



AGENDA
Regular Council Meeting

July 24, 2018

6:00 pm

Council Chambers, Town Hall

Pages

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

RECOMMENDATION

THAT the July 24, 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 Retirement Presentation to Jeff Blackman

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

14

Refer to FIN 15-2018 Staff report for further information.

RECOMMENDATION

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

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - June 26, 2018 18

RECOMMENDATION

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

6.2 Strategic Priorities Committee - July 17, 2018 32

RECOMMENDATION

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.

6.2.1 PW 43-2018 Forestry Management By-Law

RECOMMENDATION

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.

6.2.2 DEV 29-2018 Site Alteration By-Law

RECOMMENDATION

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.

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

36

RECOMMENDATION

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.

7. CORRESPONDENCE

7.1 Laura Pieroni re: Recycling Opportunities

38

RECOMMENDATION

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

8. STAFF REPORTS

8.1 Administration and Human Resources

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

39

RECOMMENDATION

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

RECOMMENDATION

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.

8.2 Corporate Services

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

52

RECOMMENDATION

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

8.3 Finance

8.3.1 FIN 14-2018 July Monthly Report (Finance)

57

RECOMMENDATION

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

8.3.2	FIN 15-2018 Audited Financial Statements for the Year Ended December 31, 2017	64
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RECOMMENDATION

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.

8.3.3	FIN 16-2018 Award of Banking Services RFP	92
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RECOMMENDATION

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.

8.4 Fire and Emergency Services

8.4.1	FD 11-2018 July Monthly Report (Emergency Services)	94
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RECOMMENDATION

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

8.5 Building and Development Services

8.5.1	DEV 28-2018 July Monthly Report (Building and Development)	96
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RECOMMENDATION

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

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

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RECOMMENDATION

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 71-2018 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.

8.6 Community Services

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

141

RECOMMENDATION

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

8.6.2	DCS 16-2018 Pickleball Capital Contribution Agreement	146
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RECOMMENDATION

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.

8.6.3	DCS 15-2018 Reciprocal School Use Agreement	153
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RECOMMENDATION

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.

8.7 Public Works

8.7.1	PW 46-2018 July Monthly Report (Public Works)	163
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RECOMMENDATION

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

8.7.2	PW 37-2018 Wellington Street N. and Parkview Drive Intersection Sightlines	167
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RECOMMENDATION

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.

RECOMMENDATION

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.

8.7.4 PW 41-2018 Engineering Services for Landfill Environmental Assessment

RECOMMENDATION

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.

8.7.5 PW 42-2018 Water and Wastewater Financial Plans 180

RECOMMENDATION

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.

8.7.6 PW 45-2018 Land sale for portion of 480 Glass Street to Quadro Communications Co-operative Inc. 183

RECOMMENDATION

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.

8.7.7 PW 47-2018 Service Club Sign Application 197

RECOMMENDATION

THAT PW 47-2018 Service Club Sign Application; 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.

9. COUNCILLOR REPORTS

RECOMMENDATION

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.

9.1 Operational and Board Reports

9.1.1	Bluewater Recycling Association - Coun. Craigmile	200
9.1.2	Library Board - Coun. Osborne, Winter	215
9.1.3	Municipal Liaison Committee - Mayor Strathdee, Coun. Winter	
9.1.4	Perth District Health Unit - Coun. Osborne	218
9.1.5	Police Services Board - Mayor Strathdee, Coun. Van Galen	
	No July meeting	
9.1.6	Spruce Lodge Board - Coun. Pope, Van Galen	222
9.1.7	Upper Thames River Conservation Authority	225

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1	Accessibility Advisory Committee - Coun. Hainer	
9.2.2	Business Improvement Area - Coun. Pope	230
9.2.2.1	Recommendation for Park Bench Review	
	RECOMMENDATION	
	THAT Council direct Town Staff to review the condition of public benches.	
9.2.3	CBHFM - Coun. Hainer	250
9.2.4	Committee of Adjustment	
	No recent meeting.	
9.2.5	Economic Development Committee - Coun. Pope	254
9.2.6	Heritage St. Marys - Coun. Pope	256

9.2.7	Museum Board - Coun. Winter	262
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9.2.7.1 Recommendation for Museum Board Member Vacancy

RECOMMENDATION

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.

9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen

No recent meeting.

9.2.9	Heritage Conservation District Advisory Committee - Coun. Winter	264
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9.2.10	Senior Services Board - Coun. Craigmile	267
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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

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

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.

12.1	By-Law 63-2018 Authorize Agreement with R. J. Burnside & Associates Ltd.	269
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12.2	By-Law 65-2018 Authorize Agreement for Purchase and Sale of 480 Glass Street	270
12.3	By-Law 66-2018 Authorize a Capital Contribution Agreement with Social Pickleball Group	271
12.4	By-Law 67-2018 Authorize a Reciprocal Agreement with AMDSB and HPCDSB	272
12.5	By-Law 68-2018 Authorize Agreement with B. M. Ross & Associates Ltd.	273
12.6	By-Law 69-2018 Authorize an Agreement with Bank of Montreal	274
12.7	By-Law 70-2018 Authorize Agreement with Meadowridge Properties Limited	275
12.8	By-Law Z128-2018 Rezoning for Part Lots 21 and 22, Concession 18 Town of St. Marys	276

13. UPCOMING MEETINGS

August 13, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

August 28, 2018 - 6:00pm, Regular Council, Council Chambers

14. CLOSED SESSION

RECOMMENDATION

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

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)

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____pm.

16. CONFIRMATORY BY-LAW

282

RECOMMENDATION

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.

17. ADJOURNMENT

RECOMMENDATION

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

2017

Audited Financial Statements

Presentation by: Vodden, Bender and Seebach

Date: July 24, 2018

CORPORATION OF THE TOWN OF ST. MARYS
REPORT TO COUNCIL
For the year ended December 31, 2017

The financial statements are presented on a consolidated basis and, therefore, include the proportional share of the assets, liabilities, operating revenues and expenditures of the various joint boards which the Town of St. Marys belongs to.

Financial Indicators	2017	2016	2015	2014	2013
Cash	4,407,921	7,399,362	6,210,018	7,851,227	5,272,102
Investments	9,771,800	7,492,618	7,581,818	4,376,409	4,435,924
Taxes receivable (note 1)	576,784	755,492	705,622	668,447	556,513
Accounts receivable	1,780,432	1,499,054	1,128,599	2,357,526	2,215,617
	<u>16,536,937</u>	<u>17,146,526</u>	<u>15,626,057</u>	<u>15,253,609</u>	<u>12,480,156</u>
Accounts payable	3,452,495	3,759,288	1,745,323	2,419,568	2,068,621
Deferred revenue (gas tax and development charges reserve	1,431,238	1,546,503	1,543,283	2,207,346	1,942,435
Landfill closure and post closure liability	650,821	583,492	559,397	415,063	379,715
Municipal debt	9,568,496	9,304,859	10,086,180	10,833,556	11,548,509
	<u>15,103,050</u>	<u>15,194,142</u>	<u>13,934,183</u>	<u>15,875,533</u>	<u>15,939,280</u>
Net financial assets (note 2)	<u>1,433,887</u>	<u>1,952,384</u>	<u>1,691,874</u>	<u>(621,924)</u>	<u>(3,459,124)</u>
Tangible capital assets					
Net book value beginning of year	76,465,347	73,560,369	72,923,263	74,109,652	74,688,068
Purchases	8,511,390	5,448,051	2,866,267	1,823,771	1,635,334
Disposals and adjustments	(1,401,490)	(301,174)	(4,916)	(758,823)	(44,889)
Amortization	(2,227,199)	(2,241,899)	(2,224,245)	(2,251,337)	(2,168,861)
Net book value end of year	<u>81,348,048</u>	<u>76,465,347</u>	<u>73,560,369</u>	<u>72,923,263</u>	<u>74,109,652</u>
Inventory and prepaid expenses	<u>41,515</u>	<u>37,452</u>	<u>44,766</u>	<u>43,135</u>	<u>36,172</u>
Accumulated surplus (note 3)					
Net investment in capital assets less LTD	71,779,552	67,160,488	63,474,189	62,089,707	62,561,143
Unfunded landfill liabilities	(650,821)	(583,492)	(559,397)	(415,063)	(379,715)
Reserves	11,155,078	11,750,026	11,894,158	9,926,466	8,903,691
Other surplus	539,641	128,161	488,059	743,364	(398,419)
	<u>82,823,450</u>	<u>78,455,183</u>	<u>75,297,009</u>	<u>72,344,474</u>	<u>70,686,700</u>
Note 1: Taxes receivable	-	-	-	-	-
Current year taxes receivable as percentage of total levy for year	2.8%	2.5%	2.1%		
Total taxes receivable as percentage of total levy for year	4.0%	5.3%	5.0%		
The Town has maintained a low rate of arrears throughout the comparison period.					

Note 2: Net financial assets

Net financial assets indicates the extent of resources available to finance future operations.
The Towns net financial assets have decreased from the prior year.

Note 3: Accumulated surplus

Total accumulated surplus indicates the resources available to provide future services.
Adequate reserves are an indicator of flexibility and ability to deal with contingencies.

CORPORATION OF THE TOWN OF ST. MARYS
REPORT TO COUNCIL
For the year ended December 31, 2017

Five Year Comparison of Operating Revenue Expenses

	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Revenue						
Taxation	11,493,639	11,577,230	11,327,234	11,159,352	10,640,135	10,198,769
Grants						
OMPF grant	512,000	512,000	506,700	557,600	691,800	834,000
Gas tax grant	485,000	485,000	633,000	1,460,632	473,901	285,529
Other capital grants	828,000	180,030	432,211	140,771	138,700	23,524
Home Support grants	429,033	429,030	436,470	431,097	441,738	395,526
Library grants	120,000	143,284	211,319	180,980	213,725	191,332
Daycare funding	387,096	373,008	416,576	426,295	373,167	394,424
PDHU	603,336	635,738	623,235	650,998	631,596	764,223
Spruce Lodge	457,753	463,931	482,643	471,246	477,718	512,889
Other government grants	105,780	92,404	98,142	126,399	114,530	98,627
Other municipal transfers	408,779	415,325	341,572	343,271	265,153	317,161
User fees						
Water and sewer	3,080,620	3,413,243	3,669,536	3,204,862	3,013,005	2,932,233
Garbage collection and disposal	750,454	788,193	745,300	711,088	825,851	756,232
Friendship Centre/ Home Support	158,350	172,365	160,913	169,647	139,994	150,063
Daycare	638,500	776,107	652,988	585,928	569,412	538,322
Recreation	1,227,950	1,258,932	1,221,216	1,436,823	1,292,921	1,579,212
Building department	147,500	173,774	138,094	129,857	131,560	95,166
PDHU	57,579	42,111	43,329	48,369	10,546	9,535
Spruce Lodge	276,859	279,551	275,670	271,539	264,886	257,334
Capital	1,184,000	1,833,014	301,682	166,375	50,582	49,573
Other fees and charges	486,714	504,437	583,326	501,571	600,051	671,766
Other income						
Bank interest and penalties on taxes	185,651	273,906	279,760	280,834	282,809	232,287
Gain on sale of capital assets		(311,773)	(248,965)	(3,864)	(378,601)	203,134
Developer and Parkland charges	152,800	454,002	104,031	27,996	18,477	10,000
Total revenue per financial statements	<u>24,177,393</u>	<u>24,964,842</u>	<u>23,435,982</u>	<u>23,479,666</u>	<u>21,283,656</u>	<u>21,500,861</u>
Expenditures (line items exclude depreciation and capital)						
Council	131,429	122,102	122,895	135,926	130,335	128,103
Other general government	2,011,785	1,963,415	1,970,756	2,283,497	2,030,936	2,083,998
Fire	377,435	402,464	341,944	292,787	300,844	284,635
Policing	1,166,289	1,155,549	1,155,599	1,181,047	1,191,890	1,319,881
Conservation authority	94,454	94,454	87,011	85,290	81,283	79,741
Building, water quality, and other protective serv	212,740	206,916	202,132	198,953	246,993	311,267
Roads and streetlights	1,516,952	1,722,481	1,673,092	1,764,499	1,578,029	1,461,321
Water and sewer	2,323,724	2,227,238	2,324,032	2,210,838	2,177,985	1,846,827
Waste collection and disposal	749,333	696,420	729,202	681,498	707,353	697,730
PDHU	694,903	665,513	660,197	685,778	644,946	751,087
Spruce Lodge	731,076	685,364	703,355	679,083	689,641	713,907
Aged Persons	781,756	803,944	763,428	767,241	698,801	515,778
Childcare	1,229,661	1,338,078	1,265,468	1,078,953	1,083,945	1,112,180
Cemeteries and other health and social services	1,453,699	1,395,254	1,387,966	1,595,851	1,228,806	1,396,671
Parks	410,738	478,426	427,375	413,942	328,918	333,876
Recreation programs, facilities and cultural	2,676,098	2,738,864	2,665,077	2,608,113	2,740,834	3,006,335
Libraries	635,954	621,023	633,748	603,402	579,950	533,009
Museums	164,333	181,298	148,464	255,271	249,758	185,947
Planning and development	805,512	803,244	750,073	636,583	647,950	640,116
Capital expenditures	8,808,000	8,511,390	5,448,051	2,866,267	1,823,771	1,635,334
Net transfers to (from) reserves	<u>(2,180,275)</u>	<u>(1,932,957)</u>	<u>(581,919)</u>	<u>285,292</u>	<u>(622,473)</u>	<u>758,278</u>

	2017 Budget	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
Total expenditures	24,795,596	24,880,480	22,877,946	21,310,111	18,540,495	19,796,021
Less: capital expenditures	(8,808,000)	(8,511,390)	(5,448,051)	(2,866,267)	(1,823,771)	(1,635,334)
net transfers to (from) reserves	2,180,275	1,932,957	581,919	(285,292)	622,473	(758,278)
Add: amortization and writedowns	2,241,899	2,227,199	2,241,899	2,224,245	2,251,337	2,168,861
Add: increase (decrease) in landfill post-closure liability		67,329	24,095	144,334	35,348	38,734
Total expenditures per financial statements	<u>20,409,770</u>	<u>20,596,575</u>	<u>20,277,808</u>	<u>20,527,131</u>	<u>19,625,882</u>	<u>19,610,004</u>
Net surplus (deficit) per financial statements	3,767,623	4,368,267	3,158,174	2,952,535	1,657,774	1,890,857



MINUTES Regular Council

June 26, 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
Jed Kelly, Director of Public Works
Trisha McKibbin, Director of Corporate Services
Lisa Lawrence, Human Resources Manager
Mark Stone, Planner
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Hainer declared pecuniary interest for the following agenda items:

- 5.1 – Public Meeting for Zoning By-law Amendment Application Z01-2018, 45 Thames Road North, St. Marys;
- 8.1.2 – DEV 28-2018 Application for Zoning By-law Amendment (Z01-2018) 45 Thames Road North; and
- 11.1 – By-Law Z127-2018 Zoning By-law Amendment for 45 Thames Road North.

Councillor Winter declared pecuniary interest for the following agenda items:

- 5.1 – Public Meeting for Zoning By-law Amendment Application Z01-2018, 45 Thames Road North, St. Marys;
- 8.1.2 – DEV 28-2018 Application for Zoning By-law Amendment (Z01-2018) 45 Thames Road North; and
- 11.1 – By-Law Z127-2018 Zoning By-law Amendment for 45 Thames Road North.

Councillor Van Galen declared pecuniary interest for agenda item 7.2 – Front Porch Show re: Insurance Coverage.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-06-26-01

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT the June 26, 2018 regular Council agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Public Meeting for Zoning By-law Amendment Application Z01-2018, 45 Thames Road North, St. Marys

Having declared a matter of pecuniary interest, Councillor Winter vacated his seat at the Council table.

Having declared a matter of pecuniary interest, Councillor Hainer vacated her seat at the Council table.

Resolution 2018-06-26-02

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the June 26, 2018 regular Council meeting be adjourned at 6:03pm 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 6:04pm.

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

The purpose of the Public Meeting is to solicit the public's comments with respect to a proposed Zoning By-law Amendment initiated by the Corporation of the Town of St. Marys, the current owner of the subject property. The municipal address of the subject property is 45 Thames Road North.

The Zoning By-law Amendment Application proposes to change the zoning of the subject property from Residential Development (RD) to Institutional (I) Zone with site specific exceptions to specify permitted uses and reduce the maximum building height to 7 metres.

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

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

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

One written comment was received regarding this Application. In a letter dated May 22, 2018, the Upper Thames River Conservation Authority indicated that it has no objection to the Application."

The Mayor asked Councillor Van Galen to speak on behalf of the Planning Advisory Committee.

Councillor Van Galen stated "The Planning Advisory Committee made the following recommendation to St. Marys Town Council at its May 28, 2018 meeting:

THAT based on the review of the Application and comments received thus far, Planning Advisory Committee endorses in principle Application Z01-2018 from The Corporation of the Town of St. Marys for a Zoning By-law

Amendment affecting 45 Thames Road North, St. Marys, and Committee recommends to St. Marys Town Council that it proceed with the statutory public meeting to be scheduled for June 26, 2018."

Mark Stone, Town Planner, stated "The subject property is approximately 0.29 hectares (0.7 acres) in size and is currently vacant. The Town currently owns the property and has entered into an agreement of purchase and sale, to be sold for institutional purposes.

The subject property is designated Residential according to the Town's Official Plan and zoned Residential Development (RD) according to the Town's Zoning By-law.

In addition to a wide range of residential uses, institutional uses are also permitted on lands designated Residential. The Town has initiated the Zoning By-law Amendment Application to rezone the property to Institutional Zone with site specific provisions to limit permitted uses to: a private club, church, government administrative office, day nursery, nursery school, museum, meeting room facility, passive recreational uses and a park. In addition, site specific provisions will limit the height of any building to a maximum of 7 metres.

A site plan application has not submitted to date however prior to any proposed development of the site, site plan approval will be required.

A concept plan has been included with the application to provide an illustration of what development could look like based on zoning regulations that will apply under institutional zone. However, building location, size, etc. are still to be determined."

Mayor Strathdee called upon Steven Hearn of St. James Club #73 and Rick Culbert to speak on the matter.

Mr. Steven Hearn, President of St. James Club #73, provided a brief history of the Club's existence in St. Marys and explained the reason for the zoning application.

Mr. Rick Culbert, CEO of Veterinary Purchasing, explained the needs of the organization for facility expansion.

Mayor Strathdee asked if there were any members of the public questions who wished to speak to the zoning application.

No members of the public came forward.

Mr. Hearn thanked the Town for their consideration on this matter.

Mayor Strathdee stated "I would like to thank those in attendance for their comments. Should Council proceed with the passage of the Zoning By-law Amendment, notice of passing will be provided as prescribed by the Planning Act and a 20-day appeal period to the Local Planning Appeal Tribunal applies."

Resolution 2018-06-26-03

Moved By Councillor Van Galen

Seconded By Councillor Osborne

THAT this public meeting be adjourned at 6:15pm; and

THAT the June 26, 2018 regular Council meeting reconvene at 6:15pm.

CARRIED

6. ACCEPTANCE OF MINUTES

Councillors Winter and Hainer returned to their seats at the Council table.

6.1 Regular Council - June 12, 2018

Resolution 2018-06-26-04

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

6.2 Strategic Priorities Committee - June 19, 2018

Resolution 2018-06-26-05

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

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.

CARRIED

Resolution 2018-06-26-06

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the Pyramid Recreation Centre Business Plan be approved.

CARRIED

Resolution 2018-06-26-07

Moved By Councillor Winter

Seconded By Councillor Osborne

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

CARRIED

7. CORRESPONDENCE

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

Council deliberated the correspondence from UTRCA.

Mr. Ian Wilcox, General Manager of Upper Thames River Conservation Authority (UTRCA), addressed Council regarding the correspondence and the desire of UTRCA to work with the all stakeholders to ensure open communication.

Resolution 2018-06-26-08

Moved By Councillor Hainer

Seconded By Councillor Van Galen

THAT Staff report back to Council on the future meetings between representatives of the Town, the St. Marys Golf and Country Club, and the UTRCA.

CARRIED

Resolution 2018-06-26-09

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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

CARRIED

7.2 Front Porch Show re: Insurance Coverage

Having declared a matter of pecuniary interest, Councillor Van Galen vacated his seat at the Council table.

Council discussed the correspondence and the recommendation from Staff.

Resolution 2018-06-26-10

Moved By Councillor Winter

Seconded By Councillor Craigmile

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.

CARRIED

8. STAFF REPORTS

Councillor Van Galen returned to his seat at the Council table.

8.1 Building and Development Services

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

Grant Brouwer spoke to DEV 27-2018 report and responded to questions from Council.

Resolution 2018-06-26-11

Moved By Councillor Osborne

Seconded By Councillor Pope

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

CARRIED

8.1.2 DEV 28-2018 Application for Zoning By-law Amendment (Z01-2018) 45 Thames Road North

Having declared a matter of pecuniary interest, Councillor Winter vacated his seat at the Council table.

Having declared a matter of pecuniary interest, Councillor Hainer vacated her seat at the Council table.

Mark Stone spoke to DEV 28-2018 report and responded to questions from Council.

Resolution 2018-06-26-12

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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.

CARRIED

8.2 Public Library

8.2.1 CEO 01-2018 Library Internal Redesign

Councillors Hainer and Winter returned to their seats at the Council table.

Matthew Corbett spoke to CEO 01-2018 report and responded to questions from Council.

Resolution 2018-06-26-13

Moved By Councillor Winter

Seconded By none received

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.

Failed as there was no seconder

Resolution 2018-06-26-14

Moved By Councillor Van Galen

Seconded By Councillor Hainer

THAT Council refer the funding request from the St. Marys Public Library Board for up to \$50,000 to maximize the current Library Space to the 2019 budget; and

THAT the St. Marys Library Board be requested to seek out grant opportunities through the Enabling Accessibility Program to offset the project costs.

CARRIED

8.3 Administration and Human Resources

8.3.1 CAO 24-2018 June Monthly Report (Administration and Human Resources)

Brent Kittmer and Lisa Lawrence spoke to CAO 24-2018 report and responded to questions from Council.

Having declared a pecuniary interest with respect to matters related to the property sale of 45 Thames Road North addressed during the CAO's monthly report, Councillors Winter and Hainer vacated their seats at the Council table during the review of this portion of the report.

Resolution 2018-06-26-15

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

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

CARRIED

8.3.2 HR 01-2018 Council Remuneration

Councillors Hainer and Winter returned to their seats at the Council table.

Lisa Lawrence spoke to HR 01-2018 report and responded to questions from Council.

Resolution 2018-06-26-16

Moved By Councillor Osborne

Seconded By Councillor Van Galen

THAT HR 01-2018 Council Remuneration be received.

CARRIED

8.4 Corporate Services

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

Trisha McKibbin spoke to COR 17-2018 report and responded to question from Council.

Resolution 2018-06-26-17

Moved By Councillor Winter

Seconded By Councillor Craigmile

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

CARRIED

8.5 Finance

8.5.1 FIN 12-2018 June Monthly Report (Finance)

Jim Brown spoke to FIN 12-2018 report and responded to questions from Council.

Resolution 2018-06-26-18

Moved By Councillor Craigmile

Seconded By Councillor Pope

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

CARRIED

8.5.2 FIN 13-2018 Annual Insurance Renewal

Jim Brown spoke to FIN 13-2018 report and responded to questions from Council.

Resolution 2018-06-26-19

Moved By Councillor Pope

Seconded By Councillor Hainer

THAT FIN 13-2018 Annual Insurance Renewal be received; and
THAT Council approve the renewal of the 2018 insurance policy with Frank Cowan Company.

Amendment:

Resolution 2018-06-26-20

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT resolution 2018-06-26-19 be amended to include:

THAT Staff be directed to gather comparative quotes in 2019.

CARRIED

Resolution 2018-06-26-19

Moved By Councillor Pope

Seconded By Councillor Hainer

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

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

THAT Staff be directed to gather comparative quotes in 2019.

CARRIED

8.6 Fire and Emergency Services

Council recessed at 8:12pm.

Mayor Strathdee called the meeting back to order at 8:23pm.

Councillor Pope departed the meeting.

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

Richard Anderson spoke to FD 07-2018 report and responded to questions from Council.

Resolution 2018-06-26-21

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

CARRIED

8.6.2 FD 08-2018 Fire Prevention Officer Duties and Responsibilities

Richard Anderson spoke to FD 08-2018 report and responded to questions from Council.

Resolution 2018-06-26-22

Moved By Councillor Craigmile

Seconded By Councillor Hainer

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

CARRIED

8.7 Community Services

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

Brent Kittmer, in the absence of Stephanie Ische, spoke to DCS 14-2018 report and responded to questions from Council.

Resolution 2018-06-26-23

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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

CARRIED

8.8 Public Works

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

Jed Kelly spoke to PW 35-2018 report and responded to questions from Council.

Resolution 2018-06-26-24

Moved By Councillor Osborne

Seconded By Councillor Craigmile

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

CARRIED

8.8.2 PW 38-2018 Service Club Sign Application

Jed Kelly spoke to PW 38-2018 report and responded to questions from Council.

Resolution 2018-06-26-25

Moved By Councillor Winter

Seconded By Councillor Van Galen

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.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

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

Having declared a matter of pecuniary interest, Councillors Winter and Hainer vacated their seats at the Council table.

Resolution 2018-06-26-26

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

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.

CARRIED

12. UPCOMING MEETINGS

Councillors Winter and Hainer returned to their seats at the Council table.

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

13. CONFIRMATORY BY-LAW

Resolution 2018-06-26-27

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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.

CARRIED

14. ADJOURNMENT

Resolution 2018-06-22-28

Moved By Councillor Osborne

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourn at 9:05p.m.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Strategic Priorities Committee

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

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

Staff Present: Brent Kittmer, CAO / Clerk
Jed Kelly, Director of Public Works
Morgan Dykstra, Public Works Coordinator
Grant Brouwer, Director of Building and Development

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 2018-07-17-01

Moved By: Councillor Osborne

Seconded By: Councillor Pope

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

CARRIED

4. DELEGATIONS AND PRESENTATIONS

None.

5. STRATEGIC PRIORITIES REVIEW

5.1 CAO 25-2018 Revised Community Grant Policy

Brent Kittmer spoke to CAO 25-2018 report and responded to questions from the Committee.

The Committee reviewed the option for a third-party administered community grant program and the option for a Town administered program. The Committee also reviewed various proposed criteria for the revised program. The key points of discussion included:

- The Town will continue to self-administer the Community Grant Program.
- The proposed “Scope” of the revised program is acceptable.
- The proposed “Eligibility” of the revised program is acceptable.
- The proposed “Ineligibility” of the revised program is acceptable, including the new exclusion of groups with a political mandate.
- The firm cost cap for individual grants should be set at \$5,000.
- In the final report for Council staff should present various options for Council to consider in respect to eligible costs limits including a blend of a firm percentage limit and a firm cap, a percentage limit as a guide and a firm cap, and a firm cap that includes cash plus in-kind costs.

The CAO was provided direction to make the necessary edits to the staff report and proposed policy, and to return the revised policy for Council consideration in August.

The Committee took a brief recess at 10:05 am.

Councillor Pope left the meeting and did not return.

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

5.2 PW 43-2018 Forestry Management By-Law

Jed Kelly and Morgan Dykstra spoke to PW 43-2018 report and responded to questions from the Committee.

The Committee reviewed the various components to be included in a proposed Forestry Management By-Law. The key points of discussion included:

- Establishing a five business day response time for tree inspection requests is acceptable, except during times when the Town is responding to an emergency situation or an adverse weather event.
- Trees deemed as hazards should be prioritized above trees needing routine maintenance.
- The tree replanting ration should be set at 1:3 when the Town removes a tree.
- A tree inventory should be considered in the 2019 draft budget.
- Protection, removal, and replacement of trees on private property should be addressed in the Forestry Management By-law by including approval to remove trees as a consideration in the Town's development process, and newly proposed Site Alteration By-law.

Resolution 2018-07-17-02

Moved By: Councillor Winter

Seconded By: Councillor Hainer

THAT PW 43-2018 be received for discussion; and

THAT the Strategic Priorities Committee recommends to Council:

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

The Committee took a brief recess at 11:10 am. Mayor Strathdee Called the meeting back to order at 11:15 am.

5.3 DEV 29-2018 Site Alteration By-Law

Grant Brouwer spoke to DEV 29-2018 report and responded to questions from the Committee.

The Committee reviewed the various components to be included in a proposed Site Alteration By-Law and discussed how it would have applied in the recent past, and how it would apply to known near-term developments.

Resolution 2018-07-17-03

Moved By: Councillor Van Galen

Seconded By: Councillor Craigmile

THAT DEV 29-2018 Site Alteration By-law report be received for discussion; and,

THAT the Strategic Priorities Committee recommend to Council:

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. NEXT MEETING

Chair Stratthdee reviewed the upcoming meeting as presented in the agenda and noted several conflicts with the proposed August 21, 2018 meeting.

The Committee agreed to reschedule the August 21, 2018 meeting to August 13, 2018 at 9:00 am.

7. ADJOURNMENT

Resolution 2018-07-17-04

Moved By: Councillor Van Galen

Seconded By: Councillor Osborne

THAT this meeting of the Strategic Priorities Committee adjourn at 11:33 am.

CARRIED

Al Stratthdee, Mayor

Brent Kittmer, CAO / Clerk

Meeting Minutes

AD-HOC Code of Conduct Review

Location: Town Hall, Council Chambers

Date: Wednesday, May 23, 2018, 10:00am

Committee members in attendance:

Councillor Pope, Councillor Van Galen, Councillor Craigmile, Mayor Strathdee

Staff in attendance:

Brent Kittmer, Jenna McCartney

1.0 Call to Order

Chair Strathdee called the meeting to order at 10:00am.

2.0 Declaration of Pecuniary Interest

None declared.

3.0 Amendments and approval to the agenda

No amendments noted.

4.0 Report

4.1 CAO 18-2018 Draft Council Code of Conduct

B. Kittmer provided an overview of the research conducted in drafting the code of conduct.

The Committee reviewed the definitions and asked Staff to enhance the definition of “potential” and “apparent” conflict.

The Committee was satisfied the draft code while presenting the following discussion points:

- Staff to enhance the definition of “potential” and “apparent” conflict;
- the need to train committee and council members on the code of conduct;
- changing the Section citation within #23 to 270;
- the process to follow upon declaring a pecuniary interest;
- whether the Municipal Conflict of Interest Act has been amended for sections 5, 5.1 and 5.2;
- 54.a needs to be amended in that complaints that contravene the Criminal Code must be reported to authorities immediately;
- Staff are to investigate a case law definition of ‘reprimand’;
- 71 needs to be amended to include reporting on advice
- Staff are to investigate with the Ministry of Municipal Affairs and Housing the process if the seat of the integrity commissioner were vacant.

Staff were directed to prepare a final draft for presentation to Strategic Priorities Committee (SPC). Staff were directed to seek the Integrity Commissioner's review of the Code upon SPC's approval. The Code will be presented to Council in August 2018.

5.0 Adjournment

Moved by: Councillor Craigmile

Seconded by: Councillor Pope

THAT this Ad-Hoc Committee for Code of Conduct meeting be adjourned at 11:35am.

From: "Pieroni, Laura"
Date: 2018-07-04 11:35 (GMT-05:00)
To: Al Strathdee
Cc: "Hunter, Teresa" Krahn, Darcy"
Subject: Recycling

To the Attention of the Mayor and Council of the Town of St. Marys,

I've been looking into a program that is called Terracycle <https://www.terracycle.ca/en-CA/brigades> that has some terrific recycling programs in place. A number of them are free as well.

I've currently implemented a program at all the schools in St Marys to have old markers recycled. Crayola pays for the shipping of the markers and then recycles them – (they don't need to be just Crayola markers). We also have a bin at RBC St Marys to collect old markers.

I'm interested in the Town starting a recycling program for cigarette butts and ashes etc. There are specific bins to buy that would help with the initiative and so I am approaching you to see if it can be done. I'm sure we've all be frustrated by the litter created by cigarettes and I can only see the positive impact this would have on keeping our Town and waterways/walkways clean.

I plan to follow up with the schools to see if they would like to participate in some of the other programs e.g. the lunchables container returns etc.

There are numerous programs to participate in and I feel that once we get started with one or two of them many others will naturally follow.

I appreciate you taking the time to look into this exciting initiative and look forward to hearing your thoughts.

Sincerely,
Laura Pieroni

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	24 July 2018
Subject:	CAO 26-2018 July Monthly Report (Administration and Human Resources)

RECOMMENDATION

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

DEPARTMENTAL HIGHLIGHTS

Current

CAO & Clerk

Strategic Planning

- PRC Strategic Business Plan: Graphic design on the approved plan has been completed. The PRC supervisory team is now meeting every 2 weeks to review implementation plans and tasks completed to date. The CAO is working through development of the performance measurement system for the plan and developing measurable to gauge success of short term implementation tasks.
- 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. A copy of the scorecard is attached to this report for Council's reference.
- Other 2018 Council Priorities:

Pillar	Council Priority	Status
<i>Balanced Growth & Housing:</i>	Advance policies to encourage more attainable housing.	Report received. Staff working through direction of Council
<i>Communication & Marketing:</i>	Develop a Tourism Action Plan	In progress
	Develop a Crisis Communications Strategy	In progress – will form part of the Town Social Media Policy.
<i>Culture & Recreation:</i>	Finalize Recreation and Leisure Master Plan	Done – staff implementing/reporting
	Create a PRC Business Plan	Done – staff implementing/reporting
	Develop a Forestry Management Policy	Report received July 17
	Redevelop the Community Grant Policy.	Report received July 17
<i>Infrastructure</i>	Continue with a progressive Infrastructure Plan	2018 capital plan in progress
	Investigate fibre optic build options for the Town.	In progress – report by summer end.
	Develop inclusion policy/accessibility standards	In progress – PRC Business Plan
<i>Other 2018 Priorities</i>	Review of Committee system.	Report planned for September SPC
	Ensure the Town has grant ready projects.	In progress

Intergovernmental Relations

- Perth South (Industrial Servicing):
 - Meeting with Perth South was held on June 29th to discuss the proposal for an industrial park/rail yard. The Mayor and CAO met with their counterparts and updated Perth South on Council's disposition of the matter. A joint meeting with Mr. Staffen will occur in late July or early August.
 - Staff are collecting follow-up information as directed by Council to present various options for in-Town and out of Town serviced land.
- UTRCA:
 - Meeting scheduled for August 14 with UTRCA staff. Agenda for the meeting is to review Town's strategic goals, and to determine how these goals can be achieved within the UTRCA's regulatory framework.
 - Attempting to schedule a meeting between Town, UTRCA, and St. Marys Golf and Country Club representatives. Conflicting vacation dates has made this difficult, and meeting may have to occur in September.
- Transportation Grant Funding:
 - Regular meetings of the Community Transportation Oversight Committee (CTOC) have been occurring. The oversight committee consists of the CAOs of the seven participating municipalities.
 - As the funding leads, most of the initial work is being completed by the City of Stratford and the County of Perth. The immediate next task is to issue an RFP to hire the planned project coordinator. The goal is to have the coordinator in place by the beginning of September. The projected launch of the transportation systems is April 2019.

Policy Development:

- Code of Conduct: Project complete and draft Code of Conduct accepted by Council. Currently being reviewed by Aird and Berlis (Town Integrity Commissioner).
- Revised Community Grant Policy: Final draft complete and reviewed at Strategic Priorities Committee on July 17, 2018.

Land Sales

- 45 Thames Road: rezoning completed June 26, 2018. 20-day appeal period is in effect. If no appeals are received, the transfer of land will occur immediately following.
- 478 Water Street South: expression of interest received. Interested stakeholders were contacted for comment, and a staff report prepared for Council's consideration on July 24, 2018.
- Glass Street Lands (Quadro): Finalizing sales agreement with legal counsel.

Other Projects

- CBHFM Operating Agreement: Alternative cost sharing formula finalized for Council's consideration.
- Stratford Police Service (SPS) Delivery Transition: Currently working through transition activities and transfer of information. All emergency contacts for the Town will be transferred to the SPS. Currently working on developing a business inventory and contact information for the SPS.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for a Tourism and Events Assistant, and full time Lifeguard.
- Currently recruiting for a Curatorial Programing Assistant, a Facility Operator "A" and an Early Learning Services Program Assistant.
- On-boarded a summer high school co-op student to assist the Public Works department with the environmental services initiatives.
- 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.
- Co-ordinated the 2018 Mayor / CAO BBQ July 11, 2018 at The Early Learning Centre. Served a total of 84 staff.

Training

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

HR Systems and Processes

- Reviewing and reformatting the Team Member Handbook.
- Conducted two exit interviews with departing staff as a way to identify successful practices and opportunities for improvement in regards to our policies, procedures and Team Member experiences.
- Facilitating departmental meetings to review and update the Town's Responsibility Charts (RASCIs) to capture changes to responsibilities and duties within the organization.

Health and Safety

- Reviewing the requirements for the Ministry of Labour Ergonomics Initiative which is focused on the Public Works Department.
- Working with the Fire Prevention Officer and the Facilities department to update and complete Fire Safety Plans for Town facilities.

Payroll

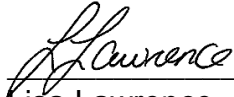
- Completed the draft 2019 Payroll Budget spreadsheets.

SPENDING AND VARIANCE ANALYSIS

None at this time.

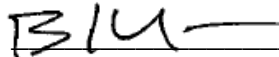
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
CAO / Clerk

TOWN OF ST. MARYS STRATEGIC PLAN | 2018 MID-YEAR REPORT CARD

In January 2017, St. Marys Town Council adopted an action-oriented strategic plan focusing on six key strategic pillars: **infrastructure**; **communication and marketing**; **culture and recreation**; **economic development**; **growth**; and **housing**. This Report Card provides a snapshot of our achievements for the first six months of 2018 and the priorities and tactics these achievements advance.

Pillar	Priorities & Tactics	Our Achievements so far in 2018
Pillar #1: Infrastructure Focus on a progressive infrastructure plan that considers sustainability and growth, while balancing expected changes in provincial and environmental standards.	Develop a proactive infrastructure plan with short/medium/long term goals and a financial/funding plan.	Approved 2018 capital plan totalling \$9.61 M for rehabilitation and upgrades to Town assets and infrastructure.
	Ensure accessibility and inclusion are considered when designing infrastructure projects.	All capital projects reviewed and discussed with local Accessibility Advisory Committee.
	Plan for an updated water reservoir to address storage concerns.	Awarded the tender for water reservoir construction to H2Ontario on March 27, 2018. Construction forecasted to be complete by January 31, 2019.
	Plan for long-term waste management needs, with a view to reducing waste and increasing recycling opportunities.	Approved capital funding for completion of the Landfill Expansion Environmental Assessment.
	Digital fibre ducts	Received delegation from SWIFT and requested staff to research fibre optic implementation options for St. Marys. Divested Town land on Glass Street to enable Quadro Communications to begin fibre build-out in the North Ward.
	Develop a maintenance schedule for prioritized Town-owned heritage assets.	Tenders awarded and construction in progress for: historic water tower structural upgrades; library painting and roof, window, and carpet replacements; Town Hall window replacements.



Pillar

Priorities & Tactics

Our Achievements so far in 2018

Pillar #2: Communication and Marketing

Focus on a proactive approach to communication, with plans developed that are comprehensive including engagement, marketing, tourism and economic development.

Develop: an engagement policy/communications plan for the public and staff; an improved web presence; a formal social media strategy; a media relations policy; and tools to measure communications effectiveness.

Develop a strategy for tourism, wayfinding signage, marketing, positioning and identity promotion.

Actively promote existing cultural/community events and seek to develop a new or re-branded existing event.

Actively work to incorporate the river into the cultural life of the Town.

Increased proactive communications through: media releases; social media posts; engagement surveys; improved web presence; open houses for Town infrastructure projects and community issues; service club meetings; and Coffee with Council events.

Improved internal communication process through introduction of quarterly communications meetings.

Rural Economic Development grant received for wayfinding signage strategy and tender awarded to Stempski Kelly.

Directed staff to create a "Tourism Action Plan" for the Town.

Redeveloped tourism publications, including: Stories of the Stores; Quarry brochure; and trail maps, which were distributed to Ontario travel centres, regional hotels and downtown businesses.

Revitalized the lower foyer at Town Hall to reflect a more welcoming environment for visitors and to better promote tourism information.

Provided Town-related content to the St. Marys Independent to assist with the development of the annual Visitor's Guide.

Partnered with the Stratford Tourism Alliance to develop a day-tripping map and 'itinerary' for St. Marys.

Added a new Community Directory to the Recreation and Leisure Guide and rolled out online Community Events Calendar.

Hired part-time Events Coordinator and planned new "just in time" events like Wellington Street Bridge Opening, FM 96 Day, liaison to Homecoming 2020, etc.

Provided a \$10,000 grant to support the 2018 River Rock Festival, resulting in its relocation to Milt Dunnell Park.

Developed new activities for the Heritage Festival that focus on the riverway.



TOWN OF ST. MARYS STRATEGIC PLAN | 2018 MID-YEAR REPORT CARD

Pillar

Priorities & Tactics

Our Achievements so far in 2018

Pillar #3: Balanced Growth

Focus on youth retention and attraction, attraction of newcomers, and industry/business attraction, retention and expansion.

Develop a youth retention and attraction strategy, and a youth engagement council.

Implement strategies and identify key community infrastructure needed to sustain growth and attract newcomers to the community.

Actively working on the Perth4Youth Strategic Plan.

Secured additional funding and implemented programming improvements to the Youth Centre.

Partnered with Perth South to host a youth-focused business networking breakfast and a career fair at DCVI focused on youth.

Partnered with 4 Counties Labour Market Board and Cascades to host Manufacturing Day event for youth.

Continued support of DCVI co-op program and participated in youth employment panels at DCVI to educate and expose students to careers with the Town and other municipal opportunities.

Hosted Parks and Recreation Ontario Youth Engagement workshop for adults.

Received funding from PRO to establish a Youth Council and engaging with DCVI students in the co-op stream to determine how the Town can improve engagement with youth.

Progressing through the Official Plan review to identify policies for future growth and attainable housing.

Supported waiver of \$19,340 in building and planning fees for hospital expansion.

Land development recommendations discussed by staff and consensus on development needs determined.



TOWN OF ST. MARYS STRATEGIC PLAN | 2018 MID-YEAR REPORT CARD

Pillar

Priorities & Tactics

Our Achievements so far in 2018

Pillar #4: Culture and Recreation

Focus on scale-appropriate recreation services that complement the Town's strategies for balanced growth and creating a cultural experience.

Complete a recreation master plan to ensure the right fit for recreational services.

Implement strategies to fill vacant spaces at the PRC, including relocation of municipal and Library services, new programs and finding a permanent outside tenant.

Implement strategies to revitalize downtown and position the core as a culturally vibrant area, including: pedestrian friendly design; incentivizing heritage properties; investing in public washrooms; investing in local arts, culture and theatre.

Develop strategies to enhance the profile of the Town's parks, with a focus on and investments in Cadzow Park as the primary family-oriented park and Milt Dunnell Park as the location for culture and events.

Develop a forestry and tree management policy.

Adopted a Recreation Master Plan on March 27, 2018 and began acting on its recommendations: creating multi-use courts at the tennis facility; partnering with the YMCA for reciprocal use of the pool and fitness facility; completing a recreation services survey to identify community trends.

PRC Strategic Business Plan prepared and adopted.

Assigned staffing resource to focus on marketing and communications for the PRC and recreation programs.

Hosted the VON on a short-term rental contract and secured new bookings (Minor Hockey wing night).

Provided grant funding and variances for events located at the PRC to attract tourism and rentals.

Hosted PRC 10-year anniversary party complete with first ever Town-managed concert.

"Tales for Tots" hosted at the PRC in partnership with the Library.

Continued budget support of the Heritage and Façade Improvement Grants, and the Heritage Tax Rebate Program.

Supported the lease of the VIA station for cultural uses and provided a \$10,000 grant to the St. Marys Station Gallery.

Sign by-law review completed with a goal of maintaining the heritage aesthetic of the core.

Allocated \$44,000 in provincial grant monies to public art, downtown streetscaping and façade improvement/heritage property improvement.

Supported \$3,000 in cost sharing with St. Marys Community Players for improvements to Town Hall auditorium balcony.

Worked with Canadian Baseball Hall of Fame and Museum staff to install baseball exhibit to accommodate CBHFM renovations.

Approved a pavilion and splash pad for Cadzow Park revitalization in partnership with Rotary Club and Lions Club. Approved performing arts stage to complete the project.

Investments in event infrastructure at Milt Dunnell Park as a part of the spring flood remediation (i.e. electrical upgrades).

Implemented year two of the Town's quadrant tree pruning program.

Progressed Sparling Bush Management Plan. Partnered with the Rotary, UTRCA and local schools for tree plantings and removal of invasive species. Approved installation of informational signage and boundary markers.

Directed staff to create a terms of reference for a Green Committee.

TOWN OF ST. MARYS STRATEGIC PLAN | 2018 MID-YEAR REPORT CARD

Pillar

Priorities & Tactics

Our Achievements so far in 2018

Pillar #5: Economic Development

Focus on culture as an economic driver, including the integration of creative planning concepts, while balancing traditional approaches of business attraction, retention and expansion.

Develop industry and business attraction, retention and expansion strategies, including: welcome wagon program; networking events; confidential meetings; business celebrations

Take on a leadership role in coordinating regional economic development activities and work to have a more prominent regional presence.

Divested Town-owned land at 45 Thames Road to facilitate business retention within St. Marys.
Industrial land servicing strategy review and discussion underway.

Regular meetings held with local business owners to understand current business climate and constraints in St. Marys.

Partnered with County of Perth, lower-tier municipalities and the City of Stratford on a successful \$3.1 M Community Transportation grant to create public transportation (inter-city and intra-county).

Hosted numerous business networking and roundtable events.

Participated in job fairs (London, Markham, Toronto, Guelph and Kitchener).

Worked with local employers to promote and create more uptake of the Opportunity Lives Here job board.

Reworked industrial waste surcharge program.

Partnerships developed or improved with Chamber of Commerce, Stratford Tourism Alliance, investStratford, Stratford Perth Centre for Business and municipal economic development peers.

Partnered with Stratford Tourism Alliance to develop a day-tripping map and 'itinerary' for St. Marys.

Pillar

Priorities & Tactics

Our Achievements so far in 2018

Pillar #6: Housing

Focus on diversifying the Town's housing market to encourage the creation of housing that is attainable (rentals, infill, etc.).

Review municipal policies with an aim to encourage the development of attainable housing and to explore alternative forms of housing.

Approved zoning by-law amendment for 121 Ontario Street proposal to create up to 23 rental units and approved applications for secondary units at existing residences.

Gave direction regarding policies and tactics to encourage the development of attainable housing including: amending the zoning by-law to permit secondary units; implementing inclusionary zoning; pre-zoning of lands for attainable housing; reviewing various financial incentives to encourage development of attainable housing.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	24 July 2018
Subject:	CAO 27-2018 Community Transportation Grant Information

PURPOSE

This report is presented to provide information to Council on the partnership with other local municipalities that has resulted in a successful Community Transportation Grant award. The CAO is seeking Council's endorsement of the project.

RECOMMENDATION

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.

BACKGROUND

In February 2018, the Town of St. Marys partnered with Perth County, its member municipalities, and the City of Stratford to submit proposals for a Community Transportation Grant that will benefit all of the region's residents as one joint project.

The County of Perth and City of Stratford have each received a commitment of \$1,449,345 in provincial funding through the Ministry of Transportation's "Community Transportation Grant Program – Municipal Stream" to establish new public transit for a pilot period of five years.

The joint project involves the creation of an inter-regional transit service connecting London, St. Marys, Stratford and Kitchener. Service between Listowel and Kitchener is also planned. A separate but related commitment will create an intra-regional transit system to link the communities of Stratford, St. Marys, Mitchell, Sebringville, Monkton, Atwood, Milverton, Listowel and Millbank.

REPORT

Following the funding announcement in May 2018, the CAOs of the City of Stratford, Town of St. Marys, Perth County, North Perth, West Perth, Perth East and Perth South met to discuss the next steps for

the joint project. Through this meeting, a Project Oversight Team was established that consists of the seven CAOs or their representatives. Other next steps include:

- Development of Terms of Reference for Project Oversight Team;
- Development of a Local Partnership Agreement between the participating municipalities;
- Hiring of a Project Coordinator to facilitate the administration of the grants and implementation of the joint project; and
- Identifying support required from existing municipal staff (e.g., Economic Development, Finance, GIS, IT, Transit Platforms and other municipal infrastructure).

A copy of the detailed critical path for this project is attached to this report.

As the lead applicants for the project applications, the City of Stratford and Perth County will be executing the Transfer Payment Agreements with the Province of Ontario to receive the funding to establish the inter-regional and intra-regional transit services for a period of five years.

SUMMARY

To move this project forward, the Town must endorse its participation in the project. The CAO is recommending Council's endorsement of this project because it aligns well with Council's strategic priorities for youth and newcomer attraction and retention. In addition, this initiative supports industry retention. Available means of transportation has been identified as a barrier to local employee attraction.

FINANCIAL IMPLICATIONS

Based on the project budgets included in the grant applications, the following costs are anticipated for St. Marys:

- Cash contributions for St. Marys for the Perth County Transit System are estimated to be a total of \$26,621 (Year 1= \$23,351, Year 2= \$2,870)
- Cash contributions for St. Marys for the Regional Transit System are estimated to be a total of \$29,765 (Year 1= \$24,660, Year 2= \$5,105)
- In-kind contributions over five years includes project management/supervision by CAOs, bus stop maintenance and municipal staff coordinator. These costs will be shared between all municipal partners.

The figures above are estimates for the grant application only. The details of the cost-sharing arrangement will be determined through the development of the Local Partnership Agreement, which will be forwarded to Council for review prior to its execution.

It is anticipated that cash contributions will not be required after Year 2 due to increasing rider revenues and gas tax revenues. This initial startup investment represents significant value to address what has been identified as a significant obstacle for the regional economy, businesses and residents.

STRATEGIC PLAN

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

- Pillar #3 Balanced Growth and Pillar #5 Economic Development

Priorities: **Scale Based Demographic Growth & Targeted Immigration and Youth Recruitment and Retention Strategy**

○ Outcomes:

- One of the only remaining means of growing the population is by attracting newcomers to St Marys. St Marys will identify both the key demographics they

wish to attract, and match these against existing amenities that would best serve those demographics.

- It is important to not only attract youth to the Town, but also to retain existing youth by ensuring there are adequate opportunities. Tactics will focus on youth of all ages and abilities.
- Tactic(s):
 - Identify what infrastructure needs should be in place to attract retain this demographic (e.g. housing that's affordable, public services, etc.)

Priorities: Industrial Strategy and Business Attraction Retention and Expansion Program

- Outcomes:
 - Industry has played - and continues to play - a key role in the life of the Town in providing employment and economic stability. Seeking new opportunities to attract small, medium, and large industry is in the Town's best interests as part of its growth strategy. Increased focused on industry retention as part of the overall strategy.
 - A key to growth is to ensure a vibrant and sustainable commercial sector. Economic development needs to rest on three pillars; beyond the traditional business attraction. It should also focus attention and resources to ensure both business retention and expansion.
- Tactic(s):
 - Align attraction, housing and other policies to support industrial strategy (a "no silos" approach).
 - Ensure strategy is up-to-date with changing and new trends.

OTHERS CONSULTED

CAOs from partner municipalities.

ATTACHMENTS

1. Transit Project Critical Path

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

DRAFT FOR DISCUSSION			
Community Transportation Grant Program Funding (Both Grants):			
Inter and Intra Regional Transportation Systems – Critical Path			
Summer 2018: Retain Regional Transit Services Coordinator			
Date	Objectives	Responsibility	Approval Authority
3-12 July	Finalize Coordinator RFP and Job Description	S. Potter/CAOs	Community Transportation Oversight Committee (CTOC)
13 July	Issue RFP for Contracted Transit Services Coordinator; advertise	County/CAOs	CTOC
23 July	Deadline for inquiries	S. Potter/ M. Svartsjo	CTOC
25 July	Addenda with answers to inquires posted to County website	S. Potter/ M. Svartsjo	CTOC
10 August	Close RFP	County/S.Potter	N/A
13-17 August	Shortlist candidates	CAOs	CTOC
20-22 August	Schedule interviews	S.Potter	CTOC
23-24 August	Interview candidates	CAOs	CTOC
27-31 August	Award contract and retain Regional Transit Services Coordinator	CAOs	Council
4 September	Transit Services Coordinator in place	CAOs	CTOC
September 2018	<ul style="list-style-type: none">Finalize Local Partnership Agreement with all 7 municipalities;Execute transfer payment agreements with Province.	Legal counsel/CAOs	Council
Autumn 2018: Prepare Service Plan and Retain Service Carrier			
Date	Objectives	Responsibility	Approval Authority
September 2018	<ul style="list-style-type: none">Refine transit routes/times, bus stops, and ticket outlets in cooperation with municipalities and other transit carriers, including intermodal hubs (ie – GO Transit, Stratford Transit, EasyRide, Onecare, VIA Rail, etc);Review service plan, including proxies of costs and revenues (to be refined through the bidding process;Begin drafting service carrier RFP;Contract external reviewer(s) to review RFP.	Coordinator	CTOC
1-12 October	Finalize Service Carrier RFP in consultation with contracted external reviewer(s)	Coordinator	CTOC
15 October	Issue service carrier RFP, advertise	Coordinator	CTOC
25 October	Deadline for inquiries	Coordinator	CTOC
29 October	Addenda with answers to inquires posted to website	Coordinator	CTOC
16 November	Close RFP	County	N/A
19-23 November	Shortlist candidates	Coordinator/CAOs	CTOC
26-28 November	Schedule interviews	Coordinator	CTOC
29-30 November	Interview carriers	Coordinator/CAOs	CTOC
3 December	Select recommended carrier	Coordinator/CAOs	CTOC
3-7 December	Draft report to councils recommending service carrier	Coordinator	CTOC
10-31 December	Service Carrier approved by Councils	CAOs	Council
10-31 December	<ul style="list-style-type: none">Complete and execute contract with carrier;Finalize service plan and operational costs;Begin developing marketing, signage, and communication strategy in consultation with municipal staff and community stakeholders;Retain marketing consultant if necessary.	Coordinator & Service Carrier	CTOC
Winter 2019: Prepare to Launch Service			
Date	Objectives	Responsibility	Approval Authority
January-April 2019	<ul style="list-style-type: none">Confirm communications and marketing strategies;Begin coordinating schedule printing, ticket printing, signage installation;Orientation and customer service training for system operators, drivers, central booking staff, ticket agents, and municipal staff.	Coordinator/Carrier	CTOC
Spring 2019: Launch Interregional Transportation Service			
Date	Objectives	Responsibility	Approval Authority
April 2019	Target launch	Coordinator/Carrier	CTOC
Ongoing Work			
Date	Objectives	Responsibility	Approval Authority
2019-2024	<ul style="list-style-type: none">Promotion/advertising/marketing;Performance measures;Revenue tracking;Monitor demand;Modify routes and schedules as necessary.	Coordinator/Carrier	CTOC

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 24 July 2018

Subject: COR 18-2018 July Monthly Report (Corporate Services)

RECOMMENDATION

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

DEPARTMENTAL HIGHLIGHTS

Museum

- **Administrative**
 - Exhibits and Events Assistant, funded through Canada Summer Jobs, started their work placement on June 3.
 - Volunteers logged 149.5 on-site hours in June.
 - Community Museum Operating Grant submitted to the Ministry of Tourism, Culture and Sport on July 2.
 - Working with Human Resources to recruit Curatorial and Programming Intern, funded through Young Canada Works at Building Careers in Heritage.
 - Selecting photos for the 2019 Rotary Calendar.
- **Research/Exhibits**
 - “Extra! Extra! Read all about it!” exhibit on the history of newspapers opened on July 1.
 - Research underway for an upcoming exhibit on architects of St. Marys buildings.
 - Meetings underway with Library and Reed Needles to plan upcoming partnership Christmas exhibit on children’s book illustrators.
- **Programming/Outreach**
 - Staff and volunteers planned, promoted and implemented another successful Canada Day celebration in Cadzow Park on July 1.
 - Staff led a seniors’ outreach program at Kingsway/Fairhill on June 12.
 - Staff hosted East Nissouri Union Church Ladies for a group tour and meeting on July 6 and a family private group tour on June 8.
- **Collections Management**
 - Audit of textile storage area underway with YCW Curatorial Assistant and U of T intern. Approximately 300 textiles have been inventoried, photographed, condition reported, and information updated in PastPerfect collections management software.
 - Accessioning artifact donations that have been received to date in 2018. Approximately 100 objects have been researched, measured, condition reported, photographed, had accession numbers affixed, permanent storage location determined and information added to PastPerfect collections management software.
 - Digitizing and uploading historic photos from the Milne Collection to Picture St. Marys.
- **Upcoming**
 - Promotion of the 7th annual Melodies at the Museum concert series in August, including poster distribution, social media promotion, writing press release, appearing on Front

Porch Show on July 29. Performers this year are Big John and the Honkin' Swans, The Gee Gees, Wes Murray, Caroline Burchill and Tom Osgerby, and Corduroy Gordon. Initial post of Melodies at the Museum poster on Facebook has received 3,418 views, 23 shares, 100 reactions.

Heritage/ Culture

- Heritage Property Tax Rebate
 - 2018 applications – 4 Part A application submitted and are being processed, 4 Part B applications submitted
- Heritage/Façade Grant Programs
 - To date 2 grants in the amount of \$4,575 has been awarded under the Façade Program
 - To date 4 grants in the amount of \$24,112 has been awarded under the Heritage Grant Program
 - Total funding awarded - \$28,687
 - Two additional applications are currently in process
- Designation records are being shared with the Ontario Heritage Trust to ensure all designated properties are included on the Provincial Register found on the Ontario Heritage Trust website.
- Self-guided heritage walking tours – staff continue to have discussions with the Heritage Resources Centre at the University of Waterloo on their heritage walking tours.
- Drafting RFQ and associated documents for Public Art Project

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 updating and verifying 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. Nomination Day is Friday, July 27, 2018.

Corporate Communications

- Corporate Communications Strategy
 - Preparing for third round of quarterly communications meetings
 - Most 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; changes scheduled to be made by eSolutions on July 27, 2018
 - This will also allow for the transition from using multiple subscription services (Constant Contact and website) to one single source (website), which will improve the efficiency of distributing media releases, service disruptions, etc.
 - Continued research on corporate social media policy
- Media Relations
 - Sent out 9 media releases between mid-June and mid-July
 - Resulted in 17 solicited news stories
- Social Media
 - Facebook (June 13 – July 10):
 - 63 new page likes; 67 new page followers
 - Best performing paid post: Post about Junior Lifeguard Club (reached 5,792 users, prompted 160 reactions, 18 comments and 35 shares)
 - Best performing non-paid post: Post about library pool pass (reached 5,204 users, prompted 197 reactions, 27 comments and 29 shares)
 - Twitter (since May 18):
 - 3 new followers

- Best performing tweet: Tweet about quarry opening for weekend hours (garnered 1,089 impressions and 9 engagements)
- Promotional & Communication Campaigns
 - Aquatics Centre pool filter repair closure (July 24 to July 26) and notice explaining small amount of sand in the pool
 - National Drowning Prevention Week (July 15 to 21)
 - YMCA members can now swim at municipal pools for free
 - Pickleball Fun Tournament at Pyramid Recreation Centre in August
 - St. Marys Public Library pool pass (news release)
 - Recreation and Leisure Program Survey (246 respondents as of July 10, 2018 with printed copies still to be tabulated; Closed July 9)
 - Cooling centres, pools and splash pads (news release/social media campaign)
 - Canada Day hours for Town facilities
 - Summer Camps advertisement in Independent on June 21
 - Arena advertising advertisement in Independent on June 21
- Publications
 - Fall and Winter edition of Town of St. Marys Recreation & Leisure Guide expected to go to the printers week of July 16; copies estimated to arrive at Town facilities by end of July
 - Sponsored swimming and skating letters mailed to local industry and service clubs week of July 1

Events

- Cadzow Park grand re-opening (June 28)
 - The opening of Cadzow Park went very well. The weather was great and the park was packed.
 - We also got some good images of the splash pad for our photo library.
- Canada Day (July 1)
 - Despite the extreme heat, there was good turn-out for the festivities at Cadzow Park. Many compliments on the new amenities.
- Uma movie screening (July 6)
 - Had a full house and great response for the screening.
 - It was an effective partnership with the community and a wonderful opportunity to show off our beautiful auditorium. Many of the local attendees were unaware of the space until the viewing, and very impressed by it.
 - Received press in the Beacon Herald and an on-air interview on 2DayFM.
- Heritage Festival (July 13 and 14)
 - Currently finalizing the logistics and anticipating a great weekend.
 - Ticket reservations for Friday night's opening ceremony and concert are brisk, and there is much excitement for all of Saturday's activities.
 - There are some new groups holding events this year, and providing volunteers.
 - Events Coordinator appeared on The Front Porch Show on July 8, promoting the festival.
 - Events Coordinator was also interviewed by 2DayFM for their Thursday, July 12 broadcast
 - New programs, created in-house, look great and are very practical.
 - Festival is fully funded by donations this year.

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.

- 22 support tickets closed
- Repaired Well #2 and Well #3 scada terminals
- Setup various summer/co-op computers & accounts
- Performed update to Firewall and all Access Points for enhanced Wi-Fi features to use at Cadzow.
- Install of Wi-Fi at Cadzow, R&D with signal strengths, mesh network, fine tuning, etc.(ongoing)
- Increased Internet bandwidth to benefit both staff stations and public WiFi experience.
- Troubleshoot and tested successful transmission of tax billing to E-Post
- Reference checks and scoring for Server Replacement RFP. (Scoring currently being completed)
- Replaced Fans on water tower networking switch, near failure occurred.
- Upcoming - Replace parts on Edge Stack networking switches. Requires complete network outage
- Creating mailing lists for building department
- Inventory and Asset tag new sound equipment
- Continue to replace old computers with new replacements
- Creation of maps for various Town departments
- GIS data updates
- 14 Municipal consents approved
- IT support for Town staff
- Large format printing for various Town departments

Economic Development

- Economic Development General
 - Meeting with potential new business leads to work on establishing appropriate locations for their business.
 - Working with developers on vacant land usage proposals.
 - Meeting with current business owners requiring a change in location to determine how best to help accommodate their needs and set them up for future success.
 - Met with representatives from Upper Thames to review properties in our Special Policy area and gain understanding on how they can be used for development purposes.
 - Meeting with Economic Development for Elora to hear about their development relationship with the Grand River Conservation Authority.
 - Toured Omega Paw and gained insight into their business and production.
 - Communicated with the Ministry on behalf of Meadowridge Properties on the approvals needed to proceed with Stoneridge Phase II.
- Workforce Shortage
 - Working on the work plan for the Perth 4 Youth Strategy along with Perth South.
 - Organized a filming day for June 11 at Cascades to highlight youth employment in partnership with Perth County. The video footage will be used to promote the region as a place to develop your career.
 - Job fairs are completed and the participation will be evaluated to help plan for 2019.
 - Working to determine if St. Marys would be a good fit to participate in the Connect to Skills program run by the Four County Labour Board in Perth County and Stratford. The program is interested in setting up in St. Marys but the numbers for participation seem to be extremely low.

Tourism

- Welcomed our summer student and have been working on training and on-boarding.
- Working on a concept for a map targeted at visitors to the PRC to be placed by Guest Services.

- Filled brochure racks at the Quarry and the PRC.
- Held a roundtable meeting with Stempski Kelly Associates to identify key themes that need to be considered in the developing our wayfinding strategy.
- Attended the BIA meeting where they approved their constitution and discussed beautification ideas that relate to tourism, such as banners.
- Working on a plan for tourism initiatives going into 2019 including the creation of a core brochure for St. Marys to market the town. This plan will include some public relations initiatives to highlight St. Marys assets.
- A new exhibit opened at the Station Gallery June 15th and will run into August.

VIA Services

	Boarding	Arriving	% Printed
January	293	269	71.3
February	246	248	72.8
March	239	283	77.4
April	233	245	75.5
May	234	245	81.2
June	276	279	75.7


- Working on arrangements to do a mandatory close of the station for 5 days in August to repair and refinish the floor in the main lobby.
- Replaced the lock on the accessibility shed to reflect VIA corporate practices to allow ease of access to the lift by the VIA operators in the absence of an attendant.
- Developing a plan for training practices within the department.

SPENDING AND VARIANCE ANALYSIS

Nothing to report at this time.

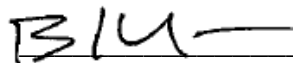
REVIEWED BY

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: 24 July 2018

Subject: FIN 14-2018 July Monthly Report (Finance)

RECOMMENDATION

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

DEPARTMENTAL HIGHLIGHTS

Finance

- Redesign of FMW budget reporting for use by departments to monitor year to date performance
- Review and preparation of 2019 payroll budget workbooks for department input
- Review of banking RFP and meeting with highest scoring proponent for software demonstration
- Finalizing of audited financial statements
- Completion of review of six month interim financial statements

Procurement and Risk Management

- Property damage information brochures are completed.
- Notice of Claim Form may be found on www.townofstmarys.com/claims

Taxation

- Assisting Fire Department with outsourced vendor "Fire Pro" to update database, adding new streets, addresses and property owners.
- Conducted mid-year pro-active review of property tax accounts that will be three years in arrears by 2019. Letters sent (twenty-four) to the owners
- Q2 School Board payments issued: \$669,000
- Q2 BIA payment issued
- Final property tax billing created July 9th, estimated mailing date July 13, 2018
- Busy real estate market continues; tax certificates, updating ownerships
- Severances and apportionments for new builds coming in a more timely fashion from MPAC
- June VIA Rail commission reconciled
- June internal/external fuel tracking and billing produced

SPENDING AND VARIANCE ANALYSIS

Capital Status Report July 9, 2018

Six Month Interim Financial Statements

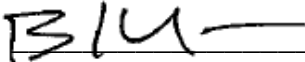
REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Town of St. Marys
Capital and Special Projects 2018
July 9, 2018**

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9050 - IT ANNUAL EQUIPMENT REPLACEMENT	15,004	15,004	15,000.00	4	X	X	X	X	X		80% completed. Three devices remain to be rolled out.
9052 - PRODUCTION SERVERS & SAN REPLACEMENT	-	-	60,000	(60,000)	X	X	X				References checked, in process of awarding.
9053 - REPLACE CAMERA RECORDER	-	-	12,000	(12,000)	X						
9054 - ARENA DIGITAL SIGN	-	-	5,000	(5,000)	X						Scheduled for the Fall
9055 - PORTABLE PA SOUND SYSTEM	-	-	5,000	(5,000)	X	x	X	X	X	X	Complete
9106 - TOWN HALL & LIBRARY WINDOWS	16	16	352,000	(351,984)	X	X	X	X			IntegriBuild awarded project
9107 - CAPITAL - FACILITIES LIBRARY ROOF	-	-	18,000	(18,000)	X	X	X	X			Atlas Apex to start work June 20
9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	14	14	45,000	(44,986)	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	90	90	25,000	(24,910)	X	X	X	X	X		Unit 11 deficiencies to be completed June 19
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				Tender has been cancelled
9144 - PARKING LOT PAVING	1,100	1,100	250,000	(248,900)	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 & PAVILION	426,645	426,645	512,000	(85,355)	X	X	X	X	X	X	Project completed June 18
9157 - OLD WATER TOWER STRUCTURAL UPGRADES	19	19	300,000	(299,981)	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	2,271	2,271	50,000	(47,729)							
9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	234	234	20,000	(19,766)	X	X	X	X	X		
9327 - CAPITAL - WARNER / JONES CONSTR	53,470	53,470	63,000	(9,530)	X			X	X	X	Top coat included in original tender
9329 - CAPITAL - EMILY ST RECONSTRUCTION	2,513	2,513	100,000	(97,487)	X			X			Fall Top coat installation
9331 - CAPITAL - WELLINGTON ST S (PARK TO QUEEN)	5,946	5,946	49,000	(43,054)	X				X		Design in progress C/O from 2017
9332 - CAPITAL - VARIOUS SIDEWALKS (PTIF FUNDED)	-	-	96,000	(96,000)	X	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	X	X	
9335 - ST.MARIA- WATER ST. TO END	-	-	10,000	(10,000)	X	X	X	X			To be completed in fall 2018
9336 - GLASS ST. -EMILY ST. TO JAMES ST. N	1,852	1,852	45,000	(43,148)	X	X	X	X	X	X	Surface Treatment Tender issued
9337 - CARRALL ST. -ARDMORE AVE TO ELGIN ST.	4,363	4,363	36,000	(31,637)	X	X	X	X	X	X	Surface Treatment Tender issued
9338 - DOWNTOWN BIKE PARKING AREA	3,346	3,346	10,000	(6,654)	X	X	X	X	X		To be included in concrete repair tender
9340 - SERVICE CLUB ENTRANCES SIGNS	-	-	24,000	(24,000)	X				X		Scheduled for Installation by end of July
9341 - HILLSIDE CRT SUB DRAIN	-	-	35,000	(35,000)	X				X		To be completed internally by end of August
9342 - SPARLING BUSH BOUNDARY MARKERS	-	-	20,000	(20,000)	X						
9343 - ELGIN ST. W- DRAIN REPAIRS	-	-	10,000	(10,000)	X						To be completed internally by end of July
9345 - MAXWELL ST. CURB REPLACEMENTS	-	-	25,000	(25,000)	X	X	X	X			To be included in concrete repair tender
9346 - SARINA GTT BRIDGE PAINT RAILINGS	-	-	25,000	(25,000)	X			X			Material orders, waiting on contractor
9360 - WATER ST. CULVERT REPAIRS	-	-	162,000	(162,000)	X	X					Working with Engineering on repair options
9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	-	-	132,000	(132,000)	X	X	X	X	X	X	Partnered with County Asphalt Tender
9392 - PARKS TRACTOR REPLACEMENT	53,238	53,238	58,000	(4,762)	X	X	X	X	X	X	Received , surplus unit to be placed on Auction
9393 - TRACKLESS SIDEWALK MACHINE REPLACEMENT	148,264	148,264	145,000	3,264	X	X	X	X	X		Completed
9394 - BACKHOE DITCHING BUCKET & FORKS	7,990	7,990	10,000	(2,010)	X	X	X	X	X	X	Completed
9401 - LANDFILL LEACHATE COLLECTION SYSTEM CLEANING	-	-	15,000	(15,000)	X	X	X	X	X	X	Completed
9402 - LANDFILL ENTRANCE IMPROVEMENTS	-	-	19,000	(19,000)	X	X	X	X	X	X	Completed

**Town of St. Marys
Capital and Special Projects 2018
July 9, 2018**

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9403 - LANDFILL MONITORING WELLS REPAIRS	-	-	15,000	(15,000)	X	X	X			X	Unrequired, See PW 46-2018
9405 - WWTP SUPERNAT WELL	-	-	26,000	(26,000)	X	X	X	X	X		Design in progress
9406 - WWTP CENTRIFUGE REBUILD	-	-	45,000	(45,000)	X			X	X		Planning in Progress, BIO Solids Export being confirmed
9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	41,257	50,240	230,000	(179,760)	X	X	X		X		Unsuccessful in funding, See PW 39-2018
9413 - CAPITAL - LANDFILL EA & IMPROVE	5,902	5,902	220,000	(214,098)	X	X	X		X		Finalizing Work Plan, Report to Council pending
9414 - CAPITAL - SANITARY PRE CONSTRUCTION	16,027	16,027	25,000	(8,973)							
9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	143,936	155,106	307,000	(151,894)	X	X	X	X	X	X	Completed
9417 - CAPITAL - EMERGENCY POWER 728 QUEEN ST E	35,429	41,834	70,000	(28,166)	X	X	X	X	X	X	Completed
9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE	100,000	100,000	230,000	(130,000)	X	X	X	X	X		MacLean Taylor to Start mid-June 2018
9430 - CAPITAL - WATER GENERAL	5,843	5,843	15,000	(9,157)							
9435 - CAPITAL - ADD'L WATER STORAGE	446,838	446,838	2,525,000	(2,078,162)	X	X	X	X	X		Ongoing, Completion Fall/Winter 2018
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)	30,819	30,819	58,000	(27,182)					X		Purchases made throughout the year
Prior Year Project Carryforward:											
9133 - CAPITAL - PRC BANQUET HALL SOUND SYS	27,596	27,596	-	27,596	X	X	X	X	X	X	
9138 - ST. MARIA ST / WELLINGTON RECONSTRUCT	8,650	8,650	-	8,650							
	1,591,016	1,628,407	6,805,000								

Town of St. Marys
Six Month June 30, 2018 Interim Financials

Tax Levy Operations						
	2018	2018	\$			
	June	June	Variance		% of Annual	2018
	YTD Actuals	YTD Budget	Fav (Unfav)		Budget Used	Budget
TAX LEVY						
TAX LEVY	(7,262,401)	(7,210,884)	51,517	(1)	61%	(11,812,540)
TOTAL TAX LEVY	(7,262,401)	(7,210,884)	51,517		61%	(11,812,540)
REVENUE						
DONATIONS	(16,622)	(4,330)	12,292		69%	(24,000)
FEES, CHARGES & PROGRAM REVENUE	(969,911)	(907,361)	62,550	(2)	45%	(2,175,271)
GRANTS	(732,380)	(568,153)	164,227	(3)	63%	(1,159,550)
INTERNAL (REVENUE) EXPENSE	(112,354)	(36,845)	75,509	(4)	348%	(32,329)
INVESTMENT INCOME	(31,035)	(19,834)	11,201		32%	(96,000)
RENT ICE	(212,940)	(207,435)	5,505		44%	(483,500)
RENT & LEASES	(60,298)	(52,011)	8,287		60%	(99,912)
REVENUE FROM MUNICIPALITIES	(329,465)	(280,877)	48,588	(5)	51%	(648,990)
SALE OF LAND & EQUIPMENT	(2,090)	-	2,090			-
SALES	(108,177)	(107,204)	973		50%	(215,700)
TAXATION SUPPLEMENTAL REVENUE	(160,185)	(80,932)	79,253	(6)	70%	(227,625)
TOTAL REVENUE	(2,735,457)	(2,264,982)	470,475		53%	(5,162,877)
EXPENSE						
ADVERTISING, MARKETING & PROMOTION	37,077	54,716	17,639		34%	110,600
ASSESSMENT SERVICES (MPAC)	46,597	46,500	(97)		50%	93,000
COMMUNICATIONS	54,840	52,214	(2,626)		43%	126,100
CONFERENCES, SEMINARS & TRAINING	48,701	63,683	14,982		42%	117,251
CONTRACTED SERVICES	388,758	383,716	(5,042)	(7)	42%	929,798
DEBENTURE PAYMENT	477,000	477,506	506		50%	955,734
FOOD COSTS	86,126	75,862	(10,264)		47%	183,000
FUEL/OIL	57,621	51,752	(5,869)		58%	99,150
INSURANCE	1,862	242,450	240,588	(8)	1%	267,909
MATERIALS & SERVICES	274,591	163,672	(110,919)	(9)	61%	451,765
POLICING CONTRACT	277,555	593,223	315,668	(10)	20%	1,421,097
OTHER TRANSFERS	939,143	922,826	(16,317)		56%	1,674,012
PROFESSIONAL FEES	24,414	29,751	5,337		18%	137,200
PROGRAM EXPENSE	86,541	61,529	(25,012)		45%	191,450
RECYCLING CONTRACT	85,226	84,750	(476)		50%	169,500
REPAIRS & MAINTENANCE	230,569	163,802	(66,767)	(11)	59%	390,695
SALARIES, WAGES & BENEFITS	3,120,180	3,114,348	(5,832)		47%	6,702,810
SAND & SALT	109,568	123,670	14,102		55%	199,500
SUPPLIES	53,884	74,144	20,260		35%	154,300
TAXATION EXPENSE	40,319	57,484	17,165		17%	233,299
UTILITIES	244,470	253,552	9,082		38%	637,220
TOTAL EXPENSE	6,685,042	7,091,150	406,108		44%	15,245,390
RESERVE TRANSFERS						
TRANSFER TO (FROM) RESERVES	2,070,673	1,965,296	(105,377)	(12)	120%	1,730,027
TOTAL RESERVE TRANSFERS	2,070,673	1,965,296	(105,377)		120%	1,730,027
TOTAL	(1,242,143)	(419,420)	822,723			-

Town of St. Marys
Six Month June 30, 2018 Interim Financials

Variance Explanation:

- (1) Actual based on prior year billing rather than prior cashflow. With be on budget at year end.
- (2) Largest driver is building permits which is ahead of last years revenue. Likely not to impact surplus as revenue in excess of costs are to go into a building reserve.
- (3) Provincial's OCIF is being paid semi-monthly rather than a large year end amount as budgeted.
- (4) Includes \$71,711 surplus refund from payroll benefit provider.
- (5) Childcare funding including subsidy from City of Stratford paid on a more timely basis.
- (6) Large supplemental assessment run at start of year. Possibility of exceeding annual budget.
- (7) With contracted service is legal fees. It is anticipated that \$30K of unbudget fees with be incurred due to an OMB Hearing.
- (8) Timing of payment. Budget for June payment but paid in July this year.
- (9) IT's computer software purchases are \$38K greater than budget at mid year. Part of this is timing and the balance of \$18K will be an overage for software licences which was approved by Council. The Fire Department is currently over on equipment by \$7K and will be over at year end. There is \$16 for the vestibule door at the Friendship Centre that was not budgeted but was covered by a grant. Finally the 10th anniversary at the PRC had expenses of \$10K unbudgeted.
- (10) OPP has been slow in issuing invoices in 2018.
- (11) Unexpected repairs that will be covered by a maintenance reserve specifically setup for this situation.
- (12) Includes the \$71,711 surplus refund from payroll benefit provider and placed in reserve to fund payroll related expenses

Town of St. Marys
Six Month June 30, 2018 Interim Financials

Self Funded	2018	2018	\$		
Water, Wastewater & Landfill	June	June	Variance	% of Annual	2018
	YTD Actuals	YTD Budget	Fav (Unfav)	Budget Used	Budget
REVENUE					
FEES, CHARGES & PROGRAM REVENUE	(8,475)	(19,951)	(11,476)	42%	(19,951)
GRANTS	-	(7,340)	(7,340)	-	(16,630)
INTERNAL (REVENUE) EXPENSE	38,665	36,040	(2,625)	120%	32,329
LANDFILL & DIVERSION REVENUE	(160,769)	(142,523)	18,246	42%	(379,000)
WATER & SEWER REVENUE	(1,130,378)	(1,061,517)	68,861 (1)	34%	(3,324,950)
TOTAL REVENUE	(1,260,957)	(1,195,291)	65,666	34%	(3,708,202)
EXPENSE					
ADVERTISING, MARKETING & PROMOTION	153	2,244	2,091	4%	4,000
COMMUNICATIONS	-	1,002	1,002	-	2,000
CONFERENCES, SEMINARS & TRAINING	1,453	5,671	4,218	19%	7,500
CONTRACTED SERVICES	575,335	563,759	(11,576)	46%	1,263,039
DEBENTURE PAYMENT	206,877	222,052	15,175	51%	405,054
FUEL/OIL	9,313	4,498	(4,815)	98%	9,500
INSURANCE	-	26,000	26,000	-	26,000
MATERIALS & SERVICES	10,297	40,526	30,229	9%	116,190
PROFESSIONAL FEES	20,215	38,678	18,463	27%	75,500
REPAIRS & MAINTENANCE	31,084	9,929	(21,155)	43%	73,000
SALARIES, WAGES & BENEFITS	158,396	177,638	19,242	39%	401,720
SUPPLIES	-	1,814	1,814	-	3,800
UTILITIES	124,957	154,110	29,153	34%	362,200
TOTAL EXPENSE	1,138,080	1,247,921	109,841	41%	2,749,503
RESERVE TRANSFERS					
TRANSFER TO (FROM) RESERVES	667,032	583,361	(83,671)	70%	958,699
TOTAL RESERVE TRANSFERS	667,032	583,361	(83,671)	70%	958,699
TOTAL	544,155	635,991	91,836		-

Variance Explanation:

- (1) Water and Wastewater billing collected through Festival Hydro. Higher than budget likely to end year with additional revenue.

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jim Brown, Director of Finance
Date of Meeting:	24 July 2018
Subject:	FIN 15-2018 Audited Financial Statements for the Year Ended December 31, 2017

PURPOSE

To present to Council the 2017 Audited Financial Statements and to recommend the reserve allocation of the 2017 surplus.

RECOMMENDATION

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.

BACKGROUND

Under the *Municipal Act* of Ontario section 294.1 a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time by time, by the Public Sector Accounting Board (PSAB). Further section 296 (1) states a municipality shall appoint an auditor licensed under the *Public Account Act*, 2004 who is responsible for annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit.

REPORT

The attached financial statements have been prepared in accordance with the PSAB standards and were audited by the firm of Vodden, Bender and Seebach LLP chartered Professional Accountants. The financial statements and auditors report complies with the legislated reporting requirements as set out in the Municipal Act.

The consolidated financial statements include the assets, liabilities, revenues, expenses and surplus of the Town, local boards (Library Board, Police Services Board and Business and Improvement Area) as well as the Town's proportionate share of the Perth District Health Unit and Spruce Lodge.

FINANCIAL IMPLICATIONS

For the year ended 2017 the Town's operating surplus was \$632,312. Attached to this report is a summary of the major contributors to this surplus.

By default, the annual surplus will be applied to a reserve account. The recommended reserve is the General Capital Reserve which will be a contribution towards the deficit in the asset management plan.

An additional option for Council to consider is to apply a portion of the surplus to the serviced industrial land reserve. A large portion of the 2017 surplus was generated from the sale of serviced industrial land, and the Town no longer has any in stock. Dedicating a portion of the 2017 surplus to future serviced industrial land purposes would assist Council in moving this strategy along.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None.

ATTACHMENTS

Financial Statements for the Year Ended December 31, 2017
2017 Audit Management Letter
2017 Budget vs Actual Variance Summary Report for 2017 Surplus

REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**TOWN OF ST. MARYS
FINANCIAL STATEMENTS
DECEMBER 31, 2017**

VODDEN, BENDER & SEEBACH LLP
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Town of St. Marys

We have audited the accompanying financial statements of the Corporation of the Town of St. Marys, which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

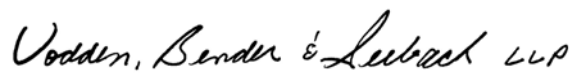
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Corporation of the Town of St. Marys as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.



Chartered Professional Accountants
Licensed Public Accountants

Clinton, Ontario
June 22, 2018

CORPORATION OF THE TOWN OF ST. MARYS
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31	2017	2016
FINANCIAL ASSETS		
Cash	4,407,921	7,399,362
Investments	9,771,800	7,492,618
Taxes receivable	576,784	755,492
Trade and other receivables	1,780,432	1,499,054
	<u>16,536,937</u>	<u>17,146,526</u>
LIABILITIES		
Accounts payable and accrued liabilities	3,452,495	3,759,288
Deferred revenue - obligatory reserve funds (note 5)	1,431,238	1,546,503
Landfill closure and post-closure liability (note 6)	650,821	583,492
Municipal debt (note 7)	9,568,496	9,304,859
	<u>15,103,050</u>	<u>15,194,142</u>
NET FINANCIAL ASSETS	\$ 1,433,887	\$ 1,952,384
NON-FINANCIAL ASSETS		
Tangible capital assets, net (note 8)	81,348,048	76,465,347
Inventory and prepaid expenses	41,515	37,452
ACCUMULATED SURPLUS (note 9)	\$ 82,823,450	\$ 78,455,183

The accompanying notes are an integral part of this financial statement

**CORPORATION OF THE TOWN OF ST. MARYS
CONSOLIDATED STATEMENT OF OPERATIONS**

For the year ended December 31	2017 Budget	2017 Actual	2016 Actual
Revenue			
Taxation for municipal purposes	11,493,639	11,577,230	11,327,234
User fees, licences, permits, and donations	8,008,526	9,241,727	7,792,054
Government transfers - Canada	923,616	475,650	640,159
Government transfers - Ontario	2,635,230	2,484,462	2,591,821
Government transfers - other municipalities	777,931	769,638	949,888
Investment income	100,651	188,543	191,116
Penalties and interest on taxes	85,000	85,363	88,644
Developer charges earned	152,800	454,002	104,031
Gain (loss) on sale of tangible capital assets	-	(311,773)	(248,965)
	<u>24,177,393</u>	<u>24,964,842</u>	<u>23,435,982</u>
Expenditure			
General government	2,205,981	2,156,055	2,156,418
Protection to persons and property	1,915,300	1,931,450	1,851,068
Transportation services	2,171,716	2,394,930	2,327,856
Environmental services	3,746,930	3,583,393	3,751,202
Health services	1,627,790	1,582,837	1,595,406
Social and family services	2,955,450	3,034,716	2,896,729
Social housing	391,826	367,108	372,250
Recreation and cultural services	4,573,884	4,724,194	4,561,425
Planning and development	820,893	821,892	765,454
	<u>20,409,770</u>	<u>20,596,575</u>	<u>20,277,808</u>
Annual surplus (deficit)	3,767,623	4,368,267	3,158,174
Accumulated surplus, beginning of year	<u>78,455,183</u>	<u>78,455,183</u>	<u>75,297,009</u>
Accumulated surplus, end of year	<u><u>\$ 82,222,806</u></u>	<u><u>\$ 82,823,450</u></u>	<u><u>\$ 78,455,183</u></u>

The accompanying notes are an integral part of this financial statement

CORPORATION OF THE TOWN OF ST. MARYS

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31	2017 Budget	2017 Actual	2016 Actual
Annual surplus (deficit)	3,767,623	4,368,267	3,158,174
Amortization of tangible capital assets	2,241,899	2,227,199	2,241,899
Net acquisition of tangible capital assets	(8,808,000)	(7,421,673)	(5,395,842)
Loss (gain) on disposal of tangible capital assets	-	311,773	248,965
Decrease (increase) in inventory and prepaid expenses	-	(4,063)	7,314
	<u>(2,798,478)</u>	<u>(518,497)</u>	<u>260,510</u>
Net financial assets, beginning of year	<u>1,952,384</u>	<u>1,952,384</u>	<u>1,691,874</u>
Net financial assets, end of year	<u><u>(\$ 846,094)</u></u>	<u><u>\$ 1,433,887</u></u>	<u><u>\$ 1,952,384</u></u>

The accompanying notes are an integral part of this financial statement

CORPORATION OF THE TOWN OF ST. MARYS
CONSOLIDATED STATEMENT OF CASH FLOW

For the year ended December 31	2017	2016
Operating activities		
Annual surplus (deficit)	4,368,267	3,158,174
Amortization expense not requiring cash outlay	2,227,199	2,241,899
Loss (gain) on disposal of tangible capital assets	311,773	248,965
Decrease (increase) in taxes receivable	178,708	(49,870)
Decrease (increase) in accounts receivable	(281,378)	(370,455)
Increase (decrease) in accounts payable and accrued liabilities	(306,793)	2,013,965
Increase (decrease) in deferred revenue	(115,265)	3,220
Increase (decrease) in landfill closure & post-closure liability	67,329	24,095
Decrease (increase) in inventory and prepaid expenses	(4,063)	7,314
Cash provided by (used for) operating activities	<u>6,445,777</u>	<u>7,277,307</u>
Capital activities		
Net disposals (purchases) of tangible capital assets	(7,421,673)	(5,395,842)
Cash provided by (used for) capital activities	<u>(7,421,673)</u>	<u>(5,395,842)</u>
Investing activities		
Decrease (increase) in investments	(2,279,182)	89,200
Cash provided by (used for) investing activities	<u>(2,279,182)</u>	<u>89,200</u>
Financing activities		
Proceeds from long-term debt issued	1,080,500	-
Net principal proceeds (repayments) on long-term debt	(816,863)	(781,321)
Cash provided by (used for) financing activities	<u>263,637</u>	<u>(781,321)</u>
Increase (decrease) in cash position	(2,991,441)	1,189,344
Cash (overdraft) beginning of year	<u>7,399,362</u>	<u>6,210,018</u>
Cash (overdraft) end of year	<u>\$ 4,407,921</u>	<u>\$ 7,399,362</u>

The accompanying notes are an integral part of this financial statement

THE CORPORATION OF THE TOWN OF ST. MARYS

NOTES TO FINANCIAL STATEMENTS

For the year ended December 31, 2017

1. Accounting policies

The consolidated financial statements of the Corporation of the Town of St. Marys are the representation of management prepared in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing for municipalities and their related entities.

Significant aspects of accounting policies adopted by the municipality are as follows:

a) Reporting entity

The consolidated financial statements reflect the financial assets, liabilities, operating revenues and expenditures, reserves, reserve funds, and changes in investment in tangible capital assets of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to the Town and which are owned or controlled by the Town. In addition to general government tax-supported operations, they include any water and sewer systems operated by the municipality and the municipality's proportionate share of joint local boards.

These financial statements include the following municipal controlled local area boards:

- St. Marys Public Library Board
- St. Marys Police Services Board
- St. Marys Business Improvement Area

The following boards and municipal enterprises owned or controlled by Council have been proportionately consolidated:

Perth District Health Unit	8.9%
Spruce Lodge	7.2%

Inter-departmental and inter-organizational transactions and balances are eliminated.

The statements exclude trust funds that are administered for the benefit of external parties.

b) Accrual Basis of accounting

Sources of financing and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable, and recognizes expenditures as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

c) Long-term investments

Investments are recorded at cost plus accrued interest less amounts written off to reflect a permanent decline in value.

1. Accounting policies (continued)

d) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

- Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Category	Amortization Period
Land	not applicable
Land improvements	10 - 50 years
Buildings and building improvements	25 - 40 years
Library books, videos and CD's	10 years
Vehicles	5 years
Machinery and equipment	4 - 15 years
Water and wastewater infrastructure	30 - 100 years
Roads infrastructure - base	100 years
Roads infrastructure - surface	15 - 50 years
Streetlights	20 - 30 years
Signage	10 years
Bridges, dams & water structures	50 - 100 years

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

The municipality has a capitalized threshold of \$1,000 - \$100,000, so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons.

- Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

- Works of arts and historical treasures

The Town has a museum collection, a historical water tower and other treasures which have not been valued.

- Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

- Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value.

1. Accounting policies (continued)

e) Reserves for future expenditures

Certain amounts, as approved by Council, are set aside in reserves for future operating and capital expenditure. Transfers to or from reserves are reflected as adjustments to the respective appropriated equity.

f) Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates can be made.

g) Deferred revenue

Amounts received and required by legislation, regulation or agreement to be set aside for specific, restricted purposes are reported in the statement of financial position as deferred revenue until the obligation is discharged.

h) Landfill Site Closure and Post-Closure Care

Landfill site closure and post-closure care costs are recognized over the operating life of the landfill site, based on capacity used. The liability is recorded at its discounted value, based on the average long-term borrowing rate of the municipality.

i) Pensions

The municipality is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The municipality has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The municipality records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for past employee service.

j) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, the reported amounts of revenues and expenditures during the period, and the accompanying notes. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

2. Operations of school boards

Taxation levied for school board purposes are not reflected in the financial statements. The amounts transferred were:

	2017	2016
School Boards	\$ 2,699,346	\$ 2,949,690

3. Trust funds

Trust funds administered by the municipality amounting to \$ 569,805 (2016 : \$ 549,097) have not been included in the statement of financial position nor have their operations been included in the consolidated statement of operations.

4. Pension agreements

The municipality makes contributions to a multi-employer pension plan on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed for 2017 was \$432,371 (2016 : \$402,632) for current services and is included as an expenditure on the consolidated statement of operations.

The contributions to the Ontario Municipal Employers Retirement System ("OMERS"), a multi-employer defined benefit pension plan, are expensed when contributions are due. Any pension surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit.

5. Deferred revenue

Deferred revenue is comprised of obligatory reserve funds. The use of obligatory funds, together with earnings thereon, is restricted by legislation. These funds are recognized as revenue in the period they are used for the purpose specified.

6. Landfill closure and post-closure cost liability

Closure and post-closure care requirements are defined in accordance with industry standards and include final covering and landscaping of the landfill site, removal of ground water and leechates, and ongoing environmental monitoring, site inspections and maintenance. These costs will be incurred when the landfill site stops accepting waste, with the post-closure care expected to continue for an additional 25 years.

At December 31, 2017, the municipality has recognized a liability of \$650,821 (2016 : \$583,492). This represents the present value of the total estimated costs, and is based on a discount rate of 3.32% and assuming an annual inflation rate of 1.56%. The liability is recorded based on the capacity of the landfill used to date.

The reported liability is based on estimates and assumptions with respect to events extending over a long-term period using the best information available to management. Future events may result in significant changes to the estimated total expenditures, capacity and liability. Any changes in these estimates would be recognized in the year the change is identified.

The closure and post-closure care costs are expected to be funded in the year incurred.

7. Municipal debt

The balance of the long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2017	2016
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 5.09% interest, \$100,347 blended payment payable semi-annually, due November 2027 (for Municipal Operations Centre building)	1,557,693	1,674,618
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 2.49% interest, \$36,915 blended payment payable semi-annually, due December 2017 (for water wells)	-	72,474
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 4.88% interest, \$276,043 blended payment payable semi-annually, due May 2028 (for Pyramid Recreation Centre)	4,494,160	4,815,137
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 5.34% interest, \$102,463 blended payment payable semi-annually, due November 2028 (for Pyramid Recreation Centre)	1,688,260	1,798,594
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 3.81% interest, \$115,135 blended payment payable semi-annually, due May 2021 (for wastewater treatment plant upgrades)	747,883	944,036
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 3.1% interest, \$90,621 blended payment payable semi-annually, due December 2032 (for Municipal Operations Centre building)	<u>1,080,500</u>	<u>-</u>
	<u>\$ 9,568,496</u>	<u>\$ 9,304,859</u>

Principal payments for the next five years are as follows:

2018: \$837,400 2019: \$876,300 2020: \$917,000 2021: \$844,600 2022: \$797,800

8. Tangible capital assets

The municipality's policy on accounting for tangible capital assets is as follows:

- i) Contributed tangible capital assets
The municipality records all tangible capital assets contributed by external parties at fair value.
- ii) Tangible capital assets recognized at nominal value
Certain assets have been assigned a nominal value because of the difficulty of determining a tenable valuation.

For additional information, see the Consolidated Schedule of Tangible Capital Assets information on the tangible capital assets of the municipality by major class and by business segment, as well as for accumulated amortization of the assets controlled.

9. Accumulated surplus

The accumulated surplus consists of individual fund surplus/(deficit) amounts and reserve and reserve funds as follows:

	2017	2016
General revenue accumulated surplus		
and invested in tangible capital assets	\$ 72,319,193	\$ 67,288,649
Unfunded landfill closure costs	(650,821)	(583,492)
Reserves and reserve funds	<u>11,155,078</u>	<u>11,750,026</u>
	<u>\$ 82,823,450</u>	<u>\$ 78,455,183</u>

For additional information, see the Consolidated Schedule of Continuity of Reserves, Reserve Funds, and Deferred Revenue.

10. Segmented information

The Town of St. Marys is a diversified municipal government institution that provides a wide range of services to its citizens such as recreational and cultural services, planning and development, fire, and transportation services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This segment relates to the general operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of fire protection, policing, court services, conservation authorities, protective inspection and control, building permit and inspection services, emergency measures and other protection services.

Transportation Services

Transportation services include road maintenance, winter control services, street light maintenance, parking lots, equipment maintenance and other transportation services.

Environmental Services

Environmental services include the sanitary sewer system, storm sewer system, waterworks, waste collection, waste disposal and recycling.

Health Services

This service area includes public health services, hospitals, ambulances, cemeteries and other health services.

Social and Family Services

This service area includes general social assistance, assistance to aged persons, childcare and other social services.

Social Housing

This service area includes public housing and other social housing services.

Recreational and Cultural Services

This service area provides public services that contribute to the provision of recreation and leisure facilities and programs, the maintenance of parks and open spaces, library services, museums and other cultural services.

Planning and Development

This segment includes matters relating to zoning and site plan controls, land acquisition, development initiatives, agriculture and reforestation, municipal drainage and tile drainage.

For additional information, see the schedule of segmented information.

11. Financial instrument risk management

Credit risk

The municipality is exposed to credit risk through its cash, trade and other receivables, loans receivable, and long-term investments. There is the possibility of non-collection of its trade and other receivables. The majority of the municipality's receivables are from ratepayers and government entities. For trade and other receivables, the municipality measures impairment based on how long the amounts have been outstanding. For amounts outstanding considered doubtful or uncollectible, an impairment allowance is setup.

Liquidity risk

Liquidity risk is the risk that the municipality will not be able to meet its financial obligations as they fall due. The municipality has a planning and a budgeting process in place to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality ensures that there are sufficient funds to meet its short-term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents. To achieve this aim, it seeks to maintain an available line of credit balance as approved by the appropriate borrowing bylaw to meet, at a minimum, expected requirements.

Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the municipality's income or the value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investments.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings and long-term liabilities and the value of fixed rate long-term liabilities.

There has been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

12. Contingent liability

The municipality has been notified of liability claims. Because the claims are within the municipality's insurance coverage, no provision has been made for the contingency in the financial statements.

The municipality has guaranteed a line of credit for The Canadian Baseball Hall of Fame & Museum with a limit of \$100,000, secured by guarantees from the Town of St. Marys and from several current and former directors of The Canadian Baseball Hall of Fame & Museum.

13. Budget amounts

Under generally accepted accounting principles, budget amounts are to be reported on the consolidated statement of financial activities for comparative purposes. The 2017 budget amounts for the Corporation of the Town of St. Marys approved by Council are unaudited and have been restated to conform to the basis of presentation of the revenues and expenditures on the consolidated statement of activities. Budget amounts were not available for certain boards consolidated by the municipality.

Approved budget annual surplus (deficit)	\$ -
Acquisition of tangible capital assets	8,808,000
Amortization of tangible capital assets	(2,241,899)
Debt financing proceeds	(2,182,000)
Debt principal repayments	967,623
Net reserve, reserve fund, and surplus transfers	(1,555,300)
Perth District Health Unit proportionate net budget	(33,757)
Spruce Lodge proportionate net budget	<u>4,956</u>
Budgeted surplus (deficit) reported on consolidated statement of operations	<u>\$ 3,767,623</u>

CORPORATION OF THE TOWN OF ST. MARYS
Consolidated Schedule of Tangible Capital Assets
For the Year Ended December 31, 2017

	Land	Land Improvements	Buildings	Vehicles, Machinery and Equipment	Roads and Transportation Improvements	Environmental Networks	Work in Process	TOTAL Net Book Value 2017	TOTAL Net Book Value 2016
Cost									
Balance, beginning of year	1,994,311	4,323,311	24,919,381	5,939,087	29,678,244	41,603,685	2,408,690	110,866,709	106,587,130
Add: Additions during the year		367,079	192,902	688,929	718,394	554,786	5,989,300	8,511,390	5,448,051
Less: Disposals during the year	(39,593)	(82,643)	(487,919)	(347,310)	(307,034)	(14,968)		(1,279,467)	(1,168,472)
Other: donations and transfers		(72,464)	901,101	92,163	1,656,188	278,212	(3,714,873)	(859,673)	-
Balance, end of year	<u>1,954,718</u>	<u>4,535,283</u>	<u>25,525,465</u>	<u>6,372,869</u>	<u>31,745,792</u>	<u>42,421,715</u>	<u>4,683,117</u>	<u>117,238,959</u>	<u>110,866,709</u>
Accumulated Amortization									
Balance, beginning of year	-	2,393,484	6,785,394	2,965,089	11,964,962	10,292,433	-	34,401,362	33,026,761
Add: Amortization during the year		138,178	613,566	409,412	509,890	556,153		2,227,199	2,241,899
Less: Accumulated amortization on disposals		(107,892)	(210,474)	(262,220)	(150,229)	(6,835)		(737,650)	(867,298)
Balance, end of year	<u>-</u>	<u>2,423,770</u>	<u>7,188,486</u>	<u>3,112,281</u>	<u>12,324,623</u>	<u>10,841,751</u>	<u>-</u>	<u>35,890,911</u>	<u>34,401,362</u>
Net Book Value of									
Tangible Capital Assets	<u>1,954,718</u>	<u>2,111,513</u>	<u>18,336,979</u>	<u>3,260,588</u>	<u>19,421,169</u>	<u>31,579,964</u>	<u>4,683,117</u>	<u>\$ 81,348,048</u>	<u>\$ 76,465,347</u>

CORPORATION OF THE TOWN OF ST. MARYS
Consolidated Schedule of Tangible Capital Assets
For the Year Ended December 31, 2017

	General Government	Protection	Transportation	Environmental	Health	Social and Family	Recreation and Cultural	Planning and Development	Work in Process	TOTAL Net Book Value 2017	TOTAL Net Book Value 2016
Cost											
Balance, beginning of year	1,652,371	1,473,789	34,737,237	43,062,823	466,130	1,862,762	24,261,269	941,638	2,408,690	110,866,709	106,587,130
Add: Additions during the year	154,560	204,717	1,048,809	554,786	42,365	22,470	494,383		5,989,300	8,511,390	5,448,051
Less: Disposals during the year		(48,000)	(520,191)	(14,968)	(16,125)	(551,540)	(115,050)	(13,593)		(1,279,467)	(1,168,472)
Other: donations and transfers			1,690,926	243,474		828,638	92,162		(3,714,873)	(859,673)	-
Balance, end of year	<u>1,806,931</u>	<u>1,630,506</u>	<u>36,956,781</u>	<u>43,846,115</u>	<u>492,370</u>	<u>2,162,330</u>	<u>24,732,764</u>	<u>928,045</u>	<u>4,683,117</u>	<u>117,238,959</u>	<u>110,866,709</u>
Accumulated Amortization											
Balance, beginning of year	585,717	865,330	13,486,223	10,949,539	227,594	1,000,473	7,137,238	149,248	-	34,401,362	33,026,761
Add: Amortization during the year	70,539	72,067	672,446	592,408	18,465	78,042	704,584	18,648		2,227,199	2,241,899
Less: Accumulated amortization on disposals		(47,333)	(274,420)	(8,398)	(16,125)	(288,824)	(102,550)			(737,650)	(867,298)
Balance, end of year	<u>656,256</u>	<u>890,064</u>	<u>13,884,249</u>	<u>11,533,549</u>	<u>229,934</u>	<u>789,691</u>	<u>7,739,272</u>	<u>167,896</u>	<u>-</u>	<u>35,890,911</u>	<u>34,401,362</u>
Net Book Value of											
Tangible Capital Assets	<u>1,150,675</u>	<u>740,442</u>	<u>23,072,532</u>	<u>32,312,566</u>	<u>262,436</u>	<u>1,372,639</u>	<u>16,993,492</u>	<u>760,149</u>	<u>4,683,117</u>	<u>\$ 81,348,048</u>	<u>\$ 76,465,347</u>

CORPORATION OF THE TOWN OF ST. MARYS**Consolidated Schedule of Continuity of Reserves, Reserve Funds and Deferred Revenue**

For the Year Ended December 31, 2017

	Balance, beginning of year	Revenues and contributions			fers and expend Utilized During Year	Balance, end of year
		Interest	From Operations	Other		
Reserves and reserve funds						
Reserves						
for general government	2,945,025		632,635		(688,406)	2,889,254
for protection services	536,702		122,000		(183,179)	475,523
for transportation services	1,691,125		1,595,964		(2,010,783)	1,276,306
for environmental services	2,266,779		1,407,121		(1,277,212)	2,396,688
for social and family services	148,100		-		(52,098)	96,002
for recreation and cultural services	616,173		69,828		(190,367)	495,634
for planning and development	3,000		-		-	3,000
	<u>8,206,904</u>	<u>-</u>	<u>3,827,548</u>	<u>-</u>	<u>(4,402,045)</u>	<u>7,632,407</u>
Reserve funds						
PUC Reserve Fund	3,543,122	43,070			(63,521)	3,522,671
	<u>3,543,122</u>	<u>43,070</u>	<u>-</u>	<u>-</u>	<u>(63,521)</u>	<u>3,522,671</u>
Total reserves and reserve funds	<u>11,750,026</u>	<u>43,070</u>	<u>3,827,548</u>	<u>-</u>	<u>(4,465,566)</u>	<u>11,155,078</u>
Deferred revenue						
Development charges	1,391,660	12,792		285,108	(454,003)	1,235,557
Parkland	99,408	1,149		5,500		106,057
Provincial Gas Tax Funds	41,605	1,306		104,466	(80,000)	67,377
Federal Gas Tax Funds	13,830	1,587		411,830	(405,000)	22,247
	<u>1,546,503</u>	<u>16,834</u>	<u>-</u>	<u>806,904</u>	<u>(939,003)</u>	<u>1,431,238</u>
Total	<u>\$ 13,296,529</u>	<u>59,904</u>	<u>3,827,548</u>	<u>806,904</u>	<u>(5,404,569)</u>	<u>\$ 12,586,316</u>

CORPORATION OF THE TOWN OF ST. MARYS

Segmented Information

For the Year Ended December 31, 2017

	General Government	Protective Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Social Housing	Recreation and Culture	Planning and Development	Total 2017	Total 2016
Revenue											
Taxation	11,577,230	-	-	-	-	-	-	-	-	11,577,230	11,327,234
User charges, licences, donations	265,232	178,546	93,095	4,201,436	85,726	1,230,239	42,111	3,099,993	45,349	9,241,727	7,792,054
Government transfers	512,000	187,866	789,664	-	-	1,315,873	635,738	286,215	2,394	3,729,750	4,181,868
Interest and penalties	251,220	-	-	10,329	11,033	1,324	-	-	-	273,906	279,760
Other	(519,915)	-	455,216	-	-	-	-	4,988	201,940	142,229	(144,934)
	<u>12,085,767</u>	<u>366,412</u>	<u>1,337,975</u>	<u>4,211,765</u>	<u>96,759</u>	<u>2,547,436</u>	<u>677,849</u>	<u>3,391,196</u>	<u>249,683</u>	<u>24,964,842</u>	<u>23,435,982</u>
Operating expenditure											
Wages, salaries and benefits	1,280,164	404,512	569,055	409,873	834,752	2,030,680	-	2,057,819	473,167	8,060,022	7,895,166
Contract services	363,800	1,341,778	294,995	2,008,296	677,895	466,560	367,108	366,547	99,525	5,986,504	4,834,979
Supplies, materials and equipment	441,552	113,093	858,434	572,816	51,725	459,434	-	1,595,244	230,552	4,322,850	5,305,764
Amortization	70,539	72,067	672,446	592,408	18,465	78,042	-	704,584	18,648	2,227,199	2,241,899
	<u>2,156,055</u>	<u>1,931,450</u>	<u>2,394,930</u>	<u>3,583,393</u>	<u>1,582,837</u>	<u>3,034,716</u>	<u>367,108</u>	<u>4,724,194</u>	<u>821,892</u>	<u>20,596,575</u>	<u>20,277,808</u>
Net revenue (expense)	<u>9,929,712</u>	<u>(1,565,038)</u>	<u>(1,056,955)</u>	<u>628,372</u>	<u>(1,486,078)</u>	<u>(487,280)</u>	<u>310,741</u>	<u>(1,332,998)</u>	<u>(572,209)</u>	<u>4,368,267</u>	<u>3,158,174</u>

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Town of St. Marys

We have audited the accompanying financial statements of the trust funds of the Corporation of the Town of St. Marys, which comprise the balance sheet as at December 31, 2017, and the statement of continuity of trust funds for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

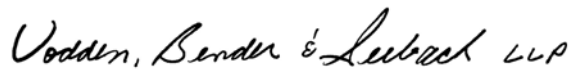
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the trust funds of the Corporation of the Town of St. Marys as at December 31, 2017 and the continuity of trust funds for the year then ended in accordance with Canadian public sector accounting standards.



Chartered Professional Accountants
Licensed Public Accountants

Clinton, Ontario
June 22, 2018

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

STATEMENT OF FINANCIAL POSITION

As at December 31, 2017				
	Cemetery Care and Maintenance Fund	St. Marys Public Library Trust Fund	2017	2016
Assets				
Cash	16,665	47,259	63,924	83,201
Investments (note 2)	516,059	-	516,059	461,058
Accounts receivable	306	-	306	8,234
	<u>\$ 533,030</u>	<u>\$ 47,259</u>	<u>\$ 580,289</u>	<u>\$ 552,493</u>
Liabilities				
Accounts payable and accrued liabilities	10,484	-	10,484	3,396
Fund balance	<u>522,546</u>	<u>47,259</u>	<u>569,805</u>	<u>549,097</u>
Trust fund balances	<u>\$ 533,030</u>	<u>\$ 47,259</u>	<u>\$ 580,289</u>	<u>\$ 552,493</u>

STATEMENT OF CONTINUITY

For the Year Ended December 31, 2017				
	Cemetery Care and Maintenance Fund	St. Marys Public Library Trust Fund	2017	2016
Receipts				
Investment income	10,484	539	11,023	3,839
Revenue from interment rights	20,169	-	20,169	20,131
	<u>30,653</u>	<u>539</u>	<u>31,192</u>	<u>23,970</u>
Expenditures				
Contributions to operating fund	10,484	-	10,484	3,396
	<u>10,484</u>	<u>-</u>	<u>10,484</u>	<u>3,396</u>
Excess of receipts over expenditures for the year	<u>20,169</u>	<u>539</u>	<u>20,708</u>	<u>20,574</u>
Fund balance, beginning of year	<u>502,377</u>	<u>46,720</u>	<u>549,097</u>	<u>528,523</u>
Fund balance, end of year	<u>\$ 522,546</u>	<u>\$ 47,259</u>	<u>\$ 569,805</u>	<u>\$ 549,097</u>

THE CORPORATION OF THE TOWN OF ST. MARYS
TRUST FUNDS
NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2017

1. Accounting Policies

Significant aspects of accounting policies adopted by the municipality are as follows:

a) Management responsibility

The financial statements of the Trust Funds are the representations of management. They have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing for municipalities and their related entities.

b) Basis of consolidation

These trust funds have not been consolidated with the financial statements of the Town of St. Marys.

c) Basis of accounting

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

d) Investments

Investments are recorded at cost less amounts written off to reflect a permanent decline in value.

e) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

2. Investments

Trust fund investments have a market value equal to cost of \$ 516,059 (2016 : \$ 461,058).

July 10, 2018

Members of Council
The Corporation of the Town of St. Marys
175 Queen Street East, PO Box 998
St. Marys, Ontario
N4X 1B6

Dear Members of Council:

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of The Corporation of the Town of St. Marys for the period ending December 31, 2017. We look forward to meeting with you and discussing the matters outlined below.

Audit Status

We have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter by management;
2. Receipt of outstanding legal confirmations regarding any litigation or claims;
3. Obtaining evidence of Council's approval of the financial statements;
4. Subsequent events review through to financial statement approval date;

Once these items have been completed, we will date and sign our auditor's report.

Significant Matters Arising

Changes to Audit Plan

There were no changes to the audit plan.

Other Matters

We have not identified any other significant matters that we wish to bring to your attention at this time.

Significant Difficulties Encountered

There were no significant difficulties encountered during our audit other than the following:

- a) Significant delays in management providing required information, specifically related to tangible capital assets. Our audit team returned at a later date to complete the required audit procedures.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in

the circumstances.

- We did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

The following significant estimates/judgments are contained in the financial statements:

- Landfill site closure and post-closure care;
- Allowance for doubtful accounts;
- Estimated useful lives of tangible capital assets and amortization periods.

Based on audit work performed, we are satisfied with the estimates made by management.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Uncorrected Misstatements

We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. We then requested that management correct these misstatements. All uncorrected misstatements for the current period have been corrected.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the of TCWG.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies, apart from those outlined below:

#	Nature of the Significant Deficiency	Implication for the Financial Statements	Recommendation
1	Recording of invoices: Invoices for goods or services received are not immediately being forwarded to the Accounts Payable clerk for processing during the year.	There did not appear to be any significant unrecorded liabilities or cut-off issues at year end, however invoices not submitted for processing on a timely basis are not recorded against the appropriate projects for internal reporting purposes.	All invoices should be forwarded to the Accounts Payable clerk in a timely fashion to ensure accurate internal reporting.
	Management response: Management is aware that certain departments are not forwarding invoices in a timely manner for processing. However, at year end all invoices were properly accounted for.		
2	Authorization of credit card expenses: Various staff have access to credit cards for various purchases. As part of our audit we examined these purchases to ensure they were properly authorized and receipts were attached. Not all items were approved and supported.	This poses a risk that staff could use the credit cards for personal use.	All expense reports should be reviewed and authorized, and verified to ensure that appropriate receipts are attached.
	Management response: Management has implemented a Visa Summary Sheet which must be completed for all credit card purchases, with statements and receipts to be submitted.		

Written Representations

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards.

Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of the members of council of The Corporation of the Town of St. Marys to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

Vodden, Bender & Seebach LLP

Vodden, Bender & Seebach, LLP

Town of St. Marys
2017 Budget vs Actual Variance Report

			\$		
	2017 Actuals	2017 Budget	Variance Fav (Unfav)		% of Annual Budget Used
TAX LEVY					
TAX LEVY	(11,444,597)	(11,444,694)	(97)		100%
TOTAL TAX LEVY	(11,444,597)	(11,444,694)	(97)		100%
REVENUE					
DONATIONS	(63,083)	(55,000)	8,083		115%
FEES, CHARGES & PROGRAM REVENUE	(2,076,565)	(1,886,559)	190,006	(1)	110%
GRANTS	(1,167,272)	(1,126,461)	40,811	(2)	104%
INTERNAL (REVENUE) EXPENSE	(5,204)	9,391	14,595		(55%)
INVESTMENT INCOME	(133,046)	(89,000)	44,046	(3)	149%
RENT ICE	(471,846)	(492,000)	(20,154)		96%
RENT & LEASES	(130,391)	(107,700)	22,691		121%
REVENUE FROM MUNICIPALITIES	(766,720)	(830,875)	(64,155)		92%
SALE OF LAND & EQUIPMENT	(229,877)	-	229,877	(4)	
SALES	(239,422)	(213,250)	26,172		112%
TAXATION SUPPLEMENTAL REVENUE	(306,987)	(226,945)	80,042	(5)	135%
TOTAL REVENUE	(5,590,413)	(5,018,399)	572,014		
EXPENSE					
ADVERTISING, MARKETING & PROMOTION	95,264	111,300	16,036		86%
ASSESSMENT SERVICES (MPAC)	91,475	91,475	-		100%
COMMUNICATIONS	129,220	127,500	(1,720)		101%
CONFERENCES, SEMINARS & TRAINING	104,108	111,804	7,696		93%
CONTRACTED SERVICES	860,634	906,020	45,386	(6)	95%
DEBENTURE PAYMENT	889,357	893,554	4,197		100%
FOOD COSTS	189,245	185,500	(3,745)		102%
FUEL/OIL	90,027	102,200	12,173		88%
INSURANCE	230,280	257,423	27,143		89%
MATERIALS & SERVICES	544,059	433,414	(110,645)	(7)	126%
POLICING CONTRACT	1,149,737	1,155,089	5,352		100%
OTHER TRANSFERS	1,656,996	1,719,658	62,662	(8)	96%
PROFESSIONAL FEES	218,093	187,700	(30,393)		116%
PROGRAM EXPENSE	166,639	162,806	(3,833)		102%
RECYCLING CONTRACT	164,666	169,500	4,834		97%
REPAIRS & MAINTENANCE	472,556	427,800	(44,756)	(9)	110%
SALARIES, WAGES & BENEFITS	6,369,068	6,292,740	(76,328)	(10)	101%
SAND & SALT	212,178	215,000	2,822		99%
SUPPLIES	169,302	154,125	(15,177)		110%
TAXATION EXPENSE	218,844	273,000	54,156	(11)	80%
UTILITIES	542,187	619,030	76,843	(12)	88%
TOTAL EXPENSE	14,563,935	14,596,638	32,703		100%
RESERVE TRANSFERS					
TRANSFER TO (FROM) RESERVES	1,838,752	1,866,455	27,703		99%
TOTAL RESERVE TRANSFERS	1,838,752	1,866,455	27,703		99%
TOTAL	(632,323)	-	632,323		

Town of St. Marys
2017 Budget vs Actual Variance Report

- (1) Revenue exceeded budget in building permit/fees \$41K, Childcare \$13K, wheelie bins \$12K, Travel Club \$10K, fundraising \$9K, camp PRC programs \$7K, HST recovery \$6K
- (2) Grant revenue greater than budget Library \$21K, Museum \$6K and Health & Safety Childcare \$5K
- (3) Investment income higher than expected due to rising interest rates
- (4) Sale of industrial land
- (5) Supplemental assessment primarily from new homes
- (6) Contracted service was both under budget surface treatment \$66K, legal fees \$23K, planning & zoning \$12K and over Parks Admin \$34K and Forestry program \$42K
- (7) Overages in materials and services public works equipment repairs \$50K, recreation admin \$28, IT \$25K, community gardens \$23K, planning and zoning \$10K, PRC garbage removal
- (8) Shared services savings County of Perth EMS \$6K and City of Stratford \$58K.
- (9) Repair and maintenance greater than budget, no significant unbudgeted single repairs just various smaller items
- (10) Payroll ended year within 1% of annual budget
- (11) Tax rebates less than budget
- (12) Utilities under budget in heat \$39K (PRC \$33K), hydro \$29K (street lighting \$15K) and water \$9K

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jim Brown, Director of Finance
Date of Meeting:	24 July 2018
Subject:	FIN 16-2018 Award of Banking Services RFP

PROJECT DETAILS

The banking service agreement was due for renewal this year. There had been a number of renewals with our existing bank and as such was now time to take it to market.

The proposal for a five year term was issued to the four Schedule 1 banks with branches located within the Town. The services being requested included the core banking needs of deposit, payments and interest earned on cash balances. The proposal stated that cash balances would not be guaranteed and would be determined by the interest rates being offered. The decision to hold funds in the accounts rather than invest was based on the comparator being the daily investment rate offered by the ONE Investment Fund. The highest rate contained in the responses is almost a near match to this rate. As a result, the evaluation of the interest on the consolidated balance of all accounts is based on a predetermined rate of \$3 to \$5 million throughout the year. Costing for point of sales services and procurement credit cards was requested as optional as a number of providers are available outside of financial institutions.

RECOMMENDATION

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.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, June 12, 2018
Number of Bids Received:	4
Successful Proponent:	Bank of Montreal

Bid Summary:

Proponent	Ability to meet Requirements	Revenue Scoring	Net Interest	Total
Bank of Montreal	51	38	\$76,000	89
Royal Bank	49	32	\$63,300	81
TD Commercial Banking	49	25	\$49,871	74
Scotiabank	30	--	Unit fees provided but no total cost calculated	--

The procurement document submitted by the Bank of Montreal was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. At the request of the Town the bank provided a demonstration of their services and systems to a group of key employees. Staff were more than satisfied with the banking team's knowledge and that our needs will be met. As such, staff recommends award of banking services to the Bank of Montreal.

FINANCIAL IMPLICATIONS

The Town will benefit from both reduced costs and additional interest income under this service agreement.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Payroll Department

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 24 July 2018

Subject: FD 11-2018 July Monthly Report (Emergency Services)

RECOMMENDATION

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

DEPARTMENTAL HIGHLIGHTS

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

- Automatic Alarms – 5 – 4 (St. Marys) & 1 (Perth South)
- Open Air Fires – 1 (Perth South)
- Kitchen Fire – 1 St. Marys
- MVC – 1 (St. Marys)
- CO Alarms – 3 – 2 (St. Marys) & 1(Perth South)

The St. Marys Firefighters have responded to 85 calls for service (1 January – 13 July 2018) compared to 52 emergency responses last year (1 January – 13 July 2017).

During the month of July (15 June – 13 July 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

- 0 Complaint
- 12 Follow up
- 0 Safety Concern
- 1 Request
- 15 Routine
- 4 Fireworks display inspections
- 6 Closed and 4 given extensions due to delay in buying products(20 min fire protection rating)

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

Brian Leverton delivered a Fire Prevention and Education briefing to 50 residents of the Kingsway Lodge Fairhill Residence.

Fire Department entered vehicles in the Canada Day parade (1 July 2018).

Fire Chief initiated a Burn Ban in Perth South (6 July 2018). Residents of St. Marys and Wildwood Camp Grounds will be able to continue to have camp fires.

Fire Prevention and Education static display set up on Queen Street for the Heritage Festival on Saturday, July 14 from 8am – 4 pm.

Fire Department static display set up for Drowning Prevention Week at the Quarry on Wednesday, July 18 from 1:00 to 3:00 p.m. showcasing some of their new water rescue equipment. A live water rescue demonstration will take place at 2:00 p.m.

SPENDING AND VARIANCE ANALYSIS

Purchased and installed a new mobile radio for Fire Chief's vehicle. \$1,694.94

Purchased fire rescue equipment (Dry wall Hook, Trash Hook, McLeod Tools, Fire Rakes) - \$526.26

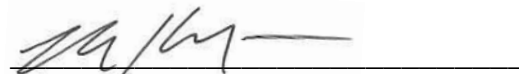
REVIEWED BY

Recommended by the Department

A blue ink signature of Richard Anderson, written in a cursive style, positioned above a horizontal line.

Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO

A black ink signature of Brent Kittmer, written in a cursive style, positioned above a horizontal line.

Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	24 July 2018
Subject:	DEV 28-2018 July Monthly Report (Building and Development)

RECOMMENDATION

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

DEPARTMENTAL HIGHLIGHTS

Planning

Zoning By-law to remove Holding symbol from Lots 30-33 Plan 44M-64 (Emily Street) approved by Council. Removal of Holding allows for development of these lots.

Site plan agreement approved for 121 Ontario Street South (Rick Murphy Holdings) to permit multi-residential development of the property – 23 apartment units in 4 buildings.

Application received for minor variance for 243 Thomas Street to allow a variance to the required interior side yard setback for accessory buildings to permit construction of a detached garage closer to the property line than permitted under current zone provisions. Committee of Adjustment will host a Public Hearing regarding this on Wednesday, July 18, 2018.

Severances completed under applications B04-2017; B05-2017; and B06-2017 affecting 825/895 Queen Street East.

Intake of grant applications for Façade Improvement; Designated Heritage Property Grant and Heritage Property Tax Rebate programs

Building

A total number of 23 permits were issued in June 2018 compared to 22 the previous year.

There was 4 new dwelling units issued this month compared to 5 the previous year.

The total construction values were \$1,887,100 compared to \$2,925,138 the previous year.

The total permit fees were \$15,651.59 compared to \$29,016.03 the previous year.

A total of 45 appointments were provided by the Building Department for this time period.

There were 3 Heritage permits issued this period.

PRC Operations

Pool filtration repair scheduled for July 24-26 to replace the filter media and laterals which are designed to contain the sand within the filters. This will cause a disruption in service during this time, and preparations are being made to notify affected users.

Blue Rink ice installation is scheduled to occur the week of July 23 for the first rental on July 30. The space within the arena and back of house areas supporting it will be limited to authorized personnel only during this time.

One feature in the PRC Splashpad is down for repair, parts are on order. Does not affect the rest of the operation.

Multiple supply companies have given notice that tariff charges will be added to items ordered that are imported from the U.S.A., of which there are numerous, or there may be significant delays receiving ordered product.

Facilities Capital

- Cadzow Splash Pad – Facility is open and running. Parts have been ordered for the dump bucket that keeps sticking
- Cadzow Pavilion – Pavilion requires 3 roof vents to be replaced but the facility is open.
- Cadzow Park – Amphitheatre grass is growing well
- Pyramid Recreation Centre Guest Service Desk –project completed
- Water Tower Structural Upgrades –scaffolding being installed this week
- Town Hall & Library Window Restoration & Replacement tender awarded to IntegriBuild, Window measuring to take place week of July 9
- Library Addition Roof tender awarded to Atlas Apex Roofing, project completed July 4
- Library Carpet and Painting tender awarded to Adias Impex Ltd. o/a Carpet Plus, project to start in September

Facilities Operational


- Town Hall – Community Players have hired JSB Contracting to complete the work of raising the balcony seats. Project started the week of July 4 and will be completed by July 13
- Library – Church Street Door hardware, contractor sent through new hardware option. Friends of the Library are reviewing at their next meeting
- Old Quarry – By-law has been passed on acceptable usage of the Old Quarry, signage has been ordered and it is expected to take 2 weeks to be delivered.
- Tennis Courts – pickle ball game markings have been installed by All Lined Up. New signage has been ordered and will be installed the week of July 16
- Kin Gazebo – Kin Park, spindles have been kicked out, new spindles have been ordered
- Teddy's Field Sign – a new sign has been installed at Teddy's Field
- Lind Sportsplex – a new sign has been ordered for the Lind Sportsplex/Quarry
- Quarry – trampoline has had 3 leaks repaired so far this season.
- ELC – Sun Shade Sail installed in outdoor learning area.

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

To: Mayor Stratthdee and Members of Council

Prepared by: Mark Stone, Planner

Date of Meeting: 24 July 2018

Subject: **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**

PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Application for Zoning By-law Amendment (Z04-2016) and subdivision agreement related to Meadowridge Properties Ltd. (Phase 2), Part Lots 21 and 22, Concession 18.

RECOMMENDATION

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 determine 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 71-2018 authorize the Mayor and CAO to enter into a subdivision agreement with Meadowridge Properties Ltd. for Phase II of the Stoneridge Development, contingent on all necessary MOECP approvals being received.

REPORT

BACKGROUND

On October 25, 2016, the Town held a public meeting related to Plan of Subdivision (STM 03-16) and Zoning By-law Amendment (Z04-2016) Applications. The lands subject to these Applications are approximately 7.3 hectares in size as shown on Attachment 1 of this report. A copy of Formal Report DEV 55-2016 dated October 25, 2016 is provided as Attachment 2 of this report and includes an overview of agency comments received in response to the circulation of the Plan of Subdivision and Zoning By-law Amendment Applications, and a discussion of relevant policies from the Provincial Policy Statement and the Town's Official Plan.

On November 8, 2016, the Town granted draft approval of the plan of subdivision subject to a number of conditions to be fulfilled prior to final approval and registration of the plan. A copy of the final M-Plan is provided as Attachment 3 and consists of 30 single-detached residential lots, 5 lots to accommodate 10 semi-detached units, 6 blocks to accommodate 34 townhouse units, and 6 storm water management/walkway/open space blocks. Ridgewood Crescent will be extended from the two existing stubs and connected, and a new cul-de-sac will also be created (Hawthorn Crescent).

At the November 8, 2016 meeting, Council also deferred its decision with respect to the proposed Zoning By-law Amendment affecting the subject property to allow the proponent the opportunity to complete detailed engineering which may impact the final location of some lot lines with respect to the plan of subdivision. The detailed design of the plan of subdivision has been completed and the owner has satisfied the vast majority of conditions of draft plan approval with the exception of passage of the implementing Zoning By-law Amendment and entering into a subdivision agreement.

ZONING BY-LAW AMENDMENT

The proposed Zoning By-law Amendment (see Attachment 4) proposes to change the zone classification of the subject property from its current “Residential Development Zone (RD)” to “Residential Zone Three (R3)” for the lots to be used for single-detached dwellings and semi-detached dwellings, “Residential Zone Five (R5)” for the lots to be used for townhouse dwellings and “Open Space Zone (OS)” for stormwater management and walkway/access blocks. The owner is also seeking to reduce the required interior side yard for the end unit of a townhouse dwelling from 4.5 metres to 3.0 metres and the lot depth for some of the townhouse units.

The lots proposed for the single-detached dwellings and semi-detached dwellings appear to meet the minimum standards for the “R3” Zone and the lots proposed for the townhouses appear to meet the standards for the “R5” Zone. The request to reduce the interior side yard from 4.5 to 3.0 metres and the lot depth for some of the townhouse units from 37.0 to 34.0 metres has been requested to provide the builders with more flexibility in siting the dwellings.

There are a few minor modifications to the proposed Zoning By-law since the October 2016 public meeting. To reduce the complexity of the By-law and make it easier to read, unnecessary text has been deleted including the removal of text duplicated for each specific provision. In addition, the legend is now included on the same page as the map. These changes are administrative in nature and do not affect the zoning provisions and mapping as compared to the original proposed By-law.

The following minor modifications were also made to the proposed By-law since the October 2016 public meeting:

- Addition of R3-17 permitting minimum lot depth of 35 metres to recognize lot depth of Lot 16
- Removal of 3.0 metre minimum lot depth exception from R5-9 – exception to Section 12.4.4 of the Zoning By-law not required to permit plan of subdivision
- Adjustment of minimum lot depth exception in R5-9 from 25.0 to 20.0 metres for the purposes of Section 12.5.3 of the Zoning By-law – to recognize actual minimum depth of Block 10
- Addition of R5-10 to include additional provisions to recognize the configuration and lot frontage of Block 32 for the purposes of Section 12.4 of the Zoning By-law

SUBDIVISION AGREEMENT

The subdivision agreement has been prepared and agreed to by the owner. In addition to the provisions and requirements in the Town’s standard subdivision agreement, this agreement includes the final M-plan, servicing drawings, the Town’s Engineering Design Guidelines and Supplemental Specifications

for Municipal Services, cost of construction estimates, lands to be conveyed (e.g. stormwater management, walkways, etc.), and stormwater easements to be granted. At the time of writing this report, the Ministry of Environment, Conservation and Parks (MOECP) indicated that it should issue a draft Environmental Compliance Approval the week of July 16th. Notwithstanding the recommended passage of a by-law to authorize the Mayor and CAO to enter into the subdivision agreement with the owner, the execution of the subdivision agreement and final approval of the plan of subdivision will not occur until the MOECP approval is in place.

COMMUNICATIONS

Notice of the October 25, 2016 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.

With respect to the Application for Zoning By-law Amendment, no further public notice and/or public meeting is required 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.

As already noted in this report, Formal Report DEV 55-2016 dated October 25, 2016 (Attachment 2) provides an overview of agency comments received in response to the circulation of the Plan of Subdivision and Zoning By-law Amendment Applications. Minutes of the October 25, 2016 public meeting are provided as Attachment 5. Public comments expressed at the public meeting include concerns with non-conformity with the Town's Official Plan, density of development/amount of townhouse development, traffic concerns, and the effect on neighbourhood character.

PLANNING ANALYSIS

The subject property is designated "Residential" and "Natural Heritage" in the Town Official Plan. The "Residential" designation permits a range of dwelling types and forms, including single detached, semi-detached, and street-front townhouse dwellings. The "Natural Heritage" designation is intended to apply to locally and provincially significant wetlands, locally significant woodlands, significant portions of the habitats of endangered and threatened species, fish habitats, natural watercourses, significant valley lands, significant wildlife habitats, Areas of Natural and Scientific Interest (ANSIs), and ground water recharge areas.

The draft plan proposes a good mixture of housing types with:

- 30 single detached units representing 40.5 per cent of the housing units;
- 10 semi-detached units representing 13.5 per cent of the housing units; and
- 34 townhouse units representing 46.0 per cent of the housing units.

The proposed development aligns with Provincial and Town policies that support efficient and compact development, and the provision of a mix of housing densities and prices.

With respect to neighbourhood compatibility, it is noted that compatible development does not mean that such new development must be identical to what exists in a neighbourhood. However, new development should be able to exist in unison or harmony with other uses, and respect and enhance the existing character of a neighbourhood. The area immediately surrounding the subject property consists of natural heritage to the north, the Town's settlement area boundary and agricultural lands to

the east, a portion of the Town's trail system on the former railroad bed along the southern boundary of the subject property and land designated General Industrial to the south, and Phase 1 of the Meadowridge subdivision to the west. The proposed subdivision is an extension of existing residential development to the west with single detached dwellings proposed on lots along the western boundary of the subject lands. In addition, the proposed subdivision will provide a transition in densities from single detached dwellings to semi-detached dwellings with townhouse development on the eastern part of the subject property.

Some concern has been expressed with respect to potential traffic impacts related to the proposed development. The immediate area is served by existing local and collector roads, which are suitable and capable of carrying the traffic generated by the development. The number of dwelling units will produce what is considered to be a minor local traffic increase, and Stoneridge Boulevard was built in such a manner to accommodate future development.

The proposed Zoning By-law Amendment appropriately implements the Official Plan and draft approved plan of subdivision, and the subdivision agreement will satisfy one of the conditions of draft approval.

SUMMARY

It is recommended that Council determine that no further public notice and/or public meeting is required for the Application for Zoning By-law Amendment since a public meeting was held in accordance with the Planning Act and the modifications to the proposed By-law are minor in nature. Further, it is recommended that Council enact Zoning By-law Z128-2018 as it is consistent with the Provincial Policy Statement and conforms with the Town's Official Plan. Also, it is recommended that Council adopt a by-law to authorize the Mayor and CAO to enter into a subdivision agreement with Meadowridge Properties Ltd.

FINANCIAL IMPLICATIONS

Not known at this time.

STRATEGIC PLAN

- ☒ Not applicable to this report.
- ☐ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.

OTHERS CONSULTED

Susan Luckhardt, Planning Coordinator

Jeff Wolfe, Asset Management/Engineering Specialist

ATTACHMENTS

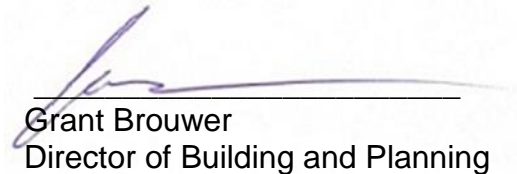
- 1) General Location Map
- 2) Formal Report DEV 55-2016 (dated October 25, 2016)
- 3) Final M-Plan
- 4) Proposed Zoning By-law Z128-2018
- 5) Minutes of October 25, 2016 Public Meeting

REVIEWED BY

Recommended by the Department

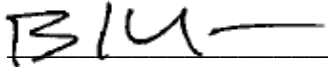


Mark Stone
Planner



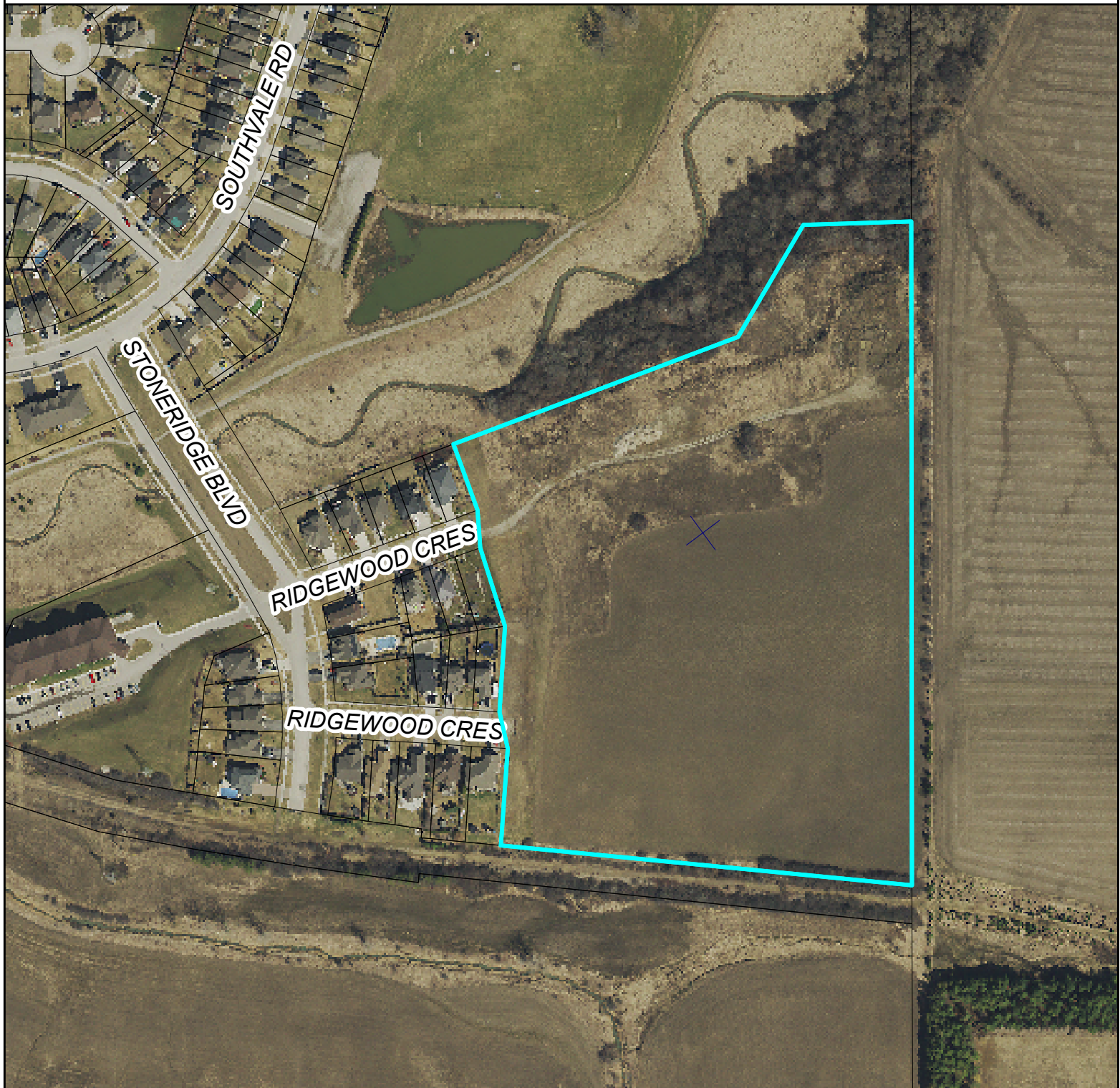
Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
CAO / Clerk

TOWN OF ST. MARYS
Part of Lots 21 and 22, Concession 18
Application for Draft Plan of Subdivision and Zoning By-law Amendment
by Meadowridge Properties Ltd.



AREA SUBJECT TO PROPOSED
DRAFT PLAN OF SUBDIVISION
AND ZONING BY-LAW AMENDMENT

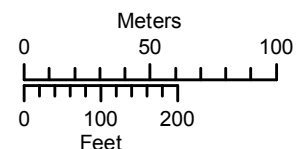


PHOTO DATE: April 2015

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FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
From:	Mark Swallow, Planner
Date of Meeting:	25 October 2016
Subject:	DEV 55-2016 Application STM 03-16 For Plan of Subdivision and Zoning By-law Amendment by Meadowridge Properties Ltd, Part of Lot 21 and 22, Concession 18, Town of St. Marys.

PURPOSE

To provide Planning Department comments and direction for Council's consideration with respect to Applications for a Plan of Subdivision and Zoning By-law Amendment by Meadowridge Properties Ltd.

RECOMMENDATION

THAT Council move towards giving Draft Plan Approval for Draft Plan of Subdivision by Meadowridge Properties Ltd. affecting property described as Part of Lots 21 and 22, Concession 18 (formerly in the Township of Blanshard), now in the Town of St. Marys for the purpose of creating a mixed use residential development of a parcel of land by Plan of Subdivision for 30 lots for single-detached dwellings, 5 lots for semi-detached dwellings (10 units), 6 multiple attached dwellings (34 townhouse units), 3 servicing corridors/walkways, 1 Stormwater management facility, 2 road extensions, and one new cul-de-sac on a total land area of 7.316 hectares; and

THAT a supplemental report containing conditions for draft plan approval be prepared by the Planning Department for the November 8, 2016 Council meeting; and

THAT Council defer its decision with respect to the proposed Zoning By-law Amendment No. Z121-2016 affecting property described as Part of Lots 21 and 22, Concession 18 (formerly in the Township of Blanshard), now in the Town of St. Marys until Council has made a decision with respect to Plan of Subdivision File No. STM 03-16.

BACKGROUND

Applications for Plan of Subdivision and Zoning By-law Amendment were received and deemed to be complete by the Town on August 17, 2016, and a preliminary review of the application was scheduled by the Planning Advisory Committee on September 19, 2016.

The following agencies were circulated with the additional information on August 18, 2016:

- County of Perth, Hydro One Networks, the Ontario Power Generation, Union Gas, Bell Canada, Rogers Cable, Canada Post, CNR, Avon-Maitland District School Board, Huron-Perth

Catholic District School Board, the U.T.R.C.A., the Ministry of Municipal Affairs, St. Marys Public Works, the St. Marys Fire Chief, and the St. Marys Heritage Committee.

Various comments have been received from the agencies. A summary of the comments is provided as Attachment 2 to this report.

The Public was circulated on August 30, 2016 and the Planning Advisory Committee (PAC) held a Public Meeting on September 19, 2016 to review the application. At its October 3, 2016 the PAC recommended to Council:

THAT the Planning Advisory Committee for the Separated Town of St. Marys recommends approval of Applications STM-03-16 and Z04-2016 from Meadowridge Properties Ltd. for Approval of Draft Plan of Subdivision affecting Part of Lots 21 and 22, Concession 18 in the Town of St. Marys and further that Council proceed immediately to a Public Meeting to be scheduled for October 25, 2016.

Changes, to Date, as a result of Public Consultation

As a result of input from the agencies, Staff and the Public, a number of changes were made to the original design of the development submission before the PAC recommend that Council proceed with the application. Some of these changes include:

- The elimination of the southern Stormwater management facility in favour of a series of easements to convey stormwater to the pond to the north,
- The introduction of 3 additional Townhouse units, and
- The creation of Block 44 as a walking link from the eastern terminus of the walking trail back into the subdivision.

REPORT

PROVINCIAL POLICY STATEMENT (2014):

Decisions on applications for Draft Plan of Subdivision and Zoning By-law Amendments are required to be consistent with the Provincial Policy Statement, 2014 (PPS).

Section 1.1.1 of the PPS states that “Healthy, liveable and safe communities are sustained by”, among other things, “a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term” and “e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs”. The proposed amendment would rezone the subject property in a way that supports efficient and cost-effective development, and minimizes land consumption and servicing costs.

The subject property is located within the Settlement Area boundaries of the Town (PPS 1.1.3) and projected for development within the 20-year time horizon (PPS 1.1.2).

Section 1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which: efficiently use land and resources; are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and / or uneconomical expansion; and support active transportation.

Section 1.1.3.6 states that new development taking place in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

Section 1.4.1 states that an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the regional market area is to be provided. Maintain at all times the ability to accommodate residential growth for a minimum of 10 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development; and maintain sufficient development lands to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by: establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households...

1.5.1 Healthy, active communities should be promoted by: planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity; planning and providing for a ... publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages...

1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas. Intensification and redevelopment within settlement areas on existing municipal sewage services and municipal water services should be promoted.

2.1.1 Natural features and areas shall be protected for the long term.

2.1.2 The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.

COMMENTS

COMMENTS:

The purpose of this report is to provide the Planning Department's comments on an application for Draft Plan of Subdivision and Zoning By-law Amendment approval circulated by the Town on August 18, 2016 as submitted by Meadowridge Properties Ltd.

Council is the approval authority for Plans of Subdivision and Zoning By-law Amendments applications made under the Planning Act.

The subject property is designated "Residential" and "Natural Heritage" in the Town Official Plan. The "Residential" designation permits a range of dwelling types and forms, including single detached, semi-detached, and street-front townhouse dwellings. The "Natural Heritage" designation is intended to apply to locally and provincially significant wetlands, locally significant woodlands, significant portions of the habitats of endangered and threatened species, fish habitats, natural watercourses, significant valley lands, significant wildlife habitats, Areas of Natural and Scientific Interest (ANSIs), and ground water recharge areas.

Section 4.1.1 of the Official Plan contains a number of policies to be considered when reviewing plans of subdivision. A copy of the Official Plan Policies is provided as Attachment 3. The following comments have been drafted to correspond with the format of the Official Plan policies:

1) The Planning Department is satisfied that the information required by the Planning Act has been provided;

2) The Draft Plan does not appear to be premature. The development of this land will not result in an oversupply of building lots. (addressing PPS 1.4.1).

The property to the east of the subject property is located in the Township of Perth South, is outside the urban settlement area, and is designated for agricultural purposes. Access to this land is not contemplated with the current design of the Draft Plan. Prior to moving the subject applications forward to Council, the PAC considered the value of an access point to the lands to the east for the purposes of providing a connection to the Town's built fabric should they be developed in the future. The PAC concluded that an access point was not needed.

A portion of the Town's trail system is located on the former railroad bed which is located along the southern boundary of the subject property and terminates at a dead-end at the eastern boundary of the subject property. Staff recommended that a strip of land be obtained along the eastern boundary of the subject property for the purpose of looping the existing trail that terminates at the southeast corner of the property back toward Birches Creek as a trail extension (PPS 1.5.1). The PAC considered this issue and it was decided that a walkway between Lots 18 and 19 to connect this dead-end back to Ridgewood Crescent as a linkage to the road network was acceptable;

3) The Draft Plan is generally consistent with adjacent land uses and does not appear to adversely affect the existing amenities or the character of the area. Appropriate buffering may be needed along the southern boundary as industrial uses are designated for the lands to the south. This buffering may be fences or vegetation and should be reviewed in context with the elevations for the property, the trail, and the lands to the south during final grading design;

4) The Draft Plan proposes a good mixture (PPS 1.4.1) of housing types with:

30 singles representing 40.5 per cent of the housing units;

10 semis representing 13.5 per cent of the housing units; and

30 townhouse representing 45.9 per cent of the housing units.

The Draft Plan proposes the following residential densities:

30 singles on 2.554 ha: net density = 11.75 units/ha, gross density approx. 7.6 u/ha;

10 semis on 0.599 ha: net density = 16.69 unit/ha, gross density approx. 10.8 u/ha; and

34 townhouse on 1.609 ha: net density = 21.13 unit/ha, gross density approx. 13.9 u/ha.

The total gross density is 10.11 units per hectare which is well below the units per hectare density goals contained in Section 3.1.2.5 of the Official Plan. The lower density values can be attributed to depth of some of the lots given the location of the stub ends of Ridgewood Crescent. Further discussions with the owner resulted in an increase in the density of the development with three (3) additional townhouse dwelling units being proposed.

Information has been provided to demonstrate how the development helps Council meet its affordable housing target discussed in Section 3.1.2.14 of the Official Plan (PPS 1.4.3). With past applications, the Town has simply used the dwelling type as a gauge to affordability where single-detached dwellings were generally not considered affordable and semi-detached, townhouse and apartment units were generally considered affordable. Using this gauge, 44 of the proposed 71 units (62 per cent) would be considered affordable. While the PAC has seen a report which proposes to replace the current method of gauging affordability, such report is not the policy of Council and was not used to evaluate affordability as proposed with the subject applications;

- 5) Servicing reports have been submitted with the applications. Comments from the Public Works department in this regard advise that the drinking water, storm sewer, and sanitary systems have adequate capacity to support the development. Further engineering is required to determine the need for Block 45 (the strip of land to the south of Lots 21- 26). If Block 45 is to remain, an additional Block to access it may need to be obtained between Lots 24 and 25. If Block 45 is not needed, it will be dissolved and Lots 21-26 extended southward to the limit of the Plan. This matter requires detailed engineering work and will be addressed after Draft Plan Approval and before Final Approval;
- 6) The Draft Plan appears to “fit” the contour of the land. Grading changes to the existing site may be significant but appear to be implementable;
- 7) The subject property does not have remaining natural heritage features; there are a few mature trees and vegetation along the perimeter of the development which have been preserved.

Approximately 0.7 hectare of land located at the north-east corner of the subject property is designated “Natural Heritage”. This land was changed from “Residential” to “Natural Heritage” by Council as part of the 2005-6 Official Plan review in August 2006. As there was no Natural Heritage Study to evaluate the features and functions of the lands in 2005-6 and the April 2006 aerial photos were not yet available, interpretations of the 2000 aerial photograph were used to establish the “Natural Heritage” designation. Attachment 5 displays the “Natural Heritage” designation with the 2000, 2016 and 2015 photos as background.

At some point between 2000 and April 2006, and prior to the Official Plan designation being changed from “Residential” to “Natural Heritage”, this land was cleared of vegetation. The limit of the area cleared is coincided with a portion of the northern property line of the subject property and represents a little more than one-third of the Natural Heritage feature. The Town did not have a by-law preventing a property owner from removing or destroying trees.

Section 7.24.1 of the Official Plan speaks to the boundaries of the land use designations as being approximate and minor changes to the boundaries of the land use designations may be considered. As this 0.7 hectares was lawfully cleared before the Official Plan designation changed it from “Residential” to “Natural Heritage”, it would seem appropriate to use Section 7.24.1 of the Official Plan to consider all of the owner’s property as being within the “Residential” designation.

The Scoped Environmental Impact Study (EIS) submitted by the owner as part of this approval process, identifies the “Natural Heritage” area immediately to the north of the subject property as a deciduous shrub thicket that should be protected from impact during and after the development process. This matter can be addressed with the conditions of Draft Plan Approval or the Subdivider’s Agreement;

- 8) The Town should enter into a subdivision agreement with the developer. This agreement should address the internal and external services that must be provided at the developer's expense and to the Municipality's standards (e.g., the provision of sanitary, water, storm sewers, and sidewalks);
- 9) Development charges will be paid by the developer;
- 10) The Town must be satisfied that adequate services such as schools, fire protection, water supply, sewage disposal facilities, and road maintenance are or can be supplied in a fiscally responsible manner. Based on information provided by Town officials, the Town's sewage, solid waste disposal, water, and hydro services have sufficient capacity to serve the proposed development. A summary of all comments received to date is provided as Attachment 2 to this report; and
- 11) There are no energy related factors to be considered with this development.

The Zoning By-law Amendment proposes to change the zone classification of the subject property from its current "Residential Development Zone (RD)" to "Residential Zone Three (R3)" for the lots to be used for single-detached dwellings and semi-detached dwellings and "Residential Zone Five (R5)" for the lots to be used for townhouse dwellings and "Open Space Zone (OS)" for the Stormwater blocks. The owner is also seeking to reduce the required interior side yard for the end unit of a townhouse dwelling from 4.5 metres to 3.0 metres and the lot depth for some of the townhouse units from 37.0 metres to 34.0 metres.

The lots proposed for the single-detached dwellings and semi-detached dwellings appear to meet the minimum standards for the "R3" zone and the lots proposed for the Townhouses appear to meet the standards for the "R5" zone. The request to reduce the interior side yard from 4.5 metres to 3.0 metres and the lot depth for some of the townhouse units from 37 metres to 34.0 metres has been requested to provide the builders with more flexibility in siting the dwellings. It would also assist in providing extended building envelopes to build additional townhouse dwellings and increase the density of the development.

FINANCIAL IMPLICATIONS

None

OTHERS CONSULTED

Grant Brouwer, Director of Building and Planning
Susan Luckhardt, Planning Coordinator
Jed Kelly, Director of Public Works
Jeff Wolfe, Asset Management / Engineering Specialist

Notice of the Public Meeting was given by first class mail to all land owners within 120 metres (400 feet) of the land affected by the Subdivision and By-Law, to those agencies as prescribed by Regulation, and a sign advertising the meeting was posted on the property.

In response to the circulation and posting of the notice the following correspondence was received at the time of this report:

1. Refer to Attachment 2

ATTACHMENTS

Attachment 1: Copy of the Draft Plan

Attachment 2: Summary of Comments received to date

Attachment 3: Copy of Subdivision policies from the Town's Official Plan

Attachment 4: Aerial Photo (2015)

Attachment 5: Aerial Photo (200), (2006), and (2015) with "Natural Heritage" designation

Attachment 6: Proposed Zone Classifications

Attachment 7: Staff Draft Plan Comments

Respectfully submitted,



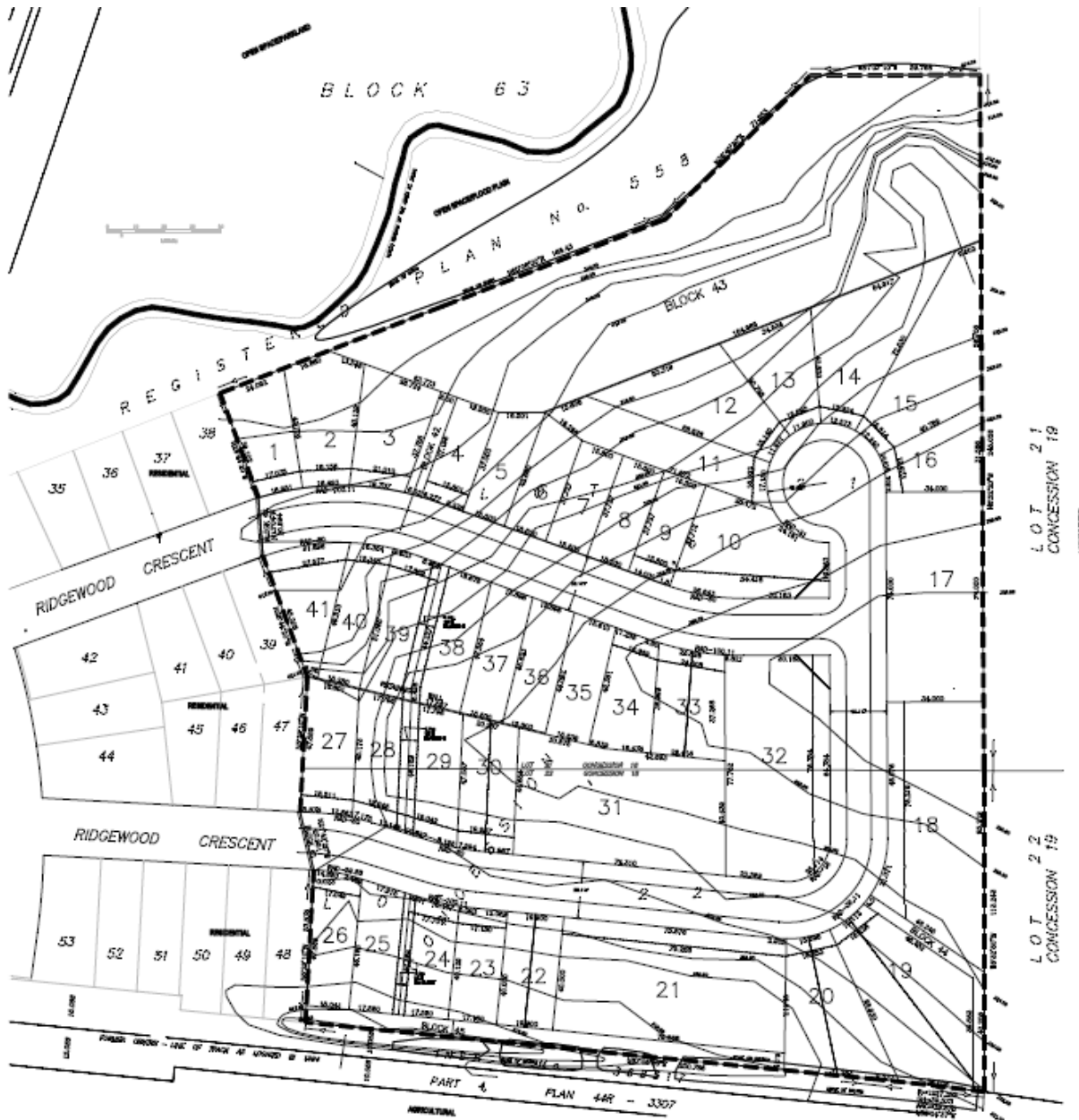
Mark Swallow
Planner



Brent Kittmer
CAO / Clerk

ATTACHMENT 1

Application for
 Draft Plan of Subdivision Approval STM 03-16 and Zoning By-law Amendment
 (October 25, 2016)



ATTACHMENT 2

**Application for
Draft Plan of Subdivision Approval STM 03-16 and Zoning By-law Amendment
(October 25, 2016)**

The circulation letters were mailed on August 18, 2016 to the following agencies:

County of Perth, Hydro One Networks Inc., Avon-Maitland District School Board, Huron-Perth Catholic District School Board, Union Gas, Bell Canada, the U.T.R.C.A., the Ministry of Municipal Affairs, St. Marys Building Department, St. Marys Environmental Services, St. Marys Public Works Department, Canada Post, Rogers Communications, Festival Hydro, St. Marys Heritage Committee, the St. Marys Fire Chief.

Various comments have been received from the agencies. A summary of the comments is provided below:

<u>Agency</u>	<u>Agency Comment</u>
County of Perth	<ul style="list-style-type: none"> No comments received.
Hydro One Networks Inc. (September 9, 2016)	<ul style="list-style-type: none"> No comments/concerns; However, where proposals affect 'low voltage distribution facilities', consult local Distribution Supplier.
Avon-Maitland District School Board	<ul style="list-style-type: none"> No comments received.
Huron-Perth Catholic District School Board (August 31, 2016)	<ul style="list-style-type: none"> No concerns regarding the application.
Union Gas	<ul style="list-style-type: none"> No comments received.
Bell Canada	<ul style="list-style-type: none"> No comments received.
UTRCA	<ul style="list-style-type: none"> No comments received.
MMA	<ul style="list-style-type: none"> No comments received.
Town of St. Marys Building Department	<ul style="list-style-type: none"> No comments received.
Town of St. Marys Environmental Services	<ul style="list-style-type: none"> Comments are found in attachment 7.
Town of St. Marys Public Works	<ul style="list-style-type: none"> Comments are found in attachment 7.

<u>Agency</u>	<u>Agency Comment</u>
Canada Post (September 9, 2016)	<ul style="list-style-type: none"> • Mail Will be Delivered through centralized Community Mail Boxes (CMB) • Standard conditions regarding placement, timing and communication re CMBs.
Rogers Communications	<ul style="list-style-type: none"> • No comments received.
Festival Hydro	<ul style="list-style-type: none"> • No comments received.
St. Marys Fire Chief	<ul style="list-style-type: none"> • No comments received.
St. Marys Heritage	<ul style="list-style-type: none"> • No comments received.

The following summarized comments have been received from ratepayers:

No specific comments to date. PAC minutes have previously received by Council.

ATTACHMENT 3

**Application for
Draft Plan of Subdivision Approval STM 03-16 and Zoning By-law Amendment
(October 25, 2016)**

4.0 SECTION 4 – POLICY FOR THE DIVISION OF LAND

Policy for the division of land in the Town of St. Marys is contained in this section of the Plan. These policies shall be adhered to by the Town Council, the St. Marys Committee of Adjustment and any other agency that may be involved with the creation of new lots in the Town.

The division of land within the Town will occur by either plan of subdivision or individual applications for consent (severance applications). The method of division employed will depend upon the circumstances of each individual situation.

Council will encourage all forms of condominiums including, Standard Condominiums, Amalgamated Condominiums, Phased Condominiums, Vacant Land Condominiums, and Leasehold Condominiums.

4.1 PLANS OF SUBDIVISION

4.1.1 Policy for Plans of Subdivision

In cases where consents are considered to be unacceptable as a means of dividing land for the purposes of future development within the Town, the plan of subdivision process shall be used to create parcels of land. It is anticipated that the plan of subdivision process will be used in newly developing areas of the Town where the extension of the municipal water, sewage, storm sewer and road systems will be required.

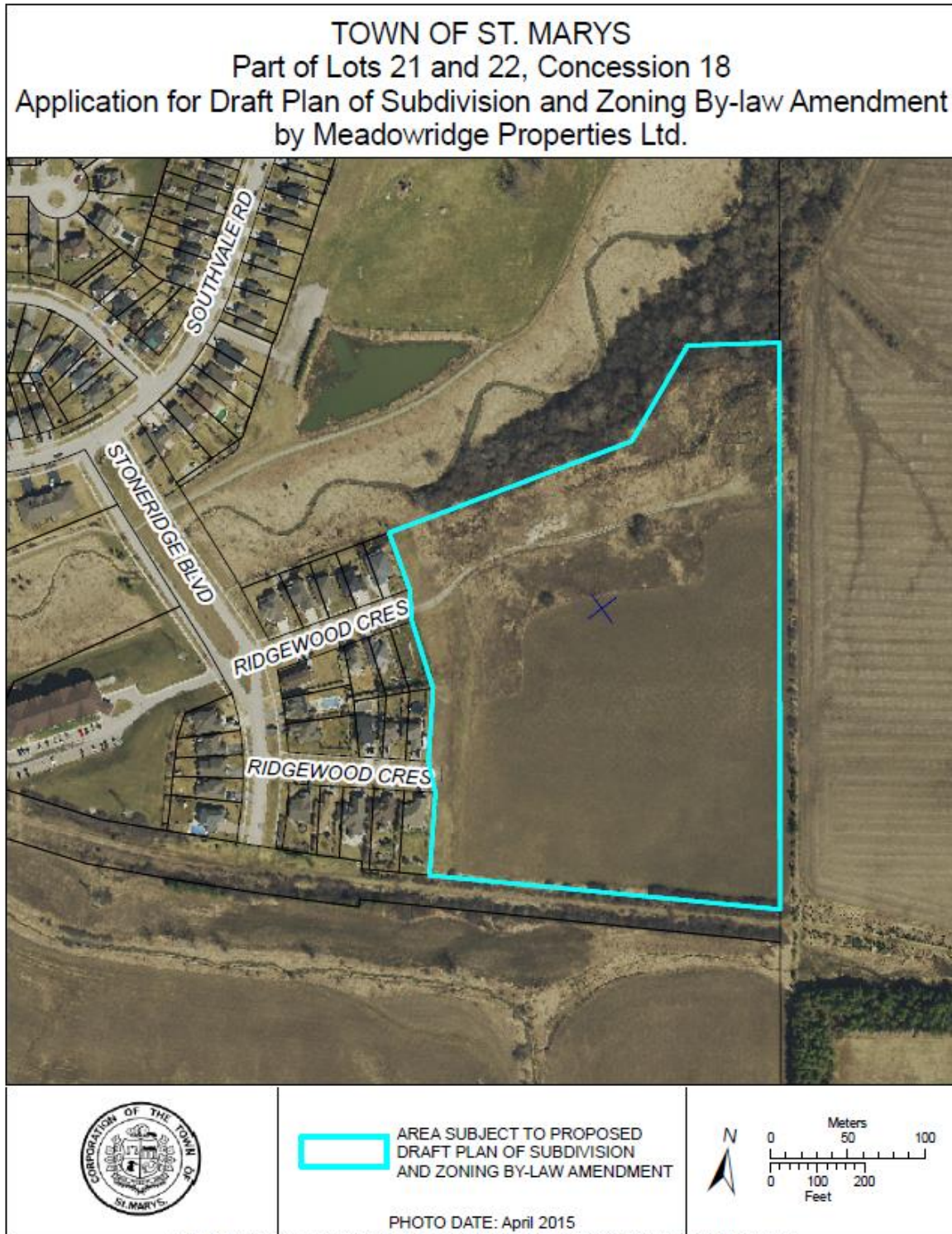
Council and any other reviewing agency when reviewing development proposals involving the division of land by plan of subdivision shall consider the following policies:

- 4.1.1.1 All information required under the Planning Act, RSO 1990 or the Condominium Act 1998, in connection with draft plans of subdivision shall be submitted by the developer.
- 4.1.1.2 All proposed plans of subdivision will be carefully examined as to whether they will preclude the satisfactory use, development, or redevelopment of surrounding lands. Any plan of subdivision which precludes the satisfactory use, development, or redevelopment of surrounding lands shall not be approved.
- 4.1.1.3 All proposed plans of subdivision will be carefully examined as to whether or not they will adversely affect existing amenities and the predominant character of the area in which such proposed subdivision is located. Where there is a potential for conflict between adjoining land uses, adequate landscaping, screening, and buffering provisions may be required in order to alleviate and/or eliminate any conflict.
- 4.1.1.4 The social aspects of residential development, including the mix of housing types and the density of the development, shall be reviewed.
- 4.1.1.5 All proposed plans of subdivision will be carefully examined as to their suitability for the intended purposes and their effect on public facilities, utilities, and services.

- 4.1.1.6 All proposed plans of subdivision shall be designed in a manner which is sensitive to the contour of the land.
- 4.1.1.7 All unique natural assets, including topographic features of vegetation such as groves of trees, and mature individual trees, should be preserved to the greatest extent possible.
- 4.1.1.8 The Town shall enter into subdivision agreements with proponents of plans of subdivision or the owner of the lands as a condition of the approval of the plan of subdivision, and these agreements shall pertain to the internal and external services that must be provided by the proponent or owner to the specifications established by the Town as well as any other items of construction or development which may not be regulated by the Zoning By-law.
- 4.1.1.9 Council shall require that the developer pay a development charge fee for each lot created to offset the capital cost of trunk services such as sanitary sewer lines and sewage treatment plant, water lines and water treatment plant, storm sewers, roadways, recreational, and administrative facilities.
- 4.1.1.10 Before approving a plan of subdivision/condominium, Council shall be satisfied that adequate services such as schools, municipal recreation facilities, fire protection, water supply, sewage disposal, storm drainage facilities, solid waste disposal facilities, and road maintenance are or can be supplied and that the provision of these services will not adversely affect the financial position of the Town. Consideration will also be given to all matters outlined in Section 51(4) of the Planning Act, RSO 1990.
- 4.1.1.11 Council should consider energy related factors in its review of proposed plans of subdivision.
- 4.1.1.12 Council will approve only plans of subdivision/condominium that conform to the policies and land use designation of this Plan. Before making a decision, Council may seek professional planning advice regarding the various aspects of the proposed subdivision.

ATTACHMENT 4

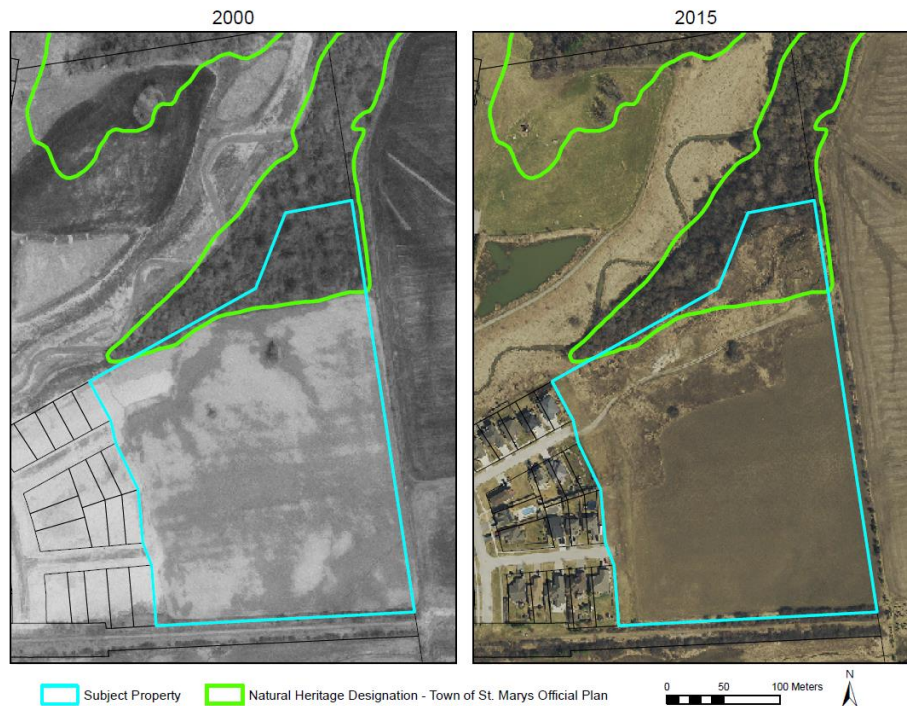
Application for
 Draft Plan of Subdivision Approval STM 03-16 and Zoning By-law Amendment
 (October 25, 2016)



ATTACHMENT 5

**Application for
Draft Plan of Subdivision Approval STM 03-16 and Zoning By-law Amendment
(October 25, 2016)**

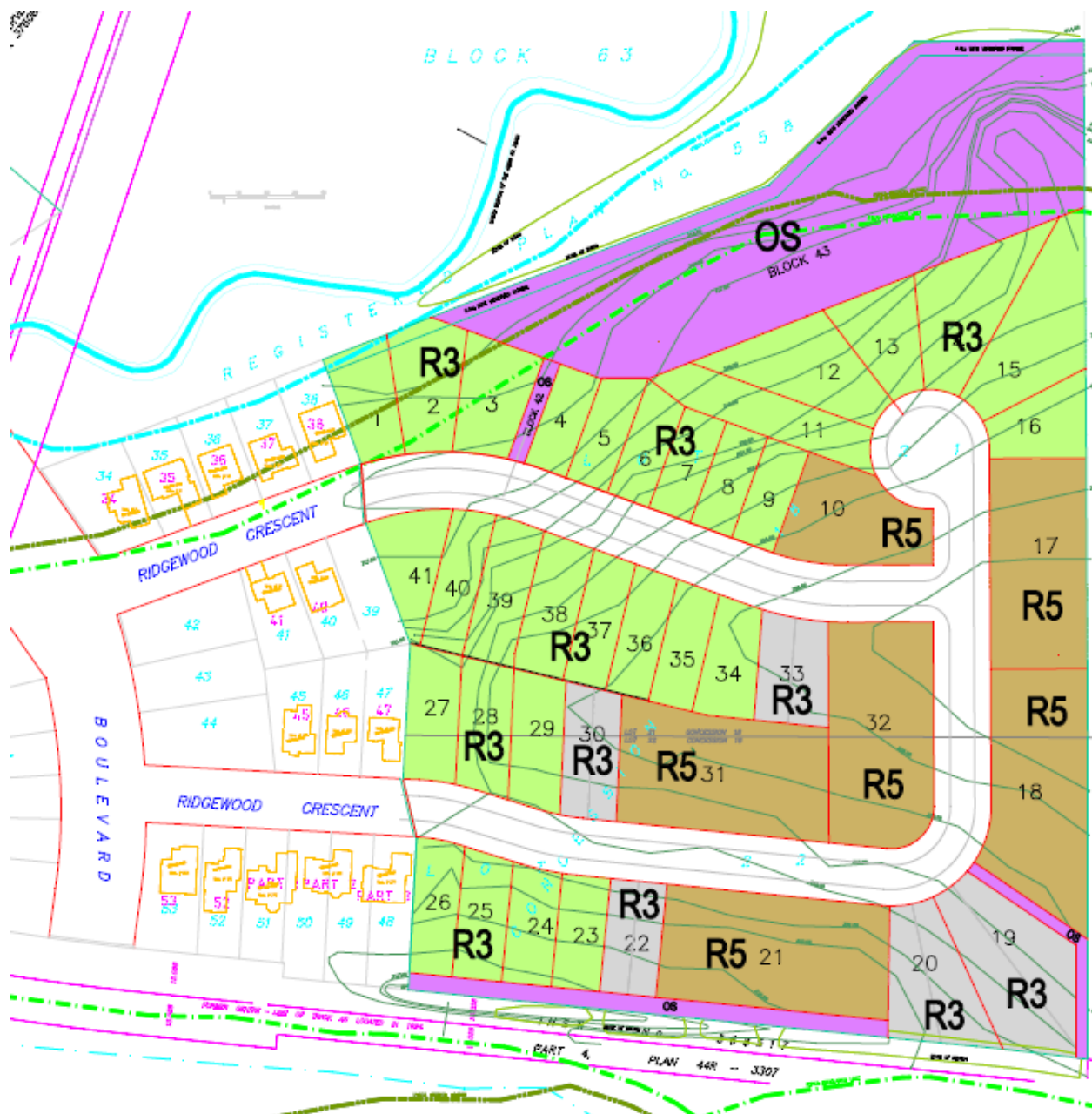
“Natural Heritage” designation with 2000 and 2015 aerial photo (Top), 2006 (bottom).



ATTACHMENT 6

**Application for
Draft Plan of Subdivision Approval STM 03-16 and Zoning By-law Amendment
(October 25, 2016)**

Proposed Zone Classifications



ATTACHMENT 7

**Application for
Draft Plan of Subdivision Approval STM 03-16 and Zoning By-law Amendment
(October 25, 2016)**

To: Susan Luckhardt

From: Jeff Wolfe

Date: October 3, 2016

File:

☐ For Your Information☐ For Your Approval☐ For Your Review☒ As Requested**Subject:****Stoneridge Subdivision Phase II – Draft Plan Comments - Update**

Initial comments from review of the proposed Stoneridge Subdivision Phase II were submitted September 15, 2016. A subsequent PAC meeting requested further clarification on the issue of stormwater management based on our original comments. Following a meeting with the developer on September 26 and in reply to further information submitted on September 29th by Johnson Engineering, Public Works staff has the following comments with regards to the revised stormwater management plan:

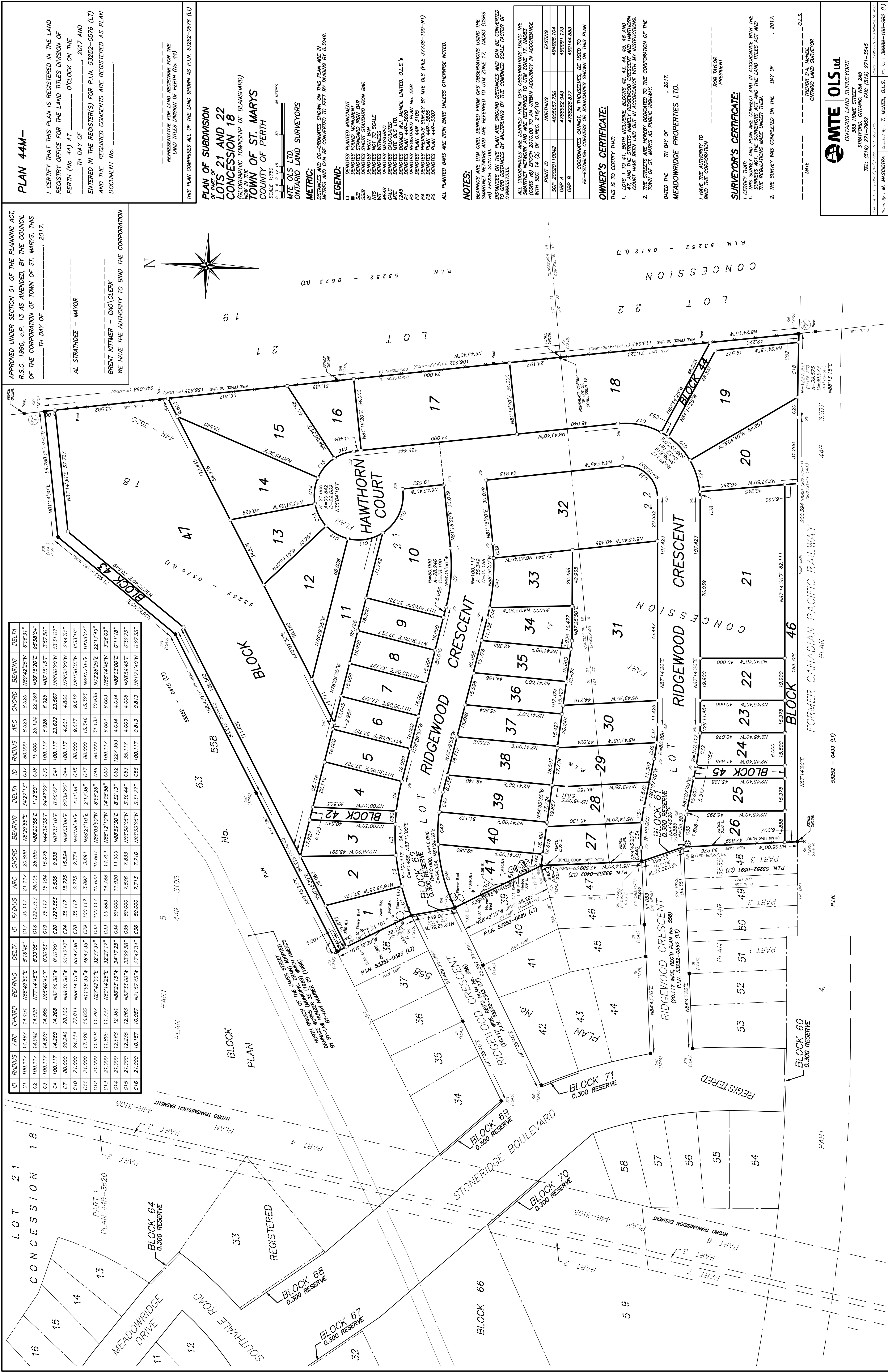
1. We note that the block between Lot 24 and 25 has been eliminated and an easement has been placed over the two lots instead. This block was originally provided for both the minor system and major system runoff from the site. Recent modifications have eliminated the minor system piping component but the corridor will still be used as a major overland flow route. It is preferred that a block be used for this purpose to minimize future complications with private fencing, sheds, etc.
2. As discussed on Sept. 26th, the SWM approach has been modified to direct the minor system flows to the north facility. Given this change easements are now proposed over Lot 28/29 and Lot 38/39. 3 metre easements on each lot will be provided for a total 6 metre width between proposed dwellings on each lot. The use of these easements was generally agreed to at the Sept. 26th meeting for the purpose of a storm sewer system. It would be preferred if the storm sewer within these easements were designed as shallow as possible recognizing standards, fencing, and possible conflicts as part of future design consideration.
3. Block 45 remains in place as part of the revised plan. We wonder if it is required given the modified SWM approach for the site. It is unclear in the updated report if Block 45 is required for storage. Johnson should comment on the need for this Block.
4. Block 43 remains in place for the north facility. The updated SWM report has been revised to reflect a dry pond configuration, with a forebay, and the report includes calculations in this regard. Although we suspect Block 43 can accommodate the new design this is not clearly stated. To simplify things Johnson should be asked to confirm that Block 43 is of sufficient size to accommodate setbacks, SWM pond, walkway, and other design elements.
5. As discussed at the Sept. 26th meeting and as per UTRCA suggestion a dry pond is being considered to provide quality treatment only. The dry pond includes a wet forebay and 100mm diameter outlet. The report suggest a detention time under a 25mm rainfall event of around 9 hours. We were under the impression that the UTRCA has requested a detention time greater than 48 hours. Johnson should review this further and advise if the UTRCA is content with what is being proposed.
6. It is suggested that the modelling be updated to reflect the modified facility to the north and the diversion of the minor system from the south.

7. It is unclear what the impacts to the plan are of directing the southerly minor system to the north. Updated modelling would be helpful in this regard. Along this line, it is unclear how the pre and post major system flows compare at the south outlet and whether or not a south facility/south block is still being considered.
8. The majority of the Appendix information (apart from the Storm Sewer Design Sheets) was not revised as far as we could tell and will need to be updated.

Respectfully submitted,

Jeff Wolfe, C.Tech.

Asset Management/Engineering Specialist



THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z128-2018

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 Lots 21 and 22, Concession 18 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 shown in horizontal line pattern on the attached map, Schedule “A”, and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the “Development Zone (RD)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Three (R3)” of By-law No. Z1-1997. The zoning of this land shall be shown as “R3” on Key Map 18 of Schedule “A” to By-law No. Z1-1997, as amended.
2. The area shown in wave pattern on the attached map, Schedule “A”, and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the “Development Zone (RD)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Three (R3-17)” of By-law No. Z1-1997. The zoning of this land shall be shown as “R3-17” on Key Map 18 of Schedule “A” to By-law No. Z1-1997, as amended.
3. That Section 10.10 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

10.10.17	R3-17
(a)	Location: Part of Lots 21 and 22, Concession 18, Key Map 18
(b)	Notwithstanding the provisions of Section 10.2.3, the minimum lot depth shall be 35.0 metres on those lands zoned “R3-17”.
(c)	All other provisions of this By-law, as amended, shall apply.
4. The area shown in diagonal brick pattern on the attached map, Schedule “A”, and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the “Development Zone (RD)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Five (R5-7)” of By-law No. Z1-1997. The zoning of this land shall be shown as “R5-7” on Key Map 18 of Schedule “A” to By-law No. Z1-1997, as amended.

5. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.7 R5-7

- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
- (b) Notwithstanding the provisions of Section 12.4.6, the minimum interior side yard shall be 3.0 metres on those lands zoned "R5-7".
- (c) Notwithstanding the provisions of Sections 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-7":
 - (i) Front Yard, Minimum 6.0 metres
 - (ii) Side Yard, Minimum No side yard is required on the attached side(s) of the dwelling unit. 3.0 metres is required on the side of the dwelling unit not attached to another dwelling unit.
- (d) All other provisions of this By-law, as amended, shall apply.

6. The area shown in grid pattern on the attached map, Schedule "A", and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Residential Zone Five (R5-8)" of By-law No. Z1-1997. The zoning of this land shall be shown as "R5-8" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.

7. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.8 R5-8

- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
- (b) Notwithstanding the provisions of Sections 12.4.4 and 12.4.6, the following provisions shall apply to those lands zoned "R5-8":
 - (i) Lot Depth, Minimum 34.0 metres
 - (ii) Interior Side Yard, Minimum 3.0 metres
- (c) Notwithstanding the provisions of Sections 12.5.3, 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-8":
 - (i) Lot Depth, Minimum 34.0 metres
 - (ii) Front Yard, Minimum 6.0 metres
 - (iii) Side Yard, Minimum No side yard is required on the attached side(s) of the dwelling unit. 3.0 metres is required on the side of

the dwelling unit not attached to another dwelling unit.

(d) All other provisions of this By-law, as amended, shall apply.

8. The area shown in the vertical line pattern on the attached map, Schedule "A", and described as Part of Lot 21, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Residential Zone Five (R5-9)" of By-law No. Z1-1997. The zoning of this land shall be shown as "R5-9" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.

9. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.9 R5-9

(a) Location: Part of Lot 21, Concession 18, Key Map 18

(b) Notwithstanding the provisions of Sections 12.4.2, 12.4.4 and 12.4.6, the following provisions shall apply to those lands zoned "R5-9":

- | | | |
|-------|-----------------------------------|---|
| (i) | Lot Frontage, Minimum | 19.0 metres (as measured along the east streetline) |
| (ii) | Minimum setback from a streetline | 6.0 metres |
| (iii) | Interior Side Yard, Minimum | 7.5 metres |

(c) Notwithstanding the provisions of Sections 12.5.3, 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-9":

- | | | |
|-------|-----------------------------------|--|
| (i) | Lot Depth, Minimum | 20.0 metres |
| (ii) | Minimum setback from a streetline | 6.0 metres |
| (iii) | Front Yard, Minimum | 6.0 metres |
| (iv) | Side Yard, Minimum | No side yard is required on the attached side(s) of the dwelling unit.
3.0 metres is required on the side of the dwelling unit not attached to another dwelling unit. |

(d) All other provisions of this By-law, as amended, shall apply.

10. The area shown in the diagonal lines pattern on the attached map, Schedule "A", and described as Part of Lot 21, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Residential Zone Five (R5-10)" of By-law No. Z1-1997. The zoning of this land shall be shown as "R5-10" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.

11. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.10 R5-10

- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
- (b) Notwithstanding the provisions of Section 12.4.2, the minimum lot frontage shall be 21.0 metres on those lands zoned "R5-10".
- (b) Notwithstanding the provisions of Section 12.4.6, the minimum interior side yard shall be 7.5 metres on those lands zoned "R5-10".
- (c) Notwithstanding the provisions of Sections 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-10":
 - (i) Front Yard, Minimum 6.0 metres
 - (ii) Side Yard, Minimum No side yard is required on the attached side(s) of the dwelling unit. 3.0 metres is required on the side of the dwelling unit not attached to another dwelling unit.
- (d) All other provisions of this By-law, as amended, shall apply.

12. The area shown in dot pattern on the attached map, Schedule "A", and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Open Space Zone (OS-5)" of By-law No. Z1-1997. The zoning of this land shall be shown as "OS-5" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.

13. That Section 24.4 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

24.4.5 OS-5

- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
- (b) Notwithstanding the provisions of Section 24.2.2, the minimum lot frontage for those lands zoned "OS-5" shall be 6.0 metres.
- (c) All other provisions of By-law No. Z1-1997, as amended, shall apply.

14. Schedule "A", attached hereto, shall form part of this By-law.

15. All other provisions of By-law No. Z1-1997, as amended, shall apply.

16. 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.

17. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24th DAY OF
July, 2018.**

Al Strathdee, Mayor

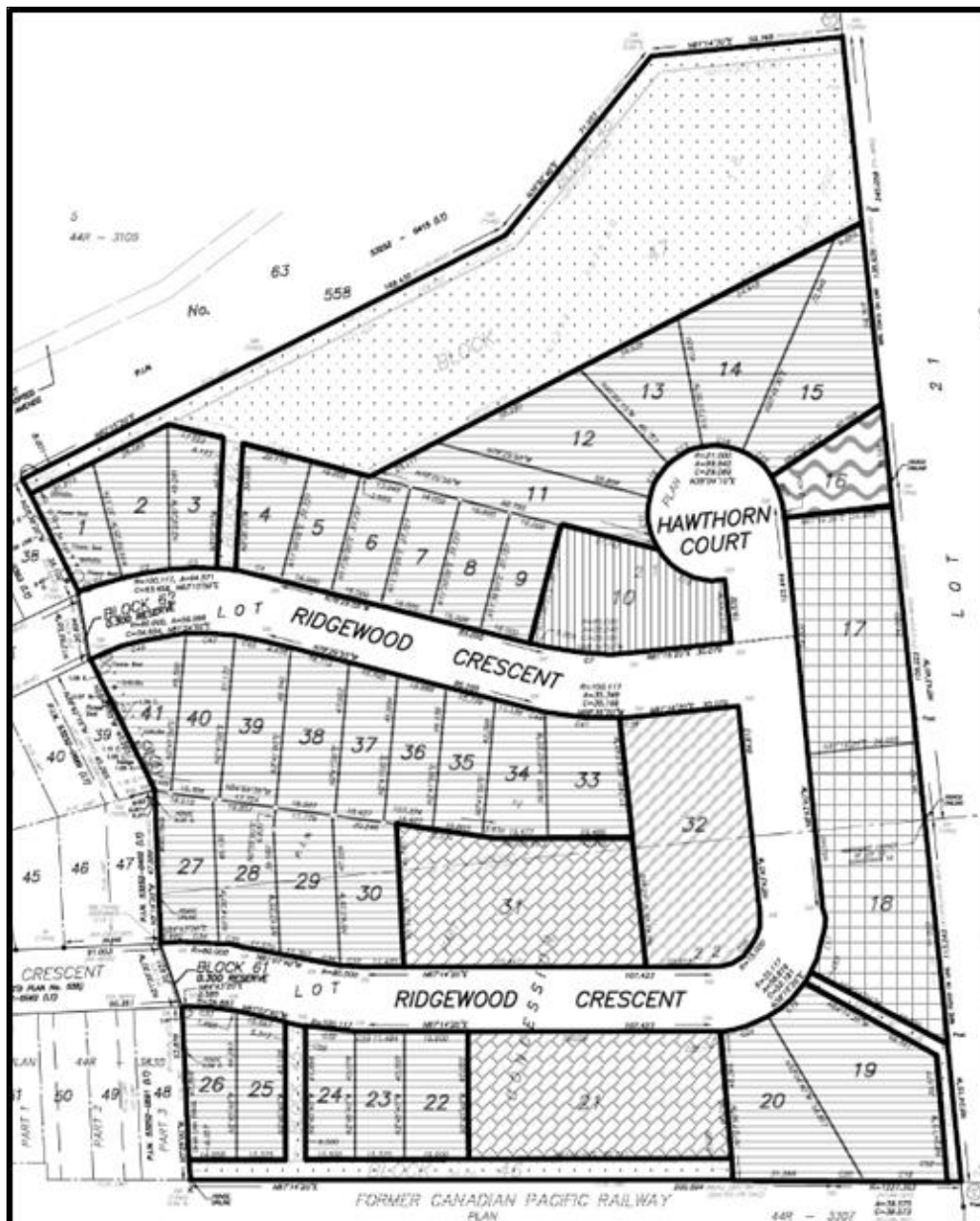
Brent Kittmer, CAO-Clerk








THIS IS SCHEDULE "A"
TO BY-LAW NO. Z128-2018
OF THE CORPORATION OF THE TOWN OF ST. MARYS
PASSED THIS 24th DAY OF JULY, 2018

Al Strathdee, Mayor

Brent Kittmer, CAO-Clerk

AREA AFFECTED BY THIS BY-LAW



-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Three (R3)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Three (R3-17)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-7)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-8)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-9)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-10)"
-  Removed from the "Development Zone (RD)" and placed in the "Open Space (OS-5)"



MINUTES
Regular Council

October 25, 2016

6:00 pm

Council Chambers, Town Hall

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

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

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2016-10-25-01

Moved By Councillor Pope

Seconded By Councillor Winter

THAT the October 25, 2016 Regular Council agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Councillor Pope inquired if Mr. Doyle had received a response to his question regarding EDAC minutes. Mr. Doyle confirmed that he had not. Staff will arrange for a response to be sent.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Planning Applications STM-03-2016 (Draft Plan of Subdivision) and Z04-2016 (Zoning By-Law Amendment) for Part of Lots 21 and 22, Concession 18, St. Marys (Stoneridge Phase 2) from Meadowridge Properties Ltd.

Mayor Strathdee stated "The Public Meeting is being held in accordance with Sections 34(12) and 51 (20) of the Planning Act, RSO 1990.

The purpose of the Public Meeting is to solicit the Public's comments with respect to a proposed plan of subdivision and Zoning By-law Amendment by Meadowridge Properties Ltd. affecting land described as Part of Lots 21 and 22, Concession 18, in the Town of St. Marys.

The applicant proposes 2 new street extensions, identified as Ridgewood Crescent, which will be extended to complete the connection between the two existing stubs and one new cul-de-sac. Approximately 30 single-detached residential lots, 10 semi-detached residential lots, 34 townhouse residential units, and four open space/stormwater blocks are proposed, on a total land area of 7.316 hectares.

Tonight's meeting is the mandatory meeting held under the Planning Act, Council may make a decision regarding this matter tonight or at some other meeting in the future. If you wish to be notified of Council's decision, please leave your name and address with our Clerk/CAO – Brent Kittmer."

Mr. Kittmer stated "Prior to this meeting, a notice was circulated to various agencies such as the School Boards, and Utility companies and to those persons within 120 metres (400 feet) of the proposed plan of subdivision. A sign advertising this meeting was also placed on the property by the Planning Department."Prior to this meeting, a notice was circulated to various agencies such as the School Boards, and Utility companies and to

those persons within 120 metres (400 feet) of the proposed plan of subdivision. A sign advertising this meeting was also placed on the property by the Planning Department.

In response to the circulation, comments and concerns from the Public were received at the Planning Advisory Committee meeting and those comments and concerns are summarized in the minutes from that meeting which have previously been forwarded to Council.

A number of agencies have expressed comments.

Hydro One, Canada Post, and the Huron-Perth Catholic District School Board have no concerns.

The Town's Environmental Services Department has no concerns and advise that further comments on the design of the road and Stormwater facility will be presented at the engineering stage."

Councillor Van Galen stated "The Planning Advisory Committee for the Town of St. Marys considered the application at its September 19, 2016 meeting and had a good dialogue with the applicant and some of the neighbours and requested that the applicant revisit a number of items. At its October 3, 2016, the applicant presented a revised plan with an increased residential density, a link to the east end of the existing trail, and a revised Stormwater design that directs the water to the north pond. Being satisfied with the results, the PAC made the following recommendation to St. Marys Town Council:

Moved by: Bill Galloway

Seconded by: Steve Cousins

That the Planning Advisory Committee for the Separated Town of St. Marys recommends approval of Applications STM-03-16 and Z04-2016 (By-law No. Z121-2016) from Meadowridge Properties Ltd. for Approval of Draft Plan of Subdivision affecting Part of Lots 21 and 22, Concession 18 in the Town of St. Marys and further that Council proceed immediately to a Public Meeting to be scheduled for October 25, 2016."

Ms. Rosser presented the Stoneridge Phase II Subdivision proposal to Council and members of the public. To date four phases of Meadowridge have been completed and one phase of Stoneridge. This is the last of the Meadowridge lands in St. Marys.

Mayor Strathdee opened the floor to the public for questions.

Kim Connolly of 180 Ridgewood Crescent - Ms. Connolly made a presentation to Council in opposition of the application, and cited various sections of the Town's Official Plan and other planning requirements that she felt the application did not meet. Ms. Connolly presented a concept plan of subdivision that she was provided when she bought her lot and indicated that the new plan presented by Meadowridge Properties was not the same. Ms. Connolly indicated that there are local concerns regarding the density of the development, traffic concerns, and the effect on the character of the neighbourhood.

Fred Webley, 20 Ridgewood Crescent made a presentation to Council in opposition of the application and stated that he agrees with Ms. Connolly completely citing that he bought two lots to ensure plenty of space around his property. Mr. Webley stated that he was promised years ago that there would be a smaller development within phase II.

Matt Peachy, 70 Stoneridge Blvd is disappointed to see there are more townhomes since past public input.

Mayor Strathdee opened the floor to questions from Council.

In response to Councillor Osborne, Planner Mark Swallow confirmed that the Ontario Provincial Policy Statement (OPPS) requires mixed density and pricing and further the St. Marys Planning Department recommends the mixed dwelling development.

In response to Councillor Van Galen, St. Marys resident Kim Connolly clarified she was not insinuating that Mr. Rob Taylor had received kickbacks in his course of development business with the Town, rather she meant that Mr. Taylor and his company would be in receipt of more profit for more dwellings being built.

In response to Councillor Winter, Mr. Swallow stated that the Town does not require a traffic study based on the proposed development because the number of dwelling units will produce what is considered to be a minor local traffic increase, and further that Stoneridge Blvd was built in such a way to accommodate future development.

In response to Councillor Hainer, Mr. Swallow stated that the draft plan presented by Ms. Connolly was conceptual only, and that there were no

formal planning approvals by the Town of the second phase when the first phase of the development.

Brian Johnson of Johnson Engineering Consultants (on behalf of the applicant) confirmed the plan presented by Ms. Connolly was circulated to property owners and it was conceptual only. Mr. Johnson confirmed that traffic was discussed when Ridgewood Phase I was developed and that is why there are double lanes along Stoneridge Blvd.

In response to Councillor Winter, Mr. Swallow clarified that there is some natural buffering in existence through vegetation and the old train rail trail. There also exists a natural physical separation between the uses of property if future industrial / commercial was to be developed to the south. If the residential property is developed first, the industrial / commercial property must provide the buffering. In any event, necessary studies will be required upon commercial development needs.

Ms. Rosser pointed out that there is a hybrid portion of single detached dwellings. Some of the lots are larger than the existing lots. This proposal consists of a compromise between the developer's wishes and the Town's Official Plan and the OPPS. The Policy Statement that existed when Meadowridge was first developed has since undergone a number of revisions. There is a lot of support in the Official Plan for attainability which is the reason for the semi's.

In response to Councillor Hainer, Ms. Rosser stated that affordability is an elusive term. At the time of initial development in Meadowridge the Town's Official Plan provided that residential dwellings other than single detached dwellings were considered affordable. There is future clarification coming from the provincial government and from the Town's Planning Advisory Committee as part of the Town's Official Plan review.

In response to Councillor Pope, the loop trail will be rearranged to accommodate the existing the trail through the rail trail and wrap it around.

Mayor Strathdee concluded the public meeting and thanked those in attendance. Should Council proceed to give Draft Plan Approval and adopt the Zoning By-law, a notice of Decision will be provided as prescribed by the Planning Act and a 20-day appeal period to the Ontario Municipal Board applies.

Resolution 2016-10-25-02

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT the October 25, 2016 Regular Council meeting be adjourned at 6:04 pm to hold a statutory public meeting as required under the Planning Act.

CARRIED

Resolution 2016-10-25-03

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT a Public Meeting to consider planning applications STM-03-2016 (Draft Plan of Subdivision) and Z04-2016 (Zoning By-Law Amendment) for Part of Lots 21 and 22, Concession 18, St. Marys (Stoneridge Phase 2) from Meadowridge Properties Ltd. be opened at 6:04 pm.

CARRIED

Resolution 2016-10-25-04

Moved By Councillor Hainer

Seconded By Councillor Osborne

That this public meeting be adjourned at 7:10 pm.

CARRIED

Resolution 2016-10-25-05

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT the October 25, 2016 Regular Council meeting reconvene at 7:10 pm.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council Meeting - October 11, 2016

Resolution 2016-10-25-06

Moved By Councillor Hainer

Seconded By Councillor Osborne

THAT the October 11, 2016 Regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE**7.1 Township of Madawaska Valley re: Parole system and Bill 21, Private Members Bill****Resolution 2016-10-25-07****Moved By** Councillor Hainer**Seconded By** Councillor Osborne

THAT the correspondence from Township of Madawaska Valley regarding the parole system and Bill 21, a Private Members Bill be received.

CARRIED

7.2 County of Perth re: Public Meeting Concerning A Proposed Official Plan Amendment**Resolution 2016-10-25-08****Moved By** Councillor Hainer**Seconded By** Councillor Osborne

THAT the correspondence from the County of Perth regarding a Public Meeting Concerning a Proposed Official Plan Amendment be received, and;

THAT the Town of St. Marys submits a letter in support of the Planning Application submitted by the applicant.

CARRIED

7.3 Town of Petrolia re: Ontario's Intensive Therapy Funding**Resolution 2016-10-25-09****Moved By** Councillor Pope**Seconded By** Councillor Van Galen

THAT the Town of St. Marys send a letter to the Town of Petrolia supporting their resolution regarding Ontario's Intensive Therapy Funding.

CARRIED

8. STAFF REPORTS**8.1 DEV 55-2016 Application STM 03-16 For Plan of Subdivision and Zoning By-law Amendment by Meadowridge Properties Ltd, Part of Lot 21 and 22, Concession 18, Town of St. Marys**

Council agreed to move Agenda Item 8.5.2 to be heard at this time.

Mark Swallow spoke to the attached report and responded to questions from Council.

Councillor Winter asked if Planner Mark Swallow is satisfied with the density within the subdivision.

Mr. Swallow is satisfied that this is the maximum density available in this area.

Resolution 2016-10-25-10

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT Council move towards giving Draft Plan Approval for Draft Plan of Subdivision by Meadowridge Properties Ltd. affecting property described as Part of Lots 21 and 22, Concession 18 (formerly in the Township of Blanshard), now in the Town of St. Marys for the purpose of creating a mixed use residential development of a parcel of land by Plan of Subdivision for 30 lots for single-detached dwellings, 5 lots for semi-detached dwellings (10 units), 6 multiple attached dwellings (34 townhouse units), 3 servicing corridors/walkways, 1 Stormwater management facility, 2 road extensions, and one new cul-de-sac on a total land area of 7.316 hectares; and

THAT a supplemental report containing conditions for draft plan approval be prepared by the Planning Department for the November 8, 2016 Council meeting; and

THAT Council defer its decision with respect to the proposed Zoning By-law Amendment No. Z121-2016 affecting property described as Part of Lots 21 and 22, Concession 18 (formerly in the Township of Blanshard), now in the Town of St. Marys until Council has made a decision with respect to Plan of Subdivision File No. STM 03-16.

CARRIED

8.2 Administration and Human Resources

8.2.1 CAO 48-2016 October Monthly Report (Administration & HR)

B. Kittmer spoke to the attached report and responded to questions from Council.

L. Lawrence spoke to the attached report and responded to questions from Council.

Resolution 2016-10-25-11

Moved By Councillor Van Galen

Seconded By Councillor Pope

THAT CAO 48-2016 October Monthly Report (Administration and Human Resources) be received for information.

CARRIED

8.3 Corporate Services

8.3.1 COR 24-2016 October Monthly Report (Corporate Services)

T. McKibbin spoke to the attached report and responded to questions from Council.

Resolution 2016-10-25-12

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT COR 24-2016 October Monthly Report (Corporate Services) be received for information.

CARRIED

8.4 Finance

8.4.1 FIN 21-2016 October Monthly Report (Finance)

J. Brown spoke to the attached report and responded to questions from Council.

Resolution 2016-10-25-13

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT FIN 21-2016 October Monthly Report (Finance) be received for information.

CARRIED

8.5 Fire Department

8.5.1 FD 06-2016 October Monthly Report (Emergency Services)

Chief Anderson spoke to the attached report and responded to questions from Council.

Resolution 2016-10-25-14

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT FD 06-2016 October Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Building and Development Services

8.6.1 DEV 53-2016 October Monthly Report (Building and Development)

G. Brouwer spoke to the attached report and responded to questions from Council. Water levels at the Quarry have dropped approximately 18" since mid-August.

Resolution 2016-10-25-15

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT DEV 53-2016 October Monthly Report (Building and Development) be received for information.

CARRIED

8.6.2 DEV 52-2016 Town Hall Bell Tower Bell Ringing

G. Brouwer spoke to the attached report and responded to questions from Council.

Resolution 2016-10-25-16

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT Council direct staff to have the bell set to ring at 9:00 am, 12:00 pm, and 6:00 pm, EST, Sunday to Saturday.

CARRIED

8.7 Community Services

8.7.1 DCS 23-2016 October Monthly Report (Community Services)

S. Ische spoke to the attached report and responded to questions from Council.

Resolution 2016-10-25-17

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT DCS 23-2016 October Monthly Report (Community Services) be received for information.

CARRIED

8.8 Public Works

8.8.1 PW 38-2016 – October Monthly Report (Public Works)

J. Kelly spoke to the attached report and responded to questions from Council.

Resolution 2016-10-25-18

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT PW 38-2016 October Monthly Report (Public Works) be received for information.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None

10. NOTICES OF MOTION

None

11. BY-LAWS

11.1 By-Law Z121-2016 Zoning By-law Amendment (Part of Lots 21 and 22, Concession 18 in the Town of St. Marys)

Consideration of by-law Z121-2016 was deferred for consideration at a future meeting.

12. UPCOMING MEETINGS

Mayor Strathdee spoke to the upcoming meetings as listed in the agenda.

Council took a brief recess at 8:32 pm. Mayor Strathdee called the meeting to order at 8:39 pm.

13. CLOSED SESSION

Resolution 2016-10-25-19

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT Council move into a session that is closed to the public at 8:40 pm as authorized under Municipal Act Section 239 (2) (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act (Section 35.(4) (b) of the Police Services Act "intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.")

CARRIED

13.1 Minutes of the September 13, 2016 Closed Session

13.2 CAO 49-2016 Review of Police Services Delivery Alternatives

Resolution 2016-10-25-20

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT Council rise from closed session at 9:45 pm.

CARRIED

Mayor Strathdee reported that a closed session was held, and that Council would consider a resolution upon rising from closed session.

Resolution 2016-10-25-21

Moved By Councillor Van Galen

Seconded By Councillor Winter

THAT the Town pursue further investigation into the Stratford policing model.

CARRIED

14. CONFIRMATORY BY-LAW

Resolution 2016-10-25-22

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT By-Law 67-2016, being a by-law to confirm the proceedings of Council on October 25, 2016 be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

15. ADJOURNMENT

Resolution 2016-10-25-23

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

That this regular meeting of Council adjourn at 9:47 pm.

CARRIED

_Signed by Mayor Stratthdee__

Al Stratthdee, Mayor

_Signed by Brent Kittmer_____

Brent Kittmer, CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Community Services
Date of Meeting:	24 July 2018
Subject:	DCS 17- 2018 July Monthly Report (Community Services)

RECOMMENDATION

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

DEPARTMENTAL HIGHLIGHTS

Community Services (general):

- Customer Service Development:
 - Working on a Gantt chart to provide a graphic illustration that will help plan and coordinate tasks from the PRC business plan.
 - Met with the Weather Network at the Quarry to spotlight this unique water feature.
 - Working with an advertising company that will assist with the sales of arena boards, ice logos and other items within the PRC.
- Policies and Procedures:
 - Early Learning Services: Regulatory amendments have come into effect July 1, 2018 all programs policies and procedures are in the process of being updated based on these changes. Staff will be trained on the amendments.

Aquatics:

- Bronze Medallion and Bronze Cross courses are filling up for the summer
- National Lifeguard course is running this month
- Quarry is up and running, excellent numbers for the first two weeks of July with the high temperatures.
- YMCA partnership- the partnership continues, YMCA members will be able to access the PRC and Quarry with their memberships. Participants will be tracked and the YMCA will be invoiced for the usage.
- The 'new' Junior lifeguard club at the quarry this summer is successful with full classes
- 3,652 swimmers through the Aquatics Centre in June
- Partnered with the fire department for water safety day at Downie Optimist Hall in St. Paul's
- Working with a local triathlete to start up a triathlon club that would begin next summer
- Promoting National Drowning Prevention week (third week in July)
- New financial/security processes put in place at the Quarry following the break in
- New debit machine installed at the Quarry. Up until this point we have only been able to accept cash

Guest Services:

- Fall/Winter community guide revisions are completed, adult public skates are extended.

- Meeting with all Guest Services Team members, outcomes from meetings were items to improve communication and team building with the Guest Services and Operators.
- Sourcing out an inventory system through Max for the canteen and events.

Child Care:

- Child Care Centre:
 - Registering new families into vacant spaces. Currently the child care wait list has 53 children requiring care in the programs offered at the centre.
 - Working on 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.
- School Age Program:
 - Full Day Summer Program is in operation, commencing Tuesday July 3, 2018. Children and staff are working on scheduling and programming to continue to build skills and learning that support children to successfully move between school and program. A number of Child Care children have transitioned into this program with great successes. Child Care Centre families and children have indicated that they are excited to participate in this change in programming.
 - 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's learning.

The following is a comparison of fees in the school age program

Months	2017	2018
May	\$17,161.22	\$17,260.39

Recreation:

- Youth Recreation:
 - Awaiting the results of our recreation survey to better gauge the interests and demands of the youth community.
 - Camp PRC has started and is going well. This is the second year of the new format and it is getting good reviews.
 - Kitchen Camp is running twice in July and is full both weeks with 15 youth each session.
 - Tennis camps starts on July 16th
 - We are offering three new programs in our Fall/Winter community guide—real life Forte Nite, Nerf Wars, Cooking Class
- Adult Recreation:
 - Awaiting the results of our recreation survey to better gauge the interests and demands of the community
 - Added two new drop in style programs for Fall/Winter guide to try and grow adult recreation opportunities –pick-up volleyball/basketball/hockey

Youth Services:

- Youth Centre:
 - The youth centre is open all summer and is being used daily
 - The Youth Centre is sending out donation letters to all parents of the youth centre and are hoping to raise \$1,000.

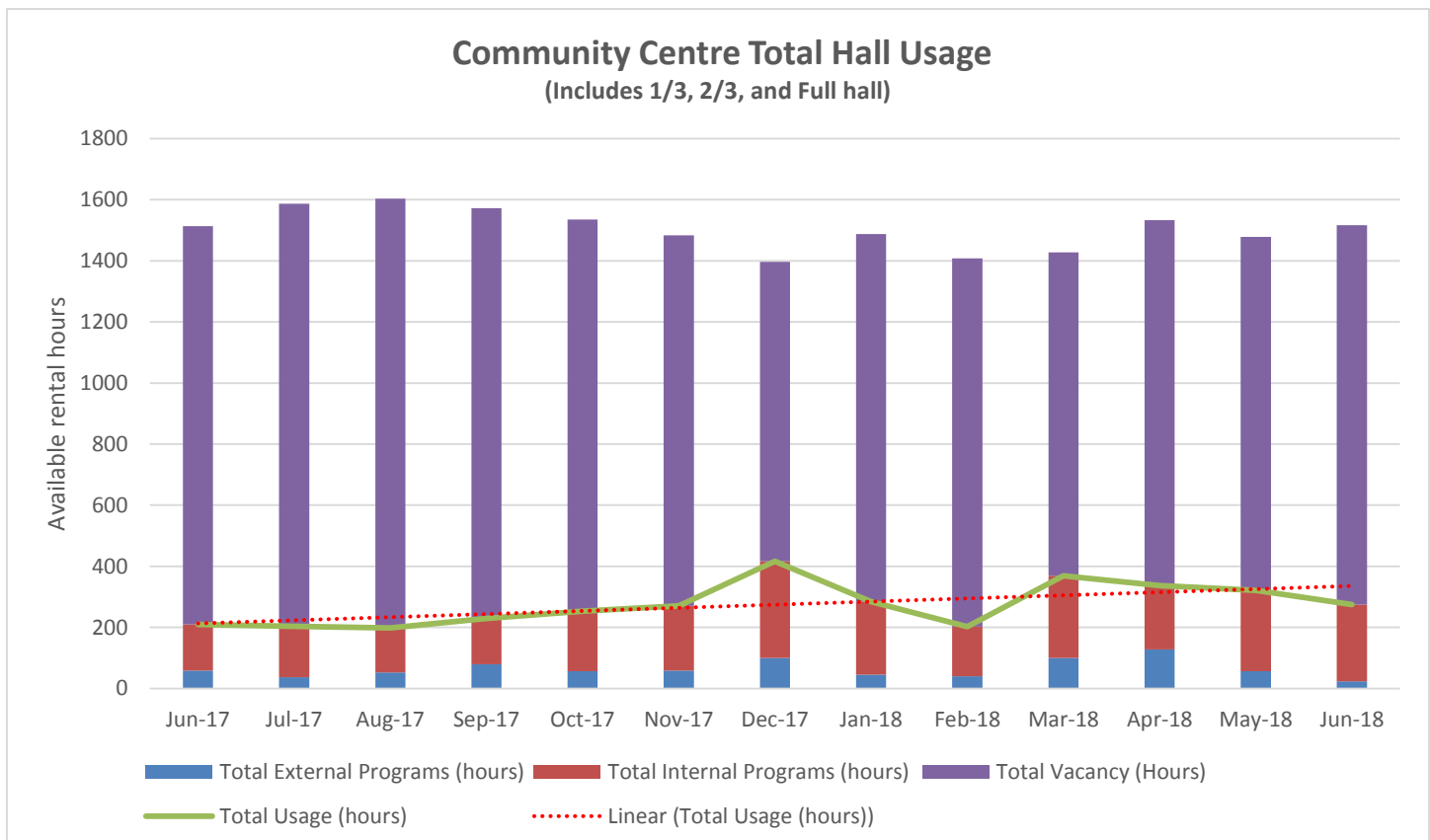
- Applied for Cowen grant, this grant would allow youth to participate in free outings (8 yearly). This grant would break down financial barriers for youth.
- Youth Engagement:
 - Staff are running a youth survey at the quarry this summer to see what their needs and interest are.
- Perth 4 Youth:
 - No update for this month.

Senior Services:

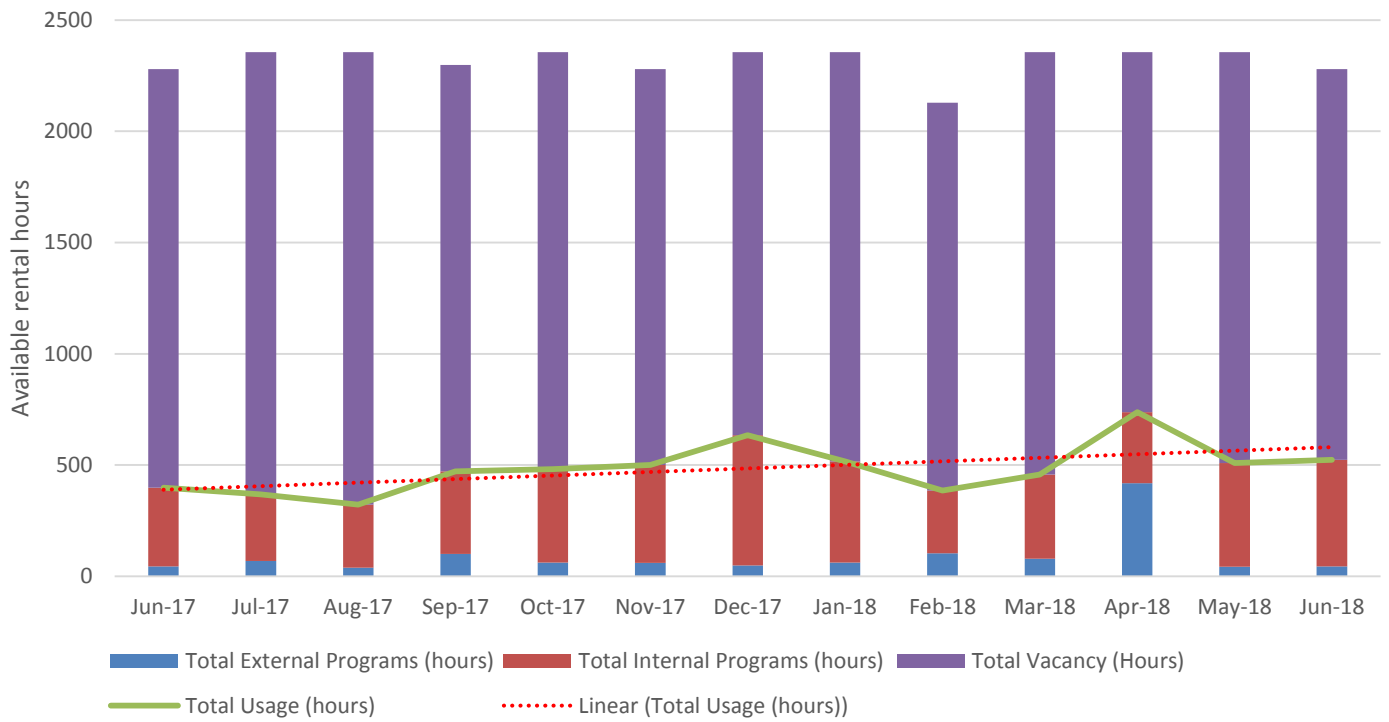
- Friendship Centre
 - The Friendship Centre year-end report and audit will be submitted at the end of July
 - Planning for September Scrap-a-thon, Scrapbooking Garage Sale and November Craft Show is underway
 - Friday night camp fires have started
 - Bus trips are filling up quickly with waiting lists for many
 - The Shuffleboard Club is planning for the Fall shuffleboard tournament
 - The Friendship Centre is partnering with Social Pickleball Club to run a tournament.
- Home Support Services
 - Home Support Services has joined the 'Connecting the Dots Time To talk awareness campaign'. This program will support Caregivers as they navigate the health system. St. Marys Home Support Services is participating in the first wave of agency engagement. The launch for this project is July 19th in Clinton.

SPENDING AND VARIANCE ANALYSIS

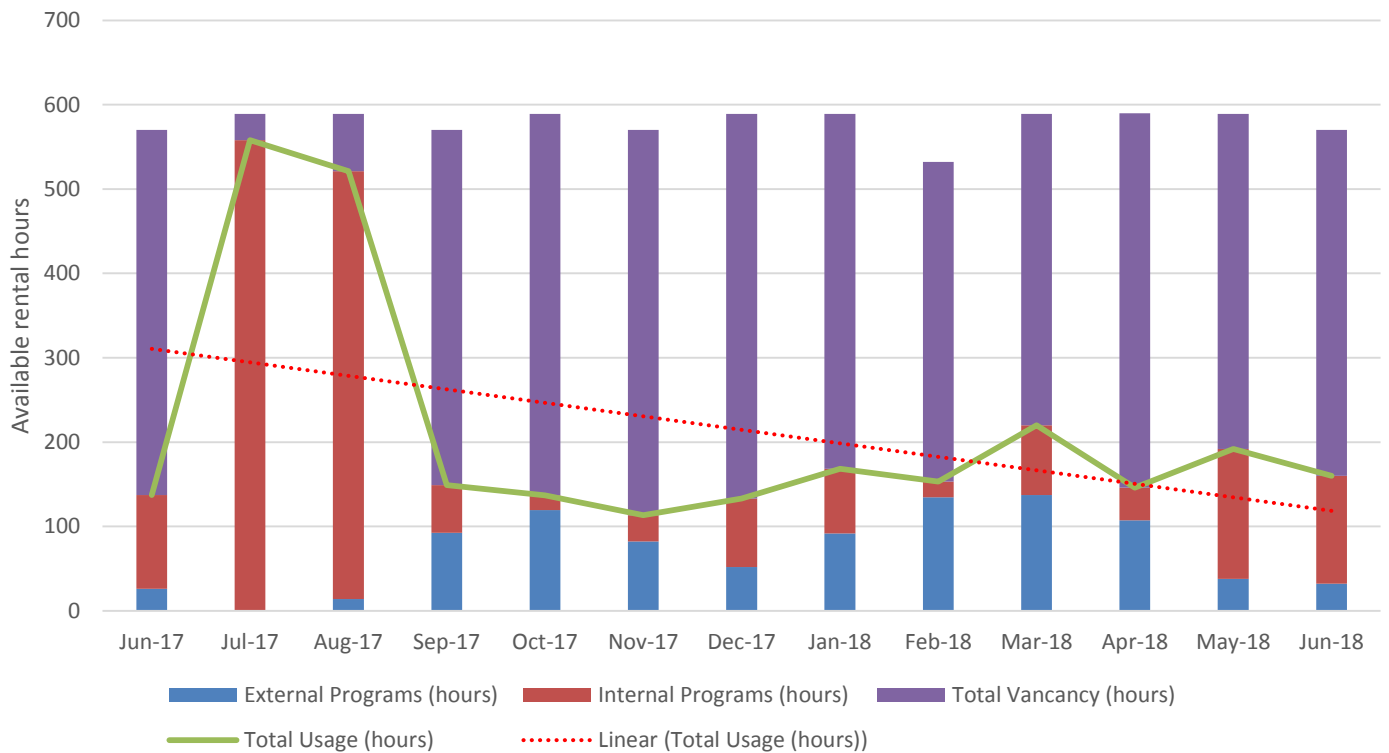
No budget variances at this time.



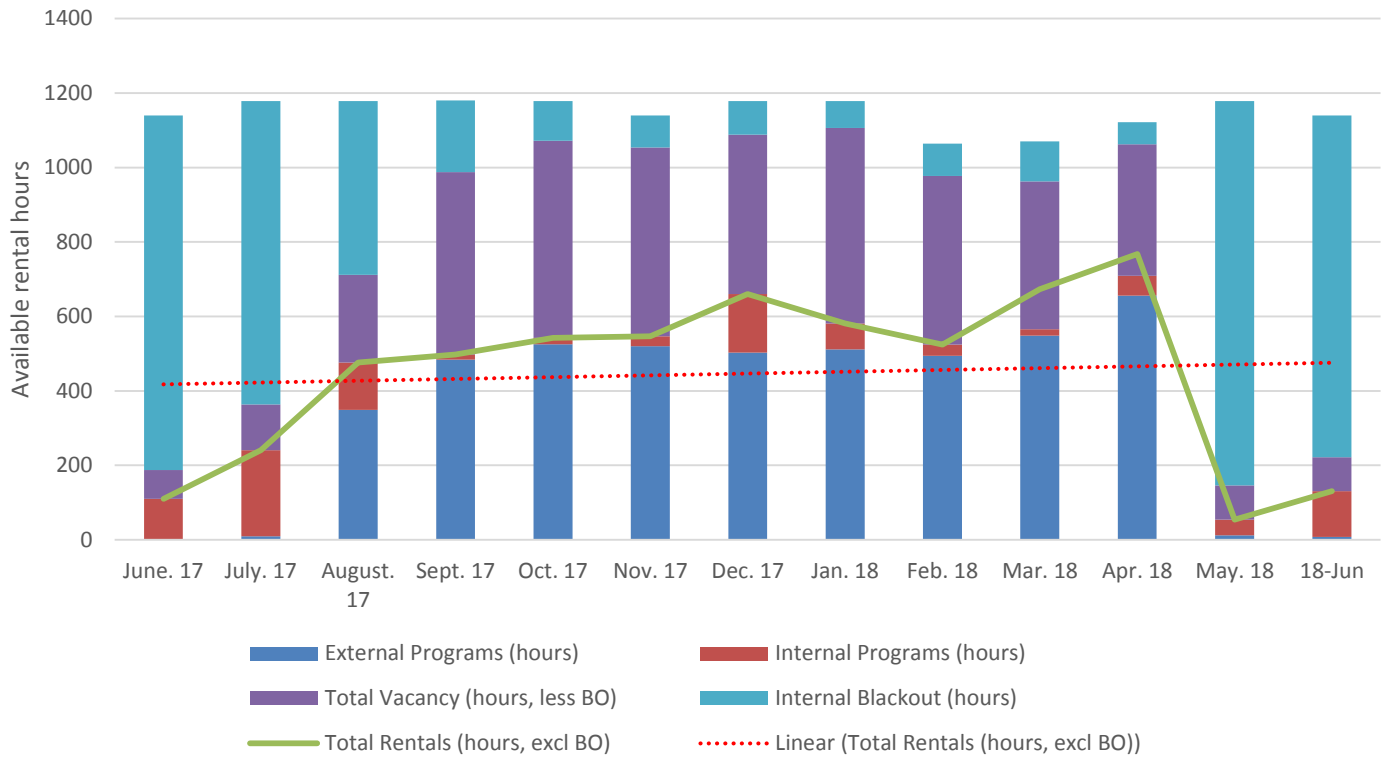
Friendship Centre Total Usage (Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



Endzone Room Total Usage

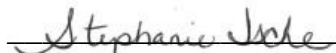


Consolidated Ice Usage - Both Rinks

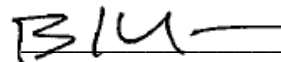


REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	24 July 2018
Subject:	DCS 16-2018 Pickleball Capital Contribution Agreement

PURPOSE

To have Council approve the Pickleball Capital Contribution for the lining painting on the tennis courts.

RECOMMENDATION

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.

BACKGROUND

At the June 12, 2018 Council meeting Council approved the painting of the pickleball lines on two of the tennis courts. Council requested staff return with a capital contribution agreement with the Social Pickleball Group for review and approval.

REPORT

Upon direction from Council, staff have met with the Social Pickleball Group and developed an agreement. The agreement will be for the total cost to have the lines painted, \$3750 which will be paid over a 5 year period. The agreement is the same template that has been used for other recent capital contribution arrangements.

SUMMARY

In summary, this report provides Council with an update on the partnership between the Social Pickleball group and the Town of St. Marys for the painting of the lines on the tennis courts.

FINANCIAL IMPLICATIONS

None

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 Culture and Recreation (Recreation and Master Plan):
 - Outcome: Assessing the real needs of residents in terms of providing the right fit for recreational services provided by the Town will require contracting out for a consultant who specializes in this area given the exhaustive analysis to be performed in providing key recommendations.

- Tactic: Implement the key recommendations as required and ensure that they align with the concurrent policy and plans.

OTHERS CONSULTED

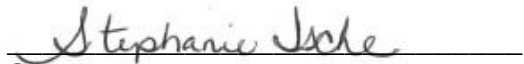
Pickleball Social Club

ATTACHMENTS

Draft Contribution Agreement

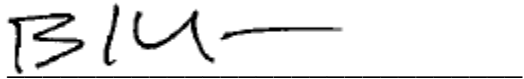
REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk



THIS CAPITAL CONTRIBUTION AGREEMENT (the “Agreement”) made and entered into this ____ day of _____, 2018 (the “execution date”)

B E T W E E N:

THE CORPORATION OF THE TOWN OF ST. MARYS

Hereinafter referred to as the “Municipality”

OF THE FIRST PART

- and -

THE SOCIAL PICKLEBALL ASSOCIATION

Hereinafter referred to as the “The Social Pickleball Club”

OF THE SECOND PART

WHEREAS the Municipality has painted pickleball courts on two of the existing tennis courts (hereinafter referred to as the “constructed works”) at the municipal park located at 550 Water Street South, St. Marys, Ontario;

AND WHEREAS the THE SOCIAL PICKLEBALL GROUP is desirous of making a capital contribution towards the total cost of the constructed works;

AND WHEREAS the term and conditions of this Agreement set out the terms governing the capital contribution from the Social Pickleball Group



NOW THEREFORE in consideration of these covenants and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties to this Agreement agree as follows:

Purpose

1. The purpose of the constructed works is to act as a recreation location serving residents of the Town of St. Marys, and the general public.

Capital Contribution

2. The Social Pickleball Group shall contribute capital for \$3,750 to be directly applied towards the total cost of the constructed works. The payment will be in over a 5-year period.

Possessory Interest

3. It is the intention of the parties to this Agreement that the agreement between the two parties for capital contribution from the Social Pickleball Group does not create a possessory interest or any other interest in real property and the property and constructed works shall remain the sole property of the Municipality. The Social Pickleball Group acknowledges that the Municipality owns the constructed works, and as the owner; the Municipality has the right to operate the constructed works as outlined by this Agreement.

Responsibilities of the Municipality

4. In consideration of the capital contribution made by the Social Pickleball Group to the Municipality, the Municipality agrees to the following responsibilities:

- i. Pay all utility costs associated with the operation of the constructed works, and the Social Pickleball Group is not liable for any utility costs;
- ii. Provide and hold all necessary liability insurance for the constructed works;
- iii. Maintain the constructed works in accordance with the minimum requirements of the Town of St. Marys;
- iv. Acting reasonably, correct any deficiencies to the constructed works that the Municipality is made aware of, within a reasonable time frame.

Management

5. Day to day management of the constructed works will be provided by the Municipality at its sole discretion. The Social Pickleball Group claims no right to direct the operation of the constructed works.

Term

6. This agreement shall remain in effect for the life of the constructed works, which shall be considered that point in time, when the value of the constructed works is considered to be fully depreciated.

Assignment

7. No party's interest can be assigned to another party without consent of all other party's.

Indemnity

8. The Municipality agrees to indemnify and save the Social Pickleball Group harmless from any claims, prosecutions, actions, proceedings and judgments of any type relating to the operation of the constructed works area by the Municipality.

Notice

9. Any notice or any other communication required or permitted to be given under this Agreement shall be in writing and, unless some other method of giving the same is accepted by the person to whom it is given, shall be given by registered mail or by being delivered to the person to whom it is to be given at the appropriate address set out below:

to the Municipality:

Town of St. Marys
317 James Street South
St. Marys, ON N4X 1B6

Attention: Stephanie Ische, Community Services Director

to the Social Pickleball Association

c/o Doug Diplock

or such other address as may be furnished by such person, and such notice or other communication shall be deemed effective, as the case may be, at the time of delivery thereof or four (4) business days after the date of mailing thereof.

Severability

10. If any provision of this Agreement shall be found or declared by a Court of competent jurisdiction to be invalid, unenforceable or ultra vires of the Municipality then such provision shall conclusively be deemed to be severable and the remainder of the Agreement mutatis mutandis, shall be and remain in full force and effect.

Number and Gender

11. In this Agreement, unless the contrary intention appears, words importing only singular number or masculine gender shall include more persons, parties or things of the same kind than one and the feminine and neuter gender.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first above written.

THE CORPORATION OF THE TOWN OF ST.
MARYS

Per: _____
Mayor

Per: _____
Clerk

SOCIAL PICKLEBALL ASSOCIATION

Per: _____
I have authority to sign for the association

Print name: _____

Witness

Print name: _____

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	24 July 2018
Subject:	DCS 15-2018 Reciprocal School Use Agreement

PURPOSE

The purpose of this agreement is to share facilities amongst Avon Maitland District School Board, the Huron-Perth Catholic District School Board and the Municipality.

RECOMMENDATION

THAT DCS 15-2018 Reciprocal School Use Agreement be received; and
THAT the matter of school board reciprocal use agreements be lifted from the table for discussion; 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.

BACKGROUND

In 2009 after the opening of the Pyramid Recreation Centre there was a request from Council to develop a reciprocal agreement with the school board. A committee was struck shortly after this request in late 2009 with members from all schools, the school board, Council and Community Services staff. Meetings continued through 2010 and a few proposals were considered with each option being presented to Council. At that time no proposal was fully endorsed by Council so additional research continued to determine what schools pay in other municipalities.

By 2011 the group continued to meet and came up with a policy in place of a reciprocal agreement. This policy was approved by Council and fully endorsed by the school board. In 2015 Ian Moore from St. Marys DCVI presented a report requesting the Town review the existing policy.

On July 26, 2016 staff presented a proposal to amend the existing policy for the school's use of the Town's facilities. The proposal was to reduce fees for local schools using the PRC by 50%. Council received the report and passed the following resolution:

2016-07-26-26 *THAT Council table DCS 15-2016 regarding the school board reciprocal use agreement until after the recreational master plan is completed.*

It was determined by Council that we would wait until the completion of the Recreation and Leisure Master Plan before changing the current policy.

With the completion of the Recreation and Leisure Master Plan and its adoption by Council in March 2018 staff are bringing this report forward. The RLMP contained an analysis of the Town's current inventory of recreation facilities against the projected future need for facilities. One of the specific segments analyses was gymnasiums. The plan provided the following useful information:

The Town does not provide a gymnasium, nor does it have regular access to any school gymnasium...participants at the Master Plan's Launch Event made a number of requests for a multi-purpose gymnasium which is understandable given that the lack of a gymnasium and

difficulties in accessing quality gym space through schools. For the latter, Launch Event attendees noted a need for the Town and the school boards to explore ways to improve community access to school gyms by way of better scheduling and greater affordability. The stakeholder survey submitted by the St. Marys Friendship Centre articulated a need for gymnasium space in the Town ... St. Marys Minor Soccer also expressed the desire for a large indoor space to facilitate indoor soccer programs.

Moving forward, the preferred approach is to secure regular access to school gymnasiums given that there are currently a number of schools in the area. Through the consultation process, it was identified that the Town was previously in discussions with the Avon Maitland District School Board to formulate a reciprocal use agreement, however, ultimately this agreement was never finalized. A reciprocal agreement would allow the Town to access gymnasiums and other school facilities, in exchange for the schools being able to utilize municipal facilities. Reciprocal agreements have been successfully utilized in other municipalities (e.g. London) as a means to maximize facility utilization and share responsibilities and resources, while minimizing facility duplication. Given these benefits, it is recommended that the Town continue to work with the Avon Maitland District School Board to finalize a reciprocal use agreement on agreeable terms. There is also merit in opening dialogue with the Huron-Perth Catholic School Board to explore access at Holy Name of Mary Catholic School. Achieving consistent gymnasium access to schools would allow the Town to cost-effectively expand its programming complement, particularly for youth and older adults, as well as address the pent up demand for gymnasium space from community groups such as minor soccer.

Recommendations presented in the Recreation and Leisure Master Plan (RLMP) included the design of a formalized reciprocal agreement to facilitate regular access to school gymnasiums located in St. Marys. Specifically, the RLMP made the following recommendation:

#38: Engage the Huron-Perth Catholic School Board and continue to work with the Avon Maitland District School Board to formalize reciprocal agreements to facilitate regular access to school gymnasiums located in St. Marys (and other school facility space, as required).

REPORT

The schools currently utilize many of our facilities throughout the school year. As based on the current policy below are the rates the school pays:

- Pool --\$106.15 per use
- Ice --\$95.54 per use
- Room rentals—no charge
- Soccer fields—no charge
- Baseball diamonds—no charge
- Tennis—no charge

Community Services staff have met with Avon Maitland District School Board along with the Huron-Perth Catholic District School Board and have come up with the attached draft reciprocal agreement affecting all three parties. This reciprocal agreement is different from the previous policy. The most significant changes to this agreement include the following charges for use:

For the Town Using School Facilities

- Gymnasium usage – no charge (this is a change to the current practice)
- Charges for custodial fees will apply on weekends, holidays, and

For the School Using Town Facilities:

- Pool rates:
 - 0-49 participants \$60 per hour
 - 50-75 participants \$90 per hour
 - 75+ participants \$150 per hour
- Ice—no charge
- Room rentals—no charge
- Soccer fields—no charge
- Baseball diamonds—no charge
- Tennis—no charge

As above, the largest impact to the Town is providing ice rentals to school users at no charge. Over the past 2 budget years, the budget impact of this change would have been \$2,300 - \$3,000. Although there is a revenue reduction to the Town, we will see a potential for more foot traffic through the building due to increased student usage of the facility. This would represent increased foot traffic in the PRC in traditional low use hours of the day, and is supported by the overarching goals of the PRC Business Plan which sets out to increase patronage to the facility.

The Town will also now charge the school a reduced rate for pool usage, based on a sliding scale of rates determined by the number of users. We anticipate the school's use to increase overall, with the growth occurring during low use hours of the day when the pool has been traditionally closed. Considering the school's previous usage, the new model should not result a significant reduction in pool revenue as increased use will balance off the fee reduction.

In exchange for these fee reductions, the Town will now be provided free access to the gymnasium space at local schools. This is a change from the past practice where the Town was being charged a fee. This no charge approach has the potential to increase the access of the community to gymnasium space for all users. Users who choose to book gymnasium space through the Town would be able to then access the gymnasium for no charge.

SUMMARY

Everyone needs to be physically active and with a healthy lifestyle beginning in early years this is the key to lifelong health. By entering into this reciprocal agreement it meets the recommendation of the RLMP, the Community Services Vision, Mission, and Guiding Principles adopted in the RLMP, and supports the overarching goals of the Pyramid Recreation Centre business plan to increase patronage to the facility.

Balancing the needs of the community and the school can be a challenge, however implementing this agreement will benefit the children and youth within our community by creating greater access to recreation. There is an additional benefit to the broader community as well as users who book the gymnasium space through the Town will also be able to use the gym for no charge.

Upon implementation of this reciprocal agreement we will see a slight reduction in ice revenue however, we will see an increase in participation and foot traffic within the centre intraditional low use hours of the day.

FINANCIAL IMPLICATIONS

There will be a reduction in ice revenue. The ice revenue collected from school usage over the past two seasons is illustrated below:

- 2018 - \$2,371.44
- 2017- \$3,058.61

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4 Culture and Recreation (Recreation and Master Plan):
 - Outcome: Assessing the real needs of residents in terms of providing the right fit for recreational services provided by the Town will require contracting out for a consultant who specializes in this area given the exhaustive analysis to be performed in providing key recommendations.
 - Tactic: Implement the key recommendations as required and ensure that they align with the concurrent policy and plans.

OTHERS CONSULTED

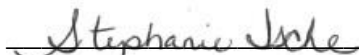
Avon Maitland School Board
Huron-Perth Catholic District School Board
Little Falls Elementary
St. Marys DCVI
Holy Name of Mary School

ATTACHMENTS

Draft Reciprocal Agreement

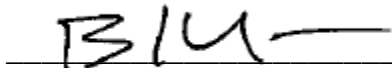
REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

THIS AGREEMENT of use made this day of , 2018.

BETWEEN

AVON MAITLAND DISTRICT SCHOOL BOARD,
(hereinafter referred to as the "Board")
PARTY OF THE FIRST PART

-and-

HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD
(hereinafter referred to as the "Board")
PARTY OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWN OF ST. MARYS
(hereinafter referred to as the "Town")
PARTY OF THE SECOND PART

CONCERNING RECIPROCAL USE OF COMMUNITY FACILITIES

PURPOSE:

It is the purpose of this agreement to share facilities amongst the Board and the Town. This agreement will provide consistent communication while at the same time minimize the cost to all parties.

This cooperative venture is for the purpose of providing educational and recreational opportunities (i.e. structured activities, staff training) for the public, Town Rec users, and the students of the Board. With these intents in mind, the following are specific items of agreement:

1. CONTACT PERSONS

The Parties hereto agree that contacts for the use of facilities will be as follows:

- i) for the Boards – individual school Principal, or designate;
- ii) for the Town through its Community Services Department – the designate

Contact information for the Boards and Town forms Schedule "B" hereto.

2. FEES & CHARGES

The Parties hereto agree that:

- a) Charges:
 - 1) For the use of School facilities:
There will be no facility rental charges. Custodial fees may be charged, to the user, for weekend and holiday use or at any other time when a custodian is required and a custodian is not normally scheduled for work. No custodial fees will be charged to the user, if use of the facility can be arranged without a custodian on staff. Each Party to this agreement will make every effort to prevent the need for custodial fees being charged. The Manager of the Facility or the Principal of a school within the jurisdiction of the Board shall determine the need for custodial presence.
 - 2) For the use of Town facilities:
There will be no facility rental charges for the following: ice, room rentals at the Pyramid Recreation Centre, town soccer fields, town ball diamonds and tennis courts. However, should the school require any additional work, example lining of fields etc these services may be provided at a fee. Charges will apply for the following locations, Pyramid Centre Aquatics Centre and Quarry. The rates will be as follows:
 - i. 0-49 participants \$60/hour plus HST
 - ii. 50-75- participants \$90/hour plus HST
 - iii. 75+ \$150/hour plus HST
- b) The users will be responsible for provision of adequate supervision for each activity while using the facilities of any of the Parties to this agreement.
- c) Each Party to this agreement will be responsible for providing normal janitorial services at its facilities prior to and following each activity. Any exception will be discussed and agreed upon in advance of the activity. Enhanced clean up, maintenance or damage caused will be charged to the rental group.
- d) Equipment will be made available at the discretion of the Party that owns the facility, but any equipment that is made available will be free of charge, unless otherwise agreed upon.

- e) Storage of users' equipment will be the responsibility of the user. As storage space is not always available, users will be asked to remove equipment from the facility after the scheduled activity, when reasonable.
- f) Snow removal, if required on weekends, may be provided to the permit holder at a cost to the user.

3. SCHEDULING

- a) Each Party wishing to utilize another's facility for the following school year can start to submit their electronic request by July of that year. Confirmations will be made as soon as possible.
- b) All affiliated groups must complete the appropriate facility permit.
- c) Scheduling throughout the school year must be booked at least two weeks in advance.
- d) Notwithstanding the above noted final documents, Parties to this agreement appreciate there will be emergent needs. All parties will attempt to accommodate such additional requests.
- e) With respect to arena ice use, the hours available for school use will be between 7:30 am and 4:00 pm on weekdays. If ice time is required before 7:30 am, fees will apply.

4. BUMPING

The Parties hereto agree that bumping from the schedule requires a lead-time of at least two weeks, and will not be requested unless for good reason and after other alternatives are investigated. The published schedule recognizes that mutual commitment has been established. All parties understand that emergency situations occur that are beyond staff control. Conditions may include but not limited to health concern, weather, construction project, hydro interruption, scheduled conflict, etc.

5. SCHOOL ACCESSIBILITY

The Parties hereto agree that school accessibility may be gained through:

- a) on-site caretakers
- b)
 - I) coded key pad access to building being rested with a responsible person who will ensure that the building is secure upon departure, and/or
 - II) some other local arrangement made with the facility contact.
 - III) any internal keys loaned will be returned immediately after the event, or as agreed upon by both parties.
 - IV) these privileges will be reviewed and may be revoked if warranted.

6. INSTRUCTIONAL FEES

The Parties hereto agree that instructional fees will be borne by the user of the facility at a pre-determined rate. Supervision fees (ie. lifeguards) may/will be borne by the user at a pre-determined rate. The user is to be advised of the total instructional fees in advance of undertaking the program.

7. DAMAGE

The Parties hereto agree that:

- a) Each facility user is fully liable for damage or loss incurred at the facility, its property, or neighbouring property, provided that damage is not considered normal wear and tear.
- b) All damages will be reported immediately by the Party that owns the facility to the contact of the user organization.

8. INSURANCE

A Party to this Agreement or its authorized agents who use the property of another Party to this Agreement will be known as the "user". The property owner will be known as the "owner".

A user shall protect, indemnify and save harmless the owners, its employees or agents from all claims that may arise out of the use of the property. The owner will not be responsible for personal injury, damage, or loss or theft of any articles belonging to the user or anyone entering upon the premises or property as a result of this Reciprocal Agreement or the issuance of a permit. Such exemption from liability by the owner does not apply, should there be a state of non-repair or neglect, such that inherent dangers exist in the premises or property.

All users will provide a certificate of insurance to each owner. (Note – affiliated groups must provide their own third party liability insurance in the amount of \$2,000,000.00)

9. PREFERENTIAL USE

This agreement recognizes that each Party will schedule their facilities to best accommodate the needs of their own users.

Subsequent to their personal use, every effort will be made to provide protected and preferential priority to the other Parties named in this Agreement.

10. FACILITIES AND RESOURCES

The facilities and resources referred to with respect to this Agreement are those listed in Schedule “A” attached hereto and forming part of this Agreement.

11. AFFILIATED GROUPS

This agreement recognizes that each agency may sponsor affiliated groups within the terms of this agreement.

Notes: 2a) Fees and charges
3e) Scheduling – permits
8) Insurance

12. AGREEMENT REVIEW

A joint committee involving the Parties to this Agreement will communicate/meet in the fall of each year (or as needed) in order to propose amendments, resolve conflicts, evaluate the success of the Agreement, and to finalize schedules. Meetings of the joint committee will be initiated by the Board in consultation with the Municipality. Open and respectful communication is necessary to the success of this agreement.

13. SYNOPSIS OF USE

Each Party will submit, to the other Parties, a synopsis of use of owned facilities for the year, upon request.

14. TERMINATION OF AGREEMENT

This Agreement may be terminated by any Party as of August 30th when notice is delivered to the other Parties by March 15th. Having received no notice of cancellation from any Party to the Agreement, the Agreement will be deemed to have continued for the next school year.

15. IMPROPER USE

Any use of the facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to any party’s buildings, grounds or equipment will not be approved.

IN WITNESS WHEREOF THE PARTIES hereto have affixed their corporate seals under the hands of their proper signing officers duly authorized in that behalf.

AVON MAITLAND DISTRICT DSB

PER: _____
SUPERINTENDENT OF CORPORATE SERVICES

HURON PERTH CATHOLIC DSB

PER: _____
SUPERINTENDENT OF BUSINESS

THE CORPORATION OF THE TOWN OF ST. MARYS

PER: _____
MAYOR

PER: _____
CLERK

SCHEDULE “A”

to the Agreement dated the day of ,2018.

DISTRICT SCHOOL BOARD(S)

- School Classrooms (as assigned)
- School Gymnasias
- School Washrooms
- Soccer Pitches
- Cafeteria

TOWN OF ST. MARYS

- Pyramid Recreation Centre including:
 - arenas (2 ice pads)
 - indoor pool
 - community centre
 - ball diamond
- The Quarry
- Milt Dunnel field (2 ball diamonds and walking track)
- Teddy’s field (ball diamond)
- East Ward Park (2 ball diamonds)
- West Ward Park (soccer pitch)
- Solis Park/King Diamond (soccer pitch and 2 ball diamonds)
- Meadowridge Park (soccer pitch)
- Tennis Courts (Water Street South)

NOTES: The Arenas are available WITH ICE for 8 months of the year and WITHOUT ice the remaining 4 months of the year. Exact dates vary yearly.
Arena use to include use of the ice surface, dressing rooms and seating area.

SCHEDULE “B”

to the Agreement dated the day of ,2018.

CONTACT INFORMATION**AVON MAITLAND DISTRICT SCHOOL BOARD**

62 Chalk Street North

SEAFORTH ON N0K 1W0

Telephone: (519) 527-0111 x205

Contact: Laurel Mitchell, Facilities Officer

E-mail: Laurel.Mitchell@ed.amdsb.ca

HURON PERTH CATHOLIC DISTRICT SCHOOL BOARD

P.O. Box 70

DUBLIN ON N0K 1E0

Telephone: (519) 345-2440

Contact: Denise DeJong, Community Use of Schools Coordinator

E-mail: ddejong@hpcdsb.ca

THE CORPORATION OF THE TOWN OF ST. MARYS

Pyramid Recreation Centre

317 James Street South

ST. MARYS ON N4X 1B6

Telephone: (519) 284-3272 x624

Contact: Stephanie Ische, Director of Community Services

E-mail: sische@town.stmarys.on.ca

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Public Works

Date of Meeting: 24 July 2018

Subject: PW 46-2018 July Monthly Report (Public Works)

RECOMMENDATION

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

DEPARTMENTAL HIGHLIGHTS

Water, Wastewater, Storm Water (Environmental Sciences)

- Booster Station Generator
 - 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 installed and operational. Pending final project completion by contractor.
 - Old generators to be liquidated via public auction.
- Water Reservoir – 55 St. George Street North
 - Exterior Walls Completed. Roof slab and underground work to proceed.
- Industrial Waste Surcharge Program
 - Meetings with Industrial Program users ongoing through August.
- Wastewater Inlet Works Design Project
 - Detailed Design on-going. Anticipate that project will be shovel ready in 4-8 weeks.
- Grand Trunk Trail Fountain
 - Pet Station constructed along with plumbing modifications – operational
- Supernate Well Replacement
 - Engineer retained for design, kick-off meeting completed. Detailed design to proceed through 2018.
- Water Distribution System Repairs
 - Six (6) Valves identified for repairs / replacement. OCWA / PW. Dept. to complete planned projects through the summer 2018
 - PW to perform excavation and site / traffic control
 - OCWA to perform valve repairs, coordinate materials and system isolation

Solid Waste Collection, Management & Landfill

- 0 dust complaints – 1 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 one (1) additional year of interim approval submitted (pending approval)
- Future Solid Waste Disposal Needs Environmental Assessment – Landfill Expansion
 - Amended Response Action Plan submitted to MOECC with approval of noted scope of work
- Brush grinding completed at the MOC
- Leachate Sewer Lines to be cleaned in coming weeks

Cemetery

- 5 Total Interments (3 traditional, 2 cremations)
- 1 interment right sold
- 1 interment rights transferred
- Grounds Maintenance
 - Tree Pruning
 - Gravel Leveling
- Investigating soil & ground water conditions in additional section to be opened
- Expanding headstone foundation in cremation section
- Winter remains storage
 - Review service delivery of local cemeteries
 - Liability , Security and Costs
 - Possible local alternatives to St. Marys site

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
 - Opened discussion with property owners with existing agreements for Opera House parking
 - Preparing action item list for November 1, 2018 implementation
 - Preparing signage replacement, sign order, installation sites etc.
 - Information campaigns under development
- Cadzow Park Support - Completed
 - Allocation of operators and equipment for trucking and material delivery as required
- Sidewalk concrete repairs - Ongoing
 - Two phase process implemented to better schedule works
 - Phase 1 is ongoing
 - Phase 2 will be in the fall
- Asphalt Repairs - Ongoing
 - Also a two phase process implemented to better schedule works
 - Phase 1 is ongoing
 - Phase 2 will be in the fall
- Winter Operations Plan
 - Started review of the department's winter practices
 - Developing a new winter maintenance plan is ongoing
 - Reviewing AORS web portal for weather tracking
- Summer dust control to be applied on gravel sections
 - Reduction from 2017 with placement of surface treatment & use of asphalt milling material
 - Replacement Parks tractor now equipped with small box blade for initial application of recycled materials in combination with plow truck
 - Final grading still required to insure slope for drainage
 - Further reduction in 2019 with pending paving of St. Maria
 - Further reduction in 2019 with placement of asphalt millings on existing gravel sections

Parks, Trails & Tree Management

- Sparling Bush
 - Investigating Strangling Dog weed invasive management (West side)
 - Restricted under *Invasive Species Act*
 - Spray control is authorized, but not advisable in that area
 - Working with UTRCA representatives on control options
- Lawn Bowling Parking
 - Completed application of asphalt milling to parking area
 - Confirmed power requirements
 - Additional power capacity installed during Flats electrical repair work
- Replacement Parks Tractor received
 - Existing unit to be placed on auction website
- Spring/Summer trails operations
 - Weekly garbage pickup & trail grooming
 - Schedule continues until after Thanksgiving weekend
- Tall grass cutting ongoing
 - Experienced breakdown with Boom Fail mower; regular areas delayed by 1 week

Engineering, Asset Management & Capital Projects

- Asphalt Mill and Pave – Completed
 - Right of Way milling and placement – Completed
- Asphalt Paving – Pending
 - Parking lot paving to be completed in Fall
 - St. Maria from Water to End including in Fall scope
- 2018 surface treatment – fiber mat – Pending
 - Estimated start date – July 16th
 - Pilot project, to be installed Huron St., Peel St, King St.
 - 2017 emulsion supply problems solved
 - As per Staff report PW 51-2017 FibreMat Surface Treatment Deferment, it is Staff's anticipation that wear surface should be improved in comparison to previous surface treatment applications
- 2018 / 2019 Flood wall repairs - Ongoing
 - Awarded by UTRCA to Maclean Taylor Construction
 - Preconstruction meeting completed
 - Estimated start revised to July 16th
 - 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 20th
 - Scheduled to be completed for July 1st
 - Contractor delayed
- Service club entry signs - Ongoing
 - Installation to be completed by July 31st
- Pedestrian Cross Review - Ongoing
 - Study received
 - Revision to OTM Book 15 allow for new measures for pedestrian crossovers
 - Report to council, Re: options for improvements
- Grand Trunk Trail – Railing at Emily St.

- Investigating rust treatment options with low dust.
 - Rust converter to be applied before finish coat
 - Expect closure on Emily St. to accommodate man lift – local traffic only

SPENDING AND VARIANCE ANALYSIS

Water, Wastewater, Storm Water (Environmental Sciences)

- Water Booster station; ceiling and insulation damaged due to aggressive water leak
 - Staff seeking recommendation and quotation for repairs

Solid Waste Collection, Management & Landfill


- 2018 Capital project additional Landfill leachate monitoring well installation
 - Project no longer recommended by consulting engineer due to a review of historical information, dust suppression applications and winter maintenance operations in abutting road.
 - Update to be detailed within the 2018 Annual Monitoring Report for the Landfill

General Public Works Operations – Roads & Sidewalks

- Boom fail mower repair
 - Experienced failure with seal bearing, destroyed additional critical components
 - Deemed not lubrication issue, bearing seal failed during operation.


REVIEWED BY

Recommended by the Department



 Jed Kelly
 Director of Public Works

Recommended by the CAO



 Brent Kittmer
 CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	24 July 2018
Subject:	PW 37-2018 Wellington Street N. and Parkview Drive Intersection Sightlines

PURPOSE

This reports presents information related to a review of the vehicle sightlines at the Wellington St. Bridge from the Parkview Drive and Wellington St. N. intersection.

RECOMMENDATION

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.

BACKGROUND

The Town hired BM Ross & Associates in 2016 to provide design and engineering services for the reconstruction of the Wellington St. Bridge. BM Ross attended the January 24, 2017 Council Meeting to present the Design report for the proposed new bridge. The design report considered the construction of the new parapet wall. The existing handrails did not meet today’s bridge code so a solid reinforced concrete parapet wall with heritage characteristics was chosen as the preferred option.

It was known at the time that the new parapet wall would have reduced visibility for motorists at the Parkview Drive / Wellington Street Intersection. To reduce the potential impact to motorists, the parapet wall length was reduced on the north end to try and improve this condition.

The new bridge was constructed throughout the summer and fall of 2017 and officially opened for public use on December 9, 2017.

REPORT

Since the opening of the Wellington St. Bridge, Staff and Council have received a number of comments about the reduced visibility for motorists stopped at the Parkview Drive and Wellington Street intersection. Staff engaged BM Ross to complete a sight line analysis of the intersection and bridge in the spring of 2018. BM Ross’s review memo is appended as Attachment 1.

The intersection was observed for a period of time and the public’s comments were confirmed that the intersection and sight lines can present an uncomfortable north turning condition for some motorists. When drivers come to a complete stop and edge past the stop bar they can see sufficiently to the south to make a safe left turn. However, this requires them to block the pedestrian cross walk at the intersection.

BM Ross considered several alternatives for alleviating the condition. These alternatives included:

1. Do Nothing and allow motorists to get used to fully stopping and creeping forward

2. Provide signage on Wellington St. warning northbound motorists of the hidden intersection
3. Make Parkview Drive a dead end and eliminate the intersection
4. Make Parkview Drive a one-way street; west bound only
5. Post the intersection as a “No Left Turn” so vehicles cannot turn north onto Wellington St.
6. Reconstruct the Intersection so that Parkview Drive sits higher at the intersection

The objective should be to address the concern without incurring significant expense or creating undesirable impacts on the local traffic patterns.

Alternative’s 3 and 6 would both require significant capital expenditure and are therefore not recommended.

Alternative 4 would have a significant impact on the local traffic patterns and result in motorists utilizing nearby local roads rather than using the collector roads as preferred. Staff believe this would result in higher volumes of northbound traffic utilizing Water St. N, Widder St. E and Egan Ave. This alternative would also result in southbound traffic utilizing the load restricted Water St. Bridge.

Alternative 5 would also impact local traffic patterns but not to the same extend as Alternative 4. Staff believe this option would also result in higher volumes of northbound traffic utilizing Water St. N, Widder St. E and Egan Ave

Alternative 1 combined with Alternative 2 would have no impact on local traffic patterns and represent the lowest cost alternative.

Staff are not aware of any traffic collisions at the subject intersection since the opening of the new bridge in 2017. Considering the pedestrian volumes, traffic volumes and speeds experienced at the intersection at this time, Staff recommend that Council allow motorists to fully stop and creep forward at the Parkview Drive/Wellington St. intersection and that a “hidden intersection” sign be posted south of the intersection to warn northbound traffic of the reduced sightline condition.

SUMMARY

Staff and Council have received a number of comments about the visibility at the intersection of Parkview Drive and Wellington St. N. since the opening of the new bridge in 2017. BM Ross & Associates conducted a sight line analysis and a review of motorist behavior at the intersection in the spring of 2018. Staff recommend that no significant capital investment be made at this time and that no new traffic conditions be introduced that would have undesirable impacts on the local traffic patterns.

Staff recommend that a “hidden intersection” sign be installed on Wellington St. N., south of the intersection.

FINANCIAL IMPLICATIONS

The supply and installation of a new hidden intersection sign is estimated to cost \$150. This cost would be incorporated into the Public Works 2018 Operating Budget.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Andy Ross P.Eng, BM Ross & Associates

ATTACHMENTS

BM Ross Letter – Wellington St. Bridge Sight Line

REVIEWED BY

Recommended by the Department



Jeff Wolfe

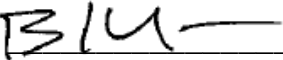
Asset Management/Engineering Specialist



Jed Kelly

Director of Public Works

Recommended by the CAO



Brent Kittmer

CAO / Clerk

B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
62 North Street, Goderich, ON N7A 2T4
p. (519) 524-2641 • f. (519) 524-4403
www.bmross.net

File No. BR1221

May 17, 2018

Jeff Wolfe, Engineering Specialist, Public Works
Town of St. Marys
Municipal Operations Centre
P.O. Box 998, 408 James St. S.
St. Marys, ON, N4X 1B6

Dear Sir:

Re: Sight Lines at Wellington St. and Parkview Dr.

Since the completion of the Wellington St. Bridge last year, we understand that there have been concerns about sight lines at the intersection of Parkview Drive. The Town is considering options to improve the situation and is looking for more background information to help with their decision.

In our design report of January 5, 2017 and as reported to council on January 24, 2017, it was known that visibility standards could not be met at this site. The railings of the old bridge also did not provide proper sight lines but the structure of the old railings was thin enough that there was some visibility through the railing structure. However, to meet the strength and geometric standards of the current bridge code, a see-through railing was no longer viable with the new design.

It was concluded to proceed with the sub-standard sight-lines because of the unusual combination of intersections and road gradients at this location. After some months of service, the Town has received concerns from people, about the difficult visibility when stopped on Parkview Drive and waiting to turn left onto Wellington St., or to cross Wellington St. to reach the Hardware store.

Traffic Speeds

The Town installed a radar traffic measurement apparatus to observe north-bound traffic on Wellington St. Readings from March 16 to April 20, 2018 show the median north-bound traffic speed to be 38 km/hr. and the 85th percentile was 45 km/hr. This demonstrates that traffic flows at a slower rate of speed in this block. This is likely due to the offset intersections and the visible crest at the bridge would have some calming effect.

Because of this measurement, it would seem appropriate that the design speed for this reach of Wellington St. be either 40 km/hr. or 45 km/hr. Certainly, the 50 km/hr. standard should not apply.

Observations

From observations of vehicles at the intersection, it is obvious that no driver is comfortable with the sight conditions when they pull up to the stop bar. The painted stop bar is badly faded at this time and drivers must be using the sidewalk alignment as a guide. Some cars stop at the stop bar and then creep forward to get a satisfactory view to the south. Other cars roll across the stop bar and go directly forward to get the view, if there are no pedestrians present.

Analysis

A graphical analysis was made using a stopped view point set 3.5 m back from the sidewalk line, which is 2.5 m back from the stop bar and the stop bar at 1.0 m back from the sidewalk. With the current situation, the viewing distance to the center of the north-bound lane is 32 m. The attached graphic shows the sight lines for this situation.

The MTO Geometric Design Manual recommends stopping sight distances as follows:

30 km/hr.	50 m
40 km/hr.	90 m
45 km/hr.	112 m (interpolated)
50 km/hr.	132 m

The existing viewing distance of 32 m does not meet any of these criteria.

Following the site observations, when a driver does pull forward to a point 1.0 m ahead of the back line of the sidewalk, the practical sight line is about 115 m. This does meet the criteria for the 45 km/hr. traffic speed, but requires the vehicle to block the sidewalk to achieve this visibility.

Another contributing factor to the problem is the low grade of Parkview Drive. Typically, a stop platform is provided to allow a vehicle an almost level platform to rest while waiting for traffic to pass. The existing Parkview Drive falls away quickly to the west. Even a raised stop platform may not improve visibility for smaller cars.

Options for Improvement

Options for consideration are listed below. It may be that some combination of these options could be applied.

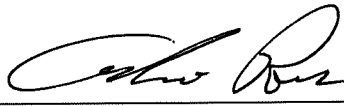
- Do nothing and allow people to get used to the method of stopping and creeping forward.
- Provide signage for the hidden intersection.
- Make Parkview Drive a cul-de-sac and eliminate the intersection.
- Make Parkview Drive a one-way street; west-bound only.

- Post the east-bound lane of Parkview as “No Left Turn” at the intersection
- Reconstruct the intersection with a higher stop platform for Parkview Drive.

This is submitted for your consideration.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per 
A.I. Ross, P. Eng.

AIR:hv

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	24 July 2018
Subject:	PW 39-2018 Lystek Odour Control System Replacement

PURPOSE

This report presents information to Council regarding the required replacement of the activated carbon odour control unit for the Lystek Biosolids process at the Wastewater Treatment Plant due to structural deterioration.

RECOMMENDATION

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 and contingencies to the successful proponent of a public tender to be administered by Town Staff.

BACKGROUND

The activated carbon odour control unit for the Biosolids production process was installed at the WWTP in circa 2009, and has remained in operation since. In 2016, the activated carbon was replaced within the unit at which time moderate to severe corrosion was noted within the containment vessel. In the following years since, an increasing level of deterioration is now evident surrounding the exterior of the vessel and is in need of replacement to allow for media replacement and continued operation.

REPORT

In anticipation of a pending replacement required for the carbon units at the Site, staff commissioned the design of a new grit removal facility, administration building and odour control system for the wastewater treatment plant in 2017 in collaboration with the Clean Water and Wastewater Fund. The design, which is still pending, looks to replace all activated carbon units at the facility and be replaced by a single biological odour control unit capable of handling all odour control system requirements at the WWTP.

Staff submitted an application to the Ontario Community Infrastructure Fund (OCIF) 2017 in-take, for the construction phase of this project, however was unsuccessful. The biological odour control system is scheduled to replace on-site activated carbon units is part of a larger capital overhaul at the Site with an estimated construction cost of approximately \$4,000,000.00. Due to the financial resources required to complete this project, staff have now earmarked this project to be completed circa 2022 when historical financial commitments have been fully funded.

Unfortunately, the condition of the current activated carbon vessel will not last until that planned replacement date, and is in need of an emergency replacement in 2018.

SUMMARY

Based on the information detailed herein, as well as the anticipated timeline for capital improvements at the wastewater facility, staff recommends that the activated carbon unit for the Biosolids production process at the wastewater treatment plant be replaced with a new vessel capable of providing suitable odour control measures until such time as a long term solution can be constructed.

FINANCIAL IMPLICATIONS

The supply, delivery and installation of a replacement activated carbon unit vessel, complete with filter media is estimated to cost up to \$50,000.00, inclusive of HST. This project, if approved is proposed to be solely funded from wastewater reserves.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

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

ATTACHMENTS

1. Photograph – Exterior corrosion on Activated Carbon Unit

REVIEWED BY

Recommended by the Department




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



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	24 July 2018
Subject:	PW 41-2018 Engineering Services for Landfill Environmental Assessment

PURPOSE

This Report presents information to Council regarding the completion of the Future Solid Waste Disposal Needs Environmental Assessment which is being undertaken for the St. Marys Landfill Site.

RECOMMENDATION

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 shall 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.

BACKGROUND

The Town of St. Marys has been working to complete an Individual Environmental Assessment (EA) under the *Environmental Assessment Act* for the identification of a preferred solid waste disposal option. Work completed on the EA to-date has identified that the preferred option is for the vertical and horizontal expansion of the existing Landfill Site. In Mid-2017, R.J. Burnside & Associates Limited (Burnside), in collaboration with the Town submitted the DRAFT EA Report for Agency review and comments. In September 2017, all Agency or interested party comments were received on the Draft EA, which resulted in the need to address comments, concerns, etc. in the DRAFT EA prior to final submission to the Ministry of Environment and Climate Change for consideration.

The current project approved in the 2018 capital plan is to suitably address any and all comments received on the DRAFT EA and to facilitate submission of the final Environmental Assessment Report to the MOECC for consideration.

REPORT

The Consultant (Burnside) was retained by the Town in circa 2013 to finalize the Terms of Reference, and subsequently complete the EA on behalf of the Town. The Town and Burnside have been working through the EA process since that time and this project is in the final stage of the EA. To ensure a suitable, fair and complete submission, Burnside and the Town completed a “*Response Action Plan*” in

early 2018 aimed at defining the scope of work required to address the various DRAFT EA comments. The Response Action Plan was subsequently reviewed by the MOECC and was deemed a suitable approach in addressing DRAFT EA comments.

Following discussions with the MOECC, the Town has been working with Burnside to define the scope of work required to suitably address the various comments and concerns, as well as determine an agreeable budget for the services to be delivered. Finalizing the agreed upon budget for the work is pending, and staff is asking authorization from Council to sign an agreement for engineering services that does not exceed the approved budget.

SUMMARY

Based on the information detailed herein, Staff recommends that the Future Solid Waste Disposal Needs Environmental Assessment be finalized by R.J. Burnside & Associates Limited by addressing all comments and concerns received on the DRAFT submission for Agency review to ensure a complete, thorough and suitable final submission to the Ministry of Environment and Climate Change (MOECC).

FINANCIAL IMPLICATIONS

Engineering Services related to the completion of the Future Solid Waste Disposal Environmental Assessment for landfill expansion is estimated to cost up to \$220,000.00, inclusive of HST and Contingencies. This project, approved in the 2018 Capital Budget is proposed to be funded by landfill reserves.

STRATEGIC PLAN

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

- Pillar # 1, Infrastructure – Waste Management Plan:
 - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial), there will need for active consideration of optimizing landfill services, but with a view to control costs and forward thinking environmental initiatives.
 - Tactic(s): Decide on what approaches best meet long term community ability to meet provincial standards. Build a program and identify a budget to accommodate.

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys
Brent Kittmer, CAO / Clerk – Town of St. Marys
Jamie Hollingsworth, R.J. Burnside & Associates Limited

ATTACHMENTS


None

REVIEWED BY

Recommended by the Department



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



Jed Kelly
Director of Public Works

Recommended by the CAO

BK—

Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	24 July 2018
Subject:	PW 42-2018 Water and Wastewater Financial Plans

PURPOSE

This report presents information to Council regarding updating and/or completing the water and wastewater system financial plans for the Town of St. Marys to support future water and wastewater rate increases, if any.

RECOMMENDATION

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.

BACKGROUND

On August 14, 2007, the Ministry of Environment (MOE) filed Ontario Regulation 453/07 (O.Reg. 453/07), which is more precisely defined as the Financial Plans Regulation under the *Safe Drinking Water Act* (SDWA). This regulation requires holders of a drinking water license (i.e. the Town) under the SDWA to develop and implement a comprehensive financial plan that addresses long term capital and operating costs for the municipal drinking water system over a set timeframe. The financial plan is required to project up to a minimum of 6 years, and is required to be renewed along with Municipal Drinking Water Licenses. The current financial plan for the Town of St. Marys was developed by B.M. Ross and Associated Limited (BM Ross), and subsequently approved in 2014.

In 2016, the Town in collaboration with BM Ross identified many facility requirements and expectations related to the wastewater system, designed to help guide the development of a wastewater specific financial plan. Various projects have been identified, tentatively scheduled in the future or has since been completed based on this supporting information.

Unfortunately, by the end of 2016, a major industrial property within the Town closed down, which resulted in a significant impact to both the water and wastewater systems revenue capabilities for which the plans were originally developed.

REPORT

Staff would like to proceed with the updating and/or completing both the water system and wastewater system financial plans. Section 9.1(b)(vi) of Procurement By-law 36 of 2012 allows for Council to approve direct procurement of goods and services “when a single source is being recommended because it is more cost effective or beneficial to the Town”. Staff is requesting to sole source these plans to B.M. Ross and Associates Limited. This is viewed as being beneficial to the end product

because the company has been actively involved in the design of both systems, developed the 2014 water system financial plan and has completed many of the inspections and studies completed at the wastewater treatment plant in recent years which would be used as the backbone of the wastewater system financial plan.

The water system financial plan was last updated in 2014 as part of the St. Marys Drinking Water License Renewal and is scheduled for renewal in April 2019. Annual rate increases have been structured based on recommendations within the current water system financial plan. Unfortunately, the Industrial, Commercial and Institutional (IC&I) make-up of the Town has changed over the last several years, which have resulted in significant impacts to the revenue of the water system. Additionally, large capital projects (i.e. water storage reservoir) are approved, and ongoing within the Town. As such, prior to proposing additional rate increases for the water system, if any, an update to the current water system financial plan is recommended to detail the current, and future financial state of the water system moving forward based on new realities within the Town. Additionally, an updated financial plan will also be required to accompany the license renewal application to be completed in early 2019.

Water System Financial Plan Update:

Procurement Information	Details and Results
Proponent:	B.M. Ross and Associates Limited
Approved Project Budget:	Non-Budgeted
Cost Result – Successful Bid (Inclusive of HST):	\$8,475.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$7,632.00

The Wastewater system (i.e. Wastewater Treatment Plant) has seen numerous projects completed over the last several years aimed at improving operations and replacing or repairing aging infrastructure. As growth continues across the Town, a capacity expansion will be required at some point in the future and the ability to fund not only the planned capital works related to expansion, but also the required maintenance and replacement works to existing equipment and infrastructure will be vital. The completion of a financial plan based on the various studies and works completed in recent years will allow the Town to identify the current financial position of the wastewater system and its ability to fund required future works. The development of this plan would support future project timelines, financing requirements and ultimately rate projections and requirements moving forward.

Wastewater System Financial Plan Completion:

Procurement Information	Details and Results
Proponent:	B.M. Ross and Associates Limited
Approved Project Budget:	\$20,000.00 (O&M Budget)
Cost Result – Successful Bid (Inclusive of HST):	8,475.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$7,632.00

SUMMARY

Based on the information detailed herein, Staff recommends updating the water system financial plan while also completing the wastewater system financial plan to assist in guiding future works on both systems, while also supporting any future rate increases which may be proposed.

Per Section 9.1(b)(vi) of the Procurement By-Law, staff are recommending direct procurement of the financial plan updates to B.M. Ross and Associates Limited. This is viewed as being beneficial to the end product because the company has been actively involved in the design of both systems, developed the 2014 water system financial plan and has completed many of the inspections and studies completed at the wastewater treatment plant in recent years which would be used as the backbone of the wastewater system financial plan.

FINANCIAL IMPLICATIONS

The projected cost to review and update the Town's existing water system financial plan is estimated to be \$8,475.00, inclusive of applicable tax. The water system financial plan update is identified as non-budgeted, and is proposed to be funded from water reserves.

The projected cost to develop and complete the Towns wastewater system financial plan is estimated to be \$8,475.00 inclusive of applicable tax. The Wastewater system financial plan is proposed to be funded from the approved 2018 Operations and Maintenance budget (01-4100-6210).

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar # 1 – Infrastructure: Developing a comprehensive and progressive infrastructure plan
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.
 - Tactic(s): To support the asset management plan, complete a financial analysis of the Town's ability to pay to establish a minimum capital budget threshold to be budgeted for each year (either in actual spending, of put into reserves).

OTHERS CONSULTED


Jed Kelly, Director of Public Works

ATTACHMENTS


None

REVIEWED BY

Recommended by the Department




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



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 July 2018
Subject:	PW 45-2018 Land sale for portion of 480 Glass Street to Quadro Communications Co-operative Inc.

PURPOSE

Quadro Communications Co-operative Inc. ("Quadro Communications") has approached Town staff with a request to purchase a portion of 480 Glass Street (Junction Station property) to establish a fiber optic point of presence in the North ward to accommodate last mile fiber servicing to properties in the northern sections of Town.

The purpose of this report is for Council to approve the selling of a portion of 480 Glass Street, identified on Reference Plan 44R-5520, to Quadro Communications.

RECOMMENDATION

THAT PW 45-2018 Land sale of 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.

BACKGROUND

Proposed Last Mile Strategy from Quadro Communications

Quadro current service offerings via Fiber:

Quadro Communications currently offer phone, television & internet services to any property with an existing Quadro fiber connection. Internet service bandwidth at the 1Gbps speed is available which is approximately 10X-20X times faster than the closest internet service provider who offers 50-100Mbps to St. Marys residents.

Quadro Current Fiber Network status in St. Marys:

Quadro Communications completed their migration to fiber in the incumbent local exchanges in 2015. This capital upgrade project is well in advance of existing telecommunication networks in St. Marys. The company is now transitioning to competitive local exchanges for future expansion. St. Marys is in a competitive local exchange area; therefore, Quadro Communications has now approached staff regarding their plans for fiber build out infrastructure within Town boundaries. Their initial steps include the creation of a "point of presence" (POP) fiber facilities that need to be placed in strategic locations so that they can service all properties in St. Marys.

Conceptual Last Mile Backbone construction plan:

To implement this plan, three POP locations are required to feed the fiber network; each site will have the capacity for 2,500+ last mile fiber service connections.

POP Sites would include:

- James St. S (Existing) – All properties South of Queen St. & East of the railway line.
- Glass St. (proposed) – All properties & future development North of Queen St. & East of the river. Long-term plans would include fiber following Wellington St. crossing the newly constructed bridge to service downtown properties.
- Rannoch via Queen St. West. – All Properties West of River, North and, South of Queen St.

Proposed Last Mile installation for 2018:

Expansion plans in development for 2018 construction include backbone fiber installation via new easement along the current trail system which would connect with the existing POP located at James St. S. This POP will service existing and new properties in the Stoneridge & Ridgewood area. This plan includes servicing all new properties immediately and maxes out return investment by offering connections to existing residential properties. Quadro Communications has a policy whereby a fiber service will be extended if requested by the individual property owners as long as no more than 40m of fiber build-out is required.

Proposed Northern Point of Presence at 480 Glass St.:

Through conceptual planning with Town staff, it was identified that Quadro Communications has sufficient capacity to provide upstream connectivity for an additional POP via Road 125. A new site located on Glass St would become the logical entry point. The new POP site would have the capacity to offer 2,500+ last mile connections and theoretically be able to service all existing & new development in areas North of Queen St and East of the Thames River.

After defining an entry point, a review of the Junction Station property as a possible location was initiated. Different models of long-term leasing were discussed. Representatives of Quadro Communications are requesting purchasing a portion of land as their business model is based on long-term growth and commitment within the Town.

REPORT

As noted above, Quadro Communications has approached Town staff with a request to purchase a portion of 480 Glass Street (Junction Station property) to establish a point of presence in the North ward for last mile fiber servicing. This report is presented to assist Council in determining if they wish to sell a portion of the lands to Quadro.

The policies and procedures for selling Town owned land are established in by-law 03-2012. As required in Section 5 of the by-law the first step in selling land is to prepare a comprehensive report to Council. Each of the sub-sections below address the requirements of the by-law.

A. Description of the Lands

480 Glass Street is a Town-owned property known as reference PLAN 44R-5520 part of PIN #53254-0024. A PIN map and reference plan of the new parcel is attached to this report. The parcel identified by reference plan 44R-5520 is located with property that currently features the Town's dog park and Junction Station; both features are located on the southern portion of the property, the northern frontage is non-used space comprised of lawn and brush.

Currently, the property is not publicly or privately serviced for water, wastewater, hydro, natural gas or telecom. The entire property is approximately 1.39 ha, the proposed severed property would be 250m³ the equivalent to 0.024 ha and 0.061 acres. Therefore, severing the said amount of land is minimal, and the severance and sale of the parcel will have little impact on the Dog Park and Junction Station. The property is designated as general industrial in the Official Plan and is zoned as light industrial.

The proposed parcel identified for sale can be found in Attachment 1, identified as Part 1.

B. Is the Land Surplus to the Town's Needs?

It is staff's opinion that the Northern frontage lawn and brush area is surplus to the Town's needs. Staff cannot foresee a future Town use for the space in the future. No future uses are identified in any long term capital plans. Additionally, no future road work to upgrade the service level to local road characteristics have been identified. It is likely the road cross section with open ditches would remain well into the future.

C. Appraisal

As a part of the land sale process by-law 03-2012 would require that an appraisal of the newly created parcel be completed before it is offered for sale. The cost of a land appraisal is likely in the order of \$750 -\$1,000. In this situation, staff recommends that Council apply the Town's price for industrial land of \$52,000 per acre. The proposed area is 0.061 acres. Using appraisal value above total land cost would amount to \$2762.58. Staff is recommending an additional \$500 be added toward existing tree replanting initiatives within the existing parcel to recognize that trees will need to be removed to facilitate the construction of a small building at the site.

D. Public Notice Approach

Multiple courses of action can be undertaken to provide notice to the public. Given the relatively low exposure of the site, staff recommend notifications to residents and neighboring property owners via mail. The Communications Department will be engaged to create media releases, detailing why this is positive for the Town, and that replacement trees will be purchased and planted in the surrounding park lands to compensate for the loss of brush lands.

E. Method of Sale

By-Law 03-2012 grants Council with six mechanisms to facilitate the sale of surplus Town land. Those options being:

1. Direct Sale by the Town;
2. Sale by real-estate agent;
3. Land exchange;
4. Public tender;
5. Call for proposals; or
6. Public auction.

Staff recommends that Council pursue Option 1 – Direct Sale by the Town. As referenced, a local business, Quadro Communications, has come forward with an interest in purchasing the small parcel of land. Quadro would like to install a fiber POP substation. The installation of a fiber POP substation would help fulfill Pillar #1 Infrastructure of the Strategic Plan, which calls for the installation of fibre infrastructure for future growth that would address digital needs for residents and emergent businesses. Quadro Communications recognizes that the Junction Station is a heritage building and that any structures erected will not deter from Junction Station. Furthermore, the erection of a fiber POP station complies with the property's zoning of "General Industrial" which allows for communication facilities. Therefore, it is staff's recommendation if Council is prepared to sell the property, that a direct sale to Quadro Communications be undertaken.

F. Terms and Conditions

Staff have performed an initial zoning review using similar existing Quadro POP facility requirements and have developed proposed required setbacks complying with surrounding properties and zoning. Pending the sale of the property, staff are recommending that a site plan agreement to ensure any zoning or heritage issues could be addressed.

G. Determination

The final pre-sale task required to determine if the land is considered to be full or limited marketability. The by-law provides the following definitions:

“Full Marketability” means the land which would, in the opinion of the Chief Administrative Officer (CAO) or designate, be of interest to potential purchasers in the open market due to size, shape, location, topography, environmental condition, permitted land uses, or any other factor which the CAO or designate, considers relevant.

“Limited Marketability” means land which would, in the opinion of the CAO or designate, be of limited interest to potential purchasers due to size, shape, location, topography, environmental condition, land use restrictions, or any other factor which the CAO or designate, considers relevant.

In this instance, the land is most likely to be limited marketability, as the designated parcel is small and lacks any private or public services.

Zoning:

Staff have reviewed the current zoning and determined no zoning amendment will be required. Section 5.27(a)(c) of the zoning by-law has provisions regarding the installation of this type of structure provided that consultation of Council is completed. Staff are recommending that to satisfy this requirement Quadro Communications would have to complete the site plan process.

SUMMARY

Council has previously passed the following resolution authorizing staff to proceed with this sale:

Resolution 2018-03-27-28

THAT Council for the Town of St. Marys declare a portion of 480 Glass Street to be surplus to municipal needs; and

THAT staff be directed to initiate the sale of land process for a portion of 480 Glass Street to Quadro Communications; and

THAT staff be directed to proceed with the creation of a reference plan to separate a parcel of land from the municipally owned land known as 53254-0024, the location of Junction Station and St. Marys Dog Park; and

THAT staff be directed to register the reference plan after it has been prepared.

CARRIED

Creation of a Quadro fibre optic POP for the northern sections of Town is a significant step forward for last mile fiber connectivity for local residents. Quadro Communications is proposing significant capital investment to complete the POP late 2018 and beginning to service customers in the northern areas beginning 2019. The project, although through private investment, does fit within the Strategic Plan with the added benefit of immediate impact via availability of increased internet speeds to local residents which could be realized within a relatively short time frame.

FINANCIAL IMPLICATIONS

Using an appraisal cost of \$52,000 per acre, and total acreage of 0.061, purchase price of \$3212.

Staff have identified several costs to proceed with creation and sale of the parcel and as such are recommending all costs be recovered in final sale price of the proposed lot.

Trees	\$500 (To fund replacement additional trees)
Legal	\$5,000
Survey	\$1,500

Adding all survey and legal costs total cost recovery from the proponent would amount to \$10,212.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Digital fiber ducts:
 - Outcome: Part of future growth will require addressing digital needs for residents and emergent businesses
 - Tactic(s):
 - Short-Term: Research options for best providers.
 - Mid-Term: Incorporate communication duct-work in all future capital works projects (pilot phase)
 - Long-Term: Incorporate communication ductwork in all future planned subdivisions as part of development.

OTHERS CONSULTED

Grant Brouwer – Director, Building and Development
John Deheer - CEO, Quadro Communications
Barry Stone – Field Operations Manager

ATTACHMENTS

Attachment 1 – Reference Plan 44R-5520
Attachment 2 – Purchase and Sale Agreement

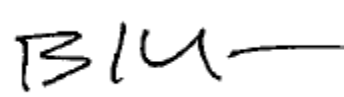
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

NOTES:

BEARINGS ARE UTM GRID, DERIVED FROM GPS OBSERVATIONS USING THE CANSEL NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS v6) EPOCH 2010.00.

DISTANCES ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999547930.

ALL COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CANSEL NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS v6) EPOCH 2010.00 TO AN URBAN ACCURACY IN ACCORDANCE WITH SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
SCP 20120110047	4801423.869	503007.702
ORP A	4790982.805	489215.725
ORP B	4791121.298	489370.619

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

PLAN OF SURVEY

OF PART OF
LOT 15
CONCESSION 18
(GEOGRAPHIC TOWNSHIP OF BLANSHARD)
NOW IN THE
TOWN OF ST. MARYS
COUNTY OF PERTH

SCALE 1:200

0 1 2 3 4 8 12 METRES

MTE OLS LTD.
ONTARIO LAND SURVEYORS

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

DATE June 25, 2018

Gavin P.T. Seaman
GAVIN P.T. SEAMAN, O.L.S.

PLAN 44R-5520

RECEIVED AND DEPOSITED

DATE June 27, 2018

"M L Green"

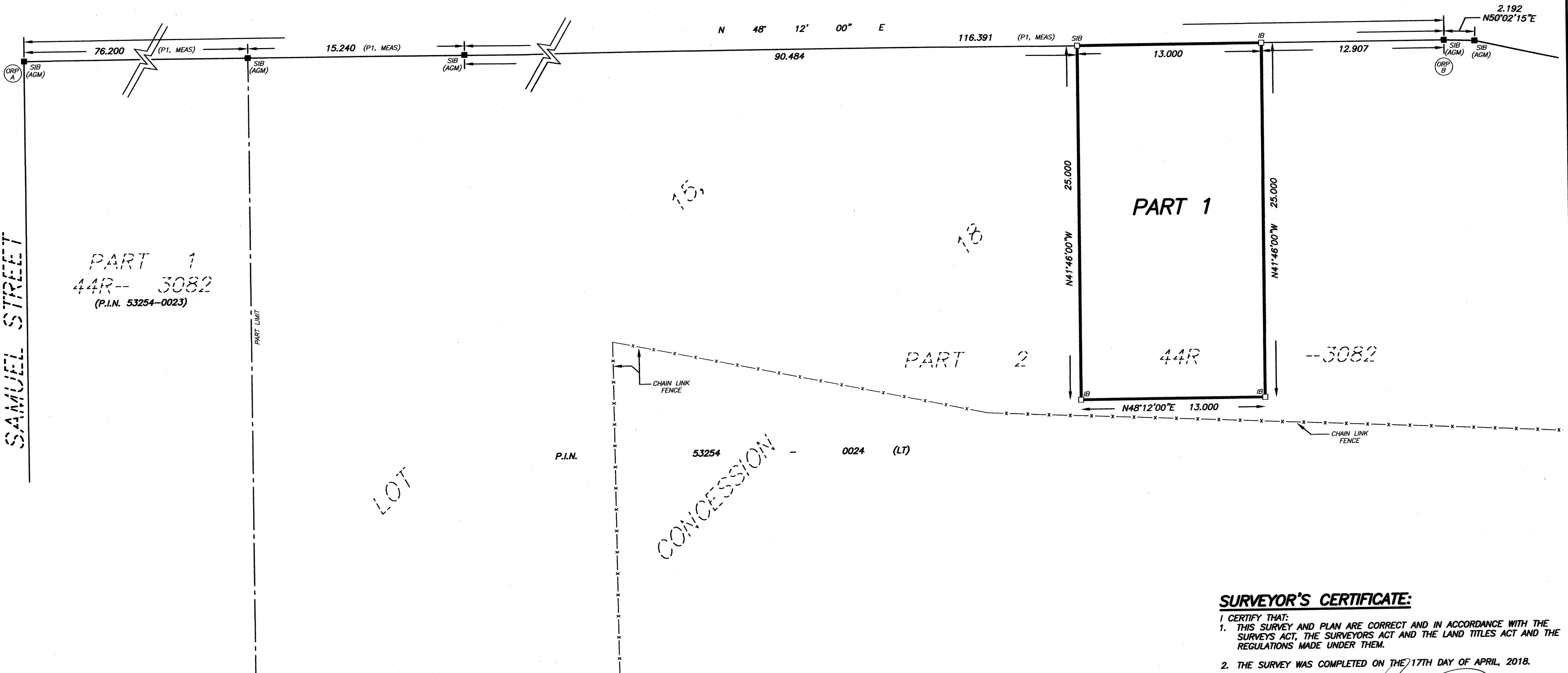
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF PERTH (No. 44)

SCHEDULE

PART	LOT	CONCESSION	P.I.N.	AREA (m ²)
1	PT OF 15	18	PT OF 53254-0024 (LT)	325.0

PART 1 COMPRISES PART OF P.I.N. 53254-0024 (LT)

GLASS STREET
(20.117 WIDE, AS PER REG PLAN 215)
(P.I.N. 53235-0122)



LEGEND:

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- IB# DENOTES ROUND IRON BAR
- CC DENOTES CUT CROSS
- CM DENOTES CONCRETE MONUMENT
- NTS DENOTES NOT TO SCALE
- WIT DENOTES WITNESS
- MEAS DENOTES MEASURED
- CALC DENOTES CALCULATED
- MTE DENOTES MTE OLS LTD.
- AGM DENOTES ARCHIBALD, GRAY & MCKAY, O.L.S.'s
- RP DENOTES REGISTERED PLAN 215
- P1 DENOTES PLAN 44R-3082

METRIC:

DISTANCES AND CO-ORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE:

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON THE 17TH DAY OF APRIL, 2018.

June 25, 2018
DATE

Gavin P.T. Seaman
GAVIN P.T. SEAMAN, O.L.S.

MTE OLS Ltd.
ONTARIO LAND SURVEYORS

365 HOME STREET
STRATFORD, ONTARIO, N5A 2A5
TEL: (519) 271-7952 FAX: (519) 271-3545

Cad File: P:\P\44078\100\44078-100-R1.DWG COGO : 44078\TMGROUND.ASC
Drawn By : T. HANKO Checked By : G. SEAMAN, O.L.S. File No : 44078-100-R1 (L)

AGREEMENT OF PURCHASE AND SALE

THIS INDENTURE dated the _____ day of _____, 2018

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

hereinafter called the **VENDOR**

- and -

QUADRO COMMUNICATIONS CO-OPERATIVE INCORPORATED

hereinafter called the **PURCHASER**

Offer to Purchase

1. The Purchaser, having inspected the lands and premises hereinafter described, hereby offers to purchase from the Vendor the lands and premises situated in the Town of St. Marys, located as shown on the sketch attached as Schedule "A" to this Agreement, legally known as Part 1 of Reference Plan 44R-5520

**Ten Thousand Dollars
(\$10,000.00)**

of lawful money of Canada, to be paid by bank draft or certified cheque to the Vendor on the date of completion.

Deposit

2. The Vendor has waived the requirement for a deposit in this land transaction.

Adjustments

3. Any unearned fire insurance premiums, rents, mortgage interest, realty taxes including local improvement rates and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to the Purchaser.

Free from Encumbrances

4. Provided the title to the property is good and free from all encumbrances, except as otherwise expressly provided herein, and except as to any registered easements, restrictions or covenants that run with the land, or municipal by-laws, or other governmental enactments, providing that such are complied with.

Schedules

5. The following Schedule(s) form part of this Agreement:

Schedule A – Sketch of the Property
Schedule B – Additional Terms and Conditions

Property Condition

6. The Agreement is made without representation, warranty or condition with respect to the fitness for any purpose, condition, quality or quantity, zoning or lawful use of the property. The Purchaser acknowledges that it has relied entirely on its own investigations and inspections. The Purchaser will accept the property "as is" on the day of closing without regard for its state of repair, location of structures, walls, retaining walls or fences (freestanding or otherwise) and subject to all judicial, municipal or any other governmental by-laws, agreements, restrictions or orders affecting or regarding its condition or use (including deficiency, compliance requests, work and other orders), all registered or unregistered restrictions, agreements, rights of way, easements, covenants which run with the land or minor encroachments by buildings or fences on the Lands or adjoining properties or streets, all municipal and other development and sewer levies, fees, imposts and charges and all amounts added to the tax roll, in all cases regardless of whether there is compliance.

Fixtures and Chattels Excluded and Included

7. There are no fixtures or chattels being conveyed as a part of this land transactions.

Title Documents

8. The Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title except as may be in the possession or control of the Vendor, unless otherwise provided herein.

Examination of Title

9. The Purchaser is to be allowed until 5:00 P.M. (local time) on **April 16, 2018** to examine the title at its own expense. If within that time any valid objection to title is made in writing to the Vendor which the Vendor is unable or unwilling to remove, remedy or satisfy and which the Purchaser will not waive, this Agreement, notwithstanding any intermediate acts or negotiations in respect of such objection shall be at an end, and all monies theretofore paid shall be returned to the Purchaser without interest or deduction, and the Vendor shall not be liable for any costs or damages. Except as to any valid objection so made within such time, and except for any objection going to the root of the title, the Purchaser shall be conclusively deemed to have accepted the Vendor's title to the property.

Completion of Transaction

10. The transaction of purchase and sale to be completed by no later than 5:00 P.M. (local time) on **April 30, 2018**. The Vendor may unilaterally amend the completion date on 5 calendar days written notice to the Purchaser in order to allow the Vendor to pass the necessary municipal by-laws to complete the herein transaction. Vacant possession of the property shall be given to the Purchaser on the date of completion, unless otherwise provided herein.

Time of Essence

11. This Agreement, when accepted, shall constitute a binding contract of purchase and sale between the Purchaser and Vendor and time shall, in all respects, be of the essence thereof, provided that the time for the doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing, signed by the Vendor and the Purchaser or by their respective solicitors who are hereby expressly appointed in this regard. It is agreed that there is no condition, expressed or implied, representation, warranty, or collateral agreement affecting this Agreement or the property or supported hereby, except as expressed herein in writing.

Deed or Transfer

12. The deed or transfer shall be prepared in registerable form by the Vendor's solicitor. The Vendor

shall pay the cost of registration and taxes of all documents. The Vendor further undertakes and agrees, forthwith after the completion date, to provide a copy of the registered Transfer of Land to the Purchaser's solicitor. This covenant shall survive the closing of the herein transaction and shall remain in full force and effect notwithstanding the transfer of title to the Property to the Purchaser.

Written Additions

13. Provided that, notwithstanding any terms or conditions outlined in the printed wording herein, any provisions written into the Agreement at the time of the signing of the Agreement by the Purchaser shall be the true terms and shall supersede the printed portion in respect of the parts affected thereby. This Agreement and its acceptance shall be read with all changes of gender or number required by the context and shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns, as the case may be.

Costs and Tender

14. The Purchaser acknowledges that he or she shall be responsible for all costs associated with the herein sale transaction. Any tender of documents or money desired hereunder may be made upon the solicitor acting for the Vendor or Purchaser, and it shall be sufficient that a Bank Draft or Certified Cheque may be tendered instead of cash.

Good and Services Tax or Harmonized Sales Tax

15. If this transaction is subject to Goods and Services Tax or Harmonized Sales Tax ("GST/HST"), then such tax shall be **in addition** to the purchase price. If this transaction is subject to GST/HST, the Purchaser shall self-assess and remit the GST/HST payable and file the prescribed form and shall indemnify the Vendor in respect of any GST/HST payable. The foregoing warranties shall not merge but shall survive the completion of the transaction. If this transaction is not subject to GST/HST, Vendor agrees to certify on or before closing that the transaction is not subject to GST/HST.

Electronic Registration

16. The Vendor and Purchaser acknowledge that this transaction will be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, c. L4, as amended. The Vendor and Purchaser further acknowledge and agree that the delivery of documents and the release thereof to the Vendor and Purchaser shall be governed by a Document Registration Agreement in the Law Society of Upper Canada's most recent standard form for such agreements and hereby authorize their respective solicitors in that regard.

Business Day

17. In the event that any date specified in this Agreement shall fall on a day other than a Business Day (defined to mean a day other than a Saturday or Sunday on which chartered banks in the Town of St. Marys, Ontario are open for the transaction of business with the public), then such date shall be deemed to be the next following Business Day.

Notice

18. Any notice or requisition required or contemplated by any provision of this Agreement which either party may desire to give to the other shall be sufficiently given to the Purchaser by personal delivery or facsimile transmission addressed to the Purchaser at:

Quadro Communications
1845 Road 164
PO Box 101
Kirkton, Ontario, N0K 1K0

and any notice to be given to the Vendor shall be sufficiently given by personal delivery or facsimile transmission addressed to the Vendor at:

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

Attention: Clerk

and to the Vendor's Solicitors:

Carlyle Peterson Lawyers LLP
7-717 Richmond St., London ON N6A 1S2

Attention: Sue Carlyle
Facsimile: (519) 432-0634

and all such notices shall be effective as of the date of such personal delivery or facsimile transmission unless delivered or transmitted after 5:00 p.m. on a Business Day or on a day which is not a Business Day in which event such delivery or transmission shall be deemed to be effective on the next Business Day.

Successors and Assigns

19. The heirs, estate trustees, administrators, successors and assigns of the undersigned are bound by the terms herein.

Realtor Commission

20. The parties acknowledge and agree that the Vendor shall not be responsible for any real estate or brokerage commission or fees payable to any agent or any other person arising out of or in connection with the transaction contemplated in this Agreement.

Time for Acceptance

21. This Agreement shall be irrevocable and open for acceptance until 11:59 P.M. (local time) on the 11th day of August, 2017, after which time, if not accepted, this Agreement shall be null and void and the deposit (if any) shall be repaid to the Purchaser without interest or deduction.

IN WITNESS WHEREOF the Purchaser has duly executed this Agreement as of the date first written above.

SIGNED, SEALED & DELIVERED

QUADRO COMMUNICATIONS

We have the authority to bind the Corporation.

ACCEPTANCE

The Vendor accepts the above Agreement.

THE CORPORATION OF THE TOWN OF ST. MARYS

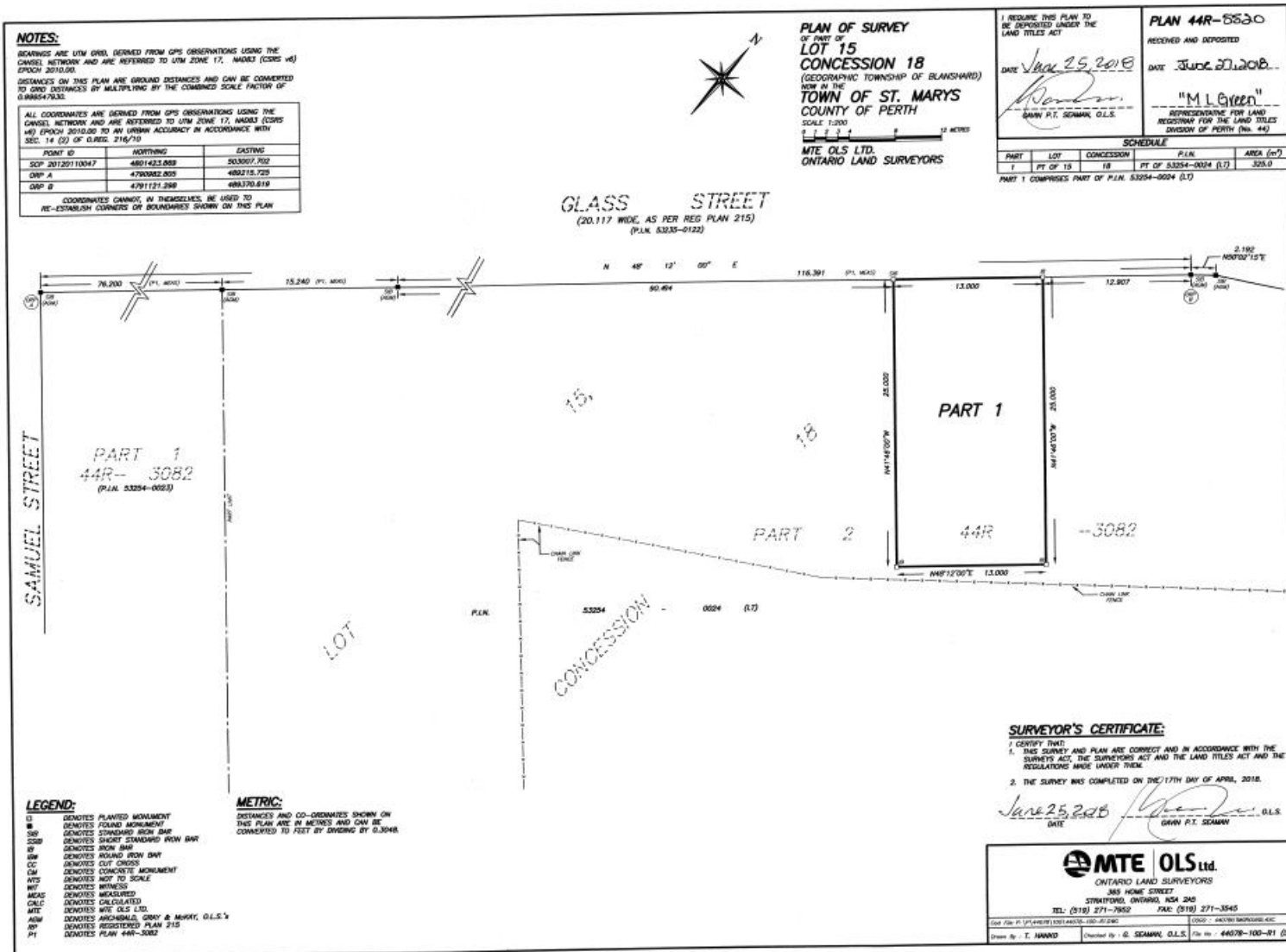
Al Strathdee, Mayor
Date of Signature:

Brent Kittmer, Clerk
Date of Signature:

We have the authority to bind the Corporation.

SCHEDULE "A"

Sketch of Property



SCHEDULE “B”

Additional Terms and Conditions

1. The purchaser shall commence construction within 18 months of the registration of the deed or transfer and shall diligently complete construction of the building or structure, in default of which the purchaser shall in the sole discretion of the Town of St. Marys reconvey the land to the Town of St. Marys in accordance with Condition 6 of this Schedule B and free and clear of all encumbrances, easements, restrictions or covenants except as to those originally assumed by the purchaser from the Town of St. Marys.
2. The purchaser shall not within 10 years of the registration of the deed or transfer convey any vacant part of the land by deed, transfer, grant, assignment, appointment, mortgage, charge, lease or sub-lease (Planning Act, R.S.O. 1990, Chapter P .13), without first notifying the Town of St. Marys and, where it has been so notified, the Town of St. Marys may either grant its consent (which shall not be unreasonably withheld) to the conveyance or application or may in its sole discretion require the purchaser to reconvey the vacant part to the Town of St. Marys in accordance with Condition 6 of this Schedule Band free and clear of all encumbrances, easements, restrictions or covenants except as to those originally assumed by the purchaser from the Town of St. Marys; provided that this section 2 shall not apply in the case of transfer, conveyance or assignment to an affiliate or associate (as such terms are defined in the Business Corporations Act (Ontario)) of the purchaser.
3. The purchaser shall pay local improvement charges and any other special levies assessed at any time against the land on and after completion of the purchase.
4. The CAO/Clerk may grant one or more extensions (which in total shall not exceed one year) of the time under Condition 1 of this Schedule B within which construction of a building or structure is to be commenced provided the purchaser has filed a written request with the CAO/Clerk.
5. A purchaser wishing to notify the Town of St. Marys under Condition 2 of this Schedule B shall file a written request with the CAO/Clerk who shall submit a recommendation thereon to Council.
6. Where the whole or any part of land is reconveyed by the purchaser to the Town of St. Marys pursuant to a condition of sale or otherwise, the amount payable upon the reconveyance shall be 90 per cent of either the original purchase price (exclusive of interest thereon and any extension charges), if the whole land is reconveyed, or the portion thereof that is in the same ratio as the area of the reconveyed part is to the whole land, subject to adjustments as of the date of reconveyance for taxes, local improvements and other rates and subject, where the Town of St. Marys considers

necessary, to the Town's withholding until a new purchaser is found, an amount sufficient to compensate the Town of St. Marys for the cost of restoring the land to its original condition if so required by the new purchaser.

7. The entire site which is not used for building, for the provision of off-street parking, for driveways or for loading docks shall be levelled, seeded and maintained in a grassed condition, including the boulevards;
8. The cost of service connections from the main to the property line is the responsibility of the purchaser.
9. The cost of removal of topsoil on the site is the responsibility of the purchaser.

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 July 2018
Subject:	PW 47-2018 Service Club Sign Application

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 47-2018 Service Club Sign Application; 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.

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 nine (9) 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
- St. Marys Community Players

REPORT

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

The definition is as follows:

“A not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis, and Lions Service Clubs.”

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

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

Applicant	Form Completed	Charity No.	Years of Service	Contribution to Town
Army, Navy, and Air Force Veterans in Canada	Yes	N/A	70+	Provide donations to numerous groups within and outside the community: <ul style="list-style-type: none"> • St. Marys Hospital • Parkwood Hospital • Salvation Army • Victims against Violence • St. Marys Minor Sports Associations • St. John Ambulance

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 nine logos, and the approval of the St. Marys Community Players will bring the total to ten logos. The Army, Navy and Air Force Veterans in Canada 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 Army Navy, and Air Force Veterans in Canada’s application be approved and their logos added to the Service Club Sign structures.

FINANCIAL IMPLICATIONS

Service Clubs who are approved by Council will have to purchase four signs, a sign for each entry point. A quote has been received by the Town regarding the costs for four signs that meet the dimension and material requirements set out in By-Law 32-2018. The cost per sign is \$75.00, a total of \$300.00 for four signs.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None.

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department

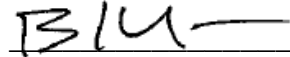


Jed Kelly
Director of Public Works



Morgan Dykstra
Public Works Coordinator

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Board of Directors Meeting Highlights
Held on June 21, 2018 at 9:00 AM
at the MRF Board Room**



Update on China Waste Import Restrictions and Impacts on Provincial and Local Recycling Programs

Now that China has implemented waste import restrictions and recycling programs and operations are being affected in many parts of the country, SWANA is providing an update so you can be informed about the latest developments and participate in upcoming events that will help you and recycling stakeholders in your state respond to the situation.

In January 2018, China's ban on 24 categories of scrap and recyclables took effect, and in March 2018, the 0.5 percent contamination ("carried waste") standard was implemented. These actions have caused a dramatic decline in the amount of scrap and recyclables exported from Canada to China.

As a result, other countries, primarily in Asia, have increased their import of these materials from Canada and other countries. In recent months, several of these countries, particularly Vietnam and Indonesia, have announced measures to reduce the flow of recyclables into their ports. In May, Vietnam advised that it would not accept imported containers of plastic from other ports from June 25 to October 15, due to the overwhelming volume of material being received. Indonesia recently announced that it has started pre-shipment inspection of all fiber imports. These actions have significantly disrupted commodity markets and the international movement of scrap and recyclables.

SWANA has taken aggressive steps to respond to these disruptions. Earlier this year, SWANA established a Recycling Task Force (RTF) consisting of industry and municipal leaders from the United States and Canada to help guide our response. The RTF, which has held several conference calls, has prioritized: (1) identifying best practices for reducing contamination of curbside recyclables; (2) creating demand for recycled content; and (3) calling on the U.S. Congress to include support for recycling in the Infrastructure bill.

SWANA is working with other recycling stakeholders to amplify our messages and concerns. A group of associations and organizations met this Spring to collaborate on improving the quality of the recycling stream and address the challenges posed by China's waste import restrictions, and a follow-up meeting will occur at WASTECON® in Nashville, Tennessee. A similar group, whose membership overlaps somewhat with the group identified above, submitted a letter in April 2018 to the congressional leadership in the U.S. urging inclusion of recycling-related funding in the Infrastructure bill. SWANA is a leading and active participant in both groups.

SWANA is also providing education on the impact of the Chinese waste import restrictions at online and in-person events. This subject was included in numerous SWANA chapter conferences and events earlier this Spring, and SWANA will be holding a webinar on June 28th at 1:45pm EDT exploring how the recycling landscape has changed and what provincial and local officials need to do to maintain sustainable recycling programs.

We are also holding a MRF Summit at WASTECON in Nashville, Tennessee on August 22-23. We are partnering with the Institute of Scrap Recycling Industries (ISRI) to develop this event, which is intended to bring together provincial/local government officials, recycling industry leaders, consumer brand owners, and others to review the changing market for recyclables and potential solutions to current challenges. The MRF Summit provides a unique opportunity for all recycling stakeholders to gather to discuss these issues and establish productive working relationships for the future.

York University Study Finds Recycling Bags Better Than Carts At Reducing Contamination And Program Costs

Recycling bags could be key to righting Canada's recycling woes, reducing contamination, and capturing lost revenue, according to a new study by researchers at York University.

The York study "Thinking Beyond the Box" – an examination of collection mediums for printed paper and packaging waste using publicly available information and surveys with stakeholders – comes at a time when municipalities are grappling with meeting increasingly stringent standards from China, which buys around two-thirds of North America's recycling.

Cities across Canada have depended on the sales of these items to China – in some cases, they offset over 20% of the costs of the city's overall program – which is why it's critical that a solution be found.

Under its National Sword policy, China is refusing to accept recyclables with more than 0.5 per cent contaminated materials. Contamination includes food residue, non-recyclable materials, or products ending up in the wrong stream (i.e. plastic with paper).

To put it in contrast, cities like Toronto, Edmonton and Halifax, have reported upwards of 20 per cent contamination.

Peel Region is a prime example of the potential cost of contamination. After China turned away 13,000 tonnes of product from the region's paper recycler Canada Fiber, Peel Region will likely be saddled with a \$1.7 million bill for the loss.

And the trend towards cart-based, automation systems could be exacerbating the problem, says Dr. Calvin Lakhani, co-investigator of the "Waste Wiki" project at York University, and the corresponding author of the report.

"From a municipal perspective, the contamination rate more than doubled if not tripled after switching to a cart-based collection system," he says. As a result, revenue from post-recyclable materials – the same revenue expected to offset the cost of these programs – has fallen.

The York study found that contamination was eight per cent lower in bag-based, or bag and box-based systems when contrasted with cart or box-based systems.

"To date, we've very narrow-mindedly focused on two solutions... it's very obvious that a third and if not preferable solution exists," says Lakhani. He points out that urban centres like Halifax and Edmonton already include bags as part of their recycling programs.

Recyclable bags restrict contamination to the individual bag rather than the entire recycling cart's contents, giving collectors an additional opportunity to screen the product for things like food residues or non-recyclable materials, improving recovery rates. They also offer households and businesses a chance to add-on capacity as needed.

"Under the current system, municipalities using only cart-based systems aren't getting the returns they should be," says Mike Pilato, general manager for Clorox Canada, (which sponsored the study but gave researchers "complete discretion and latitude" to conduct it as they saw fit). "Recycling bags give communities an opportunity to improve their existing system, while amortizing their current investment."

Lakhani's "Thinking Beyond the Box" study makes a compelling case for bringing recyclable bags into the equation as municipalities look to update their current systems to meet the changing demands from places like China. There is both a performance and cost advantage of using bags versus cart or bin-based programs.

"The title of the study captures it – municipalities haven't had this information to make educated choices," says Pilato. "As they're struggling with this new reality, recycling bags are an attractive option that allows them to make progress with their existing system while they think about another way to do things."

A&W Canada Takes The Lead On Eliminating Plastic Straws

A&W Food Services of Canada Inc. is marking World Oceans Day by eliminating all plastic straws from all restaurants by the end of this year. It will be the first quick service restaurant chain in North America to make this commitment.

“Reducing waste from landfills is a top priority for A&W and this is one big way that we can make a difference,” says Susan Senecal, A&W Canada’s president and CEO.

“We are proud to make this change, which has been driven by the wishes of our guests, franchisees, and staff.”

A&W will provide guests with the option of a paper straw. The paper straws are 100 percent biodegradable, compostable and are sustainably sourced. They last two to three hours in a drink without breaking down, but naturally biodegrade in three to six months in the environment. This switch to paper will keep 82 million plastic straws out of landfills every year.

“Introducing packaging innovations that reduce waste is key to A&W’s environmental strategy,” explains Tyler Pronyk, A&W Canada’s director of distribution, equipment and packaging.

“By using compostable packaging, real mugs, plates and cutlery, we are diverting millions of single-use packaging from landfills every year.”

“Eliminating plastic straws is another big step for us. As we learn more about new tools and sustainable practices, we look forward to more improvements ahead,” he adds.

NYC Councilman Proposes a Ban on All Plastic Straws in NYC

Plastic straws may soon be on the chopping block. An NYC councilman is introducing a bill today hoping to ban the use of plastic straws in restaurants, bars, and cafes across the city — joining a growing national movement to mitigate the environmental impact of the utensil.

Councilman Rafael Espinal, who represents portions of Bushwick, Bed-Stuy, Brownsville, Crown Heights, Cypress Hills, and East New York, is putting forth the bill today. He tells the Times that it’s an urgent environmental issue, pointing to an incident in April where a whale washed to the shore of Spain with more than 60 pounds of trash inside of it.



Unlike other forms of plastic, plastic straws cannot be recycled, according to the Wildlife Conservation Society advocacy campaign Give a Sip — making them a top 10 type of debris that end up in the ocean.

If the bill passes, no food service business would be able to offer single-use plastic straws or coffee stirrers, and people who disobey the law will be fined, with the penalty starting at \$100.

Though Espinal points to the whale incident as what prompted him, in fact, the no-straw movement has gained a lot of traction in the press in the last couple months. In January, a Southern California official suggested eliminating a customary straw at full-service restaurants, meaning people only got one if they requested it. Shortly after, Malibu officially banned plastic straws, and Portland restaurants and bars started a big movement, too.

In New York, dozens of restaurants and bars have said that they, too, are ditching plastic straws. Last week, Danny Meyer announced that Union Square Hospitality Group would also be replacing plastic straws with a “biodegradable alternative.”

Espinal says he doesn’t “believe there any huge obstacles,” saying it’s not a necessity for most people. But like with the proposed plastic bag ban and the styrofoam ban, it will likely still face resistance from New Yorkers and from the small business owners who make up a huge number of people impacted.

Nespresso And Canada Post Partner For Capsule Recycling

As of June 11, consumers living in Alberta, Saskatchewan, Manitoba, Ontario, all of the territories and all of Atlantic Canada will be able to recycle their used aluminum Nespresso capsules by simply sending them back through the mail, at no additional cost.

“The Red Bag solution aims to increase the collection capacity of used aluminum Nespresso capsules by making it as easy as possible for our customers to participate,” says Jean-Luc Valleix, Nespresso Canada president.

“We have always set ourselves apart, as evidenced by our decision to develop capsules with aluminum, a material that not only preserves the freshness of coffee grounds but is also infinitely recyclable. Nespresso has been committed to ensuring sustainability for more than 25 years, taking an active stance in working with local partners and governments and investing in tailored recycling solutions across Canada and around the world.”

From now on, customers can simply place their used Nespresso aluminum capsules in a fully recyclable Red Bag provided for free by Nespresso Canada when coffee capsules are purchased. Then they just drop off the sealed capsule-filled bag at a Canada Post outlet or in a red Canada Post mailbox, at no extra cost.

“We are delighted to partner with Nespresso Canada and to help it achieve its goals,” says Rod Hart, Canada Post’s vice-president, parcels and international business.

“We take great pride in helping Canadian businesses grow, and in offering more convenience to busy Canadians.”

Nespresso offers the only complete and fully recyclable solution, repurposing both the capsule and the coffee grounds, and preventing the soiling of other recyclable materials. The used aluminum capsules are shipped to a local partner where they undergo a process, the first of its kind in Canada, which mechanically separates the coffee grounds from the capsule. The aluminum, an infinitely recyclable material, is repurposed and the coffee grounds are transformed into quality compost, used by farms. The recycling process is entirely supported and paid for by Nespresso at no extra cost to consumers.

Nespresso is currently launching, or has launched, recycling solutions in all provinces and territories with the goal to continue expansion until there is full coverage in every municipality in Canada, tailored to local realities. An example of a local solution is Nespresso’s Green Bag recycling program that was recently launched as a pilot in the City of Vancouver, Anmore and Coquitlam in British Columbia and that is currently available in more than 300 municipalities in the province of Quebec. Residents can simply put their used capsules in a fully recyclable Green Bag and place the sealed capsule-filled bag in their household’s recycling bin.

Nespresso also continues to offer its Black Bag recycling solution where consumers can place their used Nespresso aluminum capsules in a fully recyclable Black Bag and bring to one of the 52 drop-off locations across Canada, including Nespresso boutiques and retail partner stores.

The Red Bag, Green Bag and Black Bag recycling solutions are part of the global Nespresso program, The Positive Cup, which focuses on three areas, namely providing 100 per cent sustainably sourced coffee, making use of 100 per cent responsibly managed aluminum and achieving its goal of a 100 percent carbon neutral footprint by 2020.



Moving Canada Toward Zero Plastic Waste

Plastics are part of the everyday lives of most Canadians. Globally, since the 1950s, plastics production has increased more than any other manufactured material, thanks to their low cost, durability and utility. But the amount of plastic designed to be used once and then thrown away leads to a significant waste of resources and energy—and the litter can pollute our environment and pile up in our landfills.

Around the world, people and companies throw away between \$100 and \$150 billion worth of plastic packaging each year. Plastic waste and marine litter, including microplastics (particles of plastic that are smaller than 5 mm), pose a serious threat to the health of our oceans, waterways and well-being.

Marine litter is a global problem: it's also found on all of Canada's coasts and in freshwater areas, including the Great Lakes.

It's time to take action – together, we can eliminate plastic waste and reduce marine litter in Canada.

Did you know

- Most marine litter (about 80%) enters the water from land
- Each year, globally, about 8 million tonnes of plastic waste enter the oceans
- This is like dumping the content of one garbage truck full of plastic into the ocean every minute
- At this rate, plastics could outweigh fish in the oceans by 2050
- More than 600 marine species are harmed by marine litter and at least 15% of those are endangered
- It's estimated that less than 11% of plastics are recycled in Canada – similar to the global rate of about 9%
- Worldwide, roughly 90% of new plastic products are made from fossil fuels
- Recycling 1 tonne of plastics prevents up to 2 tonnes of carbon pollution
- In 2010, Canada released about 8,000 tonnes of plastic waste into waterways – that's as heavy as 75 Blue Whales
- Since 1994, 700,000 volunteers have collected over 1.2 million kg of waste from shorelines across Canada while participating in the Great Canadian Shoreline Cleanup

Individuals can make a big difference by reducing the amount of single-use plastic products they use (like disposable coffee cup lids, straws and packaging) – but we also need to take action as a country.

That's why the federal government, through Environment and Climate Change Canada, is asking Canadians to share their ideas and suggestions, through email, mail and PlaceSpeak, an online engagement platform. Your feedback will help develop a federal-provincial-territorial approach to manage plastic waste and reduce marine litter.

Recycle BC Phasing in Collection of Other Flexible Plastic Packaging

As of Friday, June 1, stand-up pouches, crinkly potato chip bags and net bags for produce – just a few examples of items that fall under the umbrella category of Other Flexible Plastic Packaging – will be collected by 116 depots throughout the province as part of a research and development project led by Recycle BC. This material is accepted at participating depots only, it is not accepted in curbside or multi-family recycling.

The project will determine how best to recycle materials in this category, which is one of the fastest growing packaging types on the market, and one of the largest categories of packaging not previously collected under the residential recycling program. The not-for-profit has partnered with Merlin Plastics to research a solution to recycle this type of packaging, which presents challenges due to the combined

materials involved. Any packaging collected during the project that can't be recycled will be recovered and produced into engineered fuel. The project will also be supported by Green by Nature, Recycle BC's post-collection partner.

The program expansion is being rolled out in three phases, with the first round of depots beginning collection June 1, followed by additional depots voluntarily beginning collection September 1. As of January 1, 2019, all Recycle BC depots in the province are expected to collect this type of packaging.

Examples of materials that are accepted as part of Other Flexible Plastic Packaging:

- Stand-up and Zipper Lock Pouches
- Zipper lock pouches for frozen foods like prawns, berries and prepared food
- Zipper lock bags for fresh foods like grapes, berries and deli meat
- Stand-up pouches for baby food and hand soap refills
- Stand-up and zipper lock pouches for items like dried fruits, granola, sugar, oatmeal, quinoa, dish detergent pods and grated cheese
- Crinkly Wrappers and Bags
- Bags for potato chips, candy, dried pasta, coffee and cereal
- Cellophane for flowers and gift baskets
- Wrappers for cheese slices, snack bars and instant noodles
- Flexible Packaging with Plastic Seal
- Packaging for fresh pasta, pre-packaged deli meats and pre-packaged cheese
- Woven and Net Plastic Bags
- Net bags for avocados, onions, oranges, lemons and limes
- Woven plastic bags for rice
- Non-food Protective Packaging
- Padded protective plastic like plastic shipping envelopes, plastic air packets and bubble wrap
- Examples of materials that will not be part of the expanded program:
- Plastic Squeeze Tubes
- Plastic-lined Paper
- Paper-lined Plastic
- Plastic Strapping
- 6-pack Rings
- Biodegradable or Oxo Plastic
- PVC/Vinyl

To learn more about the Other Flexible Plastic Packaging program and to view a list of depots, please visit RecycleBC.ca/FlexiblePackaging.

Quebec Study Defends Plastic Shopping Bags As Not Single-Use

Conducted by the Government of Quebec, the Life Cycle Analysis (LCA) found that no replacement option has an environmental advantage in the event of a ban on plastic shopping bags.

A Life Cycle Analysis (LCA) is a cradle-to-grave analysis that assesses the environmental impacts associated with all stages of a product's life from raw material extraction through manufacture, usage and how it is managed at end of life.

The Quebec Government wanted to provide decision-makers with an impartial, trustworthy, third-party scientific analysis of plastic shopping bags using Canadian and North American data so policymakers can make informed decisions on which bag is the best for the environment.

“Governments across Canada now have home-grown science they can trust to guide decision-making on bags,” says Joe Hruska, Vice President of Sustainability at the Canadian Plastics Industry Association (CPIA). “As an industry, we welcome the Quebec Government LCA findings. They are completely in line with a Government of Denmark LCA which was just made public and at 2011 U.K. Government LCA. All LCAs show scientifically that a ban on plastic shopping bags will actually harm the environment.” <https://www2.mst.dk/Udgiv/publications/2018/02/978-87-93614-73-4.pdf>



The most interesting study finding is that the conventional, thin plastic shopping bag is not a single-use bag because it has a very high reuse rate at 77%. The most common reuse is to manage household waste. Banning of the conventional plastic bag, according to the LCA scientists, will lead to the consumption of even more plastic and the manufacture of garbage bags; kitchen-catcher type bags which are 76% percent thicker.

“This LCA shows that bag bans are not needed in Canada because plastic bags are well-managed by consumers and retailer,” says CPIA’s Hruska. “Canadians are deeply committed to responsible use and the 3R’s. Ironically, reusable bags, the replacement option advocated by some to replace conventional bags, have a much larger carbon footprint and global warming potential.

Environmental Performance Among the Five Disposable Bags studied.

	Human Health	Quality of ecosystem	Use of fossil resource	Abandonment of the environment
Conventional Plastics	■	■	■	■
Oxodegradable	■	■	■	■
Bioplastics	■	■	■	■
Thick Plastics	■	■	■	■
Paper	■	■	■	■

■ Low impact
 ■ Medium impact
 ■ High impact

The industry which also makes reusable bags points out that people are not aware that reusables bags are not recyclable in North America and at the end of their life, they end up in landfill as garbage while thin plastic shopping bags are highly recyclable. As the Quebec LCA proves the conventional bag is a multi-use, multi-purpose bag while the reusable bag is a single-purpose bag. The LCA report also shows that because reusable bags are very resource-intensive, they must be reused multiple times to equal the environmental impact of the plastic shopping bag used just once.

Hruska adds, “The bag industry believes that every decision made in the name of the environment should be based on science and fact. Too often decisions on bags are made because it sounds good. All too often decision-makers do not assess or decide to ignore the negative unintended consequences which end up causing environmental harm.”

IKEA Phasing Out Single-Use Plastics

IKEA will eliminate all single-use plastic products from its home furnishing range globally by January 1, 2020. This includes straws, plates, cups, freezer bags, garbage bags and plastic-coated paper plates and cups.

IKEA Group will also phase out single-use plastic items offered in customer and co-worker restaurants, bistros, and cafes, including straws, cups, cutlery, plates and beverage stirrers. These changes will also take effect by the end of 2019 across its 29 retail markets, including all IKEA Canada locations.

IKEA is on a journey to become circular in all aspects: from product development, sourcing materials, developing the supply chain, and logistics, to how and where it meets its customers. As part of this commitment, IKEA is finding new and innovative ways to work with renewable and recycled materials and prolonging the life of products and materials.

Revealed at Democratic Design days in Älmhult, Sweden, this announcement is consistent with IKEA's direction to become a circular business, and one of a range of commitments announced as part of the launch of the new IKEA People and Planet Positive strategy. Additional commitments include:

- Designing all new products from the very beginning to be repurposed, repaired, reused, resold, and recycled, generating as little waste as possible – using circular design principles
- Aiming for all IKEA products and packing materials to be based on renewable and/or recycled materials by 2030
- Phasing out virgin fossil plastic from products by 2030
- Offering services that make it easier for people to bring home, care for and pass on products

“Our ambition is to become people and planet positive by 2030 while growing the IKEA business,” says Inter IKEA Group CEO, Torbjörn Lööf.

“Through our size and reach we have the opportunity to inspire and enable more than one billion people to live better lives, within the limits of the planet.”

The IKEA People & Planet Positive strategy sets the direction for IKEA and covers three focus areas: Healthy & Sustainable living, Circular & Climate Positive, and Fair and Equal.

Bringing 3D Printing Back To Polymer Level

Thermosetting photopolymers represent almost 50% of the worldwide 3D printing market. Once the material has been used to create a certain product, however, the shape is permanent and cannot be remoulded or recycled. At least, that was the case before researchers from the Singapore University of Technology and Design (SUTD) took on this modern-day challenge.

A ‘simple’ two-step polymerisation strategy could be the answer to the already impressive waste build-up of 3D printing materials, according to SUTD assistant professor Kavin Kowsari. He urges that the ‘unprocessable nature’ of 3D printed products in combination with the ‘explosion’ of 3D printing has ‘serious’ environmental implications.

A laboratory project conducted by the university group demonstrates that both broken and completely intact 3D printed objects can, in fact, be fixed or melted and made into other products via a process called thermal self-healing.

Kowsari explains that thermal treatments were conducted by placing UV cured samples in a universal heating oven at 180°C for four hours. The star of the first lab test was a 3D-printed rabbit. The sculpture was missing both its ears – but they were easily restored thanks to increased levels of malleability achieved by the process.

The repaired sample recovered around 100% of the stiffness, and 93% of material strength. This indicates that the healing progress ‘robustly bonds’ the separate parts and restores the material’s mechanical performance.

Depending on the shape and size of the material, the 3D printed objects were subjected to thermal treatment for half an hour or less, one hour, 2 hours, 3 hours and four hours.

The researchers found that recycling is now also an option; they successfully managed to grind samples into ‘fine powders’, which were pressed in between foil-coated metal plates.

‘We can exploit this process to combine 3D printing with traditional manufacturing methods, such as molding, pressing, and thermoforming, to increase manufacturing capabilities and decrease manufacturing time,’ the Singapore specialists point out.

London Mulls \$4.4M Landfill Expansion

The City of London’s Managing Director of Environmental and Engineering Services is recommending a new 6.2 hectare cell for the city’s W12A Landfill worth approximately \$4.4 million under a new tender.



In a report headed to London’s Civic Works Committee next week, City Engineer Kelly Scherr states that the currently active waste disposal area (Cell 8) has approximately 12 months of disposal capacity remaining. The new cell will create approximately 1,100,000 m³ of usable disposal capacity, the report states, which will accommodate approximately 3.5 years of waste disposal operation at current landfilling rates.

The construction schedule identifies a tentative start month of June, 2018 and 85 working days to complete the project.

The report states that operating costs are expected to increase approximately \$40,000 per year to treat the additional leachate that will be generated, once Cell 9 is constructed.

The report recommends awarding the \$4.4 million contract to Ron Murphy Contracting Co. Ltd.

Will Electric Trucks Come to Fruition in the Industry? How Far Off Are We?

If an electric refuse truck can be created to introduce more pros than cons, I believe someone will corner the market and create a truck that is both reliable, more efficiently/self-powered and better for the world we live in. Time will tell.

I believe there is an opportunity in the waste refuse market for an electric powered truck. With that said, there are many obstacles that the technology will need to overcome when it is faced with the realization and the demands the waste industry will challenge the technology to overcome. In the past decade, we have introduced increased emission compliance for diesel engines. This has changed the efficiency, power, range and reliability of the diesel motors post-2007. Due to other factors like fuel, labour, and oil, operating and maintenance cost of collection, trucks post-2007 are higher than they used to be.

The tradeoff of these new diesel trucks carries a general consensus no matter who you speak to—increased operating and maintenance cost with lower reliability and longevity of powertrain components. Ask any hauler who wants to spend \$200,000 to \$350,000 for a diesel truck that is more expensive, unreliable, but yet still picks up the same amount of waste as a truck from the 1980s but it is 3x more expensive to purchase. The answer will be that none of us enjoy swallowing that asset cost. It is even harder when new trucks are not reliable due to failed sensors/new emission components. This increased asset cost comes for a number of manufacturing and economic reasons. The first challenge an electric refuse truck will face will be its come-to-market asset cost. The manufacturer will need to come in at a price point that can be justified.

It is no secret that refuse trucks need horsepower and torque. The electric truck should have no problem creating on-demand electric power. The question becomes what the range will equal to go along with it. Refuse trucks are generally stop and go, all day long. The range will be a challenge. The last thing an operator needs is a truck out of charge, away from the yard or charging station. I would imagine, as a start, the electric truck would need to start as a hybrid form. Instead of a diesel motor, have a generator/turbine of some sort that could create power via diesel or natural gas and extend the range. Wrightspeed Powertrains of Alameda, CA has technology based around this concept (www.wrightspeed.com).

Eventually, I would like to see the range extended solely by brake heat or solar power, backed up by larger ranged batteries and a nightly home charging station. Electric refuse trucks would be a welcome idea if their operating cost was consistent, maintenance was reduced, range extended, and ease of operation was favourable compared to diesel and natural gas motors of today.

Increased technology in diesel motors has added a sensor for just about everything. Sensors to read oil, coolant and soot levels is just a start. The problem with all of these sensors is that they fail prematurely or give false readings leading the ECM to shut down a perfectly oiled or lubed engine or transmission. When all sensors are working, new diesel motors exhaust cleaner emissions into our atmosphere. In my opinion, that is all the good that has come out from it though. They are less efficient from a fuel standpoint, have an increased maintenance cost, have more downtime and are proving to be lower in longevity over the life of the asset. If an electric refuse truck can be created to combat all of these struggles and introduce more pros than cons, I believe someone will corner the market and create a truck that is both reliable, more efficiently/self-powered and better for the world we live in. Time will tell. I support the idea greatly. If you do not believe in electric cars or trucks, go take a ride in a Tesla. One stomp of the throttle will have you laughing at the power created from solely electricity. It has been from that point forward (four years ago); I have wanted someone to move this technology to our industry.

Canadian Legislation To Legalize Marijuana For Recreational Use Is Expected This Summer.

The Canadian Trucking Alliance (CTA) is repeating its call for rules to guide random drug testing, following research that shows an increase in positive marijuana tests in U.S. jurisdictions that have legalized the drug.

Since 2016, the number of safety-sensitive workers who tested positive for marijuana increased 39% in Nevada, 20% in California, and 11% in Massachusetts, Quest Diagnostics found in a review of 10 million drug tests conducted in the U.S.

“These increases are similar to the increases we observed after recreational marijuana use statutes were passed in Washington and Colorado,” said Barry Sample, senior director – science and technology.

“CTA has maintained that if risk is to be downloaded to employers as a result of legalization, then we need the necessary tools to help mitigate that risk,” says Jonathon Blackham, the alliance’s director of policy and public affairs.

What Is The Future For Aerosol Cans In America?

Aerosol cans account for nearly half of the materials in the US retail sector covered by the Resource Conservation and Recovery Act. ‘Re-harvesting them can be undertaken in an environmentally protective manner,’ says Scott Fulton, president of the Environmental Law Institute (ELI) which has published a report ‘Considering the Fate of Consumer Aerosol Cans’.

Three-quarters of aerosol containers are made of steel, the rest from aluminium, and ELI calculates that the estimated 3.5 billion steel cans are produced from around 437 500 tons of raw material. If expressed in current prices for recycled steel, this tonnage would have a market value of US\$ 131 million. Approximately 30% of this metal is recycled and only 0.25% remains in the recycle stream after five cycles.

More than 60% of the US population is believed to have access to aerosol can recycling. Roughly 52% of these such schemes accept aluminium cans and 51% accept steel cans. Another 20% of the population has only a drop-off option.

Although most Americans do have access to these recycling programmes, ELI maintains there is not enough information available to determine how many aerosol cans enter the recycling stream. Besides, not all household recycling programs accept aerosol cans: many require householders to dispose of them in hazardous waste collection locations or at particular times.

In California, for example, empty cans may be recycled through curbside pick-up schemes, while full or partially-full containers must be disposed of at local household hazardous waste collection sites.

According to Fulton, an important question to ask in the near future is whether or not the Resource Conservation and Recovery Act should be revised to focus more on resource conservation and recovery. He highlights the importance of minimizing waste generation, boosting reuse and recycling, as well as the recapture of materials.

‘If material is treated as hazardous waste, its fate is certain – the vast majority is incinerated,’ he points out. Apart from the ‘enormous’ cost of this approach, Fulton calls this practice a ‘sustainability tragedy’. Instead of burning materials labelled “hazardous waste”, he advocates finding a better path for waste streams such as aerosols, adding: ‘To me, that sounds like a smart reform, anchored by the sustainability ideal.’

On a positive note, the US Environmental Protection Agency recently proposed a rule to classify at least some aerosols as “universal waste.” This rule, for which consultation closed on May 15, would allow discarded but intact cans to be stored for longer periods and sent to a wider array of destination facilities for disposal or recycling.

New European Targets Set

The Council of the European Union has adopted a waste package which sets out new rules for waste management and establishes legally binding targets for recycling.

Member states will have to meet the following targets as they increase the reuse and recycling of municipal waste:

	By 2025	By 2030	By 2035
Municipal waste	55%	60%	65%

Member states will set up, by 1 January 2025, separate collections of textiles and hazardous waste from households. In addition, they will ensure that by 31 December 2023, bio-waste is either collected separately or recycled at source (e. g. home composting). This is in addition to the separate collection which already exists for paper and cardboard, glass, metals and plastic.

The legislation defines specific recycling targets for packaging:

	By 2025	By 2030
All packaging	65%	70%
Plastic	50%	55%
Wood	25%	30%
Ferrous metals	70%	80%
Aluminium	50%	60%
Glass	70%	75%
Paper and cardboard	75%	85%

The legislation contains a landfill reduction target, and sets minimum requirements for all extended producer responsibility schemes. Producers of products covered by these schemes must take responsibility for the management of the waste stage of their products, and will be required to contribute financially.

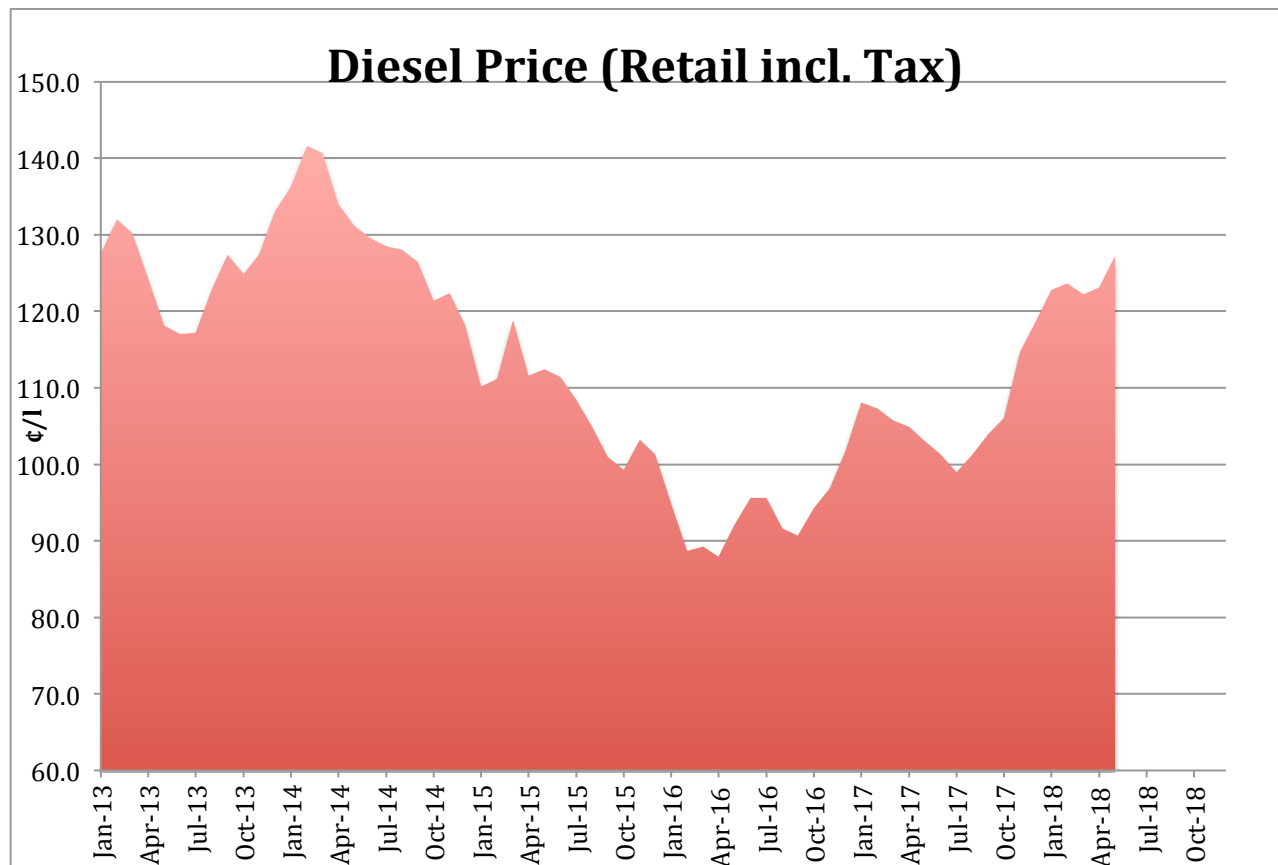
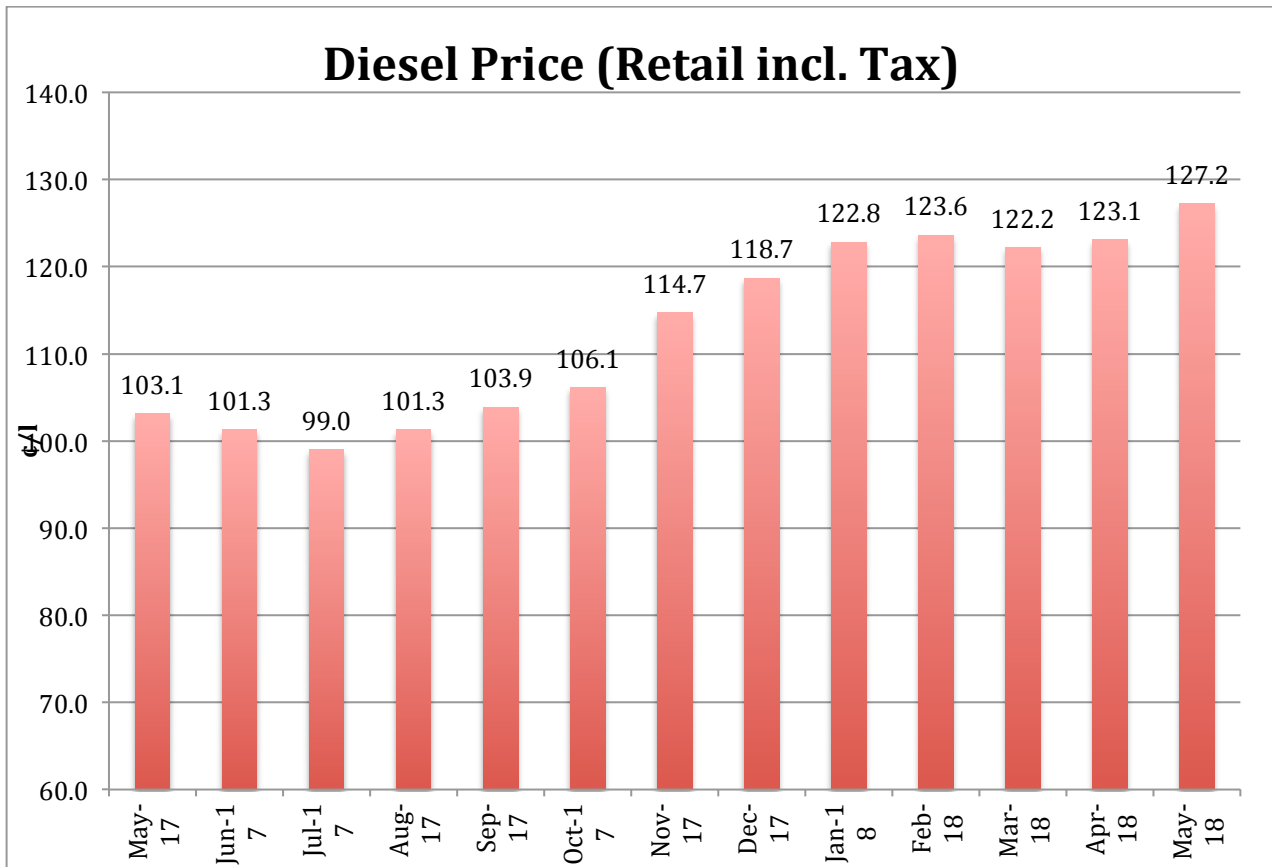
Mandatory extended producer responsibility schemes for all packaging have also been introduced. Member states shall endeavour to ensure that as of 2030, all waste suitable for recycling or other recovery, in particular in municipal waste, shall not be accepted in a landfill.

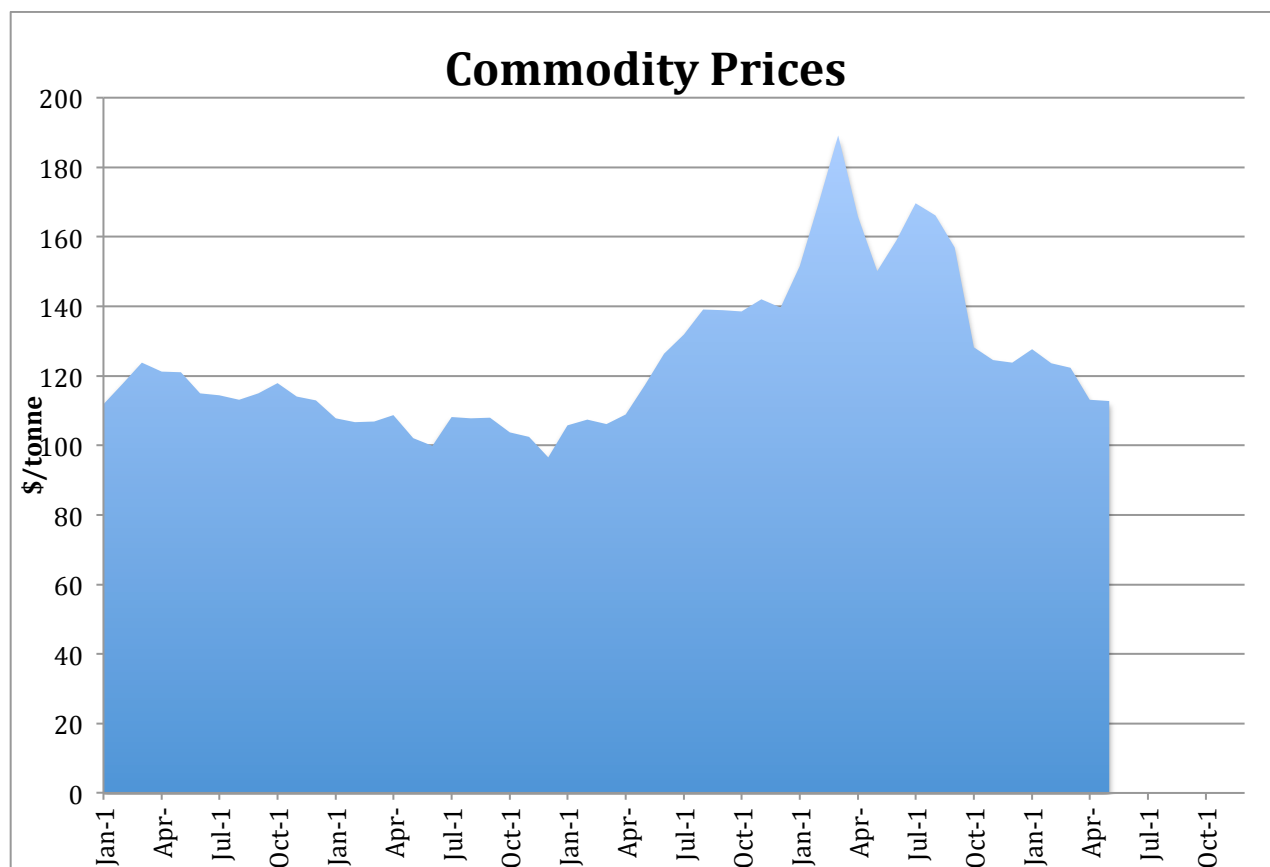
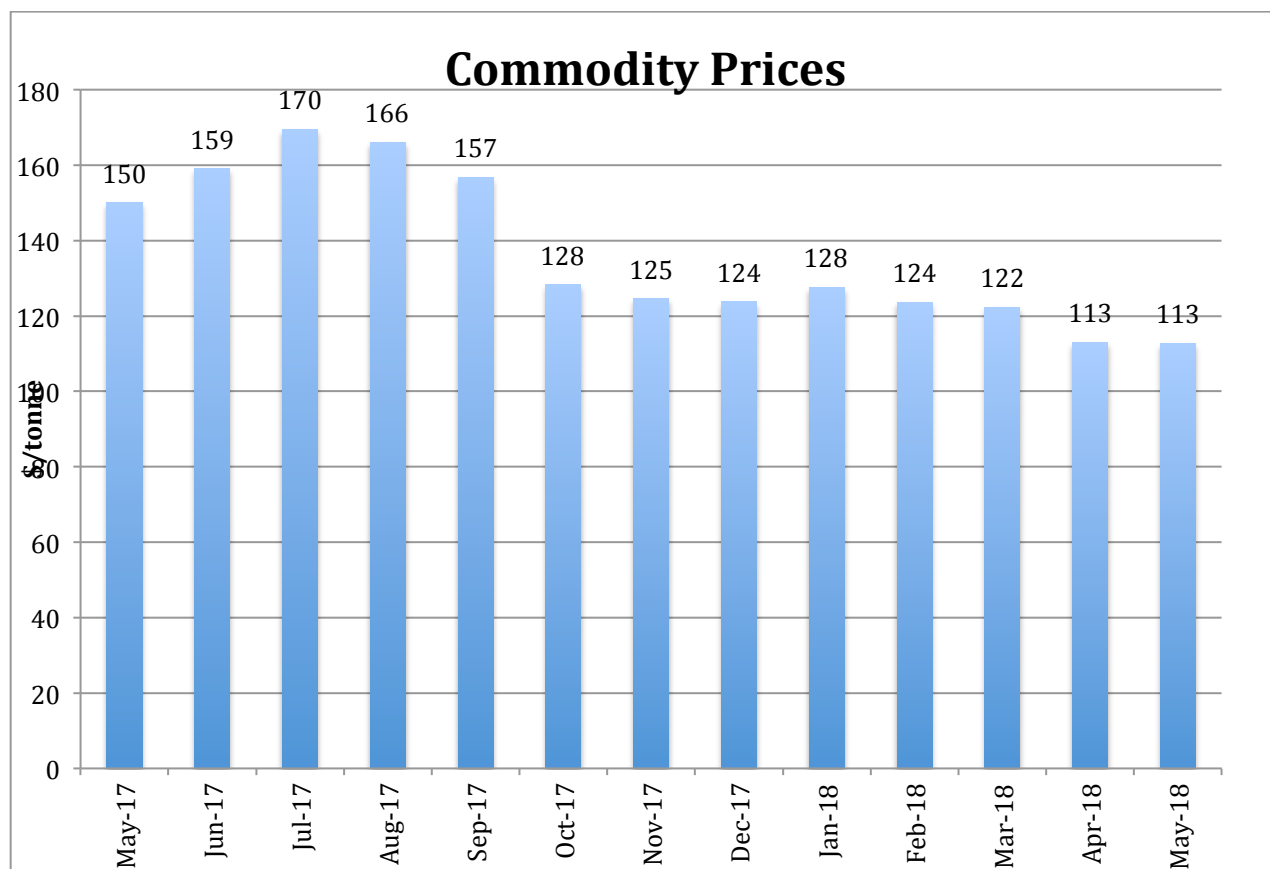
The waste package is intended to lead to more recycling of waste and contribute to the creation of a circular economy. It will encourage the use of recyclable packaging and reusable packaging and will improve the way waste is managed.

The European Commission presented a revised circular economy package on 3 December 2015, including the so-called waste package which consists of four legislative proposals. It addresses environmental problems with transnational implications covering the impact of inappropriate waste management on greenhouse gas emissions, air pollution and littering, including in the marine environment. It ensures that valuable material embedded in waste is effectively re-used, recycled and re-injected into the European economy, and thereby helps to move towards a circular economy and to reduce the EU's dependence on the import of raw materials by promoting the prudent, efficient and rational use of natural resources.

On 19 May 2017, EU ambassadors agreed a mandate on the package, paving the way for trilogues, which kicked off on 30 May 2017. After several rounds of negotiations, a provisional agreement between the Estonian presidency and the European Parliament was reached on 18 December, and EU ambassadors endorsed the agreement on 23 February.

Now that the Council has adopted the legislation, it will enter into force 20 days after its publication in the Official Journal.







Minutes of a Regular Meeting of the St. Marys Public Library Board

Meeting Location: St. Marys Public Library

Meeting Date: May 3, 2018

Meeting Time: 6:30pm

Meeting Attendance:

Present: Board Chair, C. Atlin, L. Hodgins, Vice Chair, J. Mustard, B. Osborne, B. Tuer, T. Winter, M. Zurbrigg

Staff Present: CEO M. Corbett, Library Services Coordinator R. Webb

Regrets: R. Quinton, A. Strathdee

1. Call to order

Meeting was called to order at 6:29pm by Board Chair C. Atlin.

2. Approval of the agenda

Motion:

That the May 3rd, 2018 regular meeting of the St. Marys Public Library Board agenda be approved as amended to include a discussion of Potential Floor Plan Changes at item 6.5.

Moved by: M. Zurbrigg

Seconded by: T. Winter

Result: Carried

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

T. McKibbin, Director of Corporate Services/Deputy Clerk

5. Consent agenda

Motion:

That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board after brief discussion.

Members of the board had a brief discussion about the CEO Report and decided that it should be amended to make clear that the CEO component of the appraisal process has been completed but that the Board component is still outstanding.

Moved by: M. Zurbrigg

Seconded by: B. Osborne

Result: Carried

5.1. Minutes of the April 5th, 2018 Regular Library Board meeting

Motion:



That the minutes of the April 5th, 2018 Regular Library Board Meeting be approved.

5.2. CEO Report

Motion:

The CEO Report be received.

5.3. Library Statistics

Motion:

That the Library statistics report be approved.

5.4. Financial Report

Motion:

That the Library Financial report be approved.

6. Discussion items

6.1. Draft Library and Political Elections Policy

T. McKibbin, Director of Corporate Services/Deputy Clerk gave background on the need to have a “Political Elections Policy” in place for the Library. After discussion, a motion was put forward to adopt the Political Elections Policy with the knowledge that it could be revised at a later date.

Motion:

That the Library and Political Elections Policy be adopted by the Board as presented.

Moved by: B. Tuer

Seconded by: L. Hodgins

Recorded Vote: Passed

Member	Vote
J. Mustard	N
B. Osborne	Y
T. Winter	Y
L. Hodgins	Y
M. Zurbrigg	Y
C. Atlin	Y
B. Tuer	Y



6.2. Financial Report—Budget Variance

Library CEO M. Corbett reported that because of unpaid invoices from the 2017 budget year, there may be a variance in the 2018 budget year as a result. Both the CAO and Town Treasurer are aware of the potential variance.

6.3. Library Budget

Motion:

That the consolidated 2018 Library and Adult Learning Budget be approved.

Moved by: L. Hodgins

Seconded by: B. Osborne

Result: Carried

6.4. EarlyON

CEO M. Corbett updated members of the Board on the EarlyON bid put forward by PCIN and answered questions from the Board.

6.5. Potential Library floor plan changes.

CEO M. Corbett updated members of the Board on the potential floor plan changes that could take place in the Library while the carpet and paint are being completed.

Direction to continue to pursue a main floor reorganization and continue to work on a more detailed plan with more specific measurements, furniture and placement of electrical and duct work. Additionally, to determine more specific costing.

7. Friends of the Library report

Friends of the Library members reported that they broke another record at the Spring Book Sale and made over \$5000. There will be another Book Sale taking place in the fall of 2018. Additionally, the Newcomers Coffee Hours are moving forward as usual and each event features new local guests or service groups.

8. Date of next meeting—Thursday June 7th, 2018

9. Adjournment

Motion:

That the May 3rd, 2018 regular meeting of the St. Marys Library Board be adjourned.

Moved by: L. Hodgins

Seconded by: B. Osborne

Result: Carried

PERTH DISTRICT HEALTH UNIT BOARD

May 16, 2018

The Board of Health of the Perth District Health Unit met on the above date at 9:30 am at the Perth District Health Unit, Multipurpose Room.

Members present: Teresa Barresi; Helen Dowd; Bonnie Henderson; Walter McKenzie; Anna Michener; Bill Osborne; Paul Robinson; Bob Wilhelm and Kathy Vassilakos

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Tracy Allan-Koester, Director of Community Health; and Cathie Paulencu (Recorder)

Staff regrets: Donna Taylor, Director of Health Protection

Guest: Dr. Linna Li, Public Health and Preventive Medicine Resident

Teresa Barresi, Chair presiding.

Agenda Approval

Moved by: Bill Osborne

Seconded by: Helen Dowd

**That the agenda for today's meeting be adopted as presented.
Carried.**

Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

Moved by: Helen Dowd

Seconded by: Paul Robinson

That the minutes of the previous meeting dated April 18, 2018 be adopted as presented.

Carried.

Business Arising

- a. Amalgamation Steering Group Update
Dr. Miriam Klassen, Medical Officer of Health presented minutes from the Amalgamation Steering Group dated April 18, 2018. The Steering Group also met on May 9, 2018.
- b. 2018 alPHa Boards of Health Fitness Challenge
Tracy Allan-Koester, Director of Community Health, noted that 2018 is the first year that Boards of Health have been given the opportunity to participate, as a group, in the Fitness Challenge.
- c. Draft Program – 2018 alPHa Annual Conference, June 10-12, 2018
Dr. Klassen reviewed the 2018 alPHa Annual Conference draft program and encouraged Board members to attend.
- d. Draft Agenda – 2018 BOH Section Meeting, June 12, 2018
Dr. Klassen reviewed the 2018 BOH Section Meeting draft agenda.

New Business:

- a. 2017 Annual PDHU Communications Report
Rebecca Hill, Communications Manager, reviewed the 2017 PDHU Annual Communications Report.
- b. Smoke Free Ontario Strategy
Dr. Klassen, Medical Officer of Health, reviewed the Smoke Free Ontario Strategy.
- c. 2018 Draft alPHa Resolutions for Consideration
Dr. Klassen reviewed the 2018 draft alPHa Resolutions.

Moved by: Helen Dowd
Seconded by: Paul Robinson

That the Board accept and endorse draft alPHa Resolutions A18-1, A18-2, A18-3, A18-4 and A18-5.

Carried.

Business Administrator Report

- a. Budget
Julie Pauli, Business Administrator, reviewed the approved 2018 Budget received from MOHLTC.

Moved by: Bob Wilhelm
Seconded by: Walter McKenzie

That the Board approve use of Nurse Practitioner reserve funds in the amount of \$45,100 based on Ministry additional base funding for the 2018 year for the cost shared programs.

Carried.

- b. HBHC/PPNP Budgets
Julie Pauli reviewed the HBHC/PPNP programs and budgets.

Moved by: Kathy Vassilakos
Seconded by: Helen Dowd

That the Board approve Dr. Klassen signing the HBHC and PPNP budget for \$694,520 and \$199,000 respectively.

Carried.

- c. 2017 MOHLTC Settlement
Julie Pauli reviewed the 2017 MOHLTC Settlement.

Moved by: Bob Wilhelm
Seconded by: Bonnie Henderson

That the Board approve the 2017 MOHLTC settlements to allow Dr. Klassen and Board Chair to sign.

Carried.

d. Account Transactions – April 2018

Julie Pauli, Business Administrator presented the accounts for the period ending April 30, 2018.

Moved by: Kathy Vassilakos
Seconded by: Anna Michener

**That the accounts totaling \$748,121.26 for April 2018 be adopted as presented.
Carried.**

e. Financial Report – April 30, 2018

Julie Pauli, Business Administrator, presented the financial report for the period ending April 30, 2018.

Moved by: Bob Wilhelm
Seconded by: Kathy Vassilakos

**That the Financial Report for April 30, 2018 be adopted as presented.
Carried.**

MOH Report

Dr. Miriam Klassen, Medical Officer of Health presented a written report for May 16, 2018 which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity; staff updates; school suspension orders; food handler certificates; Menu Planning and Supportive Nutrition Environments in Child Care Settings; Bring Back Healthy Team Snacks program, Perth Road Safety Committee mock crash and Smoke-Free Ontario Act, 2017. She also noted that she had attended a St Marys Cement Plant meeting on May 15, 2018 and an In Person Opioid Strategy meeting on May 11, 2018.

Staff Updates:

- one Temporary Full-Time Public Health Inspector – effective May 14, 2018
- one Temporary Full-Time Health Promoter (CH) – effective May 14, 2018
- one Casual Dental Hygienist – effective May 15, 2018
- two Student Public Health Inspectors – effective May 22, 2018
- one Temporary Full-Time Health Promoter (HP) – effective May 22, 2018

Moved by: Walter McKenzie
Seconded by: Paul Robinson

**That the Board receive the May 16, 2018 Medical Officer of Health report.
Carried.**

Correspondence

- a. alPHa Response – Public Health Funding Increase
- b. GBPH – BOH Motion 2018-30 Annual Service Plan and 2018 Budget
- c. GBPH – BOH Motion 2018-29 Tobacco and Smoke Free Campuses
- d. GBPH – BOH Motion 2018-28 Repeal of Section 43 of the Criminal Code
- e. Randy Pettapiece, MPP – Follow-up: Long-Term Care Beds Perth-Wellington
- f. KFL&A – BOH Motion 2018-5– Mandatory Food Literacy Curricula in Ontario Schools
- g. alPHa Response – Smoke-Free Ontario Strategy
- h. Peterborough PH – MP Raybould re Section 43
- i. Peterborough PH – MPP Scott re Smoke Free Movies
- j. Peterborough PH – MPP Leal re Smoke Free Movies
- k. Peterborough PH – OFRB re Smoke Free Movies

Moved by: Kathy Vassilakos
Seconded by: Bob Wilhelm

**That the Board receive all correspondence for information purposes.
Carried.**

Next Meeting

The next regular meeting of the Perth District Health Unit Board will be held on Wednesday, June 20, 2018 at 9:30 am in the Multipurpose Room.

Adjournment

Moved by: Kathy Vassilakos
Seconded by: Paul Robinson

That we now adjourn. Carried.

Meeting adjourned at 10:40 am.

Public Announcements

- Beginner Line Dancing – Milverton (Helen Dowd)
- Community Breakfast, Water Street Bridge, St Marys, May 18 at 5:30 am (Bill Osborne)

Education Session

Jacqui Tam, Program Manager and Teresa Tratnyek, Public Health Nurse, presented an Education Session on *Mother and Young Child Clinic and Low German Speaking Community*.

Attendance: Teresa Barresi; Helen Dowd; Bonnie Henderson; Walter McKenzie; Anna Michener; Bill Osborne; Paul Robinson; Bob Wilhelm and Kathy Vassilakos

Respectfully submitted,

Teresa Barresi, Chair

SPRUCE LODGE
Board of Management Meeting
May 16th, 2018

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*
Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Carey Pope, Kathy Vassilakos*
Regrets: *Councillor Frank Mark, Councillor Don Van Galen*
Guests:

Chairperson Councillor Ehgoetz brought the meeting to order.

Moved by Councillor Aitcheson
Seconded by Councillor Pope

That the agenda for May 16th, 2018 be approved as presented.
CARRIED

➤ Declaration of pecuniary interest.

Moved by Councillor Vassilakos
Seconded by Councillor Aitcheson

That the minutes of April 18th, 2018 be approved as presented.
CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Pope
Seconded by Councillor Vassilakos

That the April 2018 accounts in the amounts of \$216,194.16 be ratified.
CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Revenue and Expenses for the 3 month period ending March 31, 2018 for review and discussion.

Moved by Councillor Aitcheson
Seconded by Councillor Vassilakos

**To accept the Spruce Lodge Revenue and Expenses for the 3 month period ending
March 31, 2018 as presented.**
CARRIED

Administrator's Report:

Insurance:

The insurance renewal has been finalized with a few cyber risk questions pending regarding the network sharing agreement with ONE Care.

Occupancy:

Spruce Lodge is full occupied.

SPRUCE LODGE - Continued

Board of Management Meeting

May 16th, 2018

Human Resources:

Recruitment of PSWs is ongoing. Ten (10) students have been hired for the summer. Spruce Lodge has applied and been approved for a grant subsidy for student wages which includes eight (8) students for eight (8) weeks at thirty (30) hours per week at \$7.00 per hours to a maximum of \$14,000.00.

Case Mix Index (CMI):

With CMI increasing only 1%, Spruce Lodge hired MedeCare, a consulting firm to perform an analysis of our fourth quarter submission with the understanding that if they were able to increase the CMI in Point Click Care by 2%, we would sign on for a year of consulting at a cost of \$12,000.00. Our CMI did increase, and although it may or may not have been a result of the consulting process, we are in the process of signing on for a year.

A new RAI co-ordinator will be starting from within as a result of a retirement. We will continue with the consulting process for a year to determine if it is helping in increasing the CMI.

Risk Management:

There are no outstanding risk management issues.

There was a critical incident filed in late April involving a male resident pushing another male resident who sustained a hip fracture. This male resident also pushed a female resident with no injury to her. A security company has been hired for one on one supervision of the resident on days and evenings. Staff are using the dementia observation tool and performing a medication review. The resident was taking a mood stabilizer that had been dropped, but has been put back on this medication. The case will be revisited in a few weeks. Spruce Lodge is able to invoice the Ministry of Health for high intensity needs funding for the cost of the security service.

Ministry of Labour Visit:

The Ministry of Labour visited to investigate an accident where a staff member broke her leg due to a slip on ice. The staff member is on modified duties. There were no orders from the Ministry visit and a warning sign has been posted on the door.

ONE Care Request:

ONE Care contacted Spruce Lodge enquiring about hosting a bake sale on campus. Due to health regulations this could not be accommodated.

Continuum of Care Research Project:

The research study has been completed at Spruce Lodge with meetings taking place at five (5) other campuses. The study is attempting to determine how the continuum operates and the benefit to the residents, as well as policy considerations. We spoke about our approach and our plans for a wellness centre to offer program to the community. The VON and Jim Henry participated in the research study. The Administrator will share the report with the Board.

Risk Management Report:

The risk management report for the period January 1, 2018 to March 31, 2018 was presented as information.

HPNSS:

The next HPNHSS is scheduled for June 11, 2018 at Huronview in Clinton.

SPRUCE LODGE - Continued

Board of Management Meeting

May 16th, 2018

MSAA Declaration of Compliance:

Moved by Councillor Aitcheson

Seconded by Councillor Pope

**To accept the declaration of compliance to the MSAA for the period April 1, 2017
to March 31, 2018 as presented.**

CARRIED

Moved by Councillor Vassilakos

Seconded by Councillor Aitcheson

That the Administrator's report be accepted as presented.

CARRIED

Other Business:

Correspondence:

Long Service Awards:

The Long Service Awards event will take this evening in the Griffith Auditorium.

Dress Down Days:

☺ *For April 2018, the lucky charitable receipt winner is ...**Sandy Bastien!***

Moved by Councillor Vassilakos

That the meeting be adjourned.

CARRIED

Date & Time of Next Meeting:

Wednesday, June 20th, 2018 at 5:30 p.m.

Councillor Ehgoetz

Chairperson



Jennifer Facey

Secretary



Date

June 20/18

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, MAY 22, 2018

Members Present:	M.Blackie M.Blosh R.Chowen S.Levin N.Manning S.McCall-Hanlon	A.Murray B.Petrie M.Ryan J.Salter G.Way
Regrets:	T.Birtch A.Hopkins	T.Jackson H.McDermid
Solicitor:	G.Inglis	
Staff:	T.Annett D.Charles C.Harrington T.Hollingsworth T.Tchir	M.Snowsell C.Tasker F.Brandon-Sutherland B.Mackie K.Winfield

1. Traditional Territory Statement Greeting

The Chair read the traditional territory statement greeting.

2. Approval of Agenda

The Chair proposed an amendment to move item 8d) London Dyke Environmental Assessment up to follow item four (4) on the agenda.

S.Levin moved – B.Petrie seconded:-

“RESOLVED that the UTRCA Board of Directors
move item 8d) after item 4 on the agenda.”

CARRIED.

G.Way moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors
approve the agenda as amended.”

CARRIED.

3. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

4. Minutes of the Previous Meeting
April 24, 2018

S.Levin moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve
the Board of Directors’ minutes dated April 24, 2018
as posted on the Members’ web-site.”

CARRIED.

8d) London Dyke Environmental Assessments

F.Brandon-Sutherland gave a presentation on the current and future London Dyke Environmental Assessments. He will work with the project team to encourage increased communication with the consultants. F.Brandon-Sutherland clarified that while staff will be working with partners, the Upper Thames is the lead on this project and has final say on any plans for the dyke reconstruction.

F.Brandon-Sutherland explained that the chosen alternatives and availability of funding will dictate the timeline for the Earth Dykes projects, but it will be a minimum of three years before construction begins.

While Dykes are seen as passive flood control structures, they require significant cost and maintenance. Dyke improvements provide a higher level of flood protection for existing structures, they do not change the intensity of development permitted in the area.

Staff clarified that only the Municipalities that benefit from a flood control structure pay for it. They also explained that WECI is a limited pot of money for the whole Province. Major projects high on the list make it more difficult for lower ranking projects to get funding. UTRCA’s flood control structures, including dykes, typically rank very highly.

5. Business Arising from the Minutes
(a) Response St. Marys Council Concerns
(Report circulated at meeting)

Board members voiced their concerns and disappointment in response to the comments from St. Marys. After discussion, the Board directed staff to write a letter responding to the questions in

a factual and brief manner. The Board felt education for both Council and the community was very important. T.Hollingsworth and I.Wilcox will work on a strategy on how best to get the information out to the public. The UTRCA has received funding through the Natural Disaster Mitigation program for Focus on Flooding education. Staff will use this opportunity to incorporate key messages and facts that arose from the letter from St. Marys Council in their programing. Board members suggested staff contact the local Chamber of Commerce for education opportunities within the business community of St. Marys. As per regular practice, I.Wilcox will give an orientation presentation to the new Council after the election.

S.Levin moved – R.Chowen seconded:-

“RESOLVED that the Board of Directors a) direct staff to work with the Chair to prepare a written response to St. Marys Town Council based on the key messages provided in this report and further, that the Chair and General Manager request delegation status before Council to speak to these concerns, and b) direct staff to investigate and present further information and education as appropriate to the St. Marys Community.”

CARRIED.

The letter will be circulated to the Board members before it is sent to St. Marys.

6. Business for Approval

(a) Audited Financial Statement
(Report attached)

The Finance and Audit Committee met with PH&N to review the results of the Audit. S.Levin reviewed the report and the audited statements with the Board.

As a standard business practice, the Finance and Audit Committee will soon launch a tender for audit services for 2018.

B.Petrie moved – M.Ryan seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(b) Revised Investment Policy
(Report attached)

S.Levin reviewed the proposed changes made to the UTRCA investment policy. S.Levin highlighted the second page of the policy, and explained the change to the asset mix and risk

tolerance. The Finance and Audit Committee are very comfortable with the expertise of PH&N. PH&N will be reporting to the Committee on a regular basis, and in turn, the Committee will then report to the Board.

S.McHall-Hanlon moved – G.Way seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(c) 2019 Strategic Plan Implementation
(Report attached)

I.Wilcox presented his report to the Board in anticipation of the draft levy rate request being presented to the Board in June. The Board supported the Strategic Plan’s phased-funding as originally planned, with the understanding that the draft levy rate will be brought to the Board in June for further discussion and approval. Board members requested to see the breakdown of additional funding coming from levy in dollars.

M.Ryan moved – B.Petrie seconded:

“RESOLVED that the Board of Directors approve option number one (1) as presented in the report.”

CARRIED.

7. Closed Session – In Camera

There was no business to discuss in Closed Session.

8. Business for Information

(a) Administration and Enforcement – Section 28
(Report attached)

B.Petrie moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(b) Friends of Ellice and Gadshill Swamp
(Report attached)

S.Levin moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(c) The Thames River Shared Waters Approach to Water Quantity and Quality

T.Tchir presented the Thames River shared water approach to water quantity and quality to the Board.

9. May FYI
(Attached)

The attached report was presented to the members for their information.

10. Other Business

T.Hollingsworth reported on the 2018 Oxford County Children’s Water Festival, which saw between 800-900 kids and 150 volunteers per day. For the first time a public event was held in the evening, 600 people attended.

The Board asked that high speed rail be put on a future agenda for discussion.

11. Adjournment

There being no further business, the meeting was adjourned at 11:31p.m on a motion by N.Manning.



Ian Wilcox
General Manager
Att.

St. Marys Business Improvement Area (BIA) Board Meeting Minutes

Date: Monday, May 14, 2018

Location: Town Hall, Council Chambers, 2rd floor, 175 Queen Street East, St. Marys, ON

Time: 6:30 p.m.

General Members in Attendance: Amie Rankin, Mary Van Den Berge, Casey Van Den Berge, Maggie Richardson, Bruce Barnes, Tania Fersoy, Brian Lynch, Larry O'Hearn

Board members in attendance: Julie Docker-Johnson, Sue Griffiths, Cindy Taylor, Carey Pope

Regrets: Cathie Smzon

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

Staff in Attendance: Jed Kelly, Director of Public Works, Andrea Macko, Events Coordinator

Agenda Items

1.0 Call to order and confirmation of Quorum

Called to order at 6:33pm.

2.0 Declarations of Pecuniary / Conflict of Interest

None

3.0 Additions to the Agenda (to be added in Section 9.0 in Other Business)

- Stratford Chamber of Commerce Business Excellence Awards
- Canadian Baseball Hall of Fame Induction Weekend

4.0 Approval of Agenda

Motion: Carey

Second: Sue

5.0 Approval of Meeting Minutes from April 2018 BIA Board Meeting (attached)

THAT the Meeting Minutes from the April 9, 2018 BIA Board Meeting are approved.

Motion: Sue

Second: Cindy

Carried

6.0 Delegations

Jed Kelly, Public Works Manager for the Town of St. Marys, presented a few options for this year's Santa Claus Parade. In 2017, for the first time, parking on either side of Queen St was blocked off to allow an unobstructed view of the parade. One side was closed at 7am, the other at 1pm. This year, the Public Works department plans to close the street later in the day. The Town will work with the BIA and downtown businesses to communicate the closure prior to the parade date. The department is open to ideas to ensure the parade is accessible and businesses can accommodate their customers.

MOTION: The BIA suggests a number of improvements from last year which are: 2pm closure on both sides, use of the Town mobility bus, signage, and increased communication with restaurants.

Motion: Sue Second: Cindy

Carried

7.0 New Business

7.1 Proposal for BIA to support Canadian flags in the downtown in the amount of \$200

In 2017, because of Canada 150, the BIA requested the Lions Club keep the Canadian flags up on businesses in the downtown core the entirety of the spring and summer season. In previous years, flags were raised then lowered around holiday weekends. Julie Docker-Johnson asked the Lion's Club again this year if they would consider keeping the flags up, with the BIA providing a \$200 donation to support flag replacement.

Motion: To donate \$200 to support the Lion's Club Canadian flags

Motion: Carey Second: Sue

This motion not carried.

BIA members expressed their reservations about the look and installation process of the flags in the downtown. It was suggested to defer the discussion of flags raised all season in the downtown core and bring the topic to the Heritage District Committee

MOTION amended:

THAT the BIA donate \$200 to offset costs incurred from having flags up last year and to maintain the status quo of raising and lowering the flags on holidays. This matter will be taken to the Heritage Committee for discussion

Motion: Carey

Second: Sue

Carried.

7.2 Chantal Lynch- proposal to bring Roger Brooks to St.Marys to conduct an assessment of the downtown

Chantal was not able to attend the meeting until after this item, the proposal was deferred to the June BIA meeting in order to accommodate a video presentation.

7.3 FM96 St.Marys Day Update- Andrea Macko, Town of St.Marys Events Coordinator

Andrea Macko, Town of St.Marys Events Coordinator, provided an update on the planned 'Breakfast on the Bridge'. FM96 morning show personalities Taz and Jim Kelly visited St.Marys this past Monday for a tour of St.Marys. The live broadcast is planned for Friday, May 18 from 5:30-9:30am on Water St. next to the bridge. The Pyramid Recreation Centre community hall is the rain location. The BIA will provide a chalkboard at the breakfast for attendees to write what they love about St.Marys. The BIA submitted a radio advertisement which will be featured on FM96 in the days leading up to the broadcast.

7.4 Public art project

This year, the town received a Main Street Revitalization Initiative grant to support public art including murals, façade improvement, and gateway features. Council decided \$20,000 will be used for public art in the downtown. A Town staff member will likely act as a liaison as this project moves ahead. Carey Pope has made contact with local artists and the arts committee. Council and building owners will have final approval for each mural. Sponsorship opportunities are still under discussion.

8.0 Project Updates & Committee Reports

8.1 Treasurer's Report

Treasurer Cathie Szmon is absent. Report attached.

8.2 Committee Updates- Bring Your Own Picnic, Governance, Christmas, Ambassador, Beautification, Budget, Giving Day

Bring Your Own Picnic- The committee would like to rent a canopy/tent to place on Water Street during the Stonetown Heritage Festival in July. Tent rental is \$650.

MOTION: To support the Bring Your Own Picnic committee's proposal for an additional \$500 in funding to put towards a tent rental.

Motion: Carey Second: Cindy

Carried

Governance Committee- Nothing to report

Christmas Committee: The committee had its first meeting and will present at June's BIA meeting.

Ambassadors Committee- Cathie gave John Stevens a list of ambassador names.

Beautification Committee- The first meeting has not yet been held. Committee member Larry O'Hearn did discuss his ideas for public space development after completing an informal walk through of downtown.

Christmas Lights Committee: Sue Griffiths met with Public Work Director Jed Kelly and the learned that Queen St Christmas lights use special mounting systems. These lights cannot be repaired in house. The current lights also are difficult to repair and are a challenge to store. Additional lights are needed to line Wellington, Church and Water Streets. Several quotes should be gathered to choose a company for the new Christmas lights. Discussion will continue on design and placement.

MOTION to extend meeting at 8:00pm

Motion: Carey Second: Cindy

MOTION: To use a portion of the BIA rollover funds to pay for the 29 lights that will need to be installed on the downtown's side streets.

Motion: Carey Second: Cindy

Giving Day Committee- BIA board member Cindy Taylor will present at Giving Day Summit in Toronto. She will seek feedback from St.Marys businesses that participated in the 2017 Giving Day.

9.0 Other Business

9.1 Stratford Chamber of Commerce Business Excellence Awards

It was discussed that St.Marys nominees and awards winners be sent a congratulations letter from the BIA.

9.2 Canadian Baseball Hall of Fame Induction

Ambassadors will be at the Hall of Fame again this year on Induction weekend. There are new event and restaurant cards produced by the Town to hand out. On Wednesday, June 13, the Canadian Baseball Hall of Fame will host a Chamber of Commerce Business after 5 reception under the induction tent. Invites and a new release will go out soon. Store owners are encouraged to dress up their windows using a baseball theme. The Hall of Fame can lend items.

10.0 Agenda Items for Future Meetings & Date of Next Board Meeting

June 11, 2018

Chantal Lynch will present a proposal on bringing Roger Brooks to St.Marys.
Further Committee updates

11.0 Adjournment

Motion: Cindy Second: Carey

Adjourned at 826pm

2018 BIA Board Meeting Dates

January 8	February 15	March 5	April 9
May 14	June 11	July 9	August 13
September 10	October 15	November 12	December 10

BIA Board: Julie Docker-Johnson (Chair), Sue Griffiths (Treasurer), Councillor Carey Pope, Cathie Szmon, Cindy Taylor

BIA Staff: Esther DeYoung

Town of St. Marys Staff: Trisha McKibbin (Director of Corporate Services)

For Information: Brent Kittmer (CAO/Clerk)

BIA Meeting – Monday May 14 2018

Treasurer Report

Balance April 18 2018: \$60,844.10

Add: 1,729.48 GST Return for 2017

Less: 244.63 OBIA Cq 353

10.00 Office Solutions Photo Copying Cq 361

178.56 Office Solutions Ambassador Name Tags, copying Cq 362

847.50 Daytripper Cq 401

660.00 Admin. Assistant Esther Time Feb – Apr

565.00 Julie Docker-Johnson for FM96 Radio Ad

Adjusted Balance: **\$60,067.89**

Updates since last meeting:

Ambassador Name Tags came in \$61.30 under budget

BIA Levy first instalment \$11,250.00 deposited in March

St. Marys Business Improvement Area (BIA) Board Meeting Minutes

Date: Monday, June 11, 2018

Location: Town Hall, Council Chambers, 2rd floor, 175 Queen Street East, St. Marys, ON

Time: 6:30 p.m.

General members in attendance: Mary Van Den Berge, Casey Van Den Berge, Chantal Lynch, Bruce Barnes, Scott McLauchlan, Amie Rankin, Cathy Forster, Dan Troyer

Board members in attendance: Julie Docker-Johnson, Sue Griffiths, Cindy Taylor, Carey Pope, Cathie Szmon

BIA Staff in Attendance: Esther DeYoung, Administrative Assistant

Staff in Attendance: Kelly Deeks, Economic Development Manager

Agenda Items

1.0 Call to order and confirmation of Quorum

Called to order at 6:33pm

2.0 Declarations of Pecuniary / Conflict of Interest

None

3.0 Additions to the Agenda (to be added in Section 9.0 Other Business)

- Conversation on whether or not to hold a July BIA board meeting
- Update from the meeting with the Heritage Conservation Committee

4.0 Approval of Agenda

Motion: Cathie

Second: Sue

Carried

4.0 Approval of Meeting Minutes from May 14, 2018 BIA Board Meeting (attached)

It is noted that Agenda was mistakenly added in the title. It is now changed on the final copy.

THAT the Meeting Minutes from the May 14, 2018 BIA Board Meeting are approved, with the title change.

Motion: Carey

Second: Sue

Carried

6.0 Delegations

None

7.0 New Business

7.1. Chantal Lynch- proposal to bring Roger Brooks to St.Marys to conduct an assessment of the downtown

Chantal presented on the work of Roger Brooks, a travel industry expert, who conducts downtown assessments. A short video showing his process was shown and can be viewed here: <https://www.rogerbrooksinternational.com/assessment-program/>

She presented two options and suggested the BIA and Town partner to bring him to St.Marys. The options are: Roger Brooks conducts an assessment of St.Marys for a fee of \$25,000 USD which would include assessment, report and accommodation for himself and his team. A second option is the purchase of a Destination Development Association membership at a rate of \$400 USD which would allow access to training modules, a library and more.

The board noted previous similar downtown reports have been conducted and it may be appropriate to seek funds outside the downtown levy to carry out tasks brought forth in downtown assessments. It was recommended that Town staff look at Rogers Brook's program. Kelly Deeks, Economic Development Manager, agreed to research the program. The board also asked Chantal to look into a trial membership on the Destination Development Association website.

7.2 Chamber of Commerce Business After Five Event at the Canadian Baseball Hall of Fame

On Wednesday, June 13, the Stratford & District Chamber of Commerce will host a Business After 5 networking event at the Canadian Baseball Hall of Fame and Museum grounds. These events typically attract a large crowd and allow for attendees to mix with members of the Stratford business community in addition to St.Marys professionals. Mayor Al Stratthdee and Scott Crawford, Director of Operations of the Baseball Hall of Fame, will speak at the event.

7.3 Canadian Baseball Hall of Fame Induction weekend, June 15-17, 2018

Inductees and guests for the event will start arriving in St. Marys on Thursday, June 14. Downtown storefronts are decorated. Two downtown businesses- Snapping Turtle Coffee Roasters and the World's Coolest Music Store- and the Hall of Fame are organizing an after party and concert featuring bands and a hypnotist. There is no Toronto Blue Jays downtown parade and street festival this year because the Blue Jays have a home game and the resources are in use in Toronto. St. Marys Ambassadors will be in place on the Hall of Fame grounds again this year providing tourism information.

Kelly Deeks noted the St. Marys Museum has a special Canadian baseball exhibit to complement the event since the Canadian Baseball Hall of Fame is currently under construction and the museum is not open this year.

7.4 Beautification Committee- Larry O'Hearn's Assessment and Report

Larry O'Hearn, on behalf of the Beautification Committee, conducted a walking tour of the downtown. He prepared a report (attached) with his ideas. It does not include pricing. The committee has not yet met to discuss the report.

It was suggested the committee look into banners that used to be erected on the downtown streetlight posts. Sue Griffiths noted the program cost \$4,000 per year and banners were rotated every few months. At a certain point, the banners became too worn and they came down. The committee will bring new banner costing to the board and will prioritize items.

8.0 Project Updates & Committee Reports

8.1 Treasurer's Report

See the attached report. This report includes the BIA surplus.

8.2 Committee Updates: Bring Your Own Picnic, Governance, Christmas, Ambassador, Budget, Giving Day

Bring Your Own Picnic: The tent/shelter for Queen St has been ordered and will be erected the morning of July 14. The committee has developed a few new features this year and implemented a Victorian theme. At 5pm, picnic baskets will be auctioned off. Restaurants will be asked if they would like to participate. Entertainment will include live music, games and a live auction. Partial proceeds from the auction, hosted by Mayor Strathdee, will be donated to the Salvation Army.

Governance- The constitution is nearing completion and will be presented at July's meeting

Christmas committee- The committee will continue to build upon the “Christmas is Golden’ theme from 2017 but with a new ‘Charles Dicken village’ element. The committee intends to organize exhibits around the downtown and incorporate a Christmas play being mounted at the Town Hall theatre. The committee produced postcards (attached) to advertise this event in order for summer tourists to receive advance notification of the activities. The committee hopes to again offer childcare for Christmas shoppers.

Ambassadors- There is one new ambassador to add to the list. Ambassadors will be stationed during the Induction ceremony at the Canadian Baseball Hall of Fame.

Giving Day- No update

Governance- No update

Christmas Lights- A tender for new lights has been released and closes June 22

Public Art- A press release will be sent out soon. Artists will need to bid on the spaces. The grant money for the project must be spent by the end of 2018.

9.0 Other Business

9.1 Heritage Conservation Committee- Carey attended the meeting to inquire about flags posted in the downtown. She learned the committee has no jurisdiction over flags so they had no comment on it.

Public benches- a member noted several benches along the Riverview Walkway are starting to look worn.

THAT the town staff look at the deterioration and possible removal and replacement of damaged public benches.

Motion: Carey Second: Sue

Carried

9. 2 July meeting- The chair asked members whether they would still like to have a July meeting. It was decided in order for the constitution to be presented there should still be a July meeting. There will be no meeting in August.

10.0 Agenda Items for Future Meetings & Date of Next Board Meeting

July 9, 2018

11.0 Adjournment

Motion: Cathie

Meeting adjourned at 7:55pm

2018 BIA Board Meeting Dates

January 8	February 15	March 5	April 9
May 14	June 11	July 9	
September 10	October 15	November 12	December 10

BIA Board: Julie Docker-Johnson (Chair), Sue Griffiths (Treasurer), Councillor Carey Pope, Cathie Szmon, Cindy Taylor

BIA Staff: Esther DeYoung

Town of St. Marys Staff: Trisha McKibbin (Director of Corporate Services)

For Information: Brent Kittmer (CAO/Clerk)

7.4 Larry O'Hearn Downtown Assessment for the Beautification Report

BEAUTIFICATION OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions
May 30, 2018

BIA CONTACT

Julie 226 921 5401

PERSONAL OBSERVATIONS

The main streets of town have very little room left to accommodate street tree planting. There are not enough seasonal planters installed to create a unified planting scheme for the downtown streets. The planter arms located on the poles are used on a seasonal basis and require the Town to install and take down the arms every year. There are no banner arms on the street poles.

AREAS FOR POTENTIAL BEAUTIFICATION

ENHANCE STREETScape

Permanent banner arms and a yearly banner program would offer on-going opportunities for theming, special events, local attractions and complement the Town's way-finding initiatives. Redevelop open space located on the southeast corner of Victoria Bridge (at kiosk) as a feature area with additional paving, canopy trees and/or structure and seating. Encourage merchants to provide seasonal seating and plantings in front and back of stores.

REFURBISH RIVERSIDE WALK

Repair and widen, where possible, the existing walkway. Upgrade safety railings. Add pedestrian scale lighting on path by mill race.

ENHANCE RIVERSIDE PARKETTE (located beside Mill Race)

Add a course of stone to existing walls to create safety barrier at mill race and waterfall edges. Enhance seating area with paved walks and seating areas. Relocate existing benches and replace with improved site furnishings including picnic tables.

REFURBISH MILT DUNNELL PARK

Provide pedestrian -friendly pathways that are separated from vehicle traffic. Relocate seating located at edge of road closer to the water's edge. Provide river entry points that are safe and clearly designated. Provide additional plantings and hardscaping to create a variety of seating areas.

POTENTIAL BIA INITIATIVES

- Add permanent planter arms and banner arms on poles
- Establish on going seasonal banner program
- Encourage private alley development and improvements
- Seasonal seating and planters
- Enhance public art/ mural locations with furnishings and plantings to suit
- Reduce reliance on Town labour for flower and banner programs

POTENTIAL TOWN INITIATIVES

- Shoreline naturalization, thinning and planting programs to improve river frontage
- Additional shade trees in park, along the River Walk and, where available, sodded boulevards
- Provide secondary pathways for river access and seating areas
- Provide directional signage for trails, parks and attractions
- Add landscape elements to enhance key Town features
- Improve appearance of chain link fence on route to quarry and CBHF.

BEAUTIFICATION OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions

BANNER ARMS

Permanent banner arms and a yearly banner program could offer the Town and community on-going opportunities to feature special events, local attractions and complement the Town's wayfinding initiatives.

Price out the supply, install and watering of the flower baskets as a single-source from local nursery rather than contract the Town who then have to purchase the materials, contract out the installation and provide weekly maintenance using Town forces.



BEAUTIFICATION OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions

KEY AREA ENHANCEMENT

Enhance open area located at the information kiosk on the southeast corner of Victoria Bridge as scenic outlook by adding new pavement, canopy trees and/or shade structure, seating, lighting and services.



BEAUTIFICATION OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions

PATH AND ENTRANCE ENHANCEMENTS

Add landscape elements to enhance and showcase key Town features. Provide pedestrian lighting on pathways and in seating areas



BEAUTICATION

OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions

BACK ALLEY ENHANCEMENTS

Encourage private alley development and improvements with seasonal seating and planters.



BEAUTICATION OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions

ENHANCE STREETSCAPE TO QUARRY AND HALL OF FAME

Improve appearance of chain link fence on route to the quarry and CBHF.



BEAUTICATION

OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions

RIVERSIDE WALK ENHANCEMENTS

Repair and widen the existing riverside walkway. Add pedestrian lighting on pathways, create scenic outlooks and a variety of seating areas at the river's edge.



BEAUTICATION OPPORTUNITIES

By Larry O'Hearn
For BIA Discussions

MILT DUNNELL PARK ENHANCEMENTS

Provide alternate pedestrian-friendly pathways close to water's edge and throughout park. Provide a variety of seating areas at water's edge and throughout park. Provide riverfront entry points that are safe and clearly designated.

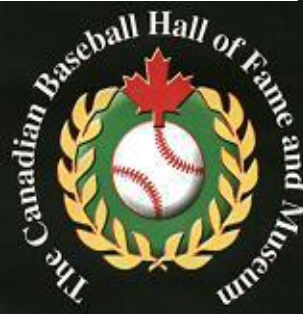


8.1 Treasurer's Report

BIA Meeting - Monday June 11 2018								
Treasurer Report								
Balance as of May 18 2018:				\$	60,884.10			
Add:				\$	-			
Less:				\$	565.00	Julie Docker Johnson FM 96 Radio Ad Cq 363		
				\$	244.63	OBIA Cq 353		
				\$	200.00	Lions Club for Flags Cq 365		
				\$	157.64	Office Solutions Recognition Plaques Cq 365		
				\$	350.00	Admin. May hours Cq 366		
Adjusted Balance				\$	59,366.83			

8.2





Canadian Baseball Hall of Fame & Museum

**P.O. Box 1838 (140 Queen St. E.)
St. Marys, Ontario, Canada, N4X 1C2**

**T: 519-284-1838 Toll Free: 1-877-250-BALL F: 519-284-1234
Email: baseball@baseballhalloffame.ca**

MISSION: By honouring, preserving, fostering and sharing Canada's living history of baseball, we teach life lessons exemplified by the game

MINUTES

**CBHFM Board of Directors Meeting – 7:00am, Friday, May 25, 2018
Offices of Waghorn Stephens: 21 Wellington St. N., St. Marys, ON**

Present: Tammy Adkin, Jordan Schofield, Tony Little, Bob Stephens, Harry Gundy, Jody Hamade,

Ex-Officio: Lynn Hainer (Council Rep), Al Stratthdee (Mayor)

Staff: Scott Crawford, Director of Operations, Laurie Bannon, Finance & Administration Coordinator

Regrets/Absences: Adam Stephens, Jeremy Diamond, Mike Wilner, Liam Scott, Mike King and Julie Docker-Johnson

Call to Order: Tammy Adkin called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved by Bob Stephens; **Seconded** by Tony Little:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting May 25, 2018.

Carried.

Approval of Minutes from March 23, 2018:

Moved by Bob Stephens; **Seconded** by Tony Little:

THAT the CBHFM Board of Directors approves the minutes of the board meeting that was held on April 27, 2018 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes of April 27, 2018:

None

New Business:

None

Committee Reports:

a. Management

- No report

b. Finance:

- TD Bank line of credit for 200K discussed that we can withdraw any amount, up to the full amount if we wish
- Cashing the GIC's out early will give us a small penalty in the interest earned
- TD Bank is researching other ways to deal with GIC's and line of credit

c. Resource Development

- No report

d. Outreach

- No report

e. Nominating

- Harry has been in contact with Scott Smith, a BMO exec from Toronto who has interest in joining the Board. Harry recommended that he be nominated to the Board at the AGM on May 25, 2018.

f. Governance

- No report

g. Museum Renovations

- Marklevitz and Elgin contracting have met for their deficiency report. Several items still need to be completed, plus MTE's work and town signoff on the project.
- BaAM to begin working on the interior exhibition space designs.
- The driveway has been paved and landscaping complete.
- The issue of mold, asbestos and the offices need to be addressed as well. One quote has been obtained and one is yet to be received.
- There have been some alarm delays and a long Bell Canada delay to get systems

working again

Operations Report

a. Events/Induction

- Induction:

- The Thursday night VIP Pitch Talks event is moving along. Lots tickets to still sell. Guests include Lloyd Moseby, Pedro Martinez, Bill Humber, Tim Leper, and Kevin Barker
- There is space for 1.5 golf teams. Golf banquet tickets are still available.
- Volunteers being confirmed and celebrities being reminded.
- The Blue Jays are bringing Duane Ward plus another alumni to be named soon for Induction weekend.
- The Blue Jays are preparing their social media for Induction weekend.
- There is licenced event planned for Saturday night of Induction with two local bands and a hypnotist. The event is being coordinated by Rob Edney, World's Coolest Music Store. The Hall is providing use of the tent and additional security officers. The Hall will benefit from proceeds.

b. Site Updates

- Mar-co Clay did some small repairs at Cement Field (plate and pitching rubber)
- We have had several rainouts but the fields are busy.

c. Museum Updates

- Laurie Bannon has started in the role of Finance & Administrative Coordinator and Jocelyne will continue on in the role of Database Administrator
- We have hired 3 full time students and 1 part time student through government grants who will be completing an inventory of our artifacts.

d. Baseball News

- HoF sent out statement in response to Joey Votto comments reported by media. The Board agreed the statement was well done.
- Artifacts donated: Mike Soroka's cleats (MLB debut), Tyler O'Neill's batting gloves (MLB debut)

New Business

- None

In Camera

- None

Motion to Terminate –Bob Stephens at 7:45am

Next CBHFM Board Meeting dates:

Temporary meeting location: Waghorn Stephens office: 21 Wellington St. N., St Marys. at 7am
June 22, July 27, August 24, September 28, October 26, November 23, December 28



Minutes

Economic Development Advisory Committee

Regular Meeting

June 13, 2018

7:30 am

Council Chambers, Town Hall

Members Present: Matt Staffen Co-Chair
Tammy Adkin
Cathy Forster

Council Present: Mayor Strathdee
Councillor Pope

Member Regrets: Deb Hotchkiss
Andrew Atlin

Staff Present: Kelly Deeks-Johnson

1. CALL TO ORDER

The Co-Chair Matt Staffen called the meeting to order at 7:36 am.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Tammy Adkin

Seconded By Cathy Forster

THAT the June 13, 2018 EDAC agenda be accepted as presented.

CARRIED

4. DELEGATIONS

None

5. ACCEPTANCE OF MINUTES

Moved By Carey Pope

Seconded By Tammy Adkin

THAT the May 30, 2018 EDAC minutes be approved and signed by the Chair.

CARRIED

6. BUSINESS ARISING FROM MINUTES

None noted.

7. NEW BUSINESS

7.1 Recommendations for remaining term

The committee had a round table discussion highlighting topics of interest in regards to Economic Development in St. Marys. Topics were: affordable housing, strategies for business development, and building a business network.

The committee agreed to review these topics and gather information on what other communities are doing and prepare recommendations for the next council.

Also discussed was the purpose of EDAC and how it could be enhanced in its direction and role.

The committee agreed to hold off on meeting until September.

8. OTHER BUSINESS

None

10. ADJOURNMENT

Moved By Tammy Adkin

THAT this meeting of EDAC be adjourned at 8:38 am.

CARRIED

Chair Atlin



MINUTES

Heritage St. Marys

June 9, 2018

9:00am

St. Marys Museum

177 Church Street South

Members Present: Janis Fread
Sherri Gropp
Stephen Habermehl
Larry Pfaff
Mary Smith
Michelle Stemmler
Carey Pope
Members Absent: Al Strathdee, Paul King
Staff Present: Trisha McKibbin, Director of Corporate Services

1. CALL TO ORDER

Chair Larry Pfaff called the meeting to order at 9 a.m.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Item 8.1.1 – Weir Fountain

Item 8.4.1 – Grant Application, 159 Queen Street East

Moved By Stephen Habermehl

Seconded By Sherri Gropp

THAT the June 9, 2018 Heritage Committee agenda be approved as amended.

CARRIED

4. DELEGATIONS

None

5. CORRESPONDENCE

5.1 Notice of Public Meeting Concerning Proposed Zoning By-law Amendment - 45 Thames Road

Circulated for information

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Moved By Mary Smith

Seconded By Michelle Stemmler

THAT the May 12, 2018 Heritage Committee meeting be accepted.

CARRIED

7. BUSINESS ARISING FROM MINUTES

Within the Agenda

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

The Weir Fountain at the corner of Queen and Wellington Streets and within the HCD is being repainted. The McConnell Club has been responsible for painting the fountain for many years. This year the work is being done by Matt Brenner who is doing a very thorough job.

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 VIA Station

Nothing to report

8.2.2 Junction Station

Nothing to report

8.2.3 McDonald House

Nothing to report

8.2.4 Andrews Jeweller

Nothing to report

8.2.5 Public Library

Nothing to report

8.2.6 Town Hall

The new wood grain door to the public washrooms on the west lower level side has been installed and is a great improvement.

8.2.7 Old Water Tower

Nothing to report

8.3 Municipal Register, Part 2 - List of Significant properties

Nothing to report

8.4 Heritage Grant Applications

An application for a Heritage Grant has been received from the owners of the designated building at 159-161 Queen Street East for the installation of a new roof using a metal replacement for the asphalt shingles. The HCDAC has approved a Heritage Permit.

Moved By Stephen Habermehl

Seconded By Janis Fread

THAT the St. Marys Heritage Committee recommends approval of the Heritage Grant application for a new roof on the designated building at 159-161 Queen Street East.

CARRIED

8.5 Properties of interest or at risk (not necessarily designated)

8.5.1 West Ward School

Still waiting for a site plan

8.5.2 North Ward School site

Nothing to report

8.5.3 Repairs to Flood Wall

Work has begun on the floodgates but not on the floodwall. Larry hoped that there would be a good flow of water through the millrace and over the dam on the day of the Heritage Festival and the walking tour in that area.

8.6 CHO Report

Unavailable in Paul's absence. He is attending the Ontario Heritage Conference in Sault Ste. Marie.

8.7 Homeowner/Property owner letters

8.7.1 105 Queen Street West

A letter has been sent to the new owners of the designated property, the old Ingersoll house at 105 Queen Street West.

8.7.2 Proposed Letters

Committee members suggested two properties deserving letters from the Heritage Committee: Dunny's Source for Sports for work on the facade of that building, including new upper level windows; the former J. B. Tudor property at 47 Robinson Street for improvements done by the new owner.

8.8 Sign Bylaw

A draft of the updated sign bylaw has been presented to the Strategic Planning Committee. Following that committee's suggestions, a revised draft will be presented in the near future.

8.9 Cultural Planning: Strategic Plan

An opportunity to promote St. Marys as a place of cultural heritage significance is available through the National Trust. On July 7, 2018, the Trust is holding a Canada-wide Historic Places Day. Curator Amy Cubberley has registered the St. Marys Museum and it is one of the places listed on the website. For information go to: <https://www.historicplacesday.ca/>

9. COUNCIL REPORT

Councillor Carey Pope reported that council is very busy with a number of capital projects underway as approved in the 2018 budget. Currently most noticeable is the work on road surfaces, including new pavement on Water Street South.

10. OTHER BUSINESS

10.1 Self-guided Walking Tours

Trisha, Paul King and Amy Cubberley have met to review walking tours from other communities that might work as models for St. Marys. They agree that the best digital tours include a map. Currently the Heritage Resources tour app does not include this function. Unless it can be updated, the Heritage Resources model will not likely be the one chosen for St. Marys. Research

continues. (For anyone interested in a good model, Trisha recommended Yarmouth, Nova Scotia as a municipality with an excellent self-guided tour.)

10.2 Heritage Festival - July 14, 2018

Planning for this event is well underway. The opening ceremonies will be held on Friday evening, July 13, in the Town Hall auditorium. Jennifer Thorpe will perform. Larry agreed to welcome everyone to the start of the Festival. Stephen Habermehl will make the presentation of the Heritage Festival Award. Mary Smith offered to help prepare the background of the presentation text.

Trisha will be the guide on bus tours throughout the day although if any other Heritage committee member wants to do one or two of the tours, she would be glad of the collaboration.

Larry will lead a walking tour starting at the millrace and circling Milt Dunnell Field.

The BIA is working on various promotions, including a reprise of a Citizens' Picnic on the Flats in 1926. The Museum is helping with the research for this project, including preparing a number of trivia questions on St. Marys history for a family game.

10.3 Public Art

This project is still in the development phase. Although funds have been allocated from the Downtown Improvement grant to the BIA for the public art project, the money is administered by the municipality and certain tendering procedures are necessary. Trisha is preparing a detailed RFP document that will be posted on the websites required for all municipal projects and also promoted on websites that are available to mural artists across Canada. The town's GPS technician is working on a map that will show areas within the downtown where murals might be painted. These are walls that have been chosen with the approval of the owners of the buildings. Larry asked for the list of potential mural sites. Again, the idea of murals in the alleys seemed reasonable to all but the wall surfaces on buildings that can be seen as pedestrians or motorists approach the downtown are more controversial. The question arose whether free standing art, such as sculpture, will also be included. Trisha said that a few potential sites for such installations have been identified. She will keep the committee posted as this project proceeds.

10.4 Canada Day

Some events, such as the parade, will start a little later in the day than customary because July 1 falls on a Sunday this year. The new facilities in the park will be in full operation. However, the official openings for both the splash pad and the stage are scheduled for June 28 so that these ceremonies can be carried out efficiently and not detract from the Canada Day celebrations.

11. UPCOMING MEETINGS

There will be no regular meeting in July because of the Heritage Festival. The next scheduled meeting will be August 11 at the St. Marys Museum. Trisha may call a special meeting if grant or signage applications require review before August 11.

12. ADJOURNMENT

Moved By Michelle Stemmler

THAT this meeting of the Heritage Committee adjourn at 9:50 a.m.

CARRIED

Larry Pfaff, Chair

Meeting Minutes

St. Marys Museum Board

Location: St. Marys Museum

Date: Wednesday, June 13, 2018 at 7:00pm

Committee members in attendance:

Brian Busby, Chet Greason, Doug Fread, Katherine Moffat, Councilor Tony Winter

Regrets: Krissy Nickle

Also in attendance:

Amy Cubberley, Staff Liaison

1.0 Welcome and Call to Order

Chet Greason called the meeting to order at 7:04 p.m.

2.0 Declaration of Pecuniary Interest

The agenda had been circulated to members. Following review, no member had a disclosure of pecuniary interest.

3.0 Correspondence

4.0 Approval of agenda

Staff requested that item 7a be changed to Artifact Deaccessioning and 7d Board Member Resignation be added to the agenda.

Moved by: Katherine Moffat

Seconded by: Doug Fread

That the Museum Board approve the agenda as amended.

CARRIED

5.0 Approval of minutes

The minutes of the May 9, 2018 meeting had been circulated.

Moved by: Tony Winter

Seconded by: Doug Fread

That the Board approve the minutes of May 9, 2018 as presented.

CARRIED

6.0 Old Business

7.0 New Business

a. Artifact Deaccessioning

Moved by: Katherine Moffat

Seconded by: Doug Fread

That the St. Marys Museum Board approves the deaccessioning of artifacts 973.145.17, 973.145.18, 973.145.19, 973.145.21.

CARRIED

- b. Council report: Verbal report given by Councilor Winter.
- c. Museum Report: A. Cubberley spoke to the Museum report in the agenda package.
- d. Board Member Resignation: Brian Busby submitted his resignation to the St. Marys Museum Board citing that he is moving and will no longer be eligible to hold a position on a municipal board in St. Marys.

Moved by: Katherine Moffat

Seconded by: Tony Winter

That the St. Marys Museum Board regretfully accepts the resignation of board member Brian Busby.

CARRIED

Moved by: Katherine Moffat

Seconded by: Doug Fread

That the St. Marys Museum Board recommends that St. Marys Town 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

8.0 Next meeting

Wednesday, September 12, 2018 at 7:00pm

9.0 Adjournment

Moved by: Brian Busby

That the Board adjourns this meeting.

CARRIED

Chet Greason adjourned the meeting at 7:57pm.

Chet Greason, Vice-Chair St. Marys Museum Board



MINUTES

Heritage Conservation District Advisory Committee

June 25, 2018
6:15pm
St. Marys Museum
177 Church Street South

Members Present: Sherri Gropp
Stephen Habermehl
Paul King
Mary Smith
Michelle Stemmler
Mike Bolton
Bill Galloway
Barb Tuer
Council Present: Carey Pope, Tony Winter
Members Absent: Al Strathdee, Janis Fread, Dan Schneider
Staff Present: Trisha McKibbin, Director of Corporate Services

1. CALL TO ORDER

Chair Barb Tuer called the joint meeting of the Heritage Conservation District Advisory Committee and the Heritage Committee to order at 6:15 pm.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Stephen Habermehl

Seconded By Bill Galloway

THAT the June 25, 2018 joint meeting agenda of the Heritage Conservation District Advisory Committee and the Heritage Committee be accepted as presented.

CARRIED

4. DELEGATIONS

4.1 Staff member Jason Silcox and property owners Ivan and Michelle Jacobs.

Jason Silcox explained the improvements being made to the facade of the former Godfather Pizza building, including the removal of the illuminated awning and the restoration of the sign board with a new commercial cornice with corbel ends and decorative trim around the sign. Neither the sign, Tropical Flavour, Caribbean Restaurant, nor the signboard will be illuminated.

5. ACCEPTANCE OF MINUTES

Moved By Bill Galloway

Seconded By Mike Bolton

THAT the May 14, 2018 Heritage Conservation District Advisory Committee Minutes be accepted as presented.

CARRIED

Moved By Bill Galloway

Seconded By Stephen Habermehl

THAT the May 23, 2018 Heritage Conservation District Advisory Committee Minutes be accepted as presented.

CARRIED

6. BUSINESS ARISING FROM MINUTES

None

7. REPORTS

7.1 Heritage Permit Application - 105 Queen Street East

Moved By Stephen Habermehl

Seconded By Bill Galloway

THAT the HCDAC recommends a Heritage Permit for the restoration of the sign board which includes the installation of a new commercial cornice with corbel ends and decorative trim around the sign.

CARRIED

7.2 Sign Application

Moved By Michelle Stemmler

Seconded By Paul King

THAT the Heritage St. Marys Committee recommends the approval of the sign application for the new business at 105 Queen Street East.

CARRIED

7.3 Heritage Grant Application - 105 Queen Street East

Moved By Mary Smith

Seconded By Stephen Habermehl

THAT the Heritage St. Marys Committee recommends a Heritage Grant for improvements to the facade at 105 Queen Street East be approved.

CARRIED

8. OTHER BUSINESS

None

10. ADJOURNMENT

Moved By Tony Winter

Seconded By Mike Bolton

THAT the joint meeting of the Heritage Conservation District Advisory Committee and the Heritage Committee adjourn at 6:45 pm.

CARRIED

Barb Tuer, Chair



Senior Services Board Meeting Minutes

Date: June 26, 2018

Time: 3:30 pm

Board members present

Jane Cousineau, Joyce Vivian, Rick Lyons, Jim Craigmile, Donna Kurchak, Isa Rabbets

Staff members present

Jenny Mikita

Regrets

Don Vanstone, Owen O'Brien, Donna Simmons

1. Welcome & Introduction of Committee Members

Welcome and called to order at 3:30 pm by Isa Rabbets, Chair

2. Approval of Agenda

Motion to approve: Rick Lyons

Seconded by: Joyce Vivian

THAT the June 26, 2018 Senior Services Board meeting agenda be accepted as presented.

CARRIED

3. Disclosure of Interest

None

4. Approval of April Minutes

Motion to approve: Donna Kurchak

Seconded by: Jim Craigmile

THAT the May 15, 2018 Senior Services Board meeting minutes be approved.

CARRIED

5. Business Arising from the Minutes

- 5.1 New Ideas/Program Feedback/Suggestions: It was suggested to program groups using the Main Hall be encouraged to use the coat hooks rather than chairs in the Main Hall because the space is now over crowded in the mornings.
- 5.2 Provincial Funding Update: None
- 5.3 Pickleball Lines: Staff update the group that Pickleball zones will be painted on two tennis courts.

6. New Business

- 6.1 Program Report: See attached program report for details on upcoming programs.



- 6.2 Recreation Master Plan: The Recreation Master Plan has been adopted. Staff will begin work on the recommendations. Jenny will email a listing of the recommendations to the Committee. There are two key recommendations that staff will be working on from the Senior Services department and they include, exploring becoming an Age Friendly Community and explore becoming High Five Certified in programs delivery and evaluation.
- 6.3 United Way St. Marys – United Way has developed a St. Marys committee. Currently staff from the Recreation and Youth Services as well as Senior Services sit on the committee as municipal liaisons. The committee is currently support two funding application to United Way for a three year term. The proposed projects include a Community Access Market and a Community Connector position.

7. Other Business

- 7.1 PRC Business Plan- Staff updated the Committee on the work that has been done in the development of a Pyramid Recreation Centre Business Plan. The Committee was informed that the plan has been approved at Strategic Priorities Committee and will be on the Council agenda for approval. Staff will send a copy of the plan for the committee to review over the summer months and will add it to the agenda for the September meeting for discussion.

8. Liaison Reports

- 8.1 Travel Club –There are still a few spots left on the Toronto Blue Jays Trip and the September Mystery Trips
- 8.2 Fundraising Committee –None
- 8.3 Council Update- Councilor Craigmile updated the group on various projects throughout the Town.

9. Next Meeting – September 18, 2018 at 3:30 p.m.

10. Adjournment – 4:30pm

BY-LAW 63-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and R. J. Burnside & Associates Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys has been working with R. J. Burnside & Associates Ltd. since 2013 to finalize the Terms and Reference, and to subsequently complete the Environmental Assessment to the Ministry of Environment and Climate Change for the provision of expansion of the St. Marys Landfill (the "Project");
- AND WHEREAS:** All Agency and interested party comments related to the Draft Environment Assessment have been received and must be addressed prior to the submission of the Final Environmental Assessment;
- AND WHEREAS:** Staff recommend a sole source procurement of engineering consultation from R. J. Burnside & Associates Ltd. based on their thorough knowledge of the Project;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with R. J. Burnside & Associates Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and R. J. Burnside & Associates Ltd.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

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

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

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 65-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an agreement of purchase and sale of 480 Glass Street with Quadro Communications Co-operative Inc.

WHEREAS: The Corporation of the Town of St. Marys has agreed to sell to Quadro Communications Co-operative Inc. the land more particularly described as Part of Lot 15, Concession 18 as Part 1 on 44R-5520, municipally known as 480 Glass Street;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement of Purchase and Sale with Quadro Communications Co-operative Inc. which reflects the intent of the parties;

NOW THEREFORE: The Council of The Corporation of the Town of St. Marys hereby enacts as follows;

1. That land more particularly described as Part of Lot 15, Concession 18 as Part 1 on 44R-5520, municipally known as 480 Glass Street, is declared surplus to the municipal need.
2. That the CAO be delegated the authority to negotiate such changes to the Agreement of Purchase and Sale with Quadro Communications Co-operative Inc. as may be necessary to bring the Agreement to its final form.
3. That the Mayor and the CAO / Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Quadro Communications Co-operative Inc..
4. That a copy of the said Agreement is attached hereto and designated as Schedule "A" to this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
5. This By-Law comes into force and takes effect on the final passing thereof.

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

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

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 66-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of a capital contribution agreement between The Corporation of the Town of St. Marys and Social Pickleball Group.

WHEREAS: The Corporation of the Town of St. Marys has a plan for the repainting of two tennis courts to include pickleball lines (the “Project”);

AND WHEREAS: Social Pickleball Group will contribute \$3,750 towards the Project;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a Capital Contribution Agreement with Social Pickleball Group for the purpose of clarifying and delineating the respective rights, obligations, payments and for delivery of the Project;

THEREFORE: The Council of The Corporation of the Town of St. Marys enacts:

- 1.** That the Mayor and the Clerk are authorized to execute an Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Social Pickleball Group; and further
- 2.** That a copy of the said Agreement is attached hereto and designated as Schedule “A” to this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
- 3.** This By-Law comes into force and takes effect on the final passing thereof.

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

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

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 67-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Avon Maitland District School Board and Huron-Perth Catholic District School Board.

- WHEREAS:** The Corporation of the Town of St. Marys offers a number of services to the local school boards and in return is provided with a number of services, and as such has developed a reciprocal agreement for all parties;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Avon Maitland District School Board and Huron-Perth Catholic District School Board for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the services;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Avon Maitland District School Board and Huron-Perth Catholic District School Board.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

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

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

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 68-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and B. M. Ross and Associates Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys is seeking a firm to update or complete the water and wastewater system financial plans as required under O. Reg 453/07 (the “Project”);
- AND WHEREAS:** The Corporation of the Town of St. Marys wishes to procure B. M. Ross & Associates Ltd. as they have been actively involved in the design of the Town of St. Marys Water and Wastewater systems, the development of the 2014 water system financial plan and has completed many inspections and studies completed at the wastewater treatment plant in recent years;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with B. M. Ross & Associates Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and B. M. Ross & Associates Ltd.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

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

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

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 69-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Bank of Montreal.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the purpose of seeking a five year term for core banking services;
- AND WHEREAS:** A proposal was submitted by Bank of Montreal which was subsequently approved by Council on July 24, 2018;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Bank of Montreal for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the service;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Bank of Montreal.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

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

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

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW NUMBER 70-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a by-law to authorize the Signing of an Agreement between the Corporation of the Town of St. Marys and Meadowridge Properties Limited

- WHEREAS** Meadowridge Properties Limited intends to develop the lands legally described as Part Lots 21 and 22, Concession 18 in the Town of St. Marys, to be known as the Stoneridge Phase II development.
- AND WHEREAS** The Corporation of the Town of St. Marys deems it expedient to enter into a subdivision agreement (the "Agreement") with Meadowridge Properties Limited for the purpose of clarifying and delineating their respective rights, obligations, payments and billing arrangements of and for the delivery of the Stoneridge Phase II development.
- THEREFORE** The Council of the Corporation of the Town of St. Marys enacts:
1. That, conditional upon the receipt of all Ministry of Environment, Conservation, and Parks approvals, the Mayor and Clerk / CAO are authorized to sign the Agreement with Meadowridge Properties Limited on behalf of the Corporation of the Town of St. Marys; and further
 2. That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-Law, and to affix to the Agreement the Corporate Seal of the Corporation of the Town of St. Marys.
 3. This By-Law comes into force and takes effect this final day of passing thereof.

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

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

Mayor Al Stratthdee

Brent Kittmer, CAO/Clerk

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z128-2018

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 Lots 21 and 22, Concession 18 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 shown in horizontal line pattern on the attached map, Schedule “A”, and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the “Development Zone (RD)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Three (R3)” of By-law No. Z1-1997. The zoning of this land shall be shown as “R3” on Key Map 18 of Schedule “A” to By-law No. Z1-1997, as amended.
2. The area shown in wave pattern on the attached map, Schedule “A”, and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the “Development Zone (RD)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Three (R3-17)” of By-law No. Z1-1997. The zoning of this land shall be shown as “R3-17” on Key Map 18 of Schedule “A” to By-law No. Z1-1997, as amended.
3. That Section 10.10 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

10.10.17	R3-17
(a)	Location: Part of Lots 21 and 22, Concession 18, Key Map 18
(b)	Notwithstanding the provisions of Section 10.2.3, the minimum lot depth shall be 35.0 metres on those lands zoned “R3-17”.
(c)	All other provisions of this By-law, as amended, shall apply.
4. The area shown in diagonal brick pattern on the attached map, Schedule “A”, and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the “Development Zone (RD)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Five (R5-7)” of By-law No. Z1-1997. The zoning of this land shall be shown as “R5-7” on Key Map 18 of Schedule “A” to By-law No. Z1-1997, as amended.

5. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.7 R5-7

- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
- (b) Notwithstanding the provisions of Section 12.4.6, the minimum interior side yard shall be 3.0 metres on those lands zoned "R5-7".
- (c) Notwithstanding the provisions of Sections 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-7":
 - (i) Front Yard, Minimum 6.0 metres
 - (ii) Side Yard, Minimum No side yard is required on the attached side(s) of the dwelling unit. 3.0 metres is required on the side of the dwelling unit not attached to another dwelling unit.
- (d) All other provisions of this By-law, as amended, shall apply.

6. The area shown in grid pattern on the attached map, Schedule "A", and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Residential Zone Five (R5-8)" of By-law No. Z1-1997. The zoning of this land shall be shown as "R5-8" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.

7. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.8 R5-8

- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
- (b) Notwithstanding the provisions of Sections 12.4.4 and 12.4.6, the following provisions shall apply to those lands zoned "R5-8":
 - (i) Lot Depth, Minimum 34.0 metres
 - (ii) Interior Side Yard, Minimum 3.0 metres
- (c) Notwithstanding the provisions of Sections 12.5.3, 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-8":
 - (i) Lot Depth, Minimum 34.0 metres
 - (ii) Front Yard, Minimum 6.0 metres
 - (iii) Side Yard, Minimum No side yard is required on the attached side(s) of the dwelling unit. 3.0 metres is required on the side of

the dwelling unit not attached to another dwelling unit.

(d) All other provisions of this By-law, as amended, shall apply.

8. The area shown in the vertical line pattern on the attached map, Schedule "A", and described as Part of Lot 21, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Residential Zone Five (R5-9)" of By-law No. Z1-1997. The zoning of this land shall be shown as "R5-9" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.

9. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.9 R5-9

(a) Location: Part of Lot 21, Concession 18, Key Map 18

(b) Notwithstanding the provisions of Sections 12.4.2, 12.4.4 and 12.4.6, the following provisions shall apply to those lands zoned "R5-9":

- | | | |
|-------|-----------------------------------|---|
| (i) | Lot Frontage, Minimum | 19.0 metres (as measured along the east streetline) |
| (ii) | Minimum setback from a streetline | 6.0 metres |
| (iii) | Interior Side Yard, Minimum | 7.5 metres |

(c) Notwithstanding the provisions of Sections 12.5.3, 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-9":

- | | | |
|-------|-----------------------------------|--|
| (i) | Lot Depth, Minimum | 20.0 metres |
| (ii) | Minimum setback from a streetline | 6.0 metres |
| (iii) | Front Yard, Minimum | 6.0 metres |
| (iv) | Side Yard, Minimum | No side yard is required on the attached side(s) of the dwelling unit.
3.0 metres is required on the side of the dwelling unit not attached to another dwelling unit. |

(d) All other provisions of this By-law, as amended, shall apply.

10. The area shown in the diagonal lines pattern on the attached map, Schedule "A", and described as Part of Lot 21, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Residential Zone Five (R5-10)" of By-law No. Z1-1997. The zoning of this land shall be shown as "R5-10" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.

11. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.10 R5-10

- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
 - (b) Notwithstanding the provisions of Section 12.4.2, the minimum lot frontage shall be 21.0 metres on those lands zoned "R5-10".
 - (b) Notwithstanding the provisions of Section 12.4.6, the minimum interior side yard shall be 7.5 metres on those lands zoned "R5-10".
 - (c) Notwithstanding the provisions of Sections 12.5.4 and 12.5.5, the following provisions shall apply to those lands zoned "R5-10":
 - (i) Front Yard, Minimum 6.0 metres
 - (ii) Side Yard, Minimum No side yard is required on the attached side(s) of the dwelling unit.
3.0 metres is required on the side of the dwelling unit not attached to another dwelling unit.
 - (d) All other provisions of this By-law, as amended, shall apply.
12. The area shown in dot pattern on the attached map, Schedule "A", and described as Part of Lots 21 and 22, Concession 18 in the Town of St. Marys shall be removed from the "Development Zone (RD)" of By-law No. Z1-1997 and shall be placed in the "Open Space Zone (OS-5)" of By-law No. Z1-1997. The zoning of this land shall be shown as "OS-5" on Key Map 18 of Schedule "A" to By-law No. Z1-1997, as amended.
13. That Section 24.4 of By-law No. Z1-1997 is hereby amended by adding the following special provision:
- 24.4.5 OS-5
- (a) Location: Part of Lots 21 and 22, Concession 18, Key Map 18
 - (b) Notwithstanding the provisions of Section 24.2.2, the minimum lot frontage for those lands zoned "OS-5" shall be 6.0 metres.
 - (c) All other provisions of By-law No. Z1-1997, as amended, shall apply.
14. Schedule "A", attached hereto, shall form part of this By-law.
15. All other provisions of By-law No. Z1-1997, as amended, shall apply.
16. 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.

17. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24th DAY OF
July, 2018.**

Al Stratthdee, Mayor

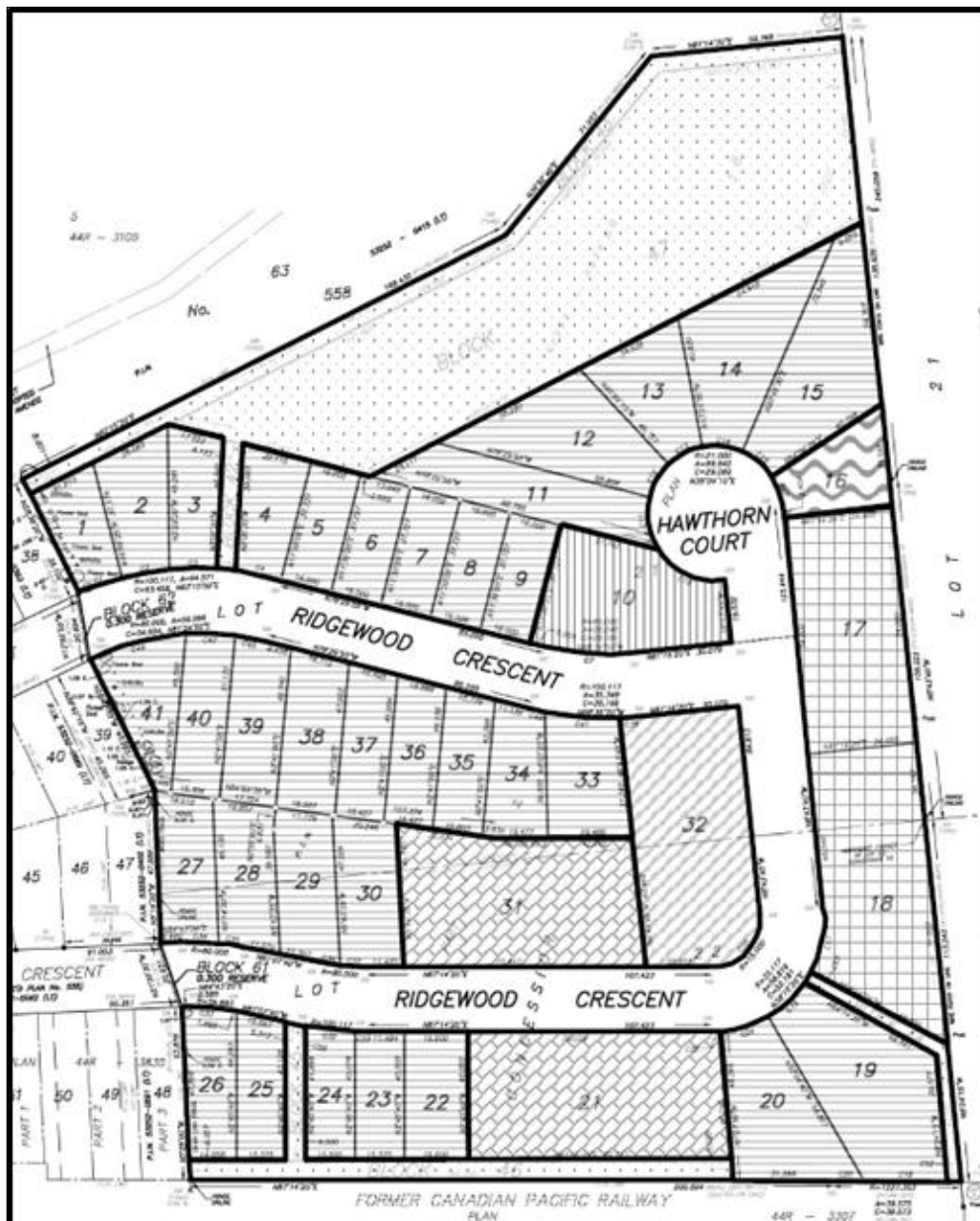
Brent Kittmer, CAO-Clerk








THIS IS SCHEDULE "A"
TO BY-LAW NO. Z128-2018
OF THE CORPORATION OF THE TOWN OF ST. MARYS
PASSED THIS 24th DAY OF JULY, 2018

Al Strathdee, Mayor

Brent Kittmer, CAO-Clerk

AREA AFFECTED BY THIS BY-LAW



-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Three (R3)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Three (R3-17)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-7)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-8)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-9)"
-  Removed from the "Development Zone (RD)" and placed in the "Residential Zone Five (R5-10)"
-  Removed from the "Development Zone (RD)" and placed in the "Open Space (OS-5)"

BY-LAW 71-2018

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 July 24, 2018.

WHEREAS: The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law;

AND WHEREAS: The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

THEREFORE: The Council of the Town of St. Marys enacts:

- 1.** That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its regular meeting held on the 24th day of July, 2018 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
- 2.** This by-law comes into force on the final passing thereof.

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

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

Mayor Al Strathee

Brent Kittmer, CAO / Clerk