



**MINUTES**  
**Regular Council**

July 24, 2018  
6:00pm  
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk  
Richard Anderson, Director of Emergency Services / Fire Chief  
Grant Brouwer, Director of Building and Development  
Jim Brown, Director of Finance  
Stephanie Ische, Director of Community Services  
Lisa Lawrence Director of Human Resources  
Trisha McKibbin, Director of Corporate Services  
Dave Blake, Environmental Services Supervisor  
Mark Stone, Planner  
Jeff Wolfe, Asset Management, Engineer Specialist  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution 2018-07-24-01**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** the July 24, 2018 regular Council agenda be accepted as presented.

**4. PUBLIC INPUT PERIOD**

None.

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

**5.1 Retirement Presentation to Jeff Blackman**

Mayor Strathdee congratulated Jeff on his years of service with the Town of St. Marys and thanked him for all of his hard work.

Brent Kittmer brought forward congratulations from the Town and thanked Jeff for his many years of service.

Grant Brouwer thanked Jeff for his dedication to the Town.

Ray Cousineau spoke to Jeff's strong work ethic and thanked him for his contributions to the Town.

Doug LaPointe spoke to the comradery that Jeff has brought to the team over the years and the distance that Jeff's work ethic has been known.

**5.2 Vodden, Bender and Seebach re: 2017 Audited Financial Statements**

Jim Brown welcomed Paul Seebach of Vodden, Bender and Seebach.

Mr. Seebach spoke to the 2017 audited financial statements and responded to questions from Council.

**Resolution 2018-07-24-02**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** the 2017 Audited Financial Statement presentation from Vodden, Bender and Seebach be received.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - June 26, 2018**

**Resolution 2018-07-24-03**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** the June 26, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Strategic Priorities Committee - July 17, 2018**

**Resolution 2018-07-24-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

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

**THAT** Items 5.2 and 5.3 be raised for discussion.

**CARRIED**

**6.2.1 PW 43-2018 Forestry Management By-Law**

**Resolution 2018-07-24-05**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** Staff be directed to develop a draft Forestry Management by-law based on feedback from the Strategic Priorities Committee; and

**THAT** Staff be directed to seek community engagement on a proposed

Forestry Management by-law as detailed in PW 43-2018; and

**THAT** Staff be directed to maintain quadrant pruning independent of storm events; and

**THAT** procuring a tree inventory be referred to the 2019 Budget as a capital project consideration.

**CARRIED**

**6.2.2 DEV 29-2018 Site Alteration By-Law**

**Resolution 2018-07-24-06**

**Moved By** Councillor Osborne

**Seconded By** Councillor Hainer

**THAT** Staff consult with the local development industry regarding the proposed Site Alteration By-law; and

**THAT** Staff be directed to bring forward the final by-law to Council after consultation with the local development industry.

**CARRIED**

**6.3 Ad-Hoc Code of Conduct Review - May 23, 2018**

**Resolution 2018-07-24-07**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**THAT** the May 23, 2018 Ad-Hoc Code of Conduct Review meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Laura Pieroni re: Recycling Opportunities**

**Resolution 2018-07-24-08**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** the correspondence from Laura Pieroni be received and referred to staff for a report back on options for collecting and recycling cigarette butts.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Administration and Human Resources**

**8.1.1 CAO 26-2018 July Monthly Report (Administration and Human Resources)**

Brent Kittmer and Lisa Lawrence spoke to CAO 26-2018 report and responded to questions from Council.

**Resolution 2018-07-24-09**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** CAO 26-2018 July Monthly Report (Administration and Human Resources) be received for information.

**CARRIED**

### **8.1.2 CAO 27-2018 Community Transportation Grant Information**

Brent Kittmer spoke to CAO 27-2018 report and responded to questions from Council.

#### **Resolution 2018-07-24-10**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pope

THAT CAO 27-2018 Community Transportation Grant Information be received, and

THAT the Town of St. Marys enter into a Local Partnership Agreement with the City of Stratford, Perth County, and its member municipalities as required, which includes cost-sharing to initiate both inter-regional and intra-regional service, issuance of a proposal call, promotion and advertising the new service, ticketing, association arrangements with transit providers and sharing of any potential fiscal or other risk; and

THAT the Local Partnership Agreement be presented to Council prior to its execution; and

THAT The Mayor and Clerk be authorized to enter into all requisite agreements, subject to the concurrence of legal review and the CAO;

THAT Staff be authorized to participate in the issuing of requisite calls for proposals or other bidding tools to procure services to oversee and operate new transit service, subject to the provisions of the Town's Procurement By-law.

**CARRIED**

## **8.2 Corporate Services**

### **8.2.1 COR 18-2018 July Monthly Report (Corporate Services)**

Trisha McKibbin spoke to COR 18-2018 report and responded to questions from Council.

#### **Resolution 2018-07-24-11**

**Moved By** Councillor Winter

**Seconded By** Councillor Osborne

THAT COR 18-2018 July Monthly Report (Corporate Services) be received for information.

**CARRIED**

### **8.3 Finance**

#### **8.3.1 FIN 14-2018 July Monthly Report (Finance)**

Jim Brown spoke to FIN 14-2018 report and responded to questions from Council.

##### **Resolution 2018-07-24-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

**THAT** FIN 14-2018 July Monthly Report (Finance) be received for information.

**CARRIED**

#### **8.3.2 FIN 15-2018 Audited Financial Statements for the Year Ended December 31, 2017**

Jim Brown spoke to FIN 15-2018 report and responded to questions from Council.

##### **Resolution 2018-07-24-13**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pope

**THAT** FIN 15-2018 Audited Financial Statements for the Year Ended December 31, 2017 be received; and

**THAT** \$382,312 of the 2017 surplus be applied to the Reserve for General Capital as a funding source for future capital projects; and

**THAT** \$250,000 of the 2017 surplus be applied to the Serviced Industrial Land Reserve.

**CARRIED**

#### **8.3.3 FIN 16-2018 Award of Banking Services RFP**

Jim Brown spoke to FIN 16-2018 report and responded to questions from Council.

**Resolution 2018-07-24-14**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT FIN 16-2018 Award of Banking Services RFP be received;  
and,

THAT the procurement for banking services be awarded to the  
Bank of Montreal for a term of five years with all operating, and  
cash management fees being waived; and,

THAT By-Law 69-2018 authorizing the Mayor and the Clerk to sign  
the associated agreement be approved.

**CARRIED**

**8.4 Fire and Emergency Services**

**8.4.1 FD 11-2018 July Monthly Report (Emergency Services)**

Fire Chief Anderson spoke to FD 11-2018 report and responded to  
questions from Council.

**Resolution 2018-07-24-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

THAT FD 11-2018 July Monthly Report (Emergency Services) be  
received for information.

**CARRIED**

**8.5 Building and Development Services**

**8.5.1 DEV 28-2018 July Monthly Report (Building and Development)**

Grant Brouwer spoke to DEV 28-2018 report and responded to  
questions from Council.

**Resolution 2018-07-24-16**

**Moved By** Councillor Pope

**Seconded By** Councillor Hainer

THAT DEV 28-2018 July Monthly Report (Building and  
Development) be received for information.

**CARRIED**

**8.5.2 DEV 30-2018 – Applications for Zoning By-law Amendment (Z04-2016) and Plan of Subdivision (STM 03-16) by Meadowridge Properties Ltd. (Phase 2)Part Lots 21 and 22, Concession 18Town of St. Marys**

Mark Stone spoke to DEV 30-2018 report and responded to questions from Council.

**Resolution 2018-07-24-17**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

THAT DEV 30-2018 Applications for Zoning By-law Amendment (Z04-2016) and Plan of Subdivision (STM 03016) by Meadowridge Properties Ltd., Part Lots 21 and 22, Concession 18, be received;

THAT Council determines that no further public notice and/or public meeting is required for the Application for Zoning By-law Amendment (Z04-2016) in accordance with Section 34(17) of the Planning Act since a public meeting was held in accordance with the Planning Act and the modifications to the proposed By-law are minor in nature;

THAT Council enact Zoning By-law Z128-2018 for Phase 2 of Meadowridge Properties Ltd. (Part Lots 21 and 22, Concession 18); and,

THAT Council enact by-law 70-2018 authorizing the Mayor and CAO to enter into a subdivision agreement with Meadowridge Properties Ltd. for Phase II of the Stoneridge Development, conditional on all necessary MOECP approvals being received.

**CARRIED**

**8.6 Community Services**

**8.6.1 DCS 17- 2018 July Monthly Report (Community Services)**

Stephanie Ische spoke to DCS 17-2018 report and responded to questions from Council.

**Resolution 2018-07-24-18**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne



THAT DCS 17-2018 July Monthly Report (Community Services) be received for information.

**CARRIED**

#### **8.6.2 DCS 16-2018 Pickleball Capital Contribution Agreement**

Stephanie Ische spoke to DCS 16-2018 report and responded to questions from Council.

##### **Resolution 2018-07-24-19**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

THAT DCS 16-2018 Pickleball Capital Contribution Agreement be received; and

THAT Council approve By-Law 66-2018 authorizing the capital contribution agreement with the Social Pickleball Group.

**CARRIED**

#### **8.6.3 DCS 15-2018 Reciprocal School Use Agreement**

Stephanie Ische spoke to DCS 15-2018 report and responded to questions from Council.

##### **Resolution 2018-07-24-20**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

THAT the matter of school board reciprocal use agreements be lifted from the table for discussion; and

THAT DCS 15-2018 Reciprocal School Use Agreement be received; and

THAT Council approve By-Law 67-2018 authorizing a reciprocal use agreement with the Avon Maitland District School Board and the Huron Perth District Catholic School Board.

**CARRIED**

### **8.7 Public Works**

Council took a brief recess at 7:59pm.

Mayor Strathdee called the meeting back to order at 8:06pm.

### **8.7.1 PW 46-2018 July Monthly Report (Public Works)**

Morgan Dykstra, in Jed Kelly's absence, spoke to PW 46-2018 report and responded to questions from Council.

#### **Resolution 2018-07-24-21**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** PW 46-2018 July Monthly Report (Public Works) be received for information.

**CARRIED**

### **8.7.2 PW 37-2018 Wellington Street N. and Parkview Drive Intersection Sightlines**

Jeff Wolfe spoke to PW 37-2018 report and responded to questions from Council.

Staff will investigate the installation of a warning sign for motorists on Parkview Lane facing east.

#### **Resolution 2018-07-24-22**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Pope

**THAT** PW 37-2018 Wellington St. N. and Parkview Drive Intersection Sightlines be received; and

**THAT** Council direct staff to install a “Hidden Intersection” sign south of the Wellington St. N. and Parkview Dr. intersection.

**CARRIED**

### **8.7.3 PW 39-2018 Lystek Odour Control System Replacement**

Dave Blake spoke to PW 39-2018 report and responded to questions from Council.

#### **Resolution 2018-07-24-23**

**Moved By** Councillor Osborne

**Seconded By** Councillor Craigmile

**THAT** Report PW 39-2018, Lystek Odour Control System Replacement be received; and

THAT Council authorize a Capital Budget amendment for the purchase of a replacement activated carbon odour control unit for the wastewater treatment plant with a value up to \$50,000.00, inclusive of applicable taxes and contingencies; and,

THAT Council delegate authority to the CAO / Clerk to enter into an Agreement for a replacement activated carbon unit, complete with new filter media for the Wastewater Treatment Plant up to a value of \$50,000.00, inclusive of HST after the completion of a public tender.

**CARRIED**

#### **8.7.4 PW 41-2018 Engineering Services for Landfill Environmental Assessment**

Dave Blake spoke to PW 41-2018 report and responded to questions from Council.

##### **Resolution 2018-07-24-24**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

THAT PW 41-2018, Engineering Services for Landfill Environmental Assessment be received; and,

THAT the Town enter into an Agreement for Engineering Services with R.J. Burnside & Associates Limited with regards to the Future Solid Waste Disposal Needs Environmental Assessment up to the 2018 approved budget value of \$220,000.00, inclusive of HST and contingencies to complete the Landfill EA; and,

THAT the actual value of the Agreement be negotiated by the Public Works Department following discussions with the Engineering Consultant to agree on a suitable and appropriate scope of work and services to be delivered and,

THAT By-Law 63-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

#### **8.7.5 PW 42-2018 Water and Wastewater Financial Plans**

Dave Blake spoke to PW 42-2018 report and responded to questions from Council.

**Resolution 2018-07-24-25**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

THAT Report PW 42-2018 Water and Wastewater Financial Plans be received; and

THAT Council approve the update and/or completion of the financial plans for both the water and wastewater systems in the amount of \$16,950.00, inclusive of HST to B.M. Ross and Associates Limited; and

THAT Council approve By-law 68-2018, authorizing the CAO / Clerk to sign the associated agreement.

**CARRIED**

**8.7.6 PW 45-2018 Land sale for portion of 480 Glass Street to Quadro Communications Co-operative Inc.**

Brent Kittmer, in Jed Kelly's absence, spoke to PW 45-2018 report and responded to questions from Council.

**Resolution 2018-07-24-26**

**Moved By** Councillor Pope

**Seconded By** Councillor Van Galen

**THAT** PW 45-2018 Land sale or portion of 480 Glass Street to Quadro Communications Co-operative Inc. be received; and

**THAT** Council approves By-Law 65-2018 authorizing the Mayor and the Clerk to sign the associated sales agreement.

**CARRIED**

**8.7.7 PW 47-2018 Service Club Sign Application**

Morgan Dykstra spoke to PW 47-2018 report and responded to questions from Council.

**Resolution 2018-07-24-27**

**Moved By** Councillor Winter

**Seconded By** Councillor Pope

THAT PW 47-2018 Service Club Sign Application report be received; and

THAT Council approve the Army, Navy and Air Force Veterans in Canada's application to install a logo sign on each of the Service Club Sign structures.

**CARRIED**

## **9. COUNCILLOR REPORTS**

### **Resolution 2018-07-24-28**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** agenda items 9.1.1 to 9.2.13 be received; and

**THAT** agenda item 9.2.2.1 regarding a recommendation from the BIA be raised for discussion; and

**THAT** agenda item 9.2.7.1 regarding a recommendation from the Museum Board be raised for discussion.

**CARRIED**

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

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

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

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

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

**9.1.5 Police Services Board - Mayor Strathdee, Coun. Van Galen**

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

**9.1.7 Upper Thames River Conservation Authority**

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

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

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

**9.2.2.1 Recommendation for Park Bench Review**

**Resolution 2018-07-24-29**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** Council direct Town Staff to review the condition of public benches.

**CARRIED**

**9.2.3 CBHFM - Coun. Hainer**

**9.2.4 Committee of Adjustment**

**9.2.5 Economic Development Committee - Coun. Pope**

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

**9.2.7 Museum Board - Coun. Winter**

**9.2.7.1 Recommendation for Museum Board Member  
Vacancy**

**Resolution 2018-07-24-30**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** Council not seek to fill the St. Marys Museum Board vacancy as there are only three scheduled board meetings left in the term and it is possible to still meet quorum with the vacancy.

**CARRIED**

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

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

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

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

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

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

**10. EMERGENT OR UNFINISHED BUSINESS**

None.

## **11. NOTICES OF MOTION**

None.

## **12. BY-LAWS**

### **Resolution 2018-07-24-31**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** By-Laws 63-2018, 65-2018 to 70-2018 inclusive, and Z128-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.1 By-Law 63-2018 Authorize Agreement with R. J. Burnside & Associates Ltd.**

**12.2 By-Law 65-2018 Authorize Agreement for Purchase and Sale of 480 Glass Street**

**12.3 By-Law 66-2018 Authorize a Capital Contribution Agreement with Social Pickleball Group**

**12.4 By-Law 67-2018 Authorize a Reciprocal Agreement with AMDSB and HPCDSB**

**12.5 By-Law 68-2018 Authorize Agreement with B. M. Ross & Associates Ltd.**

**12.6 By-Law 69-2018 Authorize an Agreement with Bank of Montreal**

**12.7 By-Law 70-2018 Authorize Agreement with Meadowridge Properties Limited**

**12.8 By-Law Z128-2018 Rezoning for Part Lots 21 and 22, Concession 18 Town of St. Marys**

## **13. UPCOMING MEETINGS**

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

Council took a brief recess at 8:58pm.

Mayor Strathdee called the meeting back to order at 9:04pm.

**14. CLOSED SESSION**

**Resolution 2018-07-24-32**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

**THAT** Council move into a session that is closed to the public at 9:05pm 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, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**CARRIED**

**14.1 Minutes of June 12, 2018 CLOSED SESSION**

**14.2 Minutes of June 19, 2018 CLOSED SESSION**

**14.3 Minutes of June 27, 2018 CLOSED SESSION**

**14.4 CAO 28-2018 CONFIDENTIAL Request to Purchase Town Owned Lands (478 Water Street South)**

**14.5 CAO 29-2018 (CONFIDENTIAL) CBHFM Operating Agreement**

**15. RISE AND REPORT**

**Resolution 2018-07-24-33**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

**THAT** Council rise from a closed session at 9:35pm.

**CARRIED**

Mayor Strathdee reported that a closed session was held and two matters were considered with staff being given direction.

Council will now consider the matter related to land disposition.

**Resolution 2018-07-24-34**

**Moved By** Councillor Criagmile

**Seconded By** Councillor Hainer

**THAT** Council declare 478 Water Street South as surplus property to the needs of the municipality; and



**THAT** Council approves the sale of 478 Water Street South by way of a public process.

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2018-07-24-35**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Osborne

**THAT** By-Law 71-2018, being a by-law to confirm the proceedings of July 24, 2018 regular Council meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**17. ADJOURNMENT**

**Resolution 2018-07-24-36**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

**THAT** this regular meeting of Council adjourn at 9:38pm.

**CARRIED**

---

Al Stratthdee, Mayor

---

Brent Kittmer, CAO / Clerk