



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

May 22, 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 May 22, 2018 regular Council agenda be accepted as presented.

**4. PUBLIC INPUT PERIOD**

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

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

**5.1 Public Meeting for Zoning By-law Amendment Planning Application Z04-2017, 275 James Street South, St. Marys**

Please see staff report DEV 23-2018 for further information.

**RECOMMENDATION**

**THAT** the May 22, 2018 regular Council meeting be adjourned at \_\_\_\_pm to hold a statutory public meeting as required under the *Planning Act*, and

**THAT** a Public Meeting to consider a planning application for 275 James Street South be opened at \_\_\_\_\_pm.

**RECOMMENDATION**

**THAT** this public meeting be adjourned at \_\_\_\_\_pm; and

**THAT** the May 22, 2018 regular Council meeting reconvene at \_\_\_\_\_pm.

**5.2 Ontario Clean Water Agency re: 1st quarter reporting 10**

OCWA staff available for questions related to staff reports PW 33-2018 and PW 34-2018.

**RECOMMENDATION**

**THAT** the presentation by the Ontario Clean Water Agency regarding the 1st quarter report be received.

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - May 8, 2018 29**

**RECOMMENDATION**

**THAT** the May 8, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**6.2 Strategic Priorities Committee - May 15, 2018 42**

**RECOMMENDATION**

**THAT** the May 15, 2018 Strategic Priorities Committee meeting minutes be received and signed and sealed by the Mayor and the Clerk; and

**THAT** Items 5.1 and 5.4 be raised for discussion.

**RECOMMENDATION**

**THAT** Council denies the request from the St. Marys Farmers' Market Association for a permanent washroom / storage facility; and

**THAT** staff and representatives of Council open discussions with the St.

Marys Farmers' Market Association related to their future needs and the construction a washroom/storage facility at Milt Dunnell Field.

## **RECOMMENDATION**

**THAT** Council approve the following recommendations to support Affordable Housing in St. Marys:

1. Initiate a Town-wide amendment to the Zoning By-law to permit secondary units in single detached, semi-detached and townhouse dwellings subject to specific provisions to regulate potential issues such as parking;
2. Engage in discussions with the development industry with respect to opportunities and potential issues related to implementing inclusionary zoning in St. Marys;
3. Explore opportunities for pre-zoning certain lands for affordable housing following completion of the Official Plan review;
4. Consider alternative development standards, following completion of the Official Plan review, through an update to the Town's Zoning By-law;
5. Support the recommendations of the Official Plan review to consider options to permit standalone residential uses (e.g. low-rise apartment buildings) in the periphery parts of the Central Commercial area, provided such uses do not impact the primary commercial, service and tourism function of the downtown;
6. Staff report back on the financial implications of:
  - a. Proposed development charges discounts for new multi residential units constructed for a sale price of \$265,650 or rentals of approximately \$850 per month.
  - b. Amending the multi-residential tax ratio from 1.1 to 1.0 for newly constructed rental apartments of 7 or more units for the first 10 years after construction
  - c. And waiving other associated planning fees.
7. Continue to provide land for affordable housing through the sale or leasing of surplus or underutilized municipally owned land, and consider maintaining a publicly accessible database to assist potential developers seeking to construct affordable housing and tenants seeking affordable housing vacancies.

## **7. CORRESPONDENCE**

- 7.1 Regional Municipality of Waterloo re: Two-Way All-Day GO rail service and High Speed Rail to Waterloo Region 48**

### **RECOMMENDATION**

**THAT** the correspondence from the Regional Municipality of Waterloo regarding Two-Way All-Day GO rail service and High Speed Rail to Waterloo Region be received.

- 7.2 Pickleball Committee re: Support of Pickleball 51**

### **RECOMMENDATION**

**THAT** the correspondence from the Pickleball Committee regarding Pickleball Support be received.

## **8. STAFF REPORTS**

- 8.1 Building and Development Services**

- 8.1.1 DEV 22-2018 May Monthly Report (Building and Development) 52**

### **RECOMMENDATION**

**THAT** DEV-22-2018 May Monthly Report (Building and Development) be received for information.

- 8.1.2 DEV 23-2018 Zoning By-law Amendment (Z04-2017) 275 James Street South 55**

### **RECOMMENDATION**

**THAT** DEV 23-2018 Application for ZBA (Z04-2017) A. Paola for 275 James Street South be received; and

**THAT** the comments received at the Public Meeting be addressed in a report presented at a subsequent Council meeting outlining staff recommendations on the disposition of this Application, once Town staff is satisfied with the layout of the proposed development (as part of the review of the related Site Plan Application).

## 8.2 Public Works

### 8.2.1 PW 30-2018 May Monthly Report (Public Works) 107

#### **RECOMMENDATION**

**THAT** PW 30-2018 May Monthly Report (Public Works) be received for information.

### 8.2.2 PW 34-2018 Centrifuge Rebuild 112

#### **RECOMMENDATION**

**THAT** Report PW 34-2018 Centrifuge Rebuild be received; and

**THAT** the Sole Source procurement of maintenance rebuild services be awarded to Alpha Laval in the amount of \$46,678.44; and

**THAT** By-Law 51-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

### 8.2.3 PW 33-2018 Wastewater Treatment Plant Inspection Results 114

#### **RECOMMENDATION**

**THAT** PW 33-2018 Wastewater Treatment Plant Inspection Results be received for information.

### 8.2.4 PW 31-2018 Grand Trunk Countryside Estates Phase 2 Assumption 126

#### **RECOMMENDATION**

**THAT** PW 31-2018 Grand Trunk Countryside Estates Phase 2 Assumption be received; and

**THAT** Council enact By-law 52-2018 to approve full acceptance and assumption of the infrastructure constructed and installed within Part 1 & Part 2 of Reference Plan 44R-4187, now Registered Plan 44M-18, as required for the Grand Trunk Countryside Estates Phase 2 Subdivision; and

**THAT** Council enact By-law 53-2018 to open Millson Crescent and Guest Court for public use and establish as public highways.

<b>8.2.5</b>	<b>PW 29-2018 Service Club Sign Applications</b>	<b>129</b>
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**RECOMMENDATION**

**THAT** PW 29-2018 Service Club Sign Applications be received;  
and

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

**8.3 Administration and Human Resources**

<b>8.3.1</b>	<b>CAO 17-2018 May Monthly Report (Administration and Human Resources)</b>	<b>132</b>
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**RECOMMENDATION**

**THAT** CAO 17-2018 May Monthly Report (Administration and  
Human Resources) be received for information.

**8.4 Corporate Services**

<b>8.4.1</b>	<b>COR 14-2018 May Monthly Report (Corporate Services)</b>	<b>135</b>
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**RECOMMENDATION**

**THAT** COR 14-2018 May Monthly Report (Corporate Services)  
be received for information.

<b>8.4.2</b>	<b>COR 15-2018 5 James Street N (Via Station) Registration of Designation Bylaw</b>	<b>140</b>
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**RECOMMENDATION**

**THAT** COR 15-2018 5 James Street N. (Via Station)  
Registration of Designation Bylaw be received; and

**THAT** Council pass By-law 50-2018 being a by-law to amend  
By-law 33 of 1987, a by-law designating 5 James Street North  
to be of architectural, associative and historical value or interest,  
as amended by By-law 39 of 2017 (Schedule A).

**8.5 Finance**

**8.5.1 FIN 11-2018 May Monthly Report (Finance) 153**

**RECOMMENDATION**

**THAT** FIN 11-2018 May Monthly Report (Finance) be received for information.

**8.6 Fire and Emergency Services**

**8.6.1 FD 05-2018 May Monthly Report (Emergency Services) 164**

**RECOMMENDATION**

**THAT** FD 05-2018 May Monthly Report (Emergency Services) be received for information.

**8.7 Community Services**

**8.7.1 DCS 11-2018 May Monthly Report (Community Services) 166**

**RECOMMENDATION**

**THAT** DCS 11- 2018 May Monthly Report (Community Services) be received for information.

**8.7.2 DCS 09-2018 Pickleball Lines on the Tennis Courts 174**

**RECOMMENDATION**

**THAT** DCS 09-2018 Pickleball Lines on Tennis Courts be received; and

**THAT** Council approve Recreation and Leisure Master Plan recommendation #48, and that staff be directed to create two multi-purpose courts out of the Town's existing tennis courts to allow for pickleball play.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**11. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 50-2018 to 53-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

<b>11.1</b>	<b>By-Law 50-2018 Amend by-law 39 of 2017 Heritage Designation 5 James Street South</b>	<b>179</b>
<b>11.2</b>	<b>By-Law 51-2018 Authorize an Agreement with Alpha Laval for Centrifuge Maintenance Rebuild</b>	<b>180</b>
<b>11.3</b>	<b>By-Law 52-2018 Assumption of Infrastructure for Millson Crescent and Guest Court</b>	<b>181</b>
<b>11.4</b>	<b>By-Law 53-2018 Open and Assume Guest Court and Millson Crescent as a Public Highway</b>	<b>182</b>

**12. UPCOMING MEETINGS**

May 23, 2018 - 10:00am, Ad-Hoc Committee Code of Conduct Review, Council Chambers

May 23, 2018 - 3:00pm, Special Meeting of Council, Municipal Operations Centre Boardroom

May 28, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

June 12, 2018 - 6:00pm, Regular Council, Council Chambers

June 19, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

June 26, 2018 - 6:00pm, Regular Council, Council Chambers

**13. CLOSED SESSION**

None.

**14. CONFIRMATORY BY-LAW** **183**

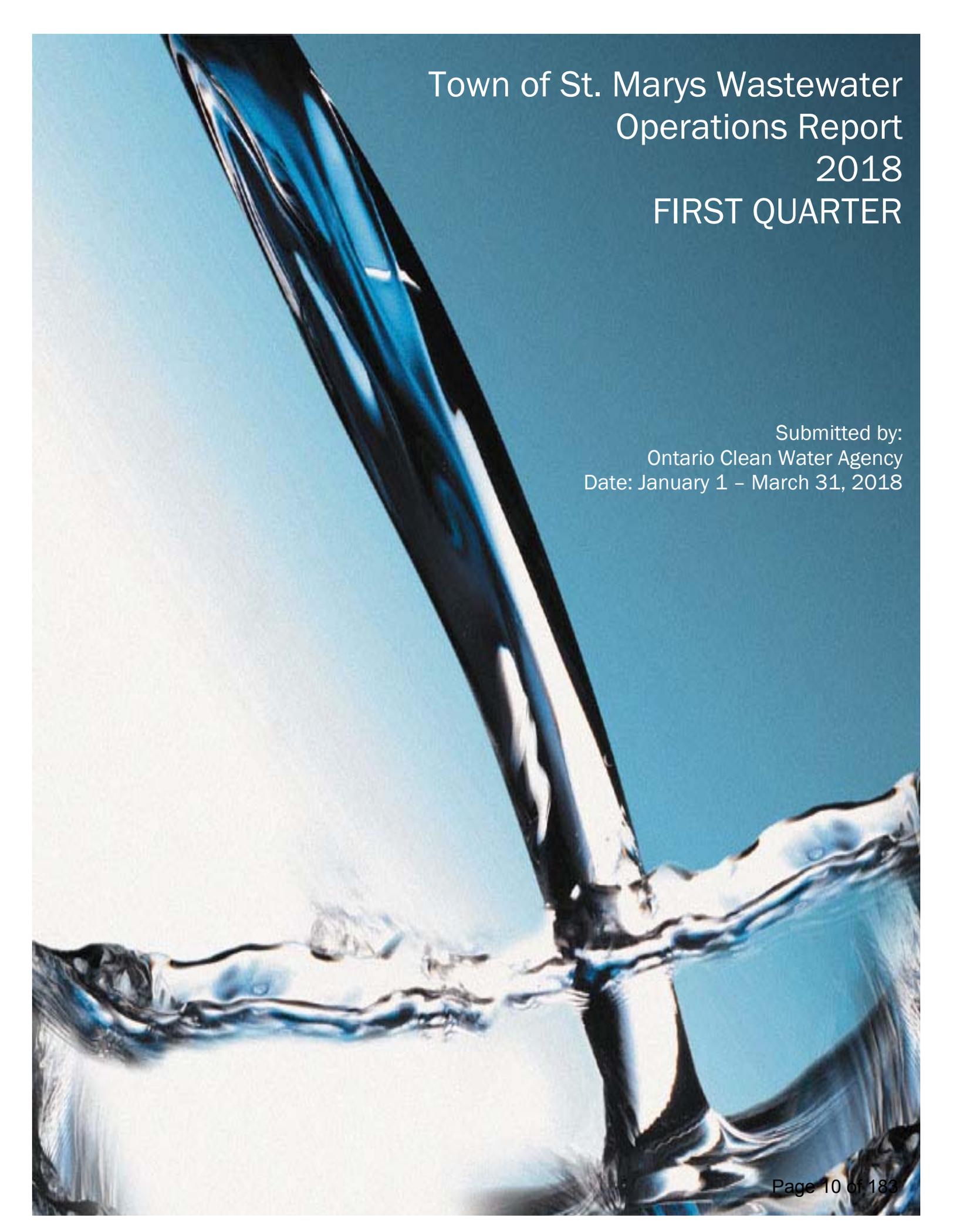
**RECOMMENDATION**

**THAT** By-Law 54-2018, being a by-law to confirm the proceedings of May 22, 2018 regular Council meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**15. ADJOURNMENT**

**RECOMMENDATION**

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



Town of St. Marys Wastewater  
Operations Report  
2018  
FIRST QUARTER

Submitted by:  
Ontario Clean Water Agency  
Date: January 1 – March 31, 2018

## **Facility Description**

Facility Name: St. Marys Wastewater Treatment Plant & Collection System  
Senior Operations Manager: Renee Hornick (519) 274-0997  
Business Development Manager: Jackie Muller (519) 643-8660  
Facility Type: Municipal  
Classification: Class 3 Wastewater Treatment & Collection System  
Title Holder: The Corporation of the Town of St. Marys

## **Service Information**

Area(s) Serviced: Separated Town of St. Marys  
Population Serviced: 7,200

## **Capacity Information**

Total Design Capacity: 5,560 (m<sup>3</sup>/day)  
Total Annual Flow (2017 Data): 1,542,384 (m<sup>3</sup>/year)  
Average Day Flow (2017 Data): 4,228.26 (m<sup>3</sup>/day)  
Average Daily Capacity (2017 Data): 76%  
Maximum Day Flow (2017 Data): 13,055 (m<sup>3</sup>/day)

## **Operational Description**

### **Treatment Process**

Raw sewage flows by gravity throughout the system to the wastewater treatment plant. Where gravity flow is not possible due to elevation restrictions, raw sewage flows to one of the three pump stations.

### **Inlet Works:**

Sewage flows from the collection system and pump stations into the wet well through automatic bar screens then through a grit tank and communitor, the grit is conveyed to a bin which is then sent to a landfill. Sewage then flows by gravity to the anoxic tanks.

### **Anoxic Tanks:**

Sewage is split between two circular tanks with submersible mixers.

### **Aeration Tanks:**

Sewage enters an inlet chamber where flows are split to three distribution chambers which feed three aeration basins operating in parallel.

### **Phosphorus Removal:**

Aluminum sulphate is added to the channel of the outlet of the aeration tanks in order to reduce the phosphorus.

### **Secondary Clarifiers:**

Sewage is split in to four centre feed round clarifiers. Waste activated sludge collected here can be transferred from the clarifiers to the aeration, anoxic tanks or waste activated equalization tanks.

### **Disinfection and Discharge:**

Effluent passes through two ultraviolet banks containing a total of 112 lamps. A sodium hypochlorite liquid feed system is provided for backup chlorination in the event of UV failure.

Final effluent is discharged via pipe to a concrete structure on the bank of the Thames River.

**Sludge Handling:**

Waste activated sludge is transferred to one of the two sludge storage tanks on site. Currently one of the storage tanks is out of service. Digester supernatant can be directed to the aeration or anoxic tanks inlet.

The sludge is dosed with polymer and passes through a rotary drum thickener prior to transfer to the sludge storage tank. The sludge storage is the holding tank for the centrifuge. The dewatered sludge produced by the centrifuge is then run through the Lystek process. Sludge is mixed with potassium hydroxide in a heated mixing tank and processed. Product from the mixing tank is pumped to a sludge storage tank equipped with an odour control system. Sludge is then loaded to a tanker from an overhead fill pipe.

**COMPLIANCE AND EXCEEDANCES SUMMARY:**

There have been no compliance or exceedances issues reported to date.

**OCCUPATIONAL HEALTH & SAFETY:**

There have been no health and safety issues reported to date.

**GENERAL MAINTENANCE AND PLANT ACTIVITIES:**

General maintenance includes monthly generator tests, greasing equipment and preventative maintenance.

**FIRST QUARTER**

**January**

- 03: Unplugged thickened waste activated sludge line which was frozen
- 05: Thawed frozen alum line
- 17: Installed an emergency stop button on the generator to prevent vandalism
- 17: Annual inspections for fire extinguishers completed
- 18: Annual inspection of lifting devices completed
- 24: Repairs to the heater in the digester building
- 24: Ongoing painting of pipes in wet well

**February**

- 07: Installed emergency exit signs at doors in digester building as noted from an H&S inspection
- 14: Hauled Lystek out of storage tank
- 18: High level wet well due to heavy rain – monitored the system closely
- 18: Robinson Street Pump Station close to overflowing – pumped sewage out using Vac truck
- 18: Re-built unit heater for garage and re-installed
- 22: Re-installed baffle in aeration tank cell
- 23: Issues with Lystek mixer resolved by OCWA IT department
- 28: Cleaned out sludge tank to repair broken line

**March**

- 15: Connected discharge pipe flange in sludge loading tank
- 23: Replacement pump head on polymer pump for centrifuge

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
42	34	34										110

All work orders were completed on schedule.

**ALARMS / CALL-INS:**

**FIRST QUARTER**

**JANUARY**

**06:** Operator received two generator running alarms at the WPCP due to a turbo blower fault which was related to the air intake freezing over due to extreme cold temperatures

**10:** Operator received a high level alarm at Robinson Street PS

**21:** Operator received a call for a broken gate lock at the WPCP

**FEBRUARY**

**08:** Operator received a power failure and a generator running alarm at the WPCP

**23:** Operator received a call for high water levels at Robinson Street PS and the WPCP

**COMPLAINTS & CONCERNS:**

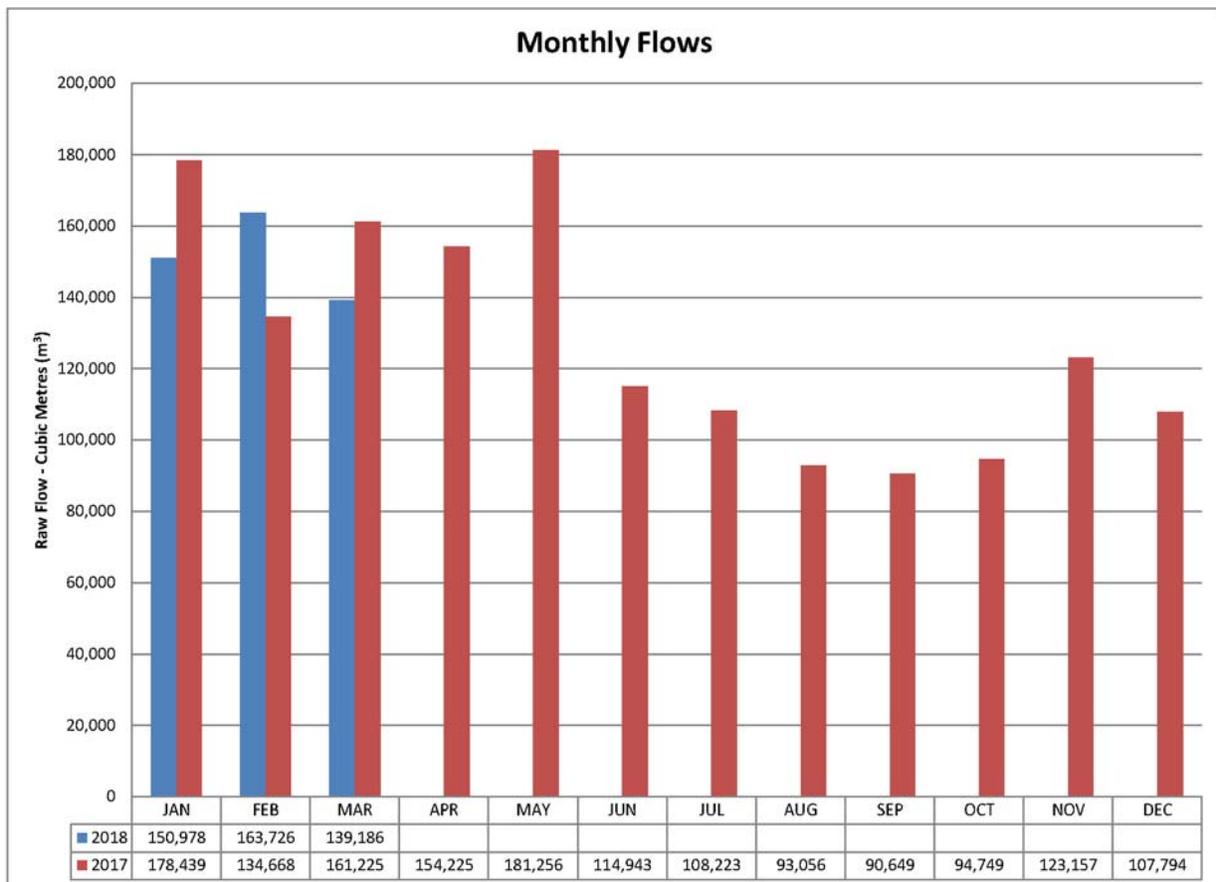
There have been no complaints or concerns reported to date.

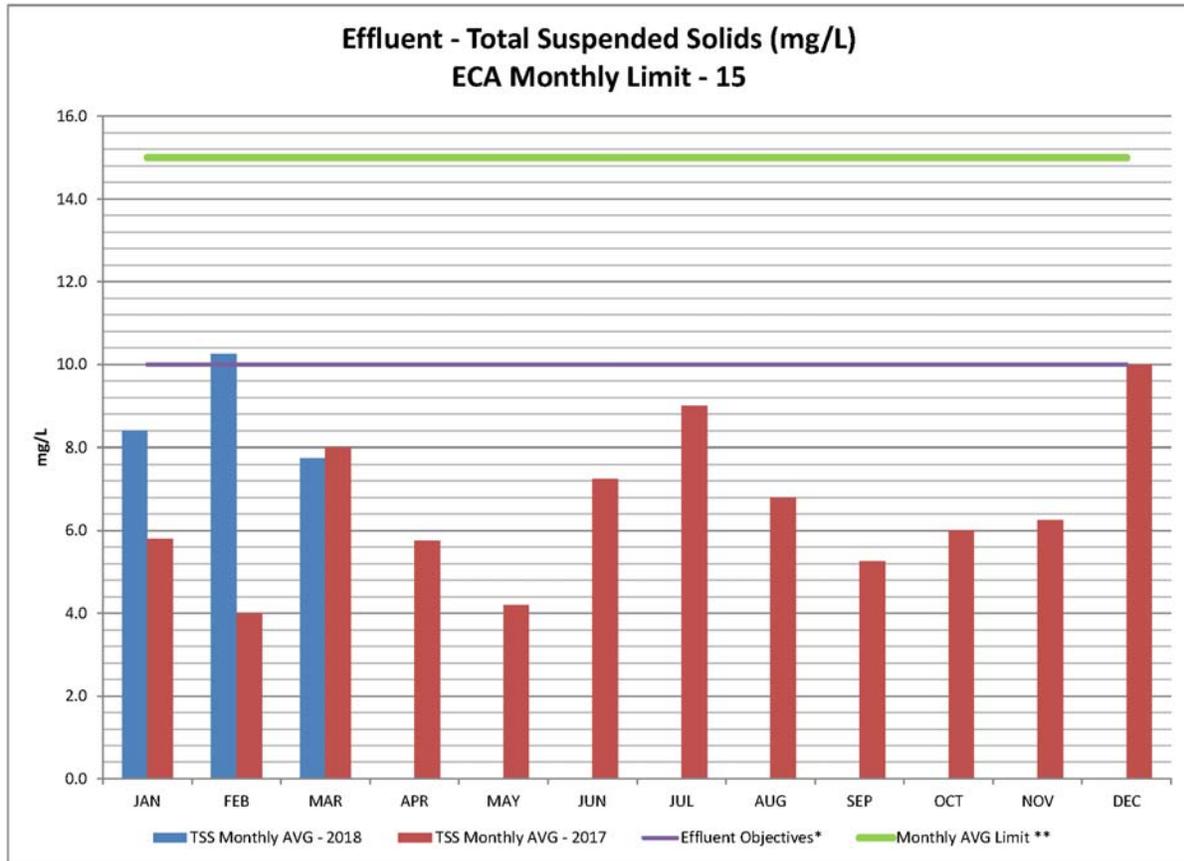
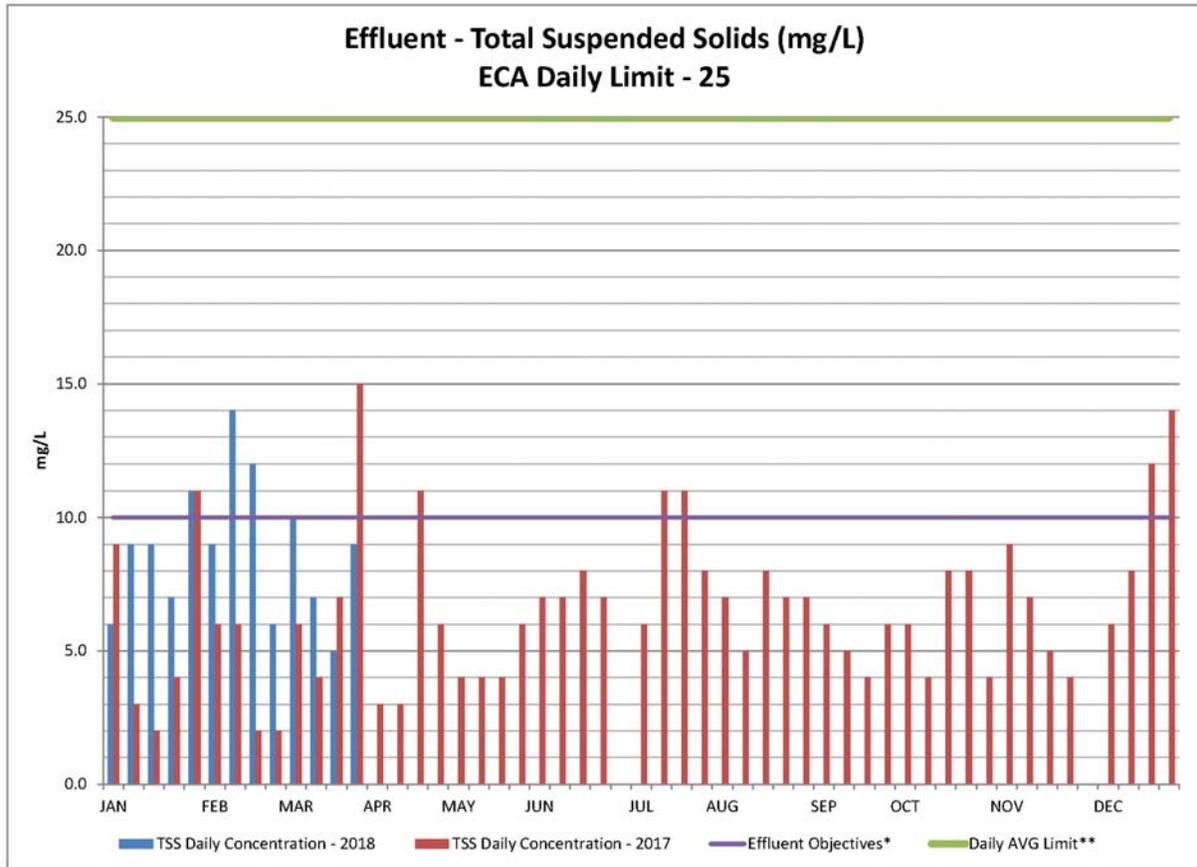
**REGULATORY INSPECTIONS:**

The last MOECC Inspection occurred on December 7, 2017.

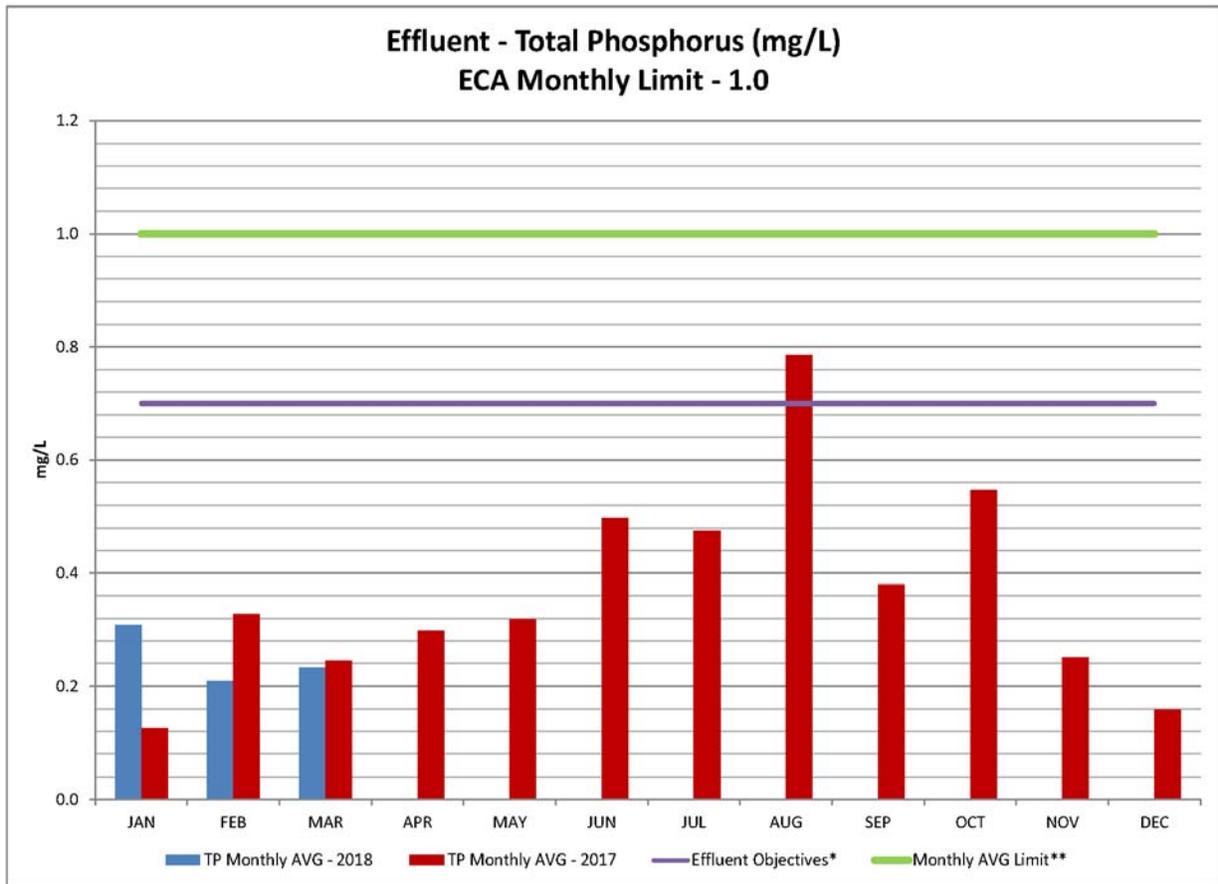
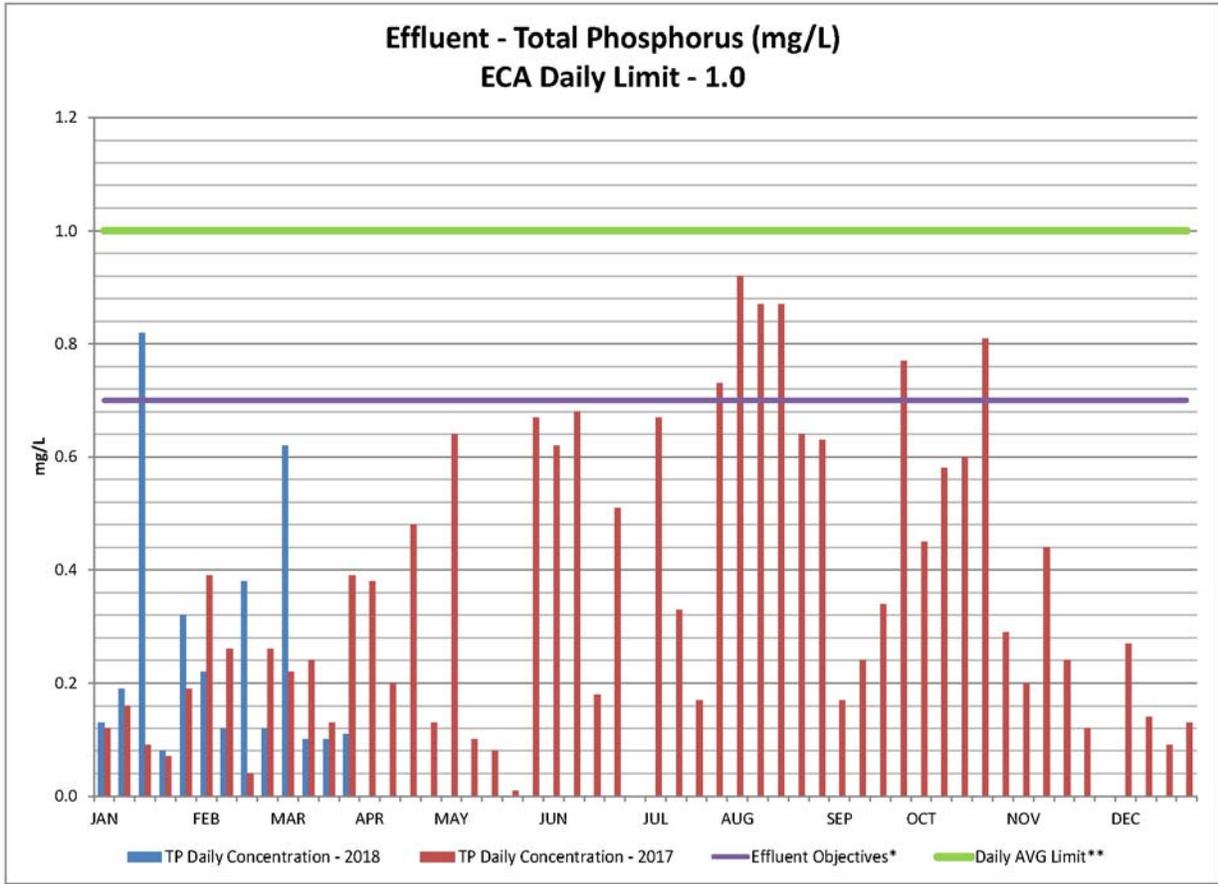
**PERFORMANCE ASSESSMENT REPORT:**

The average daily flow in 2018 for the January to March reporting period is 5,069.16 m<sup>3</sup>/day.

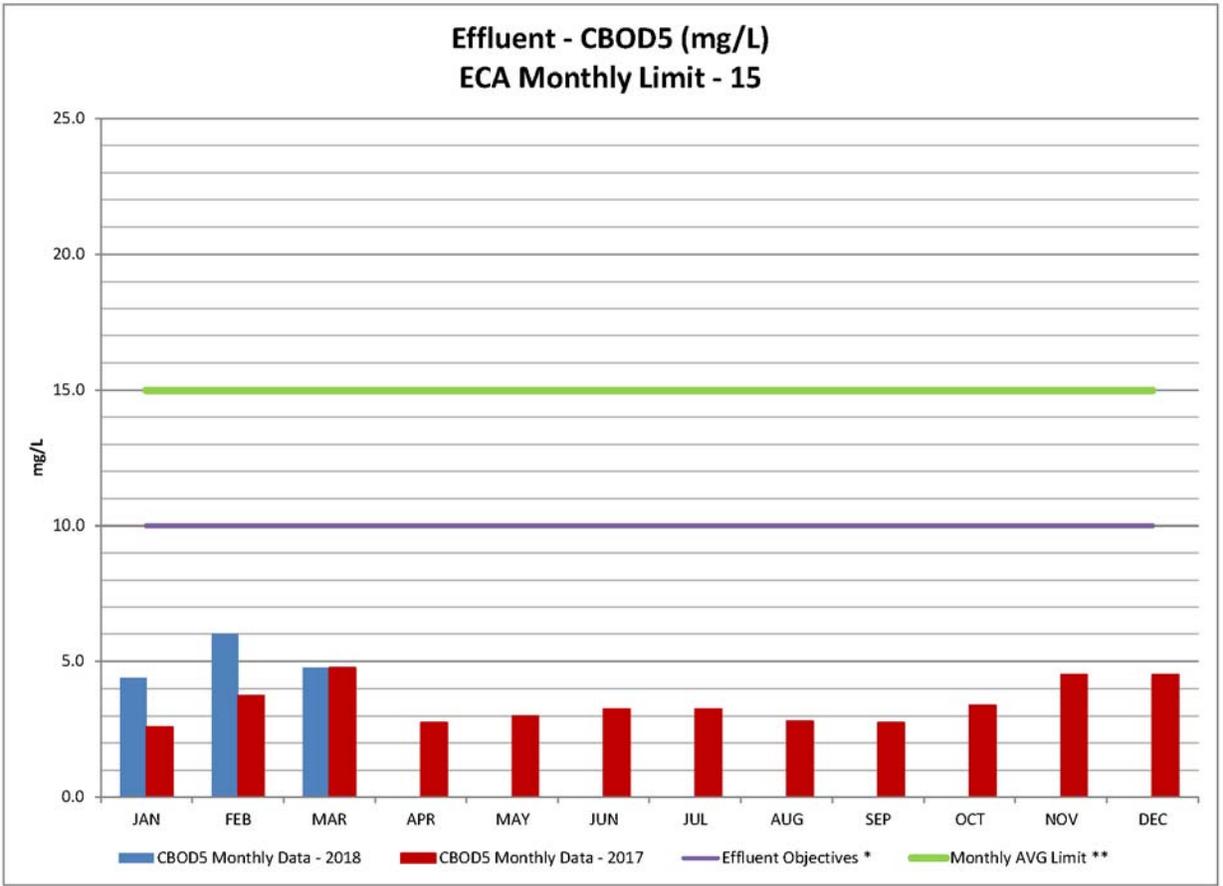
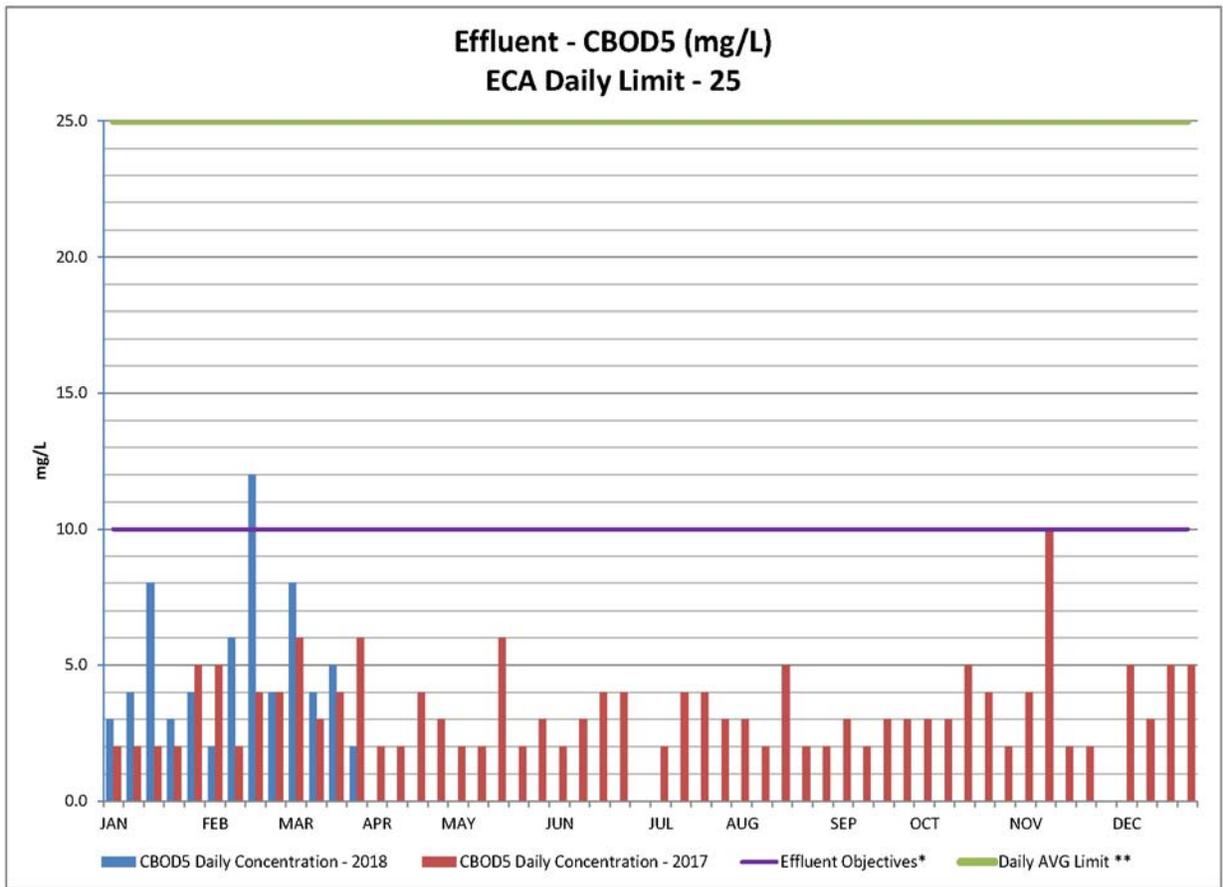




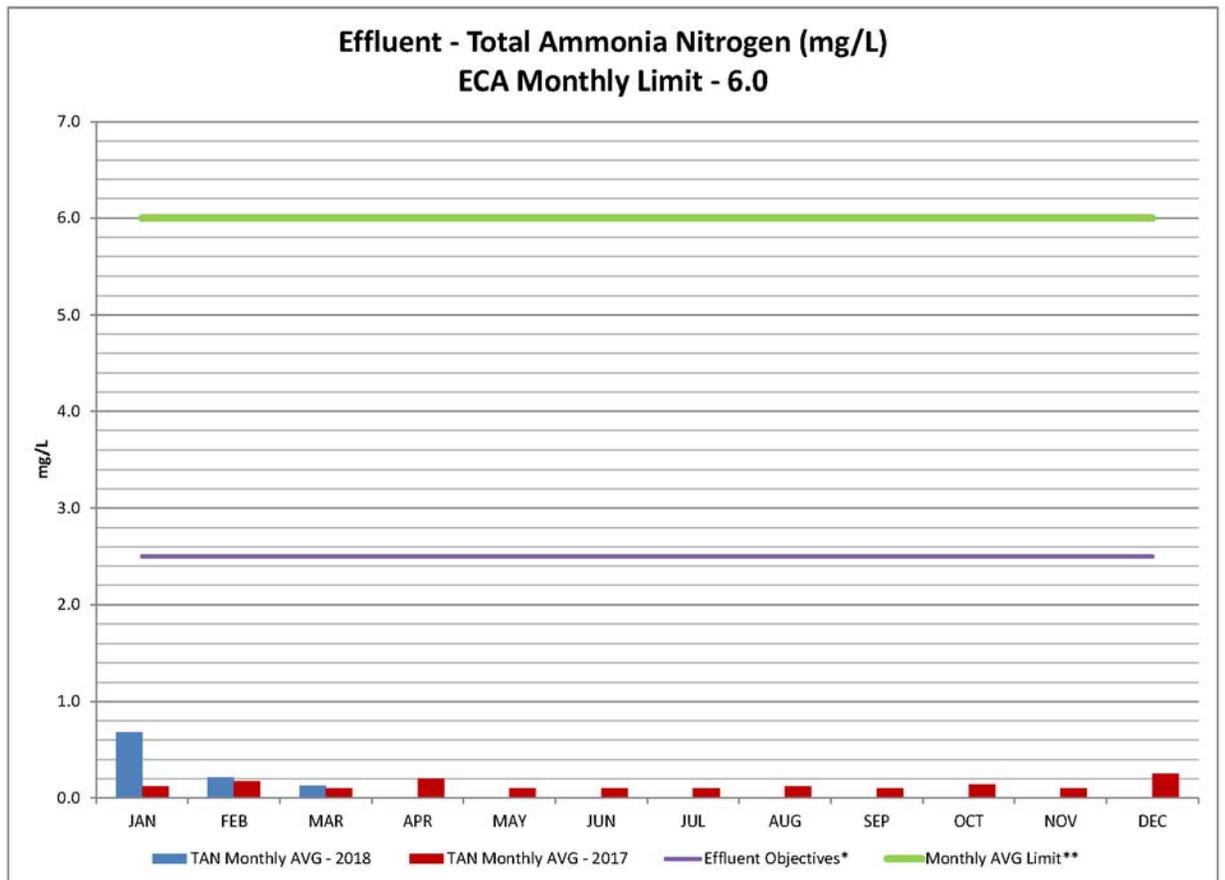
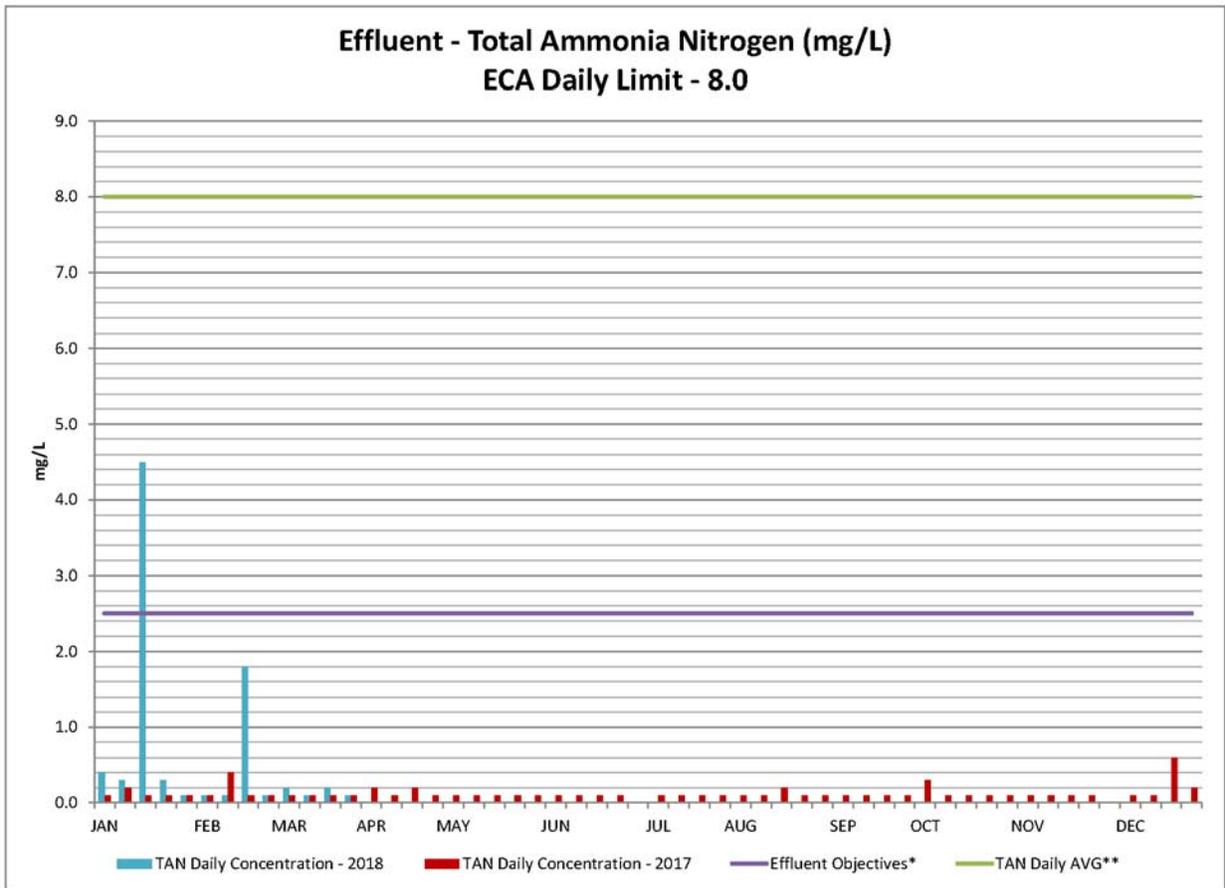
The monthly average suspended solids are in compliance for the first quarter.



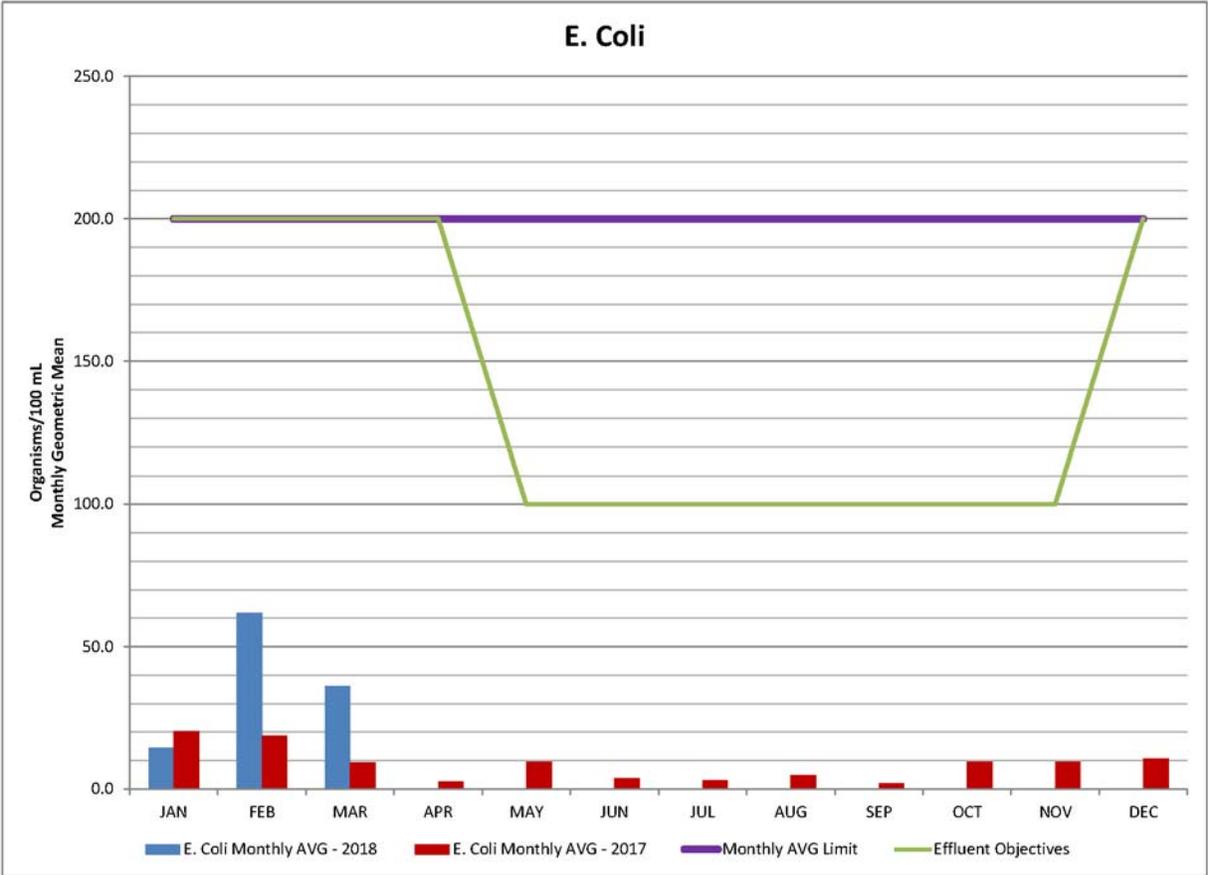
The monthly average for total phosphorus is in compliance for the first quarter.



The monthly average cBOD5 is in compliance for the first quarter.



The monthly average for total ammonia nitrogen is in compliance for the first quarter.



The monthly geometric mean is in compliance for the first quarter.

**APPENDIX A – PERFORMANCE ASSESSMENT REPORT:**

See attached.

**APPENDIX B – FLOW REPORT:**

See attached.

# **APPENDIX A**

## **PERFORMANCE ASSESSMENT REPORT**

**Ontario Clean Water Agency  
Performance Assessment Report Wastewater/Lagoon**

Report extracted 04/19/2018 09:02

From: 01/01/2018 to 31/03/2018

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

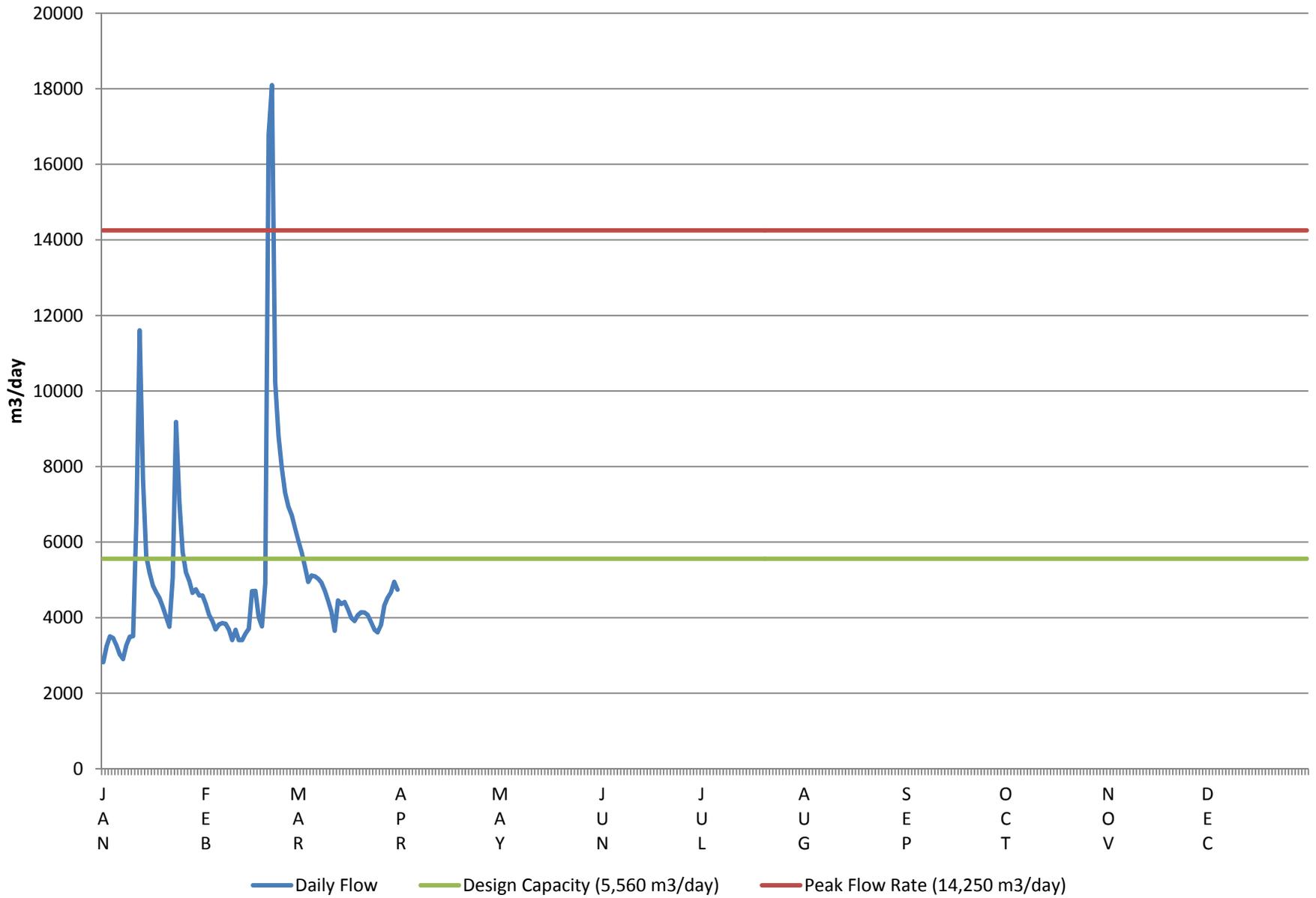
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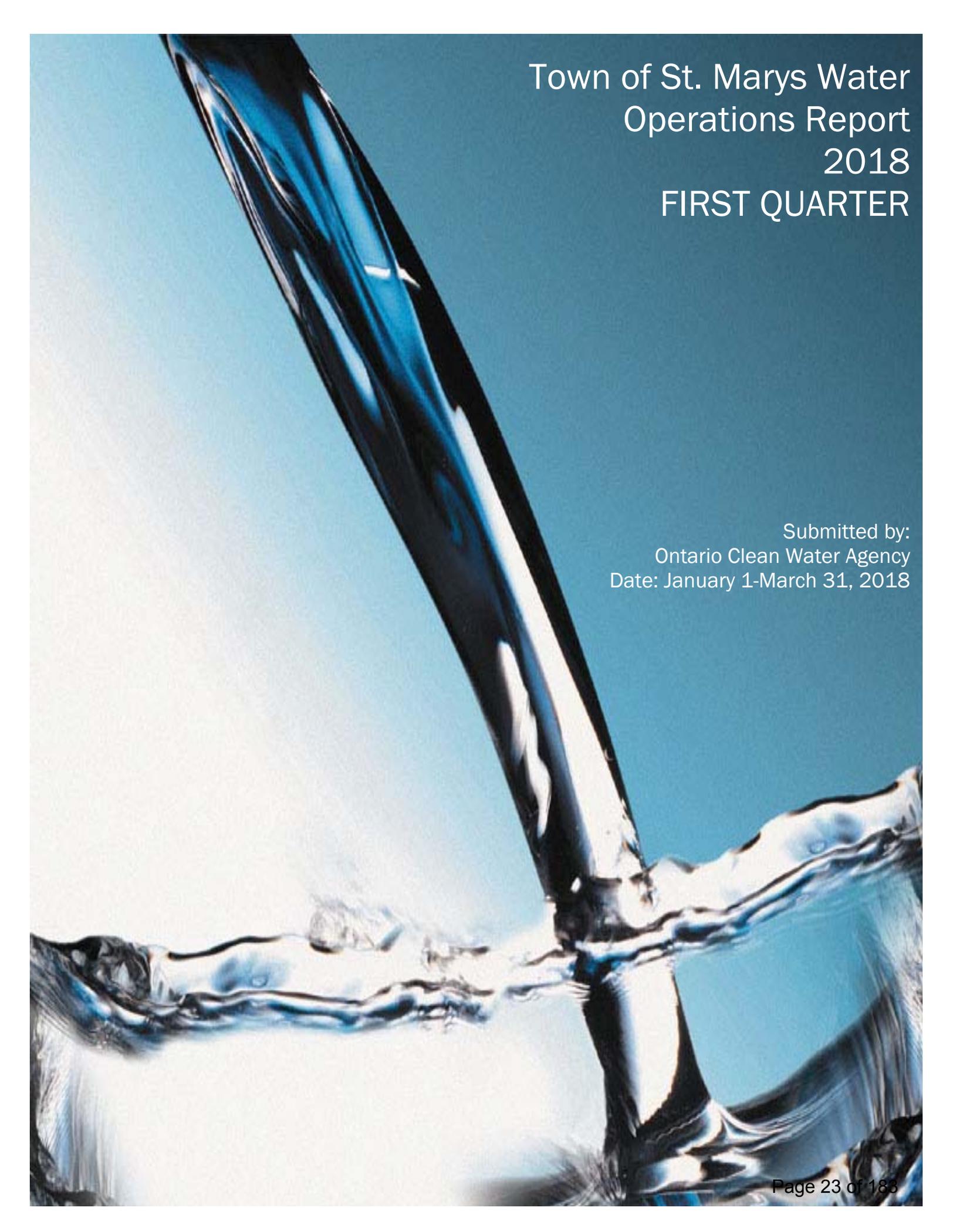
	01/2018	02/2018	03/2018	<--Total-->	<--Avg.-->	<--Max.-->	<--Criteria-->
<b>Flows:</b>							
Raw Flow: Total - Raw Sewage (m³)	150978	163726	139186	453890			
Raw Flow: Avg - Raw Sewage (m³/d)	4870.26	5847.36	4489.87		5069.16		
Raw Flow: Max - Raw Sewage (m³/d)	11605	18095	6042			18095	
Eff. Flow: Total - Final Effluent (m³)	162198	165898	170352	498448			
Eff. Flow: Avg - Final Effluent (m³/d)	5232.19	5924.93	5495.23		5550.78		
Eff. Flow: Max - Final Effluent (m³/d)	23575	33848	15010			33848	
<b>Carbonaceous Biochemical Oxygen Demand: CBOD:</b>							
Eff: Avg cBOD5 - Final Effluent (mg/L)	4.4	6	4.75		5.05	6	
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	13			
Loading: cBOD5 - Final Effluent (kg/d)	23.022	35.55	26.102		28.225	35.55	
<b>Biochemical Oxygen Demand: BOD5:</b>							
Raw: Avg BOD5 - Raw Sewage (mg/L)	260	153.25	300		237.75	300	
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg BOD5 - Final Effluent (mg/L)	6	7	< 5		< 6	7	15
Loading: BOD5 - Final Effluent (kg/d)	31.393	41.475	< 27.476		< 33.448	41.475	
Percent Removal: BOD5 - Raw Sewage (mg/L)	97.692	95.432	98.333			98.333	
<b>Total Suspended Solids: TSS:</b>							
Raw: Avg TSS - Raw Sewage (mg/L)	183.2	93.5	175.75		150.817	183.2	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg TSS - Final Effluent (mg/L)	8.4	10.25	7.75		8.8	10.25	15
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	13			
Loading: TSS - Final Effluent (kg/d)	43.95	60.731	42.588		49.09	60.731	
Percent Removal: TSS - Raw Sewage (mg/L)	95.415	89.037	95.59			95.59	
<b>Total Phosphorus: TP:</b>							
Raw: Avg TP - Raw Sewage (mg/L)	2.908	2.968	3.768		3.214	3.768	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg TP - Final Effluent (mg/L)	0.308	0.21	0.232		0.25	0.308	1
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	13			
Loading: TP - Final Effluent (kg/d)	1.612	1.244	1.278		1.378	1.612	
Percent Removal: TP - Raw Sewage (mg/L)	89.409	92.923	93.829			93.829	
<b>Nitrogen Series:</b>							
Raw: Avg TKN - Raw Sewage (mg/L)	23.44	18.7	24.675		22.272	24.675	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	13			
Eff: Avg TAN - Final Effluent (mg/L)	< 1.12	< 0.525	< 0.15		< 0.598	< 1.12	
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	13			
Loading: TAN - Final Effluent (kg/d)	< 5.86	< 3.111	< 0.824		< 3.265	< 5.86	
Eff: Avg NO3-N - Final Effluent (mg/L)	7.666	5.948	7.03		6.881	7.666	
Eff: # of samples of NO3-N - Final Effluent (mg/L)	5	4	4	13			
Eff: Avg NO2-N - Final Effluent (mg/L)	0.616	< 0.285	0.213		< 0.371	0.616	
Eff: # of samples of NO2-N - Final Effluent (mg/L)	5	4	4	13			
<b>Disinfection:</b>							
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	14.562	61.941	36.074		37.525	61.941	200
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	13			

# **APPENDIX B**

## **FLOW REPORT**

# 2018 Flows





Town of St. Marys Water  
Operations Report  
2018  
FIRST QUARTER

Submitted by:  
Ontario Clean Water Agency  
Date: January 1-March 31, 2018

### **Facility Description**

Facility Name: St. Marys Water Treatment Plant  
Senior Operations Manager: Renee Hornick (519) 274-0997  
Business Development Manager: Jackie Muller (519) 643-8660  
Facility Type: Municipal  
Classification: Class 2 Water Distribution and Supply  
Title Holder: The Corporation of the Town of St. Marys

### **Service Information**

Area(s) Serviced: Separated Town of St. Marys  
Population Serviced: 7,200

### **Capacity Information – Well No. 1**

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2017 Data): 400,530.82 (m<sup>3</sup>/year)  
Average Day Flow (2017 Data): 1,098.9 (m<sup>3</sup>/day)  
Maximum Day Flow (2017 Data): 3,172.84 (m<sup>3</sup>/day)

### **Capacity Information – Well No. 2A**

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2017 Data): 409,278.8 (m<sup>3</sup>/year)  
Average Day Flow (2017 Data): 1,119.97 (m<sup>3</sup>/day)  
Maximum Day Flow (2017 Data): 3,214.38 (m<sup>3</sup>/day)

### **Capacity Information – Well No. 3**

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2017 Data): 181,068.52 (m<sup>3</sup>/year)  
Average Day Flow (2017 Data): 495.19 (m<sup>3</sup>/day)  
Maximum Day Flow (2017 Data): 3,044.95 (m<sup>3</sup>/day)

### **Operational Description**

Each of the Pump Houses No. 1, 2A and 3 houses a vertical turbine pump, each rated at 60L/s capacity. These draw water from the three wells. Water passes through the air release valves, a backflow check valve, pressure gauges, the primary UV light disinfection unit, flow meter, the chlorine gas injection point, and actuator control valve and then into the contact chamber piping located underground.

**COMPLIANCE AND EXCEEDANCES SUMMARY:**

There have been no compliance or exceedance issues to date.

**OCCUPATIONAL HEALTH & SAFETY:**

There have been no health and safety issues to date.

**GENERAL MAINTENANCE AND PLANT ACTIVITIES:**

General maintenance includes monthly generator tests, greasing equipment and preventative maintenance.

**FIRST QUARTER**

**January**

- 02: Booster Station – ESA inspection
- 17: Well 2A – Electrician onsite working on surge protection
- 23: Well 2A – Replaced faucet on site
- 24: Well 2A – Replaced ballast on overhead lights
- 24: Well 3 – Replaced plunger for chlorine regulator
- 26: Well 3 – Installed new toilet

**February**

- 08: Well 2A – Regular heater regulator maintenance
- 16: Well 1 – Electrician onsite troubleshooting chlorine vacuum

**March**

- 13: Well 1 – Electrician onsite to troubleshoot alarm system. Changed control relay in PLC

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
51	37	40										128

All work orders were completed on schedule.

**DISTRIBUTION WORK:**

Location	Date
2' piece of pipe replaced at James Street South Contractor directionally bored through the pipe	January 28, 2018
Hydrant replacement at Stations Street and Church Street	February 1, 2018
Service replacement at 116 Jardine Street	March 12, 2018

**ALARMS / CALL-INS:**

**FIRST QUARTER**

**January**

- 23: Well 3 – Received a call for a low chlorine alarm – it was determined it was caused by a faulty regulator

### **March**

**04:** Water turn off/turn on at 146 Victoria Street

**08:** Water leak at 573 Queen Street East – it was determined that the issue was on the private side of the service

**08:** Water leak at 116 Jardine Street – chlorine residual was taken (0.64 mg/l) and the repair took place on March 12

**13:** Well 3 – Received a call for a high turbidity alarm

**16:** Well 1 – Received a call for a low chlorine alarm

**28:** Emergency locate at Emily Street for Rogers

**29:** Well 3 – Received a call for a UV alarm

### **COMPLAINTS & CONCERNS:**

There have been no complaints or concerns reported to date.

### **DWQMS UPDATE:**

Management Review – May 9, 2017

Internal Audit – May 1, 2017

External Audit – September 19, 2017

Risk Assessment – March 13, 2017

Accreditation Status – Full Scope Entire Accreditation Expires December 31, 2019

### **REGULATORY INSPECTIONS:**

The last MOECC Inspection occurred on June 28, 2017

### **APPENDIX A – PERFORMANCE ASSESSMENT REPORT:**

See attached.

# **APPENDIX A**

## **PERFORMANCE ASSESSMENT REPORT**

Ontario Clean Water Agency  
Performance Assessment Report Water

Report extracted 04/20/2018 15:17

From: 01/01/2018 to 31/03/2018

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [22000521]

	01/2018	02/2018	03/2018	<--Total-->	<--Avg.-->	<--Max.-->	<--Min.-->
<b>Flows:</b>							
Raw Flow: Monthly Total - Well #1 (m³)	39417.85	32695.61	47966.84	120080.3			
Raw Flow: Monthly Avg - Well #1 (m³/d)	1271.54	1362.32	1713.1		1448.99		
Raw Flow: Monthly Max - Well #1 (m³/d)	2748.44	2549.17	2655.09			2748.44	
<b>Raw Flow: Monthly Total - Well #2 (m³)</b>							
Raw Flow: Monthly Total - Well #2 (m³)	27211.39	21449.46	1192.96	49853.81			
Raw Flow: Monthly Avg - Well #2 (m³/d)	877.79	1191.64	596.48		888.63		
Raw Flow: Monthly Max - Well #2 (m³/d)	2363.51	2451.65	970.43			2451.65	
<b>Raw Flow: Monthly Total - Well #3 (m³)</b>							
Raw Flow: Monthly Total - Well #3 (m³)	17464.68	18942.6	35201.93	71609.21			
Raw Flow: Monthly Avg - Well #3 (m³/d)	563.38	996.98	1676.28		1078.88		
Raw Flow: Monthly Max - Well #3 (m³/d)	1888.84	2079.79	3011.42			3011.42	
<b>Raw Flow: Monthly Total - Total Raw Flow (m³)</b>							
Raw Flow: Monthly Total - Total Raw Flow (m³)	84093.92	73087.67	16175.03	173356.62			
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	2712.71	2610.27	2695.84		2672.94		
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	3981.63	3211.92	3094.89			3981.63	
<b>Turbidity:</b>							
Raw: Max Turbidity - Well #1 (NTU)	0.3	0.52	0.14			0.52	
Raw: Max Turbidity - Well #2 (NTU)	0.16	0.22	0.18			0.22	
Raw: Max Turbidity - Well #3 (NTU)	0.77	0.43	0.1			0.77	
<b>Chemical Parameters:</b>							
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	1.47					1.47	
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.634					0.634	
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003					< 0.003	
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.526					0.526	
Distribution: Max THM - Distribution System (µg/l)	13					13	
<b>Chlorine Residuals:</b>							
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.85	0.76	0.75				0.75
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.26	1.3	1.35			1.35	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.67	0.81	0.88				0.67
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.19	1.38	1.32			1.38	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	0.85	0.88	0.87				0.85
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.28	1.36	1.45			1.45	
<b>Bacteriological Samples Collected:</b>							
Raw Bacteriological: # of samples - Well #1	5	4	4	13			
Treated Bacteriological: # of samples - Treated Water #1	5	4	4	13			
Raw Bacteriological: # of samples - Well #2	5	4	1	10			
Treated Bacteriological: # of samples - Treated Water #2	5	4	1	10			
Raw Bacteriological: # of samples - Well #3	5	4	4	13			
Treated Bacteriological: # of samples - Treated Water #3	5	4	4	13			
<b>Distribution System Bacteriological:</b>							
Dist Bacteriological: # of samples - Distribution System	20	16	16	52			
Treated Bacteriological: # of TC exceedances - Treated Water #1	0	0	0	0			
Treated Bacteriological: # of EC exceedances - Treated Water #1	0	0	0	0			
Treated Bacteriological: # of TC exceedances - Treated Water #2	0	0	0	0			
Treated Bacteriological: # of EC exceedances - Treated Water #2	0	0	0	0			
Treated Bacteriological: # of TC exceedances - Treated Water #3	0	0	0	0			
Treated Bacteriological: # of EC exceedances - Treated Water #3	0	0	0	0			
Dist Bacteriological: # of TC exceedances - Distribution System	0	0	0	0			
Dist Bacteriological: # of EC exceedances - Distribution System	0	0	0	0			



**MINUTES  
Regular Council**

May 8, 2018  
6:00pm  
Council Chambers, Town Hall

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

Council Regrets: Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk  
Trisha McKibbin, Director of Corporate Services  
Kelly Deeks - Johnson, Economic Development Manager  
Susan Luckhardt, Planning Coordinator  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Council requested to move agenda items 8.3 and 8.3.1 to 8.1. and 8.1.1.

Brent Kittmer noted that a request had been received for a declaration of an event of municipal significance. Council agreed to add the item under emergent business as 10.1.

**Resolution 2018-05-08-01**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** the May 8, 2018 regular Council meeting agenda be accepted as amended.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None presented.

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

**5.1 Community for Compatible Development re: 151 Water Street North Application**

Mr. Henry Monteith spoke to the Community for Compatible Development delegation and responded to questions from Council.

Brent Kittmer provided an update on the file.

Brent Kittmer provided an update to Council on the effects that a lame duck council would present on this matter.

**Resolution 2018-05-08-02**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Osborne

**THAT** the delegation from the Community for Compatible Development regarding the 151 Water Street North planning application be received; and

**THAT** the delegation from the Community for Compatible Development be referred to staff for comment from the Planner and Legal Counsel, with a report back to Council by June 12, 2018.

**CARRIED**

**5.2 County of Perth Paramedic Services re: Service Orientation**

Linda Rockwood of County of Perth Paramedic Services spoke to the Service Orientation delegation and responded to questions from Council.

**Resolution 2018-05-08-03**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** the delegation from County of Perth Paramedic Service regarding Service Orientation be received.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - April 24, 2018**

**Resolution 2018-05-08-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the April 24, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Township of Perth South regarding Funding Assistance Request for Road 125**

**Resolution 2018-05-08-05**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the Township of Perth South regarding the Funding Assistance Request for Road 125 be received.

**CARRIED**

**7.2 Avon Maitland District School Board re: Invitation to Elected Municipal Representatives in Huron and Perth Counties**

**Resolution 2018-05-08-06**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

**THAT** the correspondence from Avon Maitland District School Board regarding an Invitation to Elected Municipal Representatives in Huron and Perth Counties be received.

**CARRIED**

**8. STAFF REPORTS**

**8.3 Building and Development Services**

**8.3.1 DEV 19-2018 Site Plan Agreement, 268 Maiden Lane, St. Marys Memorial Hospital**

Susan Luckhardt spoke to DEV 19-2018 report and invited Francesco Sabatini and Steve Done to respond to questions from Council related to the project.

Mr. Sabatini, Facility Manager of Huron Perth Healthcare Alliance and Mr. Done, Project Manager from Tillmann Ruth Robinson Architects, responded to questions from Council.

**Resolution 2018-05-08-07**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** DEV 19-2018 Site Plan Agreement, 268 Maiden Lane, St. Marys Memorial Hospital be received; and

**THAT** Council enact by-law 46-2018 authorizing the Mayor and Clerk, on behalf of the Town of St. Marys, to sign a Site Plan Agreement between the Town of St. Marys and St. Marys Memorial Hospital.

**CARRIED**

**8.1 Administration and Human Resources**

**8.1.1 CAO 15-2018 Main Street funding Agreement**

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

**Resolution 2018-05-08-08**

**Moved By** Councillor Pope

**Seconded By** Councillor Osborne

**THAT** CAO 15-2018 regarding the Main Street Funding agreement with AMO be received; and

**THAT** Council approves By-law 48-2018 which authorizes a Main Street Funding transfer agreement in the amount of \$44,072.5302 between the Town of St. Marys and the Association of Municipalities of Ontario; and

**THAT** Council distributes the Main Street Funding to the following projects:

\$20,000 to the Downtown St. Marys public art program (Category 2)

\$10,000 to the Community Improvement Plan approved Façade Improvement and Designated Heritage Property Grant programs (Category 1)

\$14,072.5203 to Downtown gateway landscape design and construction projects (Category 2).

**CARRIED**

## **8.2 Corporate Services**

### **8.2.1 COR 13-2018 Signage and Wayfinding Strategy RFP**

Trisha McKibbin and Kelly Deeks-Johnson spoke to COR 13-2018 report and responded to questions from Council.

#### **Resolution 2018-05-08-09**

**Moved By** Councillor Osborne

**Seconded By** Councillor Pope

**THAT** COR 13-2018 Development of a Signage and Wayfinding Strategy RFP report be received; and,

**THAT** the procurement for Development of a Signage and Wayfinding Strategy be awarded to Stempski Kelly Associates Inc. for the procured price of \$17,461.33, inclusive of all taxes and contingencies; and,

**THAT** By-Law 47-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

## **8.4 Public Works**

### **8.4.1 PW 28-2018 Results for Asphalt Resurfacing and Parking Lot Paving Tender**

Brent Kittmer, in the absence of Jed Kelly, spoke to PW 28-2018 report and responded to questions from Council.

#### **Resolution 2018-05-08-10**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** PW 28-2018 Results for Asphalt Resurfacing and Parking Lot Paving Tender be received; and

**THAT** Council authorizes the acceptance of asphalt pricing received through the County of Perth and authorize staff to proceed with the various paving projects.

**CARRIED**

**9. COUNCILLOR REPORTS**

Council recessed at 8:14pm.

Mayor Strathdee called the meeting back to order at 8:25pm.

**9.1 Operational and Board Reports**

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

**Resolution 2018-05-08-11**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** the April 19, 2018 Bluewater Recycling Association Board of Directors meeting highlights be received; and

**THAT** the 2017 Annual Report of the Bluewater Recycling Association be received.

**CARRIED**

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

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

**Resolution 2018-05-08-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

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

**CARRIED**

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

Councillor Winter provided his regrets for the next meeting.

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

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

**Resolution 2018-05-08-13**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** the March 21, 2018 Perth District Health Unit Board meeting minutes be received; and

**THAT** the April 18, 2018 Perth District Health Unit Board meeting agenda be received.

**CARRIED**

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

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

**Resolution 2018-05-08-14**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

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

**CARRIED**

**9.1.6 Upper Thames River Conservation Authority**

**Resolution 2018-05-08-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the February 22, 2018 Upper Thames River Conservation Authority Annual General Meeting minutes be received.

**CARRIED**

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

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

No recent meetings.

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

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

**Resolution 2018-05-08-16**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the March 5, 2018 Business Improvement Area Annual General Meeting minutes be received.

**CARRIED**

**9.2.3 CBHFM - Coun. Hainer**

**Resolution 2018-05-08-17**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

**THAT** the March 23, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors meeting minutes have been received.

**CARRIED**

**9.2.4 Committee of Adjustment**

No recent meeting.

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

**Resolution 2018-05-08-18**

**Moved By** Councillor Winter

**Seconded By** Councillor Van Galen

**THAT** the April 18, 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 2018-05-08-19**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the April 25, 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 2018-05-08-20**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

**THAT** the April 14, 2018 Heritage St. Marys meeting draft minutes be received.

**CARRIED**

**9.2.8 Museum Board - Coun. Winter**

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

**Resolution 2018-05-08-21**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** the April 11, 2018 St. Marys Museum Board meeting draft minutes be received.

**CARRIED**

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

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

**Resolution 2018-05-08-22**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Pope

**THAT** the April 23, 2018 Planning Advisory Committee meeting minutes be received; and

**THAT** item 4 .0 be raised for discussion.

**CARRIED**

**9.2.9.1 Recommendation to Proceed to Statutory Public Meeting**

**Resolution 2018-05-08-23**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** Council proceeds with the statutory public meeting for Application Z04-2017, 275 James Street South, on May 22, 2018 at 6:00pm.

**CARRIED**

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

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

**Resolution 2018-05-08-24**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** the April 23, 2018 Heritage Conservation District Advisory Committee meeting draft minutes be received.

**CARRIED**

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

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

**Resolution 2018-05-08-25**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

**THAT** the March 20, 2018 Senior Services Board meeting minutes be received; and

**THAT** the April 17, 2018 Senior Services Board meeting minutes be received.

**CARRIED**

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

Nothing to report at this time.

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

Nothing to report at this time.

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

Mayor Strathdee reported that a Public Meeting will be held on Tuesday, May 15 at 6:00pm at the Pyramid Recreation Centre in the End Zone regarding air quality. Representatives from St. Marys Cement, Perth District Health Unit and the Ministry of the Environment and Climate Change will be available for questions.

**10. EMERGENT OR UNFINISHED BUSINESS**

**10.1 Request to Declare Trent Severn Concert as an Event of Municipal Significance**

Brent Kittmer spoke to the request and responded to questions from Council.

**Resolution 2018-05-08-26**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** Council declares the Trent Severn concert held at St. Marys Town Hall on May 10, 2018 as an "Event of Municipal Significance" in accordance with the Alcohol and Gaming Commission of Ontario.

**CARRIED**

**11. NOTICES OF MOTION**

Nothing.

**12. BY-LAWS**

**Resolution 2018-05-08-27**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** By-Laws 46-2018 to 48-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.1 By-Law 46-2018 Site Plan Agreement with St. Marys Memorial Hospital**

**12.2 By-Law 47-2018 Authorize an Agreement with Stempski Kelly Associations Inc.**

**12.3 By-Law 48-2018 Authorize an Agreement with Association of Municipalities of Ontario**

**13. UPCOMING MEETINGS**

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

Council recessed at 9:06pm.

Mayor Strathdee called the meeting back to order at 9:09pm.

**14. CLOSED SESSION**

**Resolution 2018-05-08-28**

**Moved By** Councillor Osborne

**Seconded By** Councillor Van Galen

THAT Council move into a session that is closed to the public at 9:10pm as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED**

**14.1 Minutes of April 10, 2018 CLOSED SESSION**

**14.2 Minutes of April 17, 2018 (SPC) CLOSED SESSION**

**14.3 CAO 17-2018 CONFIDENTIAL Amended Request to Purchase Town Owned Lands (Thomas and Park Streets)**

**15. RISE AND REPORT**

Mayor Strathdee reported that a closed session was held and one matter was considered related to a proposed land disposition with direction being given to staff. There is nothing further to report at this time.

**Resolution 2018-05-08-29**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

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

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2018-05-08-30**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** By-Law 49-2018, being a by-law to confirm the proceedings of May 8, 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 2018-05-08-31**

**Moved By** Councillor Osborne

**Seconded By** Councillor Winter

**THAT** this regular meeting of Council adjourn at 9:22pm.

**CARRIED**

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Al Stratthdee, Mayor

---

Brent Kittmer, CAO / Clerk



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

May 15, 2018

9:00 am

Council Chambers, Town Hall

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

Council Regrets: Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Trisha McKibbin, Director of Corporate Services  
Jenny Mikita, Senior Services Supervisor  
Kim Leis, Senior Services Coordinator  
Susan Luckhardt, Planning Coordinator (arrived at 10:14am)  
Jason Silcox, Building Inspector  
Mark Stone, Planner (arrived at 9:55am)  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

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

**Resolution 2018-05-15-01**

**Moved By:** Councillor Pope

**Seconded By:** Councillor Craigmile

**THAT** the May 15, 2018 Strategic Priorities Committee agenda be accepted as presented.

**4. DELEGATIONS AND PRESENTATIONS**

None presented.

**5. STRATEGIC PRIORITIES REVIEW**

**5.1 CAO 16-2018 Farmers' Market Request for Construction of a Washroom and Storage Facility**

Brent Kittmer spoke to CAO 16-2018 report and responded to questions from the Committee.

The consensus of the Committee is that staff and representatives of Council enter into discussions with the Farmers' Market Association to explore:

- Acceptable alternative locations, ensuring that any investment in permanent washrooms is done to ensure the greatest exposure for the market and the Town of St. Marys
- Parking needs, ensuring that the limited supply of parking in the downtown is not impacted
- Funding opportunities, what level of contribution to the costs is the Farmers' Market association willing to commit to.
- Service need, how can the Town advance its goals of a year-round farmers' market.

**Resolution 2018-05-15-02**

**Moved By:** Councillor Van Galen

**Seconded By:** Councillor Pope

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

**THAT** Council denies the request from the St. Marys Farmers' Market Association for a permanent washroom / storage facility; and

**THAT** staff and representatives of Council open discussions with the St. Marys Farmers' Market Association related to their future needs and the construction a washroom/storage facility at Milt Dunnell Field.

CARRIED

**5.2 DCS 10- 2018 Care Coordination Agreement**

Jenny Mikita, Kim Leis and Stephanie Ische spoke to DCS 10-2018 report and responded to questions from the Committee.

**Resolution 2018-05-15-03**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Craigmile

**THAT** DCS 10- 2018 Care Coordination Agreement report be received for discussion; and

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

**THAT** the Care Coordination Agreement be approved, subject to insurance provision being satisfied; and

**THAT** the Mayor and the Clerk are authorized to sign the associated agreements.

**CARRIED**

Mark Stone arrived at 9:55am.

The Committee recessed at 9:56am.

Chair Strathdee called the meeting back to order at 10:02am.

**5.3 DEV 20-2018 Sign By-law Update**

Grant Brouwer and Jason Silcox spoke to DEV 20-2018 report and responded to questions from the Committee.

Mr. Brouwer explained that information has been received by staff since the report was submitted to the Committee. The Town's insurer is recommending that sandwich boards require a permit.

The Committee discussed the following points:

- grounds signs within and outside of the Heritage Conservation District
- approval process by local committees of Council
- "existing, non-conforming" v. having to conform within a time period
- notification process of amended by-law to the public
- enforcement process

There was consensus from the Committee that staff be directed to amend the by-law with:

- A 5-year period for existing non-conforming signs to be brought into compliance.

- Grandfathering of existing ground signs in the Core Commercial District, with all new signs required to meet the by-law requirements.

**Resolution 2018-05-15-04**

**Moved By:** Councillor Pope

**Seconded By:** Councillor Osborne

**THAT** DEV 20-2018 Sign By-law Update be received; and,

**THAT** Staff bring the draft by-law forward to Council with the changes as discussed.

**CARRIED**

**5.4 DEV 21-2018 Affordable Housing in St. Marys**

Mark Stone and Grant Brouwer spoke to DEV 21-2018 report and responded to questions from the Committee.

The Committee discussed the following points:

- differentiation between a garden suite and a secondary unit
- tiny house requirements, and staff's recommendation to address any new applications under the existing zoning rules
- establishing a fixed time period for multi-residential unit tax rate reduction
- timeline for introducing some of the suggested changes to local policy

**Resolution 2018-05-15-05**

**Moved By:** Councillor Van Galen

**Seconded By:** Councillor Winter

**THAT** DEV 21-2018 regarding Affordable Housing in St. Marys be received; and,

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

1. Initiate a Town-wide amendment to the Zoning By-law to permit secondary units in single detached, semi-detached and townhouse dwellings subject to specific provisions to regulate potential issues such as parking;
2. Engage in discussions with the development industry with respect to opportunities and potential issues related to implementing inclusionary zoning in St. Marys;

3. Explore opportunities for pre-zoning certain lands for affordable housing following completion of the Official Plan review;
4. Consider alternative development standards, following completion of the Official Plan review, through an update to the Town's Zoning By-law;
5. Support the recommendations of the Official Plan review to consider options to permit standalone residential uses (e.g. low-rise apartment buildings) in the periphery parts of the Central Commercial area, provided such uses do not impact the primary commercial, service and tourism function of the downtown;
6. Staff report back on the financial implications of:
  - a. Proposed development charges discounts for new multi residential units constructed for a sale price of \$265,650 or rentals of approximately \$850 per month.
  - b. Amending the multi-residential tax ratio from 1.1 to 1.0 for newly constructed rental apartments of 7 or more units for the first 10 years after construction
  - c. And waiving other associated planning fees.
7. Continue to provide land for affordable housing through the sale or leasing of surplus or underutilized municipally owned land, and consider maintaining a publicly accessible database to assist potential developers seeking to construct affordable housing and tenants seeking affordable housing vacancies.

**CARRIED**

**6. NEXT MEETING**

Council confirmed a special meeting of Council on May 23, 2018 at 3:00pm at the Municipal Operations Centre.

**7. ADJOURNMENT**

**Resolution 2018-05-15-06**

**Moved By:** Councillor Osborne

**Seconded By:** Councillor Pope

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

**CARRIED**

---

Al Strathdee, Mayor





May 15, 2018

A16-20

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Sent via email to: [pm@pm.gc.ca](mailto:pm@pm.gc.ca)

Dear Prime Minister:

**Re: Two-Way All-Day GO rail service and High Speed Rail to Waterloo region**

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on Wednesday, May 9, 2018, approved the following motion:

**WHEREAS** Two-Way All-Day GO rail service and High Speed Rail to Waterloo region will be a key part of unlocking the full potential of the Toronto-Waterloo Innovation Corridor and Southwestern Ontario that will create over 170,000 jobs and add an estimated \$17 Billion to our nation's Gross Domestic Product; and,

**WHEREAS** Waterloo Region currently has over 3,000 job vacancies in the high tech and advanced manufacturing sectors, Two-Way All-Day GO rail service and High Speed Rail will help our companies attract and retain the talent and business connectivity in the Toronto-Waterloo Innovation Corridor and throughout Southwestern Ontario required to fill those vacancies, create jobs, and succeed globally; and,

**WHEREAS** High Speed Rail and Two-Way All-Day GO rail service to Kitchener-Waterloo and a proposed GO service to Cambridge will alleviate Highway 401 and other roadway congestion issues coming in and out of our community on a daily basis; and,

**WHEREAS** High Speed Rail and Two-Way All-Day GO rail service to Kitchener-Waterloo and GO service to Cambridge will positively impact our environment by reducing approximately 5 million cars off the road; and,

**WHEREAS** we will always advocate for a full-range of medical services available within Waterloo region, High Speed Rail and Two-Way All-Day GO rail service to Kitchener-Waterloo, and Cambridge GO will help our community members access medical centres more reliably and with greater comfort for any highly specialized services; and,

**WHEREAS** the Region of Waterloo's Strategic Plan includes an objective to "improve inter-city rail transportation services to and from Waterloo Region", and Regional Council has expressed its support for improved passenger rail service on numerous occasions; and,

**WHEREAS** THE Region will encourage the provincial government to ensure that the impact and disruptions caused by the construction and operation of High Speed Rail and Two-Way All-Day GO rail service to Kitchener-Waterloo, and GO service to Cambridge are assessed and addressed fairly through the phases of the consultation, planning, design, construction and operation of the projects;

**BE IT RESOLVED** that the Region of Waterloo calls upon all political parties at the provincial and federal levels governments to remain committed on both Two-Way All-Day GO rail service from Toronto to Waterloo region by 2024 and to move forward to bring Canada's first High Speed Rail line from Toronto to London in 2025; and further,

**BE IT FINALLY RESOLVED** that a copy of this resolution be sent to the Prime Minister of Canada, leaders of the Ontario Liberal Party, the Ontario Progressive Conservative Party, the Ontario New Democratic Party, and the Green Party of Ontario, to the local MP's and MPP's, to the Association of Municipalities Ontario, local area municipalities, and municipalities located along the planned High-speed rail and Two-Way All-Day Go Transit rail service corridor.

Please accept this letter for information purposes only. If you have any questions or require additional information, please contact Mike Murray, Chief Administrative Officer at 519-575-4561 or [MMurray@regionofwaterloo.ca](mailto:MMurray@regionofwaterloo.ca)

Regards,



Kris Fletcher,  
Regional Clerk/Director, Council and Administrative Services

cc: Kathleen Wynne, Leader of the Ontario Liberal Party and Premier of Ontario, [kwynne.mpp.co@liberal.ola.org](mailto:kwynne.mpp.co@liberal.ola.org)  
Doug Ford, Leader of the Ontario PC Party, [doug@fordnation.ca](mailto:doug@fordnation.ca)  
Andrea Horwath, Leader of the Ontario NDP Party, [ahorwath-co@ndp.on.ca](mailto:ahorwath-co@ndp.on.ca)  
Mike Schreiner, Leader of the Ontario Green Party [MikeForGuelph@gpo.ca](mailto:MikeForGuelph@gpo.ca)  
Harold Albrecht, M.P. Kitchener-Conestoga [harold.albrecht@parl.gc.ca](mailto:harold.albrecht@parl.gc.ca)  
The Honourable Bardish Chagger, M.P. Waterloo [Bardish.Chagger@parl.gc.ca](mailto:Bardish.Chagger@parl.gc.ca)  
Raj Saini, M. P. Kitchener Centre [Raj.Saini@parl.gc.ca](mailto:Raj.Saini@parl.gc.ca)  
Marwan Tabbara, M.P. Kitchener South-Hespeler, [Marwan.Tabbara@parl.gc.ca](mailto:Marwan.Tabbara@parl.gc.ca)  
Bryan May, M.P. Cambridge [Bryan.May@parl.gc.ca](mailto:Bryan.May@parl.gc.ca)  
Daiene Vernile, MPP (Kitchener Centre) [dvernile.mpp.co@liberal.ola.org](mailto:dvernile.mpp.co@liberal.ola.org)  
Kathryn McGarry, MPP (Cambridge) [kmcgarry.mpp.co@liberal.ola.org](mailto:kmcgarry.mpp.co@liberal.ola.org)  
Michael Harris, MPP (Kitchener—Conestoga) [michael.harris@pc.ola.org](mailto:michael.harris@pc.ola.org)  
Catherine Fife, MPP (Kitchener—Waterloo) [cfife-gp@ndp.on.ca](mailto:cfife-gp@ndp.on.ca)  
Monika Turner, Director of Policy, Association of Municipalities of Ontario (AMO) [mturner@amo.on.ca](mailto:mturner@amo.on.ca)  
Michael Di Lullo, Clerk, City of Cambridge [dilullom@cambridge.ca](mailto:dilullom@cambridge.ca)  
Christine Tarling, Clerk, City of Kitchener [Christine.tarling@kitchener.ca](mailto:Christine.tarling@kitchener.ca)  
Olga Smith, Clerk, City of Waterloo [olga.smith@waterloo.ca](mailto:olga.smith@waterloo.ca)  
Ashley Sage, Clerk, Township of North Dumfries [asage@northdumfries.ca](mailto:asage@northdumfries.ca)  
Grace Kosch, Clerk, Township of Wellesley [gkosch@wellesley.ca](mailto:gkosch@wellesley.ca)  
Dawn Mittleholtz, Clerk, Township of Wilmot [dawn.mittleholtz@wilmot.ca](mailto:dawn.mittleholtz@wilmot.ca)  
Val Hummel, Clerk, Township of Woolwich [vhummel@woolwich.ca](mailto:vhummel@woolwich.ca)  
Ulli Watkiss – Clerk, City of Toronto, [uwatkis@toronto.ca](mailto:uwatkis@toronto.ca)  
P. Fay – Clerk, City of Brampton [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)  
Suzanne Jones – Clerk, Halton Hills [suzannej@haltonhills.ca](mailto:suzannej@haltonhills.ca)  
Stephen O'Brien – Clerk, City of Guelph [stephen.obrien@guelph.ca](mailto:stephen.obrien@guelph.ca)  
Trisha McKibbin – Clerk, Town of St. Mary's [tmckibbin@town.stmarys.on.ca](mailto:tmckibbin@town.stmarys.on.ca)  
Joan Thomson – Clerk, City of Stratford [jthomson@stratfordcanada.ca](mailto:jthomson@stratfordcanada.ca)  
Cathy Saunders – Clerk, City of London [csaunder@london.ca](mailto:csaunder@london.ca)  
Mike Murray, CAO, Region of Waterloo [MMurray@regionofwaterloo.ca](mailto:MMurray@regionofwaterloo.ca)

Dear Mayor and Members of Council,

We, the undersigned, are a Committee that represents the interests of a group of pickleball players in the Town of St Marys.

Pickleball, as you know, is one of the fastest growing sports in North America, and offers opportunities for all ages of life, from youth to adulthood and long into senior years. It is now being taught in some Secondary and Elementary Schools in Ontario and young people and families are encouraged everywhere to partake in the sport, which is beneficial for fitness, camaraderie, and personal growth.

Currently, through the Seniors Program at The Friendship Centre in St Mary's, there are 52 people who regularly play Pickleball two days a week at the Friendship Centre and one evening a week at the High School, where the marked Pickleball courts are shared with Badminton, Basketball and Volleyball. The available courts are often operating at capacity, with people waiting for the opportunity to take part in a game.

However because of the times that the courts are available, and the cost involved, many residents of St Marys are not being given the opportunity to enjoy the sport and the benefits it provides.

Many of us in this active 'Senior' pickleball group have been approached by people outside of the 'Senior' group who have expressed interest and desire to learn and play Pickleball

The Town of St. Marys hired a consulting group to extensively research and prepare a **Recreational and Leisure Services Master Plan** for the benefit of all residents of St. Marys.

On March 27th, 2018, after discussion, Council voted to accept the recommended report which stated, in part, as follows:

“48. Delineate playing boundaries for pickleball on two of the existing tennis courts (tennis court lines are to remain). Consideration should be given to using a distinct boundary colour to differentiate playing areas in order to avoid confusion between the two sports as well as installing a strap system to allow the net to be adjusted. The Town should subsequently monitor utilization, as well as work with the St. Marys Social Tennis Club and pickleball players to ensure that game scheduling does not conflict between the two activities, particularly during tournaments and special events. The need to expand the supply of outdoor tennis and pickleball courts should be evaluated during an update to the Master Plan, which should be based on court usage and demand.”

This would not prevent the Courts from also being used for Tennis and would create an opportunity for more people, including youths, adults and families, to enjoy a healthy and assist in promoting a Healthy Lifestyle. We believe the pickleball community should have the opportunity to access free outdoor recreation and to play at their discretion.

We, the committee, respectfully urge Council to adopt this recommendation to mark Pickleball Lines on 2 of the 4 existing Tennis Courts as soon as possible to enable the summer of 2018 to become one of enhanced recreational opportunities for residents of and visitors to St Marys.

(signed) Doug Diplock, Angela Leis, Marg Angus, Cathy Gough, Dave Baxter, Marianne DeBrabandere

# MONTHLY REPORT

**To:** Mayor Strathdee and Members of Council  
**From:** Building and Development  
**Date of Meeting:** 22 May 2018  
**Subject:** DEV 22-2018 May Monthly Report (Building and Development)

## RECOMMENDATION

THAT DEV-22-2018 May Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Planning

- Site Plan with St. Marys Memorial Hospital approved for 268 Maiden Lane to construct an addition to the existing medical offices (ie Wellness Centre).
- PAC recommended in principle Zoning By-law Amendment for 275 James St S to permit multi-residential townhouse development. Statutory Public Meeting at Council on May 22, 2018.
- Site plan application for 275 James St S is in process.
- Site plan application for 121 Ontario St S to permit multi-residential development is in process.
- Town initiated application for Zoning By-law Amendment affecting 45 Thames Rd N has been received. Amendment will permit development of the site by St. James Lodge as a meeting facility. PAC review meeting scheduled for May 28, 2018.
- Housing Alliance Steering Committee Meeting – 2018 homelessness enumeration May 15-May 18: St. Marys Salvation Army, 220 Queen St E on May 16, 10:00 am – 1:00 pm. Purpose is to better understand what housing and supports are needed to assist individuals experiencing homelessness; and to help them connect with services and programs.
- Intake of applications for Facade Improvement Grant, Designated Heritage Property Grant, and Heritage Property Tax Rebate.

### Building

- A total of 15 permits were issued in March 2018 compared to 18 the previous year.
- There were 7 dwelling units issued this month compared to 4 the previous year.
- The total construction values were \$4,721,000.00 compared to \$1,204,050.00 the previous year.
- The total permit fees were \$16,484.15 compared to \$9,333.48 the previous year.
- A total of 36 appointments were provided by the Building Department for this period.
- There were two Heritage permits issued this month.

### Facilities Capital

- Cadzow Splash Pad – Contractor has been on site, installed the footings for the features, drains and the vault for the controls
- Cadzow Pavilion – footings are poured, foundation has been formed and block walls are being built
- Cadzow Park – Amphitheatre area completed awaiting seeding of grass.

- Pyramid Recreation Centre Guest Service Desk – desk final design completed with install occurring on May 25 & 26
- Water Tower Structural Upgrades – tender awarded to Robertson Restoration with project start date of June 11th
- Town Hall & Library Window Restoration & Replacement tender awarded to IntegriBuild
- Library Addition Roof tender awarded to Atlas Apex Roofing, start date to be confirmed
- Fire Hall Roof Restoration – tender closed, reviewing documents
- Library Carpet and Painting tender awarded to Adias Impex Ltd. o/a Carpet Plus, project to start in September

### **Facilities Operational**

- Teddy's Field – open for the season
- Town Hall – Community Players investigating raising the seats in balcony for better site lines. Engineered drawings have been commissioned with work to begin after May 12
- Library – Church Street Door hardware, contractor sent through new hardware option. Friends of the Library are reviewing at their next meeting
- Lawn Bowling – has been opened for the season
- Quarry Lifeguard Shed – contractor has been contacted to pour cement slab and shed has been ordered
- Town Hall Queen Street steps – steps repaired on April 25
- Lind Sportsplex – preparing for the quarry opening
- Tennis Courts – light issue has been repaired
- Town Hall – back stairwell wallpaper fixed
- Town Gardens – Contractor has been on site preparing the gardens for planting first week of June
- Soccer Fields – nets have been put up and fields lined for the season
- Baseball Diamonds – all diamonds open for the season, Milt Dunnell field diamonds have been difficult to grade due to pooling water.
- Kin Gazebo – Kin Park, spindles have been kicked out, new spindles have been ordered
- Museum – roof sustained damage during wind storm on May 5, a large area of shingles were blown off the southwest section of roof on the original building. Contractor repaired the damage on May 7
- Cadzow Playground – the play structure sustained damage when a large tree limb fell onto the accessible ramp area. The one railing was crushed, two ramp platform sections were damaged and a support pole sub structure was damaged. Contractor has been on site and assessed the damage. Parts have been ordered. The playground will remain closed until repairs are completed.

### **PRC Operations**

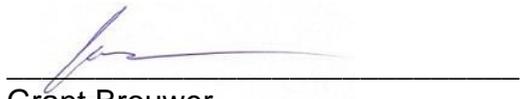
- Both ice pads now out, refrigeration plant shut down by refrigeration contractor.
- HVAC Units inspected for switching from heating mode to cooling mode for summer months, space temperatures adjusted for energy efficiencies.
- Skate tile replacement project delayed due to higher than anticipated costs; adjustments in cost forecasts will be made for future consideration.
- Mock disaster exercise being held May 31<sup>st</sup> using the PRC as designated evacuation Centre, led by Fire Chief. Operational/logistical orientation for outside organizations to occur beforehand to assist.
- Aquatics Centre outdoor splash pad to be opened for May 19<sup>th</sup>. Minor concrete repairs needed and will be completed beforehand.

## **SPENDING AND VARIANCE ANALYSIS**

As per Budget

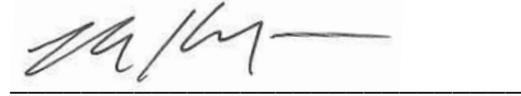
**REVIEWED BY**

**Recommended by the Department**



Grant Brouwer  
Director of Building and Development

**Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

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

**Prepared by:** Mark Stone, Planner

**Date of Meeting:** 22 May 2018

**Subject:** **DEV 23-2018 Zoning By-law Amendment (Z04-2017) 275 James Street South**

## PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Application for Zoning By-law Amendment (Z04-2017) by A. Paola for 275 James Street South.

## RECOMMENDATION

THAT DEV 23-2018 Application for ZBA (Z04-2017) A. Paola for 275 James Street South be received; and

THAT the comments received at the Public Meeting be addressed in a report presented at a subsequent Council meeting outlining staff recommendations on the disposition of this Application, once Town staff is satisfied with the layout of the proposed development (as part of the review of the related Site Plan Application).

## REPORT

In August of 2017, the Town received an Application to amend the Town's Zoning By-law with respect to the subject property (see Attachment 1). The subject property is located northeast of the intersection of James Street South and Maxwell Street, as shown on the General and Specific Location Maps (Attachments 2 and 3).

The Zoning By-law Amendment Application is required to facilitate the development of 24 condominium townhouse units in four buildings. The proposed Site Plan (Attachment 4) shows individual driveways and garages for each unit, along with 10 visitor parking spaces. The applicant indicates that the floor area of each unit will range from 148.7 to 179.3 m<sup>2</sup> (1,600 to 1,930 ft<sup>2</sup>).

At the November 6, 2017 meeting, the Planning Advisory Committee considered a Town Information Report (dated November 1, 2017) regarding the Application. A number of residents attended the meeting and identified concerns with the proposed development. The Committee passed a resolution deferring a recommendation on the Application so as to provide the proponent the opportunity to present additional information to address these concerns. These concerns are discussed later in this report.

The applicant submitted a Site Plan Application to the Town in February of 2018. The Site Plan Application submission included the proposed Site Plan, engineering plans, a Site Servicing and Stormwater Management report, and a Transportation Assessment report. The applicant has indicated that a tree preservation plan, lighting plan and fencing details will be submitted to the Town in the near future. A Plan of Condominium Application will also be submitted to identify unit boundaries and common elements of the proposed development.

At the April 23, 2018 meeting, the Planning Advisory Committee considered a Town Information Report which summarized new information from the applicant. The Town's Planning Advisory Committee passed a motion endorsing, in principle, the Zoning By-law Amendment Application and recommended that Council proceed to a public meeting to consider the Application.

## **SITE CONDITIONS AND CHARACTERISTICS**

The irregularly shaped subject property is approximately 0.87 hectares in size, with 33 metres of frontage along James Street South and 13 metres of frontage along Maxwell Street. The subject lands are relatively flat.

## **SURROUNDING LAND USES**

- North:** Vacant lands and St. Marys District Collegiate and Vocational Institute
- South:** Low density residential and the Pyramid Recreation Centre
- East:** Low density residential
- West:** Low density residential fronting onto James Street South and industrial uses on the west side of James Street South

## **PLANNING CONTEXT**

### **Provincial Policy Statement**

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

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

- promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term
- accommodating an appropriate range and mix of residential, employment, institutional, recreation, park and open space, and other uses to meet long-term needs
- promoting cost-effective development patterns and standards to minimize land consumption and servicing costs

Section 1.1.2 of the PPS states, in part, that sufficient land shall be made available in settlement areas through intensification and redevelopment and, if necessary, designated growth areas. Section 1.1.3.2 states that land use patterns within settlement areas shall be based on densities and a mix of land uses which: efficiently use land, resources, infrastructure and public service facilities; minimize negative impacts to air quality and climate change, and promote energy efficiency; and support active transportation. Section 1.1.3.4 states that "appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety".

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

- permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements, and all forms of residential intensification, including second units, and redevelopment

- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety

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

The Planning Justification Report by GSP Group, dated September 2017 (Attachment 5) submits that the proposed development “supports the creation of healthy, livable and safe communities through providing a range and mix of housing types (introducing townhouse units) and by utilizing existing infrastructure to service the property” and “provides a compact form and density that efficiently uses land and infrastructure”.

### **Official Plan**

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

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

Section 3.1.2.3 of the Official Plan states that “residential infilling type development is generally permitted throughout the ‘Residential’ designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height). In cases where one or more of the existing zone provisions are not met, an amendment or a minor variance to the zone provisions may be considered to permit the proposed development provided that the spirit of this Section is maintained”. Section 3.1.2.4 states that “Council will favour residential intensification and redevelopment over new green land residential development as a means of providing affordability and efficiencies in infrastructure and public services”.

The applicant contends that the proposed development “will maintain the attributes of the existing neighbourhood as the Subject Property is an existing internal lot with limited street frontage” and that “while the townhouse units are a change in built form from the surrounding single detached dwellings, the units are proposed to be two storeys in height and have quality finishes and materials that will be compatible to the surrounding neighbourhood”. In addition, the applicant submits that “setbacks for the proposed development will be similar to those of the surrounding single detached residential dwellings in terms of side and rear yard interfaces”.

Section 3.1.2.5 of the Official Plan states that “when reviewing development or redevelopment proposals, Council shall consider following density targets:

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

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

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

- a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;
- b) That the net density of development shall not exceed 75 units per hectare;
- c) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;
- d) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and
- e) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.

The submitted Planning Justification Report states that the proposed development:

- has been designed as two storeys in height
- will have an overall net density of 27.5 units per hectare
- can be adequately serviced by the existing municipal infrastructure
- is located within 100 metres of James Street (an arterial road) and Maxwell Street (a collector road)
- provides a garage and an individual driveway for each townhouse unit, along with on-site parking spaces to accommodate visitor parking
- will be subject to site plan approval and a landscaping plan will be prepared to further ensure adequate buffering to surrounding properties

Section 3.1.3.8 of the Official Plan states that “proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development”. The applicant indicates that the proposed development has been designed to provide for private amenity area for each dwelling, and is located in close proximity to the Pyramid Recreation Centre, St. Marys District Collegiate and Vocational Institute, and Little Falls Public School, all which assist in providing a range of open space, structured facilities and indoor recreational opportunities.

Section 4 of the Official Plan provides policy direction for the division of land including plans of subdivision and condominium, and consents. The policies of this section speak to the review of applications to ensure that proposed development will not preclude the satisfactory use, development,

or redevelopment of surrounding lands, and to ensure such development will not adversely affect existing amenities and the predominant character of the area. Where there is a potential for conflict between adjoining land uses, adequate landscaping, screening, and buffering provisions may be required in order to alleviate and/or eliminate any conflict.

Section 4.1.1.10 states that “before approving a plan of subdivision/condominium, Council shall be satisfied that adequate services such as schools, municipal recreation facilities, fire protection, water supply, sewage disposal, storm drainage facilities, solid waste disposal facilities, and road maintenance are or can be supplied and that the provision of these services will not adversely affect the financial position of the Town”.

### Zoning By-law

The subject property is currently zoned Residential Development (RD), Residential Two (R2-1) and Residential Three (R3) in the Town’s Zoning By-law Z1-1997.

The purpose and intent of the Zoning By-law Amendment Application is to rezone the subject property to Residential Zone Five (R5) to permit the proposed townhouse development with exceptions to certain R5 Zone regulations to recognize the layout and form of development. The following chart summarizes the requirements of Section 12.4 of the R5 Zone and identifies regulations requiring an exception to facilitate the proposed development.

Regulation	Requirement	Proposed / Provided	Exception Required
Lot area minimum	1,017 m <sup>2</sup> (for each townhouse dwelling)	133.7 m <sup>2</sup> (per unit measured from driveway to 1 metre off of rear wall of the dwelling). Additional area behind the individual units will be exclusive use or become part of the individual condominium units (lot) at the time of the condominium application.	✓
Gross density maximum	50 units per hectare	27.9 units per hectare	
Lot frontage minimum	47.0 m	13.7 m (for entire site – Maxwell Street frontage)	✓
Maximum number of attached dwelling units	8	6	
Lot depth minimum	37.0 m	25.0 m per unit (measured from edge of condominium road/driveway to property line behind unit)	✓
Front yard minimum	6.0 m	45.7 m to Maxwell Street provided	
Interior side yard minimum	4.5 m	<ul style="list-style-type: none"> <li>• 5.8 m provided to north property line (adjacent to Block 1).</li> <li>• 10 m provided to west property line (adjacent to Blocks 2 – 4).</li> <li>• 19.1 m provided to east property line (adjacent to Blocks 2 – 4).</li> </ul>	
Exterior side yard minimum	6.0 m	3.0 m to James Street (measured from limit of required 5.0 m road widening)	✓
Rear yard minimum	7.5 m	3.0 m (setback from Block 4 to north end of subject property)	✓

Regulation	Requirement	Proposed / Provided	Exception Required
Building height maximum	10.5 m	10.5 m	
Lot coverage maximum	35%	28.8%	
Dwelling unit gross floor area minimum	75.0 m <sup>2</sup> (for 3 bedroom units)	75.0 m <sup>2</sup> (min. 147 m <sup>2</sup> provided)	
Landscaped open space minimum	35%	44.2%	

## COMMUNICATIONS

A number of residents attended the November 6, 2017 Planning Advisory Committee meeting and identified concerns with the proposed development. A copy of the Minutes of the November 6, 2017 meeting is attached as Appendix 6. In addition, a letter was received on November 6, 2017 from the De Vries Family, 5 Maxwell Street (see Attachment 7).

A number of residents also attended the April 23, 2018 Planning Advisory Committee meeting and posed questions and concerns with the proposed development, including:

- How will the development be phased?
- How will the condominium corporation function and address issues?
- Concerns with the size of Block 1 rear yards and potential impacts on property to the north

An email submission was received by the Town on May 14, 2018 from Mr. Gary Bryans, 257 James Street South (see Attachment 7) with comments and concerns, including:

- Suggests that the applicant “could get rid of block one and put his road way there and build a separate duplex on Maxwell or something”
- Concerned with loss of green space – applicant should reduce number of units in Blocks 1 and 4 to maintain as much green space as possible
- Concerned with condition of properties during construction (e.g. piles of brush, and truck and trailer parking)

The following table provides a summary of comments received from Town Departments and agencies to date. Copies of correspondence are attached to this report.

Department / Agency	Date	Summary of Comments
<b>Town Engineering and Public Works</b>	October 31, 2017	<ul style="list-style-type: none"> <li>• Applicant to confirm sanitary system capacity requirement and that sanitary servicing to property is adequate at the time of site plan application.</li> <li>• Applicant to confirm water system capacity requirement for fire protection and hydrant flow testing will need to be completed at the time of site plan application to confirm water servicing to property is adequate.</li> </ul>

Department / Agency	Date	Summary of Comments
		<ul style="list-style-type: none"> <li>• Vehicular access to be reviewed at the time of site plan application.</li> </ul>
<b>Huron-Perth Catholic District School Board</b>	May 7, 2018	<ul style="list-style-type: none"> <li>• No concerns</li> </ul>

## PLANNING ANALYSIS

The applicant submits that the proposed development promotes intensification, compact development and the efficient use of land and infrastructure, and contributes to the provision of a range of housing types and densities in the Town. The applicant contends that the proposed development “will maintain the attributes of the existing neighbourhood as the Subject Property is an existing internal lot with limited street frontage” and that:

- the proposed development presents a unique opportunity to infill and increase density between two existing residential areas
- factors such as the provision of sufficient on-site parking, separation of buildings and setbacks to property lines have all been factored into the proposed development and site layout
- the existing streetscape along the east side of James Street South will be complemented with the introduction of the proposed Block 1 townhouse units
- the end unit closest to James Street South will have an enhanced side elevation with a wraparound porch and side entry (facing James Street South) that will maintain the character and building wall along James Street South
- while the townhouse units are a change in built form from the surrounding single detached dwellings, the units are proposed to be two storeys in height and have quality finishes and materials that will be compatible to the surrounding neighbourhood
- setbacks for the proposed development will be similar to those of the surrounding single detached residential dwellings in terms of side and rear yard interfaces

In response to issues raised by the Planning Advisory Committee and the public, the applicant submitted a letter from GSP Group, dated March 29, 2018. A copy of the letter is provided as Attachment 8. The following is a discussion of the issues raised by the Planning Advisory Committee and the public.

### Traffic Impacts

Concerns were raised with respect to potential traffic impacts of the proposed development. In support of the Site Plan Application, the applicant submitted a Transportation Assessment prepared by Salvini Consulting, dated February 9, 2018. The Assessment determined traffic generation potential of the proposed development based on data from the Institute of Transportation Engineers Trip Generation Manual (10<sup>th</sup> Edition). It is estimated that the proposed development will generate 12 trips during the weekday morning peak hour and 17 trips in the weekday afternoon peak hour.

A review of the existing and future traffic operations at the Maxwell Street / James Street South intersection was completed. Turning movement data at the intersection was collected on Thursday, January 18, 2018. The morning peak hour occurred between 7:45 and 8:45 a.m. and the afternoon peak hour occurred between 4:30 and 5:30 p.m.

The analysis in the Assessment indicates that the intersection is operating at acceptable levels of service on all approaches and that it will continue to do so in the future with or without the proposed development.

### **Access to James and Maxwell Streets**

Concern was raised with respect to the ability of the existing roads and the new development to accommodate safe traffic movements to and from the site. The submitted Site Plan shows full movement driveway accesses from James Street South and Maxwell Street. The Town's Public Works Department has not indicated any concerns with turning movements and/or sight lines based on a review of the proposed Site Plan and Transportation Assessment.

### **On-site Parking**

The Town's Zoning By-law requires 1.5 parking spaces for each dwelling unit. Two parking spaces will be provided for each townhouse unit (garage and private driveway spaces). A ratio of 0.2 to 0.25 visitor parking spaces per unit is an acceptable minimum requirement for visitor parking associated with a condominium townhouse development. The proposed Site Plan shows 10 on-site visitor parking spaces, which is a ratio 0.42 visitor parking spaces per unit.

### **Site Fencing / Landscaping**

The applicant notes in the March 29, 2018 GSP Group letter that proposed landscaping and fencing will be identified in a detailed landscaping plan to be submitted with the Site Plan Application. However, the applicant indicates that the perimeter of the property will be fenced and "the specifics of the fencing will have to be confirmed and potentially discussed with adjacent landowners to avoid duplication of fencing where possible".

### **Greenspace / Amenity Areas on Site**

Concern was raised with respect to the amount of greenspace and amenity areas for the residents of the new development. In response to this issue, it is noted in the March 29, 2018 GSP letter that:

- "Each unit will have a private amenity area to the rear of the dwelling unit. This is no different than a single detached house. The rear yard area of each dwelling will allow for decks / patios and the ability to have outdoor activity space. As each unit will have private amenity space, a communal amenity space is not proposed".
- "The proposed development is located in close proximity to the Pyramid Recreation Centre, St. Marys District Collegiate and Little Falls Public School all of which assist in providing a range of open space, structured facilities and indoor recreational opportunities".

### **Garbage / Recycling Collection**

Questions were raised with respect to how garbage and recycling will be stored and collected. In response to this issue, it is noted in the March 29, 2018 GSP letter that "the proposed development will be serviced by private garbage and recycling collection. As the proposed development is to be registered as a condominium, there will be a condominium declaration and condominium fees established to pay for private garbage collection. Garbage and recycling are to be stored at the individual units until collection day, similar to garbage collection at single detached dwellings. There are not any dumpsters or communal garbage facilities proposed".

### **Density of Development**

Concerns were raised with respect to the density of the development and the number of units proposed. In response to this issue, it is noted in the March 29, 2018 GSP letter that "the subject property is sufficiently sized to accommodate the proposed townhouse dwelling units, on-site parking, stormwater management and private amenity space for each unit. The size and shape of the subject property does not lend itself to development of single detached dwellings and other forms of development such as an apartment are not appropriate in this location".

### **Impacts on Surrounding Properties During Construction**

Concerns were raised with respect to potential impacts of construction on the surrounding neighbourhood. The Town's Noise By-law contains a general prohibition on noise or vibration, and on the operation of any construction equipment without effective exhaust or intake muffling devices. In addition, the Town's Site Plan Agreement contains clauses requiring the land owner to ensure compliance with an approved sediment control plan for the site, and to ensure that abutting streets are kept in good and usable condition during construction.

## SUMMARY

It is recommended that Council direct staff to prepare a report addressing comments received at the public meeting and once staff is satisfied with the layout of the proposed development (as part of the review of the related Site Plan Application). The report would be presented at a subsequent Council meeting, outlining staff recommendations on the disposition of this Zoning By-law Amendment Application.

## FINANCIAL IMPLICATIONS

Not known at this time.

## STRATEGIC PLAN

- Not applicable to this report.
- This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #6 Housing:
    - Outcome: In order to get the 'right demographic mix' for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.

## OTHERS CONSULTED

Susan Luckhardt, Planning Coordinator

## ATTACHMENTS

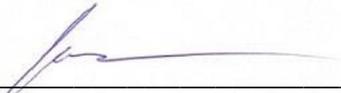
- 1) Application for Zoning By-law Amendment
- 2) General Location Map
- 3) Specific Location Map
- 4) Proposed Site Plan
- 5) Planning Justification Report by GSP
- 6) Minutes of November 6, 2017 Planning Advisory Committee Meeting
- 7) Correspondence
- 8) March 29, 2018 GSP Group letter

## REVIEWED BY

### Recommended by the Department

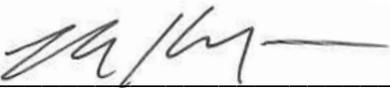


Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk



Corporation  
of the Town of St. Marys

**ATTACHMENT 1**

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

**Instructions**

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

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

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

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

**Completeness of the Application**

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

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

**Approval Process**

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

**For Help**

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

\* APPLICATION AMENDED AUG 16, 2017 BY GSP GROUP. AMENDMENTS NOTED IN RED AND INITIALED. (BF)

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

**1.0 Application Information**

▶ 1.1 Name of Owner(s) An owner's authorization is required if applicant is not the owner (See Section 12.0)

Name of Owner(s) <b>ADRZANO PAOLA</b>	Home Telephone No.	Business Telephone No. <b>519 274 5678</b>
Address <b>485 ROMEO ST. STRATFORD</b>	Postal Code	Fax No.

1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)

Name of Contact Person (and Firm) <b>GSP GROUP INC. ATTN. BRANDON FLEWELLING</b>	Home Telephone No.	Business Telephone No. <b>519.569.8883</b>
Address	Postal Code <b>N2G 4Y9</b>	Fax No.

**▶ 2.0 Location and Size of the Subject Land**

Street No.	Name of Street/Road <b>JAMES ST.</b>	Registered Plan No. <b>492</b>	Lot(s)/Block(s) <b>Pt. BLOCK D + LOT 29</b>
Reference Plan No.	Part Number(s)	Concession Number(s)	Lot Number(s)
Lot Frontage <b>33 m - JAMES ST.</b>	Average Width <b>28 m (North/South)</b>	Average Depth <b>171 m (North/South)</b>	Lot Area <b>8762 sq. m (BF)</b>

▶ 2.1 Is there a mortgage or charge in respect of the subject land?  Yes  No If yes, give the names and addresses of any mortgages or charges  
**MORTGAGE HELD BY MR. GLEN SPEARIN 5048 PERTH RD. #8 RR#1 ST. MARYS N4X 1C4**

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

▶ 2.3 When were the subject lands acquired by the current owner?  
**2016**

**▶ 3.0 Proposed and Current Land Use**

▶ 3.1 What is the proposed use of the subject land?  
**TOWNHOUSE CONDOMINIUM**

▶ 3.2 What is the current use of the subject land?  
**VACANT**

▶ 3.3 How is the subject land currently designated in the Official Plan?  
**RESIDENTIAL**

▶ 3.4 How is the subject land currently zoned in the applicable Zoning By-law?  
**RD, R3 + R2-1**

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

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
3.5.1 Front yard	N/A	6m - JAMES ST.	3.5.5 Height	N/A	2 STOREYS
3.5.2 Rear yard		3M	3.5.6 Dimensions		
3.5.3 Side Yard		5.2 m	3.5.7 Gross Floor Area		
3.5.4 Side Yard			3.5.8 Date Constructed		TBD

\* PLEASE SEE PLANNING JUSTIFICATION REPORT FOR FURTHER DETAILS.

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

(B.F.)

4.1 Does the Proposed Official Plan Amendment:

- 4.1.1 Add a Land Use designation to the Official Plan?
- 4.1.2 Change a land use designation in the Official Plan?
- 4.1.3 Replace a policy in the Official Plan?
- 4.1.4 Delete a policy from the Official Plan?
- 4.1.5 Add a policy to the Official Plan?

N/A

- |                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

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

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

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

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

5.1 Does the Proposed Zoning By-law Amendment:

- 5.1.1 Add a Zone Category to the Zoning By-law?
- 5.1.2 Change a Zone Category in the Zoning By-law?
- 5.1.3 Replace a zoning provision in the Zoning By-law?
- 5.1.4 Delete a zoning provision from the Zoning By-law?
- 5.1.5 Add a zoning provision to the Zoning By-law?

- |                                     |                          |
|-------------------------------------|--------------------------|
| Yes                                 | No                       |
| <input type="checkbox"/>            | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> |

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

SCHEDULE A, MAP 18 TO BE AMENDED TO REFLECT PROPOSED R-5 SPECIAL ZONE

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

(B.F.)

REQUESTED AMENDMENT TO REZONE PROPERTY FROM RD + RZ-1 ZONES TO A SITE SPECIFIC RESIDENTIAL FIVE (R-5) ZONE.

6.0 Previous Industrial or Commercial Uses

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

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

6.3 What information did you use to determine the answers to the above questions? LAND IS VACANT

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

➤ 7.0 Status of Other Applications under the Planning Act

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

CONCURRENT APPLICATION FOR SITE PLAN APPROVAL.

TO BE FILED PENDING ACCEPTANCE OF PROPOSED ZONING AMENDMENT APPLICATION AS COMPLETE. (B.F.)

➤ 8.0 Servicing

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

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system		✓	a) Public piped water system		✓
b) Public or private communal septic			b) Public or private communal well(s)		
c) Individual septic system(s)			c) Individual well(s)		
d) Other			d) Other		

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

9.0 Justification

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

PLEASE SEE GSP GROUP PLANNING JUSTIFICATION REPORT.

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

PLEASE SEE GSP GROUP PLANNING JUSTIFICATION REPORT

10.0 Other Information

11.0 Application Drawing

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

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

12.0 Affidavit or Sworn Declaration

I, Brandon Fienwelling of the City of Kitchener in the County/Region of Waterloo make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the City of Kitchener in the County/Region of Waterloo this 4 day of July, 2017

Kristen Alexia Barisdale, a Commissioner, etc.,  
Regional Municipality of Waterloo, for GSP Group Inc.  
Expires February 22, 2019.

K. Barisdale  
Commissioner of Oaths

[Signature]  
Applicant

13.0 Authorization of Owner for Agent to Make the Application

I (we), ADRZANO PAOLA of the City of Stratford in the County/Region of Perth am the owner of the land that is the subject of this application for an Official Plan Amendment/Zoning By-law Amendment and I hereby authorize GSP GROUP INC. to act as my agent in the application.

June 30, 2017  
Date

[Signature]  
Signature of Owner

14.0 Acknowledgement

ACKNOWLEDGEMENT

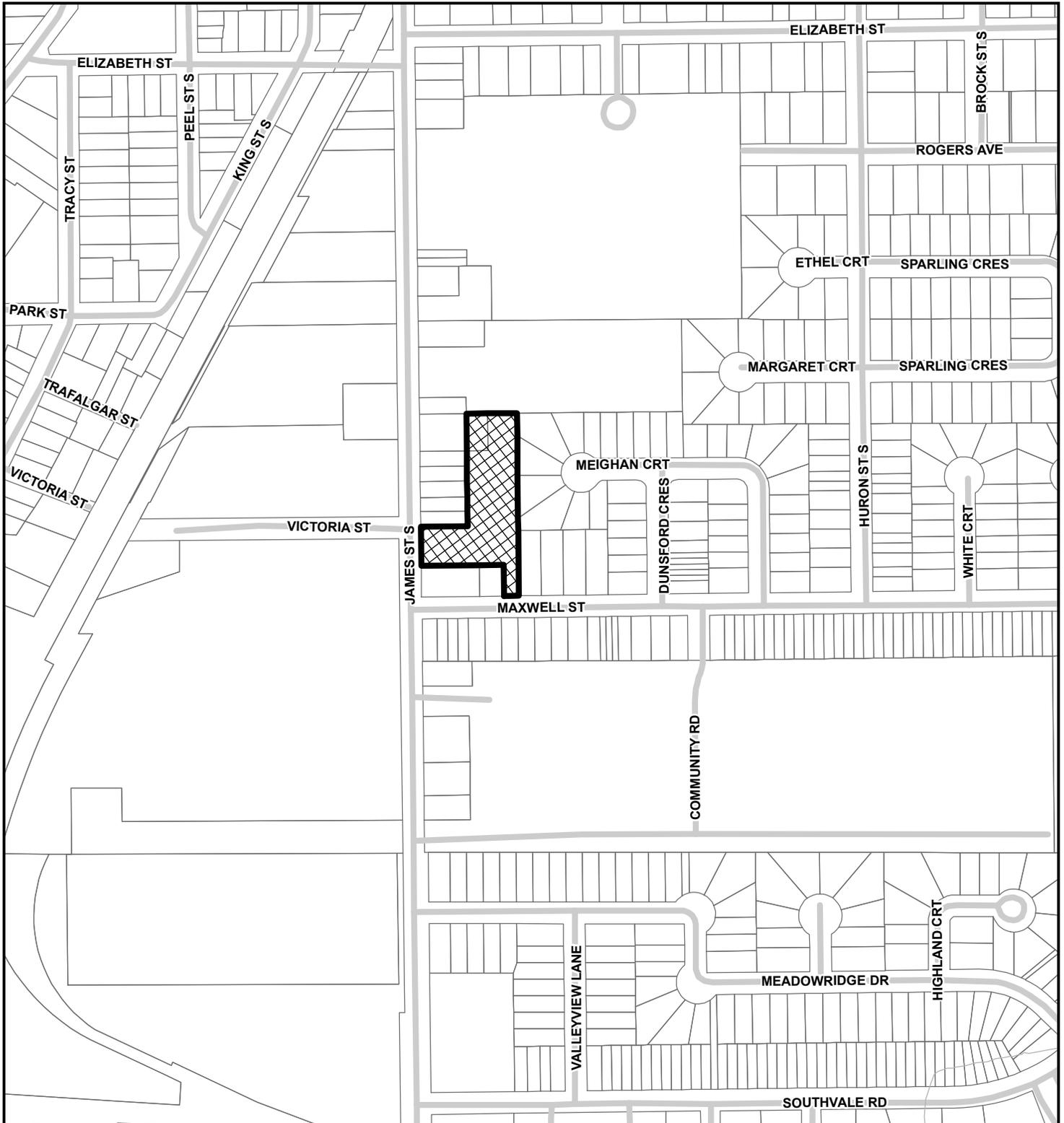
With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the St. Marys for legal counsel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

Dated at the City of Kitchener in the County/Region of Waterloo this 30 day of June, 2017

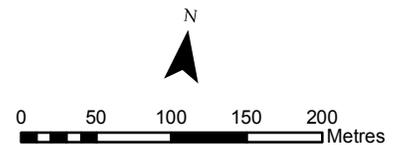
[Signature]  
Applicant

General Location Map  
Town of St. Marys  
275 James Street South  
Part of Block D and Lot 20, Registered Plan 429

**ATTACHMENT 2**

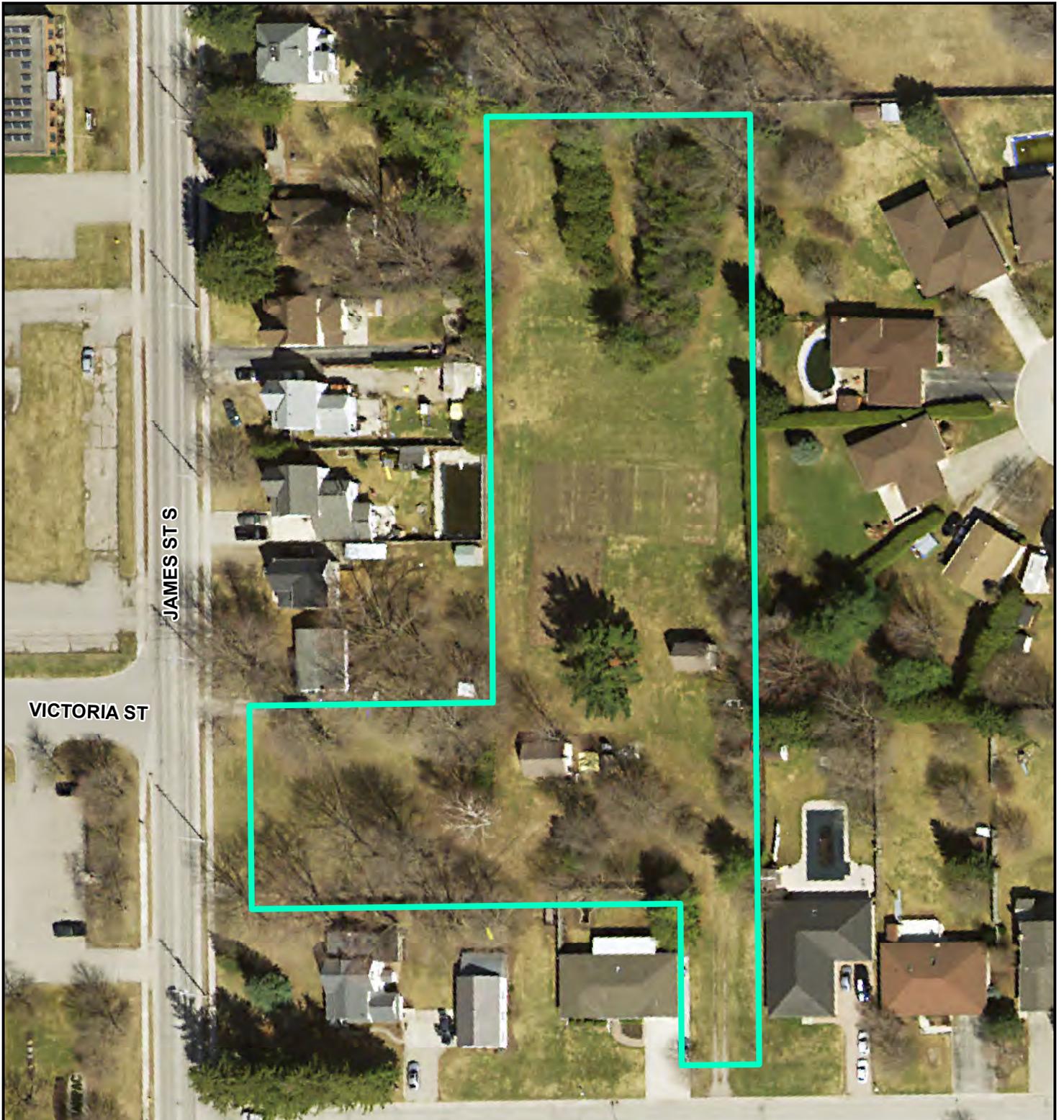


 Subject Area



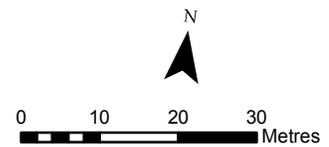
Specific Location Map  
Town of St. Marys  
275 James Street South  
Part of Block D and Lot 20, Registered Plan 429

**ATTACHMENT 3**



ONTARIO CANADA  
**ST. MARYS**

 Subject Area





# Planning Justification Report



**275 James Street S.  
Part of Block D & Lot  
20, RP 429  
Town of St. Marys**

Adriano Paola

Application for Zoning By-law  
Amendment

July 2017

Updated September 2017



# Planning Justification Report

**275 JAMES STREET S.  
PART OF BLOCK D &  
LOT 20, RP 429  
TOWN OF ST. MARYS**

Application for Zoning By-law Amendment

July 2017

Updated September 2017

**Prepared for:**

Adriano Paola  
485 Romeo St.  
Stratford, ON

**Prepared by:**

GSP Group Inc.  
72 Victoria St. S. Suite 201  
Kitchener, ON  
N2G 4Y9



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# 1. Introduction

Mr. Adriano Paola has applied for a Zoning By-law Amendment (herein the Proposed Application) in order to facilitate the development of a townhouse condominium consisting of a total of 24 townhouse dwelling units (herein the Proposed Development) as shown on Figure 2. The Proposed Development is specific to the existing property located near the intersection of James Street and Maxwell Street in the Town of St. Marys (herein the Subject Property) as shown below.



This Planning Justification Report has been prepared in support of the proposed Zoning By-law Amendment application for the Site. To this end, this Report is structured to provide:

- A description of the Site, its existing physical conditions and its context within the surrounding community;
- An outline of the proposed Zoning By-law Amendment and ultimate development of the Site;
- An overview of the relevant planning policy and regulations that affect the proposed planning applications, including Provincial and local regulations;
- A summary of the supporting technical reports;
- A planning assessment of the proposed application with respect to the relevant policy and regulatory frameworks, and a planning opinion and justification for the proposed planning application.

## 2. Proposed Development

The Subject Property has 33m of frontage along James Street in addition to 13m of frontage along Maxwell Street. The total site area is approximately 8762 sq. m (0.87 ha). The Proposed Development is for townhouse condominium units situated on a private condominium road. The Proposed Development provides for a total of 24 dwellings contained within 4 buildings. The Proposed Development provides for off-street visitor parking along with individual driveways and garages for each unit.



**Figure 2 – Conceptual Site Plan**

The Subject Property is immediately surrounded by residential land uses. On the west side of James Street there are industrial uses (Norampac), to the north is St. Mary’s DCVI and to the south is the Pyramid Recreation Centre.

The Proposed Development has street access to James Street and to Maxwell Street. Following the Zoning By-law Amendment process and the Site Plan Approval process an Application for Draft Plan of Condominium will be submitted to identify unit boundaries and common elements of the Proposed Development.

To accommodate the Proposed Development as currently configured, a site specific Zoning By-law Amendment is required. The details of the site specific amendments are further spelled out in Section 4 of this report.

### 3. LAND USE POLICY AND REGULATORY CONTEXT

This section provides a description of the current and emerging land use policies and regulatory context applicable to the Proposed Development. The analysis of the Proposed Development is based on the following policy framework.

#### 3.1 Provincial Policy Statement, 2014

The 2014 Provincial Policy Statement (the “PPS”) provides policy direction on matters of provincial interest related to land use planning and development. The PPS is issued under the authority of Section 3 of the Planning Act and came into effect April 30, 2014. Section 3 requires that “*decisions affecting planning matters shall be consistent with the policy statements issued under the Act*”.

The PPS focuses on building strong, healthy, and liveable communities by encouraging efficient and cost effective development and land use patterns. Key policies to achieve this objective are provided below.

##### 1.1.1 Healthy livable and safe communities are sustained by:

- a) *promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) *accommodating an appropriate range in mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial, commercial), institutional (including places of worship, cemeteries and long-term care homes), recreational, park and open space, and other uses to meet long term needs;*
- c) *avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) *avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) *promoting cost-effective development standards to minimize land consumption and servicing costs;*

The PPS promotes intensification and redevelopment through a number of policies, including Policy 1.1.2, which states that “*sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years*”.

Policy 1.1.3 provides polices related to settlement areas, stating that settlement areas shall be the focus of growth and development. Policy 1.1.3.4 promotes appropriate development standards, intensification, redevelopment and compact form.

Section 1.4 provides policies related to housing and states that an appropriate range of housing types and densities shall be provided to meet the needs of current and future residents. Policy 1.4.3 promotes new housing that efficiently uses land, resources, infrastructure and public service facilities. Development standards for new residential development are promoted to minimize housing costs and facilitate compact form.

The PPS provides policy direction with respect to Infrastructure in Section 1.6. Specifically, intensification within settlement areas on municipal services (water and sewage) is promoted in Section 1.6.6.1.

In summary, the PPS promotes intensification, compact development and the efficient use of land and infrastructure as well as the provision of a range of housing types and densities. The PPS supports efficient and cost-effective land use patterns and encourages new development to occur within existing settlement areas.

## **3.2 Town of St. Marys Official Plan**

The Town of St. Marys Official Plan (the OP) is a policy document providing direction for general land use in the Town. The OP guides growth and development over the long-term to meet the community's needs. A review of the land use and development policies of the OP are undertaken below.

The Subject Property is designated Residential in the Official Plan (see Figure 2). Goals of the Official Plan are outlined in Section 2. Residential areas are promoted to accommodate a range of housing suitable for all age groups and incomes.

Section 3 of the OP provides residential objectives and policies. Applicable objectives include the encouragement to provide an adequate supply and choice of housing (3.1.1.1), the promotion of innovation in new residential development in accordance with planning principles (3.1.1.2), the maintenance and protection of the existing housing stock and character of residential areas (3.1.1.3), the prevention of locating non-compatible uses within residential areas (3.1.1.4) along with the promotion of providing additional housing through intensification and redevelopment (3.1.1.7) and a diversification and inter mixing of different housing types and forms (3.1.1.8).

Section 3.1.2.2 identifies that within the “Residential” designation on Schedule “A”, the primary use of land shall be for a range of dwelling types from single-detached dwellings to walkup type

apartments. The various types of residential uses are to be controlled through the application of the Town's implementing Zoning By-law.

Residential infilling is generally permitted throughout the "Residential" designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. Attributes of the neighbourhood such as lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height) are to be considered (3.1.2.3).

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

Density targets are outlined in Section 3.1.2.5. For townhouse dwellings a range of 25-40 units per hectare are anticipated. This density range may moderately increase or decrease depending on specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems. The Policy further identifies that Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development.

Section 3.1.2.7 requires that development proposals with a net density of more than 18 units per hectare need to review the impact on municipal capacity, hard services and utilities including sanitary sewer, municipal water supply, storm drainage, service utilities and roadways. Further this policy directs Council to take the matters into account prior to enacting an amendment to the Zoning By-law:

- a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;
- b) That the physical condition of land proposed for development will not present a hazard to buildings structures and residents;
- c) That the net density of development shall not exceed 75 units per hectare;
- d) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;
- e) That the proposed development is within 100 metres of an arterial or collector road; and
- f) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.

Section 3.1.3.8 identifies that townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development.

A variety of housing types including housing for senior citizens and for persons with special needs and affordable housing are all encouraged.

Section 4 of the Official Plan provides policies for the division of land in the Town of St. Marys.

As the Proposed Development is intended to be registered as condominium the policies of Section 4.1.1. of the OP are applicable (although will be further reviewed at the time of a Draft Plan of Condominium Application). Generally, these policies require Council and review agencies to consider if a development will preclude the satisfactory use, development, or redevelopment of surrounding lands, whether a development will adversely affect existing amenities and the predominant character of the area. If impacts are anticipated matters such as landscaping, screening, and buffering provisions may be required in order to alleviate and/or eliminate any conflict.

The social aspects of residential development, including the mix of housing types and the density of the development, shall be reviewed along with their suitability and their effect on public facilities, utilities, and services.

All proposed plans shall be designed in a manner which is sensitive to the contour of the land and maintains and protects unique natural assets such as groves of trees and mature individual trees.

Section 4.1.1.10 identifies that before approving a plan of subdivision/condominium, Council shall be satisfied that adequate services such as schools, municipal recreation facilities, fire protection, water supply, sewage disposal, storm drainage facilities, solid waste disposal facilities, and road maintenance are or can be supplied and that the provision of these services will not adversely affect the financial position of the Town.



Town of St. Mary's Official Plan - Land Use  
 Source: Town of St. Mary's Official Plan Schedule 'A' Land Use Plan (October 2007)

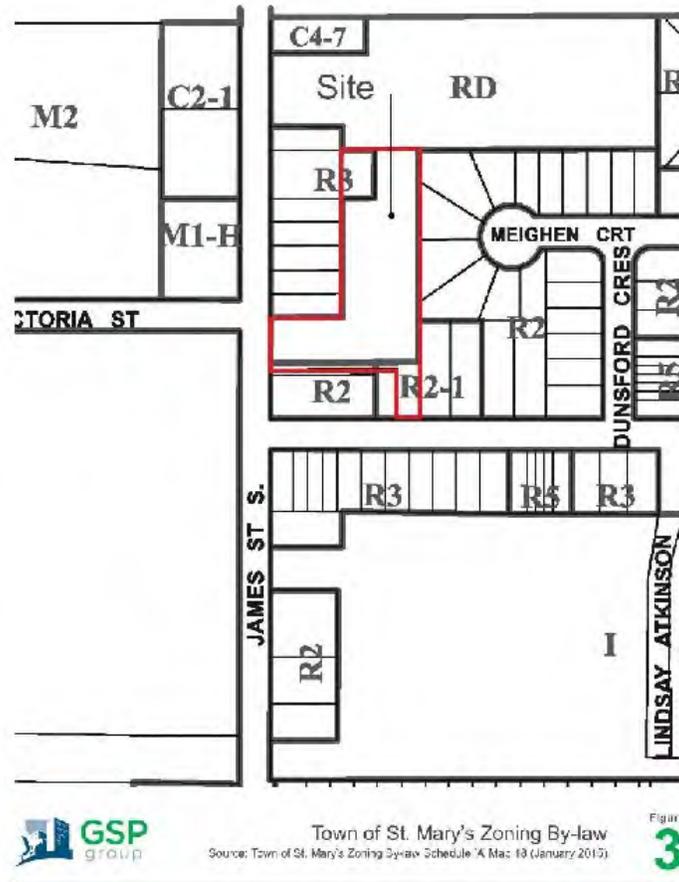
Figure  
**2**

## 4. Town of St. Marys – Zoning By-law

### 4.1 Zoning Regulations

The Subject Property is currently zoned Residential Development (RD) zone, Residential Two (R2-1) zone and Residential Three (R3) zone as shown below. A Zoning By-law Amendment is required to rezone the Subject Property to a site specific Residential Five (R5-\_\_\_) zone. The R5 zone permits townhouse dwelling units. As the Proposed Development is intended to develop as a condominium with units fronting on to a private condominium road a number of site specific zoning regulations are required to address the overall layout and form of the proposed site plan. As seen in the zoning map below there are other R5 zoned lands within the general vicinity of the Subject Property.

Below a summary of the Zoning By-law requirements and the requested site specific regulations are provided:



**TABLE 1:**  
**Requirements for Townhouse Dwellings (Section 12.4):**

Regulation	Required	Provided / Requested
<b>Minimum Lot Area (sq. m)</b>	1017.5 m	<b>133.9 sq. m</b> * (per unit measured from driveway to 1m off of rear wall of the dwelling) Additional area behind the individual units will be exclusive use or become part of the individual condominium units (lot) at the time of the condominium application.
<b>Minimum lot frontage (m)</b>	27.5 m	<b>13.7 m</b> *(for entire site – Maxwell Street frontage).
<b>Maximum number of attached dwelling units</b>	8	6
<b>Lot Depth minimum (m)</b>	37.0	<b>25.0 m*</b> (per unit measured from edge of condominium road/driveway to property line behind unit) (ultimate unit boundaries defined though the draft plan of condominium may differ), however this distance will all ways be provided
<b>Minimum front yard (m) (to development as a whole)</b>	6.0 m	6.0 m (+/- 40m to Maxwell St. provided)
<b>Minimum interior side yard (m) (to development as a whole)</b>	4.5 m	5.8 m provided to north property line (adjacent to Block 1).  10 m provided to west property line (adjacent to Blocks 2 – 4).  19.1m provided to east property line (adjacent to Blocks 2 – 4).
<b>Minimum exterior side yard (m) (to development as a whole)</b>	6.0 m	6.0m (to James St.)
<b>Minimum rear yard (m) (to development as a whole)</b>	7.5 m	<b>3.0m*</b> (setback from Block 4 to north end of Subject Property)
<b>Maximum building height (m)</b>	10.5 m	10.5 m

<b>Maximum lot coverage (% lot area)</b>	35 %	35%
<b>Minimum dwelling unit gross floor area – 3 bedroom unit</b>	75.0 sq. m	75.0 sq. m (min. 147 sq. m provided)
<b>Minimum Landscape Open Space (%) (to development as a whole)</b>	35 %	43.1%

\* site specific regulation requested.

## 4.2 Requested Zoning By-law Relief

As outlined in Table 1 above site specific relief is required for Minimum Lot Area, Minimum Lot Frontage, Minimum Lot Depth and Minimum Rear Yard Setback.

The requested reduction in Minimum Lot Area is a result of the Proposed Development being configured as a condominium. The units will be described through the condominium process and the remaining site area will be defined as common element area or exclusive use area. The extent of the common elements and individual unit boundaries as described under the condominium act have not yet been determined. Specific zoning relief is sought to describe lot area based on a measurement from the intersection of the driveway with the condominium road to a 1m off-set from the rear wall of the proposed dwelling unit. This approach will allow for flexibility when the condominium documents are prepared. Each unit will have an amenity area located behind the dwelling for their exclusive use.

A minimum Lot Depth of 25 m is site specifically requested to allow the efficient development of the Subject Property. Along the western portion of the Subject Property there is not sufficient lot width to provide for a private condominium road, driveway and large rear yard amenity area behind the dwelling unit. A requested reduction of a total depth of 25 m whereas 37m is typically required is appropriate as the Proposed Development will be a condominium and lessor setbacks are sufficient to still allow for adequate private amenity area for each unit and to provide for a parking space off of the condominium road (on the individual driveway). Further public amenities and open space are available within walking distance from the Proposed Development. These areas and amenities include the Pyramid Recreation Centre, St. Marys District Collegiate and Little Falls Public School all which provide a range of open space, structured facilities and indoor recreational opportunities.

A requested reduction in the minimum Rear Yard Setback is requested as measured from the northern most unit to the north property line. In this instance the required setback functions more as a side yard setback due to the orientation of the dwelling unit being parallel to the northern property line. A setback of 3.0m is requested whereas the By-law requires 7.5m. A 3.0m setback

provides ample room for landscaping and separation from the property line. Further this northwest corner of the Subject Property aligns with other rear yards of homes fronting on to James Street and a rear of dwelling setback of 10.4m to the western property line is proposed. This provides sufficient buffering between existing residential uses and the proposed townhouse units.

The overall density of the Proposed Development is within the lower end of the parameters provided for townhouse density as outlined in the Official Plan.

## 5. Supporting Technical Studies

### 5.1 Stormwater Management

The Proposed Development is to be serviced by the James Street 375mm storm sewer. On-site quantity control is proposed to be provided through a combination surface storage and underground storage. The geotechnical investigation could not confirm the soils provided suitable soil infiltration rates to assist with stormwater infiltration. As such, the proposed on-site SWM controls effectively restrict proposed discharge rates less than the existing conditions for the 2-through-250 year storm events.

### 5.2 Functional Servicing Report

#### **Sanitary Servicing:**

There is no existing sanitary sewer stub provided for the Subject Property, therefore the Proposed Development will require a new sanitary service connection to the 200mm James Street municipal sanitary sewer.

#### **Water Servicing:**

The Proposed Development is to be serviced via a 200mm on-site water service with two on-site hydrants to provide fire protection. The on-site service is to be reduced past the second on-site hydrant to a 50mm service for the remaining dwelling. The proposed water service will connect to the 200mm watermain along Maxwell Street.

#### **Grading and Drainage:**

The proposed grading concept contains on-site stormwater runoff in catch basin sags and swales. The overland flow route for the Proposed Development is to direct major overland flow to the Maxwell Street right-of-way whereas the existing conditions site topography directs drainage to the north property line.

## **6. Planning Justification**

### **6.1 Context and Site Suitability**

The Subject Property is located centrally within an existing residential area. The surrounding area can be characterized as a stable residential neighbourhood. The Subject Property is unique in that it has a large vacant lot area with two points of access to the local street network. The James Street frontage of the property is characteristic of the other lots fronting on to James Street with approximately 33 m of frontage. Along Maxwell Street the Subject Property has roughly 13 m of street frontage.

Based on a review of the relative policy framework outlined below, a review of the Subject Property and surrounding area, it is our opinion that the Proposed Development is a complementary form of development that will not negatively impact the surrounding properties.

### **6.2 Policy and Regulatory Overview**

#### **6.2.1 Provincial Policy Statement**

The Proposed Development is consistent with the Provincial Policy Statement (PPS). Intensification and redevelopment are promoted by the PPS. Similarly, the efficient use of land and existing infrastructure are promoted.

The Proposed Development supports the creation of healthy, livable and safe communities through providing a range and mix of housing types (introducing townhouse units) and by utilizing existing infrastructure to service the property.

The Subject Property is within the Town of St. Marys settlement area and as encouraged in Section 1.1.3.6 provides a compact form and density that efficiently uses land and infrastructure. The Proposed Development will be serviced with municipal water and wastewater services and does not propose an unjustified or uneconomical expansion of these services.

#### **6.2.2 Town of St. Marys Official Plan**

The Proposed Development conforms to the Town of St. Marys Official Plan.

The Subject Property is designated Residential within the Town of St. Marys Official Plan. The Residential designation is intended to provide for a range of dwelling types from single-detached dwellings to walk-up apartments. Residential intensification and infilling is permitted where such intensification and infilling will maintain the attributes of the neighbourhood such as lot fabric and built form including setbacks, massing, scale and height.

The Proposed Development will maintain the attributes of the existing neighbourhood as the Subject Property is an existing internal lot with limited street frontage. The proposed Zoning By-law Amendment is seeking permission for development of an existing vacant lot.

The existing streetscape along the east side of James Street will be complemented with the introduction of the proposed Block 1 townhouse units. The end unit closest to James Street will have an enhanced side elevation with a wraparound porch and side entry (facing James Street) that will maintain the character and building wall along James St. While the townhouse units are a change in built form from the surrounding single detached dwellings, the units are proposed to be two storeys in height and have quality finishes and materials that will be compatible to the surrounding neighbourhood. Setbacks for the Proposed Development will be similar to those of the surrounding single detached residential dwellings in terms of side and rear yard interfaces.

Goals of the Official Plan as outlined in Section 3.1.1 include the provision of a choice in housing types, appropriate intensification and the protection of existing residential areas. The Proposed Development will introduce a different form of housing to a currently vacant property within a stable residential area. To ensure the Proposed Development does not negatively impact the established neighbourhood a site plan has been developed to ensure the proposed form and density can be suitably accommodated on the site. Factors such as the provision of sufficient on-site parking, separation of buildings and setbacks to property lines have all been factored into the Proposed Development and site layout.

The current form of housing in the Town of St. Marys is generally comprised of low density single detached dwellings. The Policies of the Official Plan recognize that additional residential demand will have to be accommodated by making better and more efficient use of land. The Proposed Development presents a unique opportunity to infill and increase density between two existing residential areas, being the homes fronting onto James Street and the residential community located east of the Subject Property. The Subject Property is not large enough for the traditional form of single detached housing to be provided and to make better and more efficient use of land. The Proposed Development respects setbacks to property lines as traditionally developed while at the same time introducing 24 dwelling units into an otherwise developed area.

Section 3.1.2 of the Official Plan supports residential intensification and redevelopment over green land development and proposes a density target range of 25 – 40 units per hectare. The Proposed Development is an intensification project and is not utilizing green land on the edge of the Town for additional residential development. The Subject Property is located centrally within St. Marys and can efficiently and cost effectively connect to the existing infrastructure as confirmed through the Functional Servicing Report prepared by Development Engineering.

The development of 24 townhouse units on the Subject Property of 0.87 ha provides a residential density of 27.5 units per hectare. The Proposed Development achieves the proposed density target, but does not attempt to overly intensify the Subject Property. The design of the townhouse units have purposefully focused on providing larger units (ranging from 1600 sq. ft – 1930 sq. ft) that do not overly intensify the Subject Property. Setbacks and sufficient parking have been provided to ensure the Proposed Development does not negatively impact the surrounding dwellings.

Section 3.1.2.7 of the Official Plan provides specific criteria to be reviewed prior to the passing of an amendment to the Zoning By-Law in support of development applications. A review of these criteria is undertaken below:

- a) *The development will not involve a building in excess of three full stories above finished grade:*

The Proposed Development will not exceed three storeys in height. The proposed townhouse units have been designed as two storeys in height as generally shown in the below massing model.



- b) The physical condition of the land proposed for development will not present a hazard to buildings, structures or residents.

The Subject Property and surrounding area is relatively flat. The Proposed Development and any associated site development work such as grading and servicing activities will not present any hazards from a physical land conditions perspective. The proposed grading plan indicates that the Subject Property will be completely fenced with a silt protection fence prior to grading activities and all grading activities will be completed within the limits of the Subject Property.

- c) That the net density shall not exceed 75 units per hectare.

The Proposed Development will have an overall net density of 27.5 units per hectare.

- d) The Proposed Development is serviced by municipal water and sanitary service and sufficient capacity is confirmed

As confirmed by Development Engineering and the submitted Functional Servicing Report the Proposed Development can be adequately serviced by the existing municipal infrastructure. Water service will connect to the 200mm water service along Maxwell Street, sanitary services will connect to the existing 200mm sanitary sewer along James Street and storm sewers will be connected to the existing 375mm storm sewer along James Street.

- e) That the Proposed Development is within 100m of an arterial or collector road.

James Street is an Arterial Road and Maxwell Street is a Collector Road as classified on Schedule B of the Official Plan. The Proposed Development will have street connections to both James Street and to Maxwell Street.



- f) That sufficient on-site parking is provided and adequate buffering, screening or separation is provided to protect lower density housing.

The Proposed Development consists of 24 townhouse units. Each unit will have a garage and an individual driveway connecting it to the private condominium road. In addition the Proposed Development provides 10 on-site parking spaces to accommodate visitor parking. The Proposed Development will be subject to Site Plan Approval and a landscaping plan will be prepared to further ensure adequate buffering to surrounding properties.

Section 3.1.3.8 encourages proponents of townhouse and apartment developments to provide on-site recreational facilities. The Proposed Development has been designed to provide for private amenity area for each dwelling. The Subject Property is located in close proximity to the Pyramid Recreation Centre, St. Marys District Collegiate and Little Falls Public School all which assist in providing a range of open space, structured facilities and indoor recreational opportunities. The Proposed Development is within the same proximity to these recreational facilities as are the surrounding single detached dwellings.

## **7. Summary and Conclusions**

GSP Group Inc. on behalf of Mr. Adriano Paola have reviewed the Proposed Development and have submitted this Planning Justification Report in support of the requested Zoning By-law Amendment application for the property legally described as Part of Block D, Registered Plan 492 and Part of Lot 20, Concession 18 (geographic Township of Blanshard) now in the Town of St. Marys, County of Perth.

Mr. Paola is proposing a townhouse condominium consisting of 24 townhouse units to be built within a total of 4 buildings. The Zoning By-law Amendment application will re-zone the Site from Residential Three (R3), Residential Development (RD) and Residential Two (R2-1) Zones to a Site Specific Residential Five (R5-\_\_\_) Zone.

This Planning Justification Report has provided a description of the Proposed Development, an overview and analysis of the provincial and local planning policy framework, and a summary of the supporting technical studies.

In summary, the Proposed Development is consistent with the Provincial Policy Statement, 2014 and conforms to the Town of St. Marys Official Plan. The Proposed Development is supported by the various technical studies that have been undertaken by the consultant team, and is suitable for the Site. The Proposed Development, in our opinion, is appropriate and represents good land use planning.





### **3.0 Approval of Minutes dated June 5, 2017**

Motion by: Member William J. Galloway

Seconded by: Member Dr. J. H. Loucks

THAT the Minutes dated June 5, 2017 be approved as circulated.

MOTION CARRIED.

### **4.0 Application Z04-2017 to Amend the Town of St. Marys Zoning By-law Z1-1997, as amended**

**Registered Plan 492, Part Block D, Concession 18, Part Lot 20  
275 James Street South, St. Marys**

**Applicant: Adriano Paola**

Brandon Flewwelling, agent for the application was present.

Mark Stone, Planner provided an overview of the application. The subject property is located northeast of the intersection of James Street South and Maxwell Street and is an irregularly shaped infill lot measuring approximately 0.87 hectares. The subject property is designated Residential in the Town Official Plan. Mark Stone spoke to Official Plan policies with respect to the proposed development. The property is currently zoned Residential Development (RD), Residential Two (R2-1) and Residential Three (R3) in the Town's Zoning By-law. The purpose and intent of the Zoning By-law Amendment Application is to rezone the subject property to Residential Zone Five (R5) to permit the proposed townhouse development consisting of 24 residential units. The Zoning By-law Amendment will include exceptions to certain R5 Zone regulations to recognize the layout and form of development. The applicant indicates that a Site Plan Application will also be submitted to the Town to be processed with the Zoning By-law Amendment Application. A Plan of Condominium Application will also be submitted to identify unit boundaries and common elements of the proposed development.

Mark Stone spoke to the correspondence received regarding the applications.

From the Town Engineering and Public Works Department received October 31, 2017:

- Applicant to confirm sanitary system capacity requirement and that sanitary servicing to property is adequate at the time of site plan application.
- Applicant to confirm water system capacity requirement for fire protection and hydrant flow testing will need to be completed at the time of site plan application to confirm water servicing to property is adequate.
- Vehicular access to be reviewed at the time of site plan application.

Brandon Flewwelling provided a presentation regarding the proposed development for 24 townhouse condominiums. Each unit will contain a garage and a driveway; 10 additional on-site visitor parking spaces will be provided on the site; there will be access to the development from James Street South and Maxwell Street; a landscaping plan will be prepared in support of final approval; the site will be fully fenced; on site lighting will be shielded from neighbouring properties. The proposed zoning by-law amendment will provide an exception for minimum lot area from 1,017m<sup>2</sup> to 133.9m<sup>2</sup> and for minimum lot depth from 37m to 25m to recognize the configuration of each condominium unit while



understanding the common element area of the development extends beyond that. The zoning amendment will also recognize reduced minimum rear yard from 6.0m to 3.0m at the northerly end of the property as this yard will function more like a side yard than a rear yard due to the configuration of the lands and the proposed development. The proposal is for the development to become a plan of condominium which will function as a mechanism to guarantee the site will be maintained under the terms of the condominium corporation. Renderings were provided showing the proposed two-storey townhouse units, to be sized between 1600 and 1930 square feet. A common playground area is not proposed for the development due to the proximity of the site to public spaces including schools, the arena and parkland. A storm water management plan and grade plan will address storm water for the property. The proposal is for a different form of housing type from the surrounding area; however this is a remnant parcel that is odd-shaped and difficult to develop.

This concluded Brandon Flewwelling's presentation.

Chairman Don Van Galen DVG asked for questions and comments from members of PAC.

Member Dr. Jim Loucks: asked for clarification about the lands comprising the northwest corner of the subject property. Mark Stone stated that the lands located at the northwest corner of the property were severed from a property fronting onto James Street South and subsequently conveyed to 275 James Street South so as to adjust property lines and to square up the configuration of the subject lands.

Councillor Jim Craigmile asked about the size of townhouse units.

Brandon Flewwelling stated that the townhouse units are proposed to be sized from 1600 to 1930 square feet with three bedrooms; and two bedrooms possibly in the smaller units. The final building designs have not been confirmed at this time.

Councillor Jim Craigmile asked about the status of the driveway access from James and Maxwell Streets. Brandon Flewwelling stated that it is expected that both entrances will function as full traffic movements from the development to the public roadways. There may be more discussions regarding this during the site plan process.

Councillor Jim Craigmile commented that 10 visitor spaces for 24 units seems minimal. Brandon Flewwelling stated that the parking provided was calculated based on the Town Zoning By-law.

Member Bill Galloway asked about fencing for the development. Brandon Flewwelling stated that the proposal is to fence the entire development.

Chairman Don Van Galen asked for questions and comments from public.

Jennifer Smale, 267 James Street South stated concern regarding the tree removal that has taken place on the property. Brandon Flewwelling stated that most of the trees removed were in locations to be impacted by the development. A full landscaping plan will be prepared for the development.

Jennifer Smale stated concern about the lack of green space provided for young families within the development. Brandon Flewwelling stated that although there is not a playground area within the development, there is a private amenity area that includes green space to



the rear of each dwelling. Mark Stone stated that this matter would be reviewed during the site plan stage.

Jennifer Smale asked about garbage and recycling pick-up. Brandon Flewwelling stated that it is proposed that garbage and recycling would be picked up at each unit by a private contractor. There would be no dumpsters or molok containers on site.

Jennifer Smale stated concern with the increased traffic for the development as James Street is already congested. She already has difficulty leaving her driveway and finds sightlines limited with the sea container and camper located on the property adjacent to James Street. She also stated concern with density in that 24 units could potentially add 100 residents to the neighbourhood; and further asked why 24 units have been proposed. Brandon Flewwelling stated that the number of units proposed is based on what his client finds to be a fit for the property.

Ralph Scheuermann, 7 Maxwell Street stated concern about traffic movements and safety as the school, arena and industries already cause traffic congestion in the area. Mark Stone stated that the Town's Engineering and Public Works Department have traffic requirements for sight lines, lanes in and lanes out and will review the development based on those requirements.

Ralph Scheuermann asked what the target market is for the development – will the townhouses be subsidized housing. Brandon Flewwelling stated that the townhouses will be offered for sale on the open market.

Dale Switzer, 285 James Street South asked if a reduction in lot depth from 37.0m to 25.0m as requested under this application has ever been approved in St. Marys. Mark Stone stated that the zone provisions requested in this case are for each individual unit within the condominium development. The application will be considered on its own merits.

Dale Switzer asked what the proposed width is for the private roadway within the development. Brandon Flewwelling stated this is proposed to be 6.0m. Mark Stone stated that the road width will be reviewed as part of the site plan agreement process.

Dale Switzer asked what the required height of the fence for the development would be. Mark Stone confirmed that the privacy fence would need to meet the minimum requirements under the Town's Zoning By-law for a barrier fence.

Dale Switzer asked if a construction schedule has been established. Brandon Flewwelling stated that the earliest start date for construction of the development would be potentially spring of 2018.

Bev Thibodeau, 65 Dunsford Crescent stated concern with the density of the development and increased traffic.

Chairman Don Van Galen read a letter submitted at the meeting on behalf of the DeVries Family, 5 Maxwell Street which stated concern about existing traffic congestion in the area and the addition of 100 more residents to the neighbourhood; impact of the development on neighbourhood real estate values; the removal of trees on the property; and the safety and well-being of local residents should the plan proceed.

**MOTION:**

4.0 Application Z04-2017 to Amend the Town of St. Marys Zoning By-law Z1-1997, as amended

Registered Plan 492, Part Block D, Concession 18, Part Lot 20

275 James Street South, St. Marys

Applicant: Adriano Paola

Moved by: Member William J. Galloway

Seconded by: Member Steve Cousins

THAT the Planning Advisory Committee for the Separated Town of St. Marys defers a recommendation on Application Z04-2017 from Adriano Paola for a Zoning By-law Amendment affecting 275 James Street South, St. Marys so as to provide the proponent opportunity to present additional information as requested by the Committee and to be considered by staff.

MOTION CARRIED

**5.0 Next Meeting:**

Monday, November 20, 2017

6:00 pm

End Zone Room, Pyramid Recreation Centre, 317 James Street South

**6.0 Adjournment:**

Motion by: Member William J. Galloway

Seconded by: Member Dr. J. H. Loucks

THAT the meeting adjourn at 6:53 pm.

MOTION CARRIED

  
 \_\_\_\_\_  
 Councillor Don Van Galen  
 Chairman

  
 \_\_\_\_\_  
 Susan Luckhardt  
 Secretary-Treasurer

**Copies to:**

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



**MEMO**

**Engineering & Public Works**

To: Susan Luckhardt

From: Jeff Wolfe

Date: October 31, 2017

File:

For Your Information

For Your Approval

For Your Review

As Requested

**Subject: 275 James Street South Zoning Bylaw Amendment Application - Comments**

In reply to your circulation on October 16, 2017, Public Works staff has the following comments:

1. Applicant to confirm sanitary system capacity requirement and that sanitary servicing to property is adequate at the time of site plan application.
2. Applicant to confirm water system capacity requirement for fire protection and hydrant flow testing will need to be completed at the time of site plan application to confirm water servicing to property is adequate.
3. Vehicular access to be reviewed at the time of site plan application.

Respectfully submitted,

Jeff Wolfe, C.Tech.  
Asset Management/Engineering Specialist



To the Council of the Corporation of the Town of St. Marys,

In regards to the proposed development located at 275 James Street South we do not believe it is in the best interest of the town or it's residents to follow through with this plan.

Currently traffic in this area is already a problem with Little falls Public School, St. Marys DCVI and the Pyramid Center as wells as Cascades and Omega Paw transport and employee vehicles. Adding and additional approximately 100 residents in this area would would create safety risks due to an even higher amount of traffic in this area.

When we purchased our house this development was never in the plan and you can only expect more properties being squeezed in such a small area would only have a negative effect on the value of the beautiful properties already located in this area. Im sure the value of our house would depreciate considerably.

We personally know the developer Adriano Paola and knowing of his residence we feel he does not value the importance of a nice property such as the ones that would be effected by this development. Also he is known for building subsidized housing, and while we agree that every town needs low income housing, to cram that many into an already nice established very busy neighborhood would not be in the best interest of the Town or local residents.

According to the site plan the proposed development will imbark on existing properties in the area not to mention the need to remove many mature trees located in the area. Considering one home on James Street has already been damaged and not repaired during the clean up of the lot we can only imagine the nightmare it could be during construction for all other adjacent residents.

So for the safety and well being of local residents as well as those that travel the two major streets effected by this proposal (James Street South and Maxwell Street) we believe the town should decide against this plan and move forward.

Thank You,

The De Vries Family

5 Maxwell St.



# HURON-PERTH CATHOLIC District School Board

May 7, 2018

Town of St. Marys  
Attn: Brent Kittmer, Clerk/CAO  
175 Queen Street East  
PO Box 998  
St. Marys ON N4X 1B6



To Whom It May Concern:

**Re: Applicant: A. Paola  
File No. Z04-2017**

In response to your Notice of Public Meeting Concerning Proposed By-Law Amendment, please be advised that we have no concerns.

Yours truly,

Anne Marie Nicholson  
Manager of Assessment & Plant

/dd



Mark Stone &lt;mark@mlsplanning.ca&gt;

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**FW: notice of public meeting concerning proposed zoning by - law amendment**

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**Brent Kittmer** <bkittmer@town.stmarys.on.ca>

Mon, May 14, 2018 at 12:19 PM

To: Susan Luckhardt &lt;sluckhardt@town.stmarys.on.ca&gt;, Grant Brouwer &lt;gbrouwer@town.stmarys.on.ca&gt;, Mark Stone &lt;mark@mlsplanning.ca&gt;

Correspondence received.

Brent

**Brent Kittmer**, P.Eng., MPA

CAO/Clerk

Town of St. Marys

T: 519-284-2340 x 216

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**From:** GARY BRYANS [mailto:[GARYBRYANS@hotmail.com](mailto:GARYBRYANS@hotmail.com)]**Sent:** May 14, 2018 11:05 AM**To:** Brent Kittmer <[bkittmer@town.stmarys.on.ca](mailto:bkittmer@town.stmarys.on.ca)>**Subject:** notice of public meeting concerning proposed zoning by - law amendment

Hi Brent

I'm Gary Bryans I live at 257 James St. S

Just in from talking with Susan luckhardt trying to understand the 4 amendments that are taking place on my street and in my backyard the first one - lot area minimum... doesn't really effect me from what sue has told me the second one - lot frontage minimum – he could get rid of block one and put his road way there and build a separate duplex on Maxwell or something the third one - exterior side yard minimum – I have almost lived here my whole life 48 years and too see all this green space disappear will be hard to swallow and too allow this as a neighbor and have too live with it when A. Paola is done building all his condos will not sit good with me so NO TO THIS AMMENDMENT. The fourth one - rear yard minimum – once again to see all the green space disappear is going to be hard, so reduce the number of condos in block 1 and 4 and keep as much green space as the by laws indicate ..... NO TO THIS AMENDMENT AS WELL

A .Paola has proven he doesn't care about any of us in the neighborhood as we have had to live with the mess that his property is in piles of brush everywhere that attract animal's trucks and trailers and containers and vehicles parked everywhere

even walking past the building he's building down the street looks unsafe as the ruts in the front lawn right beside the sidewalk my point is once he's done building and making his money he don't care what we have to live with at the end of the day. Keep as much green space as allocated by the by - laws and with that many families moving into such a small area it should probably warrant more green space..

5/14/2018

Mark Stone Mail - FW: notice of public meeting concerning proposed zoning by - law amendment

**ATTACHMENT 7**

I don't have Susan luckhardt email address as she ask if I wanted i could cc her if you could forward this to her that would be great

Thank you

Gary bryans

Sent from [Mail](#) for Windows 10



SHAPING GREAT COMMUNITIES

March 29, 2018

File No: 16222

Town of St. Marys  
Municipal Operations Centre  
408 James Street South, St. Marys ON

Attn: Mr. Mark Stone  
Consulting Township Planner

Dear Mr. Stone,

Re: **Application for Zoning By-law Amendment**  
**275 James Street South**  
**Mr. Adriano Paola**

On behalf of our client Mr. Adriano Paola, I am writing to you to update you and Members of the Town's Planning Advisory Committee (PAC) of the progress on this application since our presentation at the PAC Meeting of November 6, 2017.

At the November 6, 2017 PAC Meeting our submitted application for Zoning By-law Amendment was presented and discussed. I will review the key themes that were raised at that meeting below. A number of the items have been addressed through our submission of an Application for Site Plan Approval, which was submitted to the Town on February 13, 2018. The Site Plan Approval Application helps to fully paint the picture of what this proposed development will look like and how it will be serviced and function after construction.

Below you will find a response to the key themes discussed at the PAC meeting. The items reviewed below were raised by Town Staff, PAC Committee Members and Members of the Public.

**Issue: Municipal Servicing Capacity (sanitary sewer and water service)**

In support of the application for Site Plan Approval a Functional Servicing Report was submitted by Development Engineering (London) Limited. Development Engineering identified that an existing 200mm sanitary sewer is located along James St. The proposed development can connect to the James Street sanitary sewer which has capacity to service the proposed development.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria Street South, Suite 201, Kitchener, ON N2G 4Y9 519 569 8883  
162 Locke Street South, Suite 200, Hamilton, ON L8P 4A9 905 572 7477  
gspgroup.ca

Along James Street there is an existing 250mm municipal watermain. A new 200mm watermain would be connected to this to service the proposed development. The existing water volumes and pressures have been confirmed to be sufficient to service the proposed development.

## **Issue: Traffic Impacts:**

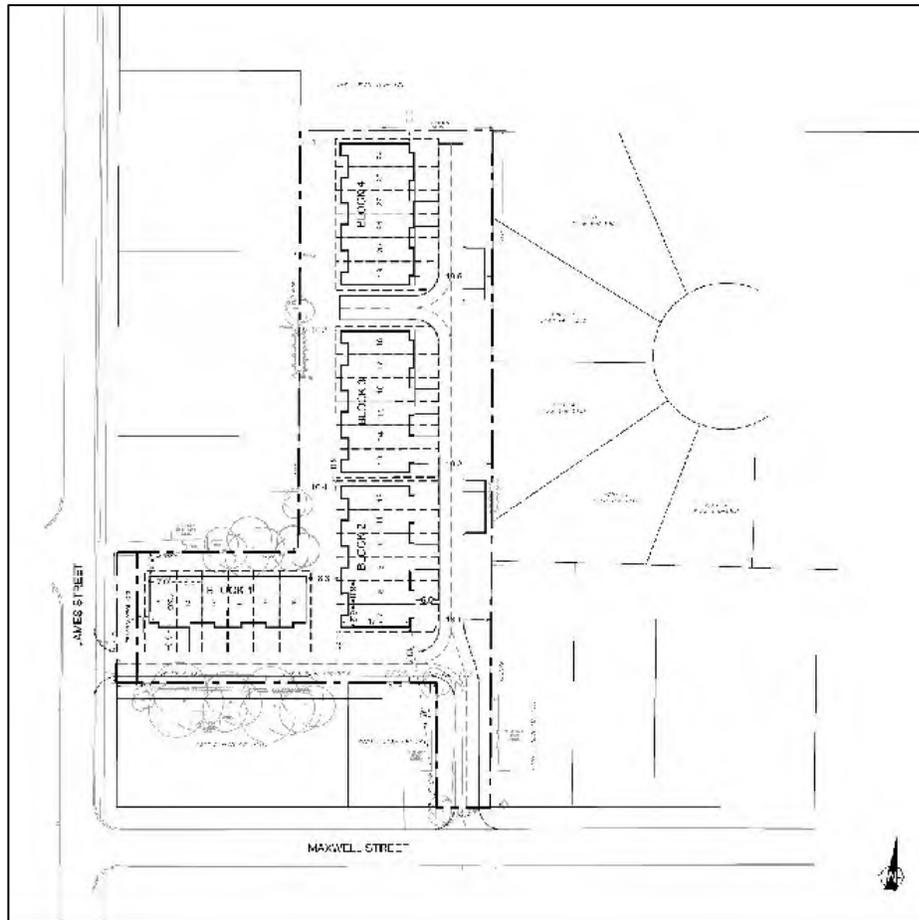
In support of the application for Site Plan Approval a Traffic Impact Study was completed by Salvini Consulting Inc. Salvini undertook traffic counts along James Street and Maxwell Street and found that the current traffic at the intersection is operating at a level of service B or better. Once the operational level of service was understood, Salvini then calculated what the additional traffic impacts would be based on the proposed development. Using standard traffic impact analysis tools and assumptions it was determined that in the morning peak hours the proposed development would add an additional 12 trips and 17 trips in the afternoon peak hours. As such, it was determined that the proposed development will not cause any impacts to the existing traffic patterns and flows in the area.

## **Issue: On-site Parking:**

At the PAC Meeting the question of on-site parking was raised. The proposed development will consist of 24 townhouse units. Each unit will have a garage and a private driveway allowing for 2 parking spaces per unit. In addition to these parking spaces the proposed site plan as submitted proposes to provide 10 on-site visitor parking spaces. The Town of St. Marys Zoning By-law requires 1.25 parking spaces for each dwelling unit. The proposed development provides 1.25 parking spaces per unit (30 total).

## **Issue: Access to James and Maxwell Streets:**

The Site Plan as submitted proposes driveway access to the proposed development from James Street and from Maxwell Street. As shown below both driveways are proposed as full movement (allowing turns in both directions) access points. It is anticipated that the James Street driveway will handle the majority of the traffic movements to and from the site.



**Issue: Site Fencing / Landscaping:**

As noted an application for site plan approval has been submitted. At this time a detailed landscaping plan has not yet been submitted. Once the site plan is approved in principal, a landscaping plan will be prepared. Site landscaping will consist of native trees and shrubs and will also identify fencing. It is proposed that the perimeter of the proposed development will be fenced. However, the specifics of the fencing will have to be confirmed and potentially discussed with adjacent landowners to avoid duplication of fencing where possible.

**Issue: Greenspace / Amenity Areas on Site:**

Each unit will have a private amenity area to the rear of the dwelling unit. This is no different than a single detached house. The rear yard area of each dwelling will allow for decks / patios and the ability to have outdoor activity space. As each unit will have private amenity space, a communal amenity space is not proposed. The proposed development is located in close

proximity to the Pyramid Recreation Centre, St. Marys District Collegiate and Little Falls Public School all of which assist in providing a range of open space, structured facilities and indoor recreational opportunities.

**Issue: Garbage / Recycling Collection:**

The proposed development will be serviced by private garbage and recycling collection. As the proposed development is to be registered as a condominium, there will be a condominium declaration and condominium fees established to pay for private garbage collection. Garbage and recycling are to be stored at the individual units until collection day, similar to garbage collection at single detached dwellings. There are not any dumpsters or communal garbage facilities proposed.

**Issue: Density of Development:**

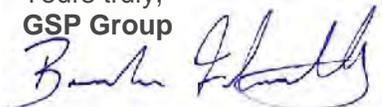
The subject property is sufficiently sized to accommodate the proposed townhouse dwelling units, on-site parking, stormwater management and private amenity space for each unit. The size and shape of the subject property does not lend itself to development of single detached dwellings and other forms of development such as a apartment are not appropriate in this location.

The above issues were the key themes noted during the PAC meeting in November. Since that time, we have submitted a complete application for Site Plan Approval and have received preliminary comments back from the various Town departments and commenting agencies. The comments received will be addressed and a second submission of the site plan drawings will be provided to the Town. Based on the comments received it is not anticipated that significant changes to the plan will be required.

Given the above comments and the submitted material for Site Plan Approval we kindly request the above application to be returned to PAC at the second meeting in April for further comment and direction to Town Council. It is our opinion that proposed development has been designed in a manner that is compatible with the surrounding land uses, represents an efficient use of a vacant parcel within the settlement area of St. Marys and once built will provide for alternative housing options for St. Marys. Should you have questions or wish to discuss further please do not hesitate to contact me.

Yours truly,

**GSP Group**



Brandon Flewwelling, MCIP, RPP

cc. Adriano Paola

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 22 May 2018

**Subject:** PW 30-2018 May Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 30-2018 May Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

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

- Water Storage Reservoir
  - Excavation Started
  - Fill hauled to the Landfill site between May 1 and May 8
  - Using waste fill material to create separation berm
- Outdoor water fountains
  - Weir operational
  - Grand Trunk Trail operational
    - minor periodic issue with main shut valve, OCWA staff to monitor
  - Riverview walkway
    - Reviewing repair options with contractor
    - To be in service Mid – June
- Water Booster pump maintenance agreement
  - Working to finalize maintenance agreement
- Catch Basin RFT-PW-13-2018 Cleaning began May 10, 2018
- WWTP – Annual MOECC inspection completed

### Solid Waste Collection, Management & Landfill

- Tour of Bluewater Recycling Association facility
  - To assist staff in better understand processes and discuss waste management practices
  - Reviewed recycling contamination detection and reporting procedures
- Landfill
  - Annual Monitoring Program samples retrieved May 14, 2018
  - Leachate collection cleaning RFT-PW-13-2018 awarded,
    - Works to be scheduled mid-summer

### Cemetery

- 8 Garden Plots sold and plots being prepared for gardeners
- 6 cremations between April 14 – May 11, 2018

- Staff to complete bore holes and begin layout of new sections

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

- Operational task items are generally behind a few weeks due to late winter
  - Priority has been on sweeping & cleanup
    - Catch Basin cleaning contractor & line painting contractor pending
- Training
  - Annual Perth County Roads Safety Meeting
    - Combined effort with other departments to reduce costs
    - OTM Book 7 Traffic Control & Trench training
  - T.J Mahoney Road School – Construction Section
    - Attended by the Director and 2 Operators
- Town cleanup after both ice and wind events
- Sod repairs delayed due to significant weather events
- Continued to support the Cadzow Park revitalization
- Street Line Painting scheduled for May 14, 2018
  - Weather dependent
  - Optimal installation above 10 degrees during off peak hours
  - Less than optimal conditions observed in recent weeks
  - Full painting of Queen St. E paving areas planned
  - County of Perth to assist with yellow center lines

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

- Electrical Panel repairs at the Flats post-flood completed
  - Added power requirements for River Rock festival, further extends event capabilities of area
  - Completed grading of parking area by playground,
    - Planning on placing recycled asphalt in parking area to reduce dust and mud concerns
- Tree Management
  - Increased time spent inspecting trees and organizing maintenance due to ice storm and wind storm
  - Significant number of inquiries from resident's regarding trees
  - Coordinating with Davey Trees to have those trees removed or pruned
- Events at numerous Town parks have required picnic tables or garbage/recycling receptacles
- Stump Grinding RFQ-PW-12-2018
  - Closed and works to be completed by the end of the month

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

- Asphalt Mill and Pave
  - Awarded via County of Perth – Coco Paving
  - Planning phase, pre-construction meeting scheduled
- Surface treatment areas
  - Grading and packing set to begin May 22nd
  - Completion Date June 8th
- Service Club Signs
  - Met with Sign Ontario to finalize the positioning of the Service Club Sign Structures and to determine installation timelines
  - Finalizing location of West service club sign with County of Perth
- Post Flooding Bridge Inspection Report Received

- Attached to monthly report
- No noticeable damages reported, no repairs required post flooding

### **Community Outreach**

- Coordinating with St. Marys DCVI & UTRCA for Sparling Bush invasive species removal
  - Tentatively scheduled for late May
- Sparling bush tree planting completed
  - Assisted UTRCA, Rotary & DCVI Students

### **SPENDING AND VARIANCE ANALYSIS**

- Operational Budget variance expected near 3<sup>rd</sup> quarter
  - Sources included:
    - Extended winter operations
    - Storm monitoring / response
    - Repairs to facility infrastructure
    - Increased forestry costs

### **REVIEWED BY**

#### **Recommended by the Department**

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

#### **Recommended by the CAO**

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



April 18, 2018

Jeff Wolfe, C. Tech.  
Asset Management/Engineering Specialist, Public Works  
Town of St. Marys – Municipal Operations Centre  
408 James St. South., Box 998  
St. Marys, ON N4X 1B6

Dear Sir

**Re: Bridge Inspections for Flood Damage**

At your request, we reviewed six of the bridges of St. Marys for potential damage resulting from the flood flows that occurred about February 20, 2018. The inspection was done on April 10, 2018 when the river flow was down to only 14 cms (UTRCA). The inspection was done by the undersigned using chest waders, personal floatation device and range pole. Observations were compared to those from the last biennial inspection done in October, 2017.

The bridges inspected are as follows:

- Church St. over Trout Creek
- Wellington St. over Trout Creek
- Water St. over Trout Creek
- Queen St. over Thames River
- Park St. over Thames River
- Water St. South culvert near cement plant entrance

In particular, each site was reviewed for scour of base soils that might affect foundations; missing stones or concrete; impact damage on structural members from debris; misaligned structural members.

None of these problems were observed. In some cases, defects were photographed and compared to photographs from October 2017 and there was no noticeable difference that might suggest damage from the February flood.

We conclude that no damage occurred to the bridges of St. Marys and no new recommendations are made beyond those from the 2017 report.



Yours very truly

**B. M. ROSS AND ASSOCIATES LIMITED**

Per   
\_\_\_\_\_

A.I. Ross, P.Eng.

AIR:es



# FORMAL REPORT

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

**Prepared by:** Dave Blake, Environmental Services Supervisor

**Date of Meeting:** 22 May 2018

**Subject:** **PW 34-2018 Centrifuge Rebuild**

## PURPOSE

The purpose of this report is to gain Council's approval to procure services for the maintenance rebuild of the centrifuge unit at the Wastewater Treatment Plant.

## RECOMMENDATION

THAT Report PW 34-2018 Centrifuge Rebuild be received; and

THAT the Sole Source procurement of maintenance rebuild services be awarded to Alpha Laval in the amount of \$46,678.44; and

THAT By-Law 51-2018 authorizing the Mayor and Clerk to sign the associated agreement be approved.

## BACKGROUND

In circa 2009, the Town commissioned a large capital project at the Wastewater Treatment Plant (WWTP) which consisted of a major process change and large scale modifications to the Biosolids handling process (i.e. Lystek). One of the main components of the Biosolids handling system is the centrifuge unit, which is utilized to remove liquids from the material to create a thicker end product.

The centrifuge is a priority component of the Biosolids handling system, and routine maintenance is required in order to ensure its continued operation.

## REPORT

Staff would like to proceed with the procurement of services for the maintenance rebuild of the centrifuge at the WWTP as included in the 2018 capital budget.

Section 9.1(b)(vi) allows for Council to approve direct procurement of services "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 maintenance work on the centrifuge to Alpha Laval whom is the current service provider and original equipment supplier of the unit. Their knowledge of the unit, its installation and history at the Site is viewed as beneficial to the Town.

Ontario Clean Water Agency has been working with Alpha Laval and other interested parties to provide a quote for the maintenance rebuild of the centrifuge unit. The following provides an overview:

Procurement Information	Details and Results
Proponent:	Alpha Laval
Approved Project Budget:	\$45,000.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$46,678.44
Project Over-budget	\$1,678.44

**SUMMARY**

Per Section 9.1(b)(vi) of the procurement by-law, staff are recommending direct procurement of services for the maintenance rebuild of the centrifuge at the WWTP to Alpha Laval. This is viewed as being beneficial to the Town due to the company’s unique and direct knowledge of the unit as a result of being the current service provider, as well as original equipment supplier.

**FINANCIAL IMPLICATIONS**

The estimated cost to complete the centrifuge rebuild is \$46,678.44, inclusive of contingency and net of the HST rebate. This project (Capital Project No. 9406) has an approved budget of \$45,000.00. This represents a potential budget overage of \$1,678.44.

Due to the unknown condition of internal wear parts, a contingency has been added to the above noted project cost to help guard against unknown or unforeseen expenses which has resulted in the value slightly above budget. Overages, if any would be funded via the wastewater reserve.

**STRATEGIC PLAN**

Not applicable to this report.

**OTHERS CONSULTED**

Renee Hornick, Senior Operations Manager – Ontario Clean Water Agency

**ATTACHMENTS**

Not Applicable

**REVIEWED BY**

**Recommended by the Department**

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

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

**Recommended by the CAO**

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



# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	22 May 2018
<b>Subject:</b>	<b>PW 33-2018 Wastewater Treatment Plant Inspection Results</b>

## INFORMATION

This Report presents information to Council regarding the inspection of the Wastewater Treatment Plant by the Ministry of Environment and Climate Change. This report is intended to advise Council of the completion of the inspection and the subsequent findings.

## RECOMMENDATION

THAT PW 33-2018 Wastewater Treatment Plant Inspection Results be received for information.

## BACKGROUND

The Wastewater Treatment Plant (WWTP) is subject to periodic inspection by the Ministry of Environment and Climate Change (MOECC). The inspections are completed to confirm compliance with applicable legislations as well as evaluating conformance to MOECC policies and guidelines. An inspection was completed of the WWTP on December 7, 2017. Prior to this inspection, the last inspection of the facility was completed on July 4, 2012.

## REPORT

The inspection completed on December 7, 2017 included a physical inspection of the WWTP equipment and facilities, interviews with operators and a review of relevant documents from the period of January 1, 2017 to the date of the inspection. The inspection was focused to the WWTP facility and did not include an assessment of any other stations within the Town such as sewage pumping stations.

The inspection and subsequent report did not identify any non-compliance items for the facility. The Report did note one (1) Best Practice Issue related to meeting effluent objectives stated in the Environmental Compliance Approval (ECA). Effluent objectives were periodically exceeded at the facility which can be due to a variety of reasons related to incoming material strength, wet weather events or operational difficulties. However, although effluent objectives were periodically exceeded during the inspection period, no discharge limits were exceeded.

## SUMMARY & IMPLICATIONS

There are no implications as a result of this inspection. The MOECC inspection of the Wastewater Treatment Plant occurs on a routine basis, and as such, staff time has been accounted for with regards to data generation, reporting, etc. required as part of the inspection.

## STRATEGIC PLAN

Not applicable to this report.

**OTHERS CONSULTED**

Jed Kelly, Director of Public Works – Town of St. Marys  
Renee Hornick, Senior Operations Manager, Ontario Clean Water Agency

**ATTACHMENTS**

- 1. Wastewater Treatment Plant Inspection Report, Ministry of Environment and Climate Change

**REVIEWED BY**

**Recommended by the Department**



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



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

**Recommended by the CAO**



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



# Ontario

Ministry of the Environment and Climate Change

## WW ST MARYS WPCP

### Inspection Report

<b>Site Number:</b>	110001275
<b>Inspection Number:</b>	1-G73GJ
<b>Date of Inspection:</b>	Dec 07, 2017
<b>Inspected By:</b>	Jessica Roy

**OWNER INFORMATION:**

<b>Company Name:</b>	ST. MARYS, TOWN OF	<b>Unit Identifier:</b>	
<b>Street Number:</b>	175		
<b>Street Name:</b>	QUEEN St E		
<b>City:</b>	ST. MARYS		
<b>Province:</b>	ON	<b>Postal Code:</b>	N4X 1B6

**CONTACT INFORMATION**

<b>Type:</b>	Owner	<b>Name:</b>	Dave Blake
<b>Phone:</b>	(519) 284-2340 x209	<b>Fax:</b>	(519) 284-0902
<b>Email:</b>	dblake@town.stmarys.on.ca		
<b>Title:</b>	Supervisor of Environmental Services		

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<b>Type:</b>	Operating Authority	<b>Name:</b>	Renee Hornick
<b>Phone:</b>	(519) 274-0997	<b>Fax:</b>	(519) 236-9942
<b>Email:</b>	rhornick@ocwa.com		
<b>Title:</b>	Senior Operations Manager		

**INSPECTION DETAILS:**

<b>Site Name:</b>	WW ST MARYS WPCP
<b>Site Address:</b>	309 THOMAS Street ST. MARYS ON N4X 1B6
<b>County/District:</b>	ST. MARYS
<b>MOECC District/Area Office:</b>	London District
<b>Health Unit:</b>	PERTH DISTRICT HEALTH UNIT
<b>Conservation Authority:</b>	
<b>MNR Office:</b>	
<b>Site Number:</b>	110001275
<b>Inspection Type:</b>	Announced
<b>Inspection Number:</b>	1-G73GJ
<b>Date of Inspection:</b>	Dec 07, 2017
<b>Date of Previous Inspection:</b>	Jul 04, 2012

**COMPONENTS DESCRIPTION**

## INSPECTION SUMMARY:

### Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry policies and guidelines during the inspection period. This wastewater treatment and collection system is subject to the legislative requirements of the Ontario Water Resources Act (OWRA) and the Environmental Protection Act (EPA) and regulations made therein. This inspection has been conducted pursuant to Section 15 of the OWRA and Section 156 of the EPA. This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

The St. Marys Wastewater Treatment Plant is a Class 3 Wastewater Treatment System, located at 309 Thomas Street, St. Marys, within the County of Perth. The St. Marys WWTP is owned by the Corporation of the Separated Town of St. Marys, and operated by the Ontario Clean Water Agency (OCWA), in accordance with the terms and conditions of Amended Certificate of Approval #4934-AH9S98, issued February 24, 2017, by the Ministry of the Environment and Climate Change (Ministry).

The St. Marys WWTP is designed to treat wastewater at a rated capacity of 5,560 cubic metres per day (m<sup>3</sup> /d), and a peak flow rate of 14,250 m<sup>3</sup>/d. The Corporation of the Separated Town of St. Marys is referred to as the Owner, and/or Municipality, and OCWA is referred to as the Operator for the purposes of this inspection report.

Prior to the December 7, 2017 wastewater inspection, to which this inspection report pertains, the Ministry last inspected the St. Marys WWTP on July 4, 2012.

This December 7, 2017 wastewater inspection included: a physical inspection of the wastewater treatment equipment and facilities; interview with the Operator; and, a review of relevant documents from the period of January 1, 2017 to the date of the inspection (herein referred to as the "inspection review period"). An assessment of the St. Marys WWTP operational performance was also undertaken by the Ministry, based on the information reported by the Municipality in the 2016 Annual Performance Report submitted to the Ministry.

This December 7, 2017 inspection was focused on the wastewater treatment plant facility, but did not include an assessment of compliance with any of the outstations, i.e. sewage pumping stations, during this treatment plant inspection.

OCWA representatives present during the inspection included: Renee Hornick, Senior Operation Manager; and, Adam McClure, Operator. Also present for the interview portion of the inspection was Dave Blake, Environmental Services Supervisor with the Town of St. Marys.

### Authorizing/Control Documents

- The owner had a valid Environmental Compliance Approval for the sewage works.

Amended Compliance Approval #4934-AH9S98, issued February 24, 2017 by the Ministry of the Environment and Climate Change is considered the main approval governing the use and operation of the St. Marys WWTP, and will herein be referred to and referenced as the Environmental Compliance Approval or the ECA for the purposes of this inspection report.

### Capacity Assessment

- The annual average daily flow was approaching the rated capacity of the sewage works.

### Capacity Assessment

- The owner of the sewage works had prepared a written statement certified by a Professional Engineer confirming that the proposed works were constructed in accordance with the Environmental Compliance Approval.
- Flow measuring devices were installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval.

Condition 9(6) of the ECA, requires the Municipality to install and maintain a sufficient number of continuous flow measuring devices with an accuracy to within plus or minus 5% of the actual flow rate for the entire design range of the flow measuring device, and record the flow rate at a daily frequency.

To comply with the flow monitoring conditions, the Municipality has installed flow meters to measure the influent and effluent at the plant. The flow meters are linked to the Supervisory Control and Data Acquisition (SCADA) where instantaneous effluent flow rates are trended and totalized on a daily basis. Totalized daily flows are also transcribed to record keeping mechanisms for reporting purposes.

The Operator ensures the flow measuring devices are calibrated once annually at a minimum. Records were provided confirm that the flow measuring devices are being calibrated/verified for the entire design range of the flow measuring devices, in accordance with the ECA.

### Treatment Processes

- All monitoring equipment other than flow monitoring devices were installed, calibrated and maintained in accordance with any Environmental Compliance Approval.
- The owner had ensured that all equipment/components associated with the works was installed in accordance with the Environmental Compliance Approval.
- The sewage works effluent was essentially free of foreign substances on the day of the inspection.

### Effluent Quality and Quantity

- The sewage works effluent sample results did not meet the effluent objectives stated in the Environmental Compliance Approval.

Condition 6 of the ECA, establishes effluent quality objectives that the Municipality is obligated to use best efforts to meet on an ongoing basis. The objectives are to be used as a mechanism to promote continuous improvement in the operation of the works and to trigger corrective action proactively and voluntarily before environmental impairment occurs.

The ECA establishes the following effluent objectives:

- CBOD5: Monthly Average Concentration < 10.00 mg/L
- TSS: Monthly Average Concentration < 10.00 mg/L
- TP: Monthly Average Concentration < 0.7 mg/L
- TAN: Monthly Average Concentration < 2.5 mg/L
- Dissolved Oxygen: Monthly Average Concentration > 4.0 mg/L
- Effluent pH: 6.0 – 8.5 (at all times)
- E.Coli.: May 01 to November 30 (monthly geometric mean) less than 100 cfu/100ml
- E.Coli.: December 01 to April 30 (monthly geometric mean) less than 200 cfu/100ml

Based on the information contained in the 2016 Annual Performance Report, the St. Mary's WWTP reportedly met the effluent limits and objectives set out in the ECA, during the 2016 operating year, with the exception of the

### Effluent Quality and Quantity

following: The phosphorus limit was exceeded once in March, 2016 and once in July, 2016. The daily ammonia limit was exceeded once, in September 2016

Records provided for this inspection also confirm that the St. Marys WWTP met most of the effluent limits and objectives set out in the ECA, for the inspection review period, with the exception of total phosphorus, which exceeded the monthly average concentration effluent objectives in July, 2017. The sample results for total phosphorus met the effluent limits.

### Monitoring Requirements

- **All sewage works effluent sampling requirements prescribed by the Environmental Compliance Approval were met.**

Condition 9 (3) of the ECA, requires the final effluent sampling and monitoring be completed as follows:

- CBOD5: Weekly 24 hour composite
- Total Suspended Solids: Weekly 24 hour composite
- Total Phosphorus: Weekly 24 hour composite
- Total Ammonia Nitrogen: Weekly 24 hour composite
- E.Coli.: Weekly grab
- Dissolved Oxygen: Daily grab
- Alkalinity: Weekly 24 hour composite
- Total Chlorine Residual (when chlorine is used for disinfection): Daily grab
- pH: Daily grab/probe
- Temperature: Daily grab/probe

All samples and measurements taken for the purposes of the ECA are to be taken at a time and a location characteristic of the quality and quantity of the effluent stream over the time period being monitored, and for the purposes of Condition 9 of the ECA, weekly means once every week and daily means once every day.

Records reviewed and reports made would indicate that the Operator has ensured that the effluent monitoring was being conducted as prescribed by the ECA. Results of all testing is tabulated on spreadsheets forming part of the record keeping mechanisms.

A refrigerated composite sampler is used to collect the 24 hour time composite effluent samples.

- **All sewage works influent (raw sewage) sampling requirements prescribed by the Environmental Compliance Approval were met.**

Condition 9 (3) of the ECA, requires the raw sewage influent sampling and monitoring be completed as follows:

- BOD5: Weekly 24 hour composite
- Total Suspended Solids: Weekly 24 hour composite
- Total Phosphorus: Weekly 24 hour composite
- Total Kjeldahl Nitrogen: Weekly 24 hour composite
- Total Ammonia Nitrogen: Weekly 24 hour composite
- Alkalinity: Weekly 24 hour composite

All samples and measurements taken for the purposes of the ECA are to be taken at a time and a location characteristic of the quality and quantity of the effluent stream over the time period being monitored, and for the purposes of Condition 9 of the ECA, weekly means once every week.

Records reviewed and reports made would indicate that the Operator has ensured that the influent monitoring was being conducted as prescribed by the ECA. Results of all testing is tabulated on spreadsheets forming part of the

### Monitoring Requirements

record keeping mechanisms.

A refrigerated composite sampler is used to collect the 24 hour time composite influent samples.

- **The owner had maintained the monitoring records for the period prescribed by the Environmental Compliance Approval.**

Complying with Condition 9(7) of the ECA, the Municipality reportedly ensures all records and information related to, or resulting from, monitoring activities required by the ECA are being retained for a minimum of three years.

### Biosolids Management

- **The facility has a program in place to manage biosolids.**

All sludge produced at the St. Marys WWTP is treated on site in the Lystek sludge treatment system, in accordance with ECA #4934-AH9S98. The biosolids are transferred by Bartels Environmental Services Inc. for land application or storage.

- **The records confirm that biosolids were transferred to a Ministry approved facility by Ministry approved haulers.**

Biosolids were transferred by Bartels Environmental Services Inc. Currently Kenneth M. Feltz is the hauler, however, this hauler was not used during the inspection review period. Both haulers are approved by the Ministry to haul biosolids. Hauling, land application and storage is facilitated by Lystek on behalf of the Town of St. Marys

- **Testing for biosolids required by legislation was conducted by accredited laboratories.**

Testing for biosolids is conducted by SGS Lakefield.

### Certification and Training

- **Only operators with the appropriate level of licence made adjustments to the wastewater treatment and collection system equipment.**

The St. Marys WWTP is a Class 3 Wastewater Treatment Plant, Certificate #4961 issued September 7, 2017. Records reviewed and reports made indicated that the Operator has ensured that all operations making adjustments to the process equipment possess the appropriate level of wastewater treatment certification.

- **All operators have the appropriate level of training and or experience for the wastewater treatment and collection facilities in accordance with the requirements of the Environmental Compliance Approval.**

- **The overall responsible operator had been designated for the wastewater treatment and collection works.**

### Logbooks

- **The logs and record keeping mechanisms for the sewage works complied with the record keeping requirements.**

A review of the Facility Logbook confirmed that entries were made, by the operator-in-charge, of all adjustments made to the treatment process.

### Operations Manuals

- **The operations and maintenance manuals met the requirements of the Environmental Compliance Approval.**

Operations Manuals

- The operations and maintenance manuals contained up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.

Contingency/Emergency Planning

- Spill containment was provided for the process chemicals and/or standby power generator fuel.
- The owner had provided security measures for the facility.

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The sewage works effluent sample results did not meet the effluent objectives stated in the Environmental Compliance Approval.

**Recommendation:**

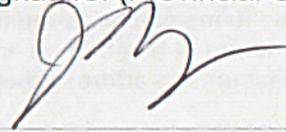
It is recommended that the Municipality and Operator identify the cause of the effluent objective exceedances and make best efforts to operate the plant within the effluent objectives set out in the ECA.

**SIGNATURES**

Inspected By:

Jessica Roy

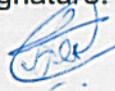
Signature: (Provincial Officer)



Reviewed &amp; Approved By:

Jatinbhai Patel

Signature: (Supervisor)



Review &amp; Approval Date:

2018/03/29

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

# FORMAL REPORT

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

**Prepared by:** Jeff Wolfe, Asset Management and Engineer Specialist

**Date of Meeting:** 22 May 2018

**Subject:** **PW 31-2018 Grand Trunk Countryside Estates Phase 2 Assumption**

## PURPOSE

This report presents information related to the assumption of all infrastructure constructed and installed in accordance with the development agreement for Grand Trunk Countryside Estates Phase 2 subdivision, as well as the opening of Millson Crescent and Guest Court as public highways.

## RECOMMENDATION

THAT PW 31-2018 Grand Trunk Countryside Estates Phase 2 Assumption be received; and

THAT Council enact By-law 52-2018 to approve full acceptance and assumption of the infrastructure constructed and installed within Part 1 & Part 2 of Reference Plan 44R-4187, now Registered Plan 44M-18, as required for the Grand Trunk Countryside Estates Phase 2 Subdivision; and

THAT Council enact By-law 53-2018 to open Millson Crescent and Guest Court for public use and establish as public highways.

## BACKGROUND

The Town of St. Marys and Grand Trunk Countryside Estates Ltd. entered a development agreement dated February 6, 2004 for the development of Part 1 & Part 2 of Reference Plan 44R-4187, now part of Registered Plan 44M-18 for the Grand Trunk Countryside Estates Phase 2 Subdivision. The Town has assumed various sections of underground infrastructure in the subdivision through By-laws 11 of 2007, 38 of 2008 and 66 of 2012. The developer has requested the remaining infrastructure be assumed.

## REPORT

The Public Works Department has reviewed the completion of Works and determined the Works are complete as per the development agreement. The Town has previously assumed various sections of underground infrastructure and the developer is looking for final assumption of all infrastructure. Securities for Works related to the subdivision have been released, minus \$10,682.02 which the developer has agreed to forfeit due to minor deficiencies related to aging of the hard surfaces.

Attachment #1 is a copy of the Registered Plan 44M-18 for reference.

Draft By-laws have been prepared to initiate the following:

1. All infrastructure constructed and installed in accordance with development agreement for Grand Trunk Countryside Estates Phase 2 be assumed by the Town.
2. Millson Crescent and Guest Court as shown on Registered Plan 44M-18 be opened for public use and established as a public highway.

## SUMMARY

The developer of the Grand Trunk Countryside Estates Phase 2 subdivision has met the various requirements of the development agreement and is requesting final assumption of the related Works. Staff have reviewed the infrastructure and recommends Council enact the By-law to approve full acceptance and assumption of the infrastructure constructed and installed within Registered Plan 44M-18.

## FINANCIAL IMPLICATIONS

The Town will become responsible for all operation, maintenance and replacement costs associated with the infrastructure assumed within Registered Plan 44M-18. The Town's asset database will be adjusted accordingly and future Town budgets will account for this increased level of service.

## STRATEGIC PLAN

Not applicable to this report.

## OTHERS CONSULTED

Grand Trunk Countryside Estates Ltd

## ATTACHMENTS

1. Registered Plan 44M-18

## 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

LOT/BLOCK	RADIUS	ARC	CHORD	BEARING	DELTA	LOT/BLOCK	RADIUS	ARC	CHORD	BEARING	DELTA
8	10.000	4.306	4.272	N20°59'17"W	7°40'08"	35	5.000	7.893	7.070	N53°58'51"W	81°59'18"
9	23.000	14.860	14.698	N10°14'20"W	37°16'01"	48	63.000	8.631	8.624	N36°21'09"E	90°00'42"
10	23.000	14.860	14.698	N26°24'43"E	36°02'05"	46	63.000	14.339	14.308	N26°35'30"W	77°00'57"
11	23.000	14.789	14.536	N82°51'00"E	36°50'29"	47	63.000	12.085	12.047	N14°08'24"W	10°58'22"
12	23.000	9.921	9.844	N86°22'21"W	24°42'50"	50	10.000	4.293	4.260	N20°57'06"W	24°35'48"
13	10.000	4.298	4.265	N85°19'43"W	24°37'35"	50	23.000	5.442	5.429	N26°28'20"W	17°33'21"
14	10.000	4.298	4.265	N89°05'49"E	47°31'22"	51	10.000	14.210	13.985	N01°59'43"W	35°23'52"
15	23.000	7.138	7.110	N65°43'37"E	17°46'57"	52	23.000	14.047	13.830	N33°11'59"E	34°59'52"
16	23.000	14.678	14.431	N87°05'54"W	36°34'00"	53	10.000	4.296	4.263	N86°20'03"W	24°36'54"
17	23.000	14.789	14.536	N90°54'15"W	37°49'18"	54	23.000	14.024	13.808	N89°49'49"E	44°06'06"
18	23.000	14.206	13.981	N15°17'57"W	35°23'17"	54	10.000	4.296	4.263	N86°20'03"W	24°36'54"
19	23.000	5.428	5.416	N09°09'22"E	13°39'21"	56	10.000	5.735	5.735	N64°55'44"E	37°01'31"
20	23.000	4.298	4.265	N03°37'58"E	24°34'15"	56	18.000	12.512	12.318	N68°30'30"E	40°01'02"
21	240.000	9.498	9.497	N09°47'14"W	2°16'03"	57	18.000	13.043	12.759	N70°43'30"W	41°30'58"
22	240.000	17.052	17.048	N12°57'23"W	4°04'15"	58	18.000	13.002	12.721	N64°55'44"E	37°01'31"
23	240.000	18.840	18.835	N17°14'26"W	4°29'51"	59	18.000	12.320	12.081	N20°36'45"E	39°12'53"
24	240.000	18.713	18.710	N21°43'24"W	4°28'02"	60	18.000	16.016	15.493	N65°42'39"E	50°58'55"
25	240.000	2.742	2.742	N24°17'04"W	4°04'15"	61	10.000	3.855	3.855	N13°15'15"E	44°06'06"
26	240.000	17.014	17.011	N22°44'14"W	3°44'55"	61	10.000	3.181	3.181	N53°48'33"W	18°13'31"
29	260.000	16.776	16.773	N19°00'50"W	3°41'49"	62	10.000	6.234	6.134	N80°46'54"W	35°43'12"
31	260.000	16.616	16.613	N15°20'05"W	3°49'42"	62	3.000	7.855	7.072	N36°21'09"E	90°00'42"
32	260.000	17.276	17.273	N11°36'01"W	3°48'26"	65	43.000	23.913	23.808	N24°35'06"W	17°51'46"
33	260.000	4.734	4.734	N09°10'31"W	1°02'36"	78	18.000	3.012	3.008	N03°47'18"W	9°35'13"

THIS FINAL PLAN OF SUBDIVISION IS APPROVED UNDER SECTION 5(15) OF THE PLANNING ACT THIS 26th DAY OF MAY 2004 PER: THE CORPORATION OF THE TOWN OF ST. MARYS

*Tony Winter*  
TONY WINTER  
MAYOR

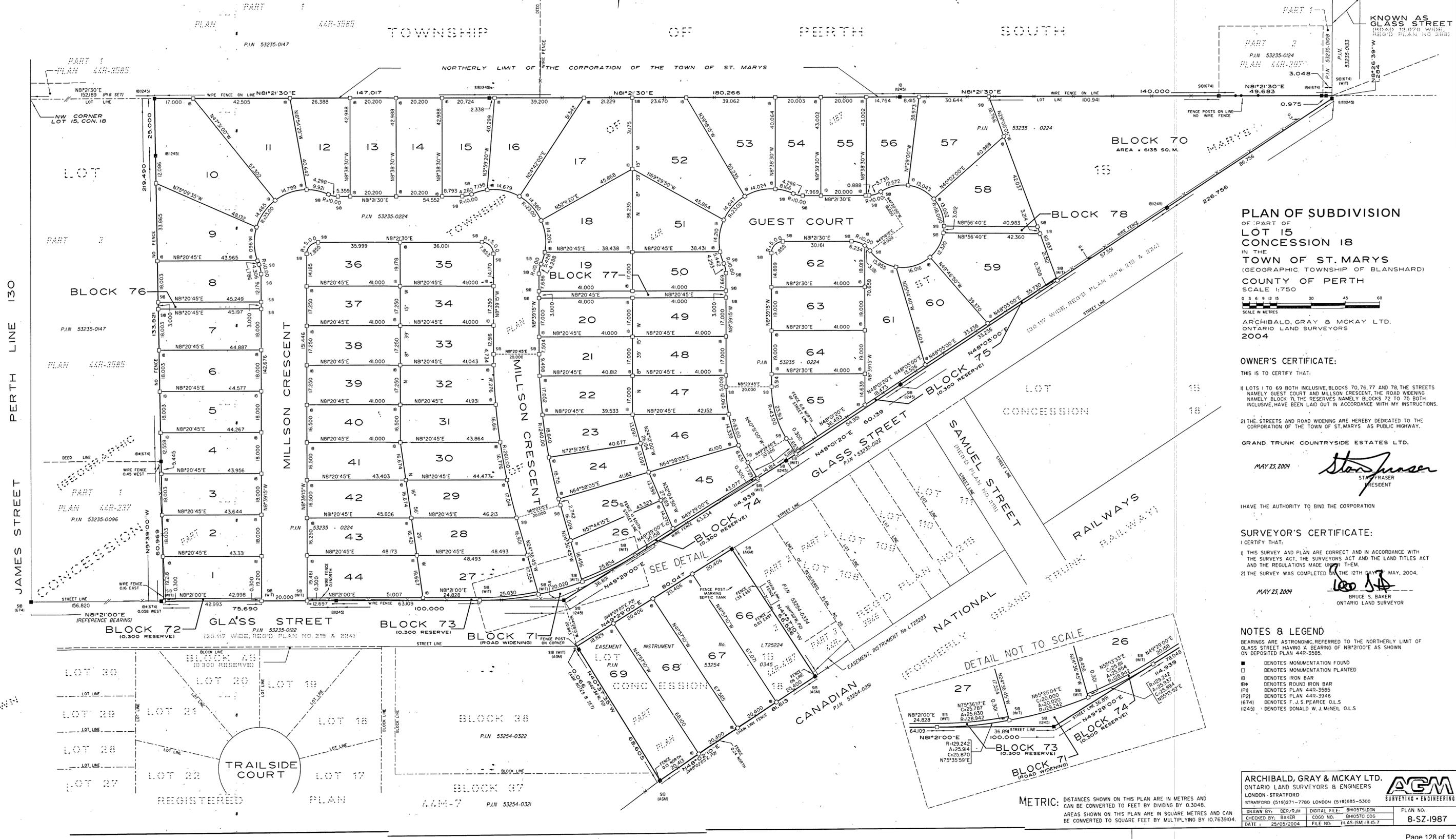
*M. Paciello*  
M. Paciello  
DEP. LAND REGISTRAR

PLAN 44M-18

I CERTIFY THAT THIS PLAN 44M-18 IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF PERTH AT 10:11 AM O'CLOCK ON THE 28th DAY OF MAY 2004 AND ENTERED IN THE REGISTER FOR P.I.N.S 53235-0224 AND 53235-0345. AND REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT NO. PC 13830

THIS PLAN COMPRISES ALL OF P.I.N.S 53235-0224 AND 53254-0345

ALL OF LOTS 66-69 BOTH INCLUSIVE ARE SUBJECT TO EASEMENT AS IN INST. LT25224



PLAN OF SUBDIVISION OF PART OF LOT 15 CONCESSION 18 IN THE TOWN OF ST. MARYS (GEOGRAPHIC TOWNSHIP OF BLANSHARD) COUNTY OF PERTH SCALE 1:750

ARCHIBALD, GRAY & MCKAY LTD. ONTARIO LAND SURVEYORS 2004

OWNER'S CERTIFICATE: THIS IS TO CERTIFY THAT: 1) LOTS 1 TO 69 BOTH INCLUSIVE, BLOCKS 70, 76, 77 AND 78, THE STREETS NAMED GUEST COURT AND MILLSON CRESCENT, THE ROAD WIDENING NAMED BLOCK 71, THE RESERVES NAMED BLOCKS 72 TO 75 BOTH INCLUSIVE, HAVE BEEN LAID OUT IN ACCORDANCE WITH MY INSTRUCTIONS. 2) THE STREETS AND ROAD WIDENING ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF ST. MARYS, AS PUBLIC HIGHWAY.

GRAND TRUNK COUNTRYSIDE ESTATES LTD.

MAY 25, 2004 *Stan Fraser*  
STAN FRASER  
PRESIDENT

I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE: I CERTIFY THAT: 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM. 2) THE SURVEY WAS COMPLETED ON THE 12TH DAY OF MAY, 2004.

MAY 25, 2004 *Bruce S. Baker*  
BRUCE S. BAKER  
ONTARIO LAND SURVEYOR

NOTES & LEGEND

BEARINGS ARE ASTRONOMIC, REFERRED TO THE NORTHERLY LIMIT OF GLASS STREET HAVING A BEARING OF N81°00'E AS SHOWN ON DEPOSITED PLAN 44R-3585.

- DENOTES MONUMENTATION FOUND
- DENOTES MONUMENTATION PLANTED
- IB DENOTES IRON BAR
- IB# DENOTES ROUND IRON BAR
- IP# DENOTES PLAN 44R-3585
- IP2# DENOTES PLAN 44R-3946
- (674) DENOTES F. J. S. PEARCE O.L.S.
- (1245) DENOTES DONALD W. J. MCNEIL O.L.S.

ARCHIBALD, GRAY & MCKAY LTD. ONTARIO LAND SURVEYORS & ENGINEERS LONDON - STRATFORD

STRATFORD (519) 271-7780 LONDON (519) 685-5300

DRAWN BY: DER/JRM DIGITAL FILE: BH0575LDGN PLAN NO: 44M-18  
CHECKED BY: BAKER COGO NO: BH0570C06  
DATE: 25/05/2004 FILE NO: PLAS-ISM-IB-18-7

8-SZ-1987



# FORMAL REPORT

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

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

**Date of Meeting:** 22 May 2018

**Subject:** **PW 29-2018 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 29-2018 Service Club Sign Applications be received; and

THAT Council approve the McConnell 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.

On April 24, Council approved the sign applications of seven (7) St. Marys Service Clubs.

## 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.

<b>Applicant</b>	<b>Form Completed</b>	<b>Charity No.</b>	<b>Years of Service</b>	<b>Contribution to Town</b>
<i>McConnell Club</i>	Yes	N/A	104	<ul style="list-style-type: none"> <li>• Raises funds through bake sales (Scotia Bank pies), Boston Pizza fundraiser, variety shows and women's events</li> <li>• Distribute funds to numerous St. Marys organizations such as: St. Marys minor sports organizations, St. Marys Salvation Army, St. Marys Winter Lights Festival, St. Marys Memorial Hospital Foundation, St. Marys Mobility Services, and the Pyramid Recreation Centre</li> <li>• Club also provides financial assistances those who are in need whether as a result of a fire, medical crisis or other situations that place those in need within the St. Marys community</li> <li>• Provide meals for the United Church biweekly community dinners and a meals on wheels program</li> <li>• Provides a bursary to students at St. Marys DCVI</li> </ul>

## **SUMMARY**

Service Club Sign structures are to be installed at Town entry points in 2018. The structures will support 15 Service Club logos, Council has already approved seven logos, and the approval of the McConnell Group will bring the total to eight logos. The McConnell Club has provided information regarding initiatives the initiatives they have undertaken to provide support to the community through fundraising, donations or holding events. It is staff's recommendation the McConnell Club's application be approved and their logos added to the Service Club Sign structures.

## **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**

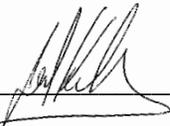
None.

## **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

# MONTHLY REPORT

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

**From:** Administration and Human Resources

**Date of Meeting:** 22 May 2018

**Subject:** CAO 17-2018 May Monthly Report (Administration and Human Resources)

## RECOMMENDATION

THAT CAO 17-2018 May Monthly Report (Administration and Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### CAO & Clerk

#### Strategic Planning

- PRC Strategic Business Plan: Bi-weekly meetings held throughout May to identify strategic issues and strategies to move the PRC forward, with a focus on communication, programming, and customer service standards. First draft of the business plan is finalized and being vetted internally. Planned presentation to SPC on June 19, 2018.

#### Intergovernmental Relations

- Perth South (Industrial Servicing): further information collected for internal due diligence review. Staff report being drafted for May 28, 2018 special meeting of the SPC.
- Perth South (Road Funding Request): Correspondence sent back to Perth South Council advising of Council's interest to meet and discuss joint initiatives. Awaiting reply.
- UTRCA: Correspondence sent to the Board regarding Council's concerns about Wildwood Dam Operation. Awaiting reply.
- Transportation Grant Funding: Joint application with the County of Perth, and joint application with the City of Stratford both approved. Funding was approved at the following amounts:
  - \$1,452,523 over 5 years to the City of Stratford for the intra-regional transportation option.
  - \$1,886,927 over 5 years to the County of Perth for the inner-Perth transportation option.
  - Next step is for the CAOs to meet on May 23 and discuss a framework for project management and cost sharing to be presented to the respective Councils for final approval.

## Policy Development

- Code of Conduct: First draft of the Code of Conduct complete. Meeting of the ad-hoc review committee to be held on May 23 with a presentation to SPC on 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

- Ad-Hoc Committee for Truck Traffic: Meeting held May 10, 2018 to discuss successes to date, current status of initiatives, and CCAHTT outstanding requests. CCAHTT has indicated they prefer to put future meetings on hold until the new term of Council.
- MOECC/PDHU Air Quality Open House: Town facilitated the air quality open house for the MOECC/PDHU on May 15, 2018 with approximately 50 attendees.

## Land Sales

- 45 Thames Road: Sale completed, with condition period of the agreement in effect until September 12, 2018. Zoning by-law amendment application has been initiated by the Town and will be considered by PAC on May 28, 2018. Property boundary has also been marked to begin process of removing encroachments.
- Park/Thomas Street Lots: Currently working with legal Counsel to finalize the terms of the Town's response to the request to purchase.

## Other Projects

- CBHFM Operating Agreement: Director of Operations has provided necessary details to finalize a proposal back to Council. Currently working to finish the final draft.
- Police Service Delivery Transition: Services agreements for Perth South and St. Marys approved by Stratford City Council on May 14, 2018. Currently working through transition activities.
  - Town: organizing radio antenna upgrades for the new service area, organizing transition communications plan with the OPP dissolution team.
  - SPS: conducting candidate interviews, ordering cruisers and other capital equipment.

## **Human Resources/Payroll**

### Recruitment

- Completed the recruitment process for various summer contracts for the Early Learning Services, VIA Attendants and additional part time Lifeguards.
- Currently recruiting for Library Page, a Summer Reading Assistant, Arena Assistants, Head Lifeguards, and a Curatorial Assistant.

- Participating in a Job Fair Hosted by the Town of St. Marys (Economic Development Department), Partners in Employment and DCVI on May 24, 2018

#### Staff Engagement/STEAM Initiatives

- Planning the 2018 Mayor / CAO BBQ to be held July 11, 2018 at The Early Learning Centre.

#### 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.
- Facilitating departmental meetings to review and update the Town's Responsibility Charts (RASCI) to capture changes to responsibilities and duties within the organization.
- Drafting feedback to submit to the Ministry of Labour regarding recent amendments to Bill 148 regarding the Holiday Pay calculation. Alongside the external feedback, internally the change will be communicated to staff to keep them informed of legislative changes affecting their pay.
- Reviewing and reformatting the Team Member Handbook.

#### Health and Safety

- Vicarious Trauma training with LifeWorks for our Volunteer Firefighters and their families (May 16, 2018)
- In the final stages of drafting a Fit for Duty Policy to address the upcoming legalization of Cannabis.

#### Payroll

- Preparing for annual step and cost-of-living increases i.e. Equitable Life, wage grid and salary band updates
- Preparing 2019 Payroll Budget spreadsheets
- Reviewing RASCI documents with various departments

### **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 Strathdee and Members of Council

**From:** Corporate Services

**Date of Meeting:** 22 May 2018

**Subject:** COR 14-2018 May Monthly Report (Corporate Services)

## RECOMMENDATION

THAT COR 14-2018 May Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Museum

- **Administrative**
  - Staff chaired the Huron Perth Middlesex Museum Network meeting on April 25.
  - Staff received an invitation to present at the Ontario Museums Association annual conference held in Toronto in October, 2018.
  - Volunteers logged 93 hours in April.
  - Most popular social media post: 1989 photo of Weir Fountain received 3,527 views, 199 likes, 14 shares
  - Museum staff had an article published in the May edition of Better Farming magazine. The topic was on Maxwell Industry. The publication is distributed across Ontario's farming community.
  - Exhibition, Conservation, and Collections Management policy updates approved by Museum Board.
- **Funding Received**
  - Received \$1680 from Canada Summer Jobs student grant
  - Received \$8000 in grant funding through Young Canada Works Building Careers in Heritage to hire a recent graduate for an 18 week internship.
  - \$1500 received from Celebrate Canada to fund Canada Day celebration.
- **Research/Exhibits**
  - Research and exhibit design underway for the newspaper exhibit, opening in June
  - Worked with Canadian Baseball Hall of Fame and Museum staff to install baseball exhibit while their museum undergoes renovations
  - Working with Quilt Squared organizers to plan, promote and install "Make it Big, Make it Small" quilt exhibit
- **Programming/Outreach**
  - Outreach programming took place at Kingsway Lodge on April 10.
  - Historic churches seminar and walking tour presented to a sold out crowd of 24 participants on Saturday, April 21.
  - Seven Grade 3 Early Settlers field trips hosted in April.
- **Collections Management**
  - New conservator volunteer working on audit of textile storage area.

## Heritage

- Heritage Property Tax Rebate
  - 2017 applications – acknowledgment letters sent with Tax statement
  - 2018 applications – two Part B applications submitted and work approved.
  - Creation of SOP for Heritage Property Tax Rebate program
- Self-guided walking tours – the Heritage Committee and staff are exploring options for online, self-guided walking tours to highlight the heritage buildings and structures in Town.

## Municipal Elections

- Candidate information sessions:
  - Approximately 40 people attended the candidate information session led by Maureen Beatty and Tim Ryall, Ontario Ministry of Municipal Affairs and Housing, held in Milverton on Wednesday, April 25.
- Nomination packages are available at the Town Hall, lower level. Packages contain nomination forms, provincial guides, relevant bylaws and other election information.
- Staff are working on the new Election micro site web page.
- Staff are working with Datafix on the voter's list.

## Corporate Communications

- Corporate Communications Strategy
  - Completed second round of quarterly communications meetings
    - Many first quarter tasks completed; second quarter tasks well underway
    - Quarterly meetings helping communications team be more proactive and less reactive in approach
  - 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 12 media releases between mid-April and mid-May
  - Resulted in 26 solicited news stories
- Social Media
  - Facebook (since February 16):
    - 63 new page likes; 67 new page followers
    - Best performing paid post: Post about Pyramid Recreation Centre 10-year Anniversary (reached 10,026 users, prompted 595 reactions, 7 comments and 63 shares)
    - Best performing non-paid post: Post about FM96's upcoming live broadcast in St. Marys (reached 10,966 users, prompted 433 reactions, 35 comments and 107 shares)
  - Twitter (since February 18):
    - 7 new followers
    - Best performing tweet: Tweet about FM96's upcoming live broadcast in St. Marys (garnered 5,692 impressions and 223 engagements)
- Promotional & Communication Campaigns
  - Policing services transition
  - Air quality public meeting
  - Stonetown Entertainers concert
  - St. Marys Fire Department Charity Breakfast
  - 2018 Business Excellence Awards
  - 2018 Municipal Election
  - Water reservoir expansion
  - Tennis Camp

- Open Air Burning Permits
- Lifeguard and Early Learning Services recruitment campaign
- Publications
  - Town Recreation & Leisure Guide
    - Sent out invitation to community groups to update/submit their contact details for inclusion in fall/winter guide
  - St. Marys Quarry Events/Programs “bookmark”
    - Will be inserted in select local Quarry brochures
  - Event card
    - Being distributed to many local and regional businesses and tourism destinations
    - There are more events on the card this year, plus a QR code to the events calendar so that users can access even additional events

## Events

- FM96 Live Broadcast
  - Continue to work with FM96, Town of St. Marys staff and community volunteers to coordinate the “Breakfast on the Bridge”
  - Also working with FM96 to arrange advance promotion of event – members of the morning show coming to St. Marys on May 14 to tape pre-arranged video segments
  - Secured many donations from local business to offer free breakfast
- Heritage Festival
  - Donations/sponsorships continue to roll in, with new sponsors including Cascades, E.E. McLaughlin, Quadro Communications, and Tradition Mutual Insurance
  - Despite relocating to Stratford, the Tapley family is continuing their commitment to the festival by sponsoring the Friday evening concert at Town Hall
- Miscellaneous
  - Promotions for the River Rock Music Festival will begin ramping up, and we will be adding the event to a variety of sites and calendars, and I continue to work with Sean to make the event as successful as possible.
  - Working with Economic Development Manager Kelly Deeks on planning a “Business After 5” event for St. Marys on June 13. The Kinsmen have offered bartending in exchange for a donation.
  - Continue to work with PRC staff to promote 10th anniversary event

## Information Technology

- 40 support tickets closed
- Quadro IP changeover complete, and tested. Increased capacity on firewall
- DMZ created across entire network.
- Began configuring network switches for Arena side of PRC. Will Increase capacity to 85+ devices, and increased throughout required for future camera streams.
- Gathered support and servicing information for sound system.
- Reviewed website service agreement
- Reviewed requirement for PCI compliance for debit machine use.
- Provisioned network for internal Landfill phone extension. Next step: Contact and schedule with Bell for existing number forwarding.
- Replaced failed UPS Batteries on network switches at Water Tower and Town Hall
- Troubleshoot replacement debit machine to integrate with MAX software (10+ hours)
- Updated Wireless AP’s firmware to combat security flaws
- Finalization of Surveillance Policy

## Geographic Information Systems (GIS)

- Completed transition of Locates to OCWA
- IT Support for Town staff

- Printing large format posters for various Town departments
- Creation of Maps for various town departments
- 6 municipal consents processed

## **Economic Development**

- Economic Development General
  - St. Marys was a municipal sponsor at the Chamber of Commerce Business Excellence Awards gala. We received four tickets with our sponsorship, attended along with the Mayor, Chamber Representative on Council and a member of the EDAC committee. St. Marys was well represented in several categories with seven local businesses nominated. Bickell Built Homes came away with the top award in the Commercial business category and Rob Taylor of McLean Taylor was the Business Leader of the Year.
  - May 24 job fair at DCVI. Partners in Employment has taken the lead on planning. We are partnering with Perth South.
  - June 13 is the Business after 5 Event at the Canadian Baseball Hall of Fame in the tent used for Induction Weekend.
  - EDAC is pursuing the interest in securing fibre in the downtown core.
- Workforce Shortage
  - Partnered with Perth County to promote ‘Opportunity Lives Here’ at job fairs: 2 in London, 1 in Markham, 2 in Toronto, 1 in Guelph, 1 in Kitchener.
  - A member of EDAC attended the Toronto job fair along with colleagues from Perth County, attendance was excellent with likely over 700 people. Lots of interest in our booth as we were promoting several jobs in various sectors whereas other booths were focused on hiring for one company.
  - Received a front page article with a picture in the Beacon Herald about our work to promote jobs in our region to tackle the workforce shortage.
  - We will have up-to-date analytics from the site in the next few days that will be shared with Council.
  - Met with OMAFRA to review our work on the Perth4Youth project and will pull together a meeting with our partners to further our work plan along with roles and responsibilities.
  - Met with students in DCVI’s co-op stream working on projects that directly relate to our Perth4Youth strategic plan, provided the students feedback for further developing their idea and received information from them on how we can improve engagement. The students will present their ideas to us in early June and a panel will select a winning project.

## **Tourism**

- Working on brochure distribution. Pieces include: Quarry brochure, Stories of Stores, Trail maps and the map pads.
- Distribution of materials to Ontario travel centres has already taken place. Working on distribution routes to regional hotels, Inns, B&B’s, and any other locations of interest. Downtown businesses with tourism ambassador racks, St. Marys B&B’s, The Westover, Stone Willow, McCully’s and the Golf Course will also receive the material.
- Following Council’s approval for the successful proponent of our RFP for Wayfinding Strategy, confirming details for next steps.
- Visiting Stratford Tourism Alliance to provide an overview of St. Marys to their summer students.

## **VIA Services**

- Construction is complete and we are arranging the final touches for the office.
- Feedback from customers has been excellent
  - More user friendly
  - Brighter
  - Cleaner
  - A more functional space

- New staff member hired and has begun training.

	<b>Boarding</b>	<b>Arriving</b>	<b>% Printed</b>
<b>January</b>	293	269	71.3
<b>February</b>	246	248	72.8
<b>March</b>	239	283	77.4
<b>April</b>	233	245	75.5

## **SPENDING AND VARIANCE ANALYSIS**

Nothing to report at this time.

### **REVIEWED BY**

#### **Recommended by the Department**



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Trisha McKibbin  
Director of Corporate Services

#### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
<b>Date of Meeting:</b>	22 May 2018
<b>Subject:</b>	<b>COR 15-2018 5 James Street N (Via Station) Registration of Designation Bylaw</b>

## PURPOSE

This report is to provide Council with an update to changes in accepted documentation at the Land Registry Office and the need to revise Schedule "A" of Bylaw 39-2017 (amendment to the designation bylaw for 5 James Street North (VIA Station)) in order for the bylaw to be registered on Title.

## RECOMMENDATION

THAT COR 15-2018 5 James Street N. (Via Station) Registration of Designation Bylaw be received; and

THAT Council pass By-law 50-2018 being a by-law to amend By-law 33 of 1987, a by-law designating 5 James Street North to be of architectural, associative and historical value or interest, as amended by By-law 39 of 2017 (Schedule A).

## BACKGROUND

In April, 2017 Council passed Bylaw 39-2017 to amend By-law 33-1987 (5 James Street N., Train Station designation), which included an updated Designation Statement which clearly articulated the Cultural Heritage Value of the property and contains a full description of Heritage Attributes of the property. A copy of the original Schedule "A" is attached to this report for reference.

## REPORT

In recent years, the Designation Statements that are included as Schedule "A" to a designation bylaw included both text and photographs in the document. Recent process changes at the Land Registry Office has resulted in photographs no longer being accepted in documents being registered on Title. As a result of these changes, the Land Registry Office will not accept the current version of Schedule "A" to Bylaw 39-2017.

To ensure that Schedule "A" to Bylaw 39-2017 meets the requirements of the Land Registry Office, all photographs have been removed from the document and a text only version has been created. No other content in the Statement of Designation has changed from the original version.

## SUMMARY

The Land Registry Office has changed their processes and will no longer accept photographs in documentation to be registered on Title. As a result, the amended designation bylaw for 5 James Street North (VIA Station), which was passed in 2017 by Council, cannot be registered on Title in its current format. Staff is recommending that the photographs be removed from the document and a text only version be created and replace the original as Schedule "A".

## FINANCIAL IMPLICATIONS

Legal fees associated with Bylaw 50 of 2018, approximately \$500.00. This cost falls within the 2018 budget for the Heritage Committee.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #4 Culture & Recreation:
    - Outcome: Downtown revitalization plan
    - Tactic(s): Protecting St. Marys' unique heritage assets while planning for growth in key sectors will require an integrated and balanced approach.

## OTHERS CONSULTED

Heritage Committee  
Kelly Nenniger, Strong MacDougall Oudekerk

## ATTACHMENTS

1. Schedule "A" with picture
2. Schedule "A" text only

## REVIEWED BY

### Recommended by the Department



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Trisha McKibbin  
Director of Corporate Services

### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

## **Grand Trunk Railway Station: Designation Statements**

5 James Street North, St. Marys, Ontario

Lots 1 and 2, East Side, James Street North

**Municipal By-Law: 33-1987**



*Grand Trunk Railway Station, St. Marys  
Postcard view, ca 1910*

**Revised by Heritage St. Marys  
for St. Marys Town Council  
December 2016**

## **Identification of Property:**

This station at 5 James Street North was constructed in the summer of 1907 for the Grand Trunk Railway. It is the third depot on the line, supplementing the Junction Station, built in 1858, and replacing the station at the Switch near Elizabeth Street, built in 1879. Restored and rehabilitated in 1988, it displays many of the design features of Grand Trunk railway stations of the period.

## **Statement of Cultural Heritage Value:**

The Grand Trunk Railway Station has significant historic associations with the growth and development of the Town of St. Marys. In the mid-1850s, St. Marys had a prime place on the proposed main Toronto-to-Sarnia line of the Grand Trunk Railway. News that the railway was coming to St. Marys with its potential for bringing prosperity was greeted with excitement. However, residents were disappointed when the main GTR depot was built in 1858 at the Junction of the lines to Sarnia and to London – about two miles from the core of the village and inadequately served by an access road.

In 1879, to alleviate this inconvenience, the GTR constructed a small station at the “Switch” near the intersection of Elizabeth and James Streets but this modest building did not create the strong first impression of St. Marys that town officials felt was deserved. When competition was threatened by the St. Marys and Western Ontario Railway (organized in the early 1900s, built and opened ca 1908 as a branch of the Canadian Pacific Railway) the Grand Trunk finally built a proper all-service passenger and freight depot on railway right-of-way, just north of Queen Street. It was a beautiful location. The new station was perched on the edge of the Trout Creek valley, with the magnificent railroad trestle bridge crossing to the north. It stood in the shadow of the iconic stone water tower to the southwest.

The property has strong associative value in the community. For more than a century this station has been the arrival and departure point for local and area residents – those embarking on or returning from short excursions to other communities along the line; those striking out to begin their future at university or in some new profession or trade; those leaving to serve their country in the two World Wars; those arriving as immigrants to make their homes in Canada.

In the mid-1980s, the Canadian National Railway slated this station for demolition. Thanks to intervention by the Town of St. Marys and senior levels of government, the station was saved – a project that gave the community a great sense of accomplishment. In 1988, ownership was transferred to the municipality and the building was completely renovated. Since then, it has been used for various town offices and for several private business or cultural ventures. Most important, passengers can still use this beautiful building when they travel by train to and from St. Marys.

## **Description of Heritage Attributes**

Character-defining elements that make this property worthy of designation include:

### **Exterior elements:**

- The complex, layered hip roof, characteristic of Grand Trunk depots of the period, is highly visible from the Queen Street overpass and therefore of great importance. The roof has a bell cast profile with a semi-conical gable over the operator’s bay. The angular profile of the west bay stands in contrast to the rest of the roof. The west gable seems almost oversized compared with the three miniature gables along the primary roof line.
- The original roof was cedar and since 1988, this roofing material has conscientiously been retained. Visible from the Queen Street overpass, this is a very important exterior element.

- The eaves have an extended overhang with hardwood soffit and curved brackets.
- The gable over projecting operator's bay includes a sign band suspended at fascia level for the station stop sign – St. Marys.
- The east gable is echoed on west side with elaborate bargeboard trim on the gable end.
- A brick chimney is set in the roof just to the south of the west gable. (Although part of the restoration, the 1907 building did not have a chimney of this height.)
- The walls are constructed of Logan brick, highly glazed; the black granite flecks that give this brick texture are easily visible.
- The brickwork is Flemish bond – stretchers alternating with headers – for strong double-brick walls. Around all sides, there is a raised decorative horizontal course two bricks wide at the level of the sills of the larger windows.
- The base course is rock finish limestone blocks, currently painted black.
- The windows in the east and west gables have segmented brick lintels over semi-circular lights; all windows have sandstone sills.
- With the exception of the east-facing windows in the operator's bay, all windows are single, double-hung, with original sash hardware and original storm windows.
- The operator's bay has two, double-hung east-facing windows, set side by side, with an elongated bracket between the two components.
- The main west-facing single door is wood with five horizontal panels. There are two wood and glass side panels with a curved brick lintel and a segmented elliptical fan light over all.
- There are single doors opening to the east on either side of the station agent's office. Two wider doors are placed at the south end of the east wall. They are currently not in use but once accommodated baggage and freight.
- The north end of the building is a projecting bay with three windows facing northwest, north and northeast.

### **Interior Elements:**

- Ceilings throughout the building vary in height according to the height of the layered roof above them – the highest ceiling is in the central waiting area while the north and south wings have lower ceilings.
- The high central ceiling is vaulted and supported by two carved oak beams. A simple wooden crown mold bead separates the walls and ceiling.
- A wall of glass panels set in wood divides the centre area. This seems to be intended to show the separation of the general waiting area from the more private sections. This glass and wood wall extends in sections from the ceiling down to wooden panels forming the lower part of this internal wall. A door connects the space divided by this wall. This glass-paneled dividing wall was part of the 1988 restoration. No record exists of any such division being in place when the building was actively serving passengers.
- The inside walls are painted plaster over the double brick exterior with paneled wainscoting topped with a ledge.
- The interior trim around the windows and doors is plain but substantial – wide side casing and lintels.
- The operator's bay protrudes into the main waiting area at its northeast corner. The trim and framing of the interior windows into this office have been restored to suggest the original, no-public-access, station operator's area. This feature has been modified to allow the interior space to be used but it is still important, showing the original functionality of the building.

- The floor is tongue and groove hardwood with a varnished finish.
- A large fireplace with brick surround and oak mantel is the main feature of the west wall beside the door. This fireplace seems to be a concept of the restoration architect. No records exist to show that the train station ever had an open fireplace. Some long-time residents remember when it was heated by coal or a coal-fired hot water boiler.
- The restoration provided lighting for the main section with suspended single-bulb frosted glass fixtures.

### Designated Features

This designation includes all exterior and interior features described in the above lists. Restored features are noted.

### Background Documentation

More detailed information about this property is on file in the archives and reference area of the St. Marys Museum.

The Via Station has been featured in various books such as: *Meet Me At the Station*, Elizabeth A. Willmot, Gage, 1976; *To Stratford Under Steam*, Ian Wilson, Canadian Branchline Miniatures, 2000; in recent on-line inventories such as <http://www.canada-rail.com/ontario/>.



The St. Marys Museum’s resources include a **photographic inventory** of the elements mentioned in these statements. Attached are some samples.

*West facing gable with corner brackets, showing curved lintel and semi-circular light above west-facing window; shows position of chimney on roof.*



*Two views of overhang on west side, soffit and curved brackets; Good view of brick pattern – Flemish bond.*



*The two windows on south end of west façade originally provided light to baggage rooms.*

*The projecting operator's bay has an east-facing pair of windows, curved lintel above. There are double-hung windows looking southwards and northwards down the track.*

*Note the ornate brick course that goes around the entire building from sill to sill.*



*A view of the east-facing window complex showing lintel, semi-circular light above two double-hung windows with bracket between.*



*Exterior and interior view of projecting bay on north side.*



*Looking up to the north to high, vaulted ceiling, showing segmented dividing wall and curved beam.*

*Looking up at ceiling to south, showing curved ornate beam, crown mold bead and suspended lighting.*



*Fireplace*



*Waiting room benches that are appropriate but not original features. They are not designated features.*



*Clock on east wall was a donation to the town and, while appropriate, is **not a designated feature** of this building.*



*Interior view of main west-facing entrance showing elliptical fan light over five-panel door flanked by windows and panels (behind radiators); also shows wide casing, wainscoting and ledge.*

*Operator's bay, projecting into the waiting area with windows and counter in place; door to office on right.*



**Grand Trunk Railway Station: Designation Statements**

5 James Street North, St. Marys, Ontario

Lots 1 and 2, East Side, James Street North

**Municipal By-Law: 33-1987**

**Revised by Heritage St. Marys**

**for St. Marys Town Council**

**December 2016**

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- The base course is rock finish limestone blocks, currently painted black.
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- The restoration provided lighting for the main section with suspended single-bulb frosted glass fixtures.

### **Designated Features**

This designation includes all exterior and interior features described in the above lists. Restored features are noted.

### **Background Documentation**

More detailed information about this property is on file in the archives and reference area of the St. Marys Museum.

The Via Station has been featured in various books such as:

*Meet Me At the Station*, Elizabeth A. Willmot, Gage, 1976;

*To Stratford Under Steam*, Ian Wilson, Canadian Branchline Miniatures, 2000; in recent on-line inventories such as <http://www.canada-rail.com/ontario/>.

# MONTHLY REPORT

**To:** Mayor Strathdee and Members of Council  
**From:** Finance  
**Date of Meeting:** 22 May 2018  
**Subject:** FIN 11-2018 May Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 11-2018 May Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Finance

- Receive 2017 reconciliation for shared services with credits of \$58,500 from Stratford (Ontario Works, Child Care and Housing) and \$12,000 from the County for EMS.
- Met with bank and was presented with banking services contract renewal after consideration decision was made to issue a RFP for banking services as it has been several years since it was last done.
- Initialized 2019 budget software to allow budget input. Provides the departments the opportunity to note items as they occur during the year that may otherwise be forgotten when the formal process begins in late summer.

### Procurement and Risk Management

- Reviewing office supply purchasing and implemented purchasing process using provincial contract vendor.
- In the process of amending the current Procurement By-Law.
- Participated in the Ontario Public Buyers Association Spring Regional Workshop Webex on May 9<sup>th</sup>.
- Creating a Notice of Claim Form for residents to fill out. When this form is completed residents may access this from our Town website.
- Creating a brochure on Property Damage Information which will be provided to our residents.

### Taxation

- Interim taxes due May 31<sup>st</sup>, traffic and payments increasing.
- Property sales are picking up with a surge in Tax Certificate requests and Title Changes.
- Green Energy submission approved by Ministry of Energy – posted on Town website.
- First scheduled supplementary tax billing arrived from MPAC; 102 tax bills, \$193K in municipal revenue. To be mailed out May 15, 2018. Appeal deadline is September 10, 2018.

## SPENDING AND VARIANCE ANALYSIS

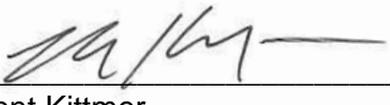
May Capital Status Report  
Interim Financial Statements April 30, 2018

**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  
May 9, 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	X			IntegriBuild has been awarded contract
9107 - CAPITAL - FACILITIES LIBRARY ROOF	-	-	18,000	(18,000)	X	X	X	X			Atlas Apex has been awarded contract
9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	-	-	45,000	(45,000)	X	X	X	X			Adias Impex Ltd has been awarded the contract
9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)	X						
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	X		Unit 11 will be installing new desk on May 25 & 26
9140 - CAPITAL - REPOINT STONE WALLS	-	-	43,000	(43,000)	X						
9142 - PRC SKATE FLOOR REPLACEMENT	-	-	50,000	(50,000)	X	X	X				Tender has been cancelled
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)	X						
9151 - TOWN HALL COUNTER AND WORKSTATION IN LOWER LEVEL	-	-	15,000	(15,000)	X						
9153 - CADZOW SPLASHPAD	13,303	13,303	512,000	(498,697)	X	X	X	X	X		
9157 - OLD WATER TOWER STRUCTURAL UPGRADES	-	-	300,000	(300,000)	X	X	X	X			Robertson Restoration has been awarded contract work to begin in mid June
9210 - FIRE SMALL CAPITAL	-	-	8,000	(8,000)							Researching companies and obtaining 3 quotes to get the best price
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.	(0)	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	3,514	3,514	10,000	(6,486)	X	X	X	X	X		Awaiting Delivery
9401 - LANDFILL LEACHATE COLLECTION SYSTEM CLEANING	-	-	15,000	(15,000)	X	X	X				

Town of St. Marys  
 Capital and Special Projects 2018  
 May 9, 2018

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
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
9406 - WWTP CENTRIFUGE REBUILD	-	-	45,000	(45,000)	X						
9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	19,215	24,179	230,000	(205,821)	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	100,000	100,000	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)	15,850	15,850	58,000	(42,150)					X		Purchases made throughout the year
		-									
	358,352	379,312	6,815,832								

**Consolidated Budget vs. Actual  
April 2018**

**CONSOLIDATED DEPARTMENTS**

OPERATING, WATER, WASTEWATER & LANDFILL					
	2017				
	April	2018 YTD	2018 YTD	2018	Variance
	Actuals	Actuals	Budget	Budget	Fav (Unfav)
<b>TAX LEVY</b>					
TAX LEVY	(7,234,976)	(7,263,421.70)	(7,267,909)	(11,812,540)	(4,487)
<b>TOTAL TAX LEVY</b>	<b>(7,234,976)</b>	<b>(7,263,421.70)</b>	<b>(7,267,909)</b>	<b>(11,812,540)</b>	<b>(4,487)</b>
<b>REVENUE</b>					
DONATIONS	(30,810)	(4,882.63)	(3,371)	(24,000)	1,512
FEES, CHARGES & PROGRAM REVENUE	(565,059)	(555,524.20)	(591,148)	(2,195,222)	(35,624)
GRANTS	(479,883)	(587,036.69)	(484,043)	(1,176,180)	102,994
INTERNAL (REVENUE) EXPENSE	2,501	9.10	14,213	-	14,204
INVESTMENT INCOME	(18,305)	(24,370.76)	(13,441)	(96,000)	10,930
LANDFILL & DIVERSION REVENUE	(81,837)	(118,947.57)	(78,470)	(379,000)	40,478
RENT ICE	(201,955)	(211,640.82)	(207,435)	(483,500)	4,206
RENT & LEASES	(33,289)	(39,520.08)	(24,068)	(99,912)	15,452
REVENUE FROM MUNICIPALITIES	(168,954)	(93,128.68)	(160,511)	(648,990)	(67,382) (1)
SALE OF LAND & EQUIPMENT	-	(2,090.00)	-	-	2,090
SALES	(94,921)	(89,325.79)	(87,004)	(215,700)	2,322
TAXATION SUPPLEMENTAL REVENUE	10,323	1,324.21	6,638	(227,625)	5,314
WATER & SEWER REVENUE	(805,368)	(547,228.29)	(804,441)	(3,324,950)	(257,213) (2)
<b>TOTAL REVENUE</b>	<b>(2,467,557)</b>	<b>(2,272,362.20)</b>	<b>(2,433,081)</b>	<b>(8,871,079)</b>	<b>(160,719)</b>
<b>EXPENSE</b>					
ADVERTISING, MARKETING & PROMOTION	32,161	13,270.14	29,699	114,600	16,429
ASSESSMENT SERVICES (MPAC)	45,738	46,597.04	46,500	93,000	(97)
COMMUNICATIONS	32,195	30,438.94	32,254	128,100	1,815
CONFERENCES, SEMINARS & TRAINING	28,571	25,272.30	39,351	124,751	14,079
CONTRACTED SERVICES	543,890	538,807.29	561,869	2,192,837	23,062
DEBENTURE PAYMENT	-	44,578.17	44,578	1,360,788	(0)
FOOD COSTS	57,841	53,311.21	55,079	183,000	1,768
FUEL/OIL	37,607	47,238.03	39,476	108,650	(7,762)
INSURANCE	1,221	1,094.28	1,245	293,909	151
MATERIALS & SERVICES	132,358	155,509.50	122,837	567,955	(32,673)
POLICING CONTRACT	287,434	189,929.00	355,273	1,421,097	165,344 (3)
OTHER TRANSFERS	677,673	698,760.98	670,617	1,674,012	(28,144)
PROFESSIONAL FEES	28,234	27,736.20	33,891	212,700	6,155
PROGRAM EXPENSE	16,628	1,983.93	19,188	191,450	17,204
RECYCLING CONTRACT	41,166	42,613.24	42,375	169,500	(238)
REPAIRS & MAINTENANCE	144,820	166,116.85	122,151	463,695	(43,966) (4)
SALARIES, WAGES & BENEFITS	2,002,271	2,106,549.71	2,197,549	7,104,530	90,999
SAND & SALT	111,859	100,811.12	123,670	199,500	22,859
SUPPLIES	63,753	33,001.72	57,009	158,100	24,007
TAXATION EXPENSE	43,487	28,313.06	43,359	233,299	15,046
UTILITIES	233,154	233,796.99	267,632	999,420	33,835

**Consolidated Budget vs. Actual  
April 2018**

**CONSOLIDATED DEPARTMENTS**

OPERATING, WATER, WASTEWATER & LANDFILL	2017				
	April	2018 YTD	2018 YTD	2018	Variance
	Actuals	Actuals	Budget	Budget	Fav (Unfav)
ALLOCATION OF CHILDCARE COSTS	-	-	-	-	-
<b>TOTAL EXPENSE</b>	4,562,061	4,585,729.70	4,905,602	17,994,893	319,872
RESERVE TRANSFERS					
TRANSFER TO (FROM) RESERVES	(17,947)	(12,119.95)	(2,000)	2,688,726	10,120
<b>TOTAL RESERVE TRANSFERS</b>	(17,947)	(12,119.95)	(2,000)	2,688,726	10,120
<b>TOTAL CONSOLIDATED DEPARTMENTS</b>	<b>(5,158,419)</b>	<b>(4,962,174)</b>	<b>(4,797,388)</b>	-	<b>164,786</b>
(1) Town invoicing to other Municipalities has happened later than prior year.					
(2) Festival Hydro payments for water billing collections paid late April last year whereas this year it was received first week of May.					
(3) OPP has been behind in issuing the 2018 policing invoices.					
(4) Repairs and maintenance costs for Fire and Water Department are approaching annual amounts.					



## Operating Budget vs Actuals 2018

### CONSOLIDATED DEPARTMENTS

OPERATING, WATER, WASTEWATER & LANDFILL	2018	2018	Budget	2018
	April	April	Variance	Annual
	Actuals	Budget	Fav (Unfav)	Budget
1010 TAXATION (OWN PURPOSES)	(7,233,785)	(7,217,912.00)	15,873	(11,831,866)
1100 MEMBERS OF COUNCIL	40,383	42,700.00	2,317	126,982
1200 CORPORATE SERVICES	145,970	165,729.00	19,759	517,623
1250 FINANCE	135,584	160,763.00	25,179	403,757
1300 ADMINISTRATION	(351,786)	(281,091.00)	70,695	1,131,247
1400 INFORMATION TECHNOLOGY	96,164	81,894.00	(14,270)	217,097
1500 HUMAN RESOURCES & BENEFITS ADMIN	75,997	82,650.00	6,653	283,056
1900 FACILITIES ADMINISTRATION	29,401	26,033.00	(3,368)	193,699
1910 FACILITIES TOWN HALL 175 QUEEN ST	10,561	10,013.00	(548)	44,400
1950 FACILITIES VIA RAIL 5 JAMES ST	10,512	10,171.00	(341)	25,806
1960 FACILITIES MOC BLDG 408 JAMES ST	21,312	24,480.00	3,168	106,635
1970 FACILITIES QUARRY PH 6 ST. MARIA	0	264.00	264	800
1980 FACILITIES CADZOW PH BLDG 219 PARK ST.	294	1,253.00	959	7,500
1985 FACILITIES LAWN BOWLING BLDG	497	399.00	(98)	5,508
2100 FIRE	101,236	94,979.00	(6,257)	381,644
2120 FACILITIES FIRE BLDG 172 JAMES ST	3,900	2,499.00	(1,401)	15,058
2200 POLICE	189,516	363,514.00	173,998	1,159,289
2205 RIDE PROGRAM	(6,667)	(4,894.00)	1,773	
2300 CONSERVATION AUTHORITY	98,499	95,920.00	(2,579)	95,920
2400 ANIMAL CONTROL	(1,026)	(331.00)	695	5,000
2410 BUILDING DEPARTMENT	(11,817)	3,696.00	15,513	25,230
2420 PROPERTY STANDARDS/BYLAWS ENFORCEMENT	7,682	8,780.00	1,098	27,902
2500 EMERGENCY MEASURES	0	168.00	168	500
2900 PROVINCIAL OFFENCES ACT	0	0.00		(20,000)
3100 PUBLIC WORKS ADMINISTRATION	107,622	92,256.00	(15,366)	412,219
3102 INTER DEPARTMENTAL	0	0.00		5,000
3105 CROSSING GUARDS	17,668	18,367.00	699	26,483
3110 BRIDGES & CULVERTS	0	2,989.00	2,989	103,633
3120 GRASS MOWING & WEED CONTROL	0	252.00	252	24,423
3140 DITCHING	22	0.00	(22)	13,090
3150 RESURFACING/PATCHING	7,878	32,281.00	24,403	184,412
3155 STREET CLEANING	2,674	12,759.00	10,085	76,803
3160 TRAFFIC CONTROL	3,783	5,514.00	1,731	67,744
3165 SIDEWALK SUMMER MAINTENANCE	0	1,203.00	1,203	27,094
3200 SNOW PLOWING & REMOVAL	59,382	55,848.00	(3,534)	157,772
3210 SANDING & SALTING	110,607	80,347.00	(30,260)	172,861
3220 SIDEWALK WINTER MAINTENANCE	9,874	25,940.00	16,066	57,004
3230 WINTER WORKS MAINTENANCE	90	0.00	(90)	2,200
3400 STREET LIGHTING	19,531	22,871.00	3,340	123,570
3500 TRANSIT (MOBILITY BUS)	36,197	35,998.00	(199)	
3700 VIA RAIL ADMINISTRATION	4,721	5,553.00	832	19,170



## Operating Budget vs Actuals 2018

### CONSOLIDATED DEPARTMENTS

OPERATING, WATER, WASTEWATER & LANDFILL	2018	2018	Budget	2018
	April	April	Variance	Annual
	Actuals	Budget	Fav (Unfav)	Budget
3800 FLEET	(914)	3,183.00	4,097	(120,500)
3809 L05 2013 BIGHORN ATV	0	250.00	250	500
3810 L10 2006 GMC TRUCK (FACILITIES)	1,209	795.00	(414)	3,500
3811 L20 2014 DODGE TRUCK	724	1,515.00	791	3,500
3812 L30 2011 CHEVY TRUCK	423	1,493.00	1,070	3,000
3813 L40 2014 DODGE TRUCK	927	1,017.00	90	3,500
3814 L50 2014 DODGE TRUCK	3,358	1,495.00	(1,863)	3,500
3815 L60 TRAILER	0	500.00	500	500
3816 L70 2017 DODGE PICKUP	515	0.00	(515)	3,250
3820 J10 2001 JCB BACK HOE	384	2,681.00	2,297	3,000
3821 J20 KUBOTA PARKS	1,499	428.00	(1,071)	3,700
3822 J30 2013 CATERPILLAR LOADER	6,570	4,573.00	(1,997)	12,500
3823 J40 2000 SWEEPER	1,524	6,441.00	4,917	12,500
3824 J50 2004 TRACKLESS	1,390	2,562.00	1,172	12,500
3825 J60 2004 CATERPILLAR	2,266	0.00	(2,266)	
3828 J90 TRACKLESS	6,032	1,643.00	(4,389)	4,000
3829 J05 KUBOTA PARKS	211	0.00	(211)	1,200
3830 T10 2012 DODGE TRUCK	4,484	1,541.00	(2,943)	6,000
3831 T20 2011 INTERNATIONAL	6,032	1,494.00	(4,538)	8,500
3832 T30 2003 STERLING PLOW OR SANDER	8,232	1,213.00	(7,019)	7,000
3833 T40 2013 FREIGHTLINER	5,191	3,633.00	(1,558)	13,500
3834 T50 2001 GARBAGE TRUCK-SOLD 2012	13	0.00	(13)	
3835 T60 2001 DUMP TRUCK	2,946	2,116	(830)	4,500
3840 R10 1999 VACTOR	1,845	1,094	(751)	5,750
3841 R20 1991 CHIPPER	56	1,290	1,234	1,500
3842 R30 1977 PAVEMASTER		500	500	500
3843 R40 GENERATOR	434		(434)	
3850 SMALL TOOLS	20	1,600	1,580	2,100
4100 WASTEWATER TREATMENT	(27,713)	(106,797)	(79,084)	
4110 WASTEWATER COLLECTION	27,583	35,270	7,687	
4200 STORM SEWERS	5,293	4,671	(622)	41,902
4300 WATERMAINS & SERVICES	37,148	46,147	8,999	
4310 WATER-STORAGE/SUPPLY (TOWER)		1,232	1,232	
4330 WATER WELLS & ADMIN	(23,589)	(153,791)	(130,202)	
4400 WASTE COLLECTION	25,542	24,991	(551)	(62,585)
4450 LEAF & YARD WASTE		965	965	39,258
4500 RECYCLING	43,469	42,990	(479)	171,628
4600 LANDFILL SITE OPERATIONS	(55,013)	(24,417)	30,596	
4900 RETIREES BENEFITS	4,653	9,901	5,248	25,665
5100 PUBLIC HEALTH SERVICES	49,796	48,416	(1,380)	133,139
5200 GRANTS TO HOSPITALS	50,000	50,000		50,000



## Operating Budget vs Actuals 2018

### CONSOLIDATED DEPARTMENTS

OPERATING, WATER, WASTEWATER & LANDFILL	2018	2018	Budget	2018
	April	April	Variance	Annual
	Actuals	Budget	Fav (Unfav)	Budget
5300 AMBULANCE SERVICES	186,424	188,236	1,812	564,710
5400 CEMETERY	1,131	17,140	16,009	111,488
5420 FACILITIES CEMETERY 150 CAIN ST	694	1,240	546	6,250
6100 GENERAL ASSISTANCE	49,978	25,128	(24,850)	124,492
6105 SOCIAL HOUSING	130,608	135,720	5,112	398,608
6200 SPRUCE LODGE	33,057	25,684	(7,373)	99,170
6210 FRIENDSHIP CENTRE	(19,408)	(16,144)	3,264	22,972
6220 HOME SUPPORT	(624)	2,960	3,584	2,450
6221 HOME SUPPORT MEALS ON WHEELS	(286)	(4,395)	(4,109)	1,500
6222 HOME SUPPORT WHEELS TO MEALS	(3,412)	606	4,018	
6223 HOME SUPPORT TRANSPORTATION	(1,979)	358	2,337	
6224 HOME SUPPORT FALLS PREVENTION	2,541	(5,434)	(7,975)	
6225 HOME SUPPORT GENERAL	1,105	3,626	2,521	32,799
6226 HOME SUPPORT FOOTCARE PROGRAM	(607)	(554)	53	(2,000)
6229 SUPPORTIVE HOUSING		888	888	
6300 DAYCARE	(224,640)	(13,423)	211,217	2,828
6301 SCHOOL AGE	(55,559)	(47,186)	8,373	(44,631)
6309 CHILDCARE - SHARED SERVICES	26,490	27,124	634	66,776
6310 ELC INFANT CARE	63,986	21,180	(42,806)	63,549
6311 ELC TODDLER PROGRAM	97,650	42,376	(55,274)	127,124
6312 ELC PRE-SCHOOL PROGRAM	96,199	1,180	(95,019)	3,533
6313 ELC NURSERY SCHOOL PROGRAM	3,164	1,848	(1,316)	5,547
6315 ELC BEFORE & AFTER PROGRAM	43,111		(43,111)	
6316 ELC FULL DAY PROGRAM	4,688		(4,688)	
6320 FACILITIES CHILDCARE	3,787	5,291	1,504	10,285
7100 RECREATION ADMINISTRATION	98,934	105,476	6,542	362,586
7110 PARKS ADMINISTRATION	2,965	997	(1,968)	143,610
7115 PARKS COMMUNITY GARDENS/FEATURES				21,000
7120 PARKS BASEBALL	854	1,374	520	11,758
7125 PARKS CBHF BASEBALL	213	318	105	11,000
7140 PARKS SOCCER				5,000
7150 PARKS TENNIS	67	76	9	2,350
7160 SWANS		132	132	400
7170 WIN LIGHTS/COMM BLOOM	4,283	8,326	4,043	19,741
7180 FORESTRY PROGRAM	4,556	7,862	3,306	91,261
7190 TRAILS	4,771	8,282	3,511	38,026
7195 OPEN SPACES ADMIN & MTNCE	16,493	5,771	(10,722)	34,828
7221 AQUATICS - QUARRY	108	1,710	1,602	26,246
7223 RECREATION PROGRAMS	4,428	8,125	3,697	20,301
7224 SEASONAL CANTEENS				3,487
7225 YOUTH SERVICES	18,378	13,823	(4,555)	48,308



## Operating Budget vs Actuals 2018

### CONSOLIDATED DEPARTMENTS

OPERATING, WATER, WASTEWATER & LANDFILL	2018	2018	Budget	2018
	April	April	Variance	Annual
	Actuals	Budget	Fav (Unfav)	Budget
7300 PYRAMID ARENA	(29,318)	(23,027)	6,291	84,486
7320 FACILITIES PYRAMID BLDG 317 JAMES ST.	224,084	189,406	(34,678)	620,245
7321 PYRAMID CANTEEN	(11,861)	(10,387)	1,474	(18,432)
7322 PYRAMID CENTRE BAR	2,562	2,293	(269)	6,088
7323 PYRAMID FOOD SERVICES	5,736	6,349	613	18,610
7324 PYRAMID AQUATICS	(23,886)	(10,263)	13,623	52,942
7329 PRC DEBENTURE FINANCING	(29,817)	(28,733)	1,084	689,012
7390 FACILITIES LIND SPORTSPLEX 425 WATER ST.	12,513	13,671	1,158	27,100
7410 LIBRARY	118,472	137,633	19,161	375,942
7420 FACILITIES LIBRARY 15 CHURCH ST.	11,558	15,239	3,681	53,357
7500 ADULT LEARNING	(6,847)	4,947	11,794	3,225
7600 MUSEUM	35,850	30,682	(5,168)	104,068
7610 CANADA DAY				1,500
7620 FACILITIES MUSEUM BUILDING 177 CHURCH ST S	4,427	3,248	(1,179)	14,333
7640 HERITAGE ST. MARYS	1,408	988	(420)	13,250
7650 HERITAGE CONSERVATION DISTRICT				27,500
7720 FACILITIES JUNCTION STATION 480 GLASS ST.	124	87	(37)	10,500
7900 COMMUNITY GRANTS	37,711	38,391	680	
8100 PLANNING & ZONING	62,588	55,482	(7,106)	228,150
8210 CORPORATE COMMUNICATIONS	61,057	56,224	(4,833)	216,754
8211 COMMUNITY EVENTS	(2,291)	532	2,823	8,872
8214 TOURISM	4,885	1,923	(2,962)	35,000
8215 DOWNTOWN REVITALIZATION	(4,450)		4,450	60,100
8216 ECONOMIC DEVELOPMENT COMMISSION	34,171	55,716	21,545	135,274
<b>TOTAL CONSOLIDATED DEPARTMENTS</b>	<b>(4,962,160)</b>	<b>(4,797,388)</b>	<b>164,772</b>	<b>--</b>

**Town of St. Marys  
Statement of Financial Position  
April 30, 2018**

	01	30	32	51	54	55	62	63	
	<b>Operating</b>	<b>Cemetery</b>	<b>Library</b>	<b>PUC Reserve Fund</b>	<b>Development Charges</b>	<b>Parkland</b>	<b>Ontario Transit</b>	<b>Fed Gas Tax</b>	<b>Total</b>
Cash & Bank	4,330,986	6,246	47,259	51,568	45,294	106,638	180,956	22,369	4,791,316
Investments	5,160,259	516,059	-	3,127,263	1,300,599	-	-	-	10,104,180
Accounts Receivable	244,476	-	-	-	-	-	-	-	244,476
Property Taxes Receivable	3,434,903	-	-	-	-	-	-	-	3,434,903
Inventory	28,140	-	-	-	-	-	-	-	28,140
Accounts Payable	(1,116,622)	-	-	-	141,857	-	(30,294)	-	(1,005,059)
School Boards	689,448	-	-	-	-	-	-	-	689,448
Landfill Post Closure Costs	(650,821)	-	-	-	-	-	-	-	(650,821)
Long Term Debt	(9,918,974)	-	-	-	-	-	-	-	(9,918,974)
Amounts to be Recovered	10,569,795	-	-	-	-	-	-	-	10,569,795
Reserves	(8,167,781)	-	-	-	-	-	-	-	(8,167,781)
Reserve Fund	-	-	-	(3,178,831)	-	-	-	-	(3,178,831)
Deferred Revenue	-	-	(47,259)	-	(1,487,750)	(106,638)	(150,662)	(22,369)	(1,814,678)
Trusts	-	(522,305)	-	-	-	-	-	-	(522,305)
Fund Balances									
Operating	(4,962,160)	-	-	-	-	-	-	-	(4,962,160)
Capital Fund	358,352	-	-	-	-	-	-	-	358,352
	-	-	-	-	-	-	-	-	-

# MONTHLY REPORT

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

**From:** Emergency Services / Fire Department

**Date of Meeting:** 22 May 2018

**Subject:** FD 05-2018 May Monthly Report (Emergency Services)

## RECOMMENDATION

THAT FD 05-2018 May Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of May (13 April – 11 May 2018) the Fire Department responded to 17 emergency responses most notably:

- Automatic Alarms: 2 - Both in St. Marys
- Open Air Fires: 2 – 1 (St. Marys) & 1 (Perth South)
- Fire: 4 – 1 House Fire (Perth South), 1 Industrial Fire (St. Marys) 1 Grass Fire (Perth South) & 1 Tractor Fire (Perth South)
- Pre-Fire Condition: 5 – Hydro Lines down 2 (St. Marys) & 3 (Perth South)
- Carbon Monoxide Alarm: 3 – All in St. Marys
- Medical Call: 1 – St. Marys

The St. Marys Firefighters have responded to 61 calls for service (01 Jan – 11 May 18) compared to 30 emergency responses last year (1 Jan – 11 May 17).

During the month of May (13 April – 11 May 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

- Completed Part I & II Joint Health and Safety Courses
- 1 complaint
- 1 Follow up and ongoing
- 1 Safety Concern
- 1 Request
- 3 Routine
- 6 Closed

All inspections/orders with due date May 1st 2018 were completed and approved.

Fire Chief is organizing a St. Marys/Perth South Live exercise to be held on the 31st of May 2018. This Exercise has shifted its focus on setting up a Reception Centre at the Pyramid Recreation Centre. This will involve approximately 60 people including, but not limited to the St. Marys Fire, OPP, Paramedic Services, Red Cross, Victim Services, Social Services, Salvation Army, DCVI, staff from the Town of St. Marys and staff from Perth South.

3 Firefighters completed the NFPA 1041 Fire Service Instructor course on 14-15 April 2018.

Sunday, May 6, 2018 Firefighters hosted the annual Firefighters Breakfast at the St. Marys Fire Station. Over 1000 people attended the event. The firefighters wish to thank all of the local businesses and organizations that donated food, beverages and related items to help make the event a success. The turnout from the community was fantastic and the firefighters truly appreciate the tremendous support from residents and friends.

A 100 ft E-One Aerial ladder truck was brought to the St. Marys Fire Department on the 9<sup>th</sup> of May for demonstration purposes. The fire apparatus was supplied by 1200 degrees Darch Fire. The purpose was to demonstrate the vehicles capabilities to the firefighters. It also allowed the Mayor, Councillors, and CAO to come have a look at the vehicle and speak with John Darch so that he could provide them a better understanding of the type of apparatus we are looking for.

Fire Chief (through HR) has arranged to have a counselor come speak to the firefighters and their significant others about Vicarious Trauma on the 16<sup>th</sup> of May. Vicarious trauma is a term used to describe thoughts, feelings and behaviours that can result from repeated exposure to the trauma of others. Taking a proactive role is of the utmost importance by ensuring that the firefighters and their families are made aware of contributing factors, signs and symptoms of vicarious trauma. Switching our focus to the area of preventing vicarious trauma is on creating individual and workplace strategies, which are pre-trauma and ongoing. The emphasis is on constant care for self rather than reaction when things become overwhelming.

## **SPENDING AND VARIANCE ANALYSIS**

The Fire department was able to generate some revenue through the sale of Open Air Fire Permits – \$1,850.00

The Fire Department has purchased or contracted the following work:

2 Mustang Ice Commander dry suits – Cost \$ 2257.74 including tax

2 Personal Floatation Devices – Cost \$689 including tax

## **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:** Community Services

**Date of Meeting:** 22 May 2018

**Subject:** DCS 11-2018 May Monthly Report (Community Services)

## RECOMMENDATION

THAT DCS 11- 2018 May Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Services (general):

- Customer Service Development:
  - Meeting with the school board to finalize a draft reciprocal agreement to be presented to Council in June.
  - Continuing to work on the business plan for the PRC operations.
- Policies and Procedures:
  - Updating all staff manuals with regards to policies surrounding parent information to reflect changes to the Child Care and Early Years Act
- Legislative Compliance:
  - Pool/spa regulations updated and in effect July 1- working with PDHU and Operations to ensure everything is in place for the launch date

### Aquatics:

- TD Friends of the Environment Grant was approved; this enables us to work with Upper Thames Conservation Authority for a 'What lives at the quarry' plaque.
- Supervisor of Aquatics and Guest Services attended the Lifesaving Society AGM and the Area Chair Conference, focus was the launch of their updated advanced aquatic steams and the new pool and spa regulations
- Supervisor of Aquatics and Guest Services attended the Instructor Trainer update through the Lifesaving Society
- Organizing and final planning for the events at the quarry this summer
- 444 registered for spring swimming lessons, 43 registered in private lessons
- 4,115 through the Aquatics Centre in April

### Guest Services:

- Working on fall/winter programming for the pool and ice
- Recreation Master Plan regular meetings and putting recommendations and new ideas into action
- Working on the 10<sup>th</sup> anniversary day family activities and Wilkinson's evening event

## **Child Care:**

- Child Care Centre:
  - Staff are working on program documentation to communicate parents the daily learning of children.
  - Surveying parents in regards to transitioning preschool children to full day kindergarten program, to support building of skills to prepare the children for school in September.
  - Surveying parents with regards to before and after school needs for September
- Before and After School Program:
  - Preparation for Full Day Summer Program, staff orientation and training has been developed and will start the week of May 14<sup>th</sup> 2018
  - Projected enrollment for Before and After school program due to the Ministry of Education May 15, 2018

The following is a year over year comparison of fees in the school age program

Months	2017	2018
March	\$16,030.73	\$16,211.61
Full Day March Break	\$1,544.61	\$2,629.90

## **Recreation:**

- Youth Recreation:
  - Camp PRC leaders are working now to plan summer as this is 2nd year since rebranding
  - The recreation department has been asked to help out in the Little Falls Public School Carnival by doing some games on the dry pad
- Adult Recreation:
  - Finalizing recreation survey that will go out shortly
  - Ultimate Frisbee launching in June

## **Youth Services:**

- Youth Centre:
  - Awarded \$6,000 extra from United Way due to program being held in good standing and extra money available from Heinz plant project
- Youth Engagement:
  - Working in partnership, held initial meeting with DCVI principal about getting youth to submit designs for town mural project
- Perth 4 Youth:
  - Met with Vicki Lass from OMAFRA. She has asked Ciaran to become a key member in core group for all of Perth and Huron to help push project along.

## **Senior Services:**

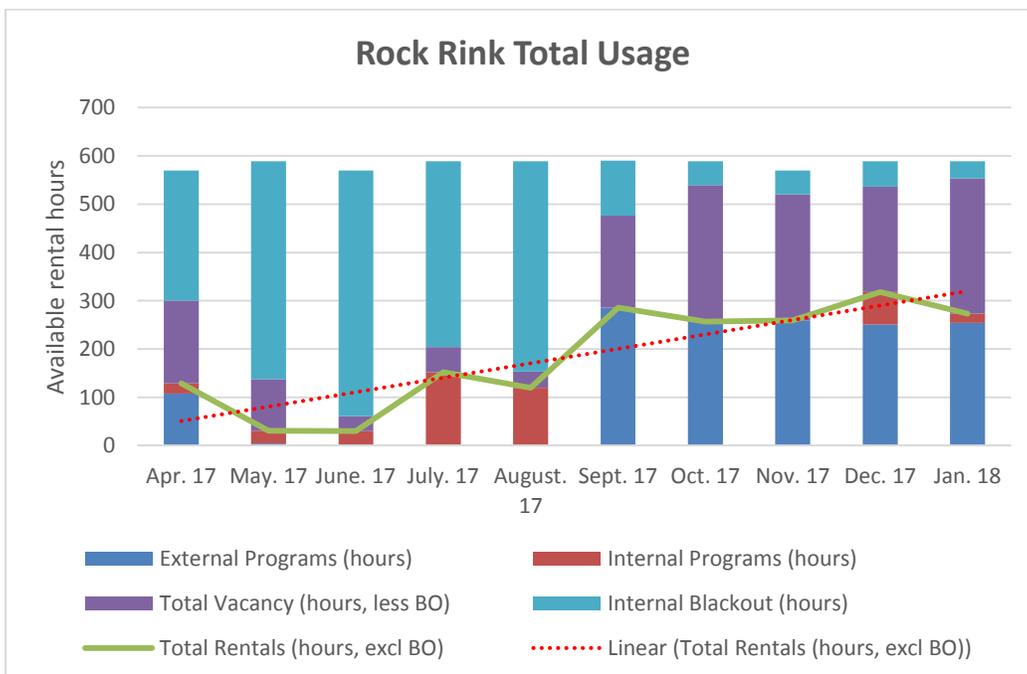
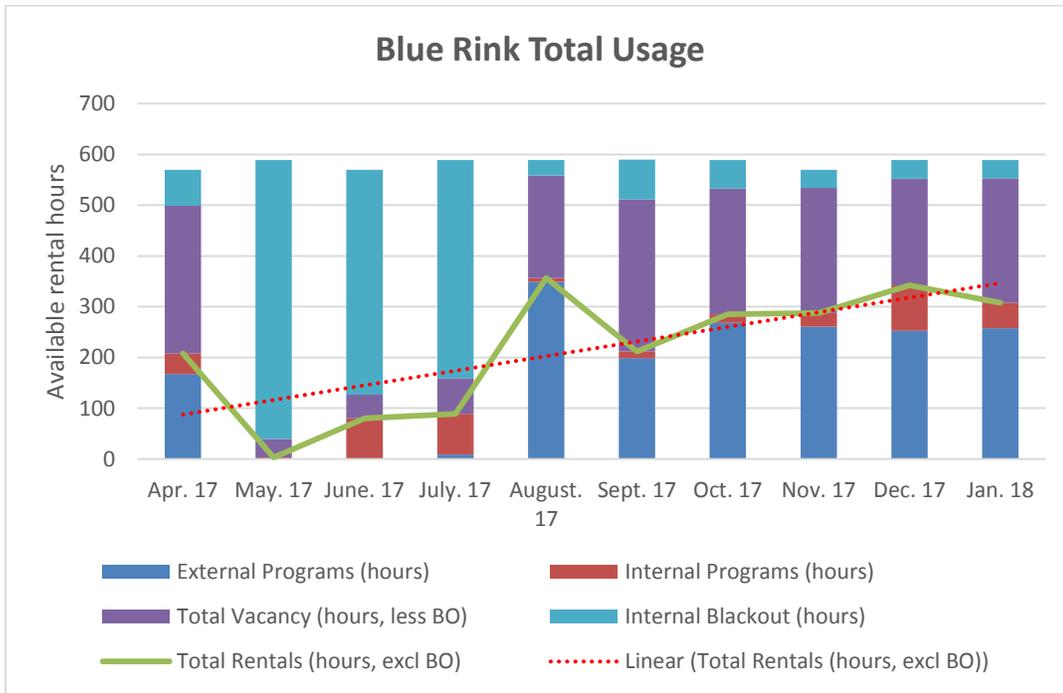
- Friendship Centre
  - The Friendship Centre hosted the annual Spring Scrap-a-ton. This event was sold out in February. Many positive comments were received from participants. This event raised over \$3,000 for Friendship Centre program. The next event will be held in September and is already sold out.

- Little Fall Public School will be donating the proceeds from the Track and Field Canteen to the Pickleball and Shuffleboard program as a thank you for teaching the youth about the sports. See attached thank you letters.
- The LIND Sportsplex Shuffleboard is open for summer shuffleboard.
- June is Seniors Month. The Friendship Centre will be hosting a BBQ on June 15
- Home Support
  - The Home Support Services year-end reporting is due May 30<sup>th</sup>. Staff are working to complete the reporting process. The annual reconciliation will be due on June 30<sup>th</sup>

## SPENDING AND VARIANCE ANALYSIS

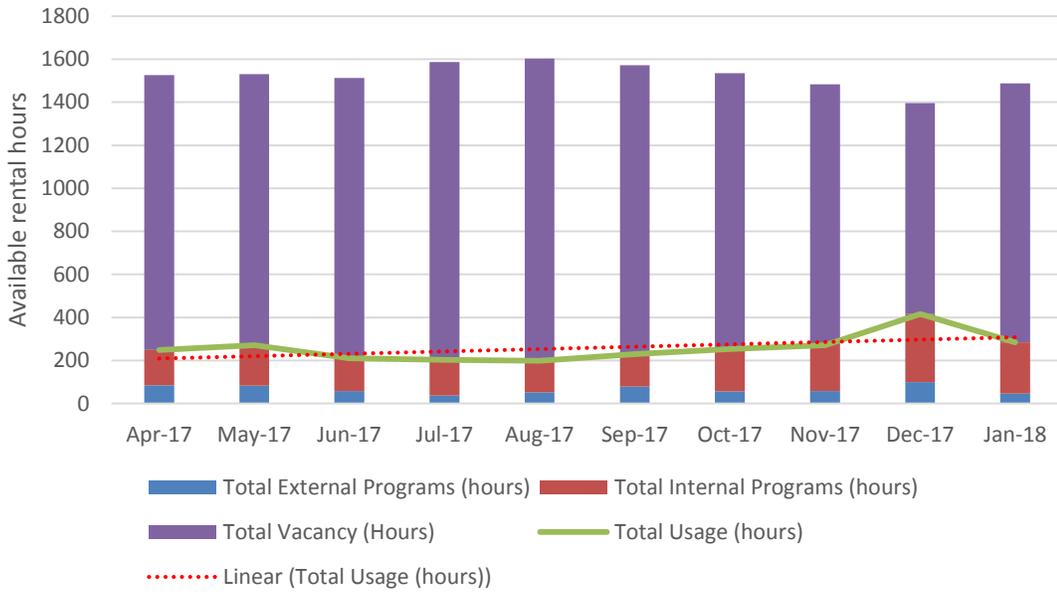
Nothing at this time.

### Usage Trends:



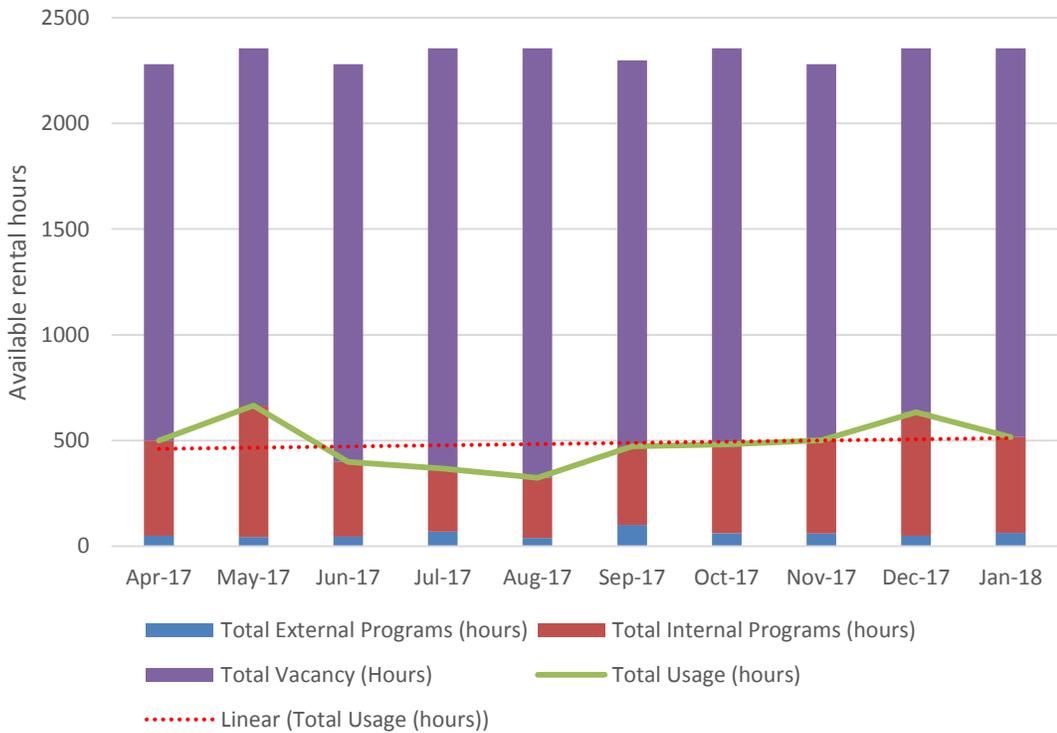
### Community Centre Total Hall Usage

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



### Fiendship Centre Total Usage

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



**REVIEWED BY**

**Recommended by the Department**

*Stephanie Ische*

Stephanie Ische  
Director of Community Services

**Recommended by the CAO**

*Brent Kittmer*

Brent Kittmer  
CAO / Clerk

# Thank you

Dear Mrs. Mikita

Thank you for letting us play pickle ball and Shuffle-board. You and the volunteers did a perfect job doing Pickle ball and shuffle board. Shuffle board and Pickle ball was very fun! Thank you for giving up your time and letting us come to the Friendship Center. Thank you for letting us come to the Friendship Center three times to let us play Pickle ball and shuffle board. I really hope that we will come and play again sometime because you were perfect. Again Thank you! For letting us come play Pickle ball and shuffle board and I really hope we will come back and play Pickle ball and shuffle board again some day.

From Connor Hall

# Thank you

Dear Mrs. Mikita - And Volunteers At Friendship Center

Thank You Mrs. Mikita for letting us go to the Friendship Center to learn how to play Pickle Ball and Shuffle Board 3 times in a row. We all appreciated going and it was fun. And now we know that Pickle Ball is like a Big game of Ping Pong or table tennis. And that Shuffle Boarding is like curling just not on ice and the house is different. Also we are thankful for going early just to set the nets up and making sure the volunteers are there. Thank You

From Isaiah Newland

# Thank you

Dear Ms. Mikta

Thank you Ms. Mikta, Thank you for organizing shuffleboard and Pickle ball. They were so so fun we all learned how to play and shuffleboard was great practice for curling. Also thank you for taking your time to come and teach us shuffle board and pickle ball once again  
**Thank you!**

Sincerely: Skylar

# Thank you

Dear MRS. MIKITA

Thank you for organizing pickle ball and shuffle board. Everytime we go over it is so fun. I am thankful for you because you helped set up pickle ball and organize all of it. It was one of the best field trips that we went on this year. I liked shuffle board because you would knock out the other teams PUCK. I also liked pickle ball because it was sort of like tennis and I like playing tennis. Thank you for everything you have done this year.

from NATE

# FORMAL REPORT

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

**Prepared by:** Stephanie Ische, Director of Community Services

**Date of Meeting:** 22 May 2018

**Subject:** **DCS 09-2018 Pickleball Lines on the Tennis Courts**

## PURPOSE

This report presents the recommendation from the Recreation and Leisure Master Plan to add pickleball lines to two existing tennis courts. During the preparation of this report the Director of Community Services had discussions with representatives of both the tennis and pickleball players to make them aware of the Master Plan recommendations and the pending report to Council. Members of both playing communities have indicated a desire to address Council during the “Public Input Period” of the agenda.

## RECOMMENDATION

THAT DCS 09-2018 Pickleball Lines on Tennis Courts be received; and

THAT Council approve Recreation and Leisure Master Plan recommendation #48, and that staff be directed to create two multi-purpose courts out of the Town’s existing tennis courts to allow for pickleball play.

## BACKGROUND

The Recreation and Leisure Services Master Plan was developed to help shape the direction for Recreation and Leisure Services for the next 10 years. The 56 recommendations are a guide to assist Council and the Town administration in its efforts to optimize current recreation services, and to plan for recreation services into the future.

At the March 27, 2018 Council meeting, Council adopted the Recreation and Leisure Plan as presented. Within this plan, there are 56 recommendations. As noted by staff at the time, as needed, the individual recommendations from the Plan would be brought forward to Council for further consideration and direction.

This report speaks to recommendation #48 –Tennis and Pickleball Courts, which recommends that the Town create additional space to play outdoor pickleball by creating two multi-purpose courts out of the Town’s existing tennis courts.

This staff report is presented to facilitate Council’s deliberation of this recommendation. Several options are presented for consideration.

## REPORT

Pickleball is a court sport played on a badminton-sized court with the net lowered to 34 inches at the center. It is played with a perforated plastic ball similar to a whiffle ball and wood or composite paddles about twice the size of ping-pong paddles. It can be played indoors or outdoors, is easy for beginners to learn – but can develop into a fast-paced, competitive game for experienced players. The game has developed a reputation for its friendly and social nature.

Pickleball can be played as singles or doubles. New players can learn the game quickly in a single session. No special apparel is needed – just something comfortable and appropriate for a court sport. Equipment is inexpensive and easily portable. The game can be played by all ages and is particularly popular in school Physical Education programs and the older adult population.

In St. Marys, Pickleball play is a fast growing recreation opportunity that is mostly played in the daytime hours. Currently, the Friendship Centre offers a Pickleball program for active adults at the Pyramid Recreation Centre twice a week, along with one evening program at St. Marys D.C.V.I. year round. The development of this program has helped to identify the demand and potential growth of this sport with the municipality. Pickleball members in St. Marys have tripled in size to 52 members over the past three years and staff anticipate this growth to continue because this is a low impact sport that is popular amongst retirees.

The pickleball participant numbers only account for those who register for the program with the Friendship Centre. We have also learned that many residents currently travel outside of St. Marys to fulfill their needs for outdoor play. Staff continue to see an interest in learning this fast growing sport not only from the older adult generation, but a growing interest from all schools. Currently Little Falls students come to the Friendship Centre to learn and play this sport. DCVI has borrowed the pickleball equipment so they can teach teens, from their location, this sport.

The Recreation Master Plan discusses the Town's future needs for recreation facilities, with a section dedicated to tennis courts and pickleball courts. As a part of this discussion, the Recreation and Leisure Master Plan noted that a normal standard to apply to a community is one tennis court per 4,000 to 6,000 residents to determine the overall supply need of tennis courts. Further, from a tennis club perspective, a provision target of one club court for every 100 members is generally used to ensure there is a sufficient number of club courts available. Within the Master Plan report, it was noted that there are currently 45 tennis club members and 52 pickleball members.

Given these standards the Recreation Master Plan found the Town to have an oversupply of tennis courts, and noted that an additional pickleball court would benefit the community as a whole by allowing residents the ability to play within the Town not needing to leave the town boundaries.

Within the Recreation Master Plan there is a further discussion about the benefits and cost efficiencies of multi-sport courts and facilities. When building or restructuring any recreation facilities today it is important to be mindful and evaluate opportunities to increase multi-purpose space. This helps create flexibility to meet the needs of the greatest number of visitors from the widest variety of athletic interests. The purpose of multi-purpose space is to optimize the overall facility space, promoting the most efficient use of building space.

The idea of transforming one or two of the existing tennis courts into multi-use courts with pickleball lines was reviewed during the public engagement portion of the Recreation Master planning process. It was noted during the public consultation sessions that local tennis players did not wish to have pickleball lines painted on the existing courts. It was the preference of the tennis community to have separate pickleball courts constructed for this growing sport. In interest in access to a wintertime facility was also expressed by the tennis players. This is very much a possibility. The Town could purchase a portable net to be used at DCVI or the Community Centre and delineate a court for tennis using taped lines. This mirrors the approach of wintertime play for pickleball.

On the other side of the conversation, during the consultation with Monteith Brown the pickleball players asked for the ability to utilize a couple of the existing tennis courts.

Ultimately, the Recreation Master Plan makes the following recommendation:

*Delineate playing boundaries for pickleball on two of the existing tennis courts (tennis court lines are to remain). Consideration should be given to using a distinct boundary colour to differentiate playing areas in order to avoid confusion between the two sports as well as installing a strap system to allow the net to be adjusted. The Town should subsequently monitor utilization, as well as work with the St. Marys Social Tennis Club and pickleball players to ensure that game*

*scheduling does not conflict between the two activities, particularly during tournaments and special events. The need to expand the supply of outdoor tennis and pickleball courts should be evaluated during an update to the Master Plan, which should be based on court usage and demand.*

This recommendation was made by the consultants because this is a more cost effective approach than constructing new pickle ball courts considering the normal supply standards that are applied to communities, and considering the specific membership numbers for tennis and pickleball in St. Marys.

Staff are now seeking direction from Council on how to move forward on this Master Plan recommendation. Staff have presented a number of options to help facilitate Council's direction:

**1. Option one- Do nothing:**

Leave the tennis courts as they are; do not paint any additional lines; continue pickleball play at the Friendship Center. The advantage of this option is that there would be no cost to the municipality. However, this option does not solve the problem of finding an additional location for pickleball players to play as recommended in the Master Plan.

**2. Option two-Paint lines on two of the existing tennis courts:**

Per recommendation #48 within the Recreation and Leisure Master Plan, paint two of the existing four tennis courts. The cost of this option is \$1,000 that can be accommodated within the 2018 operating budget.

Attached to this report is a picture of a tennis court with pickle ball lines so that Council can see what the finished product looks like with yellow lines or baby blue lines.

The advantage of this option is cost efficiency by creating a multi-purpose facility. This option would allow both racket sports the ability to play at this location. By providing the opportunity for both sports to be played outside, the goal is to raise the profile of both sports, while further increasing the use of the existing facility. By making two of the four tennis courts multi-purpose courts it would allow tennis the ability to continue to play on four courts and pickleball would have the ability to play on two courts. Should option two be selected, the company that originally resurfaced the courts would be hired to install the new lines.

A concern with this approach is conflicting times of play. Presently, the courts remain open for any residents to utilize many hours of the day, and no user fees are charged by the Town. Currently, the Town respects an arrangement with the St. Marys Social Tennis Group, and blocks off two evenings a week (Tuesday and Thursday) for play and posts these blackout times at the facility. The pickleball players intend to work around the committed times that tennis would use the courts so that there would be no interference in play times between the two groups.

**3. Option three-Build standalone pickleball courts:**

In this option the Town would construct a standalone pickle ball facility. The advantage of this option is that there would be no conflict of play concerns, and both user groups would have their own dedicated facility.

This option is the highest cost option, with capital construction costs forecasted to be \$125,000 - \$150,000 not including the cost to purchase land (if necessary) or the cost of lights.

As noted, the Master Plan does not recommend this approach because the Town currently has an oversupply of tennis courts based on industry benchmarks and standards.

**SUMMARY**

Playing either tennis or pickleball regularly will surely help you stay fit and healthy. Racket sports offer something other fitness sports do not, lateral movement. This is a benefit as it helps improve balance and weight shifting which can lower risk of falls. These kinds of activities are also good for your mind.

From a cognitive standpoint, it sharpens your planning and decision-making skills as you constantly anticipate and execute your next shot.

The Recreation Master Plan recommends that the Town provide two outdoor pickleball courts by adding playing lines onto two existing tennis courts. This recommendation was made by the consultants because this is a more cost effective approach than constructing new pickle ball courts considering the normal supply standards that are applied to communities, and considering the specific membership numbers for tennis and pickleball in St. Marys. This strategy responds to pressures for outdoor pickleball courts as it enhances the use of existing municipal recreation facilities, which is one of the primary objectives of the Recreation Master Plan.

## **FINANCIAL IMPLICATIONS**

- Option one: no financial impact.
- Option two: \$1,000 for line painting.
- Option three: unknown at this time, but forecasted to be \$125,000 - \$150,000 (not including the cost of land or the cost of lights)

## **STRATEGIC PLAN**

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #4: Culture and Recreation – Recreation Services Master Plan:
    - Outcome: Assessing the real needs of residents in terms of providing the right fit for recreation services provided by the Town will require contracting out for a consultant who specializes in this area given the exhaustive analysis to be performed in providing key recommendations.
    - Tactic: Secure a consultant to complete a recreation master plan, implement the key recommendations as required, develop an inclusion policy, and review the long term effectiveness of the recreation master plan at key points in time to ensure currency and fit with the Town's priorities.

## **OTHERS CONSULTED**

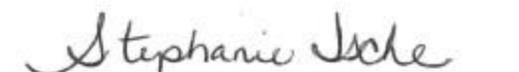
Recreation and Leisure Master Plan  
All Lined Up  
St. Marys Social Tennis Club  
Pickleball Group

## **ATTACHMENTS**

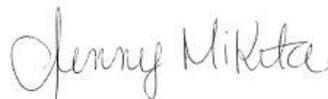
Pictures of pickleball lines painted on tennis courts.

## **REVIEWED BY**

### **Recommended by the Department**



Stephanie Ische  
Director of Community Services



Jenny Mikita  
Senior Services Supervisor

### **Recommended by the CAO**



Brent Kittmer, CAO / Clerk



Pickleball lines painted yellow



Pickleball lines painted baby blue

**BY-LAW 50-2018**

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

Being a By-law to amend by-law 33 of 1987, a by-law designating 5 James Street North, Town of St. Marys, to be of architectural, associative and historical value or interest, as amended by By-law 39 of 2017 (Schedule A).

**WHEREAS:** Section 30.1 of the *Ontario Heritage Act, RSO 1990, c o.18*, as amended, authorizes the Council of a municipality to amend a by-law designating property made under section 29 of the same Act;

**AND WHEREAS:** The purpose of the proposed amendment is to (a) clarify or correct the statement explaining the property’s cultural heritage value or interest, or the description of the property’s heritage attributes, to correct the legal description of the property, or to otherwise revise the language of the by-law to make it consistent with the requirements of the Act or the regulations;

**AND WHEREAS:** The Corporation of the Town of St. Marys has consulted with its municipal heritage committee regarding the proposed amendment;

**AND WHEREAS:** The Corporation of the Town of St. Marys, being the owner of 5 James Street North, does not object to the proposed amendment;

**THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:

1. Schedule “A” is hereby deleted and replaced with the Statement of Designation for 5 James Street North set out in Schedule “A” attached hereto.
2. Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
3. The Chief Administrative Officer / Clerk is hereby authorized and directed to provide a copy of this by-law to the Ontario Heritage Trust.

Read a first and second time this 22<sup>nd</sup> day of May, 2018.

Read a third and final time and passed this 22<sup>nd</sup> day of May, 2018.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 51-2018**

**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 Alpha Laval.**

- WHEREAS:** The Corporation of the Town of St. Marys commissioned a large capital project at the Wastewater Treatment Plant in 2009 which consisted of a major process change and large scale modification to the Biosolids handling process involving a centrifuge unit;
- AND WHEREAS:** The centrifuge requires routine maintenance to ensure its continued operation which has been provided by Alpha Laval as the original equipment supplier of the unit and as such is recommended as the sole source maintenance rebuild provider;
- AND WHEREAS:** At Council's regular meeting on May 22, 2018 it approved the sole source procurement of services;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Alpha Laval 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 Alpha Laval.
  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 22<sup>nd</sup> day of May, 2018.**

**Read a third and final time and passed this 22<sup>nd</sup> day of May, 2018.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 52-2018**

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

**Being a By-law to assume infrastructure as described in a Development Agreement with Grand Trunk Countryside Estates Ltd., Registered Plan 44M-18.**

**WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into a Development Agreement with Grand Trunk Countryside Estates Ltd. by by-law 13 of 2004 for the purpose of developing Guest Court and Millson Crescent;

**AND WHEREAS:** The owner of Grand Trunk Countryside Estates Ltd. has applied to St. Marys to assume the infrastructure within said subdivision;

**THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts:

- 1.** That infrastructure as listed in Schedule "C" of the February 6, 2004 Development Agreement with Grand Trunk Countryside Estates Ltd. including sanitary sewers; storm sewers; water system of mains, valves, hydrants, and services; boulevard areas; public sidewalks; water management retention pond; street signs; boulevard trees; electrical wiring, transformers, switch gear, street lighting facilities, and other electrical appurtenances is assumed by the Corporation of the Town of St. Marys.
- 2.** This by-law comes into force on the final passing thereof.

**Read a first and second time this 22<sup>nd</sup> day of May, 2018.**

**Read a third and final time and passed this 22<sup>nd</sup> day of May, 2018.**

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Mayor Al Stratheedee

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Brent Kittmer, CAO / Clerk

**BY-LAW 53-2018**

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

Being a By-law to open Guest Court and Millson Crescent as described on Registered Plan 44M-18 as public highways.

**WHEREAS:** The *Municipal Act, 2001, S.O. 2001, c.25*, as amended, Section 31(2), requires a municipality to establish by by-law a public highway;

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into a Development Agreement with Grand Trunk Countryside Estates Ltd. by by-law 13 of 2004 which authorized the transfer of lands to be known as Guest Court and Millson Crescent to the Town of St. Marys for the purpose of constructing and opening Guest Court and Millson Crescent;

**AND WHEREAS:** The owner of Grand Trunk Countryside Estates Ltd. has applied to St. Marys to assume the roadways;

**THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts:

1. That Guest Court on Registered Plan 44M-18 is hereby opened as a public highway pursuant to the said Development Agreement.
2. That Millson Court on Registered Plan 44M-18 is hereby opened as a public highway pursuant to the said Development Agreement.
3. This by-law comes into force on the final passing thereof.

Read a first and second time this 22<sup>nd</sup> day of May, 2018.

Read a third and final time and passed this 22<sup>nd</sup> day of May, 2018.

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 54-2018**

**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 May 22, 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 22<sup>nd</sup> day of May, 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 22<sup>nd</sup> day of May, 2018.

Read a third and final time and passed this 22<sup>nd</sup> day of May, 2018.

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk