 PW 20-2018 April Monthly Report (Public Works) 81

RECOMMENDATION

THAT PW 20-2018 April Monthly Report (Public Works) be received for information.

8.7.2 PW 22-2018 Award for RFT-PW-11-2018 Supply and Installation of Surface Treatment Roadways on Various Streets 85

RECOMMENDATION

THAT PW 22-2018 Award for RFT-PW-11-2018 Supply and Installation of Surface Treatment Roadways on Various Streets be received; and

THAT the procurement for the supply and installation of Surface Treatment roadways on various streets be awarded to MSO Construction Limited for the bid price of \$117,613.23, inclusive of all taxes and contingencies; and

THAT By-Law 40-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.7.3 PW 23-2018 Award for RFT-PW-06-2018 Construction, Replacement, and Repairs of Sidewalk, Curb and Gutter on Various Streets

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RECOMMENDATION

THAT PW 23-2018 Award for RFT-PW-06-2018 Construction, Replacement, and Repairs of Sidewalk, Curb and Gutter on Various Streets be received; and

THAT the procurement for the construction, replacement and repairs of sidewalk, curb and gutter on various streets be awarded to 465929 Ontario Ltd. (Nicholson Concrete) for the bid price of \$165,251.20, inclusive of all taxes and contingencies; and

THAT By-Law 41-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.7.4 PW 25-2018 Award for RFP-PW-05-2018 Supply and Delivery of One New Compact Tractor and Accessories

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RECOMMENDATION

THAT PW 25-2018 Award for RFP-PW-05-2018 Supply and Delivery of One New Compact Tractor and Accessories be received; and

THAT the procurement for a new Kubota compact tractor and accessories be awarded to D& S Downham Equipment for the procured price of \$58,153.45, inclusive of all taxes and contingencies; and

THAT By-Law 42-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

RECOMMENDATION

THAT PW 26-2018 Service Club Sign Structures be received;
and

THAT Council approve the construction and installation in the
amount of \$27,669.18 to Signs Ontario Ltd.; and

THAT By-Law 43-2018 authorizing the Mayor and the Clerk to
sign the associated agreement be approved.

RECOMMENDATION

THAT PW 27-2018 Service Club Sign Applications be received;
and

THAT Council approve the Royal Canadian Legion Perth
Regiment Veterans Branch 236's application to install a logo
sign on each of the Service Club Sign structures; and

THAT Council approve the Lions Club St. Marys' application to
install a logo sign on each of the Service Club Sign structures;
and

THAT Council approve the Leo Club St. Marys' application to a
install logo sign on each of the Service Club Sign structures;
and

THAT Council approve the Order of the Eastern Star St. Marys
Chapter #121's application to install a logo sign on each of the
Service Club Sign structures; and

THAT Council approve the St. Marys Farmers' Market's
application to install a logo signs on each of the Service Club
Sign structures; and

THAT Council approve the Rotary Club of St. Marys' application
to install a logo sign on each of the Service Club Sign
structures; and

THAT Council approve the St. Marys Kinsmen Club's
application to install a logo sign on each of the Service Club
Sign structures.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 37-2018 through XX-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.1	By-Law 37-2018 Authorize an Agreement with Robertson Restoration	106
11.2	By-Law 38-2018 Authorize an Agreement with Integribuild Construction Management Inc.	107
11.3	By-Law 39-2018 2018 BIA Levy	108
11.4	By-Law 40-2018 Authorize an Agreement with MSO Treatment Ltd.	111
11.5	By-Law 41-2018 Authorizing an Agreement with 465929 Ontario Ltd. (Nicholson Concrete)	112
11.6	By-Law 42-2018 Authorizing an Agreement with D&S Downham Equipment	113
11.7	By-Law 43-2018 Authorize an Agreement with Signs Ontario Ltd.	114
11.8	By-Law 44-2018 Amend 12-2018 Capital Contribution Agreement with St. Marys Lions Club	115

12. UPCOMING MEETINGS

May 8, 2018 - 6:00pm, Regular Council, Council Chambers

May 15, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

May 22, 2018 - 6:00pm, Regular Council, Council Chambers

13. CLOSED SESSION

14. CONFIRMATORY BY-LAW

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RECOMMENDATION

THAT By-Law 45-2018, being a by-law to confirm the proceedings of April 24, 2018 regular Council meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

15. ADJOURNMENT

RECOMMENDATION

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

2018 BIA Budget

***pink highlights to refelct Strategic Plan

	ITEM	BUDGET 2018
Revenues		
	BIA Levy	\$ 45,000.00
	Grants	
	Sponsorships	
	Donations	
	Other Revenue	
	In-Kind	
	SUBTOTAL:	\$ 45,000.00

Expenses		
A	MEMBER SUPPORT & ENGAGEMENT	\$ 5,963.00
	Associate Memberships - development	\$ 100.00
	Member Recognition	\$ 150.00
	Member Welcome	\$ 60.00
	Networking Socials	\$ 100.00
	Training & Education	\$ 175.00
	i) Customer Service	
	ii) Tax Laws	
	iii) Accessibility	
	iv) Town of St. Marys Programs	
	vi) Social Media	\$ 175.00
	vii) Board & Committee Effectiveness & Governance	
	viii) Legislative Impacts for Small Businesses	
	ix) Business Aesthetics	
	x) 2017 Police Seminar	
	Organizational Capacity	
	i) OBIAA Conference	\$ -
	ii) OBIAA Membership	\$ 216.00
	iii) 2017 OMAFRA Workshop for BIA Strategic Plan	
	iv) Policies & Procedures	
	2017: Constitution, Personnel Policy, Procurement & Purchasing Policy	
	2018: Policies and Procedures	\$ 3,500.00
	Balance Remaining	\$ 1,487.00
	SUBTOTAL Member Support and Engagement:	\$ 5,963.00
	% OF TOTAL BUDGET:	13%

Total budget for Section A

5 year recognition plaque 3/year x \$50

Welcome to new members 2/year \$30

Room rental and refreshments

Room rental and refreshments

Amount available for projects Section A

B	IMPROVING PUBLIC SPACE & BEAUTIFICATION	\$ 9,459.00
	Flower Baskets	\$ 4,500.00
	Christmas Lights on Side Streets	
	Christmas Lights Maintenance	\$ 600.00
	Public Art	
	Benches	
	Tree planting strategy	
	Balance Remaining	\$ 4,359.00
	SUBTOTAL Improving Public Space and Beautification:	\$ 9,459.00
	% OF TOTAL BUDGET:	21%

Total budget for Section B

Amount available for projects Section B

C	BRINGING PEOPLE DOWNTOWN	\$ 19,854.00
	Ambassador Program	
	Name Tags (16 volunteers)	\$ 208.00
	Ambassador Appreciation	\$ 450.00
	Bus Tours	
	Marketing & Promotion	
	i) Advertisements	
	Bus Advertisement	\$ 4,000.00
	Daytripper	\$ 750.00
	ii) Building Awareness of Members' Products & Services	
	Big on Small card	\$ -
	iii) Social Media	
	Facebook Posts	\$ 50.00
	iv) Town of St. Marys Website Updates	\$ 462.23
	Economic Development	
	i) Business Diversification Strategy	
	Events	
	i) Canada 150	\$ -
	ii) Christmas Event	\$ 5,000.00
	iii) Giving Day	\$ 210.00
	iv) Doors Open	
	2017 Doors Open: Stories of Memories	
	v) Heritage Festival	
	BYOP	\$ 1,000.00
	Event Sponsorship to Town	\$ 1,600.00
	vi) Santa Claus Parade	
	Sponsorship to Kinsman	\$ 1,000.00
	Partnerships	
	a) Stratford Tourism Alliance (STA) Membership	\$ 625.00
	Balance Remaining	\$ 4,498.77
	SUBTOTAL Bringing People Downtown:	\$ 19,854.00
	% OF TOTAL BUDGET:	44%

Total budget for Section C

Amount available for projects Section C

D	RUNNING THE ST. MARYS BIA	\$ 9,724.00
	Admin Support	\$ 5,000.00
	Old DMA Dollars	\$ -
	Annual General Meeting	\$ 450.00
	Audit	\$ 1,000.00
	Bank Fees	\$ 50.00
	GST/HST	\$ 700.00
	Office Supplies	\$ 100.00
	Balance Remaining	\$ 2,424.00
	SUBTOTAL Running the BIA:	\$ 9,724.00
	% OF TOTAL BUDGET:	22%
	GRAND TOTALS:	\$ 45,000.00

Total budget for section D

Amount available for projects Section D



MINUTES
Regular Council

April 10, 2018
6:00pm
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk
Trisha McKibbin, Director of Corporate Services / Acting Clerk
Jed Kelly, Director of Public Works
Jenna McCartney, Corporate Administrative Coordinator

1. CALL TO ORDER

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

Mayor Strathdee asked Council to pause for a moment of silence to reflect on the recent tragedy in Humboldt, Saskatchewan.

Mayor Strathdee stated that a condolence book has been placed at the Pyramid Recreation Centre available for the public to sign which will in turn be sent to Humboldt.

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Craigmile declared a pecuniary interest for agenda item 8.1.1.

Councillor Van Galen declared a pecuniary interest for agenda items 5.1 and 8.2.1.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-04-10-01

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the April 10, 2018 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent newspaper inquired if the Town is responsible for updating the voters list for the upcoming municipal election.

Trisha McKibbin stated that residents may visit VoterLookup.ca to determine if they are on the municipal voters list.

Mr. Doyle inquired the process if the resident is not on the municipal voters list.

Ms. McKibbin stated that in the near future the resident will be able to access a module on the Town website for the purpose of requesting the necessary modifications to the municipal voters list. Should a resident wish additional assistance, they may call or visit the Clerk's Department.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 St. Marys Community Players re: Balcony Raking Renovation Plan

Councillor Van Galen declared a conflict on this item. Councillor Van Galen vacated his seat.

Gary Austin spoke to the delegation from the St. Marys Community Players and responded to questions from Council.

Council discussed the proposed final finish for the flooring and the procurement policy.

Resolution 2018-04-10-02

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT the delegation from St. Marys Community Players regarding balcony raking renovation plan be received.

CARRIED

5.2 Southwestern Integrated Fibre Technology Inc. re: St. Marys participation

Councillor Van Galen returned to his seat at Council.

Mr. Geoff Hogan spoke to the SWIFT delegation and responded to questions from Council.

Council sought clarification in the ask within the presentation for a \$50,000 commitment compared to the \$300,000 commitment in letter to Council dated January 12, 2018.

Mr. Hogan stated the figure presented in the letter is an error.

Council asked Mr. Hogan to confirm the formula used to determine St. Marys' share.

Council discussed the last mile approach for the Town.

Staff sought clarification regarding the organizations that could seek funding from SWIFT.

Council discussed CRTC regulations and how it plays a role into future infrastructure growth.

Resolution 2018-04-10-03

Moved By Councillor Winter

Seconded By Councillor Pope

THAT the delegation from Southwestern Integrated Fibre Technologies Inc. regarding St. Marys participation be received; and

THAT staff report back to Council with information on how participating in the SWIFT initiative will support Council's strategic goal for last mile fibre in St. Marys.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - March 27, 2018

Resolution 2018-04-10-04

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

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

CARRIED

7. CORRESPONDENCE

7.1 City of Stratford re: joint Federation of Ontario Public Libraries / Ontario Library Association support

Resolution 2018-04-10-05

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the correspondence from the City of Stratford regarding the joint Federation of Ontario Public Libraries / Ontario Library Association support be received.

CARRIED

7.2 Township of Zorra re: High Speed Rail Plan

Resolution 2018-04-10-06

Moved By Councillor Van Galen

Seconded By Councillor Hainer

THAT the correspondence from the Township of Zorra regarding the High Speed Rail Plan be received; and

THAT High Speed Rail is only one viable option to improve transportation in Southwestern Ontario; and

THAT the Environmental Assessment must also include other viable options to improve transportation in Southwestern Ontario; and

THAT all committees created for the purpose of High Speed Rail also have representation from the Councils and community members / organizations directly affected by this proposed High Speed Rail plan.

CARRIED

7.3 Hydro One re: Priority Wood Pole Replacement

Resolution 2018-04-10-07

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the correspondence from Hydro One Networks Inc. regarding a priority wood pole replacement in St. Marys be received.

CARRIED

8. STAFF REPORTS

8.1 Administration and Human Resources

8.1.1 CAO 12-2018 St. Marys Memorial Hospital Foundation Fee Waiver Request

Councillor Craigmile declared a conflict on this item. Councillor Craigmile excused himself from Council table.

Brent Kittmer spoke to CAO 12-2018 report and responded to questions from Council.

Resolution 2018-04-10-08

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT CAO 12-2018 St. Marys Memorial Hospital Foundation Fee Waiver Request be received; and

THAT Council approves a variance to the Community Grant Program to fund the request from the St. Marys Memorial Hospital Foundation to waive building and planning fees for the Tradition Mutual Wellness Centre expansion.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 15-2018 Town Hall Auditorium Balcony Raking Renovation Plan

Councillor Craigmile returned to his seat at Council.

Councillor Van Galen declared a conflict on this item. Councillor Van Galen excused himself from Council table.

Brent Kittmer spoke to DEV 15-2018 report and responded to questions from Council.

Resolution 2018-04-10-09

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT DEV 15-2018 Town hall Auditorium Balcony Raking Renovation Plan be received; and

THAT Council approves the proposed Town Hall Auditorium Balcony Raking Renovation Plan; and

THAT the Town pay 50%, to a maximum of \$3,000, for the balcony renovation to be funded by an approved variance to the Facilities 2018 Operating Budget.

CARRIED

9. COUNCILLOR REPORTS

Councillor Van Galen returned to his seat.

Council took a brief recess at 7:20pm.

Mayor Strathdee called the meeting back to order at 7:26pm.

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

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

Resolution 2018-04-10-10

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT the March 15, 2018 Bluewater Recycling Association Board of Directors' meeting highlights be received.

CARRIED

9.1.2 Library Board - Coun. Osborne, Winter

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

Resolution 2018-04-10-11

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT the February 8, 2018 St. Marys Public Library Board meeting minutes be received.

CARRIED

9.1.3 Municipal Shared Services Committee - Mayor Strathdee, Coun. Winter

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

Resolution 2018-04-10-12

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the March 15, 2018 Municipal Shared Services Committee meeting draft minutes be received.

CARRIED

9.1.4 Perth District Health Unit - Coun. Osborne

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

Resolution 2018-04-10-13

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the February 21, 2018 Perth District Health Unit Board meeting minutes be received.

CARRIED

9.1.5 Spruce Lodge Board - Coun. Pope, Van Galen

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

Resolution 2018-04-10-14

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the February 21, 2018 Spruce Lodge Board of Management meeting minutes be received.

CARRIED

9.1.6 Upper Thames River Conservation Authority

No recent minutes provided.

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

Councillor Hainer spoke to the recent minutes and responded to questions from Council.

Mayor Strathdee noted an error that S. Croft was present.

Resolution 2018-04-10-15

Moved By Councillor Osborne

Seconded By Councillor Hainer

THAT the March 6, 2018 Accessibility Advisory Committee meeting draft minutes be received; and

THAT the March 13, 2018 Accessibility Advisory Committee 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 2018-04-10-16

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the February 15, 2018 St. Marys Business Improvement Area meeting draft minutes be received.

CARRIED

9.2.3 CBHFM - Coun. Hainer

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

Resolution 2018-04-10-17

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT the February 23, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors meeting minutes be received.

CARRIED

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 2018-04-10-18

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT the March 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 2018-04-10-19

Moved By Councillor Osborne

Seconded By Councillor Craigmile

THAT the March 28, 2018 Economic Development Advisory Committee meeting draft 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 2018-04-10-20

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the February 10, 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.

Resolution 2018-04-10-21

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT the March 14, 2018 St. Marys Museum Board meeting draft minutes be received; and

THAT agenda item 6.0.a. be raised for discussion.

CARRIED

Resolution 2018-04-10-22

Moved By Councillor Winter

Seconded By No seconder

THAT the St. Marys Museum Board recommends to Council that the staffing level at the Museum be increased to 2.0 FTE in the 2019 budget.

FAILED

9.2.9 Planning Advisory Committee - Coun. Craigmile, Van Galen

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

Resolution 2018-04-10-23

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the March 19, 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 2018-04-10-24

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the March 26, 2018 Heritage Conservation District Advisory Committee meeting draft minutes be received.

CARRIED

9.2.11 Senior Services Board - Coun. Craigmile

Councillor Craigmile stated that minutes of the recent meeting will be coming shortly.

9.2.12 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer

No recent meeting.

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

Councillor Craigmile spoke to a recent meeting's activities.

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

No recent meetings.

Mr. Kittmer stated that a public meeting will be held on May 15, 2018 with more information to follow.

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

None.

13. UPCOMING MEETINGS

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

Council took a brief recess at 8:23pm.

Mayor Strathdee called the meeting back to order at 8:27pm.

14. CLOSED SESSION

Resolution 2018-04-10-25

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 8:28pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (d) labour relations or employee negotiations.

CARRIED

15. RISE AND REPORT

Resolution 2018-04-10-26

Moved By Councillor Osborne

Seconded By Councillor Hainer

THAT Council rise from a closed session at 9:20pm.

CARRIED

Mayor Strathdee reported that a closed session was held and one matter was considered related to employee relations matters. There is nothing future to report at this time.

16. CONFIRMATORY BY-LAW

Resolution 2018-04-10-27

Moved By Councillor Van Galen

Seconded By Councillor Hainer

THAT By-Law 36-2018, being a by-law to confirm the proceedings of April 10, 2018 regular Council meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

17. ADJOURNMENT

Resolution 2018-04-10-28

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT this regular meeting of Council adjourn at 9:21pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Strategic Priorities Committee

April 17, 2018
9:00 am
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk
Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Grant Brouwer, Director of Building and Development (arrived at 9:50am, left at 11:45 am during closed session)
Jed Kelly, Director of Public Works
Dave Blake, Environmental Services Supervisor
Kelly Deeks Johnson, Economic Development Manager
Jeff Wolfe, Asset Management, Engineering Specialist
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.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2018-04-17-01

Moved By: Councillor Pope

Seconded By: Councillor Van Galen

THAT the April 17, 2018 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 Upper Thames River Conservation Authority re: Review of February 21-22 Flood

Murray Blackie addressed Council and introduced himself as the Chair of the Upper Thames River Conservation Authority Board. Mr. Blackie introduced Ian Wilcox, General Manager / Secretary - Treasurer for Upper Thames River Conservation Authority.

Mr. Wilcox presented the review of the February 21-22 flood.

The Committee discussed the following points:

- process for determining models for 100 and 250 year storms when UTRCA is not in possession of local data from such storms
- the origin of standards and guidelines that UTRCA operate within
- impact of increasing current floodwall height
- purpose for provincial policy related to development standards within floodplain
- the sediment within Trout Creek

Mayor Strathdee thanked the staff and board members of the UTRCA for their participation in the meeting.

The Committee recessed at 10:17am.

Chair Strathdee called the meeting back to order at 10:24 am.

4.2 Rob Staffen and Dave Courtnage re: Ideas to Share - UTRCA, Business Investments and Our Community

Rob Staffen spoke to the presentation and introduced Dave Courtnage.

Mr. Courtnage and Mr. Staffen shared their concerns with the Committee regarding the relationship between the UTRCA and the community, and their concerns with how the UTRCA operates the Wildwood Dam.

Mr. Staffen and Mr. Courtnage made the following recommendations to the Committee:

- Insist that UTRCA work with communities to align their priorities to be consistent with those of the communities they serve.
- Withhold funding increases to the UTRCA until St. Marys is confident the UTRCA is accountable to the community, including resolving concerns with the operation of Wildwood Dam.

- Insist UTRCA work with community to co-create a vision of community.

Mayor Strathdee thanked Mr. Staffen and Mr. Courtnage for their presentation.

The Committee recessed at 11:15am.

Chair Strathdee called the meeting back to order at 11:20am.

5. CLOSED SESSION

Resolution 2018-04-17-02

Moved By: Councillor Craigmile

Seconded By: Councillor Van Galen

THAT Council move into a session that is closed to the public at 11:20am as authorized under the Municipal Act, Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

5.1 CAO 13-2018 CONFIDENTIAL Due Diligence re: Perth South Industrial Servicing Request

6. RISE AND REPORT

Resolution 2018-04-17-03

Moved By: Councillor Pope

Seconded By: Councillor Van Galen

THAT the Strategic Priorities Committee rise from a closed session at 12:25pm.

CARRIED

Chair Strathdee reported that a closed session was held and one matter was considered related to a position, plan procedure, criteria or instruction applied to any negotiations carried on or to be carried on behalf of the municipality.

The Committee will hold a future meeting on May 28, 2018 at 9:00am in Council Chambers to further discuss servicing options.

There is nothing further to report at this time.

7. NEXT MEETING

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

Councillor Van Galen asked for a point of order regarding the prepared resolutions related to agenda item 4.1 and 4.2.

Resolution 2018-04-17-04

Moved By: Councillor Van Galen

Seconded By: Councillor Winter

THAT Council defer the prepared resolutions for receipt of the delegations to a future meeting.

CARRIED

8. ADJOURNMENT

Resolution 2018-04-17-05

Moved By: Councillor Craigmile

Seconded By: Councillor Osborne

THAT this meeting of the Strategic Priorities Committee adjourn at 12:28pm.

CARRIED

Al Stratthdee, Mayor

Brent Kittmer, CAO / Clerk



April 9th, 2018

26th Anniversary – Greeting letter/Proclamation Request to Falun Dafa Month Celebration

Dear Mayor

I am writing to respectfully request again a greeting letter/proclamation from you as we pay tribute to the 26th anniversary of the introduction of Falun Dafa (also called Falun Gong) to the public.

May 13 is the anniversary that will be celebrated in over 80 countries including Canada. As part of our yearly tradition, we will mark the occasion with festivities and celebrations throughout May to share the goodness and benefits of Falun Dafa with more people.

Worldwide recognition of Falun Dafa includes thousands of awards and proclamations for promoting harmony and health in society through its traditional Chinese self-improvement system. The practice helps people to improve their spiritual, mental, moral, and physical wellbeing through meditative exercises and the guiding principles of *Truthfulness, Benevolence, and Forbearance*.

Despite the eradication campaign against Falun Gong by the Chinese Communist party has been ongoing for nearly 19 years, Falun Dafa's popularity has actually spread to over 100 countries.

In Canada, we are privileged to fully enjoy the values of openness and diversity, and the freedoms of conscience and religion. The upright stance on Falun Dafa from our government officials at every level, including Mayors, premiers, the Prime Ministers, has been a much appreciated fount of encouragement to us.

It is in this spirit that we celebrate in May and express our gratitude to all people who have lent us support. We would appreciate to receive your greeting messages by **May 8, 2018**.

We look forward to hearing from you
Sincerely,

Pixing Zhang, On behalf of Falun Dafa Association Canada
Tel: 416 835 8337 email: faluntor@gmail.com
14 Ravenrock Crt, Toronto, ON, M3A2Y9

Previous greetings, proclamations, and speeches for Falun Dafa Month (excerpts)
[MPs Applaud Falun Gong and Adherents' Peaceful Advocacy Amid Adversity, May 2017](#)
Report on 2017 Falun Dafa Rally, Epochtimes, May 11, 2017

This Milestone is a wonderful occasion to highlight the enduring principles which define this thriving practice. Through the promotion of truthfulness, compassion and forbearance, Millions of people



around the world have benefitted from the teaching. —**Hon. Rona Ambrose, Leader of the Official Opposition, Greetings for Falun Dafa Month 2017**

...this makes the 10th or 11th year that I stand here to congratulate each and every one of you. I want to commend every one of you for your work on behalf of Falun Dafa practitioners throughout and around the world, for your commitment to peace. I add my voice to yours a united call for openness, tolerance and freedom of conscience... —**Hon. Judy Sgro, co-chair of Parliamentary Friends of Falun, speech at 2017 Falun Dafa Day celebration**

It is my distinguished honor to congratulate the leaders of the Falun Dafa Association Canada for your perseverance to share the principles of truthfulness, goodwill and tolerance over the years— **Hon. Peter Kent, Co-Chair of Parliamentary Friends of Falun Gong, 2017 Falun Dafa Day greetings**

It is an honour to be with people who understand the importance of Truth, Compassion and Tolerance in our world today. You are real champions of a better world and we need to understand that people in all countries have the courage to speak up for the same kind of believes — **MP Cheryl Hardcastle, Windsor-Tecumseh, ON, Speech for Falun Dafa Month 2017**

I am so honored to be with you on this 25th anniversary of Falun Dafa Day. We recognize the practice of Falun Dafa committed to Truth, Compassion and Tolerance. It is a spiritual non-violence practice. -- **Elizabeth May, Leader of Green Party, speech for Falun Dafa Month 2017**

Falun Dafa has contributed significantly to Canada's cultural mosaic through its principles of Truthfulness, Compassion and forbearance —**Hon. Brian Gallant, Premier of New Brunswick, Greeting for Falun Dafa Month 2017**

This special celebration is an opportunity for practitioners around the globe to highlight the benefits of Falun Dafa. Promoting the principles of truthfulness, compassion and forbearance, the practice has found a receptive audience in Canada. I commend the Falun Dafa Association of Canada for sharing this discipline with fellow Canadians --- **The Rt. Hon. Stephen Harper, then Prime Minister of Canada, Greeting for Falun Dafa Month 2006-2015**

Falun Dafa's message of truth, compassion and tolerance is inspiring to people of all backgrounds. It resonates strongly in Alberta and indeed the rest of Canada where these principles are central to our democratic society —**Hon. Rachel Notley, Premier of Alberta, Greeting for Falun Dafa 2016**

Falun DafaHao(great)! Falun DafaHao(Great)! ...They are universal rights that you are demanding here today..." **(Speech)** millions of practitioners are gathering around the world to reflect on the founding principles of Falun Dafa: Truthfulness, Compassion and Forbearance. In Canada, Falun Dafa practitioners have contributed to the promotion of mutual respect and understanding, ---**The Hon. Jason Kenney, Minister of National Defence, Minister of Multiculturalism, Speech, Greeting for Falun Dafa Month 2015**



We also received greetings from: MP David Sweet, MP Borys Wrzesnewskyj MP Nathaniel Erskine-Smith, MP Darren Fisher, MP Alex Nuttall, MP Murray Rankin, MP Dianne Watts, MP Peter Julian, MP James Bezen, MP Ted Falk, MP David Anderson,

Hon. Rochelle Squires-Minister of Sport, Culture and Heritagbe-Manitoba, Hon. Ken Cheveldayoff -Minister of Park, Culture and Sport-SK, Hon. Jeremy Harriso-Minister of the Economy-SK, Hon. Don Morgan-Minister of Education-SK, Ontario MPP Harinder Malhi, Ontario MPP Sam Oosterhoff, Toronto City Councillor Christin Carmichael Greb, Councillor Josh Matlow, Councillor Cristyn Wong-Tam

2017 Municipal Proclamation of Falun Dafa Day	2017 Greetings from Mayors
Mayor Jim Watson, City of Ottawa, ON City of Saskatoon, SK Mayor Chris Friel, City of Brantford, ON City of Yorkton, SK Mayor Al McDonal, City of North Bay, ON Mayor G.A. Krantz, Town of Milton,ON Cape Breton Regional Municipality Mayor Bill Given, City of Grande Prairie, AB Mayor Craig Copeland, City of Cold Lake, AB Mayor Aldo DiCarlo, Town of Amherstburg, ON Town of Wasaga Beach, ON Quinte West, ON Mayor Mike Savage, City of Halifax, NS(2016) Mayor Bryan Paterson, Kingston, ON(2016) City of Penticton, BC City of Kelowna, BC	Mayor Brain Bowman, City of Manitoba, MB Mayor Lisa Helps, City of Victoria, BC Mayor Daryl Bennett, City of Peterborough, ON Mayor John Henry, City of Oshawa, ON Mayor Chris Friel, City of Brantford, ON Mayor Rick Goldring, City of Burlington, ON Mayor Maurizio Bevilacqua, City of Vaughan, ON Mayor David Dunphy, City of Stratford, ON Mayor Geoffrey Dawe, Town of Auroa, ON Mayor Virgina Hackson, Town of East Gwillimbury, ON Mayor Don Darling, City of Saint John, NB Mayor Betty Fitzgerald, Town of Bonavista, NF-LB Mayor Jack Froese, Township of Langley, BC Mayor Mike Clay, City of Port Moody, BC Mayor Greg Moore, City of Port Coquitlam, BC Mayor Linda Hepner, City of Surrey, BC Mayor Larry Jangula, City of Courtenay, BC

I celebrate with you the milestone of anniversary, and celebrate the values of Truthfulness, Compassion, Tolerance, which are not only ancient Chinese values, but are universal values and indeed reflect the values of Canada as a plural democracy. This is really a common cause for celebration. —***Hon. Irwin Cotler, former Minister of Justice, vice chair of Parliamentary Friend of Falun Gong, speech at 2015 Falun Dafa Day celebration***

The traditional practice of Falun Dafa encourages harmony, acceptance, and compassion. Its practitioners foster ideals that are an important part of Canada's diverse heritage and that are reflected in that Government of Canada's commitment to preserve and enhance respect for differences and for human dignity. — ***Hon. Shelly Glover, then Minister of Canadian Heritage and Official Languages. greetings for Falun Dafa Month 2015***



Falun Dafa's guiding principles of truth, benevolence and forbearance contribute to building a vibrant Canadian society where communities of faith are both valued and free to practice their religion or beliefs.

—Hon. Rob Nicholson, then Minister of Foreign Affairs, greeting for Falun Dafa Month 2015

Introduction of Falun Dafa:

A traditional Qigong exercise based on ancient Chinese values, *Falun Dafa* emphasizes the principles of Truthfulness, Compassion and Forbearance in every practitioner's life. It comprises a set of 5 gentle, tranquil exercises, through which one is able to attain a healthy body and spiritual enlightenment. More than 100 million practitioners all over the world have benefited tremendously from the practice. Falun Dafa activities and classes are open to public and free of charge.

Since its introduction to the public on May 13th, 1992 by its founder, Mr. Li Hongzhi, Falun Dafa has received worldwide recognition for its concerted efforts to promote harmony, tolerance and compassion in society. Those who practise learn to overcome selfishness, think of others first, look inside themselves for causes of conflicts, and elevate their moral character, becoming better and healthier persons and more responsible members of society. Mr. Li, meanwhile, seeks no monetary reward and requires that the practice be available to everyone free of charge.

During the past years, Falun Dafa month has been celebrated and received thousands of awards and proclamations, acknowledging its benefits, both spiritual and physical, to practitioners and the society at large.

Despite a nation-wide state-led persecution against Falun Dafa that was launched in China on July 20th, 1999 by the former Chinese president Jiang Zemin, the popularity of Falun Dafa has not only remained undiminished, but also flourished all over the world. Falun Dafa practitioners—inside and outside China—have responded to persecution with peaceful and persistent efforts to inform the public about the persecution, correct false claims made by the communist regime's propaganda about Falun Gong, and in so doing have provided an outstanding example of virtue and humanity in the face of injustice.

Falun Dafa practitioners across the world have walked a truly moral, righteous and honourable path, winning wide recognition, support and respect. Together, we will commemorate this historical era of millions of Falun Dafa practitioners' righteous deeds and once again, acknowledge Falun Dafa for the benefits it brings to individuals, communities, and the world at large.

For more information, please browse: <http://www.falundafa.ca>

March 7, 2018

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

Attention: Mayor Al Strathdee and Members of Council

Dear Mayor Strathdee:

Re: Upper Thames River Conservation Authority Budget Approval

The Upper Thames River Conservation Authority (UTRCA) passed its 2018 Budget during its Feb 22nd Annual General Meeting. No changes were made to the municipal levy portion of the budget from the Draft Budget that was circulated to you in November.

I want to reassure you that the Board of Directors, through your representative, was certainly aware of your concerns in terms of the funding for our Environmental Targets initiative. The Board again reviewed your comments from our September Budget Workshop where you suggested the Targets work was perhaps too aggressive in terms of your Municipality's ability to pay, as well as recent feedback you provided at your Council meeting that reinforced this position. Your representative to the UTRCA, Tony Jackson, has also been very vocal in conveying the Town's concerns.

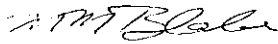
While we are very aware of your concerns, and value your input, the Board of Directors also has to consider the views of its 16 other member municipalities. In addition, municipal funding is required to be fixed proportionally meaning that a levy reduction for any one municipality must be matched by a proportional reduction in funding from every other municipality. In the case of St. Marys, that means that for every dollar of reduction for the Town, the municipal levy in total would be reduced by \$65.

Ultimately, budget approval is determined by a vote. During yesterday's budget vote, three municipalities (including St. Marys) voted against the budget with the remainder in support. While this is perhaps not the outcome you would have preferred, we do appreciate your input and trust that the UTRCA and the Town will continue their long history of cooperation. Our recent coordinated flood response and the avoidance of any significant flood damages in the Town, despite this being the highest ever recorded flow on the North Thames River in St. Marys (records since 1948), demonstrate the effectiveness of our joint efforts in terms of flood control infrastructure and on-the-ground operations. We believe the implementation of the

Environmental Targets Strategic Plan will be equally beneficial to the Town in terms of improved water quality, natural heritage cover, flood protection and enhanced visitation/ tourism.

The UTRCA is always willing to listen to concerns or ideas regarding options to better fund and manage local resources. If you have questions or wish to discuss this further, please let me know.

Sincerely,



Murray Blackie
Chair, UTRCA

cc: Tony Jackson
Brent Kittmer
Ian Wilcox



Ontario
LEGISLATIVE ASSEMBLY

ERNIE HARDEMAN, M.P.P.

Oxford

March 26, 2018

Al Strathdee

Town of St. Marys

175 Queen St. E, Box 998

St. Marys, ON N4X 1B6

Queen's Park Office:
Room 413, Legislative Bldg.
Toronto, Ontario
M7A 1A8

Tel. (416) 325-1239
Fax (416) 325-1259

Constituency Office:
12 Perry Street
Woodstock, Ontario
N4S 3C2

Tel. (519) 537-5222
Fax (519) 537-3577

Dear Mayor Strathdee,

I am writing to let you know that I recently introduced a private members' bill which would give municipalities the authority to decide whether or not they would be willing to receive a landfill. I have enclosed a copy for your information and comments. I believe municipalities should have a say in the location of something that would have such a lasting impact on their community.

As you know, today municipal governments can decide where a Tim Hortons should go, but they can't decide where something as significant as a landfill should go. That doesn't make sense.

Currently, only the Ministry of the Environment approves a new landfill, but Bill 16, *Respecting Municipal Authority Over Landfilling Sites*, would ensure that waste companies are required to have approval from the municipality as well before they can move forward with the landfill placement.

I know that this authority has been requested by a number of municipalities. The Mayor of Ingersoll requested this legislative change during a committee hearing on Bill 139 last fall at Queen's Park. Since then, nearly 30 municipalities have passed resolutions of support and another 150 municipal leaders have signed petitions to demand this right.

I would appreciate hearing your comments on the bill and any support you can offer. For your convenience I have enclosed a sample resolution of support.

Thank you for your consideration. As always please feel free to contact me if I can be of assistance.

Sincerely,

Ernie Hardeman, MPP
Oxford



Draft resolution

MUNICIPALITIES CALL ON PROVINCE FOR "RIGHT TO APPROVE" LANDFILL DEVELOPMENTS

WHEREAS municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development;

AND WHEREAS this out-dated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignore them;

AND WHEREAS municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities, AND FURTHER that the province has recognized the value of municipal approval for the siting of power generation facilities;

AND WHEREAS the recent report from Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15%;

AND WHEREAS municipalities across Ontario are quietly being identified and targeted as potential landfill sites;

AND WHEREAS municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs;

AND WHEREAS municipalities should have the right to approve or reject these projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

THEREFORE BE IT RESOLVED THAT the **[INSERT NAME OF MUNICIPALITY]** supports *Bill 16, Respecting Municipal Authority Over Landfilling Sites Act* introduced by MPP Ernie Hardeman and calls upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities

AND FURTHER THAT the **[INSERT NAME OF MUNICIPALITY]** send copies of this resolution to MPP Ernie Hardeman and all municipalities.

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
Fax: 416-326-3083

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
Téléc. : 416 326-3083



March 23, 2018

Dear Mayor/Reeve/Warden:

Applications for the 2018 Premier's Award for the Agri-Food Innovation Excellence are now being accepted. Please share this information with your municipality.

The Premier's Award for Agri-Food Innovation Excellence was created to recognize and promote the spirit of innovation that thrives in Ontario's \$37 billion agri-food sector. Each year, our agri-food sector demonstrates remarkable leadership in innovation through the development of new products, methods of production and ways of conducting business.

Every year the program recognizes up to 50 award-winning innovations across the province, including the Premier's Award which is valued at \$75,000.

Primary producers, processors and agri-food organizations are invited to submit applications until May 25, 2018.

Details on eligibility, innovation categories, assessment criteria, and the application and selection process can be found in the enclosed 2018 program guidebook and application form or [online](#). For additional information, please contact the Agricultural Information Contact Centre at 1 877-424-1300 or ag.info.omafra@ontario.ca.

I have also enclosed a copy of a brochure which highlights the recipients of the 2017 program for the Premier's Award for Agri-Food Innovation Excellence.

I look forward to celebrating the great innovations developed in your municipality to grow our agri-food sector and Ontario's economy.

Sincerely,

Jeff Leal
Minister of Agriculture, Food and Rural Affairs
Minister Responsible for Small Business



Good Things Grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

**Ministry of
Municipal Affairs**

Provincial Planning Policy
Branch
777 Bay Street, 13th Floor
Toronto ON M5G 2E5
Tel. 416-585-6014
Fax 416-585-6870
www.ontario.ca/MAH

**Ministère des
Affaires municipales**

Direction des politiques
provinciales
d'aménagement
777, rue Bay, 13^e étage
Toronto ON M5G 2E5
Tél. 416-585-6014
Télééc. 416-585-6870
www.ontario.ca/MAH



Date: April 16, 2018

Subject: Update on Inclusionary Zoning

I am writing to inform you that municipalities in Ontario now have the option to implement inclusionary zoning. Inclusionary zoning is a new land-use planning tool that allows municipalities to require affordable housing units to be included in residential developments.

The changes to the Planning Act related to inclusionary zoning and associated regulations came into effect on April 12, 2018.

Municipalities can tailor their inclusionary zoning program to suit local contexts, while meeting minimum requirements set out in regulation. Key requirements of inclusionary zoning include:

- Municipalities choosing to implement inclusionary zoning must first prepare an assessment report.
- Taking into account the information and impact analysis contained in the assessment report, municipalities must outline their requirements for inclusionary zoning in official plan policies and implement them through zoning bylaws.
- Municipalities could permit affordable housing units to be located on another site, subject to restrictions set out in regulation.

- Owners would be required to enter into agreements with the municipality that could be registered against the land and enforced against subsequent owners, to ensure that the units remain affordable over time.
- Municipalities must establish procedures for monitoring to ensure affordable housing units are maintained during the affordability period.
- Municipalities must meet reporting requirements every two years and these reports must be made publicly available.
- Inclusionary zoning official plan policies or zoning bylaws cannot be appealed to the Local Planning Appeal Tribunal, except by the Minister.

There are areas where municipalities have the flexibility to establish inclusionary zoning rules through official plan policies, by-laws and agreements. These include threshold, unit set-asides and affordability period, among other areas.

For more details on inclusionary zoning in Ontario, please visit:
<http://www.mah.gov.on.ca/page13790.aspx>

If you have any questions, please contact: Thelma Gee, Team Lead. Thelma can be reached at thelma.gee@ontario.ca or 416-585-6330.

Sincerely,



Laurie Miller
Director

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	24 April 2018
Subject:	CAO 14-2018 April Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 14-2018 April Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO

Strategic Planning

- PRC Strategic Business Plan: Bi-weekly meetings held throughout April to identify 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

- Perth South (Industrial Servicing): Internal due diligence review completed and presented to Strategic Priorities Committee on April 17, 2018.
- Perth South (Road Funding Request): Correspondence sent back to Perth South Council asking for further details on the specifics of their request. Awaiting reply.
- County of Perth (Road Funding Request): Correspondence received from Perth County CAO requesting a meeting of Heads of Council to discuss St. Marys participation in County road projects located on the fringe of St. Marys. Meeting pending at the time of report.
- Perth County Accessibility Forum: Focus of the forum was "Marrying Accessibility and Heritage". Town of St. Marys was a keynote speaker at the forum on April 12, 2018. Feature was the 2016 Downtown Reconstruction Project: Embracing New Standards in a Heritage Landscape.

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 June 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.

Communications and Citizen Engagement

- 2018 Service Club Meeting: Presentation provided to members of local service clubs and community groups on April 5, 2018. Focus of the presentation was 2018 priorities for the Town, and information relevant to service clubs and community groups.
- Coffee with Council: 2018 version of Coffee with Council hosted 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.

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.
- Park/Thomas Street Lots: Met with the prospective purchasers on April 11, 2018 to review the status of their interest in the lot. A further report to Council will come forward on May 8, 2018.

Other Projects

- CBHFM Operating Agreement: CAO has provided response back to the CBHFM on their proposed terms for the agreement. Held a conference call with the Board Chair on March 2. Working directly with the Director of Operations to prepare information necessary for a further report to Council
- 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. Stratford prefers to transition St. Marys and Perth South on the same date for the sake of efficiency. Have been in contact with Perth South re: the status of their agreement and timelines for approval by their Council.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for a Youth & Child Recreation Program Leader, Museum Assistants, full-time Lifeguard, Program Assistant (ELS), Public Works Operator C and VIA Attendant.
- Currently recruiting for an Educator and Educator Assistant, Supply Staff and part-time lifeguards.

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 the 2018 Mayor/CAO BBQ to be held July 2018 at The Early Learning Centre.
- Organizing a wellness “Step” challenge for all Team Members to promote both physical activity and employee engagement. Challenge runs from April 30 – May 25, 2018.
- Facilitating 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. Report back to Council planned for May/June 2018.
- 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.
- Updating the Incident Report Form to simplify the reporting process for Team Members and still capture all relevant details.
- Reviewing and reformatting the Team Member Handbook.
- Attended the Ontario Municipal Human Resources Association Conference where the focus was Resilience and Well-Being in the workplace.

Health and Safety

- Researching and drafting a Fit for Duty Policy to address the upcoming legalization of Cannabis.
- Arranged for Vicarious Trauma training with LifeWorks for our Volunteer Firefighters and their families to be held May 16, 2018. This is to support the Post Traumatic Stress Prevention Plan that was created in 2017.
- Completed the annual review of the Working in Extreme Weather Conditions – Hot Policy.

Payroll

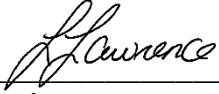
- Balanced and reconciled first quarter 2018 Fire calls and practice compensation
- Preparing for annual step and cost-of-living increases i.e. Equitable Life, wage grid and salary band updates
- Updated InfoHR timesheet templates to create efficiencies in the approval process
- First Quarter 2018 balancing and reconciling payroll clearing accounts

SPENDING AND VARIANCE ANALYSIS

None to report.


REVIEWED BY

Recommended by the Department



Lisa Lawrence
Human Resources Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 24 April 2018

Subject: COR 11-2018 April Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 11-2018 April Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Clerks Department

- Lottery Licences
 - Working with Perth Regiment Veterans Branch 236 St. Marys (Legion) to develop a Building Fund for the purpose of capital investment to the facility.
 - Ongoing processing/review of lottery licences.
- Municipal Election
 - Nomination packages will be available at the Town Hall, lower level, beginning Tuesday, May 1. Packages will contain nomination forms, provincial guides, relevant bylaws and other election information.
 - Candidate information sessions:
 - 15 people attended the “So you want to run for Council” information session led by Fred Dean on Tuesday, April 17.
 - 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
 - The province-wide launch of 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.
- 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
 - Currently completing second round of quarterly communications meetings

- Second meetings are an opportunity to plan for next quarter, and to reflect on the work that was completed in first quarter
 - Communications staff are tracking outputs and outcomes of first quarter communications as a way to measure success and determine approach for future campaigns
- Working with the Town's web provider to update subscription section of site to encourage more uptake on this service
- Continued research on corporate social media policy
- Media Relations
 - Sent out 11 media releases between mid-March and mid-April
 - Resulted in 15 solicited news stories
- Social Media
 - Facebook (since February 16):
 - 59 new page likes; 64 new page followers
 - Best performing paid post: Post about Friendship Centre's scrapbooking garage sale (reached 5,580 users, prompted 76 reactions, 18 comments and 44 shares)
 - Best performing non-paid post: Post about flags being lowered for Humboldt Broncos (reached 11,795 users, prompted 1,007 reactions, 11 comments and 138 shares)
 - Twitter (since February 18):
 - 9 new followers
 - Best performing tweet: Tweet about the Town making it into the final four in FM96's Small Town March Madness contest (garnered 5,787 impressions and 845 engagements)
- Promotional & Communication Campaigns
 - Coffee with Council
 - Museum/Stonetown Grans benefit events
 - Cadzow Park revitalization project
 - Fire Department door-to-door campaign
 - 2018 Municipal and School Board Trustee Election
 - Volunteer Fitness Instructor recruitment and appreciation
 - Aquatics Centre and St. Marys YMCA dual access promo
 - Volunteer visiting recruitment and appreciation
 - Friendship Centre Scrapbooking Garage Sale
 - Fire Department training exercises
 - Official Plan review
 - Summer Break Children's Programs (Early Learning Services and Camp PRC)
- Publications
 - Spring Aquatics Centre program schedule (design complete; distribution in progress)

Events

- WinterLights
 - Working with Ron McKnight to create quotes for five new WinterLights displays
- Heritage Festival
 - Secured sponsorship for the new Heritage Festival events taking place the Friday evening of the festival, in addition to receiving sponsorships for the rest of the festival
 - 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
 - Continuing to work with Sean Camp to promote the River Rock Music Festival.

- Organized a successful Service Club Information night on April 5, with 30 people representing 9 organizations attending.
- Working with Economic Development Manager Kelly Deeks on planning a “Business After 5” event for St. Marys on June 13
- Helping promote the Pyramid Recreation Centre's 10th anniversary event; wrote press release and assisted with online ticket sales research and implementation.
- Pre-planning for FM96 "Small Town March Madness" morning broadcast in St. Marys (date to be determined).

Information Technology

- 46 support tickets closed
- Completed service migration to new IP addresses
- Received capital replacement computers, working on deployment
- Worked with staff and Forman Electric on wireless implementation at Cadzow Park
- Added extension in Town phone system for OCWA at WWTP for easier communication

Geographic Information Systems (GIS)

- 52 Locates for March/April – These will be the last located completed by staff. OCWA fill be completing all locates moving forward.
- 8 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
 - A networking breakfast is planned at Jennies Café on April 30th in partnership with the Centre for Small Business and Perth South.
 - Working with our partners at DCVI on a job fair at the school to highlight our local businesses and opportunities that exist.
 - EDAC is pursuing the interest in securing fibre in the downtown core.
 - An after work networking event is planned for June 13th at the Canadian Baseball Hall of Fame in the tent used for Induction Weekend.
- Workforce Shortage
 - Partnered with Perth County to promote ‘Opportunity Lives Here’ at job fairs: London, Markham, and 2 in Toronto. Attended the event in London along with our colleagues at Perth County and was pleased with the interest in our region from visitors to the booth.
 - We have done some work to encourage employers to post their positions on the site and have seen success: In the past 28 days, there has been over 5500 users (1700 higher than the previous month) and over 130 jobs posted by employers (previously averaged 65-70).

Tourism

- Revitalized the lower foyer at Town Hall to reflect a more welcoming environment for visitors.
- Completed a brochure highlighting the St. Marys Quarry.
- Received approval for an extension on our RED funding for our wayfinding signage plan. RFP has closed, currently reviewing the proposals.
- Attending the Annual General Meeting for the Stratford Tourism Alliance and attending the St. Marys B&B Association.

VIA Services

- Construction is almost complete. The VIA operation has been fully moved over to their new space and feedback has been excellent thus far from our customers about how bright it is and how user friendly the new counter is. The old desk has been removed. The Gallery volunteers

will begin setting up some new display walls in preparation for their next exhibit opening on May 11th.

- We are close to confirming a candidate for the VIA attendant position that is currently vacant. 2018 VIA statistics


	Boarding	Arriving	% Printed
March	239	283	77.4

SPENDING AND VARIANCE ANALYSIS

Nothing 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:	24 April 2018
Subject:	COR 12-2018 Canadian Baseball Hall of Fame and Museum Request for Municipal Significance Event designation, Noise By-law exemption and support for banner purchase

PURPOSE

To provide Council with information regarding the request to designate the Canadian Baseball Hall of Fame and Museum's Induction Weekend as an event of Municipal Significance. The report also includes a request to Council for a Noise By-law exemption and financial support for a new CBHFM main street banner.

RECOMMENDATION

THAT COR 12-2018 Canadian Baseball Hall of Fame and Museum Request be received; and

THAT Council authorize the Clerk to prepare a letter deeming the Induction Weekend as a municipally significant public event addressed to the Alcohol and Gaming Commission of Ontario; and

THAT an exemption to the Noise By-law be approved for the Canadian Baseball Hall of Fame and Museum for June 16 and June 17, 2018; and,

THAT Council approve the request by the CBHFM for the Town to contribute 50% of the cost to purchase a new CBHFM Induction banner for Queen Street.

BACKGROUND

The Alcohol and Gaming Commission of Ontario (AGCO) administers the Special Occasion Permit (SOP) program, which allows for the sale and service of alcohol on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers. Public Event permits can be issued for events of "municipal significance".

In order to be deemed an event of municipal significance, it requires a designation by the municipality in which the event will take place. SOP applications for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

REPORT

1. Event of Municipal Significance

For the reasons cited above, Canadian Baseball Hall of Fame and Museum (CBHFM) are requesting that Council designate Induction Weekend, from Friday June 23 to Saturday June 24, as an event of municipal significance for the purpose of obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario.

This year's event will begin on Friday, June 15 and run through to Sunday, June 17.

CBHFM wishes to hold a liquor licensed event at their site, 386 Church Street South, on Friday June 15 from 5:00pm until 8:30pm and Saturday June 16 from 11:00am until 6:00pm and 8pm to 1am on Sunday, June 17. The proposed licensed area will include the CBHFM's 60' x 80' tent as well as a fenced area located on the 3rd field.

2. Noise By-law Exemption

As the hypnotist and concert event is scheduled to begin the evening of Friday, June 15 and run until 1:00am, Saturday, June 16 and exceeds the time permitted within the Noise By-law, the CBHFM also requests a Noise By-law exemption for June 15 and 16, 2018.

3. CBHFM Banner

The current CBHFM banner that hangs across Queen Street promoting the Induction Weekend is fifteen years old and in need of repair. The CBHFM is looking to purchase a new banner for the 2018 Induction event. The proposed banner is a two sided, colour banner on white vinyl at a cost of \$1,298.75 plus HST. The CBHFM has submitted a request to Council asking the Town to cover half of the cost (\$649.37) of the banner.

Options #1 – Council may choose to approve the request to financially support the purchase of the new banner. This request could be funded by running a variance in the Community Grant budget line for 2018. Council may also choose to request that the banner contain the Town logo and additional verbiage. i.e. "Welcome to St. Marys".

Option #2 – Council may choose to deny the request and recommend that the funding for the banner be included in a 2019 Community Grant application.

Staff are recommending that this request be supported because the cost is nominal, and the action is supported by Council's Strategic Plan (community events promotion).

SUMMARY

This report contains information on the CBHFM request that Council designate Induction Weekend, from Friday June 23 to Saturday June 24, as an event of municipal significance for the purpose of obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. CBHFM is also requesting a Noise By-law exemption for June 15 and 16, 2018 as the hypnotist and concert event exceeds the time permitted within the Noise By-law. CBHFM also requests Council's support towards the purchase of a new banner to hang in the downtown core promoting Induction Weekend.

FINANCIAL IMPLICATIONS

If Council chooses Option #1 for the CBHFM Banner then the financial contribution would be \$649.37.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #5 Economic Development:
 - Outcome: Provide an attractive and well-functioning streetscape in the downtown core.
 - Ensure that marketing and promotion remains a key driver in future economic development strategies.
 - Tactic(s): Emphasis culture as a key economic driver for the community
 - Pillar #2 Communication & Marketing:

- Outcome: Actively promotion existing cultural/community events while seeking to establish ne or re-branded signature events may result in broader audiences and increase the appeal of the Town.
- Tactic(s): Community events promotion

OTHERS CONSULTED

Stephanie Ische, Director of Community Services
Jim Brown, Director of Finance
Scott Crawford, Director of Operations, CBHFM

ATTACHMENTS

1. CBHFM Request Letter
2. Banner proposal

REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services/Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk



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

April 17, 2018

Dear Mayor Strathdee and Town Council

We would like the St. Marys Council to consider our Induction weekend of "Municipal Significant event" and the weekend will run from Friday, June 15, through Sunday, June 17. During that time we are hosting a celebrity golf tournament and sports celebrity banquet on June 15th, an Induction Ceremony during the day of June 16th, with a hypnotist and concert the evening of June 16th all on our site. On June 17th we will be hosting a children's music concert in the afternoon also inside the induction tent.

We would also request the noise by-law waived for the evening of Saturday, June 16th for the hypnotist and music concert held at the Hall of Fame until 1am.


After 15 years of the same induction banner hanging across the street we would like to create a new banner and mockup is included. Cost is \$1298.75, plus HST and I am asking Council if they would cover 50% of the costs.

TWO-SIDED BANNER

- printed colour two sides on 18oz. Ultra flex white blackout vinyl
- finished with reinforced hem and 42 grommets installed
- wind slits cut into banner
- includes layout, PDF proof
- FOB St. Marys
- \$1,298.75, plus HST

Please let me know if you have any questions and if these items are approved could you please provide us with a letter stating that approval so we can continue to make this weekend bigger and better for the Town of St. Marys and the Canadian Baseball Hall of Fame & Museum.

Thank you.


Scott Crawford
Director of Operations

Canadian Baseball Hall of Fame & Museum

Induction Weekend ~ June 14 – 17

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Finance

Date of Meeting: 24 April 2018

Subject: FIN 10-2018 April Monthly Report (Finance)

RECOMMENDATION

THAT FIN 10-2018 April Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- Auditors were on site working on 2017 audit. Outstanding items include reconciliation and posting of tangible capital asset additions and disposals at component level, awaiting final numbers on shared services costs and financial statements from Spruce Lodge and Health Unit for consolidation.
- Attended webinar provided by the province outlining the asset management planning requirements under the Infrastructure for *Jobs and Prosperity Act*. The first deadline is July 31, 2019 at which time an asset management policy must be in place followed an asset management plan by July 1, 2021 for core infrastructure assets and July 31, 2023 for all assets.
- Working on reporting capabilities of budgeting software as well as initializing 2019 budget.

Procurement and Risk Management

- The following bid documents were posted on *bids&tenders*:
 - RFP-PW-05-2018 Supply and Delivery of New Compact Tractor and Accessories
 - RFT-PW-10-2018 Catch Basin Cleaning
 - RFT-PW-06-2018 Construction, Replacement, and Repairs of Sidewalk, Curb & Gutter
 - RFT-PW-08-2018 Asphalt Repairs On Various Streets
 - RFQ-DEV-02-2018 Provisions for Library Carpet and Painting
 - RFT-PW-11-2018 Supply and Installation of Treatment on Roadways
 - RFT-PW-13-1018 Provision of Equipment, Materials and Labour for Cleaning and Flushing of Leachate Collection System at Landfill
 - RFT-DEV-03-2018 Provision for Pyramid Recreation Centre Skate Tile Replacement
 - RFT-DEV-05-2018 St. Marys Fire Station Low Slope Roof Restoration
- On April 10th there were 8 tender closings
- Attended a Risk and Reducing Liability for Municipal Building Departments seminar hosted by Frank Cowan Insurance

Taxation

- Entered 2018 tax rates into municipal software, balanced to taxation revenue
- Processed 2017 Heritage Tax Rebates
- Calculated 2018 BIA tax levy
- Submitted annual energy data to Ministry of Energy as per O.Reg.397/11:Energy Conservation & Demand Management Plans

- Tax Collector met with MPAC rep and received training for roll out of Municipal Connect enhancements
- Treasurer & Tax Collector inspected a large manufacturing property to confirm vacancy rebate application
- One residential property registered for tax sale

SPENDING AND VARIANCE ANALYSIS

Capital Status Report attached

REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Town of St. Marys
Capital and Special Projects 2018
April 10, 2018**

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9050 - IT ANNUAL EQUIPMENT REPLACEMENT	-	-	15,000.00	(15,000)	X	X	X	X	X		
9052 - PRODUCTION SERVERS & SAN REPLACEMENT	-	-	60,000	(60,000)	X	X					
9053 - REPLACE CAMERA RECORDER	-	-	12,000	(12,000)	X						
9054 - ARENA DIGITAL SIGN	-	-	5,000	(5,000)	X						
9055 - PORTABLE PA SOUND SYSTEM	-	-	5,000	(5,000)	X						
9106 - TOWN HALL & LIBRARY WINDOWS	-	-	352,000	(352,000)	X	X	X				
9107 - CAPITAL - FACILITIES LIBRARY ROOF	-	-	18,000	(18,000)	X	X	X				
9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	-	-	45,000	(45,000)	X	X	X				
9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)							
9133 - CAPITAL - PRC BANQUET HALL SOUND SYS	27,596	27,596	-	27,596	X	X	X	X	X	X	
9135 - CAPITAL - GUEST SERVICES DESK REBUILD	-	-	25,000	(25,000)	X	X	X	X			
9140 - CAPITAL - REPOINT STONE WALLS	-	-	43,000	(43,000)							
9142 - PRC SKATE FLOOR REPLACEMENT	-	-	50,000	(50,000)	X	X	X				
9143 - FIRE HALL ROOF RESTORATION	-	-	45,000	(45,000)	X	X	X				
9144 - PARKING LOT PAVING	-	-	250,000	(250,000)	X	X	X				
9146 - MOC SHOP ALARM	-	-	15,000	(15,000)	X						
9147 - MUSEUM INTERIOR PAINTING	-	-	25,000	(25,000)							
9151 - TOWN HALL COUNTER AND WORKSTATION IN LOWER LEVEL	-	-	15,000	(15,000)							
9153 - CADZOW SPLASHPAD	-	-	512,000	(512,000)	X	X	X	X	X		
9157 - OLD WATER TOWER STRUCTURAL UPGRADES	-	-	300,000	(300,000)	X	X	X				
9210 - FIRE SMALL CAPITAL	-	-	8,000	(8,000)							
9212 - CAPITAL - ELC RELOCATION	-	-	50,000	(50,000)							
9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	-	-	20,000	(20,000)	X	X	X				
9327 - CAPITAL - WARNER / JONES CONSTR	267	267	63,000	(62,733)	X						
9329 - CAPITAL - EMILY ST RECONSTRUCTION	2,513	2,513	100,000	(97,487)	X						
9331 - CAPITAL - WELLINGTON ST S (PARK TO QUEEN)	-	-	49,000	(49,000)	X				X		Design in progress C/O from 2017
9332 - CAPITAL - VARIOUS SIDEWALKS (PTIF FUNDED)	-	-	96,000	(96,000)	X	X	X				To be included in concrete repair tender
9333 - CAPITAL - GENERATOR WATER BOOSTER PUMP JAMES ST S.	(14,927)	10,832	-	10,832	X	X	X	X			
9335 - ST.MARIA- WATER ST. TO END	-	-	10,000	(10,000)	X	X	X				Partnered with County Asphalt Tender
9336 - GLASS ST. -EMILY ST. TO JAMES ST. N	-	-	45,000	(45,000)	X	X	X				Surface Treatment Tender issued
9337 - CARRALL ST. -ARDMORE AVE TO ELGIN ST.	-	-	36,000	(36,000)	X	X	X				Surface Treatment Tender issued
9338 - DOWNTOWN BIKE PARKING AREA	-	-	10,000	(10,000)	X	X	X				To be included in concrete repair tender
9340 - SERVICE CLUB ENTRANCES SIGNS	-	-	24,000	(24,000)	X				X		To be awarded to Signs Ontario April 24th council
9341 - HILLSIDE CRT SUB DRAIN	-	-	35,000	(35,000)	X						
9342 - SPARLING BUSH BOUNDARY MARKERS	-	-	20,000	(20,000)	X						
9343 - ELGIN ST. W- DRAIN REPAIRS	-	-	10,000	(10,000)	X						Waiting on delivery of Ditching Bucket, to be complete in-house
9345 - MAXWELL ST. CURB REPLACEMENTS	-	-	25,000	(25,000)	X	X	X				To be included in concrete repair tender
9346 - SARINA GTT BRIDGE PAINT RAILINGS	-	-	25,000	(25,000)	X						
9360 - WATER ST. CULVERT REPAIRS	-	-	162,000	(162,000)	X						
9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	-	-	132,000	(132,000)	X	X	X				Partnered with County Asphalt Tender
9392 - PARKS TRACTOR REPLACEMENT	-	-	58,000	(58,000)	X	X	X				
9393 - TRACKLESS SIDEWALK MACHINE REPLACEMENT	148,264	148,264	145,000	3,264	X	X	X	X		X	Complete
9394 - BACKHOE DITCHING BUCKET & FORKS	-	-	10,000	(10,000)	X	X	X	X	X		Awaiting Delivery
9401 - LANDFILL LEACHATE COLLECTION SYSTEM CLEANING	-	-	15,000	(15,000)	X	X	X				
9402 - LANDFILL ENTRANCE IMPROVEMENTS	-	-	19,000	(19,000)	X	X	X				Surface Treatment Tender issued
9403 - LANDFILL MONITORING WELLS REPAIRS	-	-	15,000	(15,000)	X	X	X				
9405 - WWTP SUPERNAT WELL	-	-	26,000	(26,000)	X	X	X	X			Awaiting contractor start date

1 of 2

Town of St. Marys
Capital and Special Projects 2018
April 10, 2018

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9406 - WWTP CENTRIFUGE REBUILD	-	-	45,000	(45,000)	X						
9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	394	5,359	230,000	(224,641)	X	X	X		X		
9413 - CAPITAL - LANDFILL EA & IMPROVE	5,902	5,902	220,000	(214,098)	X	X	X		X		Comments received from MOE
9414 - CAPITAL - SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)							
9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	(3,764)	662	307,000	(306,338)	X	X	X	X	X		Awarded waiting Contractor start date
9417 - CAPITAL - EMERGENCY POWER 728 QUEEN ST E	(82)	656	70,000	(69,344)	X	X	X	X	X		Awarded waiting Contractor start date
9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE			230,000		X						Awaiting UTRCA Start award , contractor start date
9430 - CAPITAL - WATER GENERAL			15,000	(15,000)							
9435 - CAPITAL - ADD'L WATER STORAGE	25,775	25,775	2,525,000	(2,499,225)	X	X	X	X	X		Construction to start week of April 23rd
9436 - JAMES ST S WATERMAIN ALTERATIONS	-	-	65,000	(65,000)	X						
9740 - CAPITAL - LIBRARY (MATERIALS)	14,012	14,012	58,000	(43,988)					X		Purchases made throughout the year
	-	-									
	205,950	241,836	6,805,000								

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 24 April 2018

Subject: FD 04-2018 April Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 04-2018 April Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of April (16 March – 13 April 2018) the Fire Department responded to 9 emergency responses most notably:

- Automatic Alarms – 5 (St. Marys)
- Fire – 1 (Kingsway Lodge) - Ontario Fire Marshal investigated fire due to it being a vulnerable occupancy.
- Carbon Monoxide Alarm – 1 (St. Marys)
- Medical (VSA) – 1 (St. Marys)
- Lift Assist – 1 (St. Marys)

The St. Marys Firefighters have responded to 43 calls for service (01 Jan – 13 Apr 18) compared to 25 emergency responses last year (1 Jan – 13 Apr 17).

During the month of March (16 March – 13 April 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

- 2 complaint
- 3 Follow up and ongoing
- 1 Safety Concern
- 1 fire drill observation for Library
- 1 vulnerable occupancy inspection and fire drill
- 20 Routine
- All inspections / orders with due date April 1st 2018 were completed and approved.

St. Marys Fire Department Door to Door safety campaign was conducted on the 11th of April. The visits are part of the St. Marys Fire Department's Public Education Program. Firefighters visited 1,000 homes in the west end of St. Marys.

The Fire Chief has drafted the St. Marys Fire Department Volunteer Firefighter Recruit Orientation Guide in preparation for a recruiting drive. This is in response to forecasts for possible retirements in the coming years.

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 completed the NFPA 1041 Fire Service Instructor course 13-15 April 2018. Having completed this course we now have 3 certified NFPA 1021 Fire Officer Level I.

Fire Chief is applying to the OFMEM and OFCA for Firefighters to receive NFPA 1001 Firefighter Level II and Fire Officers to receive Fire Officer Level I & II through the "Grandfathering" system. This would allow Firefighters and Fire Officers that had a minimum of 5 years' experience, prior to December 2014, to receive acknowledgement equal to that of a certified course. Anyone who joins the Fire Department after January 1, 2019 will have to be certified.

Fire Department will host its Annual Breakfast on the 6th of May 2018 from 8am to 12 pm.

SPENDING AND VARIANCE ANALYSIS

Hose Kit in Pouch, Quick Fill, 3' (G1), Cartridge Assembly, Rd40 Thread, GMEP100 (G1), Kit, APR Filter Adapter Assy, G1 Facepiece - \$2,678.24

Flammable Liquid Locker - \$1,581.99

REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	24 April 2018
Subject:	DEV 16-2018 April Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 16-2018 April Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- A total of 15 permits were issued during this time period compared to 4 last year at this time.
- There were 6 new dwelling units issued this month compared to zero the previous year.
- The total construction values were \$1,332,500 compared to \$95,380 the previous year.
- The total permit fees were \$12,920.76 compared to \$1,179.25 the previous year.
- A total of 34 inspections were performed in this period.
- A total of 3 Heritage Permits were issued for this time period.

Planning

- Site Plan approval application received for 268 Maiden Lane – addition to Wellness Centre. Staff review underway.
- PAC review to resume on April 23, 2018 for Zoning By-law Amendment application Z04-2017 for 275 James St S to permit multi-residential development. Working towards a site plan agreement for this property.
- Appeal period lapsed for Z125-2018 affecting 121 Ontario Street South – no appeals received. By-law is in force to permit multi-residential development. Working towards a site plan agreement for this property.
- Official Plan Open House – April 12, 2018 – 2-4 pm and 6-8 pm., was well attended
- Preparation for April 16, 2018 OMB Appeal (B07-2017) 449 Queen St W (postponed due to weather).
- Intake of applications for Designated Heritage Property Grant; Façade Improvement Grant; Heritage Property Tax Rebate.

PRC Operations

- Rock rink ice has been removed for summer; will be evaluating condition of all arena components including dasher boards, glass, lighting, seating, dressing rooms, etc. and any necessary maintenance will be completed.
- Tender is posted for skate tile replacement in the dressing room hallway and access to both rinks, with the work scheduled to be completed in June.
- Spring and summer project list being compiled to align with staffing adjustments; two operators working at the outdoor facilities for the summer months.

Facilities Capital

- Cadzow Splash Pad – site has been excavated with Openspace Solutions to be on site May 1

- Cadzow Pavilion – power and water have been run to the site
- Cadzow Park – to date we have received more than \$12K in-kind donations from local businesses. Expect this to climb over \$20K when the project is complete.
- Pyramid Recreation Centre Guest Service Desk – RFP has been awarded to Unit 11, currently in the design consultation process.
- Water Tower Structural Upgrades - Tender closed April 10, in the process of confirming documents
- Town Hall & Library Window Restoration & Replacement tender closed, in the process of confirming documents
- Library Addition Roof tender closed, in the process of confirming documents
- Fire Hall Roof Restoration – tender closed, over budget. Cancelled tender and adjusted scope of work and re-posted tender
- Library Carpet and Painting tender – has been posted with site tour on April 17

Facilities Operational

- Teddy's Field – third baseline protective netting has been replaced
- 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 completed
- Quarry Lifeguard Shed – contractor has been contacted to pour cement slab and shed has been ordered
- Town Hall Queen Street steps – contractor to repair/adjust step height before April 25
- Lind Sportsplex – ice has been removed and the floor is being prepared for shuffle board
- Tennis Courts – nets have been installed and surfaces cleaned, open for the season
- Town Hall – back stairwell wallpaper to be fixed April 11

SPENDING AND VARIANCE ANALYSIS

None at this time.

REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	24 April 2018
Subject:	DEV 17-2018 Old Water Tower Restoration

PROJECT DETAILS

In 2017, the engineering company Cion / Coulter were hired to develop a scope of work for the restoration of the Old Water Tower. Cion / Coulter met with staff to create a tender document for the restoration of the stone tower and steel tank of the Water Tower. Town Council has pre-approved \$300,000.00 for the project within the 2018 capital budget.

RECOMMENDATION

THAT DEV 17-2018 Old Water Tower Restoration be received; and,

THAT the procurement for DEV 17-2018 Old Water Tower Restoration be awarded to Robertson Restoration for the procured price of \$134,337.08, inclusive of all taxes and

THAT, subject to the requirements of the procurement by-law, staff be authorized to approve any necessary contingencies during the restoration of the Old Water Tower project up to, but not exceeding, \$26,800.00; and

THAT By-Law 37-2018 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 scope of the project was for the water tower building envelope restoration which included the following:

- Repoint stone wall mortar joints
- Repair wood band at base of sloped roof then cover with new sheet metal
- Remove or repair corroded panels then refinish entire sheet metal roof
- Remove corrosion from exposed metal and apply new epoxy coating
- Painting of the tank with same color and wording

The project start date would be approximately four (4) weeks from the awarding of the project (approximately May 22). The project will take approximately fourteen (14) weeks to complete (September 4). The project will include occasional road closures to allow work crews access to the site.

Staff met with the Heritage Committee to review the Heritage Permit. The Committee approved the permit for the project.

Attached to this report is the bid summary for the project. The bid summary is broken out into two components: the “base bid”, and “separate pricing”. This approach was taken because there was concern prior to tendering that the project would be over budget. The “base bid” represents the core structural upgrades recommended by the Town’s engineer. The “separate pricing” represents provisional items that could have been completed in future years if the project was over budget.

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, April 10, 2018
Number of Bids Received:	Six (6)
Successful Proponent:	Robertson Restoration
Approved Project Budget:	\$300,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$148,460.53
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$134,337.08

The procurement document submitted by Robertson Restoration was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of full project (base budget + provisional items) Robertson Restoration.

FINANCIAL IMPLICATIONS

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

01-9157-6990 Old Water Tower Structural Upgrades	\$134,338
01-9157-6990 Contingency Fund (20%)	\$ 26,800
01-9157-6990 Engineering fees	\$ 4,030
Total	\$165,168

The total forecasted costs for this project are \$134,832 under the approved capital budget of \$300,000.

STRATEGIC PLAN

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

- Pillar #: Infrastructure
 - Strategic Priority: Develop a Comprehensive and Progressive Infrastructure Plan
 - Tactic(s): When reviewing priorities of needs for maintenance investments in “discretionary” Town assets, the following Town icons will be considered of most importance: historic Town Hall, historic Water Tower; mill race dam and spillway; Carnegie Library, museum, Water Street bridge, Church Street Bridge, Grand Trunk trail and Sarnia Bridge, and Junction Station.
 - Strategic Priority: Maintenance Prioritization

- Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized by others. Implement a seasonal inspection schedule.

OTHERS CONSULTED

Jed Kelly-Director of Public Works
Jim Brown-Treasurer
Cion/Coulter Engineers & Building Scientists

ATTACHMENTS

1. Bid Summary
2. Combined Bid Summary

REVIEWED BY

Recommended by the Department



Ray Cousineau
Facilities Supervisor



Grant Brouwer
Director of Building and Development

Facilities Manager Recommended by the CAO



Brent Kittmer
CAO / Clerk

Combined Bid Summary
RFT-DEV-0-01-2018 Water Tower Structural Upgrades

(Inclusive HST)

	Base Bid	Separate Pricing	Total Bid
Robertson Restoration	\$113,336.74	\$35,123.79	\$148,460.53
Heritage Brick and Stone Ltd.	\$191,874.00	\$14,520.00	\$206,394.00

Bid Summary
RFT-DEV-0-01-2018 Water Tower Structural Upgrades

(Inclusive HST)

Vendor	Date	Time	Amount
Robertson Restoration	10-Apr-18	2:06:00 PM	\$113,336.74
Heritage Brick and Stone Ltd.	10-Apr-18	2:16:00 PM	\$191,874.00
Roof Tile Management Inc.	10-Apr-18	1:16:00 PM	\$288,376.00
Heritage Restoration Inc.	10-Apr-18	2:19:00 PM	\$315,270.00
K.I.B. Restoration Inc.	10-Apr-18	1:48:00 PM	\$388,640.00
Limen Group Const. Ltd	10-Apr-18	9:56:00 AM	\$392,562.00

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	24 April 2018
Subject:	DEV 18-2018 Town Hall and Library Window Restoration and Replacement

PROJECT DETAILS

In 2017, the company Cion / Coulter Engineers & Building Scientists were hired to develop a scope of work for the restoration and replacement of the Town Hall and Library Windows. Cion / Coulter met with staff to create a tender document for the restoration or replacement of all the windows of the Library and Town Hall. Town Council has pre-approved \$352,000.00 for the project within the 2018 capital budget.

RECOMMENDATION

THAT DEV 18-2018 Town Hall and Library Window Restoration and Replacement be received; and

THAT the procurement for Town Hall and Library Window Restoration and Replacement be awarded to IntegriBuild Construction Management Inc. for the procured price of \$503,232.03, 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 restoration of the Town Hall and Library Window Restoration and Replacement project up to, but not exceeding, \$50,000.00; and

THAT By-Law 38-2018 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 scope of the project was for the restoration or replacement of the windows at the Library and Town Hall. This included the following:

1. Library – The replacement of all windows in the addition and office area on main floor. The replacement of the Carnegie section windows with wood. All dental mold to be returned to original condition. Replacement of all basement windows with vinyl windows. Replacement of the outside fire exit door from the upstairs. Replacement of windows was based on staff comfort and energy efficiency. All windows will have the exterior decorative wood detailing repaired or replaced and the entire exterior frame painted.
2. Town Hall

- The basement windows will be replaced with vinyl windows on the North and East sides. The windows on the west side will be replaced with wood windows to match existing. These windows are being replaced with energy efficient windows that will help with staff comfort. The fire exit door on the North side of building will be replaced.
- The 1st floor windows in the Council Chambers and office areas will be replaced with wood windows matching existing style. The transoms will be replaced with insulated glazing windows with wood canes applied replacing the transoms with lead canes. Giving the same look and feel as existing windows.
- The 2nd floor windows will be removed and restored. The medallion and decorative wood trim details on second floor windows will be restored and refinished. Any missing medallions will be replaced. Black out windows will have black spandrel glass installed.
- The 3rd floor windows will be removed and restored. The exterior wood trim will be refinished. The balcony fire door will be replaced with a steel fire rated door.
- The 4th floor windows will be removed and restored with the exterior wood trim being refinished.
- All downspout and gutters will be replaced with wood fascia and trim replaced and painted.

Staff met with the Heritage Committee regarding the Heritage Permit for the project. The Committee approved the permit with the recommendation that the caneing of the new transoms be installed on the outside of the windows so that the exterior has the same look and feel of existing transoms. Staff still has to meet with the Heritage District Committee to discuss the project.

The procurement document requested a base bid as well as separate pricing for several items. This was done so that the Town could pick and choose which windows were restored or replaced within the scope of work depending on budget. 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, April 10, 2018
Number of Bids Received:	Two (2)
Successful Proponent:	IntegriBuild Construction Management Inc.
Approved Project Budget:	\$352,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$556,139.06
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$503,232.03

The procurement document submitted by IntegriBuild Construction Management Inc. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the full project to IntegriBuild Construction Management Inc. Timelines for this project are: Start Date: 10-12 weeks from award of the project (approximately July 24, 2018), Project Length: 20 weeks (approximately December 11, 2018).

FINANCIAL IMPLICATIONS

IntegriBuild Bid	\$ 503,233
Engineering Fees	\$ 15,097
Contingency fund (10%)	\$ 50,000
Total Project Cost	\$568,330
Total Project over budget	\$216,330

The project will incur a variance of \$216,330.00 from the 2018 Capital budget. The variance is partially offset by the \$134,832 in savings recognized on the Old Water Tower project. If this project is approved for award, the variance will be funded from the facilities reserve.

STRATEGIC PLAN

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

- Pillar #: Infrastructure
 - Strategic Priority: Develop a Comprehensive and Progressive Infrastructure Plan
 - Tactic(s): When reviewing priorities of needs for maintenance investments in “discretionary” Town assets, the following Town icons will be considered of most importance: historic Town Hall, historic Water Tower; mill race dam and spillway; Carnegie Library, museum, Water Street bridge, Church Street Bridge, Grand Trunk trail and Sarnia Bridge, and Junction Station.
 - Strategic Priority: Maintenance Prioritization
 - Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized by others. Implement a seasonal inspection schedule.

OTHERS CONSULTED

Heritage St. Marys Committee
Brent Kittmer, CAO / Clerk
Jim Brown, Treasurer
Cion / Coulter

ATTACHMENTS

1. Bid Summary
2. Combined Bid Summary

REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



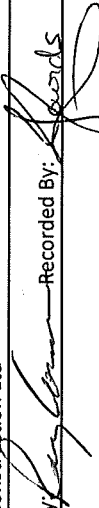
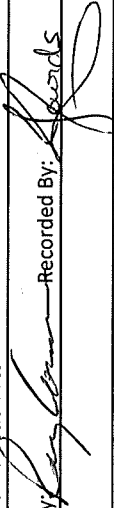
Brent Kittmer
CAO / Clerk

VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFT-DEV-04-2018

TITLE: Town Hall and Library Window Restoration and

MOC APRIL 10/18 2:30 PM

NO	VENDOR	AMOUNT	DATE	TIME
1	818185 Ontario Inc	\$148,950.00	April 10/18	2:06 PM
2	Atmo Contracting Inc.			
3	Elgin Contracting and Restoration Ltd.			
4	Heritage Restoration Inc.			
5	IntegriBuild Construction Management Inc.	\$170,602.03	April 10/18	1:20 PM
6	K.I.B Building Restoration Inc			
7	Limen Group Const. Ltd			
8	Ridley Windows & Doors Inc.			
9	Roof Tile Management Inc			
10	Ultimate Construction Ltd			
	Opened By:  Recorded By: 			

Combined Bid Summary

RFT-DEV-0-04-2018 Town Hall & Library Window Restoration and Replacement

(Inclusive HST)

	Base Bid	Separate Pricing	Total Bid
IntegriBuild Construction	\$192,780.30	\$363,358.77	\$556,139.07
Robertson Restoration	\$168,313.50	\$473,301.63	\$641,615.13

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Community Services

Date of Meeting: 24 April 2018

Subject: DCS 08- 2018 April Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 08-2018 April Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services (general):

- Customer Service Development:
 - Curator/Archivist attended the Inclusive Museum Leadership Symposium on March 23.
 - Continuing work on Service Excellence for PRC operations.
 - As a team continued to work on the business plan for PRC operations.
- Policies and Procedures:
 - St. Marys Museum Research Policy updated, reviewed and approved by Museum Board.
- Legislative Compliance:
 - The Ontario Pool Regulations 565 have been updated and will be in effect July 1, 2018. Training will occur with staff to ensure we are within compliance of the new regulations.

Aquatics:

- 4446 swimmers through the Aquatics Centre in March.
- March Break public swims were very well attended.
- Spring Mass registration went smoothly; over half of the registrations on the day were online.
- Swim to Survive Plus is set to run for the first time in St. Marys for 5 grade seven classes, busses are booked and educational material is sent to the school in preparation for the in water portion.
- Booked in 5 classes for the grade 3 swim to survive for program.
- Advanced Aquatics is strong this spring, Water Safety Instructors course is full with 16 candidates, Bronze Star, Medallion and Cross are running with 26 registered to date.
- Lifeguard staff training dates are scheduled for the PRC, Quarry this spring. Recertification courses are booked in for National Lifeguard Pool and Waterfront, Water Safety Instructors and Standard First Aid.
- Monitoring and assessing the partnership between the YMCA and the Aquatics Centre for cross usage, following the trial staff will meet with the YMCA team to discuss how to proceed.
- Grant received from TD Friends of the Environment for the design and installation of signage for the Quarry. This signage will present photos and description of the natural habitat at and around the Quarry location.

Guest Services:

- Hosted a successful NBC tournament along with St. Marys Minor Hockey wing night- a number of compliments received from organizers.
- Regular meetings set for the PRC 10th birthday party; tickets are now on sale for the evening portion of the Wilkinson's concert.
- Confirming details for Snapping Turtle coffee to be sold in canteen this fall.
- Initial meeting with the Perth District Health Unit for a 'healthier snack program' in the canteen starting this fall. Research will take place over the next couple of months with surveys to users and other arenas with the intent to offer several healthier options for snacks.
- Updating baseball and soccer agreements, and adding their schedules into Max

Child Care:

- Child Care Centre:
 - Staff continue to work on outdoor learning environment to reflect the change in season. Consultation with the Facilities department to formulate a plan for the outdoor learning environment grass area.
 - Working with our Municipal Service Provider and all Child Care providers in Perth County to promote the launch of our centralized Child Care Registry wait list. Moving forward all families requiring child care will be directed to the centralized wait list to create an account. During the registration process families are able to identify services they may require for their child(ren). These services could include speech therapy, occupational therapy as well as fee subsidy. Families are able to locate only licensed childcare in Perth County, and are able to go on multiple lists at once.
 - Preparation for full day summer programs continues.
- Before and After School program:
 - Re-registration will be taking place the first 2 weeks of May. This process will be for families currently registered in our programs. Families will indicate their programming needs for the school 2018/2019 school year.
 - Full Day Summer registration has been posted on the Town website, and staff hiring is currently under way.
 - 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
February	\$16,918.27	\$18,714.10

Museum:

- Led outreach programs at the Child Care Centre on March 8, Kingsway Lodge on March 13, Grade 7/8 students at D.C.V.I. on March 26.
- Lesser Known Characters seminar presented to sold out crowds on March 15 and March 21.
- Staff and Board Member filmed a 'Swarty Takes on St. Marys' episode promoting the Museum on March 7.
- YCW intern completed accessioning all 2017 artifact donations (approximately 400 artifacts)
- Volunteers logged 98 hours in March.
- Received funding for both Young Canada Works (archives and curatorial) summer student grants that were submitted in January.
- Received Celebrate Canada funding for Canada Day Celebration.

Recreation:

- Youth Recreation:
 - Ball Hockey began on Thursday's this month.
 - Cooking for Kids started on 12th April with a full enrolment (12)

- Due to demand Soccer Stars, has added a second day running on both Tuesdays and Thursdays.
- Submitting an RFP for EarlyON Child and Family Centres. The purpose of this RFP will be to continue operating existing programs with some additions for children/parents ages 0-6 years. As we currently offer many programs for this group this RFP would offset the current costs of these services. If staff are successful, this program would run for an 18 month trial period with an opportunity to renew.
- Adult Recreation:
 - Ran successful dodgeball archery event with 22 participants
 - Working with communication department to put out a Recreation survey to help gauge the needs and interests of the community.

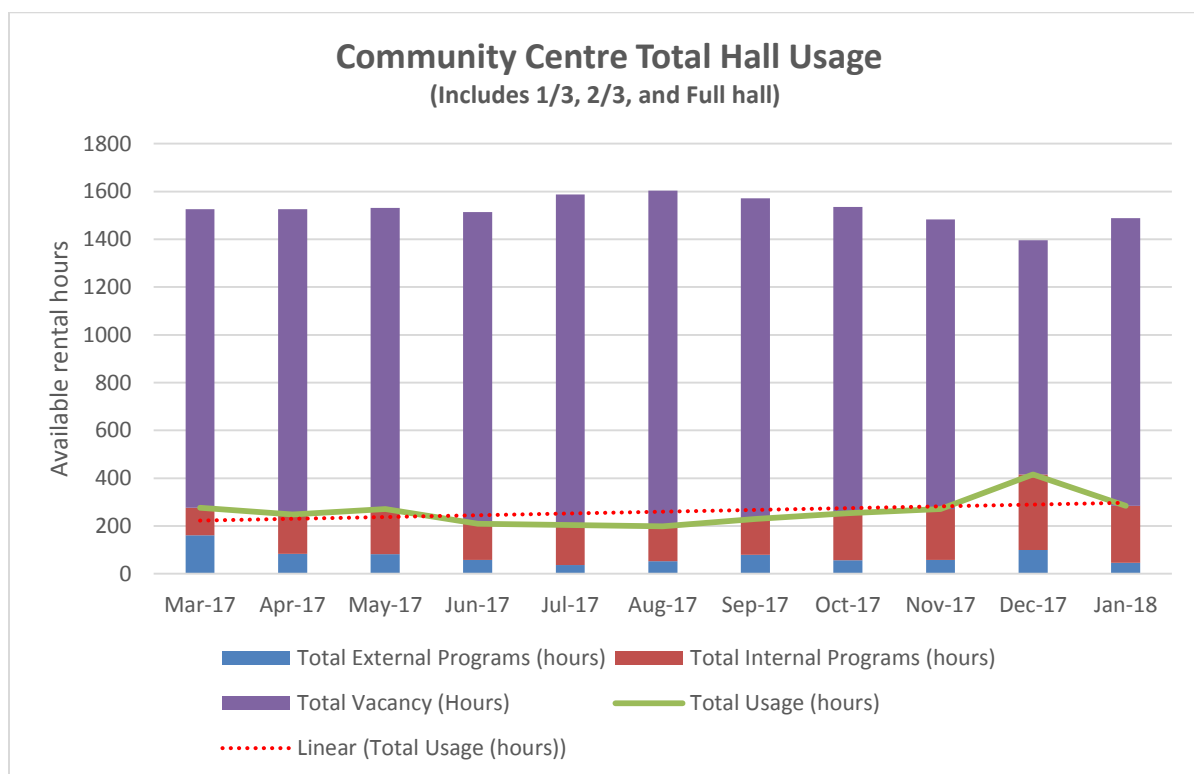
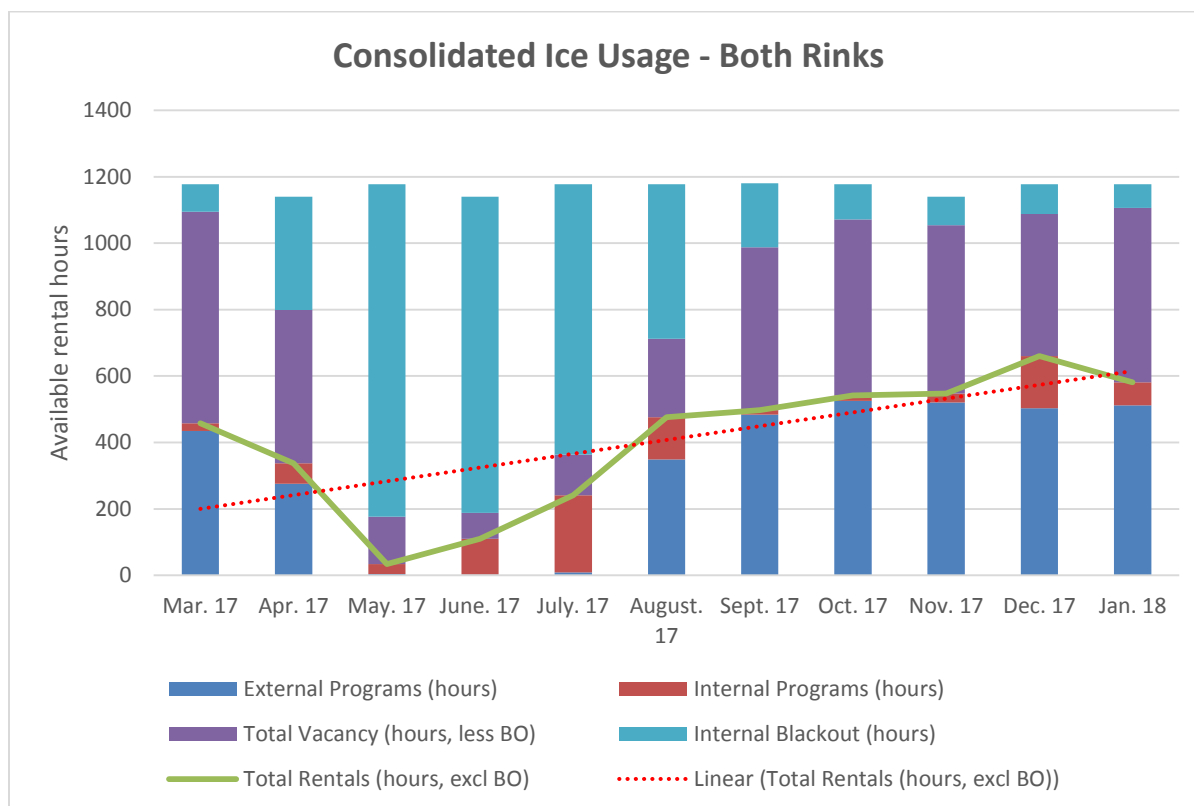
Youth Services:

- Youth Centre
 - United Way grant now open for next 3 years of funding.
 - Easter Egg Hunt with 'Include to Improve' had over 80 children attend.
 - Youth centre was used 792 times in March.
 - Held staff meeting on Friday the 13th April.
 - Work has begun on drafting the Youth Council package and agreement.
- Youth Engagement
 - Engaging workshop (offered through Parks and Recreation Ontario) ran on Monday the 9th. This was a successful event with 23 people in attendance.
- Perth 4 Youth
 - Held meetings in the DCVI with the co-op teachers.
 - Looking to set a date to setup a job fair in town.

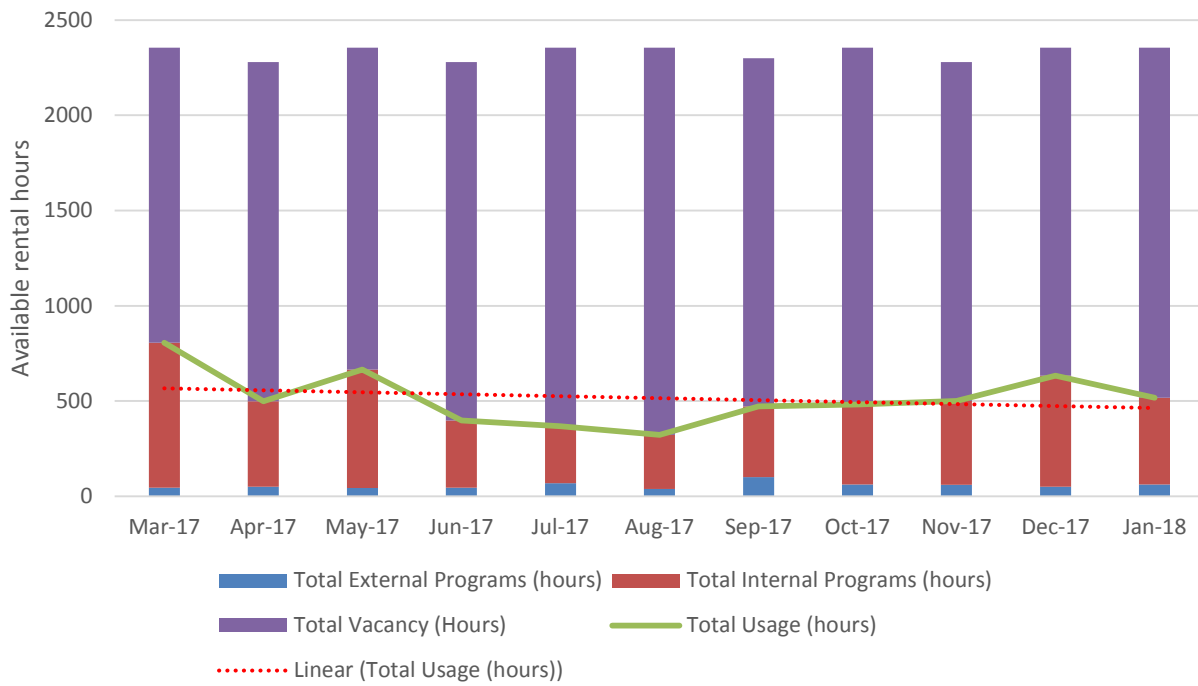
Senior Services:

- Friendship Centre
 - Preparation for the semi-annual Scrap-a-ton to be held April 21. This event has been sold out at 95 participants since February.
 - Hosted a successful Scrapbooking Garage Sale on April 7th. Over 200 shoppers came through the door.
 - Staff are working with Corporate Communication to re-develop the Friendship Centre's newsletter. The Friendship Centre received a grant through the Active Living Centre's Grant for 2017/18 to support the changes.
 - The 2018/19 Active Living Centre grant has been submitted. The Friendship Centre is working with the Regional Rep from with the Ministry of Citizenship to increase the funding request for 2018/19.
 - The renovation to the East Entrance of the Friendship Centre is complete. The final report for the New Horizon's Grant has been submitted. Satisfaction surveys were completed with users and the overall feedback is that the Centre is much warmer and the door looks great.
- Home Support
 - The current focus is on volunteer recruitment for the Volunteer Visiting program and the falls prevention program. Staff worked with Corporate Communications to highlight these volunteer opportunities. To date 10 new volunteers have been recruited.
 - Falls Prevention classes continue to grow in popularity. Monday, Wednesday and Friday classes average 30-40 participants with an all-time high of 52 attending.
 - Staff are working with the Fire Department to offer resources for the Fire team on Falls Prevention. The Fire Fighters will be handing out Senior Services resources during their door to door fire safety visits.

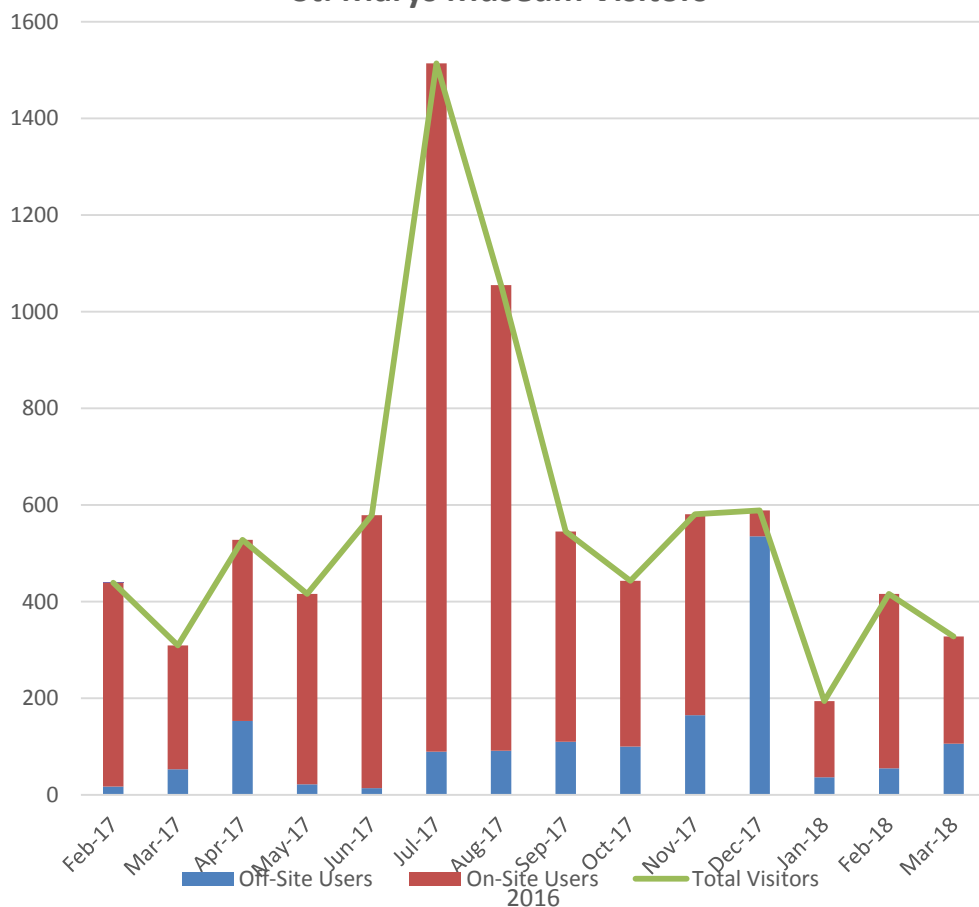
Usage Trends:

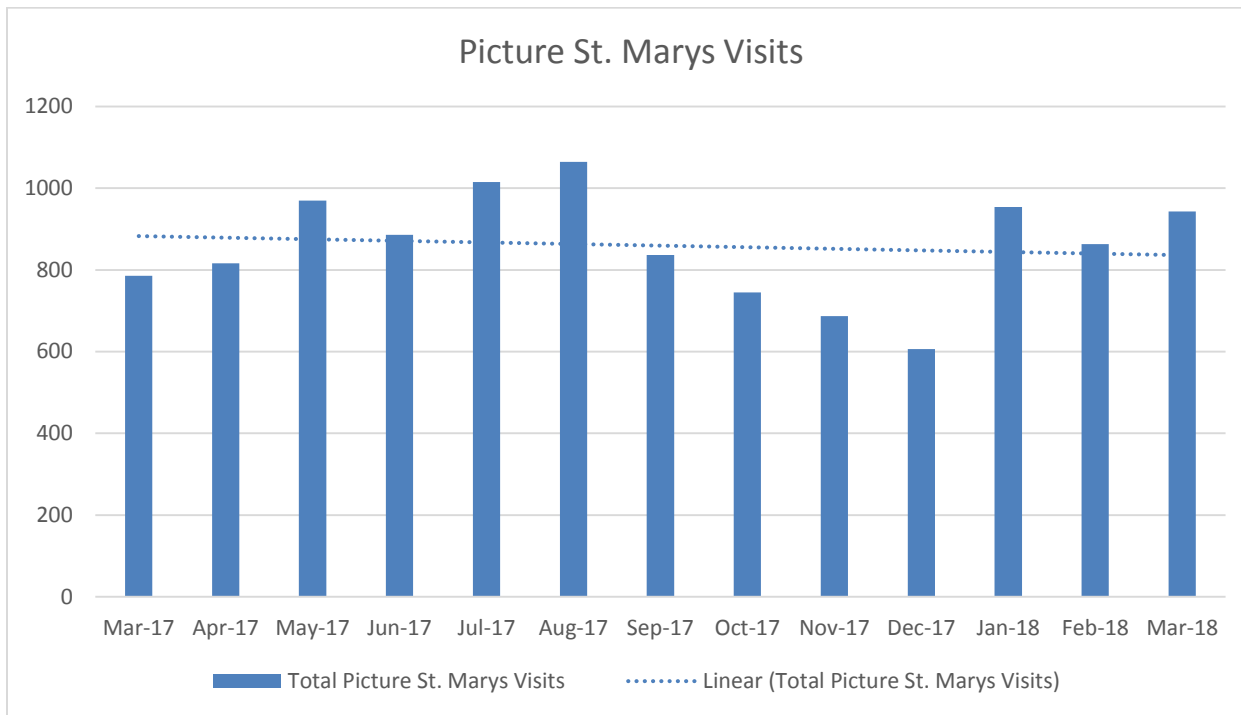


Fiendship Centre Total Usage (Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



St. Marys Museum Visitors





SPENDING AND VARIANCE ANALYSIS

Nothing at this time

REVIEWED BY

Recommended by the Department

Stephanie Ische
Director of Community Services

Recommended by the CAO

Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	24 April 2018
Subject:	DCS 07-2018 Lions Club in kind request

PURPOSE

To have Council review and approve the Lions Club in kind request in lieu of their donation towards the pavilion at Cadzow Park.

RECOMMENDATION

THAT DCS 07-2018 Lions Club in kind request be received; and

THAT Council approve the Lions Club request to amend their Cadzow Park contribution agreement to include one free rental of the PRC 2/3 hall per year for 10 years; and

THAT By-law 44-2018, being a by-law to amend By-Law 101 of 2017, be approved.

BACKGROUND

The St. Marys Lions Club and the Town have entered into a partnership for the pavilion at Cadzow Park. The agreement entails the financial contribution to support the new pavilion at Cadzow Park for up to \$20,000. A report was presented to Council and a resolution was passed at the January 23, 2018 meeting:

THAT DCS 03-2018 St. Marys Lions Club Capital Contribution Agreement for Cadzow Pavilion be received; and,

THAT Council lift resolution 2017-11-28-20 from the table, and

THAT Council approve By-law 12-2018 authorizing the associated agreement.

REPORT

Following the January 23 Council meeting the St. Marys Lions Club approached the Town and have asked for the following be added to their agreement:

- In lieu of the contribution towards this project Lions Club St. Marys be granted one free room rental (the PRC 2/3 community centre hall) per calendar year for the next 10 years.

This request is consistent with a term that is included in the Rotary Club's agreement for their donation at Cadzow Park. In the Rotary agreement, the Club is given two free rentals each year to recognize their \$100,000 donation to the park.

SUMMARY

In summary, this report provides Council with the Lions Club's additional request to be added to their partnership agreement. Staff is recommending that the requested amendment to the Lion's contribution agreement be approved.

FINANCIAL IMPLICATIONS

This Cadzow Park revitalization project has been approved in the 2018 capital budget.

The cost of the Lions Club request of one free room rental for a 10 year period totals \$5,160.00.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4 Culture and Recreation: Strategic Priority for “A Focused Parks Strategy”
 - Outcome: St. Marys’ parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Perform an initial assessment of necessary improvements (beautification, accessibility, etc). Preserve Cadzow Park as a quiet, residential, family-orientated park. Continue investments in Cadzow Park as a family-orientated public space.

OTHERS CONSULTED

Lions Club

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Public Works
Date of Meeting:	24 April 2018
Subject:	PW 20-2018 April Monthly Report (Public Works)

RECOMMENDATION

THAT PW 20-2018 April Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

Water, Wastewater, Storm Water (Environmental Services)

- Water Storage Reservoir
 - Pre-Construction meeting held on April 5th
 - Break-ground date scheduled for April 23rd
- Well #2 rehab completed on April 6th
 - Well back in service before reservoir construction
- Waste Water Treatment Plant standby power construction began April 6th
- James St. Booster Pump
 - Project complete
 - Agreement pending with INOAC for review
- Grand Trunk Trail and Riverview Walkway fountains retrofitted to include pet friendly access

Solid Waste Collection, Management & Landfill

- 1 odor complaint – 0 dust complaints
 - Contracted dozer work for site cover & grading post snow melt
 - Asphalt millings available on site for dust control
 - Application pending weather
- Annual Monitoring Program
 - Initial meeting with engineering firm G.M. Blueplan held on April 6th
- Spring site cleanup by staff scheduled for the week of April 24th
- RFT-PW-13-2018 Cleaning and Flushing of the Leachate Collection System issued
 - Closes April 24
- Landfill Quarterly Volumes
 - Between January 2, 2018 – April 4, 2018 the Landfill had 1,000 patrons (variety of waste, e-waste, household hazardous waste, recycling, wood, brush, and yard waste)
 - Total of 1485.01 tn accepted during this period

Waste Type	Weight (tn)	Fees (\$)	Fees (%)
<i>Brush</i>	9.16 tn	0	0
<i>Clean Fill</i>	9.60 tn	0	0
<i>Construction/Demo</i>	96.76 tn	\$8,085.45	8.71%
<i>E-Waste</i>	1.05 tn	0	0
<i>General Recyclables</i>	3.09 tn	0	0
<i>Hazardous Waste (MHSW)</i>	0.89 tn	0	0
<i>Industrial Solid Waste</i>	913.69 tn	\$75,456.80	81.31%
<i>Municipal Solid Waste</i>	70.21 tn	\$6540.05	7.05%
<i>Municipal Solid Waste – Bluewater</i>	343.37 tn	0	0
<i>Perth South (MHSW)</i>	0.20 tn	0	0
<i>Steel</i>	0.38 tn	0	0
<i>Wood Waste</i>	14.41 tn	\$923.55	1%
<i>Lead Yard Waste</i>	22.20 tn	0	0

Cemetery

- March 2018
 - 4 cremations and 1 traditional burial
- April 1st to 13th 2018
 - 1 traditional burial, 3 interment rights sold
- Ongoing Spring cleanup
- Spring Gravel leveling pending
- Ongoing digitization of cemetery records

General Public Works Operations – Roads, Sidewalks

- RFT-PW-10-2018 Catch Basin Cleaning Contract closing on April 24
 - Multiyear tender, based on 2017 tender results
- Operator Traffic Control and Trenching Training scheduled
 - Joining with other Perth municipalities to reduce costs
- Streetlight pole inspections completed
 - Maintenance plans for various poles are being considered
 - Review inspection results with vendor
 - Inspection has been inputted into the City-Wide Work Order System and to be transferred to GIS for more accurate asset management
- Traffic speed signs moved to Queen St. W near Salina
 - Traffic calming initiatives
 - Next location Queen St. East near St. John at PED crosswalk
- Ongoing vandalism at the Falls
 - Difficult to remove due to access, dam face condition and environmental concerns
 - Millrace gates minor damaged due to large log removal post flooding

- Staff planning remediation pending water levels
- Continued to support the Cadzow Park revitalization
- Department GANTT chart for better scheduling
 - Tracking annual tasks, projecting resource allocations
- Queen St. Traffic light programming
 - Completed discussions with manufacture
 - Semi-Actuation of Queen St. prevents activation of PED during active green cycle
 - Controller always sees activation recall for East – West
- Street Line painting
 - Contractor confirmed, pending weather
 - Optimal installation above 10 degrees during off peak hours
 - Less than optimal conditions observed in recent weeks
 - Full painting of Queen St East paving areas planned

Parks, Trails & Tree Management

- Seasonal Parks employee started April 2
- Picnic table requests have started
- Increased inquiries from residents regarding dead trees or tree's requiring pruning
 - Coordinating with Davey Trees to have those trees removed or pruned
- RFQ-PW-04-2018 Portable Toilet Rentals closed – awarded to Johnson's Sanitation
- RFQ-PW-07-2018 Flats Electrical Panels Refurbishment closed April 10
 - To be completed by May 10th prior to any functions requiring power
- Stump removal quotation pending
 - Stump removals to begin mid-May
- Continual interest from the public for memorial benches and trees, trestle bridge plaques and picnic table rentals
- Winter Lights Technicians (the Elves) have returned to help design and quote new winter lights
 - Request from local supports for 4 new light displays
 - Costing being developed for support review

Engineering, Asset Management & Capital Projects

- New 2018 Trackless sidewalk snow removal tractor from Work Equipment Ltd. arrived March 29th. First use on April 4th
- RFP-PW-05-2018 New Compact Tractor closed on April 10th
- RFT-PW-06-2018 Concrete Contract closed on April 10th
- RFT-PW-08-2018 Asphalt Repairs Contract closed on April 10th
- RFT-PW-11-2018 Surface Treatment Contract Closed on April 10th

Community Outreach

- Grand Trunk Trail retrofit sponsored by resident
- Correspondence with Child Care Centre regarding Town bridges
 - The bridge's history, how they are built, and how they are maintained
- Service Club meeting material provided
 - Presented By-Law 32-2018 to the clubs along with the design of the structure and application process
 - Service clubs are submitting their applications
 - Sign construction and installation to be awarded at April 24th council
- Sparling Bush Tree Planting
 - Approx 150 trees to be planted, partnership with UTRCA, Rotary and TD Tree Days
 - Town to provide mulch and bedding mix

SPENDING AND VARIANCE ANALYSIS

- Portable Toilets variance expected
 - Increased costs received
 - Working with vendor to shorten deployment duration for sporting fields
 - To be removed immediately after conclusion of minor sports season
- Millrace gates
 - Stop logs unseated due to log removal
 - 20' log became logged
 - Remediation pending weather and water levels


REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 April 2018
Subject:	PW 22-2018 Award for RFT-PW-11-2018 Supply and Installation of Surface Treatment Roadways on Various Streets

PROJECT DETAILS

The provisions of the tender include the supply of materials, labour, and equipment for installation of surface treatment roadway on various streets within the Town of St. Marys. The works include the application of HF-150S asphalt emulsion and the spread and roll of Class 2 aggregate. Double Surface Treatment shall be applied to the Glass St. extension, Carrall St., and the loop ring road at Milt Dunnell Field (due to flood damage). The works will be completed between June 4 and June 29, 2018.

RECOMMENDATION

THAT PW 22-2018 Award for RFT-PW-11-2018 Supply and Installation of Surface Treatment Roadways on Various Streets be received; and

THAT the procurement for the supply and installation of Surface Treatment roadways on various streets be awarded to MSO Construction Limited for the bid price of \$117,613.23, inclusive of all taxes and contingencies; and

THAT By-Law 40-2018 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, April 10, 2018
Number of Bids Received:	Two (2)
Successful Proponent:	MSO Construction Limited
Approved Project Budget:	\$135,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$117,613.23
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$105,941.35

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

FINANCIAL IMPLICATIONS

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

Carrall St. (01-9337)	\$36,000.00
Glass St. (01-9336)	\$45,000.00
Landfill Entrance (01-9402)	\$19,000.00
Flats Loop Road	\$35,000.00
Budget Total	\$135,000.00
Tender Value (Net HST)	\$105,914.35

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None.

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department




Jeff Wolfe
Engineering and Asset Management Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk



BID SUMMARY

RFT-PW-11-2018 - Surface Treatment Program

			Price
			Price
Proponent			
1	MSO Construction Ltd.		117,613.23
2	NorJohn Contracting and Paving Ltd.		135,374.00

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 April 2018
Subject:	PW 23-2018 Award for RFT-PW-06-2018 Construction, Replacement, and Repairs of Sidewalk, Curb and Gutter on Various Streets

PROJECT DETAILS

The provisions of the tender include the supply of materials, labour, and equipment for concrete installation, replacement and repairs within the Town of St. Marys. Those concrete works may include, driveway removals, concrete curb and gutter, sidewalks, and catch basins. The work will be split in two phases. The first set of locations will be completed between May 18th and July 1st, 2018 and a second phase will be completed between August 17th and September 28th, 2018.

RECOMMENDATION

THAT PW 23-2018 Award for RFT-PW-06-2018 Construction, Replacement, and Repairs of Sidewalk, Curb and Gutter on Various Streets be received; and

THAT the procurement for the construction, replacement and repairs of sidewalk, curb and gutter on various streets be awarded to 465929 Ontario Ltd. (Nicholson Concrete) for the bid price of \$165,251.20, inclusive of all taxes and contingencies; and

THAT By-Law 41-2018 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, April 10, 2018
Number of Bids Received:	Six (6)
Successful Proponent:	465929 Ontario Ltd. (Nicholson Concrete)
Approved Project Budget:	\$166,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$165,251.20
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$148,813.82
Project Under-budget	\$17,186.18

The procurement document submitted by 465929 Ontario Ltd. (Nicholson Concrete) was found to be complete, contractually acceptable, and ultimately provided the best value for the Town. As such, staff recommends award of the project to 465929 Ontario Ltd. (Nicholson Concrete).

FINANCIAL IMPLICATIONS

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

Annual Sidewalk/Curbing Program – 9314 (budgeted)	\$20,000.00
Various Sidewalks (PTIF Funded) – 9332	\$96,000.00
Cadzow Parking Lot (budgeted) – 9154	\$5,000.00
Hillside Subdrain (budgeted) – 9341	\$5,000.00
Maxwell St. Curb Replacement (budgeted) – 9345	\$18,000.00
PRC Laneway (budgeted) – 9152	\$22,000.00
Total	\$166,000.00
Tender Value (Net HST)	\$148,813.82

STRATEGIC PLAN

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Infrastructure:
 - Outcome: Granting Readiness
 - Outcome: Maintenance Prioritization
 - Tactic(s): Develop maintenance schedules and budget accordingly. Establish a nimble foresight approach to capital initiatives that creates a project inventory and plans to meet the new grant opportunities.
 - Pillar #4 Culture and Recreation:
 - Outcome: A focused parks strategy
 - Tactic(s): Continue investments in Cadzow Park as family-oriented space.

OTHERS CONSULTED

None.

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department



Jeff Wolfe
Asset Management/Engineering Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk



BID SUMMARY

RFT-PW-06-2018 - Concrete Program

		Price
Proponent		Price
1	Nicholson Concrete	165,251.20
2	Autoform Contracting	188,206.47
3	Ro-Buck Contracting Ltd.	219,519.45
4	Fortese Concrete Ltd.	237,384.75
5	J. Franze Concrete Ltd.	246,181.80
6	Diocco Contractors 2015 Inc.	399,258.10

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 April 2018
Subject:	PW 25-2018 Award for RFP-PW-05-2018 Supply and Delivery of One New Compact Tractor and Accessories

PROJECT DETAILS

The provision of this RFP includes the supply and delivery of one new compact tractor and accessories including a front loader with bucket, pallet forks and a front mounted snow blower. The proponent will also provide servicing and parts for the new tractor. The new equipment will replace a 2006 Kubota compact tractor that is used to maintain parks and trails year-round. The existing Kubota unit has served the Town well and is at end of service life with repair cost increasing yearly. Primary areas of service delivery functions are the forestry, parks, trail systems and winter snow removal operations of paved trail connecting links. The unit also can be used for ball diamond grooming when required and to assist in the downtown core during heavy snow fall events. A replacement is required due to increasing maintenance costs. The existing unit will be sold using GovDeals website as per the procurement by-law for disposal of surplus equipment.

RECOMMENDATION

THAT PW 25-2018 Award for RFP-PW-05-2018 Supply and Delivery of One New Compact Tractor and Accessories be received; and

THAT the procurement for a new Kubota compact tractor and accessories be awarded to D&S Downham Equipment for the procured price of \$58,153.45, inclusive of all taxes and contingencies; and

THAT By-Law 42-2018 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:	Wednesday, April 11, 2018
Number of Bids Received:	Four (4)
Successful Proponent:	D&S Downham Equipment
Approved Project Budget:	\$58,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$58,153.45
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$52,368.98
Project Under Budget	\$5,631.02

The procurement document submitted by D&S Downham Equipment 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 D&S Downham Equipment.

FINANCIAL IMPLICATIONS

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

Parks Tractor Replacement – 01-9392 (budgeted)	\$58,000.00
Total Net of HST Rebate	\$52,368.98

The project will incur a positive variance of \$5632 from the 2018 Capital budget allocation of \$58,000. The variance will be further increased when final sale of surplus equipment via auction is completed.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


Todd Thibodeau, Public Works Supervisor
John Hahn, Parks Team Leader

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk



BID SUMMARY

RFP-PW-05-2018 - Compact Tractor

Proponent	Proponent Submissions for Evaluation			
	Design/Logistics/References/ Warranty	Cost Score	Price	Total
D&S Downham Equipment	55.2	34.9	58,153	90.1
Delta Power Equipment	54.8	32.7	62,133	87.5
Huron Tractor	49.4	33.9	59,384	83.3
Advantage Farm Equipment Limited	51.2	31.4	64,558	82.6

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 April 2018
Subject:	PW 26-2018 Service Club Sign Structures

PURPOSE

To gain Council's approval to procure the construction and installation of four (4) Service Club Sign structures at Town entry points on James St. and Queen St.

RECOMMENDATION

THAT PW 26-2018 Service Club Sign Structures be received; and

THAT Council approve the construction and installation in the amount of \$27,669.18 to Signs Ontario Ltd.; and

THAT By-Law 43-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

BACKGROUND

In March 2018, By-Law 32 of 2018 was passed by Council which regulates the erection and display of Service Club Signs on Town Service Club Sign structures. The sign structures were included in the 2018 Capital Budget. The next step in the process is to construct and install the structures as per the by-law.

REPORT

Staff would like to proceed with the construction and installation of the Service Club Sign structures. Designs of the proposed structures were presented to the Strategic Priorities Committee on March 20th, and to Council on March 27th.

Section 9.1(b)(vi) of the Procurement By-law allows for Council to approve direct procurement of goods "when a single source is being recommended because it is more cost effective or beneficial to the Town". Staff is requesting to sole source the construction and installation of the four service club signs to Signs Ontario Ltd.. To date the design work has been generously donated by Signs Ontario Ltd.. The company has made this donation because this is a project that benefits service clubs. No costs have been incurred for the design which has undergone several revisions based on feedback.

Given the importance of the service club signs to the community and to the clubs affected, staff are recommending that it is of more benefit to the Town to proceed with Signs Ontario Ltd. because the quality of their workmanship is known. Signs Ontario Ltd. is based in Stratford, and the Town has a long standing history of successful signage projects with the company, most recently being the Town Hall signage. In addition, individual service clubs will be responsible for supplying their logos for each location. The company's close proximity to St. Marys will assist local service clubs in procuring club signs that are compatible with the Town specifications.

Signs Ontario Ltd. has provided the Town a quote inclusive of all four sign structures.

Procurement Information	Details and Results
Proponent:	Signs Ontario Ltd.
Approved Project Budget:	\$24,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$27,669.18
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$24,916.95
Project Over-budget	916.95

SUMMARY

By-Law 32 of 2018 has been passed, the by-law allows for the installation of four (4) Service Club Sign structures at Town points of entry.

Per Section 9.1(b)(vi) of the Procurement By-Law staff are recommending direct procurement of the construction and installation of the signs to Signs Ontario Ltd.. This is viewed as being beneficial to the end product because the company have been actively involved in the design of the structure since last September (costs donated to the Town), is qualified having previously constructed and installed Service Club Signs in surrounding municipalities, and are a locally based vendor of record for the Town.

FINANCIAL IMPLICATIONS

Total projected 2018 construction and installation costs net of the HST are \$24,916.95, leaving a budget shortfall of \$916.95. Although initial pricing was obtained at the start of the process in 2017 the overage can be attributed to increased material cost, specifically sign grade aluminum. Town staff have insisted on aluminum construction to increase longevity and reduce maintenance costs. Historically the Service Club signs were located on the Town entrance signs which were constructed of steel and had to be removed every few years for painting due to rust issues.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Brett O'Reilly, Corporate Communications and Events Manager

ATTACHMENTS

Attachment A: Service Club Entrance sign – Final Design

Attachment B: Signs Ontario Ltd. Quotation for construction and installation

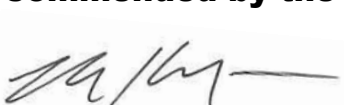
REVIEWED BY

Recommended by the Department

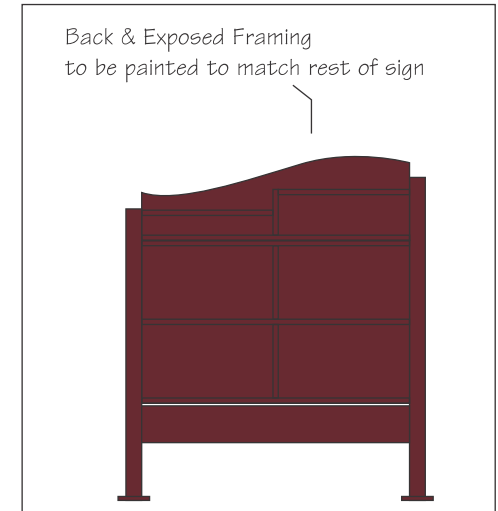
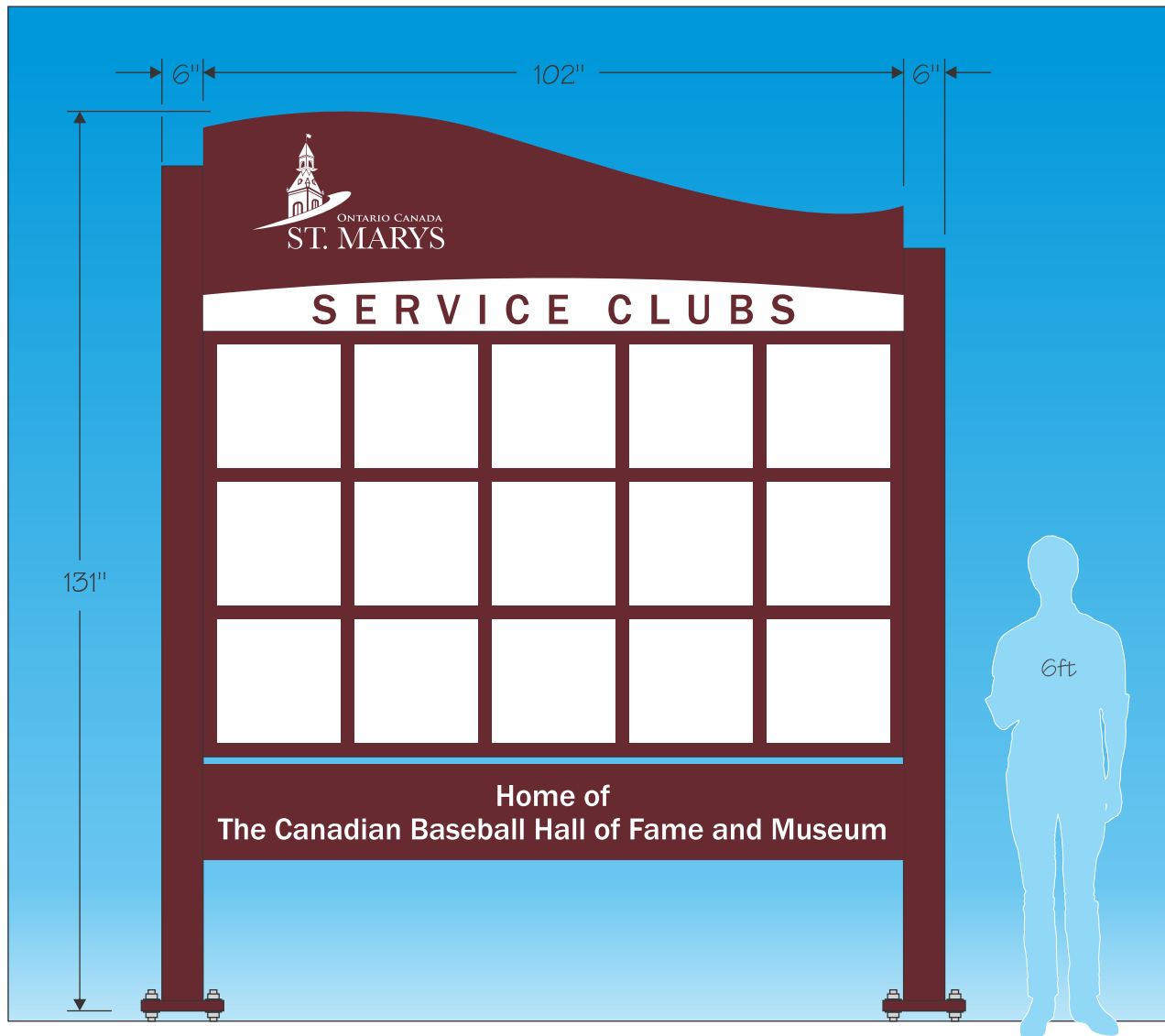

 Jed Kelly
 Director of Public Works


 Morgan Dykstra
 Public Works Coordinator

Recommended by the CAO


 Brent Kittmer, CAO / Clerk

Single Sided Ground Sign
(Qty. 4)



See Pg. 2 for more dimensions
and construction details

Colour Specs



Burgundy
Painted MP 36154



White Vinyl
Logo & Lettering

SIGN OFF SIGNATURE

DATE

* Drawings not to scale unless otherwise noted.

PHONE 519.271.1707 FAX 519.272.1707 WWW.SIGNONT.CA SALES@SIGNONT.CA

SIGN ONTARIO LTD. 2014 COPYRIGHT®



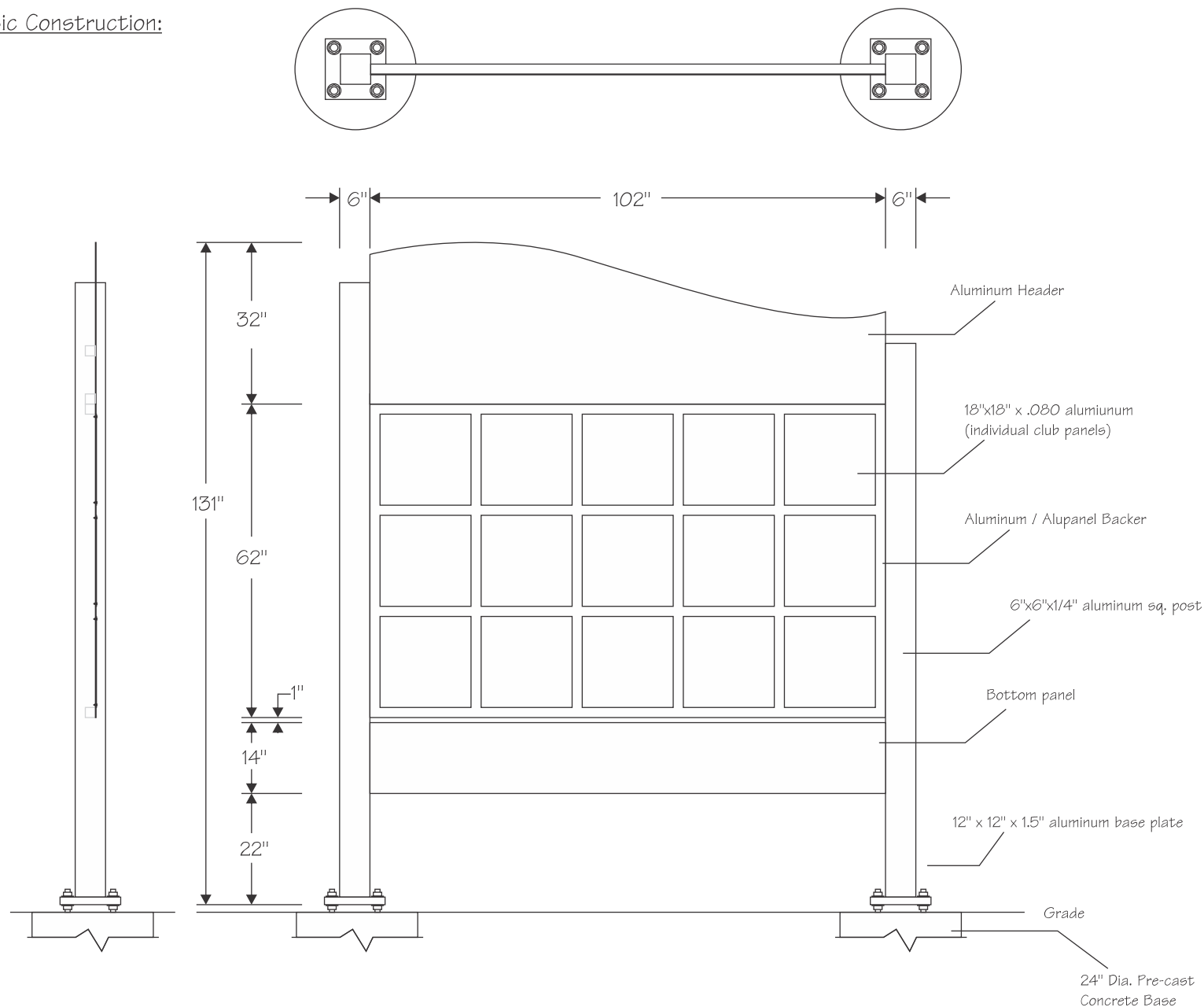
PERTH LINE 34, 2838, STRATFORD ON, N5A 6S5



Client: Town of St. Marys	
Date: March 7, 2018	Design: J.G.
Ver. 7.0 (April 10, 2018 - J.G.)	Job: #15093
File: Gateway Signs	Pg. 1 of 2

Page 98 of 116

Sizing / Basic Construction:



* Drawings not to scale unless otherwise noted.

Client: Town of St. Marys	
Date: March 7, 2018	Design: J.G.
Ver. 7.0 (April 10, 2018 - J.G.)	Job: #15093
File: Gateway Signs	Page 99 of 116

Prepared for:
TOWN OF ST. MARYS

PO Box 998
175 Queen St. E.
St. Marys, Ontario N4X 1B6

Phone: 284-2340

Fax: 284-2881

tmckibbin@town.stmarys.on.ca
Prepared by: Betto, Melissa

Ship Date:

Qu.	Unit	Description	Unit Price	Amount
4	pcs	Jed Kelly < jkelly@town.stmarys.on.ca >		
1		Service Club Gateway signs - S/S Aluminum construction	5,246.50	20,986.00
		Installation	3,500.00	3,500.00
		Subtotal:		24,486.00
		H - HST 13%		
		HST		3,183.18
Sign Ontario Ltd. HST: #GST #895990943				
			Total	27,669.18

TERMS & CONDITIONS This quote is good for 30 days.

a) All purchases are COD unless completed credit application has been approved by Sign Ontario Ltd.

b) The following items are excluded from the quotation and will be invoiced extra where applicable

1. Sign and variance permit(s) application fee (each) plus municipal permit costs
2. Engineering Costs
3. Any changes to order or additional services
4. Electrical service and connection to sign, and ESA permit (must be completed by a customer appointed licensed electrician)
5. Price based on work being completed during regular business hours

c) Vendor cannot accept responsibility for delays in completion of order caused by strikes, accidents or other causes beyond our control

d) Overdue statements from order above will be subject to a compound interest charge of 2% per month

e) All items on the above quote will remain the property of Sign Ontario Ltd. until full payment is received

f) Estimated completion date is based on time of final approval, not on order date

50% Deposit Required unless otherwise agreed upon. Price based on quantity ordered.

SIGNED: _____ **DATE:** _____ **AMT. PAID TODAY:** _____

Prepared for:
TOWN OF ST. MARYS

PO Box 998
175 Queen St. E.
St. Marys, Ontario N4X 1B6

Phone: 284-2340

Fax: 284-2881

tmckibbin@town.stmarys.on.ca
Prepared by: Betto, Melissa

Ship Date:

Qu.	Unit	Description	Unit Price	Amount
4	pcs	Jed Kelly < jkelly@town.stmarys.on.ca > Club Logos - .080 aluminum with printed vinyl graphics 18" x 18" **Proper logos files to be supplied to Sign Ontario Ltd.	75.00	300.00
		Subtotal:		300.00
		H - HST 13%		
		HST		39.00
Sign Ontario Ltd. HST: #GST #895990943			Total	339.00

TERMS & CONDITIONS This quote is good for 30 days.

a) All purchases are COD unless completed credit application has been approved by Sign Ontario Ltd.

b) The following items are excluded from the quotation and will be invoiced extra where applicable

1. Sign and variance permit(s) application fee (each) plus municipal permit costs
2. Engineering Costs
3. Any changes to order or additional services
4. Electrical service and connection to sign, and ESA permit (must be completed by a customer appointed licensed electrician)
5. Price based on work being completed during regular business hours

c) Vendor cannot accept responsibility for delays in completion of order caused by strikes, accidents or other causes beyond our control

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e) All items on the above quote will remain the property of Sign Ontario Ltd. until full payment is received

f) Estimated completion date is based on time of final approval, not on order date

50% Deposit Required unless otherwise agreed upon. Price based on quantity ordered.

SIGNED: _____ **DATE:** _____ **AMT. PAID TODAY:** _____

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 April 2018
Subject:	PW 27-2018 Service Club Sign Applications

PURPOSE

To present applications submitted by Service Clubs seeking approval to install their Service Club logo's on the Town's four Service Club Sign structures.

RECOMMENDATION

THAT PW 27-2018 Service Club Sign Applications be received; and

THAT Council approve the Royal Canadian Legion Perth Regiment Veterans Branch 236's application to install a logo sign on each of the Service Club Sign structures; and

THAT Council approve the Lions Club St. Marys' application to install a logo sign on each of the Service Club Sign structures; and

THAT Council approve the Leo Club St. Marys' application to a install logo sign on each of the Service Club Sign structures; and

THAT Council approve the Order of the Eastern Star St. Marys Chapter #121's application to install a logo sign on each of the Service Club Sign structures; and

THAT Council approve the St. Marys Farmers' Market's application to install a logo signs on each of the Service Club Sign structures; and

THAT Council approve the Rotary Club of St. Marys' application to install a logo sign on each of the Service Club Sign structures; and

THAT Council approve the St. Marys Kinsmen Club's application to install a logo sign on each of the Service Club Sign structures.

BACKGROUND

In March 2018, Council passed By-Law 32 of 2018, which regulates the installation and display of Service Club Signs on Town Service Club Sign structures to be located at Town points of entry. Each structure accommodates 15 Service Club Signs which will display the club's logo. Each of the logos are to be 18' x 18' in size, constructed of 0.081 sign grade aluminum and are not to contain street addresses and hours of operation.

Sign eligibility is based on Council's consideration of the content on an application form that is submitted to the Department of Public Works.

REPORT

Clubs are required to apply to have their signs installed on the Town's structures. Within the application form, each club must demonstrate their ability to meet the definition of "Service Club" as defined in the by-law.

The definition is as follows:

“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.”

It is Council’s decision to determine if the applicants conform to the definition. Each application outlines how the Club contributes to the fabric of St. Marys whether it be through fundraising, scholarships, Town events, etc.

Several Town clubs have submitted applications seeking approval to install their logos on the Town’s four Service Club Sign structures. The by-law stipulates that the placement of individual signs will be on a first come, first served basis; therefore, the applicants have been listed based on when the department received their application. The following information has been pulled from the submitted applications for Council’s consideration.

Applicant	Form Completed	Charity No.	Years of Service	Contribution to Town
<i>Royal Canadian Legion Perth Regiment Veterans Branch 236</i>	Yes	N/A	85	<ul style="list-style-type: none"> • Provide financial and lifestyle assistance to local veterans and their families • Coordinate annual Remembrance Day Parade, ceremonies and dinner • Raise funds for local youth sports and charitable organizations • Participate in the St. Marys Canada Day and Santa Clause Parades and other events as requested
<i>Lions Club</i>	Yes	N/A	78	<ul style="list-style-type: none"> • Assist with events such as Evan’s Touch the Truck for pediatric cancer • Conduct hearing, blindness, and literacy tests for children at local elementary schools • Provide disaster relief during extreme weather events like the flooding experienced in 2018 • Raise funds for pavilions (i.e. Cadzow), Lion’s Park etc.
<i>Leo Club</i>	Yes	N/A	10	<ul style="list-style-type: none"> • Assist with events such as Evan’s Touch the Truck for pediatric cancer • Conduct hearing, blindness, and literacy tests for children at local elementary schools • Provide disaster relief during extreme weather events like the flooding experienced in 2018 • Raise funds for pavilions (i.e. Cadzow), Lion’s Park etc.
<i>Order of the Eastern Star St. Marys Chapter #121</i>	Yes	N/A	93	<ul style="list-style-type: none"> • Support the St. Marys Memorial Hospital through various means • Fundraising for charities like the Heart & Stroke Foundation and the Canadian Cancer Society • Provide donations to the Friendship Centre
<i>St. Marys Farmers’ Market Association</i>	Yes	N/A	26	<ul style="list-style-type: none"> • Provide a place for residents to purchase local food produced by local food artisans and farmers

Applicant	Form Completed	Charity No.	Years of Service	Contribution to Town
				<ul style="list-style-type: none"> • Provide a community gathering place on Saturday mornings • Create a space for other community groups etc., to set up information and/or fundraising events • Keeping residents in Town to shop and bring in residents of surrounding communities into St. Marys
<i>Rotary Club of St. Marys</i>	Yes	Yes		<ul style="list-style-type: none"> • Town fireworks • Produce annual calendar which highlight's the Town's history and culture • Financial support for Pyramid Recreation Centre, Cadzow Splash Pad, and the revitalization of Sparling Bush , the Canadian Baseball Hall of Fame, and the St. Marys Lincolns, Friends of the Library and the Library • Support minor soccer, hockey and baseball • Support schools through water safety programs and through literacy activities, provide an annual scholarship to a graduating DCVI student, provide leadership training for two or more DCVI students • Provide student exchange opportunities by sending local students to exchange locations and by accepting students from foreign countries thereby enriching the community
<i>St. Marys Kinsmen Club</i>	Yes	N/A	51	<ul style="list-style-type: none"> • Participate in various fundraising initiatives: fruit sale, Summerfest, firewood, bottle drive, electronic drive bartend for various community events • Organize various service projects including the Santa Claus Parade, Christmas tree pick-up, community dinner and shuffle board chairs • All donations are given within the Town of St. Marys, some of those include: the Pyramid Recreation Centre, St. Marys Memorial Hospital Foundation, St. Marys Minor Hockey Association, St. Marys Minor Ball, the tennis courts, St. Marys Mobility Bus and scholarships for high school students

SUMMARY

Service Club Sign structures are to be installed at Town entry points in 2018. Seven (7) clubs or organizations have submitted applications to be considered for logo signs on the Service Club Sign Structures. Each club has provided information regarding initiatives they have undertaken to provide support to the community through fundraising, donations or holding events. It is staff's recommendation that Council approve each of the applicants to add logos on the Service Club Sign structure.

FINANCIAL IMPLICATIONS

Service Clubs who are approved by Council will have to purchase four signs, a sign for each entry point. A quote has been received by the Town regarding the costs for four signs that meet the dimension

and material requirements set out in By-Law 32-2018. The cost per sign is \$75.00, a total of \$300.00 for four signs.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None.

ATTACHMENTS

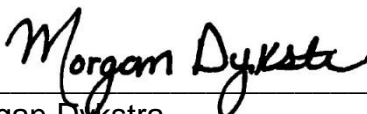
None.

REVIEWED BY

Recommended by the Department




Jed Kelly
Director of Public Works



Morgan Dykstra
Public Works Coordinator

Recommended by the CAO



Brent Kittmer
CAO / Clerk

BY-LAW 37-2018

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 Robertson Restoration

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the restoration of the stone tower and steel tank of the Water Tower (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by RobertsonRestoration which was subsequently approved by Council on April 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Robertson Restoration 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 Robertson Restoration.
 - 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 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 38-2018

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 Integribuild Construction Management Inc.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the restoration or replacement of all the windows of the Library and Town Hall (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by Integribuild Construction Management Inc. which was subsequently approved by Council on April 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Integribuild Construction Management 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 Integribuild Construction Management 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 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 39-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to establish the 2018 St. Marys Business Improvement Area (BIA) Levy.

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 8, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;
- AND WHEREAS:** Business Improvement Areas (BIA), herein referred to as the “St. Marys Business Improvement Area”, allows local business people and property owners to join together and with the support of the municipality, to organize, finance and carry out physical improvement and promote economic development within their district;
- AND WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 208 provides that the municipality shall annually raise the amount required for the purposes of a board of management, and may establish a special charge for the amount to be raised;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts:
1. That Schedule “A” St. Marys Business Improvement Area 2018 Annual Budget attached hereto forms part of this by-law.
 2. That for the purposes of the Board of Management of the St. Marys Business Improvement Area the sum of \$45,000 is raised for 2018 by applying the rate of .00292994 against the commercial current value assessment within the designated area.
 3. That the minimum levy shall be \$100.00 and the maximum levy shall be \$761.25 for single unit and \$971.25 for multi-properties within the Improvement Area.
 4. This By-law shall be deemed to have come into force and take effect on January 1, 2018.

Read a first and second time this 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

2018 BIA Budget
Schedule "A" to By-Law 39-2018

	ITEM	BUDGET 2018
Revenues		
	BIA Levy	\$ 45,000.00
	SUBTOTAL:	\$ 45,000.00
Expenses		
A	MEMBER SUPPORT & ENGAGEMENT	
	Associate Memberships - development	\$ 100.00
	Member Recognition	\$ 150.00
	Member Welcome	\$ 60.00
	Networking Socials	\$ 100.00
	Training & Education	\$ 175.00
	Social Media	\$ 175.00
	Organizational Capacity	
	ii) OBIAA Membership	\$ 216.00
	iv) Policies & Procedures	
	2018: Policies and Procedures	\$ 3,500.00
	Balance Remaining for projects	\$ 1,487.00
	SUBTOTAL Member Support and Engagement:	\$ 5,963.00
	% OF TOTAL BUDGET:	13%
B	IMPROVING PUBLIC SPACE & BEAUTIFICATION	
	Flower Baskets	\$ 4,500.00
	Christmas Lights Maintenance	\$ 600.00
	Balance Remaining for projects	\$ 4,359.00
	SUBTOTAL Improving Public Space and Beautification:	\$ 9,459.00
	% OF TOTAL BUDGET:	21%
C	BRINGING PEOPLE DOWNTOWN	
	Ambassador Program	
	Name Tags (16 volunteers)	\$ 208.00
	Ambassador Appreciation	\$ 450.00
	Bus Tours	
	Marketing & Promotion	
	i) Advertisements	
	Bus Advertisement	\$ 4,000.00
	Daytripper	\$ 750.00
	iii) Social Media	
	Facebook Posts	\$ 50.00
	iv) Town of St. Marys Website Updates	\$ 462.23
	ii) Christmas Event	\$ 5,000.00

2018 BIA Budget
Schedule "A" to By-Law 39-2018

	iii) Giving Day	\$ 210.00
	v) Heritage Festival	
	BYOP	\$ 1,000.00
	Event Sponsorship to Town	\$ 1,600.00
	vi) Santa Claus Parade	
	Sponsorship to Kinsman	\$ 1,000.00
	Partnerships	
	a) Stratford Tourism Alliance (STA) Membership	\$ 625.00
	Balance Remaining for projects	\$ 4,498.77
	SUBTOTAL Bringing People Downtown:	\$ 19,854.00
	% OF TOTAL BUDGET:	44%
D	RUNNING THE ST. MARYS BIA	
	Admin Support	\$ 5,000.00
	Annual General Meeting	\$ 450.00
	Audit	\$ 1,000.00
	Bank Fees	\$ 50.00
	GST/HST	\$ 700.00
	Office Supplies	\$ 100.00
	Balance Remaining for projects	\$ 2,424.00
	SUBTOTAL Running the BIA:	\$ 9,724.00
	% OF TOTAL BUDGET:	22%
	GRAND TOTAL EXPENSE:	\$ 45,000.00

BY-LAW 40-2018

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 MSO Treatment Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the supply of materials, labour, and equipment for installation of surface treatment roadway on various streets within the Town of St. Marys (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by MSO Treatment Ltd. which was subsequently approved by Council on April 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with MSO Treatment Ltd. 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 MSO Treatment Ltd.
 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 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 41-2018

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 465929 Ontario Ltd. (Nicholson Concrete)

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the construction, replacement and repairs of sidewalk, curb and gutter on various streets within the Town of St. Marys (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by 465929 Ontario Ltd. which was subsequently approved by Council on April 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with 465929 Ontario Ltd. 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 465929 Ontario Ltd.
 - 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 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 42-2018

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 D&S Downham Equipment.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the supply and delivery of one new compact tractor and accessories including a front loader with bucket, pallet forks and a front mounted snow blower in addition to servicing and providing parts for the new tractor (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by D&S Downham Equipment which was subsequently approved by Council on April 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with D&S Downham Equipment 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 D&S Downham Equipment.
 - 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 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 43-2018

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 Signs Ontario Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys requires the construction and installation of four service club sign structures (the “Project”);
- AND WHEREAS:** Council approved sole source procurement for the Project on April 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Signs Ontario Ltd. 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 Signs Ontario Ltd.
 - 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 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 44-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend by-law 12-2018, to authorize the signing of a capital contribution agreement between The Corporation of the Town of St. Marys and the St. Marys Lions Club.

- WHEREAS:** The Corporation of the Town of St. Marys entered into a capital contribution agreement with the St. Marys Lions Club for the purpose of clarifying and delineating the respective rights, obligations, payments and delivery of the Cadzow Park revitalization;
- AND WHEREAS:** Council approved By-law 12-2018 on January 23, 2018;
- AND WHEREAS:** There is a necessary amendment required to the capital contribution agreement between The Corporation of the Town of St. Marys and St. Marys Lions Club;
- 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 amendment to the Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and St. Marys Lions Club.
 2. The amendment shall consist of one free rental of the PRC 2/3 hall per year for 10 years (10 free rentals total) to the St. Marys Lions Club, up to, and including, in the year 2027.
 3. 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.
 4. This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 45-2018

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 April 24, 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 24th day of April, 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 24th day of April, 2018.

Read a third and final time and passed this 24th day of April, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk