



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

June 26, 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 June 26, 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 Application Z01-2018, 45 Thames Road North, St. Marys**

Please see Staff Report DEV 28-2018 for further information.

**RECOMMENDATION**

**THAT** the June 26, 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 45 Thames Road North be opened at \_\_\_\_pm.

**RECOMMENDATION**

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

**THAT** the June 26, 2018 regular Council meeting reconvene at \_\_\_\_pm.

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - June 12, 2018**

**8**

**RECOMMENDATION**

**THAT** the June 12, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**6.2 Strategic Priorities Committee - June 19, 2018**

**24**

**RECOMMENDATION**

**THAT** the June 19, 2018 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk; and

**THAT** Items 5.1 and 5.2 be raised for discussion.

**RECOMMENDATION**

**THAT** the Pyramid Recreation Centre Business Plan be approved.

**RECOMMENDATION**

**THAT** the draft Council Code of Conduct be accepted and referred to the Town's Integrity Commissioner for review.

## **7. CORRESPONDENCE**

- 7.1 Upper Thames River Conservation Authority re: Response to May 9, 2018 Letter 27**

### **RECOMMENDATION**

**THAT** the correspondence from Upper Thames River Conservation Authority regarding response to May 9, 2018 letter regarding UTRCA operations and management inquiries be received.

- 7.2 Front Porch Show re: Insurance Coverage 33**

Please see CAO 24-2018 June Monthly Report (Administration and HR) for comments received from Frank Cowan (Town Insurer) related to this request.

### **RECOMMENDATION**

**THAT** the correspondence from the Front Porch Show regarding insurance coverage be received; and

**THAT** Council denies the request for the Front Porch Show to be a Town event.

## **8. STAFF REPORTS**

- 8.1 Building and Development Services**

- 8.1.1 DEV 27 2018 June Monthly Report (Building and Development) 34**

### **RECOMMENDATION**

**THAT** DEV-27 2018 June Monthly Report (Building and Development) be received for information.

|       |  |    |
|-------|--|----|
| 8.1.2 | <b>DEV 28-2018 Application for Zoning By-law Amendment (Z01-2018) 45 Thames Road North</b> | 37 |
|-------|--|----|

**RECOMMENDATION**

**THAT** DEV 28-2018 Application for Zoning By-law Amendment (Z01-2018) 45 Thames Road North be received; and

**THAT** Council approve the Zoning By-law Amendment Application for 45 Thames Road North on the basis that no significant concerns are raised by the public or members of Council at the statutory public meeting; and

**THAT** Council enact Zoning By-law Z127-2018 for 45 Thames Road North.

**8.2 Public Library**

|       |  |    |
|-------|--|----|
| 8.2.1 | <b>CEO 01-2018 Library Internal Redesign</b> | 48 |
|-------|--|----|

**RECOMMENDATION**

**THAT** Council approve the funding request from the St. Marys Public Library Board for up to \$50,000 to maximize the current Library Space in conjunction with the carpet and paint renovation in September, 2018.

**8.3 Administration and Human Resources**

|       |   |    |
|-------|---|----|
| 8.3.1 | <b>CAO 24-2018 June Monthly Report (Administration and Human Resources)</b> | 58 |
|-------|---|----|

**RECOMMENDATION**

**THAT** CAO 24-2018 June Monthly Report (Administration and Human Resources) be received for information.

|       |  |    |
|-------|--|----|
| 8.3.2 | <b>HR 01-2018 Council Remuneration</b> | 62 |
|-------|--|----|

**RECOMMENDATION**

**THAT** HR 01-2018 Council Remuneration be received.



## **8.4 Corporate Services**

### **8.4.1 COR 17-2018 June Monthly Report (Corporate Services) 105**

#### **RECOMMENDATION**

**THAT** COR 17-2018 June Monthly Report (Corporate Services) be received for information.

## **8.5 Finance**

### **8.5.1 FIN 12-2018 June Monthly Report (Finance) 110**

#### **RECOMMENDATION**

**THAT** FIN 12-2018 June Monthly Report (Finance) be received for information.

### **8.5.2 FIN 13-2018 Annual Insurance Renewal 113**

#### **RECOMMENDATION**

**THAT** FIN 13-2018 Annual Insurance Renewal be received; and

**THAT** Council approve the renewal of the 2018 insurance policy with Frank Cowan Company.

## **8.6 Fire and Emergency Services**

### **8.6.1 FD 07-2018 June Monthly Report (Emergency Services) 115**

#### **RECOMMENDATION**

**THAT** FD 07-2018 June Monthly Report (Emergency Services) be received for information.

### **8.6.2 FD 08-2018 Fire Prevention Officer Duties and Responsibilities 117**

#### **RECOMMENDATION**

**THAT** FD 08-2018 Fire Prevention Officer Duties and Responsibilities be received for information.

## **8.7 Community Services**

### **8.7.1 DCS 14-2018 June Monthly Report (Community Services) 124**

#### **RECOMMENDATION**

**THAT** DCS 14-2018 June Monthly Report (Community Services) be received for information.

## **8.8 Public Works**

### **8.8.1 PW 35-2018 June Monthly Report (Public Works) 129**

#### **RECOMMENDATION**

**THAT** PW 35-2018 June Monthly Report (Public Works) be received for information.

### **8.8.2 PW 38-2018 Service Club Sign Application 133**

#### **RECOMMENDATION**

**THAT** PW 38-2018 Service Club Sign Applications be received;  
and

**THAT** Council approve the St. Marys Community Players application to install a logo sign on each of the Service Club Sign structures.

## **9. EMERGENT OR UNFINISHED BUSINESS**

## **10. NOTICES OF MOTION**

## **11. BY-LAWS**

### **11.1 By-Law Z127-2018 Zoning By-law Amendment for 45 Thames Road North 136**

#### **RECOMMENDATION**

**THAT** By-Law Z127-2018, being a by-law to amend the Zoning By-law, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**12. UPCOMING MEETINGS**

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

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

**13. CONFIRMATORY BY-LAW**

138

**RECOMMENDATION**

**THAT** By-Law 62-2018, being a by-law to confirm the proceedings of June 26, 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.

**14. ADJOURNMENT**

**RECOMMENDATION**

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



## **MINUTES Regular Council**

June 12, 2018  
6:00pm  
Council Chambers, Town Hall

Council Present: Deputy Mayor Craigmile (Acting Chair)  
Councillor Osborne  
Councillor Van Galen  
Councillor Winter  
Councillor Pope  
Councillor Hainer

Council Regrets: Mayor Strathdee

Staff Present: Brent Kittmer, CAO / Clerk  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Trisha McKibbin, Director of Corporate Services  
Jenny Mikita, Senior Services Supervisor  
Jeff Wolfe, Asset Management and Engineering Specialist  
Morgan Dykstra, Public Works Coordinator  
Susan Luckhardt, Planning Coordinator  
Jenna McCartney, Deputy Clerk

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

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

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

Councillor Hainer declared pecuniary interest for agenda item 9.2.9 – Planning Advisory Committee Minutes and 9.2.9.1 – Recommendation to Proceed to Statutory Public Meeting.

Councillor Osborne declared pecuniary interest for agenda item 5.1 - Public Meeting for the Removal of Holding Symbols for Lots 30, 31, 32 and 33 Plan 44M-64 (Emily Street).

Councillor Osborne declared pecuniary interest for agenda item 8.1.2 – DEV 25-2018 Application for Removal of Holding Symbols (Z05-2018) 247, 243, 239 &

235 Emily Street Lots 30, 31, 32, & 33, Registered Plan 44M-64 Town of St. Marys.

Councillor Osborne declared pecuniary interest for agenda item 12.6 - BY-LAWS By-law Z126-2018 Remove Holding Symbols for 247, 243 and 239 Emily Street.

Councillor Van Galen declared pecuniary interest for agenda item 14.4 – CAO 23-2018 CONFIDENTIAL Enterprise Drive Land Sale.

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

Brent Kittmer provided an update to Council that there will not be a public meeting tonight under item 5.1 as it is not legislated. However, Staff Report DEV 25-2018 will address the matter of an application to remove holding symbols for 247, 243, 239 and 235 Emily Street.

#### **Resolution 2018-06-12-01**

**Moved By** Councillor Pope

**Seconded By** Councillor Hainer

**THAT** the June 12, 2018 regular Council meeting agenda be accepted as amended.

**CARRIED**

### **4. PUBLIC INPUT PERIOD**

Andrew Atlin, 238 Queen Street East, stated his concern with the ongoing conversation related to heavy truck traffic in St. Marys. Mr. Atlin stated that \$3 million, 26% of the tax levy, can be attributed to commercial and industrial taxes in St. Marys. Further, 2,500 people are employed in St. Marys by companies that require the heavy trucks for the purpose of conducting business. He acknowledged that Council has listened to the public's concerns of heavy truck traffic and has implemented a number of recommendations from the Concerned Citizen's Against Heavy Truck Traffic (CCAHTT). Mr. Atlin suggested that it is time for Council to move on from this matter.

Mr. Atlin stated his concern related to the cost of the line painting to two of the existing racquet courts in St. Marys. Mr. Atlin asked Council to consider seeking a capital contribution from the Social Pickleball Club that would repay the cost of the line painting.

Paul Dunseith, 482 Elizabeth Street, wished to speak to proposed By-law 58-2018 and its relevance to overnight truck parking in Town.

Mr. Dunseith stated that in his opinion there have never been concerns raised about overnight truck parking at the Pyramid Recreation Centre. He is concerned that the Town did not consult with current individuals who use municipal facility parking lots for the purpose of overnight parking of trucks. He asked that Council reconsider the proposed by-law to include overnight truck parking at the Pyramid Recreation Centre.

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

### **5.1 Public Meeting for the Removal of Holding Symbol for Lots 30, 31, 32 and 33 Plan 44M-64 (Emily Street)**

Public meeting not held as it is not a legislative requirement for removing holding symbols from lots. Consideration of the matter is discussed within the presentation of Staff Report DEV 25-2018.

### **5.2 United Way Perth Huron re: Understanding and Addressing Local Needs**

Mr. John McGarry, St. Marys Committee Chair, and Ryan Erb, Executive Director of United Way Perth Huron, spoke to the United Way Perth Huron delegation and responded to questions from Council.

#### **Resolution 2018-06-12-02**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

**THAT** the presentation from United Way Perth Huron regarding Understanding and Addressing Local Needs be received.

**CARRIED**

### **5.3 Kevin Luckhardt re: Traffic and Parking By-law**

Kevin Luckhardt spoke to the Traffic and Parking By-law delegation and responded to questions from Council.

#### **Resolution 2018-06-12-03**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Osborne

**THAT** the delegation from Kevin Luckhardt regarding the proposed Traffic and Parking By-law be received.

**CARRIED**

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - May 22, 2018**

#### **Resolution 2018-06-12-04**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Pope

**THAT** the May 22, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

### **6.2 Special Meeting of Council - May 23, 2018**

#### **Resolution 2018-06-12-05**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pope

**THAT** the May 23, 2018 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

### **6.3 Special Meeting of Strategic Priorities Committee - May 28, 2018**

#### **Resolution 2018-06-12-06**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** the May 28, 2018 special meeting of the Strategic Priorities Committee minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

## **7. CORRESPONDENCE**

### **7.1 Herman Veenendaal re: Fireworks**

Council discussed the correspondence and the applicable by-law.

#### **Resolution 2018-06-12-07**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

**THAT** Staff be directed to research a by-law that regulates and prohibits fireworks using current legislation and reduces the period of time that permits setting of fireworks.

**DEFEATED**

**Resolution 2018-06-12-08**

**Moved By** Councillor Winter

**Seconded By** Councillor Van Galen

**THAT** the correspondence from Herman Veenendaal regarding fireworks be received.

**CARRIED**

**7.2 CN re: CN in your Community Publication**

**Resolution 2018-06-12-09**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** the correspondence from CH regarding the 2018 edition of CN in your Community publication be received.

**CARRIED**

**7.3 Stratford General Hospital Foundation re: Acknowledgement of Donation**

**Resolution 2018-06-12-10**

**Moved By** Councillor Hainer

**Seconded By** Councillor Osborne

**THAT** the correspondence from Stratford General Hospital Foundation regarding an acknowledgement of donation be received.

**CARRIED**

**7.4 Alcohol and Gaming Commission of Ontario re: Notice of Extension of Hours for 2018 FIFA World Cup**

**Resolution 2018-06-12-11**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Hainer



**THAT** the correspondence from the Alcohol and Gaming Commission of Ontario regarding Notice of Extended Hours of Service during the 2018 FIFA World Cup be received.

**CARRIED**

## **8. STAFF REPORTS**

### **8.1 Building and Development Services**

#### **8.1.1 DEV 24-2018 Site Plan Agreement, 121 Ontario Street South, Rick Murphy Holdings Ltd**

Susan Luckhardt spoke to DEV 24-2018 report and invited the applicants, Rick and Melanie Murphy, to address Council. Mr. and Mrs. Murphy responded to questions from Council.

##### **Resolution 2018-06-12-12**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Hainer

**THAT** DEV 24-2018 Site Plan Agreement, 121 Ontario Street South, Rick Murphy Holdings Ltd. be received; and

**THAT** Council authorize Mayor and Clerk on behalf of the Town of St. Marys to enter into a Site Plan Agreement between the Town of St. Marys and Rick Murphy Holdings Ltd; and

**THAT** Council enact By-law 59-2018 authorizing the Mayor and the Clerk to sign a Site Plan Agreement with Rick Murphy Holdings Ltd.

**CARRIED**

#### **8.1.2 DEV 25-2018 Application for Removal of Holding Symbols (Z05-2017)247, 243, 239 & 235 Emily Street Lots 30, 31, 32 & 33, Registered Plan 44M-64Town of St. Marys**

Councillor Osborne declared a conflict on this item and vacated his seat at the Council table.

Deputy Mayor Craigmile stated "The Zoning By-law Amendment is being considered in accordance with Sections 34 and 36 of the Planning Act, RSO 1990.

The proposed amendment, initiated by the owner of the subject lands, affects property in the Town of St. Marys described as 247,

243, 239 and 235 Emily Street (Lots 30, 31, 32 and 33 of Registered Plan 44M-64). The “R3-11-H<sub>3</sub>” Zone that currently applies to these lands permits the development of these lots for single detached dwellings. To ensure safe vehicular movements along Emily Street, the (H<sub>3</sub>) holding provision can not be removed until it is demonstrated, to the Town’s satisfaction, that the sightlines associated with the Emily Street underpass are adequate for safe vehicular movements in terms ingress and egress to the subject lands. Until the holding symbol is removed, permitted uses are limited to lawfully existing uses.

The Owner has submitted information to the Town to address the condition associated with the H<sub>3</sub> holding provision (see discussion in DEV 25-2018, Item 8.1.2 of tonight’s agenda) and has requested that Council adopt a Zoning By-law Amendment to remove the “H” zone symbols. The removal of the holding symbols from the lands affected by the By-law would have the effect of permitting development in accordance with the “Residential Zone Three (R3-11)” Zone provisions.

I will now ask Mr. Kittmer to advise of notice requirements and how notice was provided."

CAO / Clerk Brent Kittmer stated "The owner may make an application to Council once the condition of the “H” zone symbol is satisfied. The typical 20-day notice and circulation process do not apply when Council is considering the removal of a Holding symbol. Council only needs to give notice of its intention to pass the amending by-law to the owner of the lands and any person or public body that provided the Town Clerk with a written request for notice. In this case, the owner is the only person required to be notified. The notice was sent to the owner on June 4, 2018 as prescribed.

While this matter is being dealt within a meeting held in public, it is part of the regular Council meeting and not a “Public Meeting” under the Planning Act and as such, Council is not required to hear submissions in support of or in opposition to the request.

The appeal process is also different. Only the owner of the subject property may appeal Council’s decision and would do so if Council

refuses to adopt the Zoning By-law Amendment. The neighbours or other persons do not have the right to appeal Council's decision."

Susan Luckhardt, Planning Coordinator, spoke to DEV 25-2018 report and invited Craig Linton to address Council.

Craig Linton representing the applicant addressed Council and asked Council to consider including Lot 33 within the approval for removing the Holding "H" symbol based on the information provided in the technical memorandum from the Engineer responsible for the reconstruction of Emily Street that occurred in 2017.

**Resolution 2018-06-12-13**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

**THAT** DEV 25-2018 Application for Removal of Holding Symbols (Z05-2017) be received; and

**THAT** Council enact Zoning By-law Z126-2018 to remove the Holding "H" symbols from the properties known as 247, 243 and 239 Emily Street (Lots 30, 31, and 32 of Plan 44M-64); and

**THAT** Council enact Zoning By-law Z126-2018 to remove the Holding "H" symbols from the property known as 235 Emily Street (Lot 33 of Plan 44M-64), and

**THAT** the property owner satisfy the following requirements prior to receiving a building permit for Lot 33:

- a "hidden driveway" sign be installed on the south side of the overpass warning northbound traffic of the potential hazard; and
- a one-foot reserve be placed on the southerly 10 metres of lot frontage of Lot 33 so that the driveway entrance could not be installed any closer to the Emily Street over pass than what was assessed in the sight line analysis.

**CARRIED**

**8.1.3 DEV 26-2018 Request for Sign Variance (6 Jones Street East)**

Councillor Osborne returned to his seat at the Council table.

Brent Kittmer, on behalf of Grant Brouwer, spoke to DEV 26-2018 report and responded to questions from Council.

**Resolution 2018-06-12-14**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** DEV 26-2018 Request for Sign By-law Variance (6 Jones Street East) report be received; and,

**THAT** Council approve a variance to the Town of St. Marys Sign By-Law for 6 Jones Street East.

**CARRIED**

**8.2 Administration and Human Resources**

**8.2.1 CAO 22-2018 Prohibit and Regulate Activities at St. Marys Quarries By-law**

Brent Kittmer spoke to CAO 22-2018 report and responded to questions from Council.

**Resolution 2018-06-12-15**

**Moved By** Councillor Pope

**Seconded By** Councillor Hainer

**THAT** CAO 22-2018 Prohibit and Regulate Activities at St. Marys Quarries By-law be received; and

**THAT** Council approve By-Law 57-2018, being a by-law to prohibit and regulate activities at the St. Marys Quarries.

**CARRIED**

**8.3 Corporate Services**

**8.3.1 COR 16-2018 Video Surveillance Policy**

Trisha McKibbin spoke to COR 16-2018 report and responded to questions from Council.

**Resolution 2018-06-12-16**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

**THAT** COR 16-2018 Video Surveillance Policy be received; and

**THAT** By-law 60-2018 being a by-law to approve a Municipal Video Surveillance Policy be approved.

**CARRIED**

**Resolution 2018-06-12-17**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pope

**THAT** Council direct Staff to conduct a video surveillance assessment at Cadzow Park and present the findings to Council at a future meeting.

**CARRIED**

**8.4 Community Services**

**8.4.1 DCS 12-2018 Follow-Up: Pickleball Courts on the Tennis Courts**

Stephanie Ische spoke to DCS 12-2018 report and responded to questions from Council.

**Resolution 2018-06-12-18**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pope

**THAT** DCS 12-2018 Follow-Up: Pickleball Courts 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 based on the common agreement described in staff report DCS 12-2018.

**Amendment:**

**Resolution 2018-06-12-19**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

**THAT** resolution 2018-06-12-18 be amended to include the following **THAT** statement:

**THAT** Staff draft a capital contribution agreement with the Social Pickleball Club to recoup a minimum contribution of the full cost initially incurred by the Town of St. Marys to delineate two pickleball courts at the tennis facility.

**CARRIED**

**Resolution 2018-06-12-18**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

**THAT** DCS 12-2018 Follow-Up: Pickleball Courts 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 based on the common agreement described in staff report DCS 12-2018; and

**THAT** Staff draft a capital contribution agreement with the Social Pickleball Club to recoup a minimum contribution of the full cost initially incurred by the Town of St. Marys to delineate two pickleball courts at the tennis facility.

**CARRIED**

**8.4.2 DCS 13-2018 Home Support Services Declaration of Compliance**

Council recessed at 8:20pm.

Deputy Mayor Craigmile called the meeting back to order at 8:28pm.

Stephanie Ische spoke to DCS 13-2018 report and responded to questions from Council.

**Resolution 2018-06-12-20**

**Moved By** Councillor Pope

**Seconded By** Councillor Hainer

**THAT** DCS 13- 2018 Home Support Services Declaration of Compliance be received; and,

**THAT** Council authorize the Chief Administrative Officer to sign the South West Local health Integration Network Declaration of Compliance for the reporting period of April 1, 2017 to March 31, 2018.

**8.5 Public Works**

**8.5.1 PW 36-2018 Industrial Waste Surcharge Program**

Jed Kelly spoke to PW 36-2018 report and responded to questions from Council.

**Resolution 2018-06-12-21**

**Moved By** Councillor Hainer

**Seconded By** Councillor Osborne

**THAT** Report PW 36-2018 Industrial Waste Surcharge Program be received; and

**THAT** Council direct Staff to proceed with the Industrial Waste Surcharge Program transition.

**CARRIED**

**8.5.2 PW 32-2018 Traffic, Parking and Boulevard Maintenance By-law**

Jed Kelly spoke to PW 32-2018 report and responded to questions from Council.

Council discussed the Town's options for dealing with one-off parking situations.

Council discussed the permit system fee for truck parking at municipal facility parking lots.

**Resolution 2018-06-12-22**

**Moved By** Councillor Osborne

**Seconded By** Councillor Pope

**THAT** PW 32-2018 Traffic, Parking and Boulevard Maintenance By-law report be received; and,

**THAT** Council approve the following recommendations from the Strategic Priorities Committee:

1. **THAT** the Traffic By-law be adopted to implement a reduced speed school zone on James Street South in the area of DCVI; and

2. THAT the Traffic By-law be amended to extend the Community Safety Zone on James Street South from Elgin Street to the southern entrance to the Pyramid Recreation Centre; and
3. THAT the Victoria Bridge and Church Street Bridge not be load posted at this time; and
4. THAT the Town not pursue a ban on external to external truck traffic; and
5. THAT staff continue to focus on implementing traffic safety and calming solutions that will result in an overall improvement in the safe use of Town roadways by all vehicles; and
6. THAT the proposed amendments related to the administrative review of the existing Traffic By-law provisions conducted for the August 15, 2017 Strategic Priorities Committee meeting be approved; and

**THAT** \$15,000 be allocated for required signage changes from the road reserve fund; and

**THAT** By-Law 57-2018, Traffic, Parking and Boulevard Maintenance By-law be amended to include a heavy vehicle parking permit system that permits overnight parking at the Pyramid Recreation Centre; and

**THAT** By-Law 57-2018, Traffic, Parking and Boulevard Maintenance By-law be approved as amended for enactment on November 1, 2018.

**CARRIED**

## **9. COUNCILLOR REPORTS**

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

Councillor Hainer vacated her seat at the Council table having declared a pecuniary interest for items 9.2.9 and 9.2.9.1.

#### **Resolution 2018-06-12-23**

**Moved By** Councillor Osborne

**Seconded By** Councillor Van Galen

**THAT** Council receive agenda item 9 in its entirety, including all operational, board, advisory and ad-hoc committee reports.

**CARRIED**



**Resolution 2018-06-12-24**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

**THAT** Council proclaim the month of June as Seniors Month for the Town of St. Marys.

**CARRIED**

**10. EMERGENT OR UNFINISHED BUSINESS**

None.

**11. NOTICES OF MOTION**

None.

**12. BY-LAWS**

**Resolution 2018-06-12-25**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pope

**THAT** By-Laws 56-2018 to 60-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

Councillor Hainer returned to her seat at the table.

Councillor Osborne vacated his seat at the Council table having declared a pecuniary interest for item 12.6.

**Resolution 2018-06-12-26**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** By-Law Z126-2018, as amended, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**13. UPCOMING MEETINGS**

Councillor Osborne returned to his seat at the Council table.

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

Councillor Hainer provided regrets for June 19 SPC meeting.

Councillor Winter provided regrets for the upcoming Municipal Shared Services Committee.

**14. CLOSED SESSION**

**Resolution 2018-06-12-27**

**Moved By** Councillor Pope

**Seconded By** Councillor Van Galen

THAT Council move into a session that is closed to the public at 9:28pm 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 May 8, 2018 CLOSED SESSION**

**14.2 Minutes of May 23, 2018 CLOSED SESSION**

**14.3 Minutes of May 28, 2018 CLOSED SESSION**

**14.4 CAO 23-2018 CONFIDENTIAL Enterprise Drive Land Sale**

**15. RISE AND REPORT**

**Resolution 2018-06-12-28**

**Moved By** Councillor Osborne

**Seconded By** Councillor Winter

THAT Council rise from a closed session at 9:33pm.

**CARRIED**

Deputy Mayor Craigmile reported that a closed session has occurred and one matter was discussed. Council will now consider the matter.

**Resolution 2018-06-12-29**

**Moved By** Councillor Hainer

**Seconded By** Councillor Osborne

THAT the Town provides consent to Shepherd Gourmet Dairy to sell the former Town owned lands legally described as Part of Lot 13, South Boundary Concession (formerly in the Township of Blanshard), Town of St. Marys, County of Perth, more particularly described as Parts 2, 3 and 4 on Reference Plan 44R-4615, and being part of PIN 53245-0168 (LT).

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2018-06-12-30**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pope

**THAT** By-Law 61-2018, being a by-law to confirm the proceedings of June 12, 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 2018-06-12-31**

**Moved By** Councillor Winter

**Seconded By** Councillor Osborne

**THAT** this regular meeting of Council adjourn at 9:35p.m.

**CARRIED**

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Al Stratthdee, Mayor

---

Brent Kittmer, CAO / Clerk



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

June 19, 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  
Ciaran Brennan, Recreation Supervisor  
Doug LaPointe, PRC Operations Supervisor  
Jenny Mikita, Senior Services Supervisor  
Andrea Slade, Aquatics and Guest Services Supervisor  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

**Resolution 2018-06-19-01**

**Moved By:** Councillor Pope

**Seconded By:** Councillor Van Galen

**THAT** the June 19, 2018 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

None.

**5. STRATEGIC PRIORITIES REVIEW**

**5.1 CAO 20-2018 DRAFT Pyramid Recreation Centre Business Plan**

Brent Kittmer spoke to CAO 20-2018 report and responded to questions from the Committee.

The Committee reviewed the Business Plan and discussed the current strengths and weaknesses of the facility. The Committee also highlighted their interest in understanding the financial implications of the Business Plan in the near future.

**Resolution 2018-06-19-02**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Osborne

THAT the Strategic Priorities Committee recommends to Council:

THAT the Pyramid Recreation Centre Business Plan be approved.

**CARRIED**

The Committee recessed at 10:29am.

Chair Stratthdee called the meeting back to order at 10:35am.

**5.2 CAO 21-2018 DRAFT Code of Conduct**

Brent Kittmer spoke to CAO 21-2018 report and responded to questions from the Committee.

**Resolution 2018-06-19-03**

**Moved By:** Councillor Pope

**Seconded By:** Councillor Winter

THAT the Strategic Priorities Committee recommends to Council:

THAT the draft Council Code of Conduct be accepted and referred to the Town's Integrity Commissioner for review.

**CARRIED**

**6. CLOSED SESSION**

**Resolution 2018-06-19-04**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Osborne

**THAT** the strategic Priorities Committee move into a session that is closed to the public at 10:58 am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (d) labour relations and employee negotiations.

**CARRIED**

Lisa Lawrence exited closed session at 11:30 am.

**7. RISE AND REPORT**

**Resolution 2018-06-19-05**

**Moved By:** Councillor Van Galen

**Seconded By:** Councillor Craigmile

**THAT** the Strategic Priorities Committee rise from a closed session at 12:03pm.

Chair Strathdee reported that a closed session has occurred and one matter was discussed with staff being given direction. There is nothing further to report at this time.

**CARRIED**

**8. NEXT MEETING**

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

**9. ADJOURNMENT**

**Resolution 2018-06-19-06**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Craigmile

**THAT** this meeting of the Strategic Priorities Committee adjourn at 12:05 pm.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk

June 7, 2018

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

Attention: Mayor Al Strathdee and Members of St. Marys Town Council

**Re: Response to May 9, 2018 Letter regarding UTRCA Operations and Management Inquiries**

Dear Mayor Strathdee and Members of Council,

The Upper Thames River Conservation Authority Board of Directors has reviewed your May 9, 2018 letter and list of questions and offers the following in response:

**Context**

- Murray Blackie (Chair), Tony Jackson (St. Marys representative), Chris Tasker (Manager, Water and Information Management) and Ian Wilcox (General Manager) offered a presentation to St. Marys Council at their April 17 Strategic Priorities Committee meeting.
- The purpose of the presentation was to provide an overview of the February 21-22 flood event noting the success of flood management efforts by the UTRCA and Town staff in protecting St. Marys from the highest flows ever on record.
- Coincidentally, and in sharp contrast to the UTRCA's presentation, a delegation of two concerned citizens (owners of the St. Marys Golf and Country Club) provided a presentation immediately following which was strongly critical of the UTRCA's flood management program, specifically the operation of Wildwood Dam. Accusations suggested negligence on the part of the UTRCA in the operation of Wildwood Dam such that people and property in St. Marys were at risk.
- At a subsequent meeting, St. Marys Town Council reviewed the information presented by both delegations which resulted in the attached letter and list of questions, dated May 9, 2018.

**Summary of UTRCA's Position**

- The February 2018 Flood Event in St. Marys was handled effectively by the operation of Wildwood Dam and the St. Marys Flood Wall. No significant flood damages were reported despite this being the highest ever recorded flows through the Town. Wildwood Dam has protected the Town of St. Marys from significant Trout Creek flooding for more than 50 years and continues to be maintained and operated to ensure that standard will continue.
- Correspondence shows that for more than 35 years, the St. Marys Golf and Country Club (hereafter referred to as "the golf course") has been critical of the UTRCA, suggesting that the Authority's operation of Wildwood Dam "causes flooding" on their course, impacting playability and revenue.

- UTRCA staff have met with the golf course ownership on many occasions to remind them of the consequences of their business decision to locate in the flood plain, explain the dam's operation, provide written summaries as well as stream flow and dam operation data, and provide direct communications during all flood events. Staff have also gone so far as to slightly modify dam discharge practices to benefit the golf course's operations where those minor modifications do not negatively impact our ability to augment flow, manage floods or affect others. Stewardship and engineering staff have been on-site to offer advice regarding possible modifications on their property that could increase the course's resilience to flooding (buffers, grading for improved drainage, bridge re-design, channel modifications, clearing debris, etc.). It is believed few, if any modifications have been made.
- Staff have been clear that floodplains need to convey water. They are part of the flood management system, their inundation is natural, and is NOT considered flooding. Wildwood Dam is not designed to prevent Trout Creek from utilizing its natural floodplain.
- UTRCA staff have also made the golf course ownership aware that in fact the golf course benefits greatly from their location downstream of Wildwood Dam. Staff completed an analysis of stream flows from 1991 to 2016. During that time, if Wildwood Dam had not been in place, the golf course would have "lost" 83 days of golfing due to natural flows inundating parts for the course. With Wildwood Dam in place and attenuating flows, there were only 29 days where flows inundated the floodplain. This represents a 65% reduction in the impacts of high water, a benefit directly attributable to Wildwood Dam's operation. It should also be noted that this benefit received by the golf course is paid for by public funding, not the course itself (84% paid by the City of London, 14% paid by the Town of St. Marys).
- Wildwood Dam continues to be operated as designed and continues to provide exceptional protection for downstream properties on Trout Creek including the Town of St. Marys. The operation of Wildwood Dam significantly reduces the flood risk to life and property.

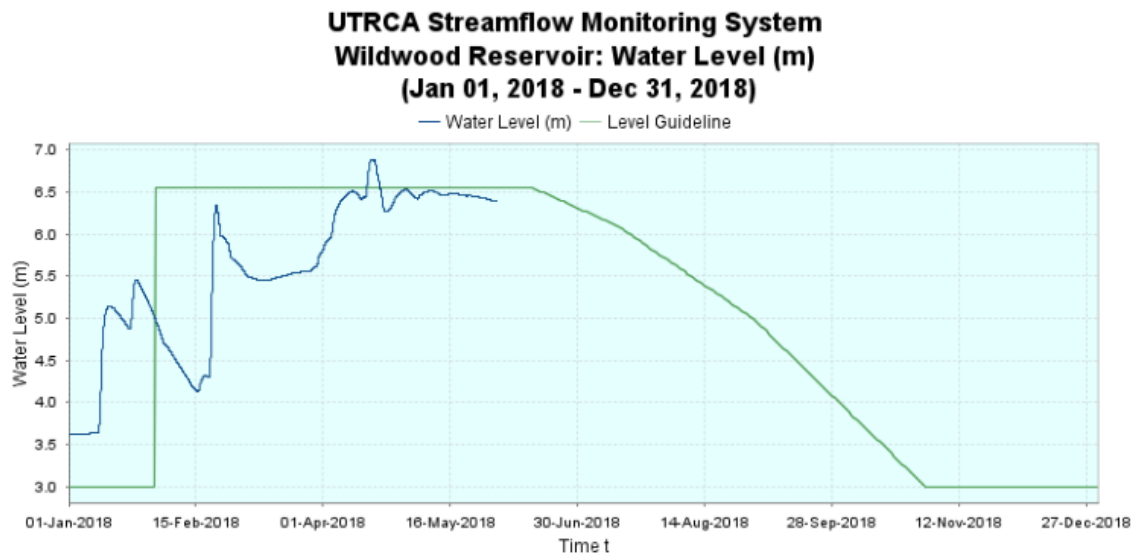
## Response to Questions:

### **1) Please provide an explanation of the upper and lower operating guidelines, and the operating trend line, that is publically posted on the UTRCA reservoir level web page.**

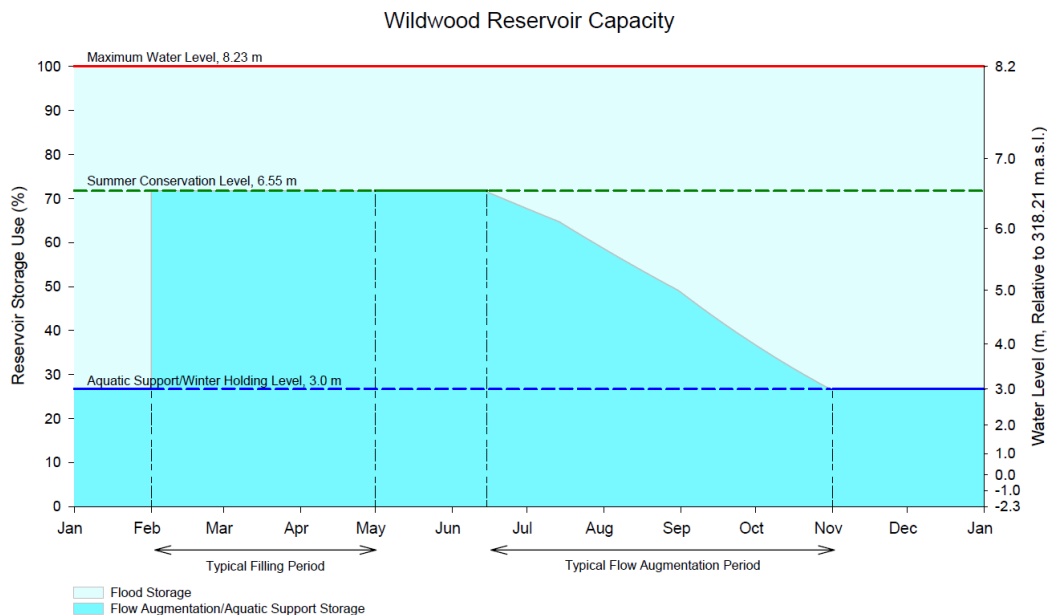
A graph describing real-time water levels for the current year has been publicly available on the UTRCA's web site. Unfortunately, elements of this graph have been misinterpreted. What have been incorrectly described as "upper and lower operating guidelines," are actually curves that were originally developed to illustrate what filling would look like if runoff started Feb 20 (early) or Mar 20 (late). These curves are intended as a guide for UTRCA engineers in planning seasonal filling, based on each year's unique weather conditions. The UTRCA has recently modified this graph to more clearly demonstrate how current water levels fit within the overall design and operating procedures of Wildwood Dam's flood control and flow augmentation functions (Graph 1, below). In addition, a conceptual graph has been developed to better describe reservoir filling and discharge protocols and will be added to the web site shortly (Graph 2, below). To be clear, operating guidance states that "spring runoff is to be captured and the reservoir filled to its conservation level as early as February 1<sup>st</sup>." The actual timing of reservoir filling is completely dependent upon that year's available snowpack (meltwater) and rainfall/ runoff.



**Graph 1: Real-time Wildwood Reservoir Water Levels**



**Graph 2: Reservoir Filling and Discharge Protocols**



**2) Please provide an explanation why the operating trend line for the Wildwood Reservoir would exceed the upper operating guideline. Does the Board find this to be a safe and acceptable operating practice?**

See response to question 1. All operating guidelines are being followed and the UTRCA Board of Directors is completely comfortable that the operation of Wildwood Dam is appropriate, safe and maximizes benefit to the Town of St. Marys.

**3. Please explain if the UTRCA uses weather forecasts to proactively discharge stored water from the Wildwood Reservoir in advance of a large storm event.**

Weather forecasts are considered in all operational decisions, however weather forecasts are rarely accurate enough to allow operators to increase discharge in advance of a runoff event. The considerable uncertainty in rainfall forecasts is further compounded by uncertainty in the intensity and duration of the rainfall which will impact the runoff from the rainfall. A forecast for rain often does not translate into a reliable runoff forecast and ultimately it is runoff that is of critical concern, not rainfall.

Ironically, the potential benefit to the golf course from increasing reservoir discharge before an event to gain flood storage would be off-set by the need to inundate the floodplain through the golf course as part of the early release.

**4. Please identify if the UTRCA conducted a proactive discharge in advance of the February 2018 spring melt and significant weather event that resulted in the highest recorded river flows in St. Marys**

No pre-emptive release of water was made. Water levels in the reservoir were considerably below the target conservation level and the runoff, as per operating guidelines, was to be retained to fill the reservoir to its conservation level. Ample flood storage volume remained and the reservoir never approached full capacity during the entire February event, even with a 68% reduction in Trout Creek flows.

**5. If no proactive discharge was completed, why? Does the Board find this to be a safe and acceptable operating practice?**

See question 4. above. The operations of the reservoir were consistent with the operation procedures for routing floods through Wildwood Dam and Reservoir. These procedures direct that from the beginning of February all runoff be retained in the reservoir to ensure that it is filled to its conservation level by the end of the spring runoff. The Board of Directors is comfortable that appropriate procedures were followed and that staff action minimized flood flows through the Town of St. Marys.

**6. Please explain how the UTRCA has adapted the operating procedures of the Wildwood Reservoir to accommodate for the effects of climate change.**

One of the most significant effects of climate change on reservoir operations has been managing flow augmentation supply in periods of drought, including winter months. Recurring challenges of filling the reservoir with adequate water from snowmelt and spring rains to support flow augmentation through the summer and fall have necessitated a shift to capturing any available snowmelt earlier in the winter, although still following policy to capture runoff any time after February 1st. Current efforts to update watershed hydrology and hydraulic models will allow us to further assess climate change impacts in the future. This work is supported through the UTRCA's Environmental Targets Strategic Plan.

**7. Please confirm that the current operating practices for the Wildwood Reservoir are not placing the Town of St. Marys, and its residents, at risk.**

During the February 2018 flood, Wildwood Dam reduced the Trout Creek flood peak by 68% (from 65m<sup>3</sup>/s to 21 m<sup>3</sup>/s), Pittock Dam in Woodstock reduced flows by 43%, and Fanshawe Dam in London reduced flows by 34%. Wildwood's performance was exceptional. Also note that while flows on Trout Creek peaked at 21 m<sup>3</sup>/s, flows through St. Marys from the North Thames River peaked at 777 m<sup>3</sup>/s. The main flood risk in St. Marys is from the North Thames River which is unaffected by Wildwood Dam.

The St. Marys Flood Wall provides the most significant flood protection for the Town. Flood risk to Town residents is significantly reduced by both Wildwood Dam and the St. Marys Flood Wall, working in concert. Any suggestion that these structures or their current operation somehow increase flood risk is completely false.

**8. While completing its most recent strategic planning exercise, please explain if the Upper Thames River Conservation Authority considered the strategic priorities of the individual member municipalities while crafting the Authority's goals for the future. If not, why?**

The UTRCA was created as a special purpose body under the provincial Conservation Authorities Act. Its purpose is fourfold: 1) to protect life and property from flood and erosion, 2) to protect and improve water quality, 3) to manage and expand natural areas and 4) to provide outdoor recreation and education opportunities. Its jurisdiction is watershed based and its accountability is to its Board of Directors.

The strategic priorities of each of the UTRCA's 17 member municipalities were not individually reviewed. However, staff are familiar with the environmental policies of municipal Official Plans and are comfortable that our own Environmental Targets Strategic Plan is consistent with, and supportive of, those efforts, including adherence to provincial policy. Ultimately, the UTRCA's strategic directions are tailored to further our own areas of public accountability.

**9. Please explain how the UTRCA's current strategic plan supports and/or advances the strategic goals and priorities of the Town of St. Marys (as identified in the Town's strategic plan), in particular those goals for housing and downtown revitalization.**

In reviewing the Strategic Plan for the Town of St. Marys, there appears to be no specific environmental priorities identified that would mesh with the UTRCA's mandate. Housing and downtown revitalization on their own are not within the scope of the UTRCA's legislated mandate, policies or programs.

However, we strongly believe that providing effective flood control, ensuring future development in the Town is safe from erosion and flooding hazards, working to improve water quality and natural cover, and the provision of regional outdoor recreation opportunities, are complementary goals that will encourage and attract new development while improving the community's resilience to natural hazards and climate change.

**10. Please explain how the 100-year and 200-year flood levels are determined. Please confirm which flood levels are codified in legislation, and which are applied as a best practice by the UTRCA.**

The provincially approved flood standard for the Upper Thames River Watershed is the observed 1937 flood. This flood event standard is enshrined in Ontario Regulation 157/06 'Upper Thames River Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses'. This flood event is estimated to be equivalent to a 1:250-year return and was approved by the Minister of Natural Resources on February 21, 1989. Prior to that date, a modelled flood standard was used based on Hurricane Hazel. The move from the Hurricane Hazel standard to the observed 1937 flood actually significantly lowered the flood standard for our watershed (made more lands developable). However, provincial guidance is clear that flood standards cannot be established that are lower than an observed event.

The 1:100 year flood standard is only relevant within the area identified as the St. Marys Special Policy Area (SPA) (downtown, adjacent to the river). This provincially approved area allows for a relaxed

flood standard in recognition of the historically existing development and the importance of the area to the Town's social and economic viability. Note the Special Policy Area was approved by the Ministry of Natural Resources and Ministry of Municipal Affairs and Housing in 1997.

### **Summary**

The UTRCA has more than 70 years' experience in working to manage flood events to minimize risk to life and property. Our team of experienced, professional technical staff work with the latest in flood monitoring and forecasting technology, maintain and operate more than \$100 million in flood control infrastructure, and communicate regularly with municipal flood coordinators to ensure effective protection. Our system of controls is constantly evaluated, maintained and improved where needed. The UTRCA takes any comments or criticism regarding its flood management role very seriously; however, in this case we believe any criticism is both unfair and unfounded.

I trust this response addresses questions as specified in your May 9, 2018 letter. Staff would be happy to answer any further questions you may have, and/or coordinate a tour of Wildwood Dam for Council. Please contact Ian Wilcox directly if needed ([wilcoxi@thamesriver.on.ca](mailto:wilcoxi@thamesriver.on.ca)).

Sincerely,

A handwritten signature in dark ink, appearing to read 'Murray Blackie', written in a cursive style.

Murray Blackie  
Chair, Upper Thames River Conservation Authority

June 19, 2018

TO: Town Council

RE: INSURANCE FOR THE FRONT PORCH SHOW

Moving The Front Porch Show to Cadzow Park has been a godsend to us. The unexpected growth of our crowds and lack of parking around our house made using this facility necessary. We are excited about seeing where the show will go this year.

I expect most of you know that we produce this on a shoestring budget. Generous donations from the Town and Rotary Club have allowed us to move forward with the technical equipment.

We have hit a bit of a snag. I am wondering if you can help us out. We incorrectly assumed that by moving to Cadzow we would be covered under the Town's insurance. We discovered that being independent of the Town, that is true if somebody decides to sue the Town, but we aren't covered if somebody comes directly after us. I certainly don't want to jeopardize any of the volunteers who work on the show, so I inquired about the company that serves the Town. It's coverage for \$2,000,000 came to \$810.

We have started a Go Fund Me campaign and have solicited donations, but we are far short of this expense. Would the Town consider making The Front Porch Show one of its events so it would be covered under its insurance plan?

Thanks for your consideration on this. Regardless of your decision, the show will go on and I hope you will come out from time to time to enjoy the fun.

Regards,

John Stevens

cc: Rob Edney, Co-Producer



# MONTHLY REPORT

|                         |  |
|-------------------------|--|
| <b>To:</b>              | <b>Mayor Strathdee and Members of Council</b>                      |
| <b>From:</b>            | <b>Building and Development</b>                                    |
| <b>Date of Meeting:</b> | <b>26 June 2018</b>  |
| <b>Subject:</b>         | <b>DEV -27 2018 June Monthly Report (Building and Development)</b> |

## RECOMMENDATION

THAT DEV-27 2018 June Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Planning

PAC review meeting for zoning by-law amendment application from the Town of St. Marys affecting 45 Thames Road North to amend the zoning from Residential Development – RD to Institutional – I with site specific exceptions to limit permitted uses and to reduce the maximum building height to 7.0m. PAC forwarded the application to Council to host the statutory Public Meeting under the *Planning Act* on June 26, 2018 at 6 pm.

Site Plan Agreement approved by Council for 268 Maiden Lane for an addition to the Wellness Centre.

Site Plan Agreement drafted for Council consideration on June 12 regarding multi-residential development of 121 Ontario Street South.

Zoning Amendment application to remove Holding symbol from lots 33, 32, 31, 30 Plan 44M-64 (235, 239, 243, 247 Emily Street respectively). Processed for Council consideration on June 12.

Planning staff continuing to work with proponent regarding multi-residential development at 275 James St S.

Local Planning Appeal Tribunal (LPAT) Training Session for members of Council, Planning Advisory Committee and Committee of Adjustment.

Intake of applications for Heritage Property Tax Rebate program ongoing.

Consultations with property owners regarding all grant applications Heritage Property Tax Rebate: Designated Heritage Property; Façade Improvement.

### Building

A total of 23 permits were issued in May 2017 compared to 29 the previous year.

There was 5 new dwelling units issued this month compared to 6 the previous year.

The total construction values were \$4,461,001 compared to \$1,898,500 the previous year.

The total permit fees were \$31,532.04 compared to \$15,166 the previous year.

A total of 53 appointments were provided by the Building Department for this time period.

There was one heritage permit issued for this period.

## **PRC Operations**

Filtration system for pool is in need of repairs. There is an ongoing issue with minor amounts of sand from the filters flowing through the piping and into the pool, causing the need for additional maintenance. Service contractor has been contacted and will be arriving as soon as possible. The pool is still safe to use and water chemistry is not affected.

Paint touchups throughout facility have been almost entirely completed. Other ongoing maintenance tasks include power washing outside entrance ways, arena spectator stands, and the like, as well as other seasonal items.

Splash pad is running and has seen regular use since mid-May.

## **Facilities Capital**

- Cadzow Splash Pad – Contractor has completed build of Splash Pad. Operation training to take place the week of June 18
- Cadzow Pavilion – Contractor has completed 95% of the project. Performing Arts stage requires fascia to be installed and Pavilion requires 3 roof vents to be replaced.
- Cadzow Park – Amphitheatre area seeding of grass has taken place with grass growing well
- Pyramid Recreation Centre Guest Service Desk –install occurred on May 28, deficiencies to be completed on June 19
- Water Tower Structural Upgrades –project start date of June 11<sup>th</sup> has been delayed 2 weeks due to requiring a die for the tank tiles
- Town Hall & Library Window Restoration & Replacement tender awarded to IntegriBuild, the Town is applying for a Green House Gas Grant to help cover some of the cost of the project.
- Library Addition Roof tender awarded to Atlas Apex Roofing, start date to be confirmed
- Fire Hall Roof Restoration – cancelled due to budget restraints and the prospect of an addition to the Fire Hall
- Library Carpet and Painting tender awarded to Adias Impex Ltd. o/a Carpet Plus, project to start in September
- Town Hall Washroom Door – the outside washroom door has had a new door, frame and transom installed

## **Facilities Operational**

- Town Gardens – the contractor has planted all flower gardens and urns
- 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
- Queen Street Bridge – flower boxes have been installed
- Quarry Lifeguard Shed – Shed has been installed
- Town Hall Flower Box – dead plants have been replaced
- Lind Sportsplex – quarry has been prepared for opening on June 15, Watech has been on site to secure rafts (rafts had broken free of many of their anchors during the flood)

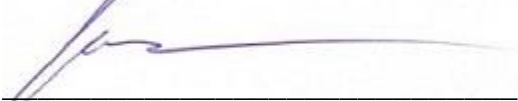
- Cadzow Playground – storm damage to the ramp has been repaired
- Desk Move – facilities staff have removed a desk from Town Hall to make room for a new desk
- Kin Gazebo – Kin Park, spindles have been kicked out, new spindles have been ordered
- Teddy's Field Sign – a new sign has been ordered for Teddy's Field

**SPENDING AND VARIANCE ANALYSIS**

None at this time.

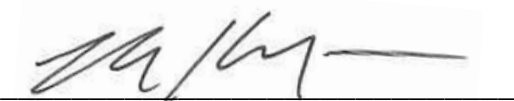
**REVIEWED BY**

**Recommended by the Department**



Grant Brouwer  
Director of Building and Development

**Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



## FORMAL REPORT

|                         |  |
|-------------------------|--|
| <b>To:</b>              | Mayor Stratthdee and Members of Council  |
| <b>Prepared by:</b>     | Mark Stone, Planner  |
| <b>Date of Meeting:</b> | 26 June 2018   |
| <b>Subject:</b>         | <b>DEV 28-2018 Application for Zoning By-law Amendment (Z01-2018) 45 Thames Road North</b> |

### PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Application for Zoning By-law Amendment (Z01-2018) by the Corporation of the Town of St. Marys (45 Thames Road North).

### RECOMMENDATION

THAT DEV 28-2018 Application for Zoning By-law Amendment (Z01-2018) 45 Thames Road North be received; and

THAT Council approve the Zoning By-law Amendment Application for 45 Thames Road North on the basis that no significant concerns are raised by the public or members of Council at the statutory public meeting; and

THAT Council enact Zoning By-law Z127-2018 for 45 Thames Road North.

### REPORT

In May 2018, an Application to amend the Town's Zoning By-law was received with respect to the subject property as shown on the Location Map attached to this report as Attachment 2. The Application was submitted by the Town as the Corporation of the Town of St. Marys currently owns the subject property.

The property is currently vacant and was formerly used as a rail corridor of the Grand Trunk Railroad Company. The Town has declared the property to be surplus to its needs and is seeking to sell the property. The Town has entered into an Agreement of Purchase and Sale to sell the property and there is a condition that the Town rezone the property for institutional purposes. A final determination of the location and size of the building and parking area will be determined at the site plan approval stage however, a conceptual site plan is attached to this report (Attachment 3).

The purpose and intent of the Zoning By-law Amendment Application is to rezone the subject property to Institutional Zone (I) with a site-specific exception to limit permitted uses and reduce the maximum building height to 7 metres.

At the May 22, 2018 meeting, the Planning Advisory Committee considered a Town Information Report regarding the Application and passed a motion endorsing the Zoning By-law Amendment Application in principle, and recommended that Council proceed with the statutory public meeting.

### SITE CONDITIONS AND CHARACTERISTICS

The subject property fronts onto the west side of Thames Road North, approximately 190 metres north of Queen Street West. The property is 2,924.74 m<sup>2</sup> (0.29 ha) in size with approximately 31 metres of frontage.

**SURROUNDING LAND USES**

- North:** Rural residential and agricultural uses
- South:** Maple Lane Park (modular home park) and commercial uses
- East:** Perth County Ingredients, Grand Trunk Trail and agricultural uses
- West:** Maple Lane Park (modular home park) and agricultural uses

**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 Application.

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

**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 provided for in Section 3.1.2.17 of the Plan. Section 3.1.2.17 of the Official Plan states that “institutional uses of land such as hospitals, churches, schools, parks, senior citizen homes etc. are permitted in the ‘Residential’ designation”.

**Zoning By-law**

The subject property is currently zoned Residential Development Zone (RD) 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 Institutional Zone (I) with a site-specific exception to limit permitted uses to private club, church, government administrative office, day nursery, nursery school, museum, meeting room facility, passive recreational uses and park, and reduce the maximum building height to 7 metres.

The following chart summarizes the requirements of subsections 23.2.1 to 23.2.10 of the I Zone and identifies instances in which an exception is proposed.

| Regulation       | Requirement        | Proposed  | Exception Proposed |
|------------------|--------------------|-----------|--------------------|
| Lot area minimum | 540 m <sup>2</sup> | No change |                    |

| Regulation                    | Requirement | Proposed        | Exception Proposed |
|-------------------------------|-------------|-----------------|--------------------|
| Lot frontage minimum          | 18.0 m      | No change       |                    |
| Lot depth minimum             | 30 m        | No change       |                    |
| Front yard minimum            | 6.0 m       | No change       |                    |
| Interior side yard minimum    | 4.5 m       | No change       |                    |
| Exterior side yard minimum    | 6.0 m       | No change       |                    |
| Rear yard minimum             | 7.5 m       | No change       |                    |
| Building height maximum       | 13.5 m      | Reduce to 7.0 m | ✓                  |
| Lot coverage maximum          | 40%         | No change       |                    |
| Landscaped open space minimum | 20%         | No change       |                    |

## COMMUNICATIONS

Notice of Public Meeting for the Zoning By-law Amendment Application was circulated by first class mail to all land owners within 120 metres of the subject properties, to those agencies as prescribed by Regulation and required notification signage was also posted on the property.

There were a few questions raised at the Planning Advisory Committee meeting regarding potential privacy or noise impacts on adjacent properties.

The following table provides a summary of comments received to date. Copies of correspondence are attached to this report (Attachment 4).

| Department / Agency                              | Date         | Summary of Comments   |
|--|--------------|---|
| <b>Upper Thames River Conservation Authority</b> | May 22, 2018 | <ul style="list-style-type: none"> <li>No objection to Application</li> </ul> |

## PLANNING ANALYSIS

The proposed land uses will allow for efficient development within the St. Marys settlement area and will assist in accommodating a range of land uses, in accordance with the Provincial Policy Statement.

Section 3.1.2.17 of the Official Plan identifies some of the institutional uses permitted on lands designated Residential (hospitals, churches, schools, parks, senior citizen homes etc.). The proposed institutional uses are in keeping with those uses envisioned by the Official Plan.

The applicant is proposing to maintain the regulations in Section 23.2 of the Institutional Zone with the exception of reducing the maximum building height requirement from 13.5 to 7.0 metres. These regulations (including required setbacks, maximum lot coverage and minimum landscaped open space) will ensure that any development of the property is in keeping with the scale, built form and open space nature of existing land uses in the area.

Prior to any development of the site, approval of a Site Plan Application will be required to ensure the appropriate layout and design of the site including the location of parking areas, landscaping and buffering.

With respect to potential noise concerns, the Town's Noise By-law contains a general prohibition on noises and vibrations that are "likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the municipality". The Noise By-law also prohibits the following activities between the hours of 11 p.m. and 7 a.m. (9 a.m. on Sundays):

- the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound;
- yelling, shouting, hooting, whistling or singing; or,
- the operation of percussive instruments.

## SUMMARY

The proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement and conforms with the Town's Official Plan. It is recommended that Council approve the Zoning By-law Amendment Application if no significant concerns are raised by the public or members of Council at the statutory public meeting.

## FINANCIAL IMPLICATIONS

Not known at this time.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Susan Luckhardt, Planning Coordinator

## ATTACHMENTS

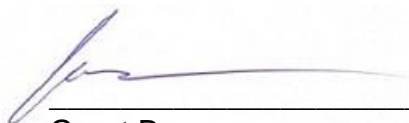
- 1) Application for Zoning By-law Amendment
- 2) Location Map
- 3) Concept Plan
- 4) Correspondence

## REVIEWED BY

### Recommended by the Department



Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning

### Recommended by the CAO



Brent Kittmer, CAO / Clerk



Corporation  
of the Town of St. Marys

- ☐ Application for Approval of 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.

#### 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)<br>The Corporation of the Town of St. Marys  | Home Telephone No.     | Business Telephone No.                      |
| Address<br>175 Queen Street East  | Postal Code<br>N4X 1B6 | 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)<br>Brent Kilmer, CAO/Clerk  | Home Telephone No.     | Business Telephone No.<br>519-284-2340 x216 |
| Address<br>175 Queen Street East  | Postal Code<br>N4X 1B6 | Fax No.<br>519-284-3881                     |

##### ➔ 2.0 Location and Size of the Subject Land

|                                |  |                                |                                    |
|--------------------------------|--|--------------------------------|------------------------------------|
| Street No.<br>45               | Name of Street/Road<br>Thames Road North | Registered Plan No.            | Lot(s)/Block(s)                    |
| Reference Plan No.<br>44R-3503 | Part Number(s)<br>8                      | Concession Number(s)<br>15     | Lot Number(s)<br>Part Lot 17       |
| Lot Frontage<br>31.062 metres  | Average Width<br>31.07 metres            | Average Depth<br>84.131 metres | Lot Area<br>2,924.74 square metres |

➔ 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

➔ 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?  
1995

##### ➔ 3.0 Proposed and Current Land Use

➔ 3.1 What is the proposed use of the subject land?  
Institutional

➔ 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? Residential Development - RD

➤ 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                | 13.8 m             | 3.5.5 Height           | N/A                | 7.0 m                |
| 3.5.2 Rear yard  | N/A                | 35.7 m             | 3.5.6 Dimensions       | N/A                | 42.7 x 12.2 m        |
| 3.5.3 Side Yard  | N/A                | 4.5 m              | 3.5.7 Gross Floor Area | N/A                | 520.9 m <sup>2</sup> |
| 3.5.4 Side Yard  | N/A                | 11.5 m             | 3.5.8 Date Constructed | N/A                | N/A                  |

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

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

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

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

N/A

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).

N/A

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

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

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

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

is to change the zoning of the property to Institutional (I) with site specific exceptions to: limit permitted uses to private club, church, government administrative office, day nursery, nursery school, museum, meeting room facility, passive recreational uses and park; and reduce the maximum building height to 7 metres.

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  
Railway line transecting the central portion of the property. Refer to Phase 1 and Phase 2 Environmental Site Assessments

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? See Section 6.4 below.

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

Phase 1 and Phase 2 Environmental Site Assessments

➤ 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.

➤ 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        | X        | X        | a) Public piped water system          | X        | X        |
| b) Public or private communal septic |          |          | b) Public or private communal well(s) |          |          |
| c) Individual septic system(s)       |          |          | c) Individual well(s)                 |          |          |
| d) Other                             |          |          | d) Other                              |          |          |



| Storm Drainage       | Existing | Proposed | Road Access       | Existing | Proposed |
|----------------------|----------|----------|-------------------|----------|----------|
| a) Sewers            | X        | X        | a) Arterial Road  |          |          |
| b) Ditches or swales |          |          | b) Collector Road | X        | X        |
| 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.

Subject property is designated Residential according to Town Official Plan. Section 3.1.2.17 of OP permits institutional uses on lands designated Residential.

The proposed uses conform with Section 3.1.2.17 and are compatible with surrounding uses.

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

The size and configuration of the property will allow for all required parking to be provided on site and allow for appropriate setbacks and buffering as required.

The maximum lot coverage and minimum open space requirements of the Zoning By-law will ensure built form and open space in keeping with the character of the area.

### 10.0 Other Information

### 11.0 Application Drawing

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

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

### 12.0 Affidavit or Sworn Declaration

I, Bront Kittner of the Town of St Marys in the County/Region of Perth County make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

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

In the County/Region of Perth

this 11th day of May, 2018  
Susan Louise Luckhardt,  
 a Commissioner, etc.,  
 Province of Ontario,  
 Commissioner of Oaths  
 for the Corporation of the Town of St. Marys.

BIM  
 Applicant

### 13.0 Authorization of Owner for Agent to Make the Application

I (we), \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_

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 \_\_\_\_\_ to act as my agent in the application.

Date

Signature of Owner

### 14.0 Acknowledgement

#### ACKNOWLEDGEMENT

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

Dated at the Town of St. Marys  
 in the County/Region of Perth County  
 this 11th day of May, 2018

BIM  
 Applicant

TOWN OF ST. MARYS  
Part of Lot 17, Concession 15  
Application for Zoning By-law Amendment  
by the Town of St. Marys

ATTACHMENT 2



AREA SUBJECT TO PROPOSED  
ZONING BY-LAW AMENDMENT

PHOTO DATE: 2010  
February 12, 2016



Meters  
0 10 20  
Feet  
0 25 50 100

Page 44 of 138



53234 - 0071 (LT)

15

PART 3, PLAN 44R-4144

53234 - 001

P.I.M.

(P1 - MEAS)

P.I.N. UNIT

P.J.N.

PART 1

## PLAN

P.I.N. \_\_\_\_\_

1.22 ✓

P.I.N.

ART

PLAN

(47)

44P-4754

**SITE DATA – 45 Thames Road North, Town of St. Marys**

Proposed one-storey institutional building: 520.9 m<sup>2</sup>

Lot area: 2,924.74 m<sup>2</sup> (0.29 ha)

| Insitutional (I) Zone              | Requirement | Proposed |
|------------------------------------|-------------|----------|
| Lot area minimum (sq-ft)           | 540         | 2,924.74 |
| Lot frontage minimum (m)           | 18          | 31.07    |
| Lot depth minimum (m)              | 30          | 94.13    |
| Front yard minimum (m)             | 6           | 13.8     |
| Interior side yard minimum (m)     | 4.5         | 4.5      |
| Exterior side yard minimum (m)     | 6           | n/a      |
| Rear yard minimum (m)              | 7.5         | 35.7     |
| Building height maximum (m)        | 13.5        | 7        |
| Lot coverage maximum (%)           | 40          | 17.8     |
| Parking spaces required            | 13          | 24       |
| Accessible parking spaces required | 1           | 2        |

## Required Setbacks

N 8° 26' 50" W (REFERENCE

P.I.N. 53239 - 0001 (LT)

THAMES ( 20.117 WIDE ) ROAD

(ORIGINAL ROAD ALLOWANCE BETWEEN  
CONCESSION 15 and THAMES CONCESSION)

RE CHANGED BY BY-LAW No. 26-1994, INSTRUMENT No. 350588)



*"Inspiring a Healthy Environment"*



May 22, 2018

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

**Attention:** Susan Luckhardt, Secretary-Treasurer, Planning Advisory Committee  
(via e-mail [sluckhardt@town.stmarys.on.ca](mailto:sluckhardt@town.stmarys.on.ca))

Dear Ms. Luckhardt,

**Re: Application for Proposed Zoning By-Law Amendment,  
45 Thames Road North (Pt. Lot 17, Conc. 15), Town of St. Marys**

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

### **PROPOSAL**

The application proposes to rezone the subject property to Institutional (I) Zone with site specific exceptions to limit permitted uses to private club, church, government administrative office, day nursery, nursery school, museum, meeting room facility, passive recreational uses and park, and reduce the maximum building height to 7 metres.

### **CONSERVATION AUTHORITIES ACT**

The subject lands are not affected by any regulations (Ontario Regulation 157/06) made pursuant to Section 28 of the *Conservation Authorities Act*.

### **DRINKING WATER SOURCE PROTECTION**

#### **Clean Water Act**

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

UTRCA Comments  
45 Thames Road North, St. Marys

Thames Valley and St. Clair Region Conservation Authorities have entered into a partnership for The Thames-Sydenham Source Protection Region.

The Assessment Report for the Upper Thames watershed delineates three types of vulnerable areas: Wellhead Protection Areas, Highly Vulnerable Aquifers and Significant Groundwater Recharge Areas. Mapping which identifies these areas is available at: [http://maps.thamesriver.on.ca/GVH\\_252/?viewer=tsrassessmentreport](http://maps.thamesriver.on.ca/GVH_252/?viewer=tsrassessmentreport)

Upon review of the current assessment report mapping, we wish to advise that there are *no vulnerable areas* identified for this area.

### **RECOMMENDATION**

The UTRCA has no objection to the above noted Zoning By-law amendment. Drinking Water Source Protection information has been provided for the information of the Planning Advisory Committee.

### **UTRCA REVIEW FEES**

At this time, when our comments are related specifically to Drinking Water Source Protection, and there are no natural hazard or natural heritage features on the property, a fee will not be collected.

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

Yours truly,  
UPPER THAMES RIVER CONSERVATION AUTHORITY



Spencer McDonald  
Land Use Planner  
SM/sm

# FORMAL REPORT

|                         |  |
|-------------------------|--|
| <b>To:</b>              | Mayor Strathdee and Members of Council       |
| <b>Prepared by:</b>     | Matthew Corbett, Library CEO                 |
| <b>Date of Meeting:</b> | 26 June 2018                                 |
| <b>Subject:</b>         | <b>CEO 01-2018 Library Internal Redesign</b> |

## PURPOSE

The purpose of this report is to present Council with information regarding maximizing the St. Marys Public Library space, through the relocation of one interior wall, a new circulation desk, the re-organization of the Library layout and new furniture. Specifically, this report will outline a short-term solution to the Library space concern.

## RECOMMENDATION

THAT Council approve the funding request from the St. Marys Public Library Board for up to \$50,000 to maximize the current Library Space in conjunction with the carpet and paint renovation in September, 2018.

## BACKGROUND

In 2016 the Library Board commissioned a Space and Service Needs Study, examining themes, approaches and recommendations for the Library, based on statistical studies, information sessions and focus group studies. A report was presented to the Library Board from the consultants outlining recommendations focused on the facility, program and service portfolio, and management and strategy. The report recognized challenges with the existing facility, highlighting meeting and program space deficiencies, collection and materials limitations, and various facility concerns.

The report also recognized the lack of *“inadequate space that is configured poorly to meet its strategic goals for engaging the St. Marys and Perth South Communities.”* Library Board tasked the Chief Executive Officer (CEO) to explore options to enhance and repurpose the existing space, recognizing this would be a temporary solution to a larger issue/concern—the lack of physical space within the existing footprint of the Library. As part of this review, staff explored an immediate, temporary solution, as the Board decides on a long-term, permanent approach to the physical space deficiencies.

At the May 2018 Library Board meeting, the CEO was directed to continue to investigate costing for the main floor reorganization, and to develop a more detailed plan to illustrate what this new outline could look like, and to include the cost estimates for both a circulation desk and to relocate the staff wall. This was brought up at the May 8th Council regular meeting by the Library Board’s Council representatives.

In September 2018, the Library will undergo a carpet and paint renovation. This capital project was approved as part of the 2018 budget. While this work is being completed, the Library building will be inaccessible to the Public. However, there will be a temporary location established at the Pyramid Recreation Centre Endzone. In order to minimize future service disruptions, the Library Board felt it was logical, cost effective and responsible to pursue these additional renovations at the same time.

# REPORT

## Space and Service Needs Study

In July, 2016 leading voices from the community including Council, Library Board, CEO and Staff engaged in focus groups to generate community discussions around the Library needs of St. Marys/Perth South residents. The goal was to discuss the future of the Library and look at key issues that will impact future growth. Population projections for St. Marys have indicated a growth in population size which will in turn increase strain on the Library as a building and service.

Strategic priorities that emerged out of both the Council and Library Board focus groups included but were not limited to:

- Downtown Revitalization
- Community Hubs
- Culture and Heritage
- Libraries as Learning Institutions
- Quality of Life and attractiveness for immigration of young families
- Digital and Innovation Experience/training hubs
- Libraries as: Learning Institutions, Social Institutions, Cultural Institutions

These strategic priorities were the foundation for the twenty-four (24) recommendations found in the Space and Service Needs Study.

Recognizing the financial impact outlined within the Study, and the long-term planning required to address the shortcomings, the Library Board directed the CEO to work alongside two Committees of the Board and staff to address the recommendations that could be achieved in an immediate, short-term solution, understanding the limitations within the existing footprint.

From the Space and Service Needs Study, it was revealed there was insufficient space for patrons to sit within the Library, for study and meeting spaces, and that space was poorly configured to meet the needs of the patrons of the St. Marys Public Library. At the direction of the CEO, staff were given templates of the Library floor plan and directed to critically think about the space within the Library, both used and unused. From there, staff were directed to look at potential ways to maximize the Library Space to address these inefficiencies.

At the committee level, members were walked through a plan that would effectively see the Library flip the children's area with the adult area. The rationale for this was twofold. It would provide a dedicated area for the children away from the circulation counter and public access computers, and it would follow the recommendation found under the Heritage section of the Study to restore this historical community asset to its original beauty. The "high ceilings and commodious sizes are ideal for reading, community and program spaces...[and]are sadly used now as book stack spaces that negates their beauty and usefulness"(Section 3: Recommendations, Page 9). This flip would also provide a completely separate, open space for children's programming, as the main stacks currently found in the centre of both rooms would be removed to expose the architectural features of the original Carnegie, while providing a brighter, more open concept room. By implementing this flip, it would also begin to address the inadequate space configuration that currently exists.

## Scope of Work

### **Staff Office Wall:**

The staff office on the main floor is 13 feet by 11 foot 3 inches. Currently, this space houses two staff computers, a shelving unit attached to the wall, a free standing shelving unit, a large computer desk, and two book trollies. On the other side of the staff office wall are the public access computers. The proposed changes to the room would make it a 6 foot by 11 foot 3-inch room. This would allow for a

shifting of the Public Access Computers away from the existing shelving units, allowing greater access to the physical collection around those units. The space will continue to serve as a workstation for staff not working on the circulation desk. This modification is outlined on the Proposed Floor Plan attachment (The purple square represents the staff office; blue section represents the Public Access Computers).

### **The Circulation Desk:**

The circulation desk is almost 26 feet long and has two curved ends on either side of the desk (red area on Library Floor Plan). Over the years as technology has gotten smaller and tasks have become more compact, the desk is taking up more space than is necessary. Reducing the size of the desk will open up more floor space, providing an area for additional seating, new materials and/or displays. The proposed new desk size would be 16-17 feet long, a reduction of 9-10 feet. Building a new desk would ensure accessibility standards are met and would allow for maximum use of currently wasted space.

### **Library Furniture:**

Within the recommendations of the study, there is a section speaking to books and displays (Section 3: Recommendations, page 11). This highlighted a need to expand the collection size, provide more displays of books and provide easy browsing for materials on the lower shelving. While this proposed plan does not address the expansion of the collection size (the existing footprint of the Library does not provide for a larger collection size), this plan does address displays and ease of browsing. The current Children's end of the library contains four (4) exposed pillars. Currently, these pillars are not being used for anything (other than their intended structural support purpose). However, installing slatwall panels would enable these pillars to be used for display purposes. These panels are 60 inches in height by 18 inches wide. Purchasing one per pillar would be a sufficient start for these displays.

To facilitate easy browsing, purchasing custom acrylic sloped inserts, angled for bottom shelving would enable patrons to view book titles without bending or crouching. These angle the bottom books so the spines face slightly upward, as opposed to straight at the patron, making the materials more visible. The Library would be looking at approximately 42 units. With this, the purchasing of book supports for the canopy of the existing Children's end shelving would enable extra shelving space for the Adult materials.

One of the highlighted pieces in the Space and Service Needs Study was the lack of space for meeting rooms and seating. While this proposed plan does not address the meeting room space constraints directly, it does begin to address seating concerns. By purchasing up to ten (10) tablet arm chairs the Library could provide some additional seating in the proposed fiction end. The chairs would be strategically placed between the shelving at the end of each aisle. This would provide patrons with a comfortable space in the Library, as well as by providing additional support to community members who seek out work areas, all the while continuing to foster an environment of connectivity, learning, literacy and comfort.

A new periodical shelving unit and one additional full sized double-sided shelving unit will need to be purchased. The current periodical shelf is damaged and while it currently serves its purpose, a newer unit would enable a cleaner, more desirable look for our periodical display/materials.

## **SUMMARY**

As noted above, it is the Library Board's goal that Council approve funding to be used for the reduction of a staff wall, as well as for the replacement of the circulation desk. This will address some of the recommendations found within the Study and will also address strategic priorities of both the Library Board and the St. Marys Council. The Board directed the CEO to look into maximizing the space within the existing footprint as a short-term solution.

While the total cost of the project is projected at \$70,636.70, the St. Marys Public Library Board is requesting Council approve the funding request in the amount of up to \$50,000. This would provide funding for the cost of the circulation desk and to have a reduction to the staff office wall for September, 2018. The proposed plan has been reviewed and recommended by the St. Marys Public Library Board.

## FINANCIAL IMPLICATIONS

There are budgetary implications that will need to be factored in when assessing this plan. The proposed redesign investigates changes to existing staff office walls, the location of electrical outlets, a new circulation desk, and the acquisition of new Library furniture (chairs, shelving accessories, shelving units). An estimate of \$25,000 for the cost of the desk, the electrical work and contingencies would be sufficient (\$20,000 for the circulation desk and \$5,000 for contingencies). This was based off both the cost for Guest Services desk at the PRC and an estimate provided by Carr McLean, a library supplier company. The CEO reached out to the Facilities Supervisor, who provided a preliminary estimate of \$25,000 covering the relocation of the staff workroom wall by 7 feet, electrical costs and moving the fire alarm bell. This was just an estimate and is by no means a quote for the work.

While the total cost of the project is presented below, the Library Board is asking for Council to approve up to \$50,000 to maximize the current space with the Library, and to complete the project alongside the carpet and paint in September, 2018. The requested amount is broken down into two sections, Fundamental to the project and Incidentals for the project.

| Item (Fundamental to the Project)              | Budget                     |
|--|----------------------------|
| Office Wall                                    | \$25,000                   |
| Circulation Desk                               | \$25,000                   |
| <b>Total</b>                                   | <b>\$50,000</b>            |
| Office Furniture (Incidentals for the Project) | Budget                     |
| Slatwall Panel                                 | \$1,020.00 (4 @ \$255.00)  |
| Standard Metal Book Supports                   | \$1,315.44 (168 @ \$7.83)  |
| 42 Custom Acrylic Sloped Inserts               | \$2,940.00 (42 @ \$70.00)  |
| 10 Comfortable Chairs                          | \$7,425.00 (10 @ \$742.50) |
| Periodical Shelving Unit                       | \$2,075.00                 |
| Double Sided Shelving Unit                     | \$2,850.00                 |
| Taxes, Shipping, Installation                  | \$3,011.26                 |
| <b>Total</b>                                   | <b>\$20,636.70</b>         |

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Library Space and Service Needs Plan.
  - Recommendation 1: “The heritage portion of the St. Marys Public Library is a wonderful community asset... high ceilings and commodious sizes are ideal for reading, community and program spaces...[and]are sadly used now as book stack spaces that negates their beauty and usefulness”
  - Recommendation 6: “There is a need for a computer access area—separate from children’s computer access...”
  - Recommendation 7: “The current shelving does not provide easy browsing...”
  - Recommendation 8/12: “The best space for programs is in the heritage spaces...” and “Pre-schoolers and early grades need safe spaces to play and learn. Story hour in front of a busy circulation desk is not optimal...”

## **OTHERS CONSULTED**

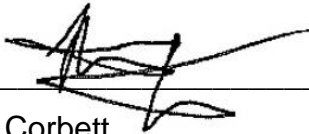
St. Marys Public Library Board  
St. Marys Public Library Staff  
Ray Cousineau, Facilities Supervisor

## **ATTACHMENTS**

1. Library Floor Plan – Current
2. Library Floor Plan – Proposed
3. Space and Service Needs Study (access here: <http://www.townofstmarys.com/en/recreation-and-culture/resources/Documents/SMPL-Final-Report-Recommendations--Website-version.pdf>)
4. Photographs of Library Furniture

## **REVIEWED BY**

### **Recommended by the CEO:**



---

Matthew Corbett

Chief Executive Officer, Library Services



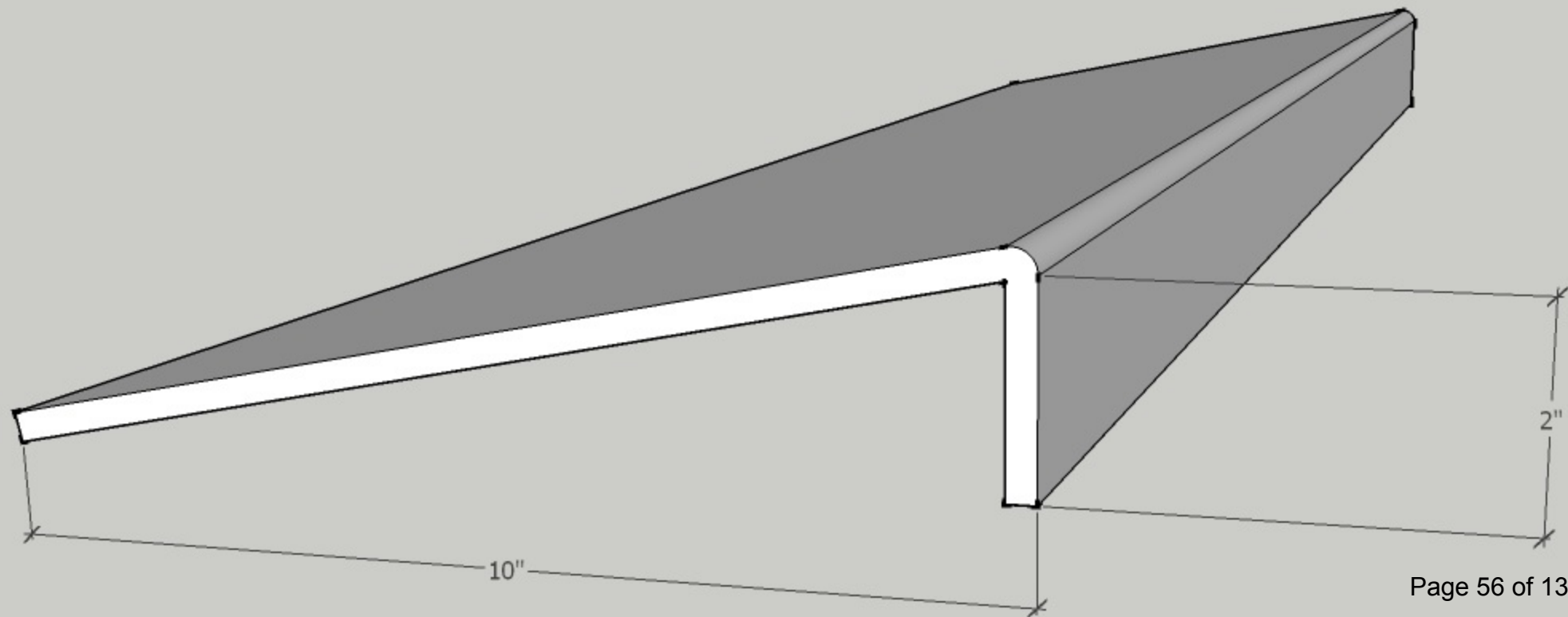
### Existing Floor Plan



## Proposed Floor Plan









# MONTHLY REPORT

|                         |   |
|-------------------------|---|
| <b>To:</b>              | <b>Mayor Stratthdee and Members of Council</b>                              |
| <b>From:</b>            | <b>Administration and Human Resources</b>                                   |
| <b>Date of Meeting:</b> | <b>26 June 2018</b>   |
| <b>Subject:</b>         | <b>CAO 24-2018 June Monthly Report (Administration and Human Resources)</b> |

## RECOMMENDATION

THAT CAO 24-2018 June Monthly Report (Administration and Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### CAO & Clerk

#### Strategic Planning

- PRC Strategic Business Plan: Much of the last month focused on completing the PRC Business Plan for the June 19 presentation. This project is complete pending adoption of the Plan by Council on June 26, 2018. Moving forward, staff will continue to meet every two weeks to review the current status of implementing the plan. The CAO's next task on this project is to develop the performance measurement system for the Plan.
- 2018 Mid-Year Scorecard: A mid-year score card has been developed to track the progress on Council's 2018 identified priorities and other initiatives to move the strategic plan forward. This is being vetted internally and will be presented to Council on July 24, 2018.

#### Intergovernmental Relations

- Perth South (Industrial Servicing):
  - Meeting with Perth South planned for June 29<sup>th</sup> to discuss the proposal for an industrial park/rail yard. A meeting with Mr. Staffen will follow after the next steps have been reviewed with Perth South.
  - Staff are collecting follow-up information as directed by Council to present various options for in-Town and out of Town serviced land.
- Transportation Grant Funding: CAO's have met and agreed that the project will be overseen by a staff steering committee. The City of Stratford will be hiring a project coordinator to complete the project, and this position will report to the steering committee. The next step in the process is for a partnership agreement to be developed between the seven participating municipalities.

#### Policy Development:

- Code of Conduct: Project complete pending Council's adoption of the Code of Conduct on June 26, 2018.
- 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

- Pickleball & Tennis Clubs meeting held on June 4, 2018. Matter has been brought to a resolution.
- St. Marys Cement CLC Meeting held June 1, 2018. This was the first meeting that was open to the public. A public open house is being planned by SMC for September. The planned Q4 meeting of the committee is proposed to be held in the evening.

#### Land Sales

- 45 Thames Road:
  - CAO attended PAC on May 28, 2018 to provide the necessary information on the Town's application. Public Meeting on June 26, 2018.
  - CAO has received concerns from individuals who wanted to purchase this property in the past. The concerns relate to the current sale process and the rationale for the sale. A brief history is provided for full public disclosure:
    - The property was declared surplus in 2012, along with a number of other properties.
    - The property was advertised for sale on the Town website. One offer to buy was received, and rejected by the Town due to the offer price being too low. The property remained for sale and open for offers.
    - A second offer to purchase the land was received in 2016. The offer was accepted with a condition for the Town to rezone the land for a residential use for a proposed 8-plex. The zoning application failed on April 26, 2016. Council provided direction that the proposed sale not proceed, and the period of irrevocability for this sale lapsed because the Town could not satisfy the conditions.
    - On April 26, 2016 Council also directed staff to negotiate with the original 2012 offeror for the purpose of selling the land for a future access road. This negotiation resulted in the offeror submitting a letter to the Town on November 15, 2016 outlining their proposed sale terms. The 2016 offer was for the same purchase price as offered in 2012, and Council again rejected the offer. The property remained for sale and open for offers.
    - In early 2017 Council received a third offer to buy the property. This offer was from a charitable organization proposing to build a 4-plex residential unit on the site. Conversations went back and forth throughout the year, and never came to a resolution.
    - In late 2017 Council received a fourth competing offer. This offer was presented by a local real estate agent who was in the midst of negotiations with the St.

James Club and Veterinary Purchasing. The Town was presented an offer to sell 45 Thames Road to the St. James Club so the Club could relocate. This move was necessary to help facilitate the sale of the St. James Club property to Veterinary Purchasing. Securing the St. James Club property was an important factor for Veterinary Purchasing during their decision making on a potential expansion in Town vs the alternative of finding land outside of Town.

- On February 13, 2018 Council passed the by-law to sell 45 Thames Road to the St. James Club. The decision was made to support Council's goals for business retention, and to ensure Vet Purchasing would remain in St. Marys rather than build outside of Town. The property was sold to the St. James Club for \$55,000 which is based on the Town's established price for selling serviced industrial land, plus the cost for servicing upgrades that the St. James Club requires.

## 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: Currently working through transition activities.
- Front Porch Show Request to be a Town Event:

### **Comments from Frank Cowan Insurance:**

- Re: Risk Management:
  - The Front Porch Show is on the Town's property, so if there is a major incident, the Town would be brought into the lawsuit.
  - Since the Town is not organizing or overseeing the event, the Town should not be responsible for any injuries/ damages. The Town should require the Front Porch Show to have insurance, and to indemnify the Town.
  - From a coverage perspective, if the Town decides to not require the Front Porch Show to get insurance and someone sues the Town for third party injury or property damage, the Town liability policy would respond.
  - The Front Porch Show would not be covered under the Town policy if they were named in a lawsuit as well.
- Re: Becoming an Event or Program of the Town:
  - In order for it to be considered a Town event it would have to be directly run by the Town or a committee of council. This isn't the case, so Frank Cowan cannot insure the Front Porch Show under your policy.

## **Human Resources/Payroll**

### Recruitment

- Completed the recruitment process for a Library Page, Summer Reading Assistant, Arena Attendant and Head Lifeguards.
- Currently recruiting for a Curatorial Programming Assistant, Tourism & Events Assistant, an Early Learning Services Program Assistant and full time Lifeguard.



- On-going recruitment of Casual Supply Staff for the Early Learning Services.

#### Staff Engagement/STEAM Initiatives

- Working with the Senior Services Department, reviewing and updating the Corporate Volunteer Policy and Process. Completed the first steps to integrate all Town Volunteers into the existing the Human Resources Information System to allow for improved tracking and management of volunteers.
- Completed the Town's wellness step challenge with 77 participants taking a total of 19,465,787 steps.
- Planning the 2018 Mayor / CAO BBQ to be held July 11, 2018 at The Early Learning Centre.

#### Training

- Conducted Electronic Timesheet training and Corporate New Hire Orientation for new part-time and seasonal staff.

#### HR Systems and Processes

- Facilitating departmental meetings to review and update the Town's Responsibility Charts (RASCIs) to capture changes to responsibilities and duties within the organization.
- Communicated amendments to Bill 148 regarding the Holiday Pay calculation to staff.
- Reviewing and reformatting the Team Member Handbook.

#### Health and Safety

- Reviewing the requirements for the Ministry of Labour Ergonomics Initiative which is focused on the Public Works Department.
- Completed a Fit for Duty Policy to address the upcoming legalization of Cannabis.

#### Payroll

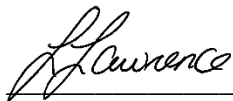
- 2017 Payroll audit done by Corporate Auditors, Vodden, Bender & Seebach LLP, Chartered Professional Accountants
- Processed first half of the 2018 Volunteer Firefighter Remuneration and Early Learning Services Wage Enhancement Funding Grant payment
- Implemented approved annual step and cost-of-living increases
- Preparing 2019 Payroll Budget spreadsheets

### **SPENDING AND VARIANCE ANALYSIS**

Nothing to report

### **REVIEWED BY**

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



Lisa Lawrence,  
Human Resources Manager

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



Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

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

**Prepared by:** Lisa Lawrence, Human Resources Manager

**Date of Meeting:** 26 June 2018

**Subject:** **HR 01-2018 Council Remuneration**

## PURPOSE

The purpose of this report is to follow-up on direction received from Council during the 2018 budget process regarding a review of remuneration for Council. This report presents Council with an overview of current remuneration practices and provides an example of a stipend plus pay for meeting formula.

The third section of this report addresses a legislative change to the one-third tax exemption that Council currently receives and provides options for Council to review and discuss

## RECOMMENDATION

THAT HR 01-2018 Council Remuneration be received.

## BACKGROUND

During the special meeting of Council on January 16, 2018, Council asked staff to report back on council remuneration comparators and to provide information on alternative remuneration formulas. The following resolution was passed:

**2018-01-16-02** *THAT staff report to Council on council remuneration comparators including alternative pay by meeting formulas.*

## REPORT

### Council Remuneration Comparisons

During the research for this report, staff were able to obtain a report published by the Association of Municipal Clerks and Treasurers (AMCTO) entitled *Municipal Council Compensation in Ontario, March 2018* (appendix A). This report analyzes information collected from municipalities in August 2017. Table 2 (p.g.22) of the report illustrates the salary / honorarium averages for both the Head of Council and Members of Council broken down by population and region. The table below compares AMCTO's findings (South-western Ontario and with a population of 5,000-9,999) with St. Marys Council remuneration. In reference to the terms "salary", "honorarium" and "stipend", AMCTO reported the information using the same vocabulary employed by the municipality in the survey. The terminology varies across the province as there is no specific, municipally agreed upon definitions for the above terms. In general, salaries appear to be somewhat higher than honorariums and stipends. St. Marys used the term stipend.

|                   | St. Marys (Stipend) | AMCTO, Salary | AMCTO, Honorarium |
|-------------------|---------------------|---------------|-------------------|
| Head of Council   | \$28,000            | \$19,499      | \$16,196          |
| Member of Council | \$14,500            | \$12,357      | \$9,528           |

The above table indicates that St. Marys Council remuneration is higher than its peers in surrounding municipalities with similar populations. This finding was also confirmed by the 2017 Salary Survey conducted by Pesce and Associates Human Resources Consultants for the Town of St. Marys. Results indicated both the position of Mayor and Councillor were paid above the 50<sup>th</sup> percentile of comparators.

St. Marys' Council has not had a rate increase since the stipend only formula was put in place in 2012. In June of 2017, the Town participated in an informal council remuneration survey of municipalities within South-western Ontario. Upon review of the results, the clear majority of respondents have a structure in place to guide stipend adjustments. 12 out of the 17 respondents have a by-law in place to address council remuneration increases. An additional 3 respondents have tied council remuneration adjustments to the approved staff or union annual adjustments. Adopting a by-law which will adjust council remuneration to account for cost of living appears to be a best practice that should be considered.

In the above examples, the latter approach (where council remuneration is equivalent to the council approved cost of living adjustment given to staff) may present a situation where Council appears to have a conflict of interest as approving a cost of living adjustment for staff is also directly approving an increase to their own remuneration. An option to mitigate this conflict of interest issue and implement an unbiased process, is to create a by-law where an increase to council remuneration is automatically triggered by the approval of a staff increase yet calculated separately by a fixed formula. For example, an annual council cost of living adjustment could be based on the average of 6 months' Consumer Price Index (CPI). In the current budgeting process, draft budgets are due to the Treasurer by the end of August. A cost of living adjustment could be based on compiling an average of the CPI from January to June of the year in which the draft budget is being created. In a situation where a staff cost of living adjustment is forgone, an increase to council remuneration would not be triggered and therefore remuneration would remain status quo for that year.

### **Alternative Remuneration Formula - Stipend plus Meeting Pay**

Prior to 2012, St Marys Council was compensated for their time with an annual stipend plus additional pay for attending meetings. The annual stipend increased at the same rate as staff wages through the application of the annual cost of living adjustment. On November 22, 2011 St. Marys Council passed By-Law 64 of 2011 which approved a straight annual stipend without additional meeting pay. The approved stipend was set at the 50<sup>th</sup> percentile of the 2011 remuneration. The approved rates have remained in place since implementation and have not been subject to the annual cost of living adjustment.

When reviewing options for alternative pay for meeting formulas, AMCTO's report provided findings that "Fewer than 10% of municipalities only pay their members of Council a set rate per meeting. All of the municipalities that pay per meeting have a population below 5,000." This would indicate that a salary / honorarium system or combination stipend and meeting pay system is preferred over a pay per meeting only.

In the June 2017 council remuneration survey eight municipalities indicated they do not pay for attendance at meetings. Nine municipalities indicated they did pay for meeting attendance. However, eight of the nine reported that regular council meetings were excluded and payment was for conferences, seminars and special meetings of council only.

Should Council want to consider a stipend and meeting pay formula, the table below provides the 2011 rate alongside proposed 2018 rates (adjusted by the approved cost of living for each year).

| <b>2011 Rates</b>                 | <b>2018 (Adjusted)</b>            |
|-----------------------------------|-----------------------------------|
| \$14,922 Mayor Annual Stipend     | \$16,709 Mayor Annual Stipend     |
| \$6,294 Councillor Annual Stipend | \$7,047 Councillor Annual Stipend |
| \$150 per diem                    | \$167 per diem (All day events)   |

|                                 |                                 |
|---------------------------------|---------------------------------|
| \$105 for meetings over 2 hours | \$117 for meetings over 2 hours |
| \$60 for under 2 hours          | \$67 for meeting under 2 hours  |

An example is provided below to illustrate a typical annual remuneration following a stipend plus meeting pay formula using the 2018 adjusted stipends and meeting pay amounts. As a way to calculate what an average year would look like, some estimations regarding the number of meetings attended per year were made and are listed below the table. Rates above and calculations are rounded.

|                   | <b>Annual Stipend</b> | <b>Per Diem</b> | <b>Meetings over 2hrs</b> | <b>Meetings under 2hrs</b> | <b>Total</b> |
|-------------------|-----------------------|-----------------|---------------------------|----------------------------|--------------|
| <b>Mayor</b>      | \$16,709              | \$672           | \$5,055                   | \$2,418                    | \$24,854     |
| <b>Councillor</b> | \$7,047               | \$167           | \$5,055                   | \$2,418                    | \$14,689     |

*Per Diem – full day events, conferences, workshops etc. 4/yr. Mayor, 1/yr. Councillors*

*Meetings over 2 hours - Council Meetings 43/yr*

*Meetings under 2 hours - Committee meetings 36/yr*

### **Removal of the One-Third Tax-Free Allowance**

For a long period of time, members of Council have received a one-third tax exemption on their annual remuneration. This tax exemption was deemed to be for expenses incurred during the discharge of a member of council's duties. During the 2017 Federal Budget, it was announced that effective January 1, 2019 the long standing tax exemption of one-third of the compensation received by all members of council will be removed. As a result, Council will see their net remuneration reduce starting in 2019 since 100% of their remuneration will be taxed therefore increasing the amount of tax taken off.

Presented below are two options for Council to discuss in response to this tax break elimination:

#### **Option 1: Adjust Gross Pay to Maintain Current Net Pay**

Increase the annual remuneration Council receives by an amount that off sets the additional tax to be deducted. This has been calculated to be 3% for each Councillor and 13% for the Mayor. This option will prevent Council's net remuneration from decreasing and will increase the 2019 budget by approximately \$8,300.

#### **Option 2: No Adjustment to Gross Pay**

Do not increase Council's gross pay which will result in a reduction to net pay. This has been calculated to be \$380/yr. for each Councillor and \$2,630/yr. for the Mayor. This option will cause net pay for Council to decrease and have no impact to the 2019 budget.

All calculations were based on the annual stipend alone (in line with the current council remuneration formula) with no individualized tax exemptions.

### **SUMMARY**

This report is to follow up on direction received during a Special Meeting of Council. It addressed three separate but related topics surrounding council remuneration.

First using AMCTO's report as well as formal and informal salary surveys, this report provides information to compare the Town of St. Marys council remuneration with other local and similarly sized municipalities. A recommendation regarding the application and calculation of annual cost of living is presented should Council wish to put a by-law in place.

Second, a stipend plus pay per meeting remuneration formula is presented. Since this method was previously used by Council, the previous rates were adjusted to reflect 2018. These rates along with an estimate of the amount and type of meetings a typical Councillor and Mayor would attend were the basis of a typical year's remuneration using this alternative formula. The illustration serves as information for discussion should Council wish to pursue changing the council remuneration formula.

Finally, a brief description of a legislative change which was announced in the 2017 Federal Budget regarding the removal of the one-third tax exemption which has been applied to Council's remuneration. Two options were presented for Council's discussion and direction.

## **FINANCIAL IMPLICATIONS**

### **Council Remuneration Comparisons**

This was brought forward for information purposes and has no financial implications.

### **Alternative Remuneration Formula - Stipend plus Meeting Pay**

This was brought forward for information purposes. The illustration of a typical year was provided at 2018 adjusted rates. Due to the fact that the actual remuneration will vary among members of council depending on their specific meeting attendance, it is difficult to ascertain the actual impact to the budget. Based on the above example, the financial implications of moving to a stipend plus meeting pay formula would be a reduction to the budget of approximately \$2,000.

### **Removal of the One-Third Tax-Free Allowance**

**Option 1:** Adjust Gross Pay to Maintain Current Net Pay – Increase each Councillor's net remuneration by an amount to offset the increased tax deduction will increase the Town's payroll budget by approximately \$8,300/yr. starting in 2019.

**Option 2:** No Adjustment to Gross Pay – This option does not impact the Town's payroll budget.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

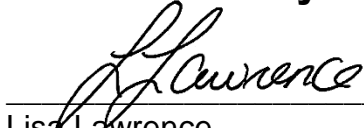
Human Resources Professionals from local municipalities

## **ATTACHMENTS**

AMCTO Municipal Council Compensation in Ontario, March 2018

## **REVIEWED BY**

### **Recommended by the Department**



Lisa Lawrence  
Human Resources Manager

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# AMCTO REPORT

# **MUNICIPAL COUNCIL COMPENSATION IN ONTARIO**

MARCH 2018



**AMCTO**

THE MUNICIPAL EXPERTS

Page 66 of 138

**About AMCTO:**

AMCTO represents excellence in local government management and leadership. AMCTO has provided education, accreditation, leadership and implementation expertise for Ontario's municipal professionals for over 75 years.

With approximately 2,200 members working in 98 per cent of municipalities across Ontario, AMCTO is Canada's largest voluntary association of local government professionals, and the leading professional development organization for municipal administrative staff.

Our mission is to provide management and leadership service to municipal professionals through continuous learning opportunities, member support, and legislative advocacy.

**For more information about this submission, contact:**

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# 1 EXECUTIVE SUMMARY

In August of 2017 AMCTO conducted a survey of municipalities in Ontario. Our goal was to gain a better understanding of how municipalities compensate their councils, create a resource for municipalities who are reviewing their council remuneration packages, and to add to the body of research about how local politicians are paid. While there has been a lot written about private sector compensation, there has been considerably less study of compensation for politicians at the local level.

Key findings from the survey, include:

- Most municipalities in Ontario classify their councils as part-time, however, municipalities are slightly more likely to have full-time heads of council than members of council.
- Only 14% of municipalities have a full-time head of council, while only 6% of municipalities have full-time councillors.
- Population clearly impacts whether or not a municipality's council is full- or part-time. Larger municipalities are more likely to have full-time councils.
- Though the majority of councils in Ontario are part-time, all councillors or heads of council are compensated for their work, either through a salary, honorarium or stipend.
- Larger municipalities are more likely to pay their councils a salary, and smaller municipalities are more likely to pay an honorarium or stipend.
- While levels of pay vary widely across the province, the majority of councillors and heads of council in Ontario are paid less than \$40,000 per year.
- Across the province heads of council are consistently paid at a higher rate than members of council.
- In terms of real dollar compensation, there is an evident but not always significant difference between municipalities that pay their councillors honorariums versus those that pay their councillors salaries. Salaries are generally higher, but not significantly so.
- The level of compensation that a municipality offers is closely

correlated to its size. Smaller municipalities are more likely to pay their members of council at a lower rate than larger municipalities.

- In addition to salaries, honorariums, and stipends, municipalities also provide a range of other benefits to their councils.

- Larger municipalities are more likely than smaller municipalities to provide optional benefits like cellphone reimbursement, newsletter printing or a pension contribution.
- Municipalities use a range of factors to help set their compensation levels. The most common practice is to survey the compensation paid by neighbouring municipalities.

## 2 BACKGROUND

In August of 2017 AMCTO conducted a survey of municipalities in Ontario. Our goal was threefold: (1) to gain a better understanding of how municipalities compensate their councils; (2) to create a dataset and resource for municipalities to use when reviewing their council compensation practices in the future<sup>1</sup>; and (3) to add to the broader body of research about how politicians are compensated, especially at the local level.

While considerable attention has been given to compensation in the private sector, especially as it relates to senior executives, less has been written about compensation for politicians. What research has been done on this topic in Canada, has predominantly focused on the federal and provincial levels, where elected representatives are more likely to be full-time employees. Little has been written about how and why municipal politicians are compensated (Schobel, 2014, 150).

In 2014 an article published in *Canadian Public Administration*<sup>2</sup> argued that the process that most municipalities use—quantitative analysis and comparative studies of other municipalities—to determine their levels of compensation is inherently flawed (Schobel, 139, 2014). It further argued that municipalities face a significant challenge when setting council remuneration, as there is an inherent conflict of interest when councillors vote on their own compensation. The reaction to remuneration reviews amongst the media and citizens living in the municipality is at best mixed. When large increases are recommended the reaction is often hostile and negative (Schobel, 139, 2014).

In 2016 the Rural Ontario Institute (ROI) created a profile of municipal councillors in Ontario. It identified a number of the barriers to running for local office, including toxic work culture, lack of self-confidence, time pressures, and the incumbency advantage. Notably, the profile also argued that limited remuneration and the level of commitment required to serve on council are both barriers to attracting younger and more diverse candidates to run for seats on municipal

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<sup>1</sup> Full results of the survey are available in the appendix, and the complete data set is available for AMCTO members on the association's website.

<sup>2</sup> Schobel, Kurt. (2014). "How much is enough? A study of municipal councillor remuneration." *Canadian Public Administration*, Volume 57, No. 1.

councils. The ROI's research found that these individuals have more demanding responsibilities outside of council, such as young families, additional financial burdens, and full-time jobs with less workplace flexibility. It also noted that younger members of council place a higher priority on maximizing their income, as they are in the prime earning years of their careers, often with dependents, and that the level of compensation offered by municipalities does not effectively compensate them for the financial and family sacrifices that they make (Deska, 2016, 3).

Historically serving on a local council has been a volunteer commitment. But, over time municipalities have come to recognize the more permanent nature of municipal public office and expanded the range of compensation and benefits that they provide. In addition to remuneration, many local governments also now provide employment benefits, office space, telecommunications equipment and reimbursement of other relevant business expenses (Schobel, 2014, 141). A growing number of municipalities are also debating whether or not to make their councils full-time positions (See: Richmond, 2016).

The role of local councillor is undeniably expanding. Councillors now sit on more working groups and task forces than ever before. They are also more accessible and expected to be more responsive than in the past. The growth of technology and expansion of social media allows members of the public to contact their representatives through a variety of channels at whatever time is most convenient to them. For many councillors the job has become 24/7, even if they are only compensated as a part-time employee or volunteer.

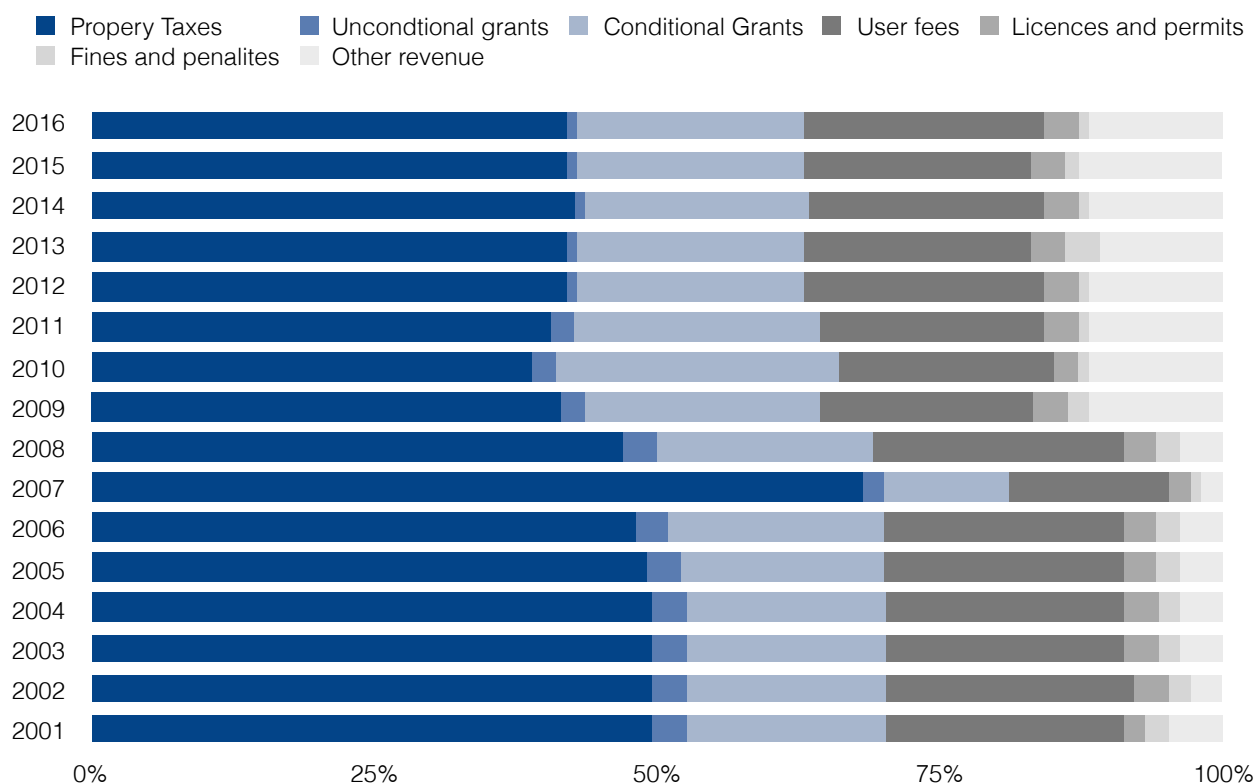
ROI's councillor profile noted that across the province serving representatives and prospective candidates said that balancing personal responsibilities and professional commitments is a challenge. In some cases potential candidates choose not to run for local office because the sacrifices are simply too great. The result is a body of councillors that is less diverse than the provincial average. According to ROI, Ontario municipal councillors are on average older, more predominantly male, less racially diverse, more likely to be retired, with higher incomes and more education than the communities that they represent (Deska, 2016).

While the primary motivation for most politicians who seek positions on council is to serve the community, it cannot be denied that the ability of a municipality to attract good candidates to serve on council is directly influenced by the fairness of compensation that they offer. The ability for municipalities to do this became harder in 2017 when the federal government

announced its intention to eliminate the one-third tax exemption that municipalities use for council salaries, starting in 2019. According to the Association of Municipalities of Ontario (AMO), this change would cost an eastern Ontario county government with a council of seventeen and a population of 77,000, at least \$74,00 per year (AMO, 2017). While this may not seem like a significant impact, given the current fiscal challenges confronting most municipalities, it could be larger than expected.

While smaller municipalities may feel a sharper impact from the end of the one-third tax exemption, local governments of all sizes in Ontario are facing a challenging fiscal situation. Though services are expanding and becoming more complex, the sources of municipal revenue have not changed significantly (see Chart 1). There is a growing consensus that the current fiscal situation for municipalities is unsustainable. According to AMO in order to maintain current service levels municipalities will have to increase property taxes by 4.51% every year for the next ten years just to preserve the status quo (AMO, 2015).

**Chart 1: Sources of Municipal Revenue, 2001 - 2016**



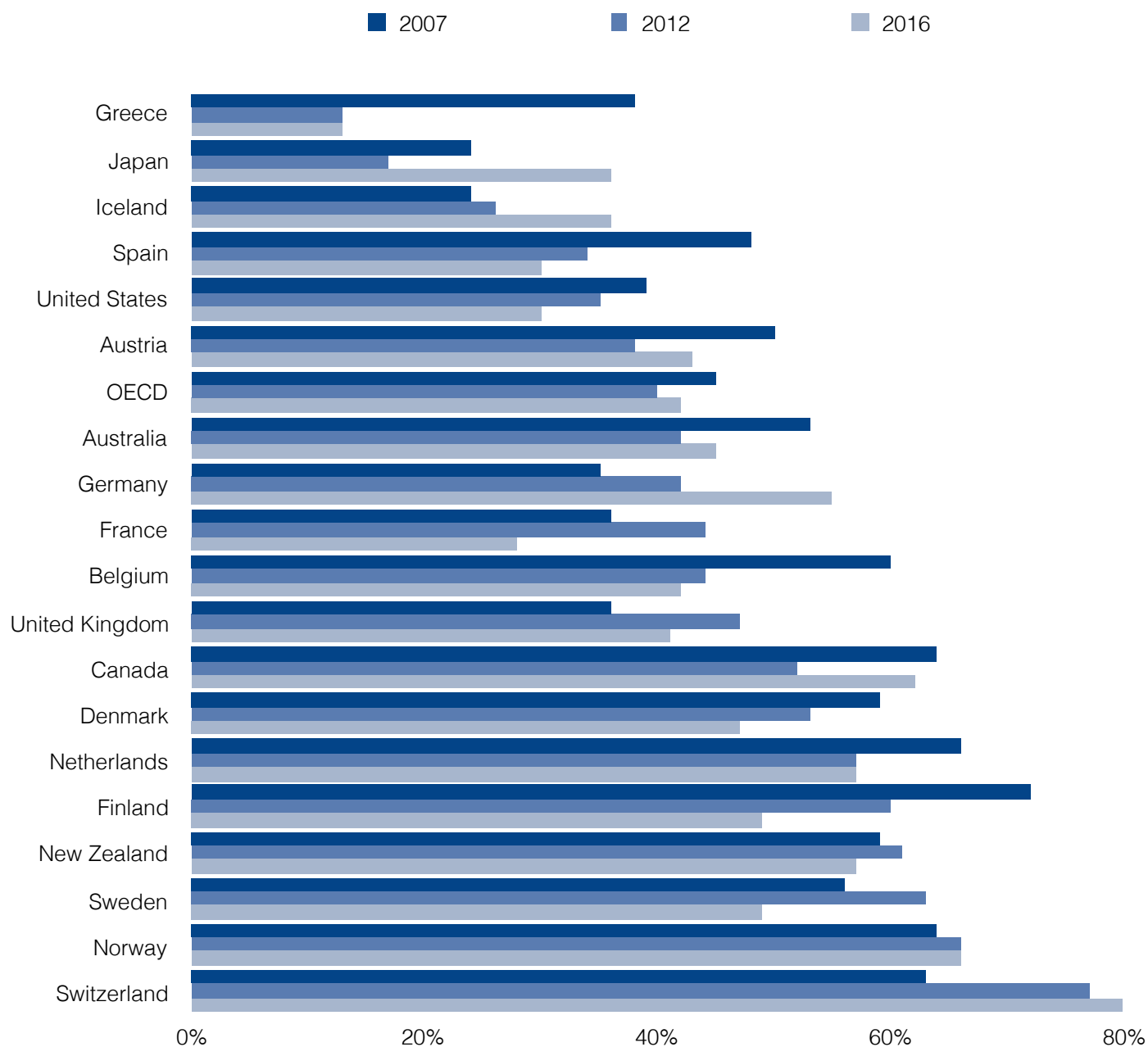
Source: Ministry of Municipal Affairs, Financial Information Returns

Under these circumstances it's not easy for municipal councils to discuss increasing their own compensation. Determining appropriate levels of compensation is difficult in any field or industry, but especially so in politics, where the debate is complicated by fraught political conditions, and often openly-hostile public opinion. While the staff working in municipalities provide objective recommendations, these debates are more often driven by voter outrage, citizen backlash, and politicians who want to avoid the perception that they are giving themselves a raise (see: Criscione, 2015; Shreve, 2017; Porter, 214; Strader, 2012)

These debates have become even more charged in recent years as trust in government has declined and skepticism of institutions and “elites” increased. It is tempting to assume that Canada is in some way sheltered from the populist, anti-establishment currents running through politics in most western countries. In 2016 the Economist declared that in the “depressing company of wall-builders, door-slamers and drawbridge-raisers, Canada stands out as a heartening exception” (Economist, 2016). As seen in Chart 2, Canada does fare relatively well compared to other OECD countries in levels of trust in government.

However, even Canada's relative strength in the face of others weakness, does not mask the vulnerability that still exists. Canada still suffers from many of the stresses that energize populist movements in other industrialized countries, such as the decline of manufacturing jobs, stagnant incomes, and rising inequality (Economist, 2016). Moreover, the events of the past decade, from a deep economic recession to the emergence of overtly nativist political discourses in other countries, can be expected to impact Canadian public opinion (Parkin, 2017, 3). In 2017, the Edelman Trust Barometer found that only 47% of Canadians maintain trust in the country's institutions, and 61% don't believe that the country's leadership can solve the country's biggest problems. Canada continues to suffer from low membership in political parties, poor voter turnout, and generally weak political engagement (Economist Intelligence Unit, 2018, 21). Many Canadians are animated by concerns about what they see as wasteful spending, poor decision-making and a lack of government responsiveness to citizen priorities and needs (Neuman, 2016, 3). Most respondents to the Edelman survey agreed that “a person like yourself” is now as credible as an academic or technical expert, and far more credible than a government official (Edelman, 2017).

**Chart 2: Trust in Government, OECD Countries 2007 - 2016**



Source: OECD

One of the cures to the rising populist wave is better government. Municipalities, as the level of government that citizens most frequently interact with, are on the front lines of this effort. An important element of fostering good government is to ensure that municipalities can attract visionary and competent politicians and public servants to their communities. AMCTO hopes

that this report will serve as a resource for municipalities as they review their council compensation and ensure that it meets the needs of their community. However, in a broader sense, we also hope that it will help in some small way to make the decisions every local government makes about compensating their councillors more easily grounded in evidence, and facts and less on frustration and fear. Going forward AMCTO plans to conduct this survey again as a way to help equip municipalities with tools to make better evidence-based decisions.



# 3 METHODOLOGY

The findings in this report are drawn from a survey of 257 municipalities completed by AMCTO in August of 2017. The survey asked empirical questions about the level of pay that municipalities provide to their councillors, head of council, and deputy head of council (where applicable); whether or not they consider their councils full- or part-time; any other benefits they may provide; and, the factors they use to set compensation levels.

**Table 1.**  
**Survey Respondents vs. Ontario Municipalities**

|                      | SURVEY<br>RESPONDENTS | MUNICIPALITIES IN<br>ONTARIO<br>(based on FIR Data) |
|----------------------|-----------------------|---|
| <b>POULATION</b>     |                       |   |
| Fewer than 10,000    | 60%                   | 61%   |
| 10,000 – 50,000      | 27%                   | 25%   |
| 50,000 – 100,000     | 6%                    | 7%  |
| 100,000 – 250,000    | 4%                    | 4%  |
| More than 250,000    | 2%                    | 3%  |
| <b>TIER</b>          |                       |   |
| Upper Tier           | 6%                    | 7%  |
| Lower Tier           | 58%                   | 54%   |
| Single Tier          | 35%                   | 39%   |
| <b>Region</b>        |                       |   |
| Central Ontario      | 16%                   | 18%   |
| Eastern Ontario      | 22%                   | 26%   |
| Northern Ontario     | 32%                   | 32%   |
| Southwestern Ontario | 30%                   | 24%   |

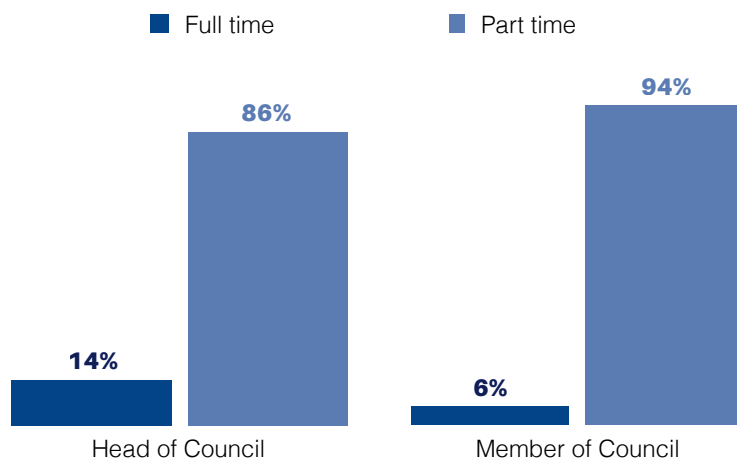
The data presented in this report is not weighted and reflects the responses of all municipalities who participated in the survey. The majority of respondents (60%) were municipalities with a population of less than 10,000. Just over 25% of respondents were municipalities with a population between 10,000 and 50,000, and the remainder were municipalities with a population over 50,000 (12%). The respondents included a range of upper, lower, and single tier municipalities. 35% of municipalities that responded to the survey were single tier, while 58% were lower tier and 6% were upper tier. The highest number of responses came from municipalities in Northern and Southwestern Ontario (32% and 30% respectively), while 22% of municipalities were from Eastern Ontario and 16% from Central Ontario. While the sample was not chosen to be statistically representative of the province, as seen in Table 1 the municipalities included in AMCTO's survey are a relatively good representation of the province.

# 4 FINDINGS

## Full-time versus Part-time Councils

Most municipalities in the province classify their councils as part-time. However, municipalities are slightly more likely to have full-time heads of council than members of council. Only 14% of municipalities have a full-time head of council, while only 6% of municipalities have full-time councillors.

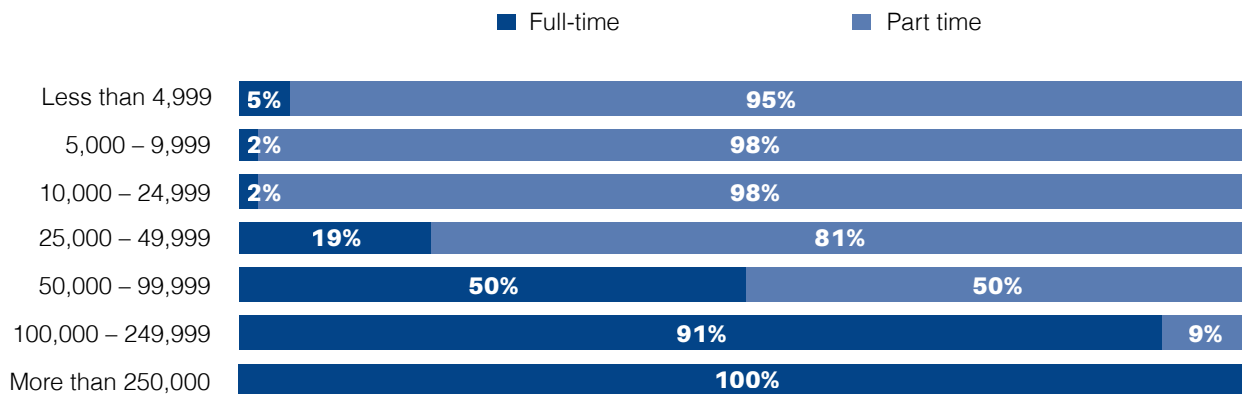
**Chart 3.**  
**Full-time vs. Part-time Councils**



Population clearly impacts whether or not a municipality's council is full- or part-time. Municipalities with a full-time head of council are more likely to have a population over 50,000. For instance, 100% of municipalities with a population over 250,000, 91% of municipalities with a population over 100,000, and 50% of municipalities with a population over 50,000 have full-time heads of council. Comparatively, fewer than 5% of municipalities with a population below 50,000 have a full-time head of council.

## Chart 4.

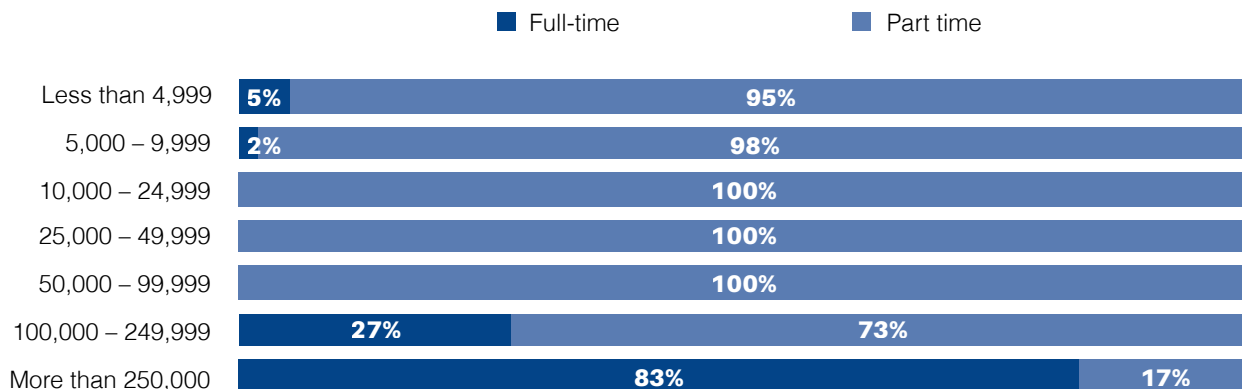
### Full-time vs. Part-time *Heads of Council*, by population



Similarly, while municipalities are slightly less likely to have full-time members of council, the same population-effect can be observed. For instance, 83% of municipalities with a population over 250,000 and 27% of municipalities with a population over 100,000 have full-time councillors. The only municipalities with a population above 250,000 that have part-time councillors are upper-tier municipalities whose councillors also serve on lower-tier councils. By contrast, the majority of municipalities with a population below 100,000 have only part-time councillors.

## Chart 5.

### Full-time vs. Part-time *Members of Council*, by population

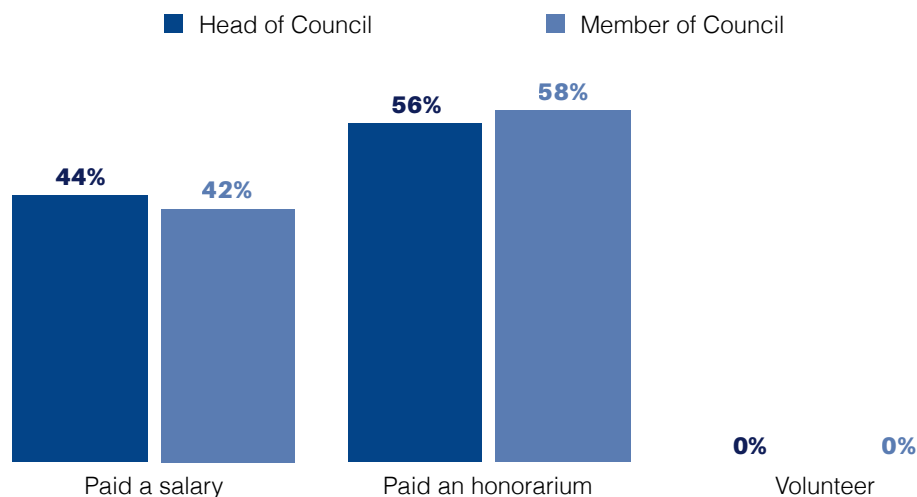


## Paid versus Volunteer Councils

Though the majority of councils are part-time, all councillors and heads of council are compensated for their work, either through a salary, honorarium or stipend. Heads of council are slightly more likely to be paid a salary versus an honorarium, with 44% of heads of council paid a salary and 56% paid an honorarium or stipend. By contrast 42% of members of council are paid a salary and 58% are paid an honorarium/stipend. None of the municipalities that responded to this survey have councils that are completely volunteer.

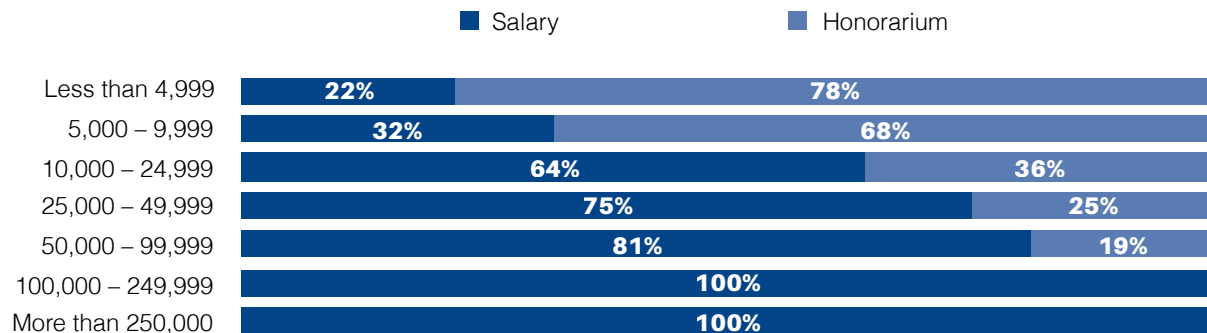
### Chart 6.

#### Paid vs. Volunteer Council

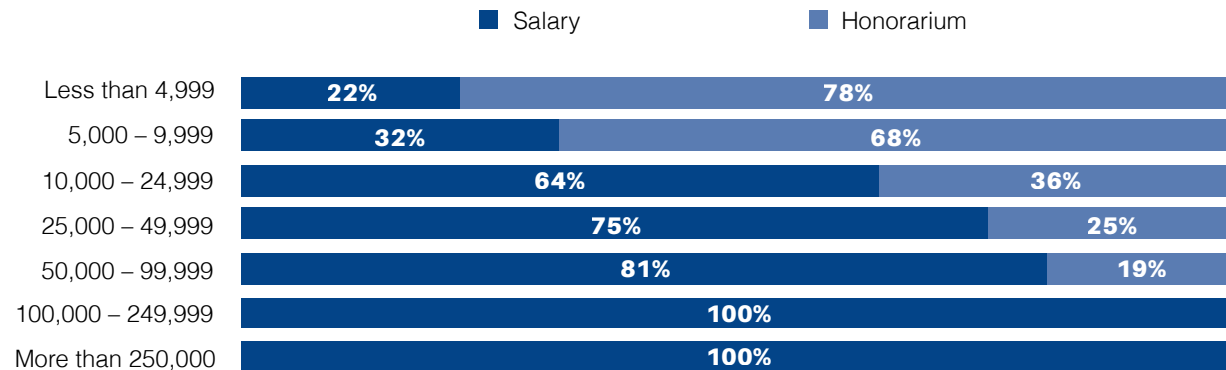


Whether a municipality labels the compensation that it pays a salary or honorarium is also closely tied to the size of the municipality. 64% of municipalities with a population over 10,000 pay their head of council a salary, while municipalities with a population below 10,000 are more likely to pay their head of council an honorarium (Chart 7). Similarly, for members of council the majority of municipalities with a population over 10,000 pay their councillors a salary, while the majority of those with a population below 10,000 pay their councillors an honorarium or stipend (Chart 8).

**Chart 7.**  
**Salary vs. Stipend, Heads of Council, by population**

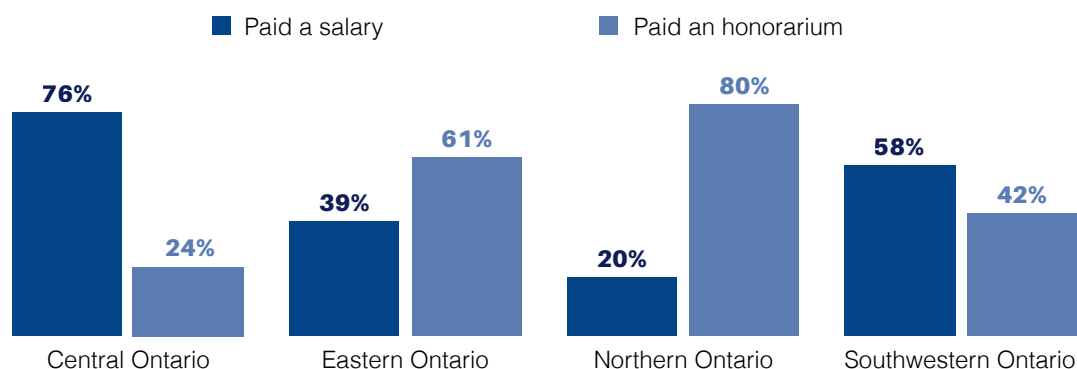


**Chart 8.**  
**Salary vs. Stipend, Members of Council, by population**

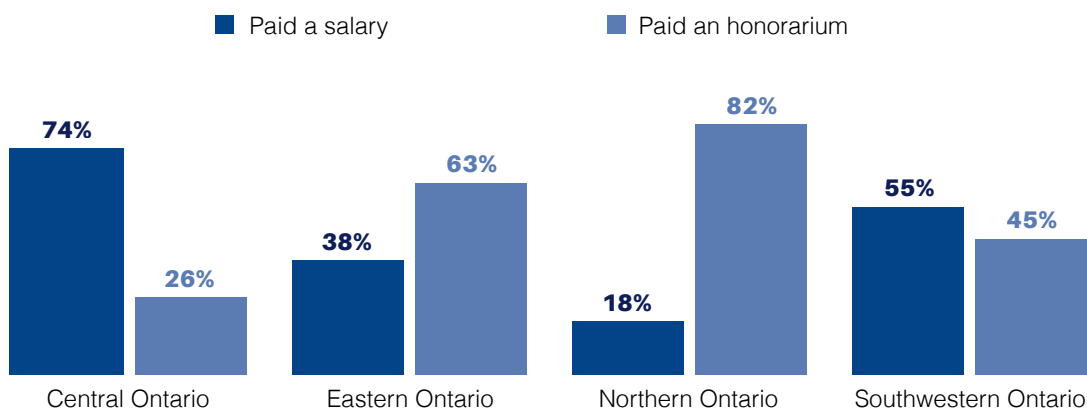


There is also a regional impact to whether or not a municipality refers to its compensation as a salary or honorarium (Charts 9 and 10). For instance, municipalities in Central and Southwestern Ontario are more likely to offer a salary, while municipalities in Eastern and Northern Ontario are more likely to offer an honorarium or stipend, rather than a salary. Municipalities in Northern Ontario far more likely to give their councillors a stipend than any other region in the province.

**Chart 9.**  
Salary vs. Stipend, *Head of Council*, by region



**Chart 10.**  
Salary vs. Stipend, *Members of Council*, by region



However, if the regional disparities are broken down by population size as in Chart 11 and Chart 12, it becomes clear that while there is a regional effect, population size is the dominant factor. For instance, municipalities in Northern Ontario are more likely to pay their councils honorariums, however, while some of this can be attributed to regional disparities, the more powerful explanatory factor is population size. There are more small municipalities in Northern Ontario, which helps to explain why councillors in the north are more likely to be paid honorariums than councillors in the rest of the province. Similarly, most of the provinces largest municipalities are concentrated in central Ontario, so it follows that they would be more likely to be paid a salary than an honorarium.

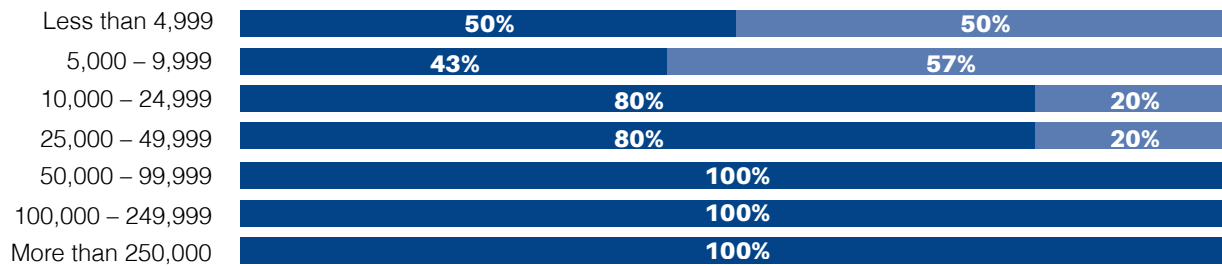
## Chart 11.

### Salary vs. Stipend, Heads of Council, by region/population

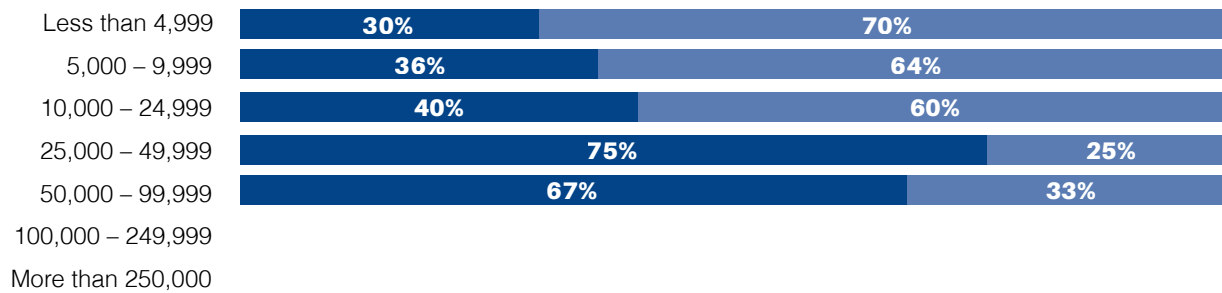
■ Salary

■ Honorarium

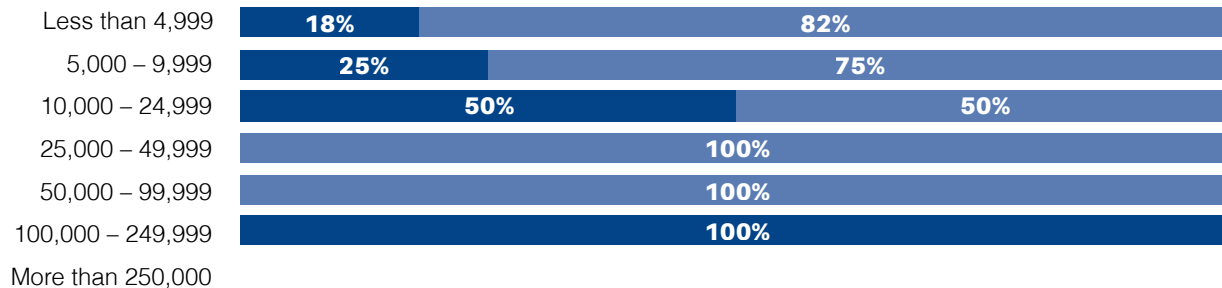
#### Central Ontario



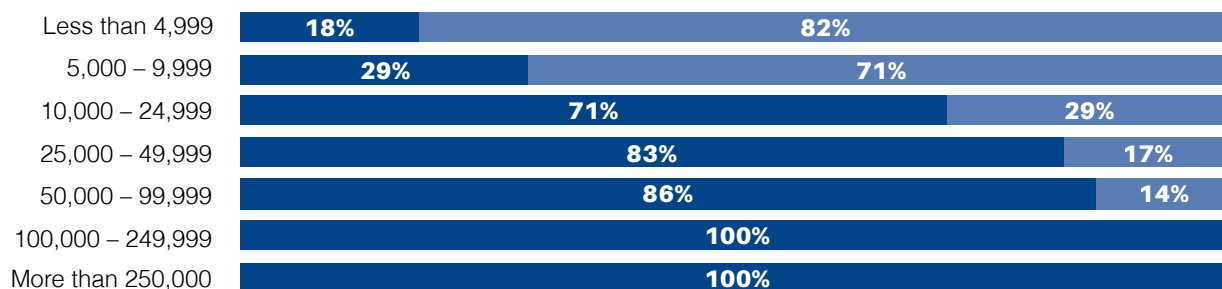
#### Eastern Ontario



#### Northern Ontario



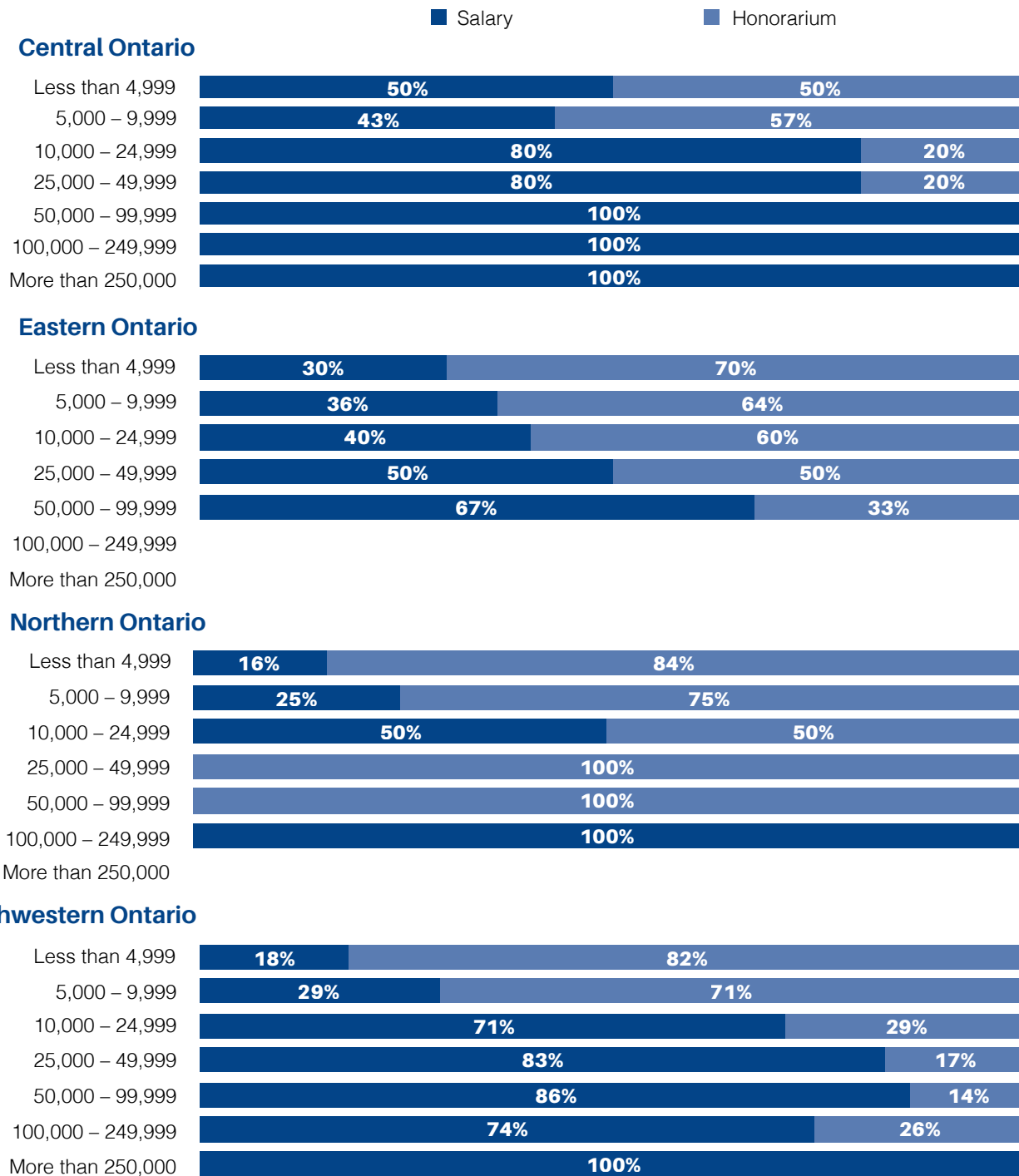
#### Southwestern Ontario





## Chart 12.

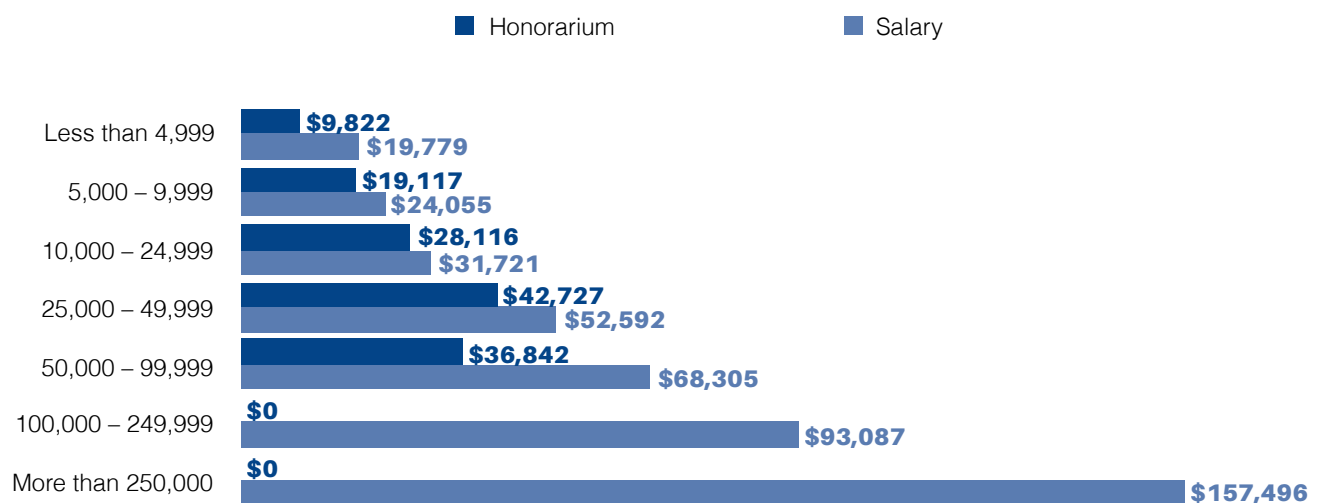
### Salary vs. Stipend, *Members of Council*, by region/population



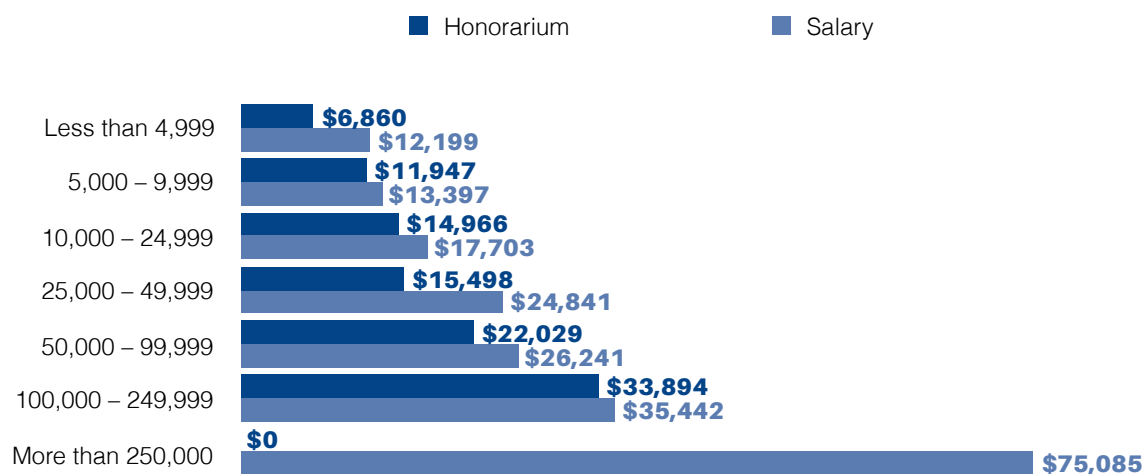
## Levels of Pay

While levels of pay vary widely across the province, the majority of councillors and heads of council in Ontario are paid less than \$40,000 per year. Most municipalities pay their members of council either an annual salary or an annual honorarium or stipend. Fewer than 10% of municipalities only pay their members of council a set rate per meeting. All of the municipalities that pay per meeting have a population below 5,000.

**Chart 13.**  
**Average Head of Council Compensation**



**Chart 14.**  
**Average Member of Council Compensation**



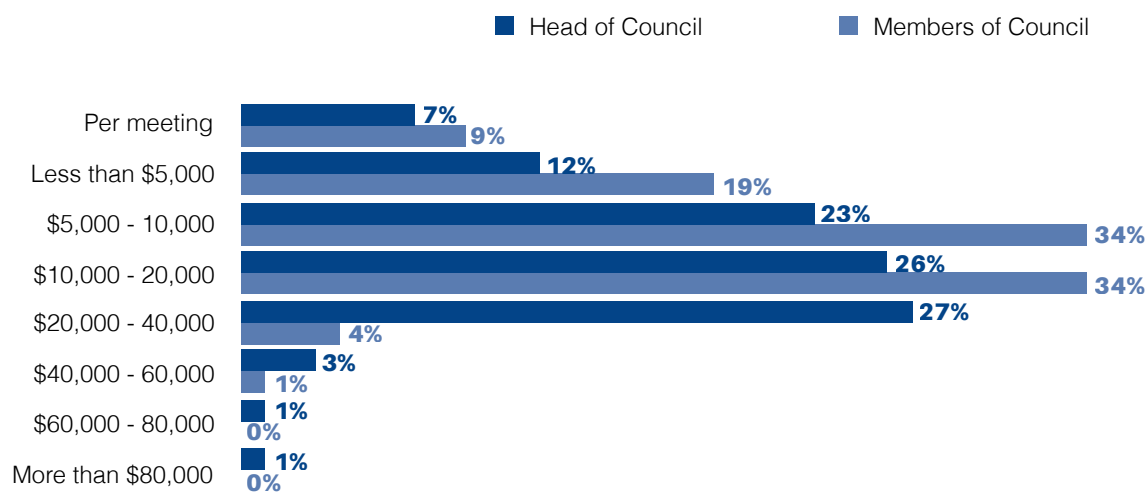
**Table 2.****Average Head and Member of Council Honorarium or Salary by Population Size, Region**

| REGION                              | POPULATION      |               |                 |                 |                 |                   |                   |
|-------------------------------------|-----------------|---------------|-----------------|-----------------|-----------------|-------------------|-------------------|
|                                     | Less than 4,999 | 5,000 – 9,999 | 10,000 – 24,999 | 25,000 – 49,999 | 50,000 – 99,999 | 100,000 – 249,000 | More than 250,000 |
| <b>Head of Council Honorarium</b>   |                 |               |                 |                 |                 |                   |                   |
| Province-wide                       | \$9,822         | \$19,117      | \$28,116        | \$42,727        | \$36,842.95     | -                 | -                 |
| Eastern Ontario                     | \$13,901        | \$14,075      | \$30,129        | \$22,584        | \$23,434        | -                 | -                 |
| Central Ontario                     | \$15,366        | \$25,311      | \$26,276        | \$47,484        | \$95,630        | -                 | -                 |
| South-western Ontario               | \$9,873         | \$16,196      | \$26,772        | \$30,554        | \$29,750        | -                 | -                 |
| Northern Ontario                    | \$9,713         | \$15,578      | \$28,987        | -               | -               | -                 | -                 |
| <b>Member of Council Honorarium</b> |                 |               |                 |                 |                 |                   |                   |
| Province-wide                       | \$6,860         | \$11,947      | \$14,966        | \$15,498        | \$22,029.22     | \$33,894          | -                 |
| Eastern Ontario                     | \$10,020        | \$10,089      | \$16,090        | \$7,362         | \$13,278        | -                 | -                 |
| Central Ontario                     | \$11,292        | \$17,721      | \$15,273        | \$25,551        | \$32,693        | -                 | -                 |
| South-western Ontario               | \$6,330         | \$9,528       | \$13,155        | \$17,924        | \$17,500        | \$33,894          | -                 |
| Northern Ontario                    | \$6,361         | \$9,237       | \$14,499        | \$19,292        | \$22,735        | -                 | -                 |
| <b>Head of Council Salary</b>       |                 |               |                 |                 |                 |                   |                   |
| Province-wide                       | \$18,779        | \$24,055      | \$31,721        | \$52,592        | \$68,305        | \$93,087          | \$157,496         |
| Eastern Ontario                     | \$34,962        | \$43,054      | \$34,429        | \$45,396        | \$54,964        | -                 | -                 |
| Central Ontario                     | \$20,129        | \$25,341      | \$33,344        | \$62,826        | \$81,550        | \$107,290         | \$159,777         |
| South-western Ontario               | \$19,203        | \$19,499      | \$29,245        | \$48,724        | \$61,716        | \$86,079          | \$154,075         |
| Northern Ontario                    | \$17,159        | \$23,769      | \$32,926        | -               | -               | -                 | -                 |
| <b>Member of Council Salary</b>     |                 |               |                 |                 |                 |                   |                   |
| Province-wide                       | \$12,199        | \$13,397      | \$17,703        | \$24,841        | \$26,241        | \$35,442          | \$75,085          |
| Eastern Ontario                     | \$18,632        | \$20,689      | \$18,309        | \$16,006        | \$22,416        | -                 | -                 |
| Central Ontario                     | \$17,764        | \$15,240      | \$19,670        | \$29,321        | \$37,884        | \$43,438          | \$91,037          |
| South-western Ontario               | \$11,208        | \$12,357      | \$15,945        | \$24,791        | \$19,755        | \$32,175          | \$43,182          |
| Northern Ontario                    | \$10,266        | \$11,323      | \$16,463        | -               | -               | \$35,788          | -                 |

Heads of council are generally paid at a higher rate than members of council. For instance, 15% of heads of council who are paid a salary earn more than \$80,000 per year, while only 3% of councillors who are paid a salary earn the same amount. Similarly, approximately 32% of heads of council who are paid an honorarium earn above \$20,000, compared to just 5% of members of council. The highest salary paid to a head of council is \$228,453, while the lowest is \$7,344. In contrast, the highest salary paid to a councillor is \$137,878, while the lowest is \$5,388.

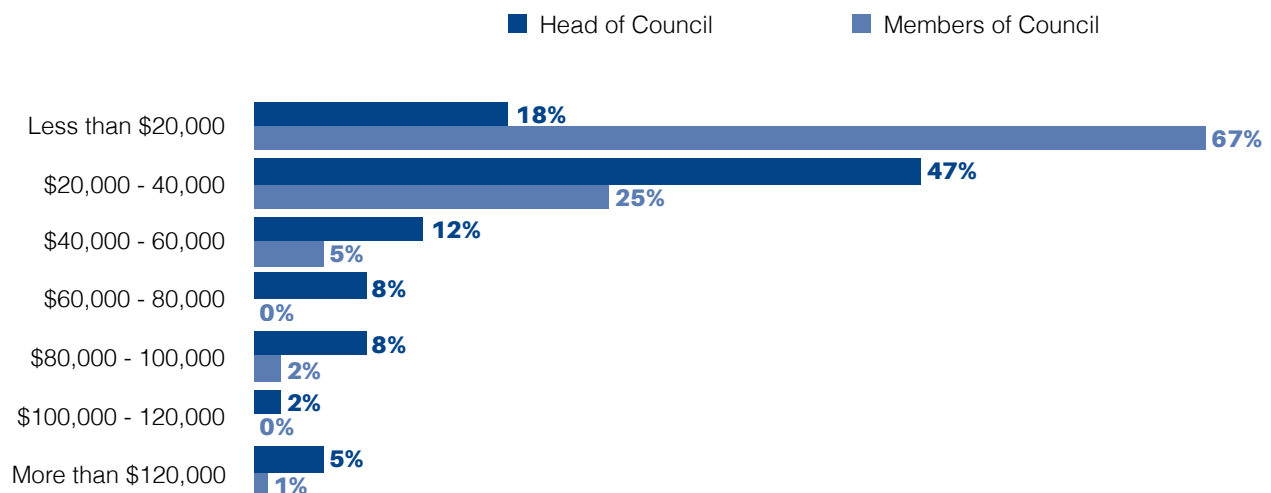
## Chart 15.

### Council Compensation—Honorariums/Stipends (per year)



## Chart 16.

### Council Compensation—Salaries(per year)



## Population Differences

The level of compensation that a municipality offers is closely correlated to its size. As seen in Tables 3 and 4, smaller municipalities are more likely to pay their members of council at a lower rate than larger municipalities. For example, the average salary for a head of a council with a population between 5,000 – 10,000 is \$24,055 per year, compared to an average of \$68,305 for the head of council of a municipality with a population between 50,000 – 100,000. Similarly, the average salary for a councillor in a municipality with a population of 5,000 – 10,000 is \$13,397 compared to \$26,241 for a municipality with a population of 50,000 – 100,000. No municipalities with a population over 100,000 offer an honorarium instead of a salary for their head of council and all the municipalities that pay their members of council exclusively by a per meeting rate have a population below 5,000.

**Table 3.**  
**Council Honorariums, by population size**

|                           | Per meeting | Less than 5,000 | \$5,000 - 10,000 | \$10,000 - 20,000 | \$20,000 - 40,000 | \$40,000 - 60,000 | \$60,000 - 80,000 | More than 80,000 |
|---------------------------|-------------|-----------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| <b>Heads of Council</b>   |             |                 |                  |                   |                   |                   |                   |                  |
| Less than 4,999           | 11%         | 19%             | 34%              | 30%               | 6%                | -                 | -                 | -                |
| 5,000 – 9,999             | -           | 3%              | 7%               | 33%               | 57%               | -                 | -                 | -                |
| 10,000 – 24,999           | -           | -               | 5%               | 10%               | 75%               | 10%               | -                 | -                |
| 25,000 – 49,999           | -           | -               | -                | -                 | 50%               | 25%               | 25%               | -                |
| 50,000 – 99,999           | -           | -               | -                | -                 | 20%               | 20%               | 20%               | 20%              |
| 100,000 – 249,000         | -           | -               | -                | -                 | -                 | -                 | -                 | -                |
| More than 250,000         | -           | -               | -                | -                 | -                 | -                 | -                 | -                |
| <b>Members of Council</b> |             |                 |                  |                   |                   |                   |                   |                  |
| Less than 4,999           | 15%         | 25%             | 48%              | 11%               | 1%                | -                 | -                 | -                |
| 5,000 – 9,999             | -           | 13%             | 17%              | 67%               | 3%                | -                 | -                 | -                |
| 10,000 – 24,999           | -           | 5%              | 10%              | 80%               | 5%                | -                 | -                 | -                |
| 25,000 – 49,999           | -           | -               | 40%              | 40%               | 20%               | -                 | -                 | -                |
| 50,000 – 99,999           | -           | 17%             | -                | 33%               | 33%               | 17%               | -                 | -                |
| 100,000 – 249,999         | -           | -               | -                | 50%               | -                 | 50%               | -                 | -                |
| More than 250,000         | -           | -               | -                | -                 | -                 | -                 | -                 | -                |

**Table 4.**  
**Council Salaries, by population size**

|                           | <b>Less than<br/>\$20,000</b> | <b>\$20,000<br/>- 40,000</b> | <b>\$40,000<br/>- 60,000</b> | <b>\$60,000<br/>- 80,000</b> | <b>\$80,000 -<br/>100,000</b> | <b>\$100,000<br/>- 120,000</b> | <b>More than<br/>\$120,000</b> |
|---------------------------|-------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <b>Heads of Council</b>   |                               |                              |                              |                              |                               |                                |                                |
| Less than 4,999           | 56%                           | 41%                          | 4%                           | -                            | -                             | -                              | -                              |
| 5,000 – 9,999             | 31%                           | 69%                          | -                            | -                            | -                             | -                              | -                              |
| 10,000 – 24,999           | 6%                            | 81%                          | 14%                          | -                            | -                             | -                              | -                              |
| 25,000 – 49,999           | -                             | 33%                          | 42%                          | 17%                          | 8%                            | -                              | -                              |
| 50,000 – 99,999           | -                             | 8%                           | 23%                          | 38%                          | 31%                           | -                              | -                              |
| 100,000 –<br>249,999      | -                             | -                            | -                            | 27%                          | 45%                           | 9%                             | 18%                            |
| More than<br>250,000      | -                             | -                            | -                            | -                            | -                             | 20%                            | 80%                            |
| <b>Members of Council</b> |                               |                              |                              |                              |                               |                                |                                |
| Less than 4,999           | 96%                           | 4%                           | -                            | -                            | -                             | -                              | -                              |
| 5,000 – 9,999             | 100%                          | -                            | -                            | -                            | -                             | -                              | -                              |
| 10,000 – 24,999           | 77%                           | 23%                          | -                            | -                            | -                             | -                              | -                              |
| 25,000 – 49,999           | 36%                           | 55%                          | 9%                           | -                            | -                             | -                              | -                              |
| 50,000 – 99,999           | 33%                           | 58%                          | 8%                           | -                            | -                             | -                              | -                              |
| 100,000 –<br>249,999      | -                             | 75%                          | 25%                          | -                            | -                             | -                              | -                              |
| More than<br>250,000      | -                             | 17%                          | 33%                          | -                            | 33%                           | -                              | 17%                            |

### ***Regional Differences***

While population is the key difference when it comes to councillor compensation, there are also some regional differences. Part of the explanation for these regional disparities is the distribution of population size in each region, as discussed earlier. However, as seen in Table 2, even when controlling for population size the average salaries for councillors vary region by region.

Municipalities in Central Ontario consistently pay their councils at rates that are above the provincial average. Municipalities in Northern and Southwestern Ontario tend to pay their councils at rates that fall below the provincial average. Municipalities in Eastern Ontario fall into no clearly discernible pattern, sometimes paying above the provincial average, with others paying below.

**Table 5.**  
**Council Honorariums, by region**

|                           | <b>Per meeting</b> | <b>Less than 5,000</b> | <b>\$5,000 - 10,000</b> | <b>\$10,000 - 20,000</b> | <b>\$20,000 - 40,000</b> | <b>\$40,000 - 60,000</b> | <b>\$60,000 - 80,000</b> | <b>More than 80,000</b> |
|---------------------------|--------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| <b>Heads of Council</b>   |                    |                        |                         |                          |                          |                          |                          |                         |
| Central Ontario           | -                  | -                      | -                       | 27%                      | 55%                      | 9%                       | -                        | 9%                      |
| Eastern Ontario           | 6%                 | -                      | 31%                     | 17%                      | 39%                      | 8%                       | -                        | -                       |
| Northern Ontario          | 10%                | 24%                    | 27%                     | 25%                      | 10%                      | -                        | 3%                       | -                       |
| Southwestern Ontario      | 3%                 | 6%                     | 16%                     | 38%                      | 38%                      | -                        | -                        | -                       |
| <b>Members of Council</b> |                    |                        |                         |                          |                          |                          |                          |                         |
| Central Ontario           | -                  | -                      | 8%                      | 69%                      | 15%                      | 8%                       | -                        | -                       |
| Eastern Ontario           | 6%                 | 8%                     | 31%                     | 47%                      | 8%                       | -                        | -                        | -                       |
| Northern Ontario          | 15%                | 28%                    | 42%                     | 13%                      | 1%                       | -                        | -                        | -                       |
| Southwestern Ontario      | 3%                 | 18%                    | 32%                     | 44%                      | -                        | 3%                       | -                        | -                       |

**Table 6.**  
**Council Salaries, by region**

|                           | <b>Less than<br/>\$20,000</b> | <b>\$20,000<br/>-<br/>40,000</b> | <b>\$40,000<br/>-<br/>60,000</b> | <b>\$60,000<br/>-<br/>80,000</b> | <b>\$80,000<br/>-<br/>100,000</b> | <b>\$100,000<br/>-<br/>120,000</b> | <b>More than<br/>\$120,000</b> |
|---------------------------|-------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|--------------------------------|
| <b>Head of Council</b>    |                               |                                  |                                  |                                  |                                   |                                    |                                |
| Central Ontario           | 6%                            | 41%                              | 16%                              | 9%                               | 16%                               | 3%                                 | 9%                             |
| Eastern Ontario           | 16%                           | 68%                              | 12%                              | 4%                               |                                   | -                                  | -                              |
| Northern Ontario          | 53%                           | 41%                              | -                                | -                                | -                                 | -                                  | 6%                             |
| Southwestern Ontario      | 15%                           | 41%                              | 13%                              | 13%                              | 11%                               | 2%                                 | 4%                             |
| <b>Members of Council</b> |                               |                                  |                                  |                                  |                                   |                                    |                                |
| Central Ontario           | 39%                           | 39%                              | 13%                              | -                                | 6%                                | -                                  | 3%                             |
| Eastern Ontario           | 88%                           | 13%                              | -                                | -                                | -                                 | -                                  | -                              |
| Northern Ontario          | 94%                           | 6%                               | -                                | -                                | -                                 | -                                  | -                              |
| Southwestern Ontario      | 64%                           | 31%                              | 5%                               | -                                | -                                 | -                                  | -                              |

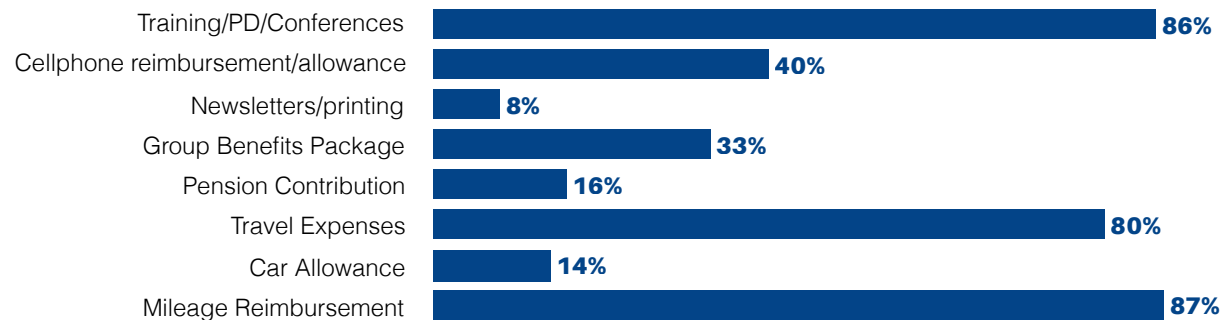
## Other Benefits

In addition to salaries, honorariums, and stipends, municipalities also provide a range of other benefits to their councils. For instance, a strong majority of municipalities provide mileage reimbursement, travel expenses, and dedicated funding for attending conferences, training and professional development. A smaller number of municipalities (40% and 33% respectively) provide an allowance or reimbursement for cellphones, and access to a group benefits package. Approximately 16% of municipalities provide a pension contribution, while 14% provide a car allowance, and 8% provide a budget for printing newsletters and other materials.



## Chart 17.

### Council Compensation—Salaries(per year)



As seen in Table 7, larger municipalities are more likely to provide optional benefits like cellphone reimbursement, newsletter printing or a pension contribution. For instance, most municipalities (83%) with a population over 250,000 provide reimbursement or an allowance for a cell phone, while less than a third of municipalities with a population below 10,000 do the same. Similarly, a majority of municipalities with a population above 100,000 provide pension contributions and a group benefits package while fewer than a third of municipalities with a population below 10,000 provide a group benefits package, and fewer than 7% provide a pension contribution.

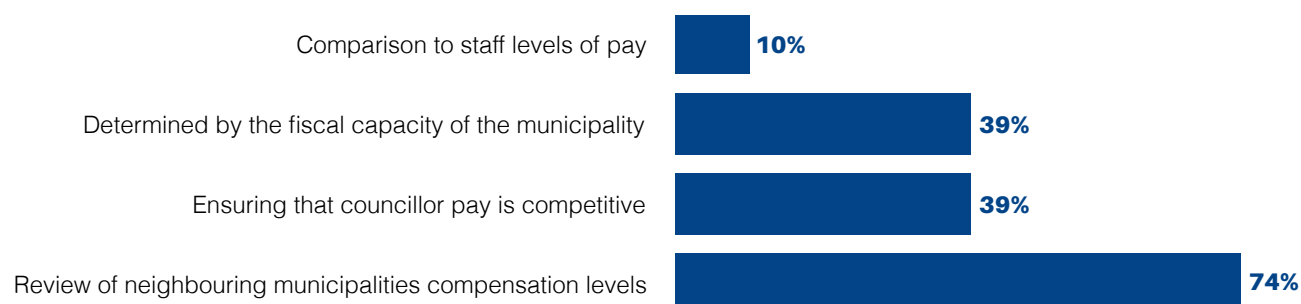
**Table 7.**  
Non-salary benefits provided by municipalities, by population size

|                   | Cell phone reimbursement/ allowance | Newsletters / Printing | Group benefits package | Pension Contribution | Car Allowance |
|-------------------|-------------------------------------|------------------------|------------------------|----------------------|---------------|
| Less than 4,999   | 29%                                 | 1%                     | 14%                    | 7%                   | 5%            |
| 5,000 – 9,999     | 32%                                 | 5%                     | 32%                    | 0%                   | 5%            |
| 10,000 – 24,999   | 49%                                 | 8%                     | 45%                    | 21%                  | 17%           |
| 25,000 – 49,999   | 69%                                 | 13%                    | 63%                    | 25%                  | 44%           |
| 50,000 – 99,999   | 56%                                 | 25%                    | 44%                    | 44%                  | 44%           |
| 100,000 – 249,999 | 64%                                 | 36%                    | 73%                    | 64%                  | 36%           |
| More than 250,000 | 83%                                 | 67%                    | 83%                    | 83%                  | 33%           |

## Reviewing Compensation

Approximately half of municipalities surveyed have reviewed their council compensation within the last four years, while 38% have done so within the last year (see Appendix A). There is no clear differentiation, based on either geography or population size for how often a municipality reviews council compensation (Appendix B). Municipalities use a range of factors to help them set their compensation levels. The most common practice that municipalities follow is to survey the compensation paid by neighbouring municipalities (74%). A smaller number (just under 40%) of municipalities work to ensure that councillor compensation is competitive. A similar number report that their ability to compensate councillors is determined by the fiscal capacity of the municipality. Relatively few municipalities (10%) use a comparison to the levels of pay that staff receive.

**Chart 18.**  
**Factors considered in council compensation reviews**



There are some notable population-based differences, as seen in Table 8. Larger municipalities are far more likely to cite ensuring that councillor pay is competitive as a factor they use to set compensation levels. Very large municipalities, those with a population above 250,000, are far less likely to cite reviewing neighbouring municipalities compensation levels as a factor, while this is a common factor for most other municipalities.

**Table 8.****Factors considered in council compensation reviews, by population size**

|                   | <b>Ensuring<br/>councillor pay is<br/>competitive</b> | <b>Review of<br/>neighbouring<br/>municipalities<br/>compensation<br/>levels</b> | <b>Determined<br/>by fiscal<br/>capacity of<br/>the<br/>municipality</b> | <b>Comparison<br/>to staff levels<br/>of pay</b> |
|-------------------|---|--|--|--|
| Less than 4,999   | 28%   | 67%  | 42%  | 6%   |
| 5,000 – 9,999     | 41%   | 86%  | 39%  | 9%   |
| 10,000 – 24,999   | 43%   | 75%  | 32%  | 11%  |
| 25,000 – 49,999   | 50%   | 88%  | 38%  | 6%   |
| 50,000 – 99,999   | 50%   | 63%  | 44%  | 19%  |
| 100,000 – 249,999 | 64%   | 91%  | 45%  | 27%  |
| More than 250,000 | 67%   | 50%  | 33%  | 17%  |

## 5 CONCLUSION

While compensation is not the only factor when considering representation on local councils, it is an important one. We hope that this report will serve as a valuable resource for municipalities as they review their council compensation. Going forward to hope to continue to conduct this survey and continue to equip municipalities with tools to make better evidence-based decisions.

# 6 APPENDICES

## Appendix A. Full survey results

| What is the population of your municipality? |     |
|--|-----|
| Fewer than 10,000                            | 60% |
| 10,000 – 50,000                              | 27% |
| 50,000 – 100,000                             | 6%  |
| 100,000 – 250,000                            | 4%  |
| More than 250,000                            | 2%  |

| What type is your municipality? |     |
|---------------------------------|-----|
| Upper Tier                      | 6%  |
| Lower Tier                      | 58% |
| Single Tier                     | 35% |

| Where is your municipality located? |     |
|-------------------------------------|-----|
| Central Ontario                     | 16% |
| Eastern Ontario                     | 22% |
| Northern Ontario                    | 32% |
| Southwestern Ontario                | 30% |

#### How many members of council does your municipality have (including heads of council)?

|            |        |
|------------|--------|
| 5 Members  | 42.80% |
| 6 Members  | 1.17%  |
| 7 Members  | 30.74% |
| 8 Members  | 3.50%  |
| 9 Members  | 9.73%  |
| 10 Members | 1.95%  |
| 11 Members | 2.72%  |
| 12 Members | 1.17%  |
| 13 Members | 2.33%  |
| 16 Members | 0.78%  |
| 17 Members | 0.78%  |
| 18 Members | 0.39%  |
| 21 Members | 0.39%  |
| 23 Members | 0.39%  |
| 25 Members | 0.39%  |
| 31 Members | 0.39%  |
| 45 Members | 0.39%  |

#### Is the head of council in your municipality full-time or part-time?

|           |     |
|-----------|-----|
| Full time | 14% |
| Part time | 86% |

#### Are the members of council in your municipality full-time or part-time?

|           |     |
|-----------|-----|
| Full time | 6%  |
| Part time | 94% |

### Is the head of council in your municipality paid or volunteer?

|                            |     |
|----------------------------|-----|
| Paid a salary              | 44% |
| Paid an honorarium/stipend | 56% |

### Are the members of council in your municipality paid or volunteer?

|                            |     |
|----------------------------|-----|
| Paid a salary              | 42% |
| Paid an honorarium/stipend | 58% |

### If the head of council in your municipality is paid an honorarium, how much is it?

|                   |     |
|-------------------|-----|
| Per meeting       | 7%  |
| Less than 5,000   | 12% |
| \$5,000 - 10,000  | 23% |
| \$10,000 - 20,000 | 26% |
| \$20,000 - 40,000 | 27% |
| \$40,000 - 60,000 | 3%  |
| \$60,000 - 80,000 | 1%  |
| More than 80,000  | 1%  |

### If the head of council in your municipality is paid a salary how much is it?

|                     |     |
|---------------------|-----|
| Less than \$20,000  | 18% |
| \$20,000 - 40,000   | 47% |
| \$40,000 - 60,000   | 12% |
| \$60,000 - 80,000   | 8%  |
| \$80,000 - 100,000  | 8%  |
| \$100,000 - 120,000 | 2%  |
| More than \$120,000 | 5%  |

### If members of council in your municipality are paid an honorarium how much is it?

|                    |     |
|--------------------|-----|
| Per meeting        | 9%  |
| Less than \$5,000  | 19% |
| \$5,000 - 10,000   | 34% |
| \$10,000 - 20,000  | 34% |
| \$20,000 - 40,000  | 4%  |
| \$40,000 - 60,000  | 1%  |
| \$60,000 - 80,000  | 0%  |
| More than \$80,000 | 0%  |

### If the members of council in your municipality are paid a salary how much is it?

|                     |     |
|---------------------|-----|
| Less than \$20,000  | 67% |
| \$20,000 - 40,000   | 25% |
| \$40,000 - 60,000   | 5%  |
| \$60,000 - 80,000   | 0%  |
| \$80,000 - 100,000  | 2%  |
| \$100,000 - 120,000 | 0%  |
| More than \$120,000 | 1%  |

### Do you provide any other remuneration or benefits for your councillors?

|   |     |
|---|-----|
| Mileage Reimbursement                                   | 87% |
| Car Allowance   | 14% |
| Travel Expenses   | 80% |
| Pension Contribution                                    | 16% |
| Group Benefits Package                                  | 33% |
| Newsletters/Printing                                    | 8%  |
| Cellphone Reimbursement                                 | 40% |
| Training/Professional Development/Conference Attendance | 86% |



### When was the last time that you reviewed council compensation in your municipality?

|                            |     |
|----------------------------|-----|
| Not sure                   | 13% |
| Within the last year       | 33% |
| Within the last four years | 43% |
| Within the last ten years  | 11% |

### What factors did you use to determine compensation for your councillors/head of council?

|   |     |
|---|-----|
| Comparison to staff levels of pay                         | 10% |
| Determined by fiscal capacity of the municipality         | 39% |
| Ensuring that councillor pay is competitive               | 39% |
| Review of neighbouring municipalities compensation levels | 74% |

## Appendix B.

When was the last time that you review council compensation in your municipality?

|                      | Within the last year | Within the last four years | Within the last ten years |
|----------------------|----------------------|----------------------------|---------------------------|
| <b>By Population</b> |                      |                            |                           |
| Less than 4,999      | 41%                  | 46%                        | 13%                       |
| 5,000 – 9,999        | 36%                  | 56%                        | 8%                        |
| 10,000 – 24,999      | 33%                  | 52%                        | 14%                       |
| 25,000 – 49,999      | 21%                  | 57%                        | 21%                       |
| 50,000 – 99,999      | 54%                  | 38%                        | 8%                        |
| 100,000 – 249,999    | 30%                  | 40%                        | 30%                       |
| More than 250,000    | 50%                  | 50%                        | 0%                        |
| <b>By Region</b>     |                      |                            |                           |
| Central Ontario      | 46%                  | 38%                        | 16%                       |
| Eastern Ontario      | 35%                  | 54%                        | 10%                       |
| Northern Ontario     | 37%                  | 51%                        | 12%                       |
| Southwestern Ontario | 36%                  | 50%                        | 14%                       |

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# MONTHLY REPORT

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

**From:** Corporate Services

**Date of Meeting:** 26 June 2018

**Subject:** COR 17-2018 June Monthly Report (Corporate Services)

## RECOMMENDATION

THAT COR 17-2018 June Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Museum

- **Administrative**
  - Archives Assistant, Curatorial Assistant, and University of Toronto Masters of Museum Studies intern started their summer work placements on May 14.
  - Volunteers logged 143 on-site hours in May.
  - Community Museum Operating Grant released mid-May, due June 3.
- **Funding Received**
  - Received \$5000 from the Stratford Perth Community Foundation to fund Ink and Imagination partnership exhibit with Reed Needles and St. Marys Public Library.
- **Research/Exhibits**
  - Editing draft of text panels for newspaper exhibit, opening July 1
- **Programming/Outreach**
  - Staff led three downtown heritage walking tours for Grade 3 classes from Little Falls Public School.
  - Staff and volunteers led seniors' outreach programs at St. Marys VON on May 2 and Kingsway Fairhill on May 8.
  - Downstairs, Upstairs, a partnership fundraiser with the Stonetown Grans was held on Saturday, May 12 at Town Hall. All 150 tickets were sold and \$3300 was raised to be split between the two organizations.
  - Quilt Squared "Make it Big, Make it Small" opened on May 14. There were approximately 40 people in attendance at the evening opening reception.
  - Organizers of the Quilts at the Creek show at Black Creek Pioneer Village visited the Quilt Squared show for a private tour on Saturday, May 26.
  - Fundraiser yard sale took place in the Museum parking lot on Saturday, June 2. \$580 was raised for the Museum and Friends of the Museum.
- **Collections Management**
  - Audit of textile storage area underway with YCW Curatorial Assistant and U of T intern.
  - YCW Archives Assistant uploaded 70 photos to Picture St. Marys in May.

### Heritage/ Culture

- Heritage Property Tax Rebate
  - 2018 applications – two Part B applications submitted and work approved,

- Creation of Standard Operating Procedure (SOP) for Heritage Property Tax Rebate program
- Self-guided heritage walking tours – staff have reached out to the Heritage Resources Centre at the University of Waterloo as well as other municipalities (Ontario, Yarmouth, Nova Scotia) for information on their heritage walking tours.
- Drafting RFQ and associated documents for Public Art Project
- Working with Station Gallery on insurance requirements

## **Municipal Elections**

- New Election Website has been launched. This micro site improves navigation and can be used, up to and including, election night.
- Staff are working with Datafix on the voter's list.
- Nomination packages are available at the Town Hall, lower level. Packages contain nomination forms, provincial guides, relevant bylaws and other election information.

## **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 6 media releases between mid-May and mid-June
  - Resulted in 12 solicited news stories
- Social Media
  - Facebook (May 16 – June 12):
    - 56 new page likes; 58 new page followers
    - Best performing paid post: Post about Business After 5 networking event (reached 4,816 users, prompted 73 reactions, 3 comments and 15 shares)
    - Best performing non-paid post: Post about Weir Fountain refurbishment (reached 3,096 users, prompted 226 reactions, 24 comments and 11 shares)
  - Twitter (since May 18):
    - 3 new followers
    - Best performing tweet: Reminder tweet about emergency exercise (garnered 1,926 impressions and 10 engagements)
- Promotional & Communication Campaigns
  - Elections website editing and navigation design
  - Weekly Cadzow Park construction updates on social media
  - St. Marys YMCA/Aquatics Centre partnership promotion extension until end of June
  - Emergency exercise notices and news release
  - St. Marys Quarry news release and advertisements in the Independent and Beacon
  - Asphalt milling and paving project
  - Seniors Month
  - Guest Services desk relocation
  - FM96 "Breakfast on the Bridge"
  - Road Surface Treatment Project
- Publications

- Continuing to work on Fall and Winter edition of Town of St. Marys Recreation & Leisure Guide
- Summer swimming schedule flyer (for both Aquatics Centre and Quarry)
- Miscellaneous
  - Corporate Communications ran their own simulation as part of the May 31 Emergency Exercise with the Events Coordinator posing as a journalist and the Corporate Communications Specialist responding to her inquiries. The Corporate Communications Manager was on-site to evaluate this portion of the exercise as well as respond to any actual media wishing to cover the simulation.
  - Corporate Communications Specialist continues to assist the Recreation Department with a variety of communications/promotions-related tasks (examples include Craft Show poster, Seniors Month, Library Aquatics Pass, assisting with Senior Services photography sessions, social media inquiries etc.)
  - Events Coordinator working on taking photographs of the Town to improve Department's photo library
  - Events Coordinator supported the revitalization of the Weir Fountain by posting a photo to social media on the municipal page about the fountain being turned on for the season. Subsequent comments lead to her connecting Matt Brenner to the McConnell Club, as this group maintains the fountain.

## Events

- FM96 Live Broadcast (May 18, 2018)
  - Over 500 breakfasts served at a total cost of only \$47.76 to the Town, thanks to donations from the local business community
  - Crowds observed on Water Street throughout the four-hour broadcast
  - A diverse cross section of residents featured on air, giving humorous and positive interviews on life in St. Marys
  - Many volunteered for the event, including the Mayor and CAO (who arrived at 4:00 a.m.) business people, Town staff, service clubs and residents
  - Leftovers donated to the Food Bank
  - Affected area of Water Street reopened by 10:30 a.m.
  - Currently working on securing a copy of the broadcast for the purpose of eventually holding a listening party
- Heritage Festival (July 13 and 14)
  - News release about the new Friday night concert will be distributed week of June 11
  - Focus on Thames River (as per Town's strategic priorities) with stand-up paddling lessons sponsored by the Kinsmen, free interactive activities from UTRCA, and a new historic walking tour that begins with the Town's river roots
  - Fundraising on track to receive slightly more donations than the festival's estimated cost
- Cadzow Park Grand Reopening Event (June 28) and Canada Day (July 1)
  - Grand reopening festivities at Cadzow Park promises to be a nice kick-off to summer, and hopefully many special invitees are able to attend the barbecue and ribbon-cuttings
  - The same location will host the Canada Day celebrations, which will revert to their pre-Sesquicentennial schedule of patriotic fun
  - Events Coordinator assisted with organization, poster and invite creation, media releases and social media postings for both Cadzow events
- Miscellaneous
  - Assisted with Canadian Baseball Hall of Fame Press Conference
  - More than 60 guests were expected at the Business After 5 event at the Baseball Hall of Fame on June 13, thanks in part to a creative location, attractive invitations and social media promotion
  - Promotions for the Pyramid Recreation Centre's 10<sup>th</sup> anniversary party on June 2

- Continuing to offer logistics and promotional assistance to August's River Rock Festival
- Beginning to receive inquiries about St. Marys Car Show (Saturday, August 18) and targeting advertising for the event is already occurring

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

- Staff are working on developing 16 IT specific policies. These policies include, but are not limited to; Acceptable Computer Use Policy, Remote Access Policy, Information Lifecycle and Disposal Policy, Laptop and Mobile Device Policy, Backup and Disaster Recovery Policy, Business Continuity Policy and several more.
- Staff developed a Community Use of Sound Equipment Process as well as Community Use Agreement for the new publically accessible sound equipment.
- 20 support tickets closed
- Server replacement RFP closed. Proceeding with reference checks.
- Met with Library and Facility staff to discuss the September Library move to the Endzone. Creating plan to replicate all IT services.
- Worked with Airon to move PRC HVAC IP enabled devices to newly created DMZ
- Performed Keystone financial software update.
- Working with Electricians to complete network cable runs for Cadzow Wifi.
- Multiple hours were spent troubleshooting Guest Services Debit integration with Max Galaxy software. Determined that issue was a configuration error by the debit company.
- Updated InfoHR, to allow for increased user licenses.
- Finalized Cadzow sound system purchase, awaiting call to pick up system.
- Configured and installed switches at PRC resulting in increased capacity.
- Assisted in guest service desk move and IT related needs.
- Continue to replace old computers with new replacements
- Creation of maps for various Town departments
- Fixed overheated and broken switch at the library
- GIS data updates
- 6 Municipal consents approved
- IT support for Town staff
- Large format printing for various Town departments

### **Economic Development**

- Economic Development General
  - May 24<sup>th</sup> Career Fair at DCVI went extremely well. Feedback from participating employers was that they appreciated the opportunity and would certainly do it again. 19 employers took part and classes from grade 7 to grade 12 visited the career fair. In the evening portion that was open to the public, 36 people attend.
  - June 13 Business after 5 at the Canadian Baseball Hall of Fame went well and we were pleased with the attendance.
  - EDAC is winding down their term and putting forth their recommendations to assist with future economic development work. The committee will not meet again until September.
- Workforce Shortage
  - 'Opportunity Lives Here' job fairs partnership with Perth County: 1 more job fair to go.
    - There has been 82,512 page views on the site from January 1, 2018 to May 22, 2018. This is a 30.97% increase from the same time last year.
    - # of jobs posted:
      - February: 70 (compared to 51 in 2017)
      - March: 140 (compared to 90 in 2017)
      - April: 125 (compared to 56 in 2017)



- May (to date): 124
- EDAC is researching other community housing developments to gather information on type of development, municipal incentives etc. Aiming to gather some recommendations for developing more variety for living.
- Participated on a panel for DCVI's co-op stream, students presented on ideas developed to enhance our work on youth engagement. The first and second teams were given a prize. The panel consisted of a representative from the school board, Town of St. Marys and Perth County.

## **Tourism**

- Ensuring all ambassador racks are full with up to date brochures.
- In the process of hiring a summer student through a Canada Summer Jobs grant to assist with tourism, events and communications.
- Will begin working on the creation of a visitor map for the Pyramid Centre and possibly the Quarry.
- The first meeting with Stempski Kelly Associates was held regarding the process for our wayfinding strategy. We developed our timeline for the process. We will work to put our working group together to proceed.
- Visiting Stratford Tourism Alliance to provide an overview of St. Marys to their summer students.
- A new exhibit is opening at the Station Gallery as of June 15<sup>th</sup>.

## **VIA Services**

|                 | <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             |
| <b>May</b>      | 234             | 245             | 81.2             |

## **SPENDING AND VARIANCE ANALYSIS**

Audio Equipment - \$5,000 budgeted, total expenditure \$7,903.90. The audio equipment came in on budget, however in order to protect and provide longevity to the equipment, hard cases were purchased for all equipment.

## **REVIEWED BY**

### **Recommended by the Department**



Trisha McKibbin  
Director of Corporate Services

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Finance

**Date of Meeting:** 26 June 2018

**Subject:** FIN 12-2018 June Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 12-2018 June Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Finance

- Auditors were on site for final field work on 2017 audit. Completion of supporting schedules, notes and consolidation working papers.
- 2019 Capital budget released for department input.
- Bids for banking services closed and evaluations of proposals underway.

### Procurement and Risk Management

- Attended OPBA Spring workshop Webex May 9th
- Met with Cowan Insurance to discuss 2018 Insurance Renewal May 18th
- Attended Bids&tenders seminar in Waterloo May 31st
- Met with HR to finalize the updated non-staff Incident Report

### Taxation

- Penalty & Interest Statements mailed after May 31<sup>st</sup> tax billing.
- Letters sent out to monthly pre-authorized taxpayers with updated amounts for the balance of 2018 taxes; approximately 800 subscribers.
- Attended training webinar on Municipal Connect enhancements.
- Tax Certificates and property sales continue to increase over the summer season.

## SPENDING AND VARIANCE ANALYSIS

Capital Status Report attached.

## REVIEWED BY

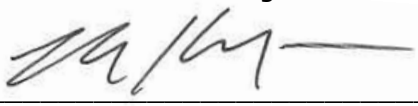
### Recommended by the Department



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Jim Brown  
Director of Finance/Treasurer

### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

**Town of St. Marys  
Capital and Special Projects 2018  
June 11, 2018**

|   | Actual<br>Net of<br>Revenue | YTD<br>Expense | Budgeted<br>Expense | Variance<br>Over<br>(Under) | planning | tender writing | tender issued | awarded | work in process | completed | Comments  |
|---|-----------------------------|----------------|---------------------|-----------------------------|----------|----------------|---------------|---------|-----------------|-----------|---|
| 9050 - IT ANNUAL EQUIPMENT REPLACEMENT                    | 15,004                      | 15,004         | 15,000.00           | 4                           | X        | X              | X             | X       | X               |           | Approximately 50% of new devices have been rolled out. Estimate                     |
| 9052 - PRODUCTION SERVERS & SAN REPLACEMENT               | -                           | -              | 60,000              | (60,000)                    | X        | X              | X             |         |                 |           |   |
| 9053 - REPLACE CAMERA RECORDER                            | -                           | -              | 12,000              | (12,000)                    | X        | X              |               |         |                 |           |   |
| 9054 - ARENA DIGITAL SIGN                                 | -                           | -              | 5,000               | (5,000)                     | X        | X              |               |         |                 |           |   |
| 9055 - PORTABLE PA SOUND SYSTEM                           | -                           | -              | 5,000               | (5,000)                     | X        | x              | X             | X       | 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        |                |               |         |                 |           |   |
| 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                                   | 66,726                      | 66,726         | 512,000             | (445,274)                   | 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)                     |          |                |               |         |                 |           | Ordered the hose (11 May 2018) from 2100 Degrees Darch Fire. Hose is on back order. |
| 9212 - CAPITAL - ELC RELOCATION                           | 970                         | 970            | 50,000              | (49,030)                    |          |                |               |         |                 |           |   |
| 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                         | 3,229                       | 3,229          | 10,000              | (6,771)                     | 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                    | 7,990                       | 7,990          | 10,000              | (2,010)                     | X        | X              | X             | X       | X               |           | Awaiting Delivery   |
| 9401 - LANDFILL LEACHATE COLLECTION SYSTEM CLEANING       | -                           | -              | 15,000              | (15,000)                    | X        | X              | X             |         |                 |           |   |
| 9402 - LANDFILL ENTRANCE IMPROVEMENTS                     | -                           | -              | 19,000              | (19,000)                    | X        | X              | X             |         |                 |           | Surface Treatment Tender issued   |

1 of 2

**Town of St. Marys  
Capital and Special Projects 2018  
June 11, 2018**

|  | Actual<br>Net of<br>Revenue | YTD<br>Expense   | Budgeted<br>Expense | Variance<br>Over<br>(Under) | planning | tender writing | tender issued | awarded | work in process | completed | Comments   |
|--|-----------------------------|------------------|---------------------|-----------------------------|----------|----------------|---------------|---------|-----------------|-----------|--|
| 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        | 45,276                      | 50,240           | 230,000             | (179,760)                   | 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           | 16,027                      | 16,027           | 25,000              | (8,973)                     |          |                |               |         |                 |           |  |
| 9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER        | 150,680                     | 155,106          | 307,000             | (151,894)                   | X        | X              | X             | X       | X               |           | Awarded waiting Contractor start date              |
| 9417 - CAPITAL - EMERGENCY POWER 728 QUEEN ST E      | 41,096                      | 41,834           | 70,000              | (28,166)                    | X        | X              | X             | X       | X               |           | Awarded waiting Contractor start date              |
| 9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE | 100,000                     | 100,000          | 230,000             | (130,000)                   | X        |                |               |         |                 |           | Awaiting UTRCA Start award , contractor start date |
| 9430 - CAPITAL - WATER GENERAL                       | 5,843                       | 5,843            | 15,000              | (9,157)                     |          |                |               |         |                 |           |  |
| 9435 - CAPITAL - ADD'L WATER STORAGE                 | 437,384                     | 437,384          | 2,525,000           | (2,087,616)                 | X        | X              | X             | X       | X               |           | Construction to start week of April 23rd           |
| 9436 - JAMES ST S WATERMAIN ALTERATIONS              | 961                         | 961              | 65,000              | (64,039)                    | X        |                |               |         |                 |           |  |
| 9713 - RECREATION MASTER PLAN                        | 1,383                       | 1,383            | -                   | 1,383                       |          |                |               |         |                 |           |  |
| 9740 - CAPITAL - LIBRARY (MATERIALS)                 | 25,718                      | 25,718           | 58,000              | (32,282)                    |          |                |               |         | X               |           | Purchases made throughout the year                 |
| <b>Prior Year Project Carryforward:</b>              |                             |                  |                     |                             |          |                |               |         |                 |           |  |
| 9133 - CAPITAL - PRC BANQUET HALL SOUND SYS          | 27,596                      | 27,596           | -                   | 27,596                      | X        | X              | X             | X       | X               | X         |  |
|  | <b>1,102,828</b>            | <b>1,123,788</b> | <b>6,805,000</b>    |                             |          |                |               |         |                 |           |  |

# FORMAL REPORT

|                         |   |
|-------------------------|---|
| <b>To:</b>              | Mayor Stratthdee and Members of Council                     |
| <b>Prepared by:</b>     | Jo-Anne Lounds, Procurement and Risk Management Coordinator |
| <b>Date of Meeting:</b> | 26 June 2018  |
| <b>Subject:</b>         | <b>FIN 13-2018 Annual Insurance Renewal</b>                 |

## PURPOSE

This report presents a summary of the 2018 insurance renewal for Council to consider. Staff are recommending the Town renew its insurance policy with Frank Cowan Company.

## RECOMMENDATION

THAT FIN 13-2018 Annual Insurance Renewal be received; and

THAT Council approve the renewal of the 2018 insurance policy with Frank Cowan Company.

## BACKGROUND

The Town of St. Marys currently purchases its insurance through Frank Cowan Company which is one of the largest municipal insurance firms and has been providing excellent service to the Town. The current policy will expire on June 30, 2018.

Staff have met with the representative from the Frank Cowan Company to negotiate the renewal terms for the 2018 insurance year. The renewal premium is \$220,831 before taxes which represents a 2% increase over the prior year expiring term premium. The expiring term premium is different than the prior year premium in that it includes any new additions to the policy that occurred in the prior year.

The proposed renewing policy provides an unchanged full complement of insurance and coverage to protect the Town and its assets. Coverage includes a General Liability Policy which protects the Town from liability exposure up to a maximum amount of \$15,000,000. In addition there is an Umbrella Liability Policy with additional coverage of \$5,000,000 which sits on top of the Commercial General Liability policy combining for a limit of \$20,000,000. The general fleet policy provides full automotive coverage for all Town vehicles and carries a \$15,000,000 limit. Furthermore, coverage for facilities, buildings and contents total \$92,637,930 is provided under the property policy.

There are several smaller policies for either specific risks or specific insured coverages. The larger of these include errors and omissions, environmental liability and crime.

## REPORT

Frank Cowan Company has been the Town's choice of insurer for many years. The consistency and value added services, provided at no cost, have been of great benefit to the Town. In the past year the Town has been increasingly taking advantage of these services including training, sample documentation, seminars, contract, policy and procedure reviews. The training opportunities are expanding in 2018 and the Town will be taking advantage of these. Frank Cowan Company has freely shared their expertise and respond quickly when requests are made. The fact that the Town has a history of minimal insurance claims is a reflection of the services having been provided and used. Based

on proven performance and a minimal premium fee increase going to the market with a request for proposal call is not warranted.

## **SUMMARY**

The Town's insurance contract is expiring and our current insurer Frank Cowan Company has offered a renewal premium of \$220,831 being a 2% increase over the expiring program.

Staff recommend that Council proceed with accepting the renewal and retain Frank Cowan Company as the Town's insurance provider.

## **FINANCIAL IMPLICATIONS**

The insurance renewal cost is within the 2018 budgeted amount.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**


Brent Kittmer, C.A.O / Clerk

## **ATTACHMENTS**

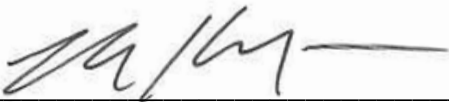
None.

## **REVIEWED BY**

### **Recommended by the Department**

  
\_\_\_\_\_  
Jim Brown  
Director of Finance  
\_\_\_\_\_  
Jo-Anne Lounds  
Procurement and Risk Management Coordinator

### **Recommended by the CAO**

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

# MONTHLY REPORT

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

**From:** Emergency Services / Fire Department

**Date of Meeting:** 26 June 2018

**Subject:** FD 07-2018 June Monthly Report (Emergency Services)

## RECOMMENDATION

THAT FD 07-2018 June Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of June (11 May – 15 June 2018) the Fire Department responded to 13 emergency responses most notably:

- Automatic Alarms – 7 – 6 (St. Marys) & 1 (Perth South)
- Open Air Fires – 3 – 1 (St. Marys) & 2 (Perth South)
- MVA – 2 (Perth South)
- Pre-Fire Condition – 1 – Propane Leak (Dowler-Karn (Perth South)

The St. Marys Firefighters have responded to 74 calls for service (01 January – 15 June 2018) compared to 46 emergency responses last year (1 January – 15 June 2017).

During the month of June (11 May – 15 June 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

Completed Part I & II Joint Health and Safety Courses

- 0 Complaint
- 9 Follow up
- 3 Safety Concern
- 4 Request
- 41 Routine
- 15 Closed

All inspections/orders with due date June 1st 2018 were completed and approved.

Fire Chief organized the St. Marys/Perth South Live exercise held on the 31st of May 2018. The overall success of the Exercise exceeded all expectations. The Exercise shifted its focus on setting up an Evacuation Centre at the Pyramid Recreation Centre. This involved 11 agencies and 120 personnel.

1 Firefighter and the Fire Chief completed a 40 hour Red Cross Emergency Medical Responder course (26-27 May & 2-3 June).

Fire Chief set up a static display for Water Safety Day activities in St. Paul (14 June 2018).

## SPENDING AND VARIANCE ANALYSIS

None to report

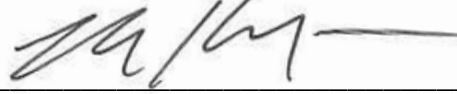
### REVIEWED BY

#### Recommended by the Department

A blue ink signature, likely of Richard Anderson, written over a horizontal line.

Richard Anderson  
Director of Emergency Services/Fire Chief

#### Recommended by the CAO

A blue ink signature, likely of Brent Kittmer, written over a horizontal line.

Brent Kittmer  
CAO / Clerk



# INFORMATION REPORT

|                         |   |
|-------------------------|---|
| <b>To:</b>              | Mayor Strathdee and Members of Council                                |
| <b>Prepared by:</b>     | Richard Anderson, Director of Emergency Services / Fire Chief         |
| <b>Date of Meeting:</b> | 26 June 2018  |
| <b>Subject:</b>         | <b>FD 08-2018 Fire Prevention Officer Duties and Responsibilities</b> |

## INFORMATION

To provide Council with a comprehensive understanding of the Fire Prevention Officers job description, his duties and responsibilities and how it impacts the Fire Department's ability to protect St. Marys from potential fire.

## RECOMMENDATION

THAT FD 08-2018 Fire Prevention Officer Duties and Responsibilities be received for information.

## BACKGROUND

The St Marys Fire Department has met the requirements as laid out in the *Fire Protection and Prevention Act, 1997 (FPPA)* and associated regulations over the years. The *FPPA* recognizes the importance of implementing three lines of defense (Public Education, Fire Safety Standards & Enforcement and Emergency Response) to achieve an acceptable level of fire safety within communities.

In the spring of 2015, Council heard the request to add a Fire Prevention Officer (FPO) to the St Marys Fire Department in an effort to increase the department's service level for fire prevention and education with the addition of a staff. This was followed up in August 2015 at a closed session with Council being provided further information on a number of staffing options. As a result, Council gave direction to pursue hiring a Full time FPO and enter into a shared agreement with a local municipality to contract 50% of this service. The municipality encountered a number of implications while trying to enter a shared services agreement and therefore decided not to continue with the shared agreement approach.

On the 26th of July 2016 Richard Anderson (Fire Chief) and Lisa Lawrence (Human Resources) presented Formal Report HR 04-2016 Fire Prevention Officer Staffing Options. The primary focus was on 3 main components: Fire Prevention, Public Education and Training. Council passed the following resolution:

2016-07-26-17

**THAT** the Council of the Town of St. Marys directs Staff to proceed with hiring a part-time Fire Prevention Officer on a two year fixed term contract.

## REPORT

As stated in the job description, under the direction of the Fire Chief, the Fire Prevention Officer will be responsible for the overall function of the Fire Prevention Division including inspecting premises within the Town of St. Marys. The Fire Prevention Officer is responsible for: conducting regular fire safety inspections and specialized inspections for new and existing structures; maintaining reports and records; communicating corrective measures to ensure premises meet or exceed the requirements of

the Ontario Fire Code / relevant legislation; performing investigations and documenting findings for legal proceedings; and leading public education programs. He/she must be on call for emergency situations and carry a cell phone for immediate response.

The Fire Prevention Officer has certain duties and obligations to the owners/tenants of buildings.

Fire Prevention Officers involved in inspections have seven components that make up the principles of life safety as stated under the *Fire Protection and Prevention Act*.

1. Means of Egress (i.e. evacuation);
2. Construction of the building;
3. Compartmentation (i.e. risks associated with different occupancy types);
4. Interior Finish;
5. Building services (i.e. heating, ventilation, plumbing and electrical);
6. Fire Protection Systems; and
7. Fire Alarm and Detection systems.

Fire Prevention Officers have 3 main parts to their jobs.

1. Investigations of fires to find the cause and origin of fires with or without the assistance of Ontario Fire Marshalls office, local police, TSSA, ESA, Ministry departments (Labour, or Environment) and local building departments to list a few.
2. Public Education which involves, but is not limited to delivering of lectures at senior's complex, school visits or public displays. As well as Fire Prevention Week programs and activities.
3. Fire Inspections which are by far the biggest contentious issue, due to the fact that people do not understand fire codes. As stated in Part 1 of the Fire Code it is the owner's responsibility to meet the requirements of the Fire Code – the Fire Prevention Officer cannot complete this task for them. Owners who ignore inspection orders may be charged and fined in a court of law until necessary work is completed.

After an inspection, the Fire prevention Officer will give property owners a deadline by which they must resolve any issues.

In the case where a building owner has had a fire inspection and receives orders to rectify fire and life safety issues the building owner has 3 choices:

1. Rectify the violations and schedule a final inspection where all violations have been corrected;
2. Ignore the inspection order, where the business owner could face charges and be fined in a court of law where they would have to pay the fine and they will still have to complete the work;
3. Eliminate certain factors so that the business owner does not have to do the required work, but still remains compliant with codes. For example, an owner of a business who may decide to remove tenants from an apartment instead of fixing fire separations in between mercantile occupancy and a residential unit. Doing so changes the occupancy type, and by extension, the fire code requirements. Unfortunately, under such circumstances it is the tenants who are negatively affected by the property owner's refusal to meet residential fire codes.

Communication between the Fire Prevention Officer and business owner are key to success. The Fire Prevention Officer issues Orders which include dates that the owner must comply. Property owners should inform Fire Prevention Officers of any delays (such as parts on back order) prior to the inspection order deadline. The Fire Prevention Officer has the ability to change these dates if the required parts/work are on back order or the work will take longer than originally expected.

## **SUMMARY & IMPLICATIONS**

Brian Leverton was hired on the 2<sup>nd</sup> of January 2018.

From the 2<sup>nd</sup> of January until the 15<sup>th</sup> of June 2018 Brian has achieved the following:

Request - 28

Complaint – 7

Routine – 86

Licensing – 1

Follow up – 20

Safety Concerns – 4

Fire Drills – 2

Fire Works Inspections - 3

He was instrumental in organising the Annual “Door to Door Campaign” (11<sup>th</sup> of April 2018).

He completed the Part I & II Joint Health & Safety Courses.

He initiated the “After a Fire” program. This is a program where the Fire prevention Officer hand delivers letters to residences after a neighbour experiences a house fire. The letter asks neighbours to make sure their smoke alarms and CO alarms are in good working order.

He initiated the “Smoke Alarm Loaner” program. This is a program that if the Fire Prevention Officer discovers a residence or business does not have a working smoke alarm or a CO alarm, he is able to provide them serviceable alarms until they are able to purchase them.

Since his arrival he has met and in some cases exceeded the expectations set forth with respect to his job performance.

## **ATTACHMENTS**

Fire Prevention Officer Job description

## **REVIEWED BY**

### **Recommended by the Department**



Richard Anderson  
Director of Emergency Services/Fire Chief

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

## Job Description

**Job Title:** Fire Prevention officer

**Job Number:** 113

**Department:** Fire

**Position Type:** Full-Time/Part time

### Summary:

The Fire Prevention/Inspection Officer is responsible for providing fire safety code compliance services, inspections, fire emergency planning education, and for the development and implementation of a municipal inspection program. The Fire Prevention/Inspection Officer will conduct the fire prevention activities in St. Marys. He/she must be on call for emergency situations and carry a cell phone for immediate response.

### Responsibilities:

#### Fire Prevention and Inspection Duties Including:-

- Reviewing and commenting on development and building permit applications at the request of the Chief Building Official or his/her designate
- Carrying out inspections to ensure compliance with the Ontario Fire Protection and Prevention Act, applicable sections of the Ontario Building Code, municipal by-laws related to fire protection, and other related codes and standards
- Identifying violations and facilitating and/or ordering corrective action
- Preparing preplans of inspected buildings as required
- Preparing and maintaining all required records, reports, statistics, correspondence and other material as related to fire inspections/prevention operations
- Assists as an Assistant to the Fire Marshal under the Fire Protection and Prevention Act
- Evaluate, approve, and enforce fire safety plans

#### Public Education Services Including:

- Development and delivery of programs related to public fire safety and emergency planning education to the general public and identified specific groups within the community
- Provision of fire safety education in elementary schools as required
- Conducting station tours as requested
- Networking with the local media to provide fire safety and emergency planning information and public service announcements

- Responds to enquiries from staff, the general public, business persons, schools, other government agencies, utilities, developers, contractors, architects, builders, lawyers, and other groups on fire safety related matters
- Assists in resolving or referring problems
- Provides assistance and refers additional help as necessary to juvenile fire setters utilizing the guidelines of the TAPP-C Program

#### **Fire Investigation Services Including:**

- Assisting fire department personnel in determining fire cause and origin
- Assisting the Office of the Fire Marshal Emergency Management and local police in the investigation of Office of the Fire Marshal Emergency Management mandated responses
- Compiles the necessary information, gathers evidence as required, and completes the necessary forms and reports
- Provides witness testimony on behalf of the municipalities for criminal court fire related matters, coroner's inquests and fire code violation trials

#### **Management Duties:**

- Supervises the firefighters and staff involved in fire inspection and prevention activities

#### **Other Duties:**

- Must be willing to continue with further education as required and maintain professional competency
- Attendance at meetings as required and liaison duties with other agencies, departments and organizations
- Will carry a cell phone for after-hours responses
- Will respond to fire calls as directed by the Fire Chief
- Will perform any other duties as assigned by the Fire Chief or his/her designate
- 

### **Qualifications and Education Requirements:**

#### **Education:**

- Ontario Fire College Fire Prevention Officer Diploma NFPA 1031 Fire Inspector Level II and an educational background in fire engineering technology or equivalent
- Ontario Fire College Fire Officer Diploma NFPA 1021 Fire Officer Level II or equivalent
- Ontario Fire College Fire Service Instructor Diploma NFPA 1041 Level I or equivalent

- Training in fire cause determination and investigation

**Experience:**

- Five (5) years practical experience as a firefighter (preferred)
- Five (5) years' experience as a fire officer (preferred)
- Experience with conflict resolution and problem solving
- Experience conducting fire inspections and associated reporting and deficiency follow-up
- Experience in preparation of reports and correspondence within established timelines

**Preferred Skills:**

- Certified inspector under the Ontario Building Code

**Knowledge:**

- Working knowledge of the Fire Protection and Prevention Act, Ontario Fire Code, Building Code Act, Ontario Building Code, National Fire Prevention Association, Occupational Health and Safety Act as it relates to the fire service, existing standards, related and existing municipal bylaws and legislation
- Thorough knowledge of the characteristics of fire, fire spread, building material and construction practices and have a working knowledge of alarm systems, suppression devices, emergency lighting and internal communications equipment

**Skills:**

- Ability to read plans, blueprints and a good working knowledge of construction practices
- Analytical skills to interpret and apply codes to all situations
- Computer experience in Microsoft Office/Excel/Powerpoint and Fire Pro.
- Excellent interpersonal and communication skills
- Must be in good physical condition
- Must possess and maintain a valid Class G Driver's License with a satisfactory driving record

**Effort and Working Conditions:**

Daily hours of work, weekly hours of work, to be determined

**Physical Effort**

- Occasional standing and walking on uneven ground

### Visual and Concentration Effort

- Occasional, reading, writing, proof reading, problem solving periods of computer work, verifying and analyzing data, and attendance at meetings

### Working Conditions

- Occasional risk of electrical shock, hazards of emergency driving, working in/near traffic and exposure to extreme weather conditions
- Frequent interruptions and changing priorities,
- Constant periods of being on-call with after-hours calls and meetings
- Requires use of significant personal protective equipment
- Exposure to aggressive behaviour

### Supervision Received:

Works under the supervision of the Fire Chief

### Supervision Exercised:

Supervises the firefighters in the absence of the Fire Chief

| Document History |                  |          |        |                           |
|------------------|------------------|----------|--------|---------------------------|
| Revision #       | Date of Revision | Change   | Reason | Initiated by              |
| 0                | 04/25/2015       | Creation |        | D Brownlee/<br>L Lawrence |

Team Member: \_\_\_\_\_

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

Supervisor or Manager: \_\_\_\_\_

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

Human Resources or CAO: \_\_\_\_\_

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

# MONTHLY REPORT

|                         |   |
|-------------------------|---|
| <b>To:</b>              | <b>Mayor Stratthdee and Members of Council</b>              |
| <b>From:</b>            | <b>Community Services</b>                                   |
| <b>Date of Meeting:</b> | <b>26 June 2018</b>   |
| <b>Subject:</b>         | <b>DCS 14-2018 June Monthly Report (Community Services)</b> |

## RECOMMENDATION

THAT DCS 14-2018 June Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Services:

- Customer Service Development:
  - Continue to train our new hires on the Customer Service through the Training Bank.
- Policies and Procedures:
  - Annual review and update of Aquatics policies and procedures (PRC indoor pool and the quarry) and quarry canteen.
- Legislative Compliance:
  - Aquatics Supervisor and Full time lifeguard were successful in obtaining their CPO (Certified Pool Operator) course; this incorporated the new Ontario Pool Regulations that are in place as of July 1.
  - Child Care - Regulatory amendments will be coming into effect July 1, 2018 all programs policies and procedures are in the process of being updated and staff will need to be trained on the amendments.

### Aquatics:

- Bronze Medallion and Bronze Cross courses completed with 24 candidates.
- Head Lifeguard was successful with examiners clinic and two successful co-exams for Bronze Medallion and Bronze Cross.
- Water Safety Instructors course, 16 candidates.
- Swim to Survive and Swim to Survive Plus are wrapping up. There were 5 schools, 9 classes, 218 students; overall feedback to the new Swim to Survive Plus program was very positive.
- Water Safety Instructors, National Lifeguard pool and waterfront recertification all completed and successful.
- Lifeguards have been busy getting the quarry ready for the season. Training dates are June 28 and 30.
- YMCA partnership- the original initiative was extended one month, plans are in place to continue this partnership. Going forward the YMCA will pay the Town each time one of their members utilizes the pool.



- Stratford Perth grant was approved for \$3300- this grant will go towards equipment to start up a junior lifeguard club at the quarry this summer and continuing at the PRC in the fall/winter. This program is a way to encourage teens to enter the lifeguarding field. With this grant, we are able to offer this program for no charge.
- 4344 swimmers through the Aquatics Centre in May.

### **Guest Services:**

- 10<sup>th</sup> Anniversary was a success; there were over 500 people that attended with a full afternoon of free programming highlighting our programs and services. The evening concert featured Thorn and Roses, followed by The Wilkinson's. 115 tickets sold, the event ran very smoothly and concertgoers had a great time. This event was featured in the Beacon Herald, with a photo and write up.
- Ball and Soccer agreements and insurance are collected; schedules are underway for both youth and adult leagues.
- Ice allocation meeting took place, all ice users have confirmed ice times for the upcoming season. Tournaments and ice schedule will be booked in over the next month. Ice agreements will be updated and distributed next month.
- Arena board signs have been sent out to past supporters to renew their signs. Staff are working on a promotions plan to sell further board signs, ice logos and general sales for the PRC.

### **Child Care:**

- Child Care Centre
  - Developing transition plans for children moving to full day kindergarten summer program. Registering new families into the childcare centre into vacant spaces starting in July. Currently the childcare wait list has 53 children requiring care in the programs offered at the centre.
  - Working on internal process for families to transition from the child care centre into the school age program to limit the amount of paperwork for families transitioning to a different program or site for September
- Before and After School Care
  - Preparation for summer closure at Little Falls School Age Program. Preparation for summer program at Holy Name School Age Program.
  - Before and after school re registration has been completed. All currently registered families have had opportunity to put in request for return enrollment for September 2018. Preparation of School Age Program Parent Registration and Parent Information Session are underway so that new families registering in the program have an opportunity to learn about the school age program and how it is an extension of children is learning. This is a new process to the Early Learning Services.
  - The following is a comparison of fees in the school age program:

| Months | 2017       | 2018      |
|--------|------------|-----------|
| April  | 16,3000.03 | 20,621.76 |

### **Recreation:**

- Youth Recreation
  - Recreation survey is nearly ready to launch

- We completed staff training on June 2<sup>nd</sup> and have two more sessions scheduled before the summer
- Camp PRC is fully planned for 2018 and staff will be pushing to continue our growth
- We are awaiting to hear if we have been awarded the EarlyON project from the City of Stratford
- Adult Recreation
  - Our recreation survey will be launching this month and will give a better view of what the community needs are.
  - Staff are looking to run an adult summer dodgeball league

### **Youth Centre:**

- Youth Centre
  - Applied to Frank Cowan grant for a new project called “Youth Fun Day Out”. Staff would look to take youth on 5-7 trips a year all free. These trips would help empower youth and give them an opportunity to see or do thing they might not have a chance to do due to finical or geographical reasons.
  - Due to demand the Youth Centre will be open all summer
- Youth Engagement
  - Three Garbage Cans were painted by DCVI students, these garbage cans have been delivered to various locations throughout the Town. The garbage cans look great so staff are considering doing more in the future.
  - Staff have approached the principal from DCVI who is gathering young artists who may be interested in the town’s new mural project.
  - Staff are on track to launch our Youth Council is September 2019
- Perth 4 Youth
  - Ciaran has been asked by Vicki Lass from OMAFRA to sit on their coordinating council for the Perth 4 Youth project to help drive it forward.

### **Senior Services:**

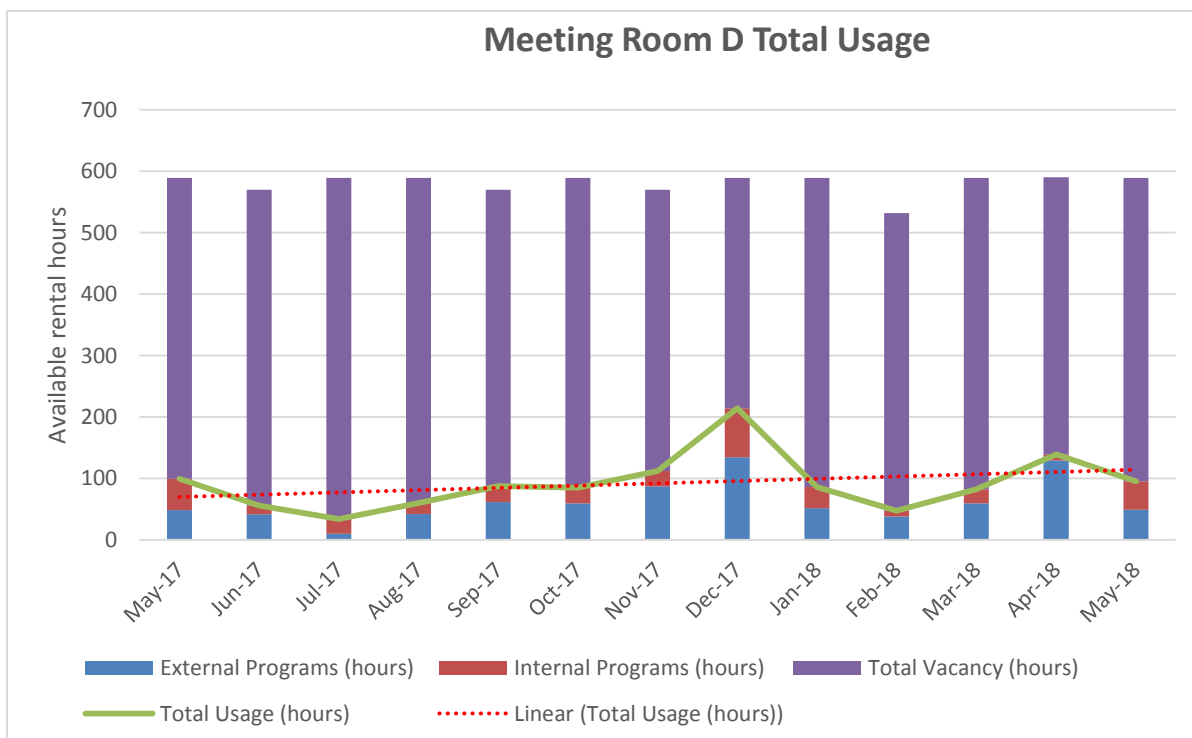
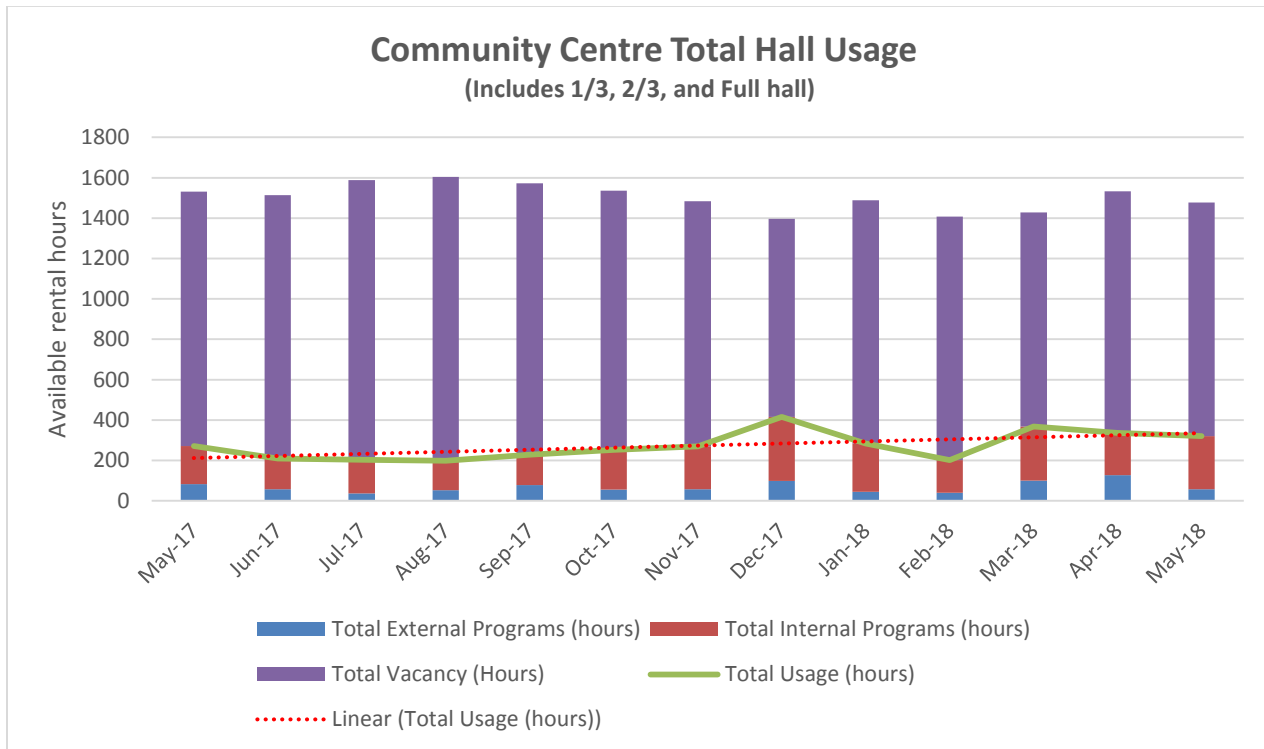
- Volunteer Services:
  - Staff in partnership with HR staff have successful upload volunteer records in the InfoHR system. The two departments will be working to outline the volunteer onboarding and management of volunteers to be rolled out to departments leads that work with volunteers.
  - Volunteer appreciation was held May 9<sup>th</sup>. Over 150 volunteers attended and enjoyed the event.
- Friendship Centre:
  - The Friendship Centre in partnership with District 29 hosted the following Senior Games events; Carpet Bowling, Bocce Ball, Walking, Biking, Swimming, Triathlon and Shuffleboard.
  - The Friendship will host a Pickleball Clinic with guest instructor Paul Leeders. The clinic will offer three different levels and will be held on the dry ice surface at the PRC.
  - June is senior’s month. The Friendship Centre hosted a Seniors month BBQ
- Home Support:
  - The Home Support Services Declaration of Compliance has been submitted to the LHIN. The Annual Reconciliation Report is due the end of June.

- The Home Support Exercise program at Little Falls apartment complex is striving. The Home Support Exercise program is a 30 minute in home class hosted by trained volunteers. This class has create a social hub for the residents who attend within their complex.

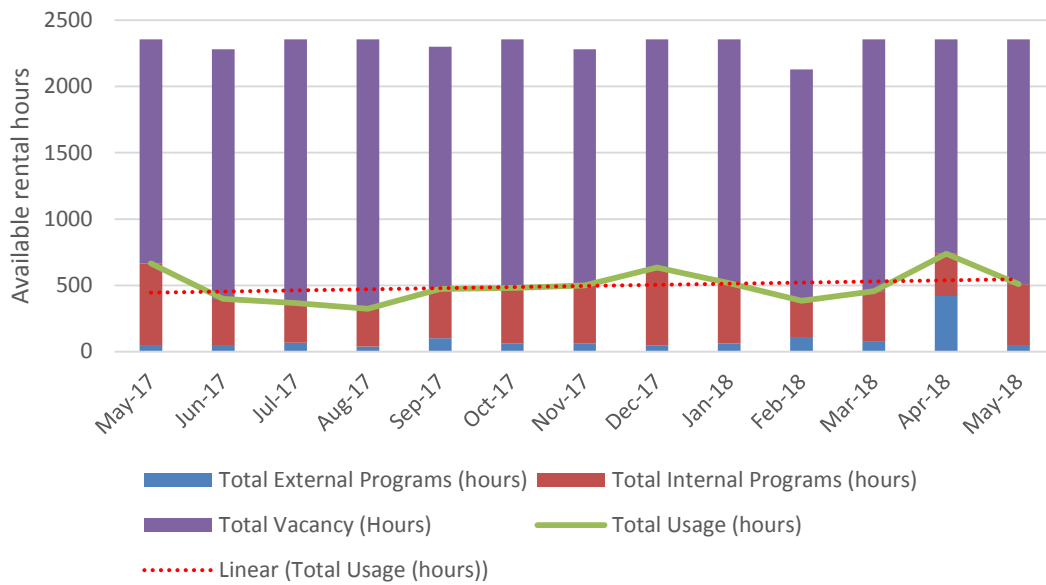
## SPENDING AND VARIANCE ANALYSIS

Nothing at this time.

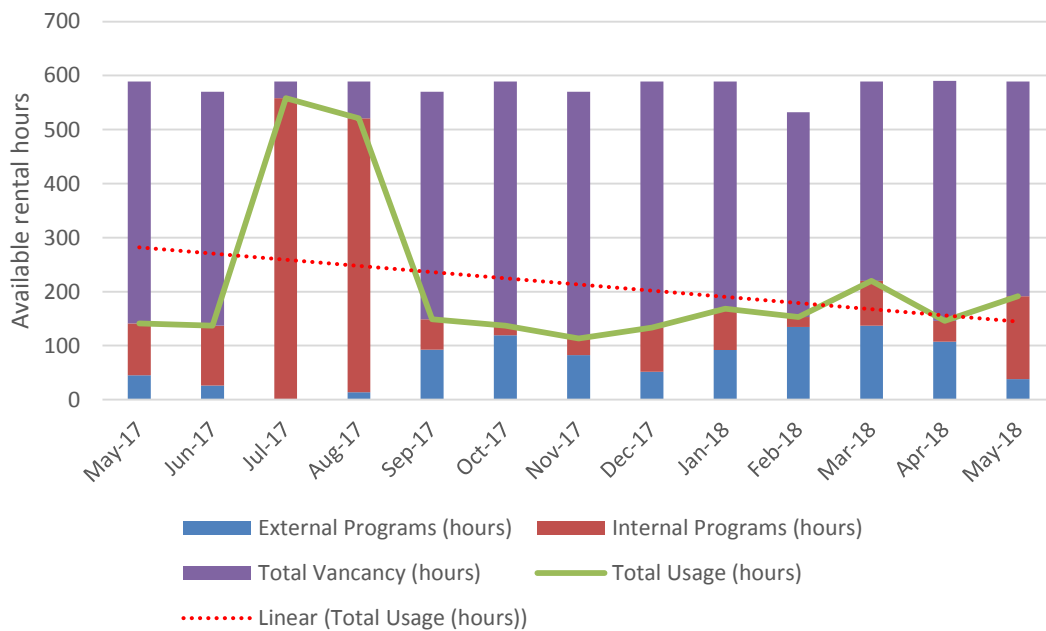
### Usage Trends:



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



### Endzone Room Total Usage



## REVIEWED BY

### Recommended by the Department

*Stephanie Ische*

Stephanie Ische  
Director of Community Services

### Recommended by the CAO

*Brent Kittmer*

Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 26 June 2018

**Subject:** PW 35-2018 June Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 35-2018 June Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

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

- Booster Station Generator
  - Project Completed
  - Maintenance agreement with INOAC pending
- Queen St. East Sewage Pumping Station Generator
  - Generator installed and operational. Pending final project completion by contractor
- Wastewater Treatment Plant Generator
  - Generator on-site
  - Project Ongoing
- Water Reservoir
  - Base slab completed with exterior walls to be completed in coming weeks.
- Waste water surcharge program review completed
  - Stakeholder consultation completed – Refer to report **PW 36-2018** (June 12, 2018 Council agenda) for more details
- Wastewater Inlet Works Design Project
  - Site layout and conceptual design completed
  - Detailed design and tender documents ongoing

### Solid Waste Collection, Management & Landfill

- 0 dust complaints – 0 odor complaints
- Landfill Annual Monitoring
  - Spring sampling completed by G.M. BluePlan Engineering
- Reviewing waste diversion programs
  - Specific streams from industry identified – ongoing
- Landfill Capacity – Application to request additional capacity due July 31, 2018
  - G.M. BluePlan Engineering completed site survey in support of fill plan
  - Town Staff to develop ECA Application in support of continued filling
- Future Solid Waste Disposal Needs Environmental Assessment – Landfill Expansion
  - Submitted Response Action Plan to MOECC to address comments received on DRAFT Environmental Assessment

- Teleconference on May 7<sup>th</sup>, 2018 with MOECC on Response Action Plan and additional clarifications
- Amended Response Action Plan submitted to MOECC for final comment
  - Once no additional comments are received, Scope of Work will be known to complete EA for final submission.

## **Cemetery**

- 6 cremations & 1 traditional burial, no interment sales
- Grounds Maintenance
  - Tree Pruning
  - Grave Leveling
- Asphalt millings applied to roadways
  - Reduce dust & potholing
- Winter remains storage
  - Temporary residents have vacated

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

- Traffic By-Law completed
  - Significant staff time spent doing final revisions and creating the final revisions document
  - Parking permit system development ongoing
  - Information campaigns under development
- Cadzow Park Support
  - Allocation of operators and equipment for trucking and material delivery as required
- Sidewalk Concrete repairs
  - Two phase process implemented to better schedule works
  - Phase 1 is ongoing
  - Phase 2 will be in the fall
- Asphalt Repairs
  - Also a two phase process implemented to better schedule works
  - Phase 1 is ongoing
  - Phase 2 will be in the fall
- Winter sod repairs
  - Repairs completed
    - Residential complaint areas completed first
  - Some repairs might be pending due to the height of grass as the repair program was delayed due to extreme weather storm prioritization
    - Those areas will be identified during the sidewalk inspections scheduled for August
- Minimum Maintenance Standards Update
  - Changes have been made to provincial Minimum Maintenance Standards
  - Staff attended a Webinar by Ontario Good Roads Association and Frank Cowan Insurance to better comprehend the changes and implement the new policies into daily operations
- Winter Operations Plan
  - Started review the department's winter practices
  - Developing a new winter maintenance plan is ongoing

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

- Sparling Bush
  - Rotary Support signage installed
    - Little Falls School & Rotary Volunteer mustard weed removal completed
  - Investigating strangling dog weed invasive management (West side)

- Completed reapplication of wood chips to trail surfaces
- River Rock Music Festival
  - Review site requirements with organizer
  - Additional portable toilets ordered
  - Some additional grass cutting of areas started
  - Confirmed Power requirements
- Logistical Support for various events including providing picnic tables & garbage and recycling receptacles and electricity
  - PRC Anniversary
  - Farmers Market
  - Holy Name “Warrior Will” cancer fundraiser
  - Canadian Baseball Hall of Fame induction weekend
  - Three private events
- Assist with flower placements and watering
- Spring/Summer trails operations
  - Weekly garbage pickup & trail grooming
  - Schedule continues until after thanksgiving weekend
- Tall grass cutting ongoing
- Forestry Management – contracted services tree removal costs
  - Internal Tree pruning (sidewalks & trails)
  - Several additional trees were identified for removal after wind storm
  - Budget variance expected in 3<sup>rd</sup> quarter
    - Removals identified in areas that haven’t undergone quadrant pruning
  - 38 tree related work orders since April 17 as of June 19
    - All work orders created upon the request of a resident, varying needs like inspection, pruning, and removal
    - Work Order system for this process is efficient

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

- Asphalt Milling - Ongoing
  - Right of Way milling and placement - Completed
  - Parking lot paving to be completed in Fall
- Double Surface treatment – Gravel road sections - Completed
  - Glass St. , Carrall St, Flats, Landfill entrance
    - Switched to imported HL3 clear stone for top coat
      - Recommendation from contractor
      - Appears to have less dust
    - Long St. requires further subbase excavation to be completed Aug/Sept 2018
- 2018 Surface treatment - Fibermat
  - Pilot project, to be installed Huron St. , Peel St, King St. ,
  - 2017 Emulsion supply problems solved
  - See PW 51-2017
    - Should provide improved wear surface than previous surface treatment applications
- 2018 / 2019 Flood wall repairs - Ongoing
  - Awarded by UTRCA to Maclean Taylor construction
    - Preconstruction meeting completed
    - Estimated start date July 1
    - Contractor to clear all Millrace debris
      - Should raise Rice lake level slightly when completed
    - Contractor to clear and replace West dam by-pass gate
    - One single draining of Rice lake for 2 week period required.
- Victoria Bridge & bike parking - Ongoing

- Railings recoated with industrial fast dry coating
- Existing bike posts coated to match
  - Concrete bike parking area to be installed June 20<sup>th</sup>
- To be completed for July 1<sup>st</sup>,
- Service club entry signs - Ongoing
  - To be installed late June & early July
- Pedestrian Cross Review - Ongoing
  - Study received
  - Revision to OTM Book 15 allow for new measures for Pedestrian cross overs
    - Report to council, Re: options for improvements

## **SPENDING AND VARIANCE ANALYSIS**

### **Water, Wastewater, Storm Water (Environmental Sciences)**

- Well No. 2A Inspection and Maintenance program completed in advance of reservoir construction to ensure two (2) remaining wells in optimum condition prior to periodic shut-downs of Well No. 1. Additional services and repairs were required to rehabilitate the well.

### **Solid Waste Collection, Management & Landfill**

- Optimized compactor operations
  - Increased fuel consumption at the landfill due to increased equipment run times which is optimizing in-situ waste densities at the Site.

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


- Winter lights
  - Contracted services variance due to electrical repairs required due to flood remediation

## **REVIEWED BY**

### **Recommended by the Department**

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

### **Recommended by the CAO**

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



# FORMAL REPORT

|                         |   |
|-------------------------|---|
| <b>To:</b>              | Mayor Stratthdee and Members of Council         |
| <b>Prepared by:</b>     | Jed Kelly, Director of Public Works             |
| <b>Date of Meeting:</b> | 26 June 2018                                    |
| <b>Subject:</b>         | <b>PW 38-2018 Service Club Sign Application</b> |

## 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 38-2018 Service Club Sign Applications be received; and

THAT Council approve the St. Marys Community Players 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 logo's are to be 18' x 18' in size, constructed of 0.081 sign grade aluminum and 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.

Council has already approved the sign applications for eight (8) St. Marys Service Clubs, they are as follows:

- Royal Canadian Legion Perth Regiment Veterans Branch 236
- Lions Club
- Leo Club
- Order of the Eastern Star St. Marys Chapter #121
- St. Marys Farmers' Market Association
- Rotary Club of St. Marys
- St. Marys Kinsmen Club
- McConnell Club

## 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>   |
|-----------------------------|-----------------------|--------------------|-------------------------|---|
| St. Marys Community Players | Yes                   | N/A                | 44                      | <ul style="list-style-type: none"> <li>• Offer live theatre productions which engage the broader community – an arts gathering place. A full house with patrons from local community and beyond.</li> <li>• Recognized as an integral cultural organizations within the community.</li> <li>• Excellent integration and communications with all levels of government, businesses, service groups, and cultural organizations.</li> <li>• Active support of theatre by ways and means beyond the productions staged by the club, for example, providing an annual St. Marys Community Players Arts Scholarship.</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 eight logos, and the approval of the St. Marys Community Players will bring the total to nine logos. The St. Marys Community Players has provided information regarding the initiatives they have undertaken to provide support to the community through fundraising, donations or holding events. It is staff’s recommendation the St. Marys Community Players’ 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

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

### **BY-LAW NO. Z127-2018**

Being a By-law pursuant to the provisions of Section 34 of the *Planning Act* to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting land located on Part of Lot 17, Concession 5 (45 Thames Road North) in the Town.

**WHEREAS** the Council of the Corporation of the Town of St. Marys deems it necessary in the public interest to pass a By-law to amend By-law No. Z1-1997, as amended;

#### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS ENACTS AS FOLLOWS:**

1. The area with the diagonal hatching pattern and outlined by heavy black lines on the attached map, Schedule “A”, and described as Part of Lot 17, Concession 5 (45 Thames Road North) in the Town of St. Marys shall be removed from the “Residential Development Zone (RD)” of By-law No. Z1-1997, shall be placed in the “Institutional Zone (I-5)” of By-law No. Z1-1997, and shall be subject to the provisions of Section 23.4.5 of By-law No. Z1-1997 as hereinafter set forth. The zoning of this land shall be shown as “I-5” on Key Map 4 of Schedule “A” to By-law No. Z1-1997, as amended.
2. That Section 23.4 of By-law No. Z1-1997 is hereby amended by adding the following special provision:  
23.4.5 I-5
  - a) Location: Part of Lot 17, Concession 5 (Key Map 4 of Schedule “A”)
  - b) Notwithstanding the provisions of Section 23.1 of this By-law to the contrary, permitted uses, buildings and structures shall be limited to a private club, church, government administrative office, day nursery, nursery school, museum, meeting room facility, passive recreational uses and a park on the land within the “I-5” Zone.
  - c) Notwithstanding the provisions of Section 23.2.8 of this By-law to the contrary, the maximum building height for land within the “I-5” Zone shall be 7.0 metres.
3. Schedule “A”, attached hereto, shall form part of this By-law.
4. All other provisions of By-law No. Z1-1997, as amended, shall apply.
5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.

**Read a first and second time this 26<sup>th</sup> day of June, 2018.**

**Read a third and final time and passed this 26<sup>th</sup> day of June, 2018.**

---

Mayor Al Strathee

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Brent Kittmer, CAO / Clerk

**THIS IS SCHEDULE "A"**  
**TO BY-LAW NO. Z127-2018**  
**OF THE CORPORATION OF THE TOWN OF ST. MARYS**  
**PASSED THIS 26TH DAY OF JUNE, 2018**

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Al Strathdee, Mayor

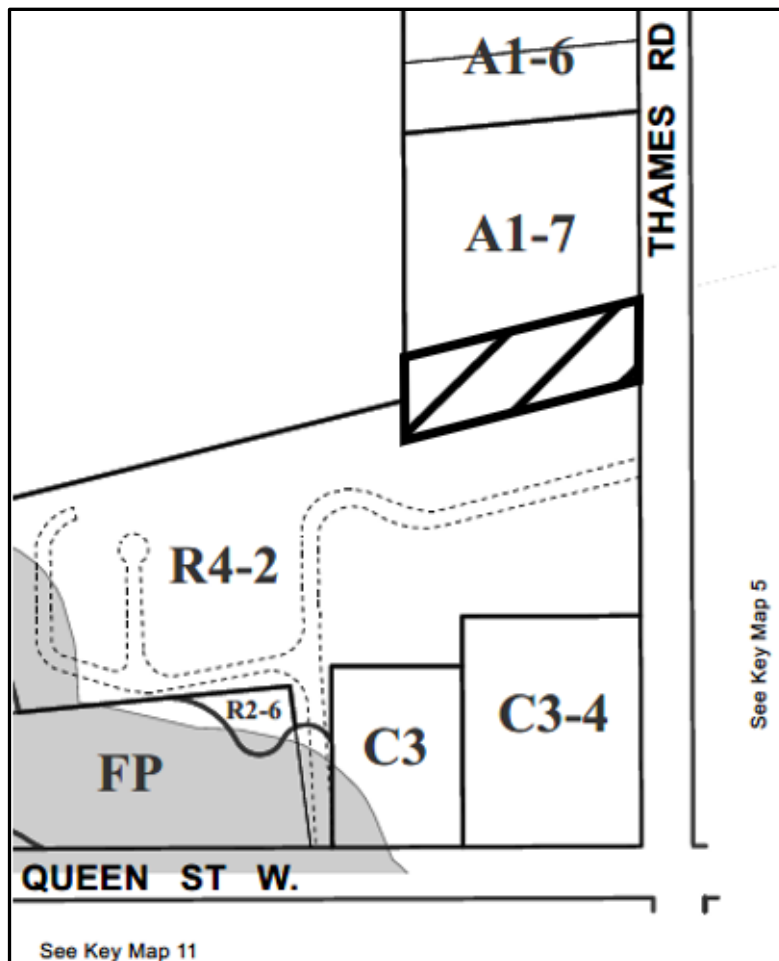
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Brent Kittmer, CAO-Clerk

**AREA AFFECTED BY THIS BY-LAW**



Remove from the "Residential Development Zone (RD)" of By-law No. Z1-1997, place in the "Institutional Zone (I-5)" and shall be subject to the provisions of Section 23.4.5 of By-law No. Z1-1997.



**BY-LAW 62-2018**

**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 June 26, 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 26<sup>th</sup> day of June, 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 26<sup>th</sup> day of June, 2018.**

**Read a third and final time and passed this 26<sup>th</sup> day of June, 2018.**

---

Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk