



AGENDA
Regular Council Meeting

August 28, 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 August 28, 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 Concerned Citizens Addressing Heavy Truck Traffic re: Heavy Truck Traffic

13

RECOMMENDATION

THAT the delegation from Concerned Citizens Addressing Heavy Truck Traffic regarding an overall review of the heavy truck traffic in St. Marys be received.

6. ACCEPTANCE OF MINUTES

6.1 Special Meeting of Council - July 17, 2018 29

RECOMMENDATION

THAT the July 17, 2018 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

6.2 Regular Council - July 24, 2018 31

RECOMMENDATION

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

6.3 Strategic Priorities Committee - August 13, 2018 48

RECOMMENDATION

THAT the August 13, 2018 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk; and

THAT Items 5.3 and 5.4 be raised for discussion.

6.3.1 DEV 31-2018 Town Hall Auditorium HVAC

RECOMMENDATION

THAT the Town Hall Auditorium HVAC project be referred to the 2019 Capital Budget for discussion.

6.3.2 PW 48-2018 Annual Asset Management Plan Update

RECOMMENDATION

THAT the 2016-2018 Asset Management Plan Status Update be received.

7. CORRESPONDENCE

7.1 Lisa Luyten re: Noise By-law Exemptions 53

RECOMMENDATION

THAT the correspondence from Lisa Luyten regarding Noise By-law Exemptions be received.

- 7.2 Township of North Frontenac re: Grandfathering of Volunteer Firefighters to NFPA Standards 54**

RECOMMENDATION

THAT the correspondence from the Township of North Frontenac regarding the grandfathering of volunteer firefighters to NFPA standards be received; and

THAT Council support the Township of North Frontenac in their efforts of advocating the new Provincial government to continue to support rural fire services and provide sufficient funding to cover additional costs associated with the certification initiative.

- 7.3 Helen Pate re: Ardmore Housing Development 55**

RECOMMENDATION

THAT the correspondence from Helen Pate regarding Ardmore Housing Development be received; and

THAT staff be directed to report back to Council regarding Ms. Pate's concerns about drainage and privacy.

8. STAFF REPORTS

8.1 Building and Development Services

- 8.1.1 DEV 37-2018 August Monthly Report (Building and Development) 61**

RECOMMENDATION

THAT DEV 37-2018 August Monthly Report (Building and Development) be received for information.

8.1.2 DEV 35-2018 Official Plan Review

63

RECOMMENDATION

THAT DEV 35-2018 regarding the Town of St. Marys Official Plan review be received; and

THAT Council proceed with a statutory open house under the *Planning Act* for the draft modified Official Plan on September ____, 2018; and

THAT Council proceed with a statutory public meeting under the *Planning Act* for the draft modified Official Plan on September / October ____, 2018.

8.1.3 DEV 34-2018 Accessory Apartments – Town-wide Zoning By-law Amendment

104

RECOMMENDATION

THAT DEV 34-2018 regarding accessory apartments in the Town of St. Marys be received; and,

THAT Council proceed with a public meeting to consider amendments to the Town's Zoning By-law to permit accessory apartments as-of-right in single detached, semi-detached and townhouse dwellings, and in detached accessory buildings, subject to specified regulations.

8.1.4 DEV 33-2018 Site Alteration By-law

112

RECOMMENDATION

THAT DEV 33-2018 regarding a site alteration by-law for the Town of St. Marys be received; and,

THAT Council approve By-law 74-2018, Site Alteration.

8.1.5 DEV 38-2018 Charging of Parking Fees with Certain Uses in the Town of St. Marys

120

RECOMMENDATION

THAT DEV 38-2018 regarding the charging of parking fees with certain uses in the Town of St. Marys be received;

THAT Council direct staff to study this issue in more detail and make recommendations when the Town undertakes its next Zoning By-law review and update.

8.1.6 DEV 39-2018 Demolition Permits

126

RECOMMENDATION

THAT DEV 39-2018 Demolition Permits be received; and

THAT Council direct Staff to include the following recommendations for communications prior to a demolition permit being issued for a building larger than a single family dwelling in the Building by-Law when it is updated in 2019:

1. The surrounding neighbors abutting the property:
 - (a) Be notified 7 days prior to the start of demolition,
 - (b) Be given a contact name and number of the owner of the property,
 - (c) Be given a contact name and number of the general contractor completing the work, and
 - (d) Be notified of the method used to raze the building (excavator, explosive, etc.).
3. Have the property posted with a sign no smaller than 1.2m by 1.2m facing each street that the property abuts that will provide the above information, at least 7 days prior to the demolition taking place.
4. Prove that Notice of Project has been filed with the Ministry of Labour (if required).
5. Provide the haul routes being used.
6. Provide the expected start and end dates of the demolition.

8.1.7 DEV 40-2018 Sign By-Law Variance Request

129

RECOMMENDATION

THAT DEV 40-2018 Sign By-Law Variance request be received;
and

THAT Council approve a variance to the Sign By-Law for the installation of five temporary signs for the St. Marys Lincolns Home Opener from September 9th to the 22nd at each main entrance to Town within the municipal boulevard, contingent on the locations chosen not interfering with intersection sightlines.

8.1.8 DEV 36-2018 Pyramid Recreation Centre Sound System Upgrade

131

RECOMMENDATION

THAT DEV 36-2018 Pyramid Recreation Centre Sound System Upgrade report be received; and

THAT Council approve unbudgeted capital funding for replacement of the main sound system switch board for the Pyramid Recreation Centre; and

THAT an amount of not more than \$15,000 be allocated to this project.

RECOMMENDATION

THAT DEV 32-2018 Sign By-law be received; and

THAT Council:

- Approves the proposal for staff to administer variance requests for temporary signs;
- Approves the proposal for a permit system for sidewalk signs and sandwich boards; and
- Confirms that existing ground signs within the Core Commercial District are exempt from the 5-year phase in of sign by-law compliance and confirms that all new ground signs within the Core Commercial District are subject to the existing height restrictions.

8.2 Administration and Human Resources

8.2.1 CAO 30-2018 August Monthly Report (Administration and Human Resources)

137

RECOMMENDATION

THAT CAO 30-2018 August Monthly Report (Administration and Human Resources) be received for information.

8.2.2 CAO 31-2018 Revised Community Grant Policy

141

RECOMMENDATION

THAT CAO 31-2018 Revised Community Grant Policy be received for discussion; and

THAT Council directs staff to include granting cap option #_____ in the revised Community Grant Policy; and

THAT the revised Community Grant Policy be approved for implementation as a part of the 2019 budget.

8.3 Corporate Services

8.3.1 COR 19-2018 August Monthly Report (Corporate Services) 153

RECOMMENDATION

THAT COR 19-2018 August Monthly Report (Corporate Services) be received for information.

8.3.2 COR 21-2018 Municipal Register – Non-Designated Property Removal Request, 275 Emily Street 159

RECOMMENDATION

THAT COR 21-2018 Municipal Register – Non-Designated Property Removal Request, 275 Emily Street report be received; and

THAT Council approve the removal of 275 Emily Street as a Non-Designated Property from the Municipal Register.

8.4 Finance

8.4.1 FIN 17-2018 August Monthly Report (Finance) 164

RECOMMENDATION

THAT FIN 17-2018 August Monthly Report (Finance) be received for information.

8.5 Fire and Emergency Services

8.5.1 FD 14-2018 August Monthly Report (Emergency Services) 168

RECOMMENDATION

THAT FD 14-2018 August Monthly Report (Emergency Services) be received for information.

8.5.2	FD 12-2018 Capital Budget Amendment to Purchase Power Rescue Tools	170
-------	---	-----

RECOMMENDATION

THAT FD 12-2018 Capital Budget Amendment to Purchase Power Rescue Tools be received for discussion; and

THAT Council approve an unbudgeted 2018 capital purchase of \$29,500 to replace Jaws of Life rescue tools to be funded from the Fire Capital Reserve.

8.6 Community Services

8.6.1	DCS 18-2018 August Monthly Report (Community Services)	177
-------	---	-----

RECOMMENDATION

THAT DCS 18-2018 August Monthly Report (Community Services) be received for information.

8.7 Public Works

8.7.1	PW 50-2018 August Monthly Report (Public Works)	182
-------	--	-----

RECOMMENDATION

THAT PW 50-2018 August Monthly Report (Public Works) be received for information.

8.7.2	PW 40-2018 Downtown Controlled Pedestrian Crosswalk Configuration	185
-------	--	-----

RECOMMENDATION

THAT PW 40-2018 Downtown Controlled Pedestrian Crosswalk Configuration report be received; and

THAT existing semi-actuated signal timing remain in effect until traffic controllers reach existing end of service life.

8.7.3	PW 49-2018 Service Club Application	191
--------------	--	------------

RECOMMENDATION

THAT PW 49-2018 Service Club Sign Application be received;
and

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

8.7.4	PW 51-2018 Release of Agreement From Title – Sanitary Sewer Forcemain for 20 Thames Road North	194
--------------	---	------------

RECOMMENDATION

THAT PW 51-2018 Release of Agreement from Title – Sanitary Sewer Forcemain for 20 Thames Rd North be received; and

THAT Council direct staff to authorize the release from title of the Municipal Sewer Agreement for 20 Thames Road North.

9. COUNCILLOR REPORTS

RECOMMENDATION

THAT agenda items 9.1.1 to 9.2.13 be received.

9.1 Operational and Board Reports

9.1.1	Bluewater Recycling Association - Coun. Craigmile	203
--------------	--	------------

9.1.2 Library Board - Coun. Osborne, Winter

9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter

9.1.4 Perth District Health Unit - Coun. Osborne

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

9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen

9.1.7 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

9.2.2	Business Improvement Area - Coun. Pope	
9.2.3	CBHFM - Coun. Hainer	221
9.2.4	Committee of Adjustment	224
9.2.5	Economic Development Committee - Coun. Pope	232
9.2.6	Heritage St. Marys - Coun. Pope	234
9.2.7	Museum Board - Coun. Winter	
9.2.8	Planning Advisory Committee - Coun. Craigmile, Van Galen	240
9.2.9	Heritage Conservation District Advisory Committee - Coun. Winter	244
9.2.10	Senior Services Board - Coun. Craigmile	
9.2.11	Huron Perth Healthcare Local Advisory Committee - Coun. Hainer	
9.2.12	St. Marys Lincolns Board - Coun. Craigmile	
9.2.13	St. Marys Cement Community Liaison Committee - Mayor Strathdee, Coun. Craigmile	

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

12.1	By-Law 72-2018 Site Alteration	248
------	--------------------------------	-----

RECOMMENDATION

THAT By-Law 72-2018, being a by-law to prohibit site alteration be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

13. UPCOMING MEETINGS

September 11, 2018 - 6:00pm, Regular Council, Council Chambers

September 18, 2018 - 9:00am, Strategic Priorities Committee, Council Chambers

September 25, 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)(b) personal matters about an identifiable individual, including municipal or local board employees.

14.1 Minutes of July 17, 2018 CLOSED SESSION

14.2 Minutes of July 24, 2018 CLOSED SESSION

14.3 COR 20-2018 CONFIDENTIAL Compliance Audit Committee – 2018 Municipal Election

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at ____pm.

16. CONFIRMATORY BY-LAW

261

RECOMMENDATION

THAT By-law 73-2018, being a by-law to confirm the proceedings of August 28, 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.

CCAHTT

Concerned Citizens Addressing Heavy Truck Traffic



Presentation to Town Council
August 28, 2018

CCAHTT — who we are

- We are a group of local citizens who are advocating for a safer, healthier, more sustainable and inviting St. Marys.
- We speak out about the negative impacts of heavy truck traffic on our community and quality of life.
- We work with industry, the Town of St. Marys and community partners to help curtail heavy truck traffic through our downtown and residential neighbourhoods.
- www.goaroundourtown.com

What is HTT?

- Heavy Truck Traffic (HTT) consists of very large commercial vehicles (tractor trailers and other commercial vehicles with three or more axles).
- HTT may be internal to external, external to internal, or external to external.
- The primary concern is with external to external HTT, where trucks are doing no business locally and are short-cutting through St. Marys.



HTT impacts on St. Marys

HTT is a serious issue, with many negative effects:

- Community safety — heavy trucks barreling through and twisting around our 19th century street pattern pose risks to pedestrians, cyclists and other vehicles
- Quality of life — noise, vibration and pollution from heavy trucks is disruptive to residents and make our public places less walkable and attractive
- Heritage — heavy truck traffic through our downtown heritage district and older neighbourhoods degrades St. Marys' unique character



HTT impacts on St. Marys (cont'd)

- Infrastructure — truck traffic takes a heavy toll on our roads and bridges, requiring costly repairs at taxpayer expense
- Business sustainability — truck noise and nuisance negatively impact the retail/shopping climate and hurt our downtown businesses
- Tourism — HTT leaves a poor impression on tourists and visitors, detracting from the ambience that is St. Marys' special "brand"



How to address HTT

- Awareness
 - HTT issues are real and deserve attention
 - Resignation and passivity unacceptable — something can be done!
- Commitment
 - Tackling HTT requires concerted effort by many players
 - Both private and public sectors must be involved
- Action — two-pronged approach
 - Voluntary/private practices — local industry steps up to limit and re-route heavy trucks where possible
 - Regulation/public policy — Town steps up to enact measures to deter or prohibit HTT activity, e.g. parking ban, turn restrictions

CCAHTT goals and objectives

To reduce and mitigate the short and long-term negative impacts of HTT on residents, community safety, quality of life and infrastructure in St. Marys by working with local industry and by taking action to reduce the volume of unnecessary HTT through our community.

- Increase community awareness and understanding of HTT impacts
- Work with industry on voluntary compliance measures
- Work with Town and ad hoc committee on HTT solutions, with focus on curtailing truck through traffic (short-cutting)
- Adoption, implementation and enforcement of sensible control measures, including:
 - Bypass signage, establish truck routes around town
 - Reduce speed limit in downtown, make whole of downtown a community safety zone
 - No truck turns through downtown
 - Safety and load inspections of trucks on regular basis
 - Load limits on bridges
- By 2023 St. Marys is (largely) HTT-free!



CCAHTT achievements to date

- Creation of Ad Hoc Committee, consisting of the mayor, CAO and two councillors, to meet with CCAHTT members and discuss concerns
- CCAHTT has had productive discussions with several St. Marys companies on HTT issues. A number of community-minded businesses have responded by voluntarily adopting truck re-routing practices
- Town council voted to ban parking by heavy trucks on all streets
- Town expanded the school safety zone on James Street South, added more radar speed signs, and did traffic surveys
- CCAHTT survey of BIA on HTT issues
- CCAHTT input into Official Plan review
- CCAHTT research on HTT policies in other places, work on alternate truck routes

CCAHTT next steps

- Continue engagement with local industry
- Awareness campaign — web site, brochure, lawn signs
- Continue research on best practices
- Make HTT an election issue!



CCAHTT requests to Town

- Continue Ad Hoc committee to work toward solutions
- Assist with:
 - getting attention of industry players and outreach to truck companies
 - surveys and other yardsticks to measure progress
 - research on HTT policies and practices





MINUTES
Special Meeting of Council

July 17, 2018
11:30am
Council Chambers, Town Hall

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

Council Regrets: Councillor Pope
Councillor Hainer

Staff Present: Brent Kittmer, CAO (arrived at 11:47am)
Lisa Lawrence, Director of Human Resources (Delegated Clerk)

1. CALL TO ORDER

Mayor Strathdee called the meeting to order at 11:30am.

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution SC2018-07-17-01

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the July 17, 2018 Special Meeting of Council agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution SC2018-07-17-02

Moved By Councillor Osborne

Seconded By Councillor Van Galen

THAT Council move into a session that is closed to the public at 11:35am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (d) labour relations or employee negotiations.

CARRIED

Councillor Osborne departed at 12:17pm.

5. RISE AND REPORT

Mayor Strathdee reported that a closed session has occurred and one matter was discussed regarding CAO Performance Appraisal. There is nothing further to report at this time.

Resolution SC2018-07-17-03

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT Council rise from a closed session at 12:24pm.

CARRIED

6. ADJOURNMENT

Resolution SC2018-07-17-05

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

That this special meeting of Council be adjourned at 12:29pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Regular Council

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

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

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

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-07-24-01

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Retirement Presentation to Jeff Blackman

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

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

Grant Brouwer thanked Jeff for his dedication to the Town.

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

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

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

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

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

Resolution 2018-07-24-02

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - June 26, 2018

Resolution 2018-07-24-03

Moved By Councillor Pope

Seconded By Councillor Winter

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

CARRIED

6.2 Strategic Priorities Committee - July 17, 2018

Resolution 2018-07-24-04

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

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

THAT Items 5.2 and 5.3 be raised for discussion.

CARRIED

6.2.1 PW 43-2018 Forestry Management By-Law

Resolution 2018-07-24-05

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

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

THAT Staff be directed to seek community engagement on a proposed

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

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

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

CARRIED

6.2.2 DEV 29-2018 Site Alteration By-Law

Resolution 2018-07-24-06

Moved By Councillor Osborne

Seconded By Councillor Hainer

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

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

CARRIED

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

Resolution 2018-07-24-07

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

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

CARRIED

7. CORRESPONDENCE

7.1 Laura Pieroni re: Recycling Opportunities

Resolution 2018-07-24-08

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

8. STAFF REPORTS

8.1 Administration and Human Resources

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

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

Resolution 2018-07-24-09

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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

CARRIED

8.1.2 CAO 27-2018 Community Transportation Grant Information

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

Resolution 2018-07-24-10

Moved By Councillor Hainer

Seconded By Councillor Pope

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

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

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

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

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

CARRIED

8.2 Corporate Services

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

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

Resolution 2018-07-24-11

Moved By Councillor Winter

Seconded By Councillor Osborne

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

CARRIED

8.3 Finance

8.3.1 FIN 14-2018 July Monthly Report (Finance)

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

Resolution 2018-07-24-12

Moved By Councillor Craigmile

Seconded By Councillor Pope

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

CARRIED

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

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

Resolution 2018-07-24-13

Moved By Councillor Hainer

Seconded By Councillor Pope

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

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

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

CARRIED

8.3.3 FIN 16-2018 Award of Banking Services RFP

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

Resolution 2018-07-24-14

Moved By Councillor Winter

Seconded By Councillor Craigmile

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

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

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

CARRIED

8.4 Fire and Emergency Services

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

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

Resolution 2018-07-24-15

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

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

CARRIED

8.5 Building and Development Services

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

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

Resolution 2018-07-24-16

Moved By Councillor Pope

Seconded By Councillor Hainer

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

CARRIED

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

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

Resolution 2018-07-24-17

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

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

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

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

CARRIED

8.6 Community Services

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

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

Resolution 2018-07-24-18

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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

CARRIED

8.6.2 DCS 16-2018 Pickleball Capital Contribution Agreement

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

Resolution 2018-07-24-19

Moved By Councillor Winter

Seconded By Councillor Craigmile

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

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

CARRIED

8.6.3 DCS 15-2018 Reciprocal School Use Agreement

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

Resolution 2018-07-24-20

Moved By Councillor Hainer

Seconded By Councillor Van Galen

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

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

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

CARRIED

8.7 Public Works

Council took a brief recess at 7:59pm.

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

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

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

Resolution 2018-07-24-21

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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

CARRIED

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

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

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

Resolution 2018-07-24-22

Moved By Councillor Van Galen

Seconded By Councillor Pope

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

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

CARRIED

8.7.3 PW 39-2018 Lystek Odour Control System Replacement

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

Resolution 2018-07-24-23

Moved By Councillor Osborne

Seconded By Councillor Craigmile

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

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

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

CARRIED

8.7.4 PW 41-2018 Engineering Services for Landfill Environmental Assessment

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

Resolution 2018-07-24-24

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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

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

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

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

CARRIED

8.7.5 PW 42-2018 Water and Wastewater Financial Plans

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

Resolution 2018-07-24-25

Moved By Councillor Craigmile

Seconded By Councillor Winter

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

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

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

CARRIED

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

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

Resolution 2018-07-24-26

Moved By Councillor Pope

Seconded By Councillor Van Galen

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

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

CARRIED

8.7.7 PW 47-2018 Service Club Sign Application

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

Resolution 2018-07-24-27

Moved By Councillor Winter

Seconded By Councillor Pope

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

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

CARRIED

9. COUNCILLOR REPORTS

Resolution 2018-07-24-28

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT agenda items 9.1.1 to 9.2.13 be received; and

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

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

CARRIED

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

9.1.2 Library Board - Coun. Osborne, Winter

9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter

9.1.4 Perth District Health Unit - Coun. Osborne

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

9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen

9.1.7 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

9.2.2 Business Improvement Area - Coun. Pope

9.2.2.1 Recommendation for Park Bench Review

Resolution 2018-07-24-29

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

9.2.3 CBHFM - Coun. Hainer

9.2.4 Committee of Adjustment

9.2.5 Economic Development Committee - Coun. Pope

9.2.6 Heritage St. Marys - Coun. Pope

9.2.7 Museum Board - Coun. Winter

**9.2.7.1 Recommendation for Museum Board Member
Vacancy**

Resolution 2018-07-24-30

Moved By Councillor Winter

Seconded By Councillor Hainer

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

CARRIED

9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen

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

9.2.10 Senior Services Board - Coun. Craigmile

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

9.2.12 St. Marys Lincolns Board - Coun. Craigmile

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

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2018-07-24-31

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

CARRIED

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

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

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

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

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

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

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

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

13. UPCOMING MEETINGS

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

Council took a brief recess at 8:58pm.

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

14. CLOSED SESSION

Resolution 2018-07-24-32

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT Council move into a session that is closed to the public at 9:05pm as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

14.1 Minutes of June 12, 2018 CLOSED SESSION

14.2 Minutes of June 19, 2018 CLOSED SESSION

14.3 Minutes of June 27, 2018 CLOSED SESSION

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

14.5 CAO 29-2018 (CONFIDENTIAL) CBHFM Operating Agreement

15. RISE AND REPORT

Resolution 2018-07-24-33

Moved By Councillor Pope

Seconded By Councillor Winter

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

CARRIED

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

Council will now consider the matter related to land disposition.

Resolution 2018-07-24-34

Moved By Councillor Criagmile

Seconded By Councillor Hainer

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

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

CARRIED

16. CONFIRMATORY BY-LAW

Resolution 2018-07-24-35

Moved By Councillor Craigmile

Seconded By Councillor Osborne

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

CARRIED

17. ADJOURNMENT

Resolution 2018-07-24-36

Moved By Councillor Craigmile

Seconded By Councillor Pope

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

CARRIED

Al Stratthdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Strategic Priorities Committee

August 13, 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 (arrived 9:31am)

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 / Treasurer
Jed Kelly, Director of Public Works
Jeff Wolfe, Asset Management and Engineering Specialist
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

In response to Councillor Hainer's inquiry about the status of Council upon the closing of the nomination period for municipal elections, Brent Kittmer stated that Council is now in a lame duck position with various restrictions as set out in the *Municipal Act*. Mr. Kittmer confirmed that Council has delegated authority to the CAO/Clerk as per By-law 25-2018.

Resolution 2018-08-21-01

Moved By: Councillor Van Galen

Seconded By: Councillor Pope

THAT the August 13, 2018 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

None.

5. STRATEGIC PRIORITIES REVIEW

5.1 FD 09-2018 Capital Plan for Fire Equipment Replacement

Fire Chief Anderson spoke to FD 09-2018 report and responded to questions from the Committee.

Resolution 2018-08-13-02

Moved By: Councillor Winter

Seconded By: Councillor Osborne

THAT FD 09-2018 Capital Plan for Fire Equipment Replacement be received for discussion.

CARRIED

5.2 FD 10-2018 Proposed Capital Purchase of an Aerial ladder Apparatus

Fire Chief Anderson spoke to FD 10-2018 report and responded to questions from the Committee.

Councillor Craigmile arrived at 9:31am.

The Committee presented the following questions for which they would like reported back at a future meeting:

- Is the current location the preferred location to build a new fire hall?
- If yes, show data and rationale to support.
- If no, what is the preferred location? What is the land acquisition cost?
- Are the proposed floor plans (new and renovated) adequate to meet the 15-20 year need for the Fire Department?
- Will a new build and / or the renovated building accommodate both female and male employees?
- Can staff confirm the costs and prepare a more detailed project budget for the “build new” option and the “renovate existing” option once the location and size are confirmed?

- Can the financing plan be updated to reflect the impact of debenturing a new build once the costs have been confirmed?
- What is the contingency plan during construction?
- Can the Fire Department operate out of the current location if a new facility is built on the same property?
- Can the Fire Department operation out of the current fire hall if it is under renovations?
- If no to either, what is the plan for temporarily relocating the Fire Department during construction?
- What is the plan to house the new aerial truck in the short term if the existing facility has not been renovated to accommodate it?

Resolution 2018-08-13-03

Moved By: Councillor Osborne

Seconded By: Councillor Pope

THAT FD 10-2018 Proposed Capital Purchase of an Aerial Ladder Apparatus be received for discussion and 2019 budget direction to staff.

CARRIED

5.3 DEV 31-2018 Town Hall Auditorium HVAC

The Committee took a brief recess at 10:28am.

Chair Strathdee called the meeting back to order at 10:39am.

Grant Brouwer spoke to DEV 31-2018 report and responded to questions from the Committee.

The Committee presented the following questions for which they would like reported back at a future meeting:

- What are the operating costs of the auditorium HVAC unit?
- What is the future operating and usage plan for expanding the public's use of the space once AC is added?
- What is the Economic Development and Tourism plan to expand the use of the space? Is there a tourism impact if the space is marketed as available?
- What is the Library's plan to expand use of the space?
- Can the auditorium become temporary / permanent programming location for the Library if the second floor is not structurally adequate?

- Would investing in AC for the auditorium allow the Library to see expanded use of the space to offset some of the space needs identified in the space and needs study?
- What is the Community Services Department's plan to expand the use of the space?
- What is Heritage / Culture's plan to expand the use of the space?
- How can the space be marketed as available?
- What other building upgrades would be required to accommodate these expanded uses?

Resolution 2018-08-13-04

Moved By: Councillor Van Galen

Seconded By: Councillor Winter

THAT DEV 31-2018 Town Hall Auditorium HVAC be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT the Town Hall Auditorium HVAC project be referred to the 2019 Capital Budget for discussion.

CARRIED

5. STRATEGIC PRIORITIES REVIEW

5.4 PW 48-2018 Annual Asset Management Plan Update

Jed Kelly and Jeff Wolfe spoke to PW 48-2018 report and responded to questions from the Committee.

Resolution 2018-08-13-05

Moved By: Councillor Craigmile

Seconded By: Councillor Osborne

THAT PW 48-2018 Annual Asset Management Plan Update be received for information; and

THAT the Strategic Priorities Committee recommend to Council:

THAT the 2016-2018 Asset Management Plan Status Update be received.

CARRIED

6. NEXT MEETING

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

7. ADJOURNMENT

Resolution 2018-08-21-06

THAT this meeting of the Strategic Priorities Committee adjourn at 11:54am.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk

Dear Mayor Strathdee and Council Members,

I would like to address my concerns about the noise around the Kinfest Beer Gardens. I understand that they applied for a noise by-law exemption and it was granted apparently to go until 1:00am on Friday morning. In the past I know that it has been controversial, and for good reason. The Kinsmen do good things for the community, I do not dispute this. I do however have an issue with being kept awake until 1:00am and having to get up and work the next morning, during a normal work week. I believe other alternatives have been discussed in the past, like holding it indoors at the Arena where it will not disrupt the residential neighbourhood where it is currently held. Also in previous years (at long last) that Thursday night should shut down at a more reasonable 11:00. I am not sure why it was decided that again it should go until 1:00am. This negatively affects the lives and health of the residents that live in the area. I am not able to function properly after such a lack of sleep, my work today is definitely affected. I am supposed to be driving a long distance this evening, and I am in no shape to be able to do this. Just because my children are not currently in school because of the summer break does not mean they should be kept up until 1:00am.

I would invite all council members and their families to come and try to sleep in my house on Thursday nights while this is occurring. Or just give me all of your home phone numbers so you and your entire family can enjoy the Beer garden as much as my entire family does until 1:00am, I am available to make phone calls to your home every minute until 1:00am. You can believe that I was contemplating calling all of you last night as I lay seething in my bed with the humming and thumping until 1:00am. I have all of my windows shut and my air conditioner turned up to try and drown it out to no avail. Or perhaps you could reimburse me for a full day of work so I can leave my home for the weekend early when this occurs.

It may have escaped your notice that this event is in basically a natural amphitheatre. The bowl shape of this valley that is completely surrounded by residential communities transfers sound extremely well UNTIL 1:00AM IF YOU MISSED THAT FACT.

I would urge Council members to rethink the approval of this by-law exemption in the future. We have noise by-laws for a reason. They are to protect the rights of all the citizens of this town.

Lisa Luyten
82 Ontario Street North
St. Marys, Ontario

Date: August 3, 2018



Resolution Number 359 -18

**RESOLUTION OF THE COUNCIL OF THE
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC**

Moved by:

A handwritten signature in blue ink, likely belonging to a council member, positioned next to the "Moved by:" label.

Seconded by:

A handwritten signature in blue ink, likely belonging to another council member, positioned next to the "Seconded by:" label.

BE IT RESOLVED THAT Council receives the Director of Emergency Service/Fire Chief's Administrative Report entitled, "Grandfathering of Volunteer Firefighters to NFPA Standards - Update" for information purposes;

AND THAT Council continue to advocate that the New Provincial Government continue to support rural fire services and provide sufficient funding to cover additional costs associated with the certification initiative;

AND THAT Council defer this to the 2019 budget deliberations, as sufficient funding is required for a training program which will adequately provide the legislated training to meet the requirements of the Establishing and Regulating By-law and our Core Services;

AND THAT the Clerk provide a copy of this Resolution to all Ontario Municipalities requesting support; Association of Municipalities of Ontario (AMO); Minister of Community Safety and Correctional Services and Randy Hillier, MPP.

AND THAT Council instructs the Clerk to include a copy of the Admin Report on the next Joint Fire Committee Agenda; Handwritten initials in blue ink, possibly "R" and "M", following the handwritten text.

AND THAT a copy of the Administrative Report be provided to Chief Cuddy at this time.

Carried

Mayor

A handwritten signature in blue ink, likely belonging to the Mayor, positioned next to the "Mayor" label.

Dear Mayor and Council:

Re: Ardmore Housing Development – House size/water flow/Trees

I Doug Knight and Helen Pate purchased our property at 158 Ontario Street S. in the Municipality of St. Marys in 1987. One of the main reasons we purchased our property was that it had a large extra lot and a beautiful dense forest with lots of deer, foxes, raccoons etc directly in our back yard. We were told this property would never be developed as per the owner of the land Mrs. Wilson. Unfortunately this is not the case. *[Comment redacted per Procedure By-Law Section 17.3 – Defamatory]*

We pay taxes in the amount of \$5,250.00.

The development has depreciated our home by approximately \$100,000 due to lack of privacy and water issue

BACKGROUND

On July 2, 2013 the neighbors in the area met with the St. Marys Planning Advisory Committee in order to hear the proposal and answer any questions the neighbors may have.

1) Water Flow and damage to our property

We have had a bit of water come into our garage in the last several years and this did not happen prior to the clear cut. It is our understanding that whenever a new subdivision is built, the sub- divider is required to enter into a development agreement where the developer implements a municipality grading plan that ensure that rainwater and snowmelt flow away from homes. It appears this is not the case from above. At the meeting Steve Ische asked about the proposed stormwater pond for the development and whether the Town should be considering larger, regional stormwater pond facilities rather than individual facilities on a per development basis. Kyle McIntosh responded that this is an infill development with limitations and so there is no other way around stormwater management for the site. Did he forget about our house which is being directly affected? Please keep in mind that the storm water pond is on the very south side and protects those homes on that side but nothing to protect our property. My husband inquired about the dry pond and asked where the water will discharge after a storm event. Mr. McIntosh responded that the SWM pond will outlet to storm sewers. This is absolutely not the case.

On February 20th of this year our entire lower level of our home was completely flooded (1600 sq.ft) including our garage. We incurred over \$40,000 worth of damage. If I had not stayed at home that morning our home would have incurred much worse damage to the extent the water would have continued to rise resulting in much more serious damage. The water was literally pouring into our home and our sump pump could not handle it. The pump eventually gave out.

I have gone up to the property where this enormous house with two walk- out patios looking down on us and currently the way the land lies (slanted on a hill towards our property) and the fact there is no

swale the water will continue to flow into our foundation and lower level which is detrimental to our home.

2. House size

The house that has been constructed is enormous. See photos attached. They are literally looking into our backyard. Our privacy has been stripped. We understand the elevation issue but something should have been done to prevent such a large home to be constructed this high. We cannot sit in our backyard without them commenting to us or our company resulting in us having to go inside. Mr. McIntosh stated that subdivisions do install fences or cedar hedges to address visibility issues. In our case the fence or hedge will need to be quite high in order to allow us our privacy. Mr. McIntosh also stated that his client (at that time) went through zoning approvals for higher density housing approximately four years prior and at that time it was acknowledged that trees would be removed and that perimeter trees would be retained. It seems that a lot of the perimeter trees were removed. (see attached pictures of our backyard prior to development and now)

3. Trees

At the meeting I requested that a tall green hedge be planted to allow us our privacy. At the time Mr. Richardson (who no longer is involved) responded that he could install the hedge but could not guarantee it would not be removed by the property owners in the future. I asked that the hedge be installed on our side of the fence. Councilor Osborne advised me that he would ensure this request would be granted but later he reneged and stated he said no such thing. Mr. McIntosh has stated see above comments that a fence or green hedge is planted around new subdivisions.

WHAT WE WOULD LIKE TO SEE HAPPEN

1) We want the municipality to resolve the drainage problem. We as long time residents have the right to protect our property from surface water. We had no drainage problems until the town approved the zoning and development of this property and therefore we feel that the town could investigate and ensure that the water is drained away from our home.

1) Fence or green hedge. We would like the town to plant a tall green hedge in order to give us our privacy immediately. (not a 6' hedge – a hedge high enough to stop the people from above looking down at us) It is a known fact the trees and forests absorb and use tremendous amounts of water for growth thereby consuming storm water. eg. A single deciduous tree can intercept from 500 to 769 galls per year and a mature evergreen can intercept more than 4,000 gallons per year. Having a tree line would certainly help with the storm water runoff.

We do not feel we are asking a lot of the town and would appreciate your feedback with regard to our concerns.

We applaud development but it should not be at the expense of others who are distressed and worried about the depreciation of their property as well as the concern of future damage should these issues continue.

Sincerely,

Helen Pate and Douglas Knight

Encl.

2004
BACK
YARD



Please note how full & beautiful our
back yard was

BACK
YARD
PRIOR
TO
CONSTRUCTION
2014







MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Building and Development

Date of Meeting: 28 August 2018

Subject: DEV 37-2018 August Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 37-2018 August Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- A total of 22 permits were issued in July 2018, compared to 21 the previous year.
- There were 5 new dwelling units issued this month compared to 2 the previous year.
- The total construction values were \$1,984,300 compared to \$4,725,400 the previous year.
- The total permit fees were \$11,673.11 compared to \$46,149.98 the previous year.
- A total of 56 appointments were provided by the Building Department for this time period.
- There were two Heritage permits issued for this period.

Planning

- Approval of Minor Variance application for 243 Thomas Street to allow an accessory garage to be closer to the interior side property line than 1.0m as required under the zoning by-law
- Consent to Sever application received for 619 Queen St E to divide a semi-detached dwelling under construction along the common party wall. Public Hearing date-August 15, 2018
- PAC meeting for OP review to receive revised discussion papers and review the first draft OP
- Grant applications approved for installation of new windows at 26 Water St S, (Heritage permit issued)
- Open House for Site Alteration By-law
- Meet with the developer of 151 Water Street North, and discussed their next steps.

Facilities Capital

- Water Tower Structural Upgrades –scaffolding being installed this week
- Town Hall & Library Window Restoration & Replacement tender awarded to IntegriBuild, Windows were measured on July 9
- 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 completed
- 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 be delivered week of July 30. Fencing has been repaired.
- Lind Sportsplex – a new sign has been ordered for the Lind Sportsplex/Quarry

PRC Operations

- Pool filtration repair completed by 12pm July 26th, with very positive results. Water chemistry and clarity returned to normal within the shutdown timeframe.
- Blue Rink re-installed for 2018/19 season. Very smooth installation with no noticeable issues on start-up of the refrigeration plant.
- A comprehensive investigation report has been released from the O.R.F.A. regarding a serious refrigeration plant accident in Fernie, BC which resulted in three fatalities. A thorough review worth reading for any Town representative or employee involved in operations/maintenance. This accident will have far reaching consequences for the refrigeration industry within the province of Ontario.
- Ongoing focus to replenish staffing vacancies for part time arena assistants for the upcoming season, as well as full time operations staff.
- Compiling list for pool shutdown in September, including installing shelves to promote better storage in the lifeguard office, replacing shower stall partitions in the men's and women's change rooms, and updating some worn plumbing fixtures such as shower heads and grab bars.

SPENDING AND VARIANCE ANALYSIS

Not applicable at this time

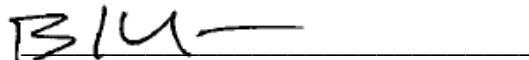
REVIEWED BY

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: 28 August 2018

Subject: **DEV 35-2018 Official Plan Review**

PURPOSE

To provide Council with an update respecting the ongoing Official Plan review project, summarize and respond to comments received, present a first draft of the new Official Plan, identify issues and options for discussion with Council and make recommendations regarding next steps in the process.

It is staff's goal to have the revised Official Plan adopted by Council by the end of October 2018. To achieve this goal, a statutory open house must be held, followed by a statutory public meeting no earlier than 7 days after the open house. Staff are requesting that Council set those dates on August 28 to allow for the requisite 20 day public notice to occur.

RECOMMENDATION

THAT DEV 35-2018 regarding the Town of St. Marys Official Plan review be received; and

THAT Council proceed with a statutory open house under the *Planning Act* for the draft modified Official Plan on September _____, 2018; and

THAT Council proceed with a statutory public meetinghouse under the *Planning Act* for the draft modified Official Plan on September / October _____, 2018

BACKGROUND

In 2012, the Town commenced a five-year review of the Official Plan in accordance with Section 26 of the *Planning Act*. The purpose of a Section 26 review is to ensure that the Official Plan conforms with provincial plans (or does not conflict with them), has regard to matters of provincial interest and is consistent with policy statements, such as the Provincial Policy Statement which was updated in 2014. In addition to meeting statutory requirements under the *Planning Act*, the review provides an important opportunity for the Town to identify and address administrative, interpretation, policy and mapping issues with the current Official Plan. Also, this review provides the community and agencies with the opportunity to assist with the identification of opportunities and issues that can be addressed through the Official Plan.

The Official Plan review also supports the Town's Strategic Plan, in particular with respect to Strategic Pillars 2-Communication and Marketing, 3-Balanced Growth, 4-Culture and Recreation, 5-Economic Development and 6-Housing, in the following ways:

- The Town has developed and continues to implement a comprehensive communication strategy which includes a dedicated Town webpage that provides updates and downloadable information, information and notices provided through newspaper advertisements and social media, regular mailouts to those registered on the Official Plan review mailing list, etc.

- The Official Plan review involves demographic analysis to identify the needs of current and future residents, identifying infrastructure needs, implementing policies to retain existing industry and attracting new industry to Town, and supporting the commercial sector.
- Implementing recommendations from the Town's Recreation and Leisure Master Plan, and implementing policies to protect the cultural heritage of the Town and supporting the downtown.
- Implementing policies to encourage a variety of housing forms and prices in the Town.

In the Fall of 2017, the Town reinitiated the Official Plan review project commencing with a Section 26 meeting which was held on October 10, 2017. Under Section 26(3) of the *Planning Act*, Council is required to consult with the approval authority and prescribed public bodies, and to hold a special meeting of Council, open to the public, to discuss required revisions to the Official Plan. Staff has also been engaged in ongoing discussions with the Ministry of Municipal Affairs and Housing and the Upper Thames River Conservation Authority.

Between 2012 and 2016, a series of discussion papers were prepared to:

- review and make recommendations with respect to various components of the Official Plan;
- identify and make recommendations on Provincial conformity and other requirements; and,
- respond to issues identified by the community, Planning Advisory Committee (PAC), Council and agencies.

Late in 2017, staff updated the discussion papers and additional new papers were prepared to address a range of topic areas. Between December 2017 and March 2018, the draft discussion papers were presented to the Town's PAC, as summarized in the following table.

Discussion Papers Presented to PAC (December 2017 – March 2018)

Paper	Topic	Presented to Planning Advisory Committee
1	Population	December 4, 2017
2	Interpretation / Implementation	December 4, 2017
3	Transportation and Services	January 8, 2018
4	Residential	March 19, 2018
5	Rural Lands	December 4, 2017
6	Extractive Industrial	December 4, 2017
7	Employment Areas - General Industrial	December 18, 2017
8	Recreation and Parkland	December 18, 2017
9	Cultural Heritage, Urban Design, Economic Development and Tourism	December 18, 2017
10	Commercial and Highway Commercial	January 8, 2018
11	Natural Heritage and Hazards	March 19, 2018

Following the March 2018 PAC meeting, the draft discussion papers were released for public review and comment, and the Town held two open house sessions on April 12, 2018 at the Municipal Operations Centre.

At the August 7, 2018 PAC meeting, staff presented a preliminary draft of a proposed modified Official Plan. PAC recommended that Council proceed with the statutory open house and public meeting under the *Planning Act*.

At the meeting, Staff noted that it intended to continue with ongoing discussions with landowners who had made requests for redesignation as part of the Official Plan review. PAC also instructed staff to meet with other owners of undeveloped land currently designated Residential to determine if there are any landholdings that have significant constraints and/or there is a lack of interest in developing the land for residential purposes during the planning period.

REPORT

Draft Official Plan

The draft Official Plan showing proposed modifications is provided as Attachment 1 of this report. Due to its size, staff have appended Attachment 1 as supplement to this agenda.

It is noted that a detailed Official Plan Amendment will ultimately be required for Council approval. At this time, the proposed amendments are shown in the proposed modified Official Plan attached. The following is a summary of proposed modifications to the Town's Official Plan:

- Section 2.3 (Heritage Conservation) – removal of Schedule D and associated policies respecting location of heritage conservation sites, and addition of policies respecting heritage impact assessments, designation of Heritage Conservation Districts, cultural heritage landscapes and viewscape protection.
- Section 3.1 (Residential) – addition of policies respecting compatible development, evaluating neighbourhood character, infill and intensification, accessory apartments and encouraging affordable housing.
- Section 3.2 (Central Commercial) – designation name changed to 'Downtown' and addition of policies to allow residential on ground floor of low rise apartment buildings in certain areas based on criteria.
- Section 3.4 (General Industrial) – broadening of permitted uses and addition of policies restricting the conversion of employment areas to non-employment at the time of a comprehensive review.
- Section 3.5 (Extractive Industrial) – addition of policies respecting rehabilitation of extraction sites, sensitive land uses, and wayside pits and portable asphalt plants.
- Section 3.7 (Recreational) – update to park classification to implement Town's Recreation and Leisure Services Master Plan, and addition of policies promoting active transportation.
- Section 3.9 (Natural Heritage) – addition of policies to ensure conformity with Provincial Policy Statement including policies respecting significant wetlands, wood lands, significant valleylands, significant wildlife habitat, etc.
- Section 3.10 (Agricultural) – change designation name to 'Rural'.
- Section 4 (Division of Land and General Land Use Policies) – addition of policies regarding urban design and sustainable development.
- Section 5.6 (Source Water Protection) – new section added to ensure the protection of municipal drinking water supplies and addition of new Schedule D.
- Section 7.25 (Complete Applications) – new section added to provide policy direction with respect to pre-consultation, required information and studies in support of *Planning Act* application(s), and part lot control.
- Consolidation of Official Plan Amendment Nos. 26 to 32 into the Official Plan.

- Changes to Schedule B to reflect physical changes to road network and reclassification of section of Water Street North (between Queen & Emily) from Collector to Local Road
- Addition of new Appendix 1 to identify features and areas to be considered and evaluated with any application for development or site alteration. Features to include significant valleylands, significant woodlands and other ecologically important features as identified in the Upper Thames River Conservation Authority Perth Natural Heritage Systems Study (NHSS) completed in the Spring of 2018. Significant woodlands include: vegetation groups within or touching significant valleylands, or located within 30 metres of an open watercourse; any woodland vegetation group ≥ 1 hectare in size; any woodland vegetation group within 100 metres of a woodland vegetation group that is ≥ 1 hectare. Ecologically important features of the natural heritage system were identified in the NHSS if they met ecologically based criteria established in the study, including watercourses, meadows and thickets. To be classified as a meadow or thicket, they must be ≥ 30 metres wide and ≥ 0.5 hectares. Refer to Attachment 2 which identifies features and areas to be identified on the new Appendix 1.

Comment Summary Chart

A number of comments have been received from the community and those comments have been considered in preparing the discussion papers and the first draft of the new Official Plan. All written comments received by the Town have been summarized in the attached draft Comment Summary Chart (Attachment 3). Responses have been provided to the majority of comments received however, some comments do not have responses as of yet as further review will be required as the draft modified Official Plan is reviewed and revised in the latter stages of the project.

Land Supply and Demand

Population projections and an analysis of land supply and demand for industrial, commercial and residential lands in the Town were provided in the discussion papers. The following is a brief summary of the conclusions related to the industrial, commercial and residential land use categories.

Industrial Land

According to Discussion Paper #7 (Employment Areas-General Industrial), there are 17 properties that are vacant or under-utilized. The total amount of vacant or under-utilized land is 31.06 hectares with the location of the land spread, in clusters, throughout the Town with the majority located to the south along James Street. There is a good mix of lot areas ranging from a low of 0.19 hectares to a high of 17 hectares (based on total lot size minus lands not designated General Industrial and/or environmental constraints). It is noted that properties along Given Road are currently not serviced and this includes two large properties on the north and south sides of Given Road. To service these and other nearby properties, there would be the need to extend water and sanitary sewers through the privately owned Schoonderwoerd Farm property.

Based on the supply of land and the historic consumption rates, there appears to be a sufficient amount of industrially designated land to satisfy to Town's land needs in accordance with the requirements of the PPS.

The conversion of employment lands to permit non-employment uses, such as residential, is permitted at the time of a comprehensive review. Requests for the conversion of industrial lands is not uncommon and a comprehensive review can be a valuable opportunity if there is a shortfall of designated land to meet projected needs. However, it is important to protect industrial lands for the Town's long-term economic viability. Section 1.3.2.2 of the PPS states that "planning authorities may permit conversion of lands within employment areas to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion". Based on the analyses in the discussion papers, it does not appear that there is the need for the conversion of lands currently designated General Industrial.

As identified in the Comment Summary Chart, there have been three formal requests for redesignation of lands from General Industrial to Residential:

- Michael Ebert - 200 James St. South (1.45 ha)
- Salih Abdulsahib - 752 Queen Street East (1.4 ha)
- Rod Moorsom - 50 & 60 Road 120 (2.1 ha)

These properties are identified on the marked-up version of Schedule A of the Official Plan provided as Attachment 4. It is Staff's view that there is no immediate need for the conversion of these existing industrial lands and these lands support the Town's objectives with respect to maintaining an appropriate supply of industrial lands, and a variety of lot sizes and locations.

Commercial Land

According to Discussion Paper #10 (Commercial and Highway Commercial), there is a good variety of commercial and residential uses, and a sufficient supply of commercial lands to meet the Town's future land needs in the Central Commercial area (proposed "Downtown" in updated Official Plan). In addition, there are six vacant properties designated Highway Commercial in Town (a total of 12.74 ha available land), ranging in size from 0.21 to 8.1 hectares in size. There are also seven small properties with existing single detached dwellings that are designated Highway Commercial. Furthermore, there is approximately 3.1 hectares of land on properties that are underutilized (i.e. intensification potential). Based on the supply of land and the historic consumption rates, there appears to be a sufficient amount of commercially designated land in the Downtown and Highway Commercial area to satisfy the Town's land needs in accordance with the requirements of the PPS.

There has been one formal request for redesignation from Highway Commercial to Residential as part of this review from John Bolton for 323 Queen West (0.2 hectares). The subject property is shown on Attachment 4. Staff met with Mr. Bolton and he indicated that he is interested in developing the property for uses under the current commercial zoning that applies to the property and/or for residential purposes. While staff believes it is in the best interest of the Town to maintain lands along major corridors for highway commercial purposes, it may be appropriate to consider including 'hybrid' Highway Commercial designations in the updated Official Plan to help meet other Town objectives.

Uses permitted in the Highway Commercial designation as identified in the draft revised Official Plan include automobile-oriented uses, and other uses such as drive-thru or fast food restaurants, automobile sales and service establishments, gasoline bars, lodging establishments, garden centres, hardware/automotive type uses, and lumber yards, open space uses, and utility uses. Other uses that have extensive land requirements and are not appropriate for the Downtown area such as large plate retail uses, strip malls, shopping centres, large scale business and professional offices, and factory outlets may also be permitted in accordance with Section 3.3.3.1 of the Official Plan.

To further support the policies of the Official Plan with respect to providing housing options and housing through intensification, the Town could consider the creation of a new Highway Commercial–Mixed Use designation. This new designation would be based on the Highway Commercial designation and would also permit higher density residential uses in the form of residential apartment units in commercial buildings and low-rise apartment buildings. However, to maintain the integrity and planned commercial function, any low-rise apartment development would be limited on site using controls such as maximum gross floor area and/or lot coverage. This new designation could be applied to properties currently designated Highway Commercial and abutting residential lands.

To further support the Town's goals with respect to economic development, the Town could consider providing additional opportunities to provide a mix of and range of employment options and a range of suitable sites by establishing a new Highway Commercial–Light Industrial designation. This new designation would be based on the Highway Commercial designation and would also permit smaller scale light manufacturing, processing and storage/warehouse uses, wholesale establishments, recreational uses, institutional uses, and business offices that are compatible with the surrounding neighbourhood. A requirement of this designation would be that all uses are located indoors and the designation would only apply to lands currently designated Highway Commercial and not abutting residential lands.

Residential Land

Section 1.4.1 of the PPS requires planning authorities to maintain 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. 'Designated and available' means lands designated in the Official Plan for residential use and therefore, this requirement is satisfied based on the analysis in Paper #4 (Residential).

In the March 19, 2018 draft Residential Discussion Paper #4, it was estimated that 1,029 units would be required to meet the 2036 population with a potential supply of 1,101 units. Paper #4 was updated based on the revised population projections and other data and as a result, it is projected that 1,033 new dwelling units are required to house the projected 2038 population or an average of 51.7 units per year. In addition, the updated Paper shows a potential supply of 1,243 units to the year 2038. Applying the 51.7 units per year figure to a total potential of 1,243 units, there would be a 24 year supply of residential units in St. Marys as it exists today. On this basis, it would appear that the amount of land within the Residential designation is sufficient to meet the Town's needs over the twenty year planning horizon.

As noted in the Background section of this report, PAC instructed staff to meet with owners of undeveloped lands designated Residential to determine if there are any opportunities for the exchange of land for other lands where there may be less constraints and/or more interest for development in the near term. In mid-August, Town staff met with land owners who had made requests for redesignation and also a number of owners of undeveloped lands designated Residential. The vast majority of landowners indicated that they are not supportive of any change to their current Residential designation citing interest in moving forward with development during the 20-year planning period.

However, John Bullen the owner of 121 Carrall Street (approximately 2.4 hectares as shown on Attachment 4) has indicated that he may not be interested in developing his property during the planning period and also recognizes the benefit to the community of agreeing to allow for the Residential designation on his land to instead be applied to other land(s). However, Mr. Bullen indicated that he would first need to consider the proposed designation and policies that would be applied to his property (such as an Urban Reserve or Future Development designation that would contain policies wherein future land uses would be determined at a later date).

If these lands became available for allocation somewhere else in the Town, there are certain factors that should be considered when considering new lands for redesignation to Residential such as:

- The availability of municipal services (water and sanitary) since utilizing existing services is preferred.
- The need for road improvements since utilizing existing roads is preferred.
- Are the owners of the land interested in residential development in the shorter term?
- Are the potential new lands appropriate for residential development based on the characteristics of the neighbourhood?

As part of the Official Plan review project, the Town has received requests for redesignation from Agriculture to Residential (and inclusion in the Town's settlement area) from the following land owners, as identified on Attachment 4:

- Mike Hensel - 555 Emily St. (1.28 ha)
- Don Stevens - 570 Emily St. (2.9 ha)

The Stevens property is partly designated Residential and is located in the settlement area, while the remainder of the property is designated Agriculture and is located outside of the settlement area. Mr. Stevens indicated that, if his remaining lands were redesignated to Residential, he plans to pursue development via a plan of subdivision.

The Hensel property is designated Agriculture and is located entirely outside of the settlement area. Mr. Hensel has indicated that he is proposing a total of six lots.

In order to apply a Residential designation to the Stevens and/or Hensel properties (or any other property), removal of the Residential designation from the Bullen property (or some other lands) would be required since the Town is not in a position to add residential lands at this point.

If this becomes the case, staff recommend that the Stevens property be redesignated to Residential, and that the Hensel property remain status quo. From a total residential land supply perspective, shifting the Residential designation from the Bullen property to the Stevens property would be close to a net swap of land area. The Stevens property is also large enough to allow for mixed development (i.e. a mix of housing types) which is consistent with the Provincial Policy Statement and the Town's goals for mixed housing stock. In addition, bringing the remainder of the Stevens property into the settlement area and applying a Residential designation would allow for better design, planning and buildout of these lands as compared to a partially designated property. The property also has access to an existing municipal road and water and sanitary services.

SUMMARY

Following the completion of any modifications to the draft Official Plan required by Council, it is recommended that Council proceed with the statutory open house and public meeting under the *Planning Act*.

FINANCIAL IMPLICATIONS

Not known at this time.

STRATEGIC PLAN

☒ As noted in the report, the OP review set out to accomplish the following priorities, outcomes, and tactics in the Plan:

- The Town has developed and continues to implement a comprehensive communication strategy which includes a dedicated Town webpage that provides updates and downloadable information, information and notices provided through newspaper advertisements and social media, regular mailouts to those registered on the Official Plan review mailing list, etc.
- The Official Plan review involves demographic analysis to identify the needs of current and future residents, identifying infrastructure needs, implementing policies to retain existing industry and attracting new industry to Town, and supporting the commercial sector.
- Implementing recommendations from the Town's Recreation and Leisure Master Plan, and implementing policies to protect the cultural heritage of the Town and supporting the downtown.
- Implementing policies to encourage a variety of housing forms and prices in the Town.

OTHERS CONSULTED

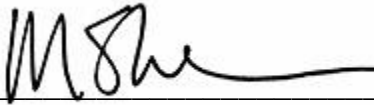
N/A

ATTACHMENTS

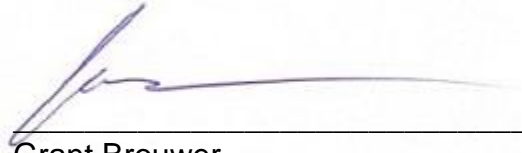
- 1) Draft Redlined Revised Official Plan – text portion (August 2018), appended as a supplement to the agenda.
- 2) Natural heritage features and areas to be identified in Appendix 1
- 3) Draft Comment Summary Chart (August 2018)
- 4) Marked-up version of Schedule A showing landowner requests

REVIEWED BY

Recommended by the Department

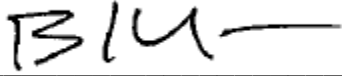


Mark Stone
Planner

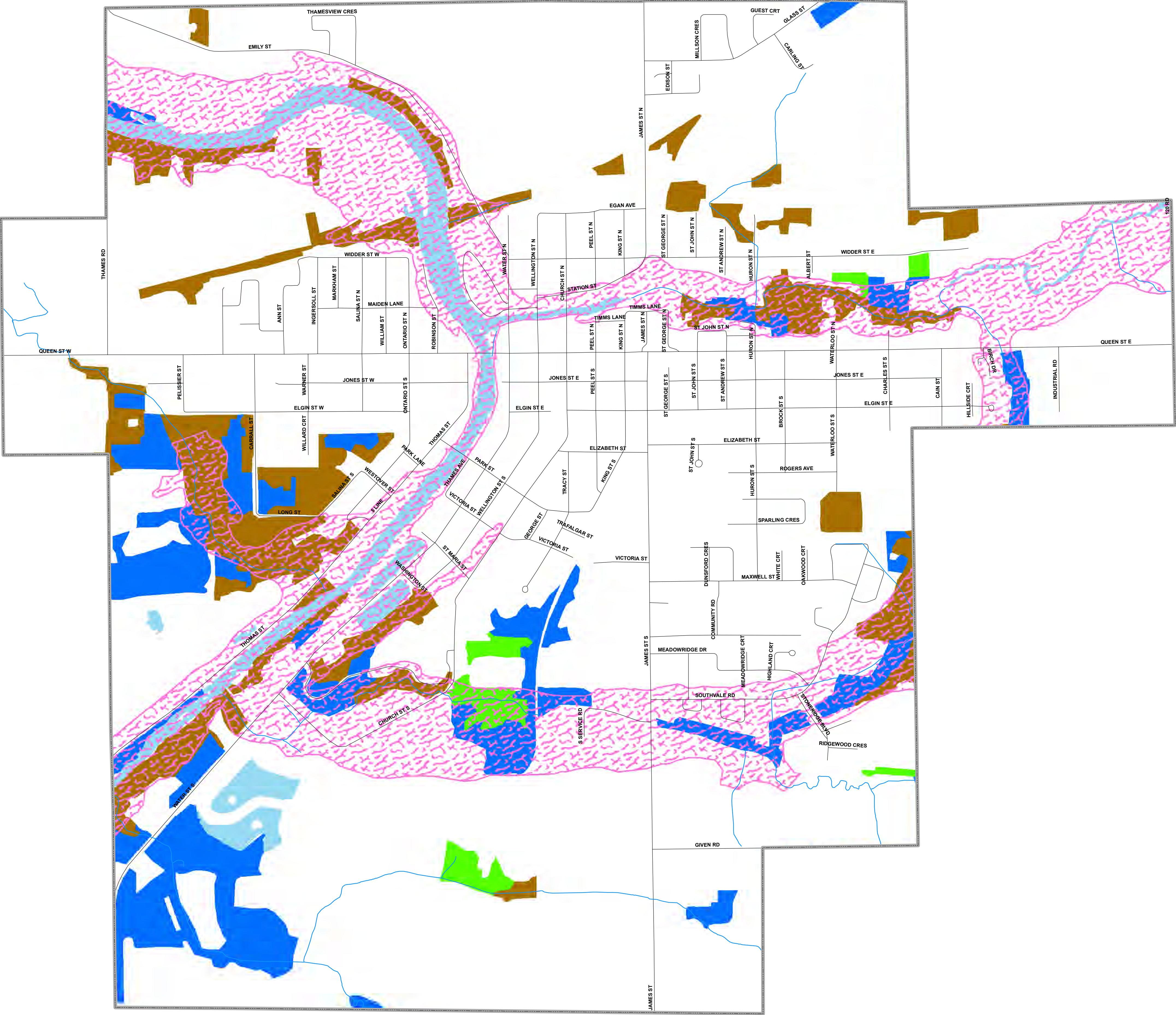


Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
CAO / Clerk

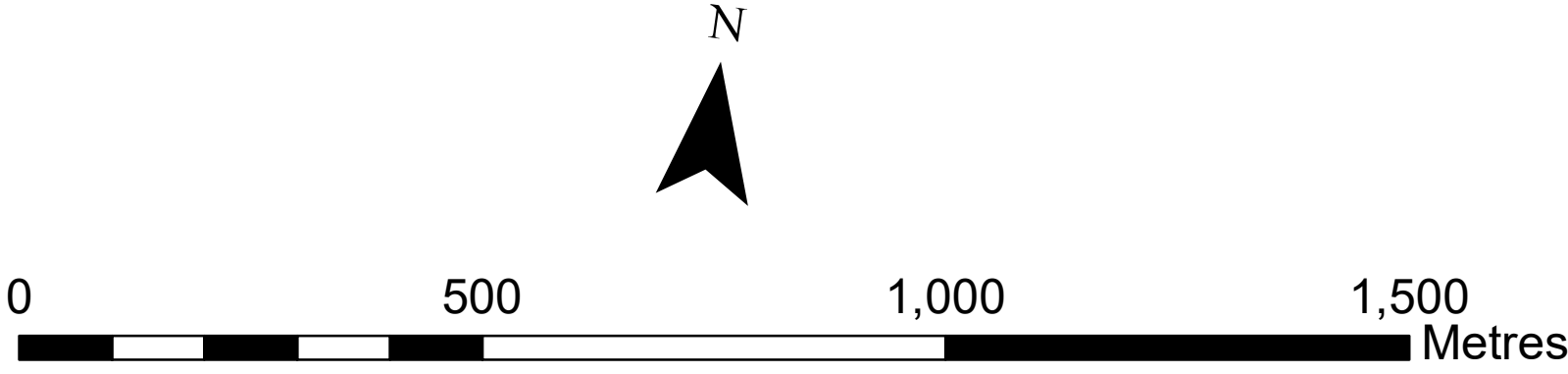


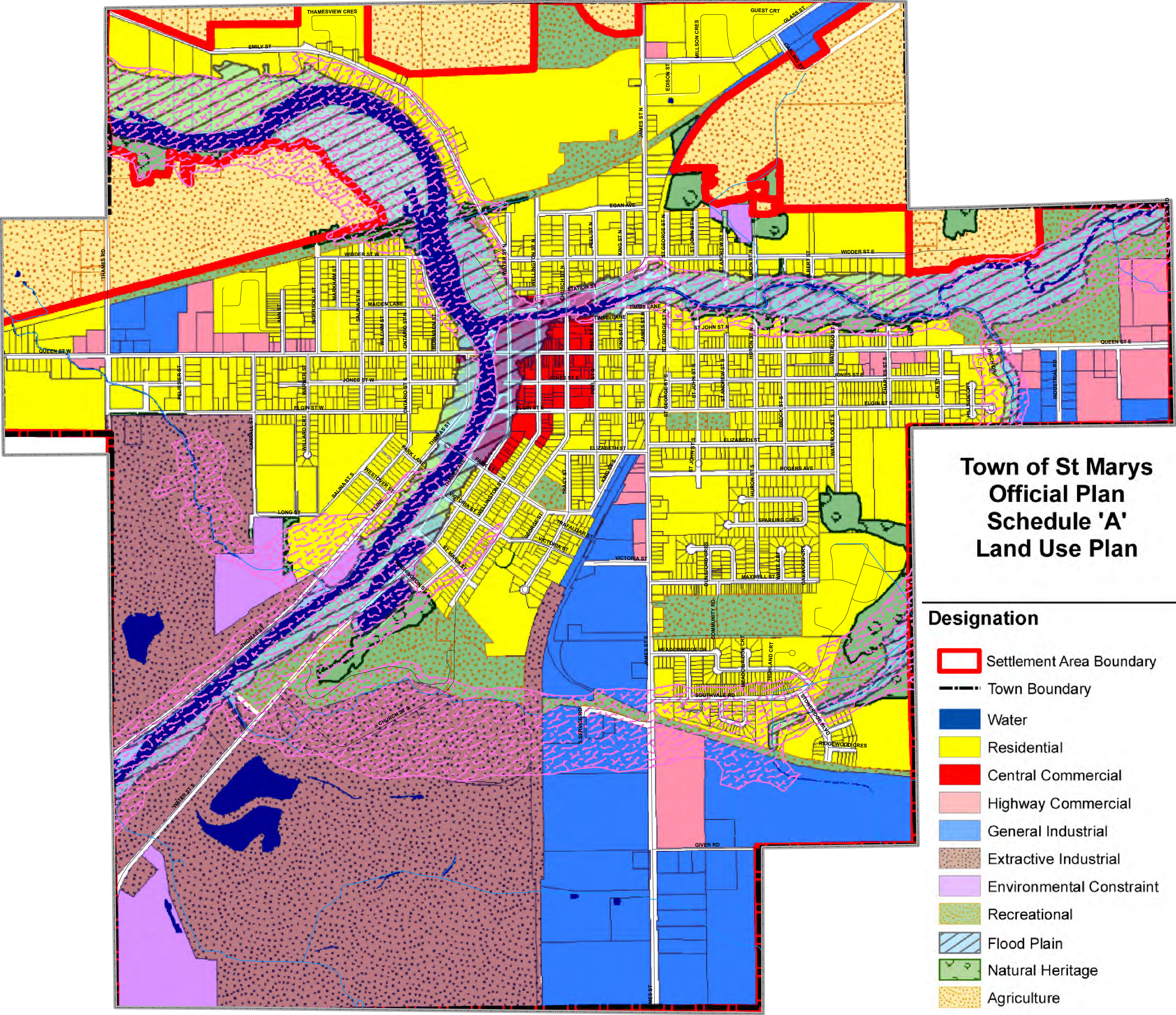
Town of St Marys
NHS Study Data



Legend

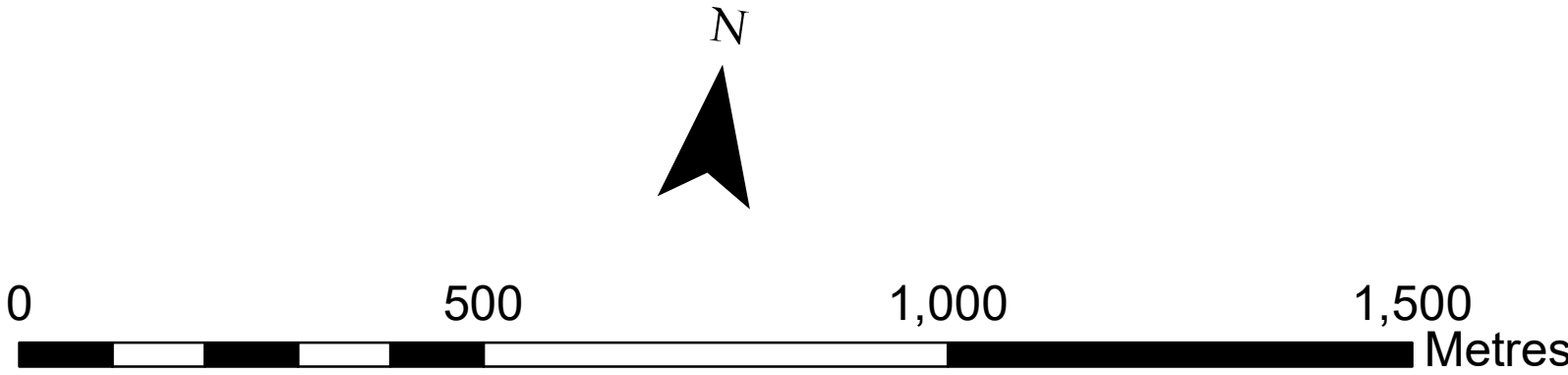
- Valley
- Meadow Cluster
- Thicket Cluster
- Woodland Cluster
- River

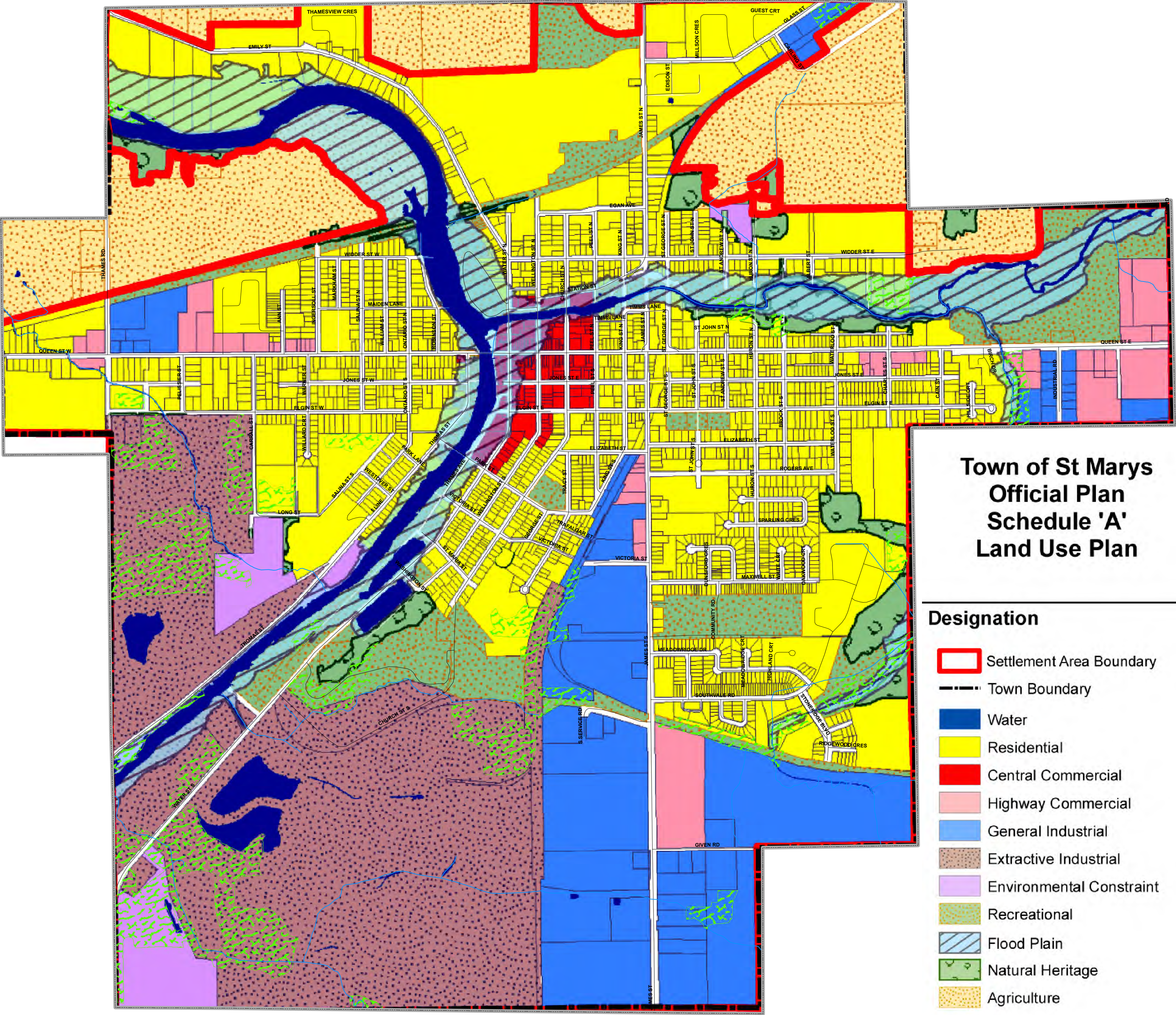




Town of St Marys
NHS Study Data

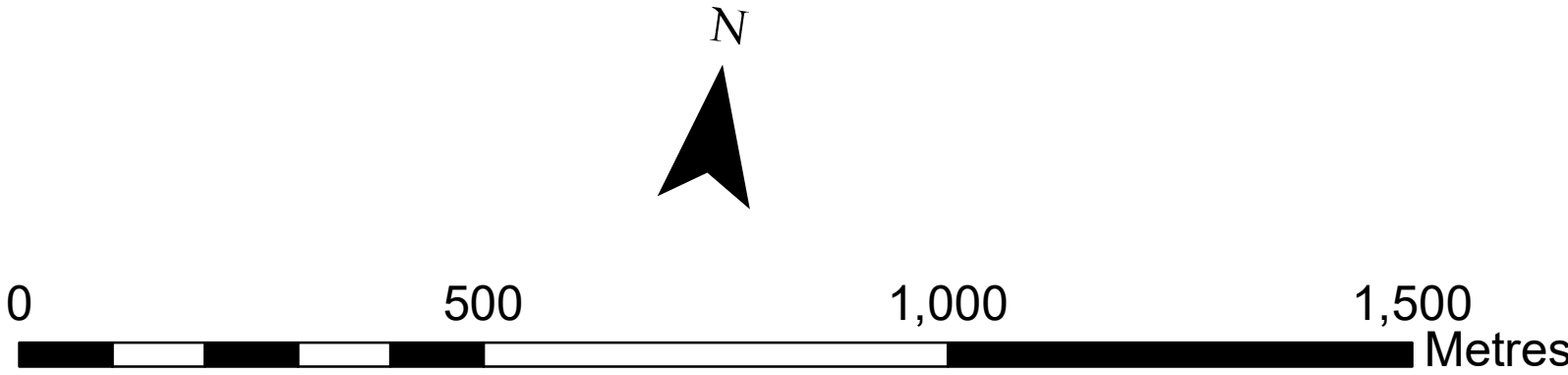
Legend
Valley

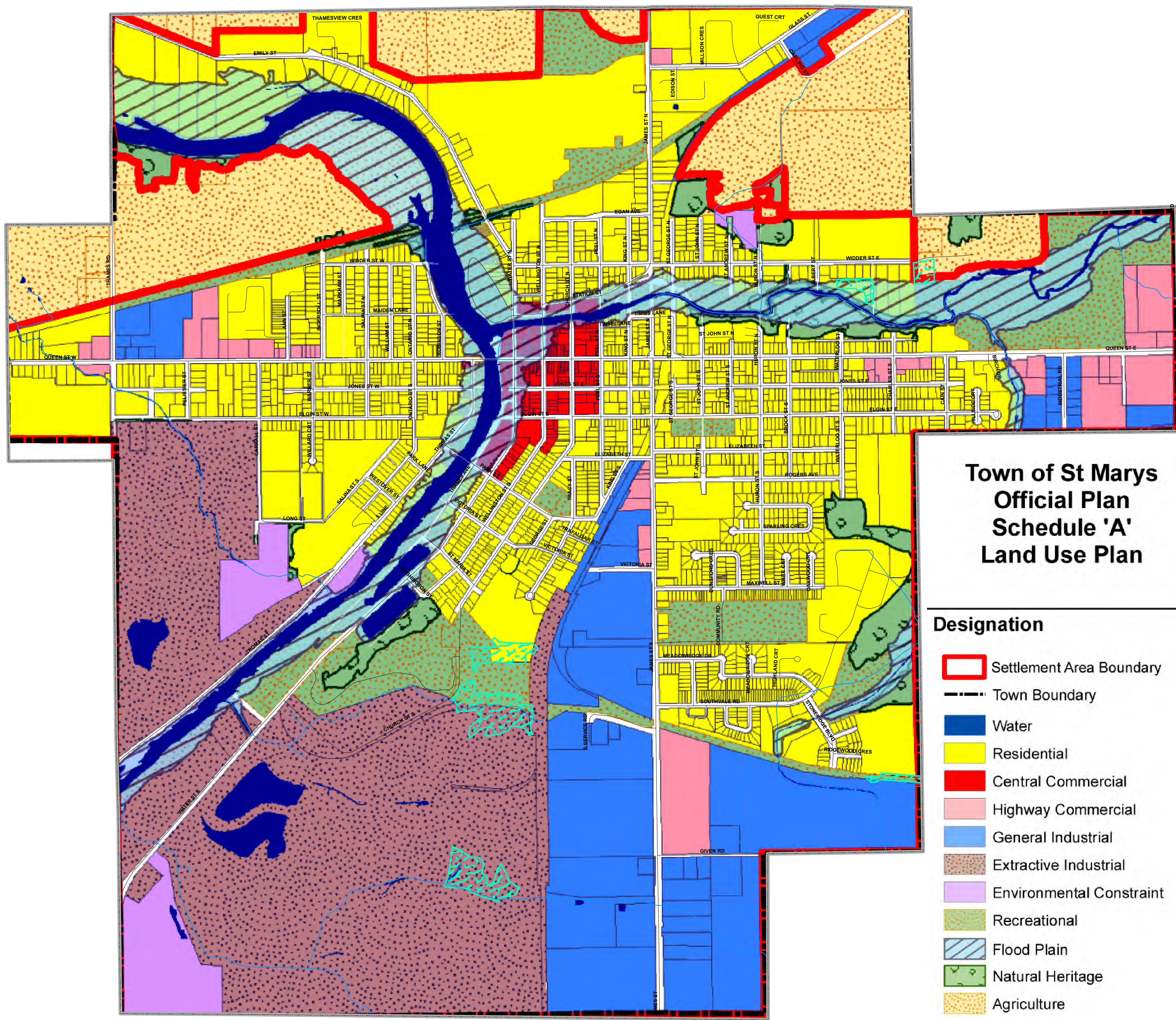




Town of St Marys
NHS Study Data

Legend
Meadow Cluster





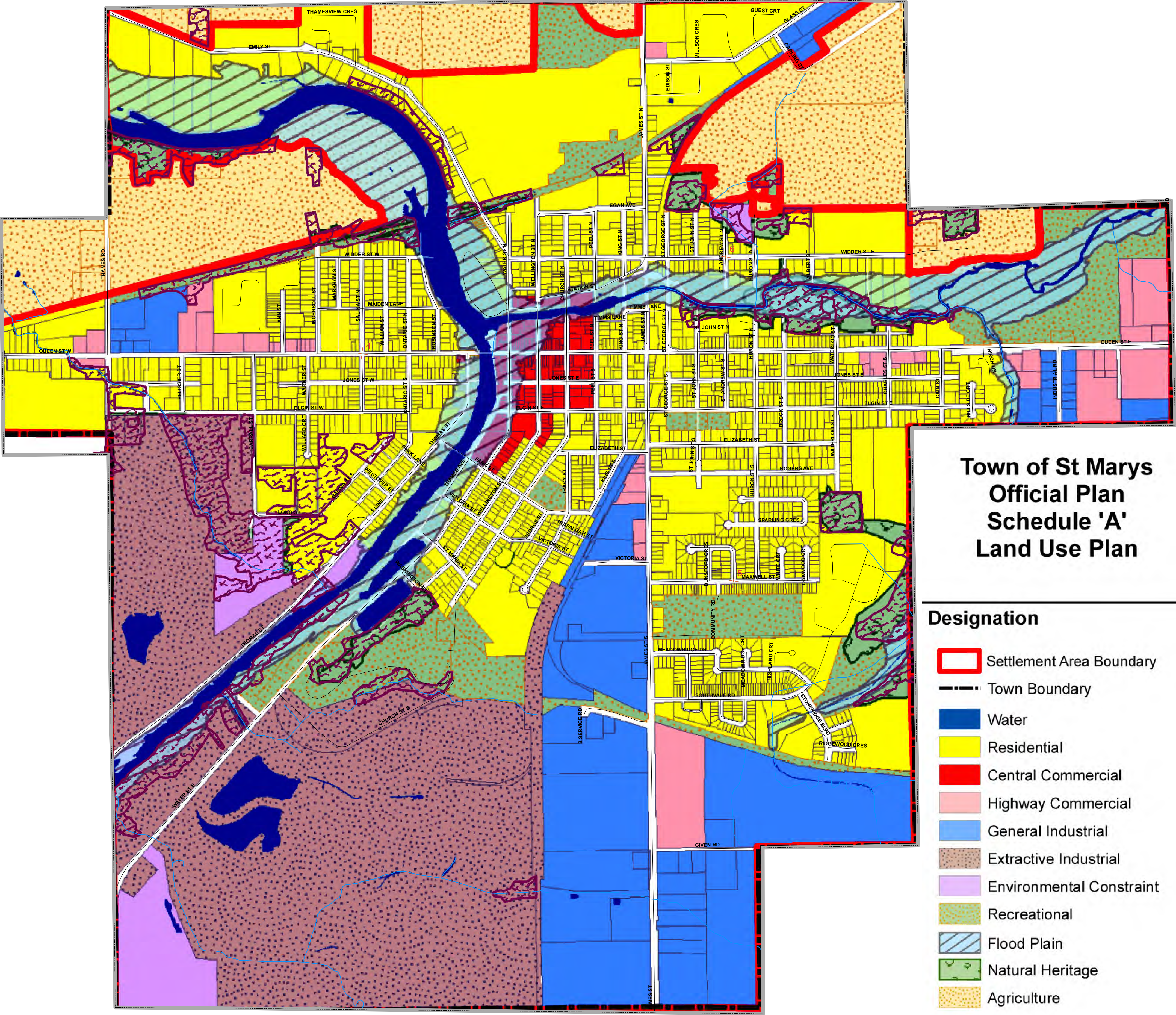
Town of St Marys NHS Study Data

Legend

 Thicket Cluster

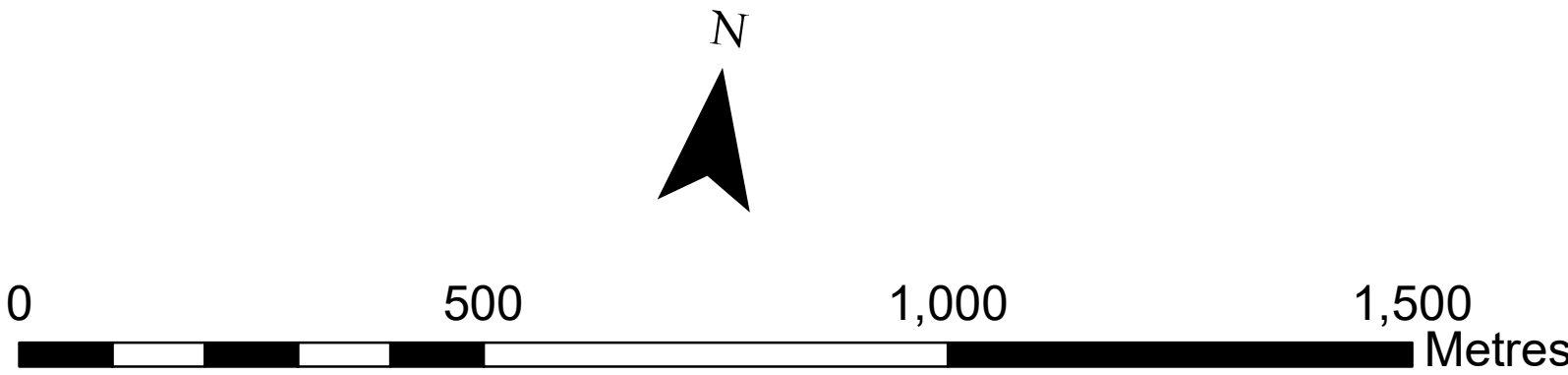
Plan-It Geographical

August 5, 2018
Page 74 of 261



Town of St Marys
NHS Study Data

Legend
Woodland Cluster





St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
Don Stevens 570 Emily Street, St. Marys (December 15, 2012 & January 31, 2017)	<ul style="list-style-type: none"> Requesting redesignation from Agriculture to Residential Town supported redesignation of lands (14.5 acres) to Residential however the OMB would only permit 6.7 acres to be redesignated Town had suggested that, in 2012/13, the remaining 7.8 acres would be considered for Residential given anticipated growth Land is ideal for residential development and there is developer interest for the entire 14.5 acres 	<ul style="list-style-type: none"> If there is available supply of Residential land, it is recommended that the Town consider bringing the northern part of the property into the settlement area and redesignate to Residential Designating the remainder of these lands Residential would allow for better design/planning/buildout than a partially designated property. Municipal services (water and sanitary) are available and there is no need to extend municipal roads to the property – municipal road frontage exists.
Henry Monteith (October 2, 2017)	<ul style="list-style-type: none"> Heritage streetscapes and areas could be better identified and protected in the OP Heritage area and policies, similar to that identified in Stratford OP, should be considered Should be enhanced protection of residential areas from inappropriate infilling / consider identification of stable residential areas 	<ul style="list-style-type: none"> See responses to Mr. Monteith's more detailed comments in his submission dated April 4, 2018
Mike Hensel 372 Peel Street, Collingwood, N4X 1B6 (October 10, 2017) and Victor Labreche, Labreche Patterson & Associates Inc. 330-F Trillium Drive, Kitchener, N2E 3J2 (January 15, 2018) and Victor Labreche, Labreche Patterson & Associates Inc. 330-F Trillium Drive, Kitchener, N2E 3J2 (June 5, 2018)	<ul style="list-style-type: none"> Family property located at 555 Emily Street North Property designated Agriculture and outside of Settlement Area Boundary Properties located immediately to the south and west are designated Residential and location within the current Settlement Area Boundary Requesting adjustment to Settlement Area Boundary to include property and redesignation to Residential Existing municipal water main exists along the frontage of the property and an existing sewage line connection is available at the southeast corner of the property Current Agriculture designation does not reflect the use of the property or the immediate area. Ability to use for agriculture is no longer possible due to subdivision and estate lot development occurring in recent years Property is noted as residential property class according to tax bills Believe subject lands and immediate surrounding lands meet criteria set out in policy 1.1.3.8 of the PPS 	tbc



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> Criteria c) through e) of policy 1.1.3.8 are not a factor as the property and surrounding lands are not considered prime agricultural area, there are no existing farm/livestock operations in the area and therefore MDSF is not applicable, nor are there any existing agricultural operations close to the settlement area that could be impacted by a settlement expansion. Remaining 2 criteria a) and b) are less tangible compared to other criteria. While evaluations can be made based on past development trends, building permit issuance statistics of the past and assumed future growth rate, criteria a) is mostly subjective as to the future expected additional residential units that will be required over the next 20 year planning horizon to meet demand specifically attributed to intensification and redevelopment opportunities as noted in criteria a). Draft Discussion Paper #4 notes on page 13 that the expected population by 2036 should be 8,884 whereas it is currently 7,265. Horizon year should be 2038 or 2039. Discussion Paper notes that 1,029 units will be required to meet 2036 demand while March 19 Powerpoint presentation notes 1,101 units. Given increasing pressure for quality residential units required and an expanded rate from the GTA and Waterloo Region, suggest that predicted growth rates are too low. Suggest 'squaring off' of settlement boundary at northwest limit of Town boundary makes sense. Lands on south side of Emily Street opposite client's lands are contained within the settlement boundary but have no connection to sanitary sewers whereas their client does. This would allow for marginal increase to available units over 20+ years. 	<ul style="list-style-type: none"> Planning horizon has been adjusted to 2038 along with projected number of units. No specific data has been provided to indicate that the Town's growth projection is too low.
Thomas & Cindy Kimber kimber.thomas49@gmail.com (October 10, 2017)	<ul style="list-style-type: none"> Setting, measuring and enforcing strict air quality standards (free of noxious odors and particulates) should be made a requirement for all commercial businesses. Installing signal street crossing walks would make St.Marys a pedestrian friendly town. Alternatively, bi-directional stop signs could be considered but this would slow down traffic flow at all times. 	<ul style="list-style-type: none"> Staff is recommending addition of specific policies respecting noise, vibration and air quality. Comment/concern not directly related to OP review Comment/concern not directly related to OP review



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> Expand the yard waste self-use depot at the Operations Center on James St. North to accept organic waste as a self-use depot. This will reduce landfill with marginal impact on future tax increases (not suggesting home pick-up) Providing financial support for the baseball hall of fame improvement and expansion would add to St.Marys appeal as a tourist attraction. 	<ul style="list-style-type: none"> Comment/concern not directly related to OP review
Normand Belanger (October 10, 2017)	<ul style="list-style-type: none"> Submission consists of slides from presentation to Council on September 22, 2015 regarding clean and safe air Requested that Council recognize citizens' rights to a healthy environment including breathing clean air, drinking clean and safe water, consuming safe and healthy food, accessing nature, knowledge of pollutants released in local environment and participating in local government decisions that will affect the environment 	<ul style="list-style-type: none"> Staff is recommending the addition of specific policies respecting noise, vibration and air quality, and policies that support sustainable development in the Town.
Dr. Emily Kelly dr.emily.kelly@gmail.com (October 25, 2017)	<ul style="list-style-type: none"> Supports plans to develop a park in the area west of James Street, north of the Grand Trunk Trail, as indicated in Recreation and Leisure Services Master Plan (RLSMP) Supports connecting Grand Trunk Trail with a trail going north from the end of Wellington Street into a new park / playground area. 	<ul style="list-style-type: none"> Staff is recommending amendments to existing policies and the addition of new policies to implement the RLSMP. These policies will require the provision of parks in the area noted along with trail and pedestrian connections.
St. Marys Heritage Committee (November 8, 2017)	<ul style="list-style-type: none"> With respect to Section 2 of the current OP, the economic prosperity of a community if not a competing interest with heritage issues and in fact, heritage protection contributes to a sense of place and economic prosperity. 	<ul style="list-style-type: none"> Staff is recommending deletion of the policies referencing 'completing interests', etc.
	<ul style="list-style-type: none"> Pen and ink sketches should remain in the OP. 	<ul style="list-style-type: none"> Agreed. Sketches will be maintained.
	<ul style="list-style-type: none"> Modifications to policies are required in recognition of the creation of the separate Properties of Cultural Heritage Value list. 	<ul style="list-style-type: none"> Staff is recommending modifications in recognition of the creation of the separate Properties of Cultural Heritage Value list.
	<ul style="list-style-type: none"> Additional direction with respect to the identification of Heritage Conservation Districts and Cultural Heritage Landscapes is required. 	<ul style="list-style-type: none"> Staff is recommending additional policies to provide direction with respect to the identification of Heritage Conservation Districts and Cultural Heritage Landscapes.
	<ul style="list-style-type: none"> The current downtown heritage conservation district should be referenced in the OP. In addition, reference should be made to potential additional districts which might be established in residential areas, such as the North Ward along Widder Street East from Water Street North to 	<ul style="list-style-type: none"> Staff is recommending a reference to there being one HCD in the Town but not recommending inclusion of references to potential HCD's.



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	James Street North and the West Ward west of the Thames River from the Grand Trunk Trail south to the Westover Inn.	
	<ul style="list-style-type: none"> The OP should contain policies for the identification, evaluation and conservation of significant cultural heritage landscapes. 	<ul style="list-style-type: none"> Staff is recommending the addition of policies stating that significant cultural heritage landscapes may be designated under the Ontario Heritage Act, or established on the Town's Properties of Cultural Heritage Value list.
	<ul style="list-style-type: none"> Recommend inclusion of policies respecting viewsapes. 	<ul style="list-style-type: none"> Staff is recommending the addition of policies stating that Council may consider identifying viewsapes of historical and scenic interest, and developing specific policies to protect and enhance these viewsapes over time.
	<ul style="list-style-type: none"> Adding a more inclusive definition of "adjacent land" should be explored when preparing the draft OP. 	<ul style="list-style-type: none"> Reference to adjacent lands related to cultural heritage properties changed to 'contiguous' in accordance with the PPS or as otherwise defined by Council
	<ul style="list-style-type: none"> Consider policies that ensure that the built form, massing and profile of new housing is well integrated and compatible with existing housing and that a compatible transition between lands of different residential densities and between residential and non-residential land uses is achieved. 	<ul style="list-style-type: none"> Staff is recommending the inclusion of policies to assist in assessing proposed development in relation to neighbourhood character and more specific policies to guide the type, form and design of development.
	<ul style="list-style-type: none"> Consider the concept of a heritage area and heritage corridors, similar to the Stratford OP. This is not the same as a heritage conservation district. Most of central Stratford is included in their heritage area and the main roads in that area are heritage corridors. The purpose for establishing this concept is to ensure that, where infilling is proposed or municipal services are being installed or upgraded, the inherent heritage qualities of the area or corridor will be retained, restored and ideally enhanced unless overriding conditions of public health and safety warrant otherwise. 	<ul style="list-style-type: none"> At this point, staff is not recommending the concept of a heritage area and/or heritage corridors. As noted above, staff is recommending the addition of a variety of new heritage related policies. Staff is also recommending the inclusion of more detailed policies to provide direction with respect to intensification/infill development that is compatible with the character of neighbourhoods.
	<ul style="list-style-type: none"> In order to properly encompass the cultural heritage features of the Town, the AOP should contain a brief history of the Town and the cultural heritage defining elements of the Town to give the AOP an underlying context. 	tbc



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> The OP needs to contain or refer to the development of policies for the the well-being of natural areas and the protection of trees. Any such policies should be followed up with appropriate bylaws. The natural areas and tree cover are important elements of the cultural heritage character of St. Marys. 	<ul style="list-style-type: none"> Staff is recommending the inclusion of policies promoting sustainable development including the protection and enhancement of tree canopies to contribute to improvements to air and water quality, reductions in greenhouse gases, the support of biodiversity, and enhancement of natural features and systems. Staff is also recommending policy enhancements to the Natural Heritage section of the OP including policies that support the identification and protection of wood lands in the Town. The Town is also in the process of developing a Forestry Management By-law and Site Alteration By-law.
<p>Richard, Barbara and Erin Green 210 Thomas Street, St. Marys rbegreen1@gmail.com (November 9, 2017)</p>	<ul style="list-style-type: none"> There is quite a chunk of habitat in corridors around this town and in the buffer zone around the cement plant and quarry where a surprising amount of wildlife is present. At a time when biodiversity and tree stock in farmland is rapidly diminishing there is a whole range of steps that urban planners can take to help promote flora and fauna within this kind of urban setting, and with a relatively limited cost to the taxpayer. Examples of planned activities for the Town to consider: <ul style="list-style-type: none"> a set of town policies based upon the guidance in Ontario Nature's Best Practice guidance on Natural Heritage Planning the establishment of not for profit volunteer based Wildlife Trust to manage habitats, attack invasive species and promote breeding/success of native species supporting the development of agreements with major corporate land owners e.g. St Marys Cement, to allow the monitoring and maintenance of habitats in industrial buffer zones by the Wildlife Trust the encouragement of corporate owners for planting and habitat around major industrial sites planting and rehabilitation and habitat management of former tips and industrial sites 	<ul style="list-style-type: none"> Staff is recommending policy enhancements to the Natural Heritage section of the OP and mapping to ensure that any identified natural features, areas and systems are identified and protected. This approach is based on Provincial policies and the Perth Natural Heritage Systems Study and applies to wetlands, wood lands, valleylands, wildlife habitat, Areas of Natural and Scientific Interest, and fish habitats. The Town is also in the process of developing a Forestry Management By-law and Site Alteration By-law.



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> - stronger by-law and planning requirements for tree preservation, tree planting by sub division developers and policies on planting by the Town - active habitat management (trees, wetlands, species planting) around all municipal centres (Wyoming public library and archives is a prime example) - planting and habitat management policies that favour native species and promote biodiversity (look at what our schools are teaching kids about milkweed and the Monarch butterfly) - promotion of bird boxes that support breeding and return of particular species - wider agreements with other municipalities and conservation authorities that promote and preserve wildlife corridors and planting, and which seek joint funding/sponsorship for re-planting / re-habilitation - support and encouragement for sponsorship funding for Wildlife Trust equipment and other costs - decisions on zoning of areas, or development of long term leases of small parcels of land to the wildlife trust, in order to protect and preserve for the long term - educate and inform citizens about opportunities to promote and preserve wildlife through tree and garden planting, and about choices and impacts of pesticide use 	
Pat & Patti Donnelly 243 Thomas Street St. Marys, N4X 1B3 (November 10, 2017)	<ul style="list-style-type: none"> • The Town has had challenges with managing trees for the past several years. Examples suggest a larger problem of a lack of direction regarding tree protection, compensation and the recognition of the overall value of trees. The tree canopy in St. Marys is substantial and currently serves and will serve in the future, as key components of an adaptation strategy, as we experience the impacts of a changing climate. The impacts of more severe and frequent storms will be reduced and our community sheltered by tree cover which has the dual purpose of serving as a wind break and providing shade to conserve residential energy use, as well as the added bonus of absorbing greenhouse gases. The benefits of trees are well known and are recognized in Provincial Land Use Policies (2014) listed as “green 	<ul style="list-style-type: none"> • Staff is recommending policy enhancements to the Natural Heritage section of the OP and mapping to ensure that any identified natural features, areas and systems are identified and protected. This approach is based on Provincial policies and the Perth Natural Heritage Systems Study and applies to wetlands, wood lands, valleylands, wildlife habitat, Areas of Natural and Scientific Interest, and fish habitats. • The Town is also in the process of developing a Forestry Management By-law and Site Alteration By-law.

St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<p>infrastructure” (Policy 1.8). Perth County lacks a county-wide Natural Heritage Study however that does not preclude individual towns and municipalities from assessing their own green infrastructure (e.g. Stratford completed a Natural Heritage Study in 2004). St. Marys would benefit from such a study or related investigation (e.g. an urban forest strategy or tree preservation by-law) which would then provide staff direction and tools to use when developers such as the Ardmore Estate site started clearing trees prior to development agreements being completed with the Town. A Forest and Tree Management Policy was also identified as a Mid Term Initiative under the “Focused Park Strategy” in the 2017 St. Marys Strategic Plan (p. 15).</p> <ul style="list-style-type: none"> • St. Marys has a challenge with big trucks. Our neighbourhood on Thomas Street is especially aware of that issue however it has broader impacts to the entire Town. We experience all too often the need to back-up vehicles at downtown intersections to permit tandem gravel trucks turning their rigs to navigate our local streets. These occurrences are becoming too frequent and are dangerous to the safety of both drivers and pedestrians and will increase wear on our road infrastructure. Identifying “no turn” intersections for trucks (e.g. intersection of Queen and Water Streets) would reduce these occurrences. The decision several decades ago to by-pass Highway #7 around our Town enabled residents the ability to distinguish between “through traffic” to bypass Town and “Town traffic” in order to reduce traffic congestion in Town. However, we are now questioning if these large trucks actually need to enter our Town. We realize the Official Plan may not be the appropriate tool to control and direct truck traffic, however it is a tool that can differentiate industrial uses versus downtown business interests versus our designated Downtown Heritage District. We encourage the Town to further investigate what actions are available and what tools can be used to alleviate the big truck challenge. • Specific to Thomas Street, the construction of the new access road into the quarry is under construction but not yet completed at the time of writing this letter. We congratulate Town Council and staff for their part in making this alternative route happen. It is expected that the new access road, off County Road # 139 will take 80% of the gravel truck 	<ul style="list-style-type: none"> • Thomas St. is the only collector road west of the Thames River and south of Queen St. W. Staff believe having Thomas St. as a designated collector road provides benefit to this quadrant of road network. Staff share the optimistic sentiment that truck traffic will be

St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<p>traffic off Thomas Street (according to Bill Marquardt, CBM Aggregates General Manager) and we celebrate that reduction. The neighbourhood along Thomas Street should therefore feel some relief from the onslaught of gravel trucks driving to and from the quarry pit. However the road designation for Thomas Street in the Official Plan remains as a “Collector Road”. This has been a topic of discussion during the past public meetings held to consider options for reducing gravel truck traffic on Thomas Street. We feel that designation should be revisited.</p> <ul style="list-style-type: none"> • We would respectfully suggest that the Thomas Street designation be changed to “Local Road” to better reflect the nature of the traffic, the nature of our historic neighbourhood (which includes 3 “designated” heritage conservation sites and 6 “not designated” plus Westover Inn) and the anticipated decrease in gravel truck traffic. Using the definition provided in the OP, the “Collector Road” designation is no longer relevant and we feel the road is better described as a “Local Road”. The relevant sections of the two policies are highlighted in yellow below. <p>Policy 5.3.1.2 – Collector Roads “Collector roads connect to all other roads. All types of traffic utilize these roads although trucks are typically service types. Traffic flow is interrupted by stop conditions and turning at land access points. <u>The right-of-way for Collector Roads is generally 26 metres, with direct access and on street parking regulated. Generally, sidewalks are provided on both sides of the road.”</u></p> <p>Policy 5.3.1.3 – Local Roads “The Local Roads collect traffic from lands that are adjacent to the roads. They carry low volumes of traffic (with not set standard) since most of the traffic on a local road will have its origin or destination to be to the lands that lie alongside the road. (Schedule “B” of the Official Plan illustrates the roads that are currently classed as the Local Roads.) Local roads connect primarily Collector roads and other local roads. <u>The traffic flow is interrupted frequently as vehicles are turning into driveways. The right-of-way for Local Roads is generally 20 metres with direct access and on street parking both being permitted. Generally, sidewalks are provided on one side of the road.”</u></p>	<p>reduced due to the new quarry entrance on County Road 139. However, the land use on Thomas St. along with the Queen St. and Park St. connections will inevitably continue to produce traffic volumes and truck traffic atypical of a local road. With regard to road allowance widths, sidewalks and on street parking comparisons to local roads, most road allowances start with 20m widths and are slowly widened to 26m with adjacent development applications. While sidewalks on both sides are considered in the OP and sometimes constructed on collector roads, the pedestrian demand in St. Marys does not always warrant sidewalks on both sides of the Town’s collector roads at this time.</p>

St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<p>In light of these road descriptions, Thomas Street is best described as a “Local Road” since:</p> <ul style="list-style-type: none"> • The right of way (ROW) for Thomas Street is 20 metres wide with several homes, including our own, are located less than 5 metres from the ROW. • Direct access and on-street parking is not regulated anywhere on Thomas Street. • Speed limit has been reduced to 40 km/hour to help protect the local neighbourhood • A sidewalk is located on one side (west side) of the street. • Thomas Street is part of the “Loop Trail” system promoted by the Recreation Department and Tourism staff • There are 37 residential driveways with access directly onto Thomas Street with an additional 3 commercial driveways (being Thames Label and Litho Ltd., a Car Wash and Westover Inn). • Service vehicles are limited to delivery trucks to Westover Inn and commercial vehicles servicing the wastewater treatment plant, in addition to gravel trucks to the quarry. <p>Given the description above, it would appear that Thomas Street already fits the criteria of a “Local Road”. With 80% reduction in gravel truck traffic, this change in traffic flow will further substantiate the change in designation.</p> <ul style="list-style-type: none"> • The Town of St. Marys is a “river town”, located in the river valley of the North Thames River and Trout Creek. However, we feel the river and creek are often “forgotten in plain sight”. The valley was created and the vistas caused by the two waterways. However, it is only within the text on page 7, “Heritage Conservation” that the waterways are mentioned. Their prominence in St. Marys as the backbone to our historic development and continued economic prosperity, the natural and cultural heritage values, the Town’s character and charm are all missing from the Section 2 – Goals and General Principle’s section. Policy 2.1.8 	



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<p>describes the “hazards” associated with the floodplain but there is no mention of the “positive” values that the waterways provide such as the rich natural heritage, the ecological services, and the lifestyle attributes that residents seek and value. The Milt Dannel Field (the Flats), The Lion’s Park & Pavilion and the Creamery Restaurant would not be the destinations they are without the Thames River and Trout Creek. As we commented in the Sept 7, 2016 review of the Strategic Plan (letter attached), these natural features and their value transcends all 6 pillars of the Strategic Plan.</p> <ul style="list-style-type: none"> • The Thames River was designated in 2000 as a Canadian Heritage River, one of only 40 such rivers in Canada. This notoriety should be included and celebrated in the OP. The Town should consider signs be posted that recognize and celebrate this achievement which are available for municipalities to place along the waterway or on our several bridges. This acknowledgement would further support the stewardship efforts led by various local organizations (e.g. “Thames River Clean Up” and ongoing work of the Upper Thames River C.A.). • The Source Water Protection Plan that includes St. Marys, has also highlighted the important role that the Thames River has with our drinking water system. There is a direct connection from the Thames River to our drinking water system which supplies the Town residents and businesses from our three municipal wells (termed GUDI wells). If we poorly manage the river (e.g. stormwater contamination, household hazardous wastes, erosion and sedimentation into storm drains) those impacts will eventually be reflected in the condition of the groundwater that we drink. Keeping the source of our municipal drinking water safe and protected is the prime goal of this provincial program. • This 5 year review of the 2007 Official Plan Consolidation will provide a renewed direction to carry St. Marys into the next 10 to 15 years into 2027 to 2032. Therefore, it would be wise and appropriate for our town’s Official Plan to recognize the need to adapt to a changing climate. These changes are expected to be “warmer, wetter and wilder” and will include more severe, and more frequent storm events predicted by both levels of upper government. These events are expected to impact our river (increased river flooding), our sewer infrastructure (increased storm 	<ul style="list-style-type: none"> • A new comprehensive source water protection section and mapping has been included in the OP to implement the Source Protection Plan for the Thames-Sydenham and Region. • Staff is recommending the inclusion of policies promoting sustainable development and policy enhancements to the Natural Heritage section of the OP. • Proposed policies include encouraging low impact development practices to reduce runoff from storm water, reductions in impervious hard surfaces, including the use of permeable pavement systems, innovative



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<p>sewer flooding), our tree cover (ice storms and tree damage) and potentially our water supply (hotter weather could mean more outdoor watering restrictions such as the summer of 2017). These expectations should be considered in the Official Plan to properly direct infrastructure projects and asset management decision consistent with the focus on “adaptation”.</p> <p>The Provincial Policy Statements (2014) include a requirement to consider the potential impacts of climate change (e.g., flooding due to severe weather), to support the reduction of greenhouse gas emissions and adaptation to climate change (Policy 1.8). There are also policies that encourage the promotion of green infrastructure (e.g., permeable surfaces, Low Impact Design elements) and strengthen stormwater management requirements (Policies 1.6.2, 1.6.6.7).</p> <p>To aid in addressing these requirements, it is important to recognize St. Mary’s natural heritage features (e.g. trees, waterways, parks and open spaces) which act as a “natural system” that help us adapt to the negative impacts of a changing climate. With increased storm events, there will also be a need to better understand the important role that Wildwood Dam and Reservoir have on protecting St. Marys and our flood-susceptible downtown. Wide fluctuations in the water level and flow of both the Thames River and Trout Creek should be expected as the new normal.</p>	<p>building design to reduce water and energy consumption, reductions in vehicle usage, and the protection and enhancement of tree canopies to contribute to improvements to air and water quality, reductions in greenhouse gases, the support of biodiversity, and enhancement of natural features and systems.</p>
<p>Rob Staffen, Box 789, St. Marys, N4X 1B5 (December 4, 2017) and Rob, Matt and Ashton Staffen, Box 789, St. Marys, N4X 1B5 (December 18, 2017)</p>	<ul style="list-style-type: none"> • The new Official Plan is not just about the Town of St. Marys; we cannot grow and prosper without our partner and our neighbors in the Township of Perth South. The New Official Plan needs to have an action plan that includes the lands in both communities. • Our Family believes in Foundations and their impacts on Community. The Town of St. Marys Smart and Caring Community Fund is a terrific start. The idea is that the New Official Plan include other Fund Options within the Smart and Caring Fund under the leadership of Stratford Perth Community Foundation such as Parks, Leisure and Recreation, Low Income Housing, Mission, Environment, UTRCA, among some of the ideas. The Goal would be a Fund of \$5,000,000 with the income earned annually to go to the various Funds. 	<ul style="list-style-type: none"> • The OP includes some policy direction with respect to potential cross-jurisdictional issues and encouraging consultation between both municipalities. • Comment/concern not directly related to OP review



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> Execute a Plan for Affordable Housing in the New Official Plan. We have missed this opportunity in the past. We have had some excellent growth in housing; however we failed to understand that without young families and the ability to own a starter home, we lack the necessary labour to grow and provide employment to new industries, both old and new. 	<ul style="list-style-type: none"> Staff is recommending an enhanced policy approach that promotes a full range and mix of housing types, affordability and densities. Staff is also recommending several new policies directed at encouraging the provision of affordable housing including the pursuit of partnership and funding opportunities, pre-zoning of lands, flexible development standards, etc.
	<ul style="list-style-type: none"> The New Official Plan cannot ignore Industrial, rural or Commercial (including the Downtown area) at the expense of residential. 	<ul style="list-style-type: none"> The policies of the OP are intended to provide a balanced approach to supporting all lands uses and areas that contribute to making St. Marys an excellent place to live, work and play.
	<ul style="list-style-type: none"> The Downtown Issue with a lack of development including both commercial and residential cannot be ignored as a result of UTRCA and the 200 year flood plan. Numerous cities in Europe have grown substantially and flourished despite being located along the River systems of Europe. In fact the City of Prague has a bridge built in 1300 that still works today to connect the Community to the downtown. There has to be a solution such as buffer storm water management areas (The Flats is one idea) and identifying the area is a 100 year protection zone. Town Council and Pac will need to develop a long term plan with UTRCA to understand the Downtown area concerns, flooding of the Golf Course (and the ideas to manage Wildwood Dam developed by Dave Courtneage), new developments and their impact on storm water management and Birches Creek Weir unable to handle any more water (it should be redirected to not impact the Downtown of St. Marys). 	tbc
	<p>Summary Ideas Discussion Paper #1</p> <ul style="list-style-type: none"> I believe the 1% population growth is low and should be closer to 1.25% or higher if we can execute an action based New Official Plan. Affordable Housing is one of biggest issues facing our Community as mentioned earlier. We need young people with families to be able to buy 1st time Homes including condominiums, semi duplex, 4-5 unit town homes and single family homes on small lots (35-40 feet and 	<ul style="list-style-type: none"> Based on the analysis in Discussion Paper #1, staff is recommending a 1% growth rate. See response above with respect to affordable housing.



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<p>under 1700 sq. ft.). Possibilities to assist in this idea are the New Official Plan for all future developments, charities and the new Liberal Federal Incentives announced recently.</p> <ul style="list-style-type: none"> Industrial Development in cooperation with Perth South should not be ignored. Declaration of interest that our family owns property in Perth South including the Proudlove Farm and the St. Marys Golf & CC. 	<ul style="list-style-type: none"> See response above regarding cooperation with Perth South.
	<p>Summary Ideas Discussion Paper #2</p> <ul style="list-style-type: none"> If Cash is accepted in lieu of parkland for subdivision development, the amount could be doubled from the developer and put into the Smart and Caring Community Foundation. Promote donations and Family estates, Gifts and Gifts of Insurance to the Foundation. With the Active Transportation Plan and the New Official Plan encourage land donations to the Foundation. Some sites in St. Marys have restricted covenants on zoning and this should be cleaned up and made up to date? I am biased, but an example is our family owned property at 588 Queen St; the former Staffens/Valumart now a Dollarama. All new and replacement roads should include cycling lanes as is the case in other municipalities. [London investing \$15 Million in Cycling paths] Our Community should continue to invest in our Trail system; some of the best in Ontario. 	<ul style="list-style-type: none"> The cash-in-lieu provisions in the OP are in line with the Planning Act and the Town Recreation and Leisure Master Plan. Staff is recommending the inclusion of policies requiring the dedication of land to the Town for pedestrian and bicycle pathways as a condition of new development. Staff is recommending amendments to existing policies and the addition of new policies to implement the Recreation and Leisure Services Master Plan. These policies will require the provision of parks in the area noted along with trail and pedestrian connections.
	<p>Summary Ideas for Discussion Paper #5</p> <ul style="list-style-type: none"> All lands located within the Town limits should be designated to Affordable Housing. This could be the areas earmarked 0-24 excluding 20, 21, 19, 18, 17, 14, 10, 8, 4, 3 and 0. Lands such as map areas 9, 15, 16, 6, 7, 2 and 12 are very good for Affordable Housing. Any Lands located in Perth South that could be utilized for future residential [Rannoch, St Pauls, Sebringville, St Marys Golf Course, etc.] 	<ul style="list-style-type: none"> See response above regarding affordable housing. The suggested approach is to encourage affordable housing across the Town provided such development is in accordance with the OP.



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<p>and Industrial lands should be identified and included in the New Official Plan.</p> <ul style="list-style-type: none"> Birches Creek and future development storm water management for this are of our Community is critical to the Downtown Core, our citizens and the Golf Course. 	
<p>Citizens Concerned About Heavy Truck Traffic (February 16, 2018)</p>	<ul style="list-style-type: none"> CCAHTT (Citizens Concerned About Heavy Truck Traffic) is a grassroots group of local residents seeking changes to truck traffic in St. Marys through awareness, cooperation and sensible control measures. We use “heavy truck traffic” to mean very large commercial vehicles (tractor trailers and other commercial vehicles with three or more axles). We recommend that 5.1.1 be revised as follows: <i>5.1.1 To establish a transportation system that protects the health and safety of the community and is capable of providing for the safe and efficient movement of people, goods, and services including the collection of garbage, the removal of snow, and the movement of emergency vehicles.</i> We recommend that section 5.3.3. be split into two provisions and revised as follows. <i>5.3.3 Road alignments, widths, layout and construction standards will be appropriate to the functional classification of the road, projected traffic volumes, and emerging design guidelines and safety standards.</i> <i>5.3.4 The Municipality may impose prohibitions and restrictions with respect to the usage of roads, access to roads, on-street parking, and turning and other vehicle movements to protect the traffic function and capacity of roads and address community health and safety concerns.</i> We recommend that a new section be added to the policies in 5.3 as follows: <i>5.3.5 Through responsible traffic management practices and road development the Municipality will endeavour to mitigate the financial impact to the Municipality resulting from forecasted increases in local and commuter traffic, as well as to manage traffic patterns in ways beneficial to the historically and scenically significant downtown core.</i> 	<ul style="list-style-type: none"> Staff is recommending no change to this policy. Staff agrees with the suggestion to split Section 5.3.3 with the following changes to the new Section 5.3.4: <i>Restrictions related to road usage, on-street parking, turning and other vehicle movements, and access may be imposed on roads to protect their primary traffic function, and to increase their traffic carrying capacity and/or to address safety issues.</i> Staff is not recommending the addition of this new section. It is unclear whether the policy statement is attempting to increase traffic to the downtown commercial area to increase commercial activity or if the statement is attempting to divert traffic from the downtown.

St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)

Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> Recommend that section 5.3.11 be reworded as follows: 5.3.11 Road widening or other improvements will be undertaken at intersections as needed for any planned road realignments, future road corridors, regulation of turning movements, signage, and marking of travelling lanes or where other physical conditions necessitate. We recommend that a new section be added after section 5.3.12 as follows: 5.3.13 Alternate Truck Routes <i>Council will explore the potential for designating roads as truck by-pass routes or taking other measures to divert truck traffic around the downtown and the Heritage Conservation District.</i> We note that the Provincial Policy Statement includes the following policy in section 1.8 “Energy Conservation, Air Quality and Climate Change”: <i>1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns which:</i> ... <i>d) focus freight-intensive land uses to areas well served by major highways, airports, rail facilities and marine facilities (emphasis added)</i> We recommend that objective 3.3.1.4 be amended to read: 3.3.1.4 to minimize the potential adverse effects of “Industrial” areas including associated truck traffic on other land uses and the residents of the community In line with PPS policy 1.8.1 above we also recommend that the Official Plan incorporate clear direction for the location of industrial land uses in St. Marys. Industrial uses should be concentrated along James Street South, with ready access and egress to Highway 7. Industrial use elsewhere in town should be discouraged, with existing industrial sites grandfathered, phased out or tightly restricted. A clear OP policy in this regard would then be implemented through the Town’s zoning by-law. 	<ul style="list-style-type: none"> No change to this Section is recommended. The intent of this policy is to ensure that land is acquired for future widenings of roads, improvements, etc. Staff is not recommending the addition of this new section. Given the existing development, topography and natural features in the St. Marys area a truck route is impractical from staff perspective. The objective of the Town’s transportation system should be to move traffic as quickly, efficiently and safely as possible. Queen St. and James St. are the Town’s Arterial roads and have been constructed to take truck traffic. Developing a truck route within the Town limits would inevitably direct trucks through residential areas and would most likely take a truck longer to travel through Town which are both undesirable. Any effective truck route would need to involve roads outside of Town limits where the Town has no jurisdiction. Staff is recommending no change to this policy. This recommendation would seem to prioritize a particular impact of industrial land use over others (ie. noise, odour, light, pollution, etc.). Equal consideration should be given to the various potential impacts of industrial areas.



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
Michael Ebert, Omega Paw, 165 Thomas Street, PO Box 1593, St. Marys mebert@omegapaw.com (March 8, 2018)	<ul style="list-style-type: none"> 200 James St. South Area is currently zoned part industrial and part commercial. Requesting redesignation from General Industrial to Residential to allow for attainable housing. Most likely this would consist of 10 to 13 6plex units built over 3 phases. 	<ul style="list-style-type: none"> Residential designation would not seem appropriate since the west side of James South is an employment area Conversion of industrial land is not required. Staff recommends maintaining the General Industrial designation on this property
Rob Staffen, Box 789, St. Marys, N4X 1B5 (March 16, 2018)	<ul style="list-style-type: none"> After previously reviewing papers # 1, 2, 5, 6, 7, 8, 9, 3 and 10 of the Official Plan, I believe the <u>#1 Priority</u> for our community is to Execute a Plan for Attainable/Affordable Housing in the New Official Plan. We have missed this opportunity in the past. St. Marys has had some excellent growth in housing; however we failed to understand that without young families and the ability to own a starter home, we lack the necessary labour to grow and provide employment to new and existing industries. We also have the ability to attract young families to our Community as St. Marys is blessed with many unique and incredible recreation and leisure facilities including the Pyramid Centre, Grand Trunk (and other trails), paved roads outside our community for cycling, Wildwood Park, the St. Marys museum, the St. Marys library, the Canadian Baseball Hall of Fame, refurbished tennis courts, the Quarry, the Curling rink and three Golf Courses in our area. In addition our schools, our Hospital, our Downtown and our sense of small town benefits offer a safe and happy place to raise a family. Table 1 is excellent moving forward; it just requires an action plan. The 'right demographic map' should be clearly defined for the next 10 to 15 years focused primarily on A/AH. Townhomes, semis, single family homes and Condos are too broad, in that St. Marys has proven historically that many of these units have been built for seniors downsizing/retiring, not young families. Pricing has been out of whack, focusing on the profitable market of wealthy seniors over the age of 50. For example from 1992 to 2016 permits for semis were 102 units, town house 28 units and multiuse were 16 for a total of 146 units; representing 19.7% of the total permits issued. This number needs to be 50% over the next few years focused on first time home buyers, not wealthy seniors. (This discussion also relates to dwelling size as shown 	<ul style="list-style-type: none"> Staff is recommending an enhanced policy approach that promotes a full range and mix of housing types, affordability and densities. Staff is also recommending several new policies directed at encouraging the provision of affordable housing including the pursuit of partnership and funding opportunities, pre-zoning of lands, flexible development standards, etc.



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<p>on page 12 of the report whereby smaller units will be required in the future.)</p> <ul style="list-style-type: none"> • Map 1 should be discussed with Landowners and designate the 50% attainable Housing on the Map or in some cases (like West Ward at 100%). • Possibly execute a strategy that Town owned Lands could be donated/sold (at a discount) to specific projects for A/AH (Rental?) units (page 30 idea). Excellent idea. • Table 8 and Map 4 should include the Stan Fraser property (page 17) on Widder Street. I believe this is one of the best properties in our community for A/AH. Already designated residential; this property could be reconfigured to meet our long term needs with the Town of St. Marys providing a second access and help with the idea of storm water management. • Create specific plans (like 2., 3. and 4. above) to lower the costs of development for A/AH development projects including fees, process, lot size, approvals and grants/loans (page 30/31 are the right ideas). • Further on Table 5 and 6 the projects approved include some semi's and town homes; but primarily the focus has been on single family homes. The trouble is NONE of these approved developments can be defined as A/AH. The Stoneridge II development of 34 town houses and 10 semi's will just mirror the Diamond Ridge project; beautiful semi's and town homes but definitely NOT A/AH. This is the reason that future developments should be 50% + in A/AH designated units. • UTRCA needs to be part of the discussion for The Official Plan of A/AH and other developments. The idea would be to negotiate fair and reasonable agreements regarding, but not inclusive of, the following; <ul style="list-style-type: none"> - Downtown Issue with a lack of development including both commercial and residential cannot be ignored as a result of UTRCA and the 200 year flood plan. Numerous cities in Europe have grown substantially and flourished despite being located along the River systems of Europe. In fact the City of Prague has a bridge built in 1300 that still works today to connect the Community to the downtown. A/AH and Commercial 	<ul style="list-style-type: none"> • The suggested approach is to encourage affordable housing across the Town provided such development is in accordance with the OP. • Staff is recommending policies that would encourage Council to consider affordable housing prior to considering other land uses when evaluating the sale or lease of surplus public lands.

St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<p>developments in the Downtown area need to be part of a solution. Possibly the Flats becomes part of a plan for storm water management in the Downtown area like they have created in Cambridge, ON.</p> <ul style="list-style-type: none"> - Other than UTRCA in control of our drinking water, future agreements should allow the Town of St. Marys to have its own destiny with respect to developments including A/AH, Industrial and Commercial projects with proper storm water management plans approval provided by UTRCA as consultants. - The Short Term Plan of The Official Plan should include Town Council and Pac will having an agreement in place with UTRCA to understand the Downtown area concerns, flooding of the Golf Course (and the ideas to manage Wildwood Dam developed by Dave Courtnage), new developments and their impact on storm water management and Birches Creek Weir unable to handle any more water (new developments – as it should be redirected to not impact the Downtown of St. Marys). Fees paid (or held back) may have to become part of the solution. The Town needs to come Second with UTRCA, after drinking water. <p>Other comments regarding Discussion Paper #4- Residential Lands</p> <ul style="list-style-type: none"> • In the analysis of Table 10, we may not have enough sufficient units available to meet the Towns needs. It is the “Cart Before The Horse Scenario”. If we reach our goals of providing 50% + A/AH condo’s, town homes, semis and small single family homes to our Community; our population base will grow by 1.25 % to 1.5% (Figures 1 and 2- not 1% as forecasted). We have everything else in place; schools, parks, the Pyramid Centre, walking paths and more. • In 3.1.2.5 (page 62) the definition of mix of housing should be made clearer with respect to A/AH in that A/AH town homes, condos and semis are different than the semis, condos and town homes being built in Meadowridge, Diamond Ridge and Stoneridge II. • 3.1.2.7 (a)- Why are we limiting developments to three stories; Is there any real advantage? (Page 22). 	



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> On a personal note- The New Official Plan should include a vision/plan for lands in Perth South, for example the 25 acres at the St Marys Golf Course. In a discussion with Mark Swallow in 2017, he had mentioned that this property would be included. The New Official Plan is missing another key component of storm water management with respect to Birches Creek and the 'poorly designed' Weir. The engineering design is that in higher water flows, the storm water is directed towards the Golf Course while in lower water flows it is directed thru the Cement Plant to the Thames River. Originally this might have worked. However with more approvals (existing and future) in Meadowridge, the development of the property across from the former Heinz plant and the future Givens Road Industrial area could create a potential danger to Downtown of St. Marys. Just five years ago Birches Creek seldom flooded- today it floods the Golf course before Wildwood Dam ever makes their decision to open up the gates. For example the Hospital Foundation Charity event in 2017 (flooding on #17 and #15 due to Birches Creek not Wildwood) and the recent flood on February 20, 2018 when Birches Creek flooded the Golf Course lands 12 hours before Wildwood Dam opened its flood gates (picture attached). This will only get worse with future developments in this area. 3.1.2.7 (Page 63) is where this section could be added. With respect to the December meeting on Cycling lanes whereby we talked about other communities investing in trails and the potential for cycling paths; Grant Brouwer made an excellent point that we should focus on roads that work with an overall concept or a plan (and that not include all new and replacement roads include cycling lanes- just ones that fit the Master Plan). The New Official Plan should include this process for this Master Cycling and Trail System for our Community under the capable direction of Grant and Kelly Deeks. [Note- London is investing \$15 Million in Cycling paths] 	
Henry Monteith hmonteith@hotmail.com (April 4, 2018)	<ul style="list-style-type: none"> Submission on Discussion Paper #9: Cultural Heritage Part It is my opinion that there are a few residential areas in the Town that are significant from a heritage perspective. Immediately following is some information from pertinent documents: 	<ul style="list-style-type: none"> At this point, staff is not recommending the concept of a heritage area and/or heritage corridors. As noted above, staff is recommending the addition of a variety of new heritage related policies. Staff is also



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> - In respect of Cultural Heritage Conservation, Stratford has included in its OP, a section entitled “Heritage Areas”, which includes basically the entire older built up area of Stratford. I can’t see how this area is designated under the OHA, or any other statute. - In its OP, Kinston has introduced the concept of Heritage Character Areas, as part of Section 7.3, Cultural Heritage Landscapes (CHL). These are generally significant heritage areas not designated under the OHA. Section 7.3.D. lists a number of defined Heritage Character Areas which are also shown on an accompanying Schedule. - In terms of Cultural Heritage Landscapes, the draft publication: A Guide to Cultural Heritage Resources in the Land Use Planning Process; contains some interesting information. The first paragraph in Section 4.3 contains options in how municipalities have recognized a CHL. The second paragraph appears to suggest that to be consistent with PPS 2014, the municipality must establish CHL’s in order to develop appropriate conserving policies. The third paragraph contains the following, somewhat confusing statement; “In addition to including cultural heritage landscapes on the municipal register...”. Does this mean a CHL can be listed on the municipal register as a single parcel? - The last sentence in the first paragraph of Section 4.4 throws out a bit of a caution; “It is not safe to assume that because no cultural heritage landscape has yet been identified, that none exists”. - The first sentence of the second paragraph of Section 4.6 is also enlightening: “In some cases, designation under the OHA may not be appropriate, and identifying the cultural heritage landscape using Planning Act tools may be a better option”. - In respect of revisions to the Cultural Heritage Section of the St. Marys OP, I would like to see Council include the concept of Cultural Heritage Residential Neighbourhoods, and include the essential policies for effective protection and conservation as outlined in PPS 2014. This could be achieved by introducing 	<p>recommending the inclusion of more detailed policies to provide direction with respect to intensification/infill development that is compatible with the character of neighbourhoods.</p>



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	CHL's as the Planner has suggested, or by using a less formal area description as Stratford and Kingston have done. Whether a prospective Heritage Area requires listing in the OP would seem to depend on whether the conservation policies are unique to that area. As the emphasis of this recommendation is on area conservation, I don't think any legal designation or listing on the municipal register, is necessary. With such an inclusion in place, I would like to see Council instruct the Local Heritage Council to start the necessary research to define the specific areas of Cultural Heritage Residential Neighbourhoods.	
Henry Monteith hmonteith@hotmail.com (April 4, 2018)	<ul style="list-style-type: none"> • Submission on Residential Discussion Paper • It is my opinion that the essence of the Section in Discussion Paper #4: Residential, entitled "Infilling and Intensification", commencing on Page 20, and continuing to Page 23, should be incorporated directly into the revised Official Plan. It represents a significant improvement over current OP Section 3.1.2.3 in conserving and protecting heritage significant neighbourhoods from incompatible developments. 	<ul style="list-style-type: none"> • Staff is recommending policy enhancements with respect to compatible development and the identification and protection of heritage resources in the Town.
Paul King, 109 Wellington Street North, St. Marys (April 6, 2018)	<ul style="list-style-type: none"> • OP Review Outstanding Issues 9 "AOP" means Amended Official Plan and "Guide" means the draft of A Guide to Cultural Heritage Resources in the Land Use Planning Process dated October 2017 and issued by the Ministry of Tourism, Culture and Sport. 	<ul style="list-style-type: none"> • For information
	<ul style="list-style-type: none"> • Protection of Existing Assets ("... charm and attractiveness that are fundamental to the character and lifestyle of St. Marys"*) * See 2.0 Goals and General Principles, Discussion Paper #9 (Cultural Heritage, Urban Design, Economic Development and Tourism). There is a strongly-held belief in North America that growth is progress – that growth is beneficial. This belief has led to unbridled development that has destroyed the uniqueness of many communities where every community looks like every other community. To keep the charm and attractiveness of St. Marys, the Official Plan must contain clear provisions: (1) emphasizing that any developments are to be compatible with the Town's current cultural heritage attributes; and (2) protecting and properly managing existing cultural heritage attributes 	<ul style="list-style-type: none"> • Staff is recommending policy enhancements with respect to compatible development and the identification and protection of heritage resources in the Town.



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> Context of St. Marys: In order to properly be mindful of the cultural heritage attributes of the Town, the AOP should contain a brief history of the Town plus a general description of the cultural heritage defining attributes of the Town to give the AOP an underlying context. It is instructive to review pages i & ii of the Kingston Official Plan which set the context of that municipality. 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> Standards and Guidelines: Many municipalities across Canada use the Standards and Guidelines for the Conservation of Historic Places in Canada as a resource to direct how to manage change. Reference to these standards and guidelines should be incorporated in the AOP. As stated in the Guide: It must be noted that there are differences between these Standards and Guidelines and Ontario's heritage policies. Where this is the case, Ontario's legislation, and policies and guidelines issued under its authority, take precedence. In addition, the property standards bylaw in St. Marys should be enforced to ensure that properties (including those on the municipal register) do not deteriorate through neglect. 	<ul style="list-style-type: none"> While it is recognized that the referenced document is an important resource that should be consulted when dealing with heritage matters in the Town, reference to the document in the OP is not required. Comment/concern regarding property standards not related to OP review however, it is noted that the Town's Property Standards By-law is enforced on a complaint basis.
	<ul style="list-style-type: none"> Town-Owned Heritage Properties: There should be policies about the Town demonstrating excellence/leading by example in the protection of Town-owned heritage properties, including things like: <ul style="list-style-type: none"> The Town should develop and keep up-to-date a maintenance repair schedule with budgetary provisions so that buildings and other structures (including sidewalks) do not deteriorate through neglect or deferred maintenance. When a Town-owned property is no longer required for its current use, the Town will seek a compatible adaptive reuse of it. When a Town-owned property is sold or leased, the Town will ensure that heritage features are adequately protected. Protection should include designation under Part IV of the Ontario Heritage Act (if the property is not located in a heritage conservation district) and may also include a heritage easement agreement. 	tbc

St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> Discussion Paper #9 (Cultural Heritage, Urban Design, Economic Development and Tourism), Section 2.3.1.2: Section 2.3.1.2 of the current OP refers to a “balance” between conservation and preservation on the one hand and development and re-development on the other hand. These are not necessarily competing interests. The compatible design of new or renovated buildings and other structures is critical. The word “balance” should be removed and replaced with the concept of compatibility. Suggested wording for Section 2.3.1.2: To protect and enhance the Town's heritage resources by developing policies whereby development/redevelopment is compatible with conservation and preservation. 	<ul style="list-style-type: none"> Staff is suggesting similar modifications as follows: <i>2.3.1.2 To protect and enhance the Town's heritage resources by developing policies that ensure development and redevelopment occurs in a manner that is compatible with and prevents impacts on heritage resources and associated attributes.</i>
	<ul style="list-style-type: none"> Discussion Paper #9 (Cultural Heritage, Urban Design, Economic Development and Tourism), Section 2.3.2.3: The St. Marys Heritage Committee cannot do its job without the resources of the library and the museum so the AOP should specifically mention the Council's support of these institutions. 	tbc
	<ul style="list-style-type: none"> Discussion Paper #9 (Cultural Heritage, Urban Design, Economic Development and Tourism), Section 2.3.2.5: There should be an additional definition of “adjacent” as suggested by the Guide. “Adjacent land” in the PPS 2014 is defined as land that is contiguous to (i.e. sharing a common property line with) a protected heritage property. As pointed out in the Guide, a municipal official plan might also define adjacency using other considerations to include “adjacent” property that does not necessarily touch the boundaries of the parcel of a protected heritage property. Consider, for example, under the provisions of the Planning Act, notices are sent to neighbouring property owners within a stated distance from the property that is the subject of a minor variance or zoning amendment application. Alternatively, consider including properties in applicable Heritage Areas or Stable Residential Areas (discussed below). Adding a more inclusive definition of “adjacent land” plus a more inclusive definition of “protected heritage property” to include “listed” properties on the municipal register should be considered when preparing the AOP. 	<ul style="list-style-type: none"> Reference to adjacent lands related to cultural heritage properties changed to ‘contiguous’ in accordance with the PPS or as otherwise defined by Council



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	<ul style="list-style-type: none"> Discussion Paper #9 (Cultural Heritage, Urban Design, Economic Development and Tourism), Section 2.3.2.9: Cultural Heritage Landscapes: There are no policies about identifying and protecting cultural heritage landscapes other than by designation under the Ontario Heritage Act, which may not be feasible in all circumstances. Provisions similar to those in the Stratford, Kingston and Woodstock Official Plans regarding Heritage Areas, Heritage Corridors, Stable Residential Areas and the use of site plan controls should be incorporated into the AOP. 	<ul style="list-style-type: none"> Policies have been included with respect to cultural heritage landscapes in accordance with the Provincial Policy Statement.
	<ul style="list-style-type: none"> Discussion Paper #9 (Cultural Heritage, Urban Design, Economic Development and Tourism), Section 3.1.1.2: St. Marys has no urban design guidelines – see, for example the Stratford Urban & Landscape Design Guidelines. St. Marys should develop its own so the AOP needs to include this goal. Having such guidelines would assist developers with the details of compatible projects for St. Marys. 	<ul style="list-style-type: none"> Staff is recommending the inclusion of urban design policies in the OP.
	<ul style="list-style-type: none"> Discussion Paper #4 (Residential): On page 23 under Policies for Townhouse, Multiple and Apartment Dwellings, item j), it states that “the use of retaining walls along street frontages should generally be avoided”. Stone retaining walls are an important heritage feature of St. Marys so there should be an exception for these stone walls. Not only should there be an acknowledgement of the importance of retaining these stone walls but, in addition, there should be a goal to develop a policy to maintain, repair and restore these stone walls. 	<ul style="list-style-type: none"> Policies respecting the avoidance of retaining walls have not been included.
	<ul style="list-style-type: none"> Discussion Paper #4 (Residential), Section 3.1.1.3 and following: As mentioned above, a concept similar to that in the Stratford, Kingston and Woodstock Official Plans regarding Heritage Areas and Corridors, Stable Residential Areas and the use of site plan controls should be incorporated into the AOP. There should be an expansion of the provision in Section 3.1.2.3. 	<ul style="list-style-type: none"> At this point, staff is not recommending the concept of a heritage area and/or heritage corridors. As noted above, staff is recommending the addition of a variety of new heritage related policies. Staff is also recommending the inclusion of more detailed policies to provide direction with respect to intensification/infill development that is compatible with the character of neighbourhoods.
	<ul style="list-style-type: none"> Discussion Paper #3 (Transportation & Servicing): There are no draft provisions to deal with the concern about major truck traffic through central St. Marys. Citizens Concerned About Heavy Truck Traffic 	<ul style="list-style-type: none"> See responses to CCAHTT submission



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	(CCAHTT) submitted recommendations for the AOP.	
	<ul style="list-style-type: none"> Discussion Paper #3 (Transportation & Servicing): How is St. Marys going to deal with the loss of passenger rail service? There is a serious initiative at the provincial level to have high speed passenger rail service (HSR) between Toronto and London (and beyond) with the current scheduled completion date for the Toronto – London stretch being 2025. The HSR will bypass Stratford and St. Marys with no stops between Kitchener and London. St. Marys and Stratford will, in all likelihood, no longer have their VIA service. How is the Town planning to deal with the resulting negative impacts? Will there be links of some kind to Kitchener and/or London so that St. Marys citizens can take advantage of HSR without having to drive to Kitchener or London? With the projected demographics in St. Marys plus climate change concerns, there will be an increasing number of residents who will not want to or be able to drive. The AOP (or perhaps the Town's strategic plan) should include a goal to research and develop appropriate alternate transportation links perhaps in conjunction with other municipalities in the area. 	tbc
	<ul style="list-style-type: none"> Discussion Paper #11 (Natural Heritage & Hazards): The AOP needs to contain or refer to the development of policies for the well-being of natural areas including the protection of trees on both public and private land. Any such policies should be followed up with appropriate bylaws. The natural areas and tree cover are important elements of the cultural heritage character of St. Marys plus they are important in terms of assisting with flood control. 	<ul style="list-style-type: none"> Staff is recommending the inclusion of policies promoting sustainable development including the protection and enhancement of tree canopies to contribute to improvements to air and water quality, reductions in greenhouse gases, the support of biodiversity, and enhancement of natural features and systems. Staff is also recommending policy enhancements to the Natural Heritage section of the OP including policies that support the identification and protection of wood lands in the Town. The Town is also in the process of developing a Forestry Management By-law and Site Alteration By-law.
	<ul style="list-style-type: none"> Discussion Paper #11 (Natural Heritage & Hazards): Since 2000, the Thames River has been designated as a Canadian Heritage River with natural heritage values, cultural heritage values and recreational values. St. Marys has responsibilities and opportunities with respect to this 	



St. Marys Official Plan Review and Update Project - Comment Summary (*DRAFT*)



Author (date)	Comment Summary	Recommended Action
	designation which should be reflected by appropriate policies in the AOP.	
Chris West, Box 786, St. Marys, N4X 1B5 Comment from Open House (April 12, 2018)	<ul style="list-style-type: none"> 3 vital components to ensure viability: via rail, hospital and labour source Expand committees to match ministerial levels now existing at provincial and federal levels 	tbc
Salih Abdulsahib, 752 Queen Street East, N4X 1G2, St. Marys dr.salih53@gmail.com (April 23, 2018)	<ul style="list-style-type: none"> Requesting redesignation of rear industrial-zoned portion of property from General Industrial to Residential Conservation Authority controlled area provides beautiful natural view appropriate for residential Market conditions make industrial usage not feasible 	<ul style="list-style-type: none"> Residential designation would not seem appropriate since it is located in an employment area. No need to convert lands from General Industrial.
Rod Moorsom, Moorsom Companies 11 Houdini Way, L4G 6X1, Aurora rod@moorsomcompanies.com (May 1, 2018)	<ul style="list-style-type: none"> 50 and 60 Road 120 Requesting redesignation of property from General Industrial to Residential Developers of high quality seniors townhouse bungalow communities Property is located in convenient location with access to municipal services and appropriate surrounding uses 	<ul style="list-style-type: none"> Staff does not agree with request to change designation of property from General Industrial to Residential. This property provides an opportunity for industrial development on the east side of Town with convenient access to/from Highway 7 for truck traffic. Conversion of industrial land is not required.
John Bolton, JSB Construction jsb1@quadro.net (June 19, 2018)	<ul style="list-style-type: none"> 323 Queen St. West Requesting redesignation from Highway Commercial to Residential 	<ul style="list-style-type: none"> Land owner has indicated that he is interested in developing the property for commercial and/or residential purposes. Staff recommends that Council consider redesignating the property to a hybrid designation of the Highway Commercial designation to also permit apartment housing on a limited basis
Colin Evans, Votorantim Cimentos Colin.evans@vcimentos.com (August 7, 2018)	<ul style="list-style-type: none"> 3.5.2 – reference to ‘cement’ batching plants should be replaced with ‘concrete’ 	<ul style="list-style-type: none"> Agreed. Change made.
Paul King, St. Marys Heritage Committee (August 13, 2018)	<p>Comments from Heritage Committee and Paul King:</p> <ul style="list-style-type: none"> One of the committee members is going to draft a robust preamble for the OP in order to provide a historical context for the Town. The draft will reflect the concept of the Kingston OP preamble (but of course be relevant for St. Marys). 2.3.1.2: In the 3rd line, I think it should be “adverse” impacts. 2.3.2.2: Henry Monteith raised the issue of mentioning the “register”. Also, the information contained in the register is typically 	<ul style="list-style-type: none"> Agreed. Change made. Similar modifications to 2.3.2.2 already completed.



St. Marys Official Plan Review and Update Project - Comment Summary (DRAFT)



Author (date)	Comment Summary	Recommended Action
	<p>more fulsome for designated properties than for “listed” properties. In accordance with the <i>Ontario Heritage Act</i>, the only requirement for listed properties is that they can be identified (such as a municipal address). Many municipalities, including St. Marys, prefer to provide somewhat more information. I suggest the following wording: “<i>The inventory should contain documentation including legal description, owner information, and description of the heritage attributes and cultural heritage value for each designated property. For listed properties (not designated under Part IV or Part V of the Ontario Heritage Act), the documentation may contain less detail but is to comply with the requirements of the Ontario Heritage Act.</i>”</p> <ul style="list-style-type: none"> 2.3.2.4: I note that the amendments do not incorporate the concept of heritage areas and corridors, as set out in the Stratford and Kingston OPs. As previously mentioned, this would be a worthwhile addition for the St. Marys OP. 2.3.2.7(c): For clarity, it should refer to a “<i>Heritage Conservation District Committee</i>”. 2.3.2.8 (d): Remove the “g” at the end. 2.3.2.9: The second paragraph should end with: “... or listed on the <i>Town’s register, as appropriate</i>”. 	<ul style="list-style-type: none"> As previously noted, staff is not recommending the concept of a heritage area and/or heritage corridors at this time. As noted above, staff is recommending the addition of a variety of new heritage related policies. Staff is also recommending the inclusion of more detailed policies to provide direction with respect to intensification/infill development that is compatible with the character of neighbourhoods. <p>tbc</p> <ul style="list-style-type: none"> Text corrected. Thank you. Agreed. Change made.

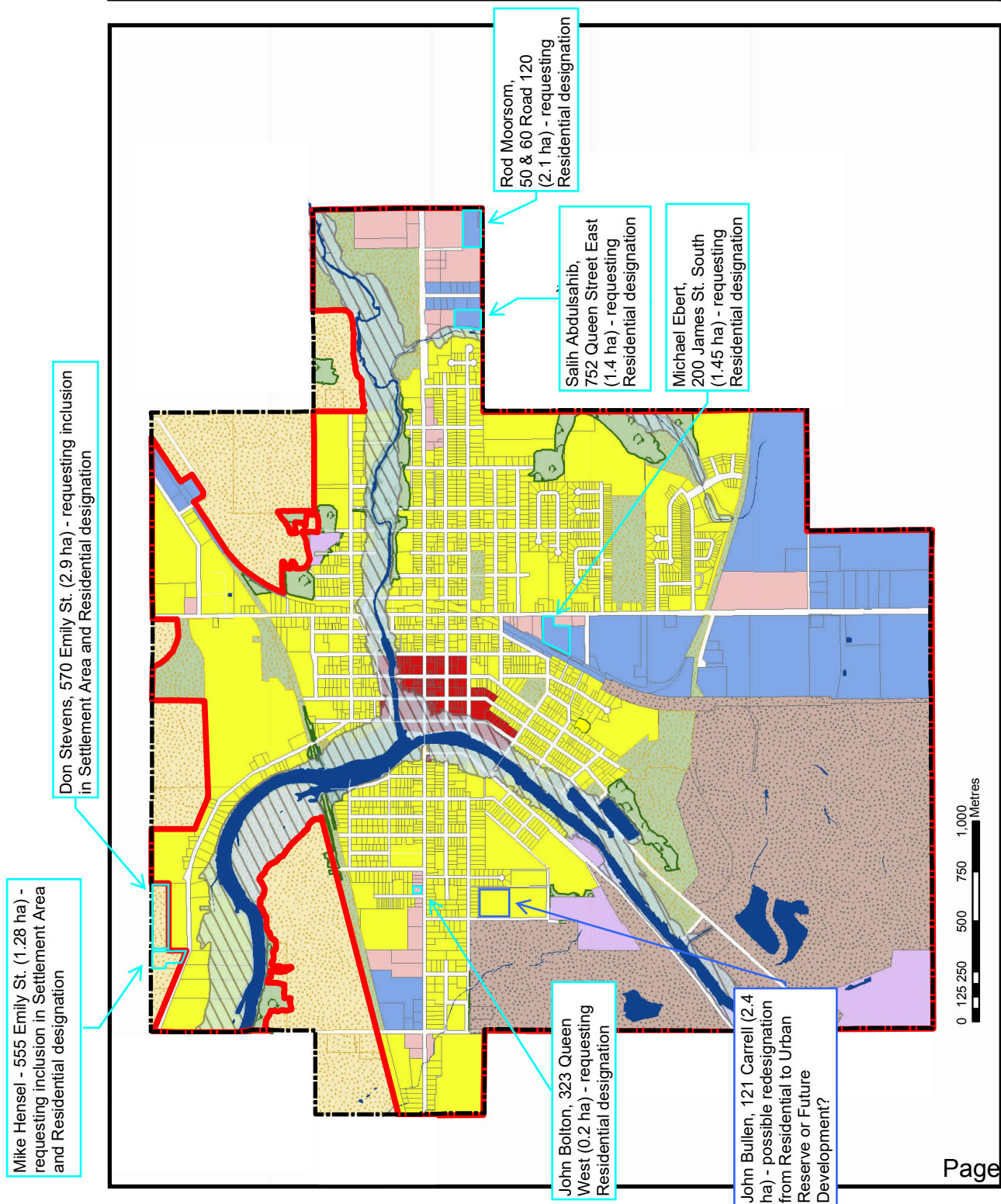
Town of St Marys Official Plan Schedule 'A' Land Use Plan

Designation

- Settlement Area Boundary
- Town Boundary
- Water
- Residential
- Central Commercial
- Downtown
- Highway Commercial
- General Industrial
- Extractive Industrial
- Environmental Constraint
- Recreational
- Flood Plain
- Natural Heritage
- Agriculture
- Rural



October 2007



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	28 August 2018
Subject:	DEV 34-2018 Accessory Apartments – Town-wide Zoning By-law Amendment

PURPOSE

To provide Council with background information and recommendations regarding proposed amendments to the Town's Zoning By-law to permit accessory apartments Town-wide.

RECOMMENDATION

THAT DEV 34-2018 regarding accessory apartments in the Town of St. Marys be received; and,

THAT Council proceed with a public meeting On September 25, 2018 to consider amendments to the Town's Zoning By-law to permit accessory apartments as-of-right in single detached, semi-detached and townhouse dwellings, and in detached accessory buildings, subject to specified regulations.

BACKGROUND

On May 15, 2018, Strategic Priorities Committee received DEV 21-2018 regarding affordable housing in St. Marys. The report presented a suite of policy tools and options for the Committee to consider as it relates to encouraging the development of attainably priced housing in St. Marys. The Committee recommended to Council that the Town:

- a) Initiate a Town-wide amendment to the Zoning By-law to permit secondary units in single detached, semi-detached and townhouse dwellings subject to specific provisions to regulate potential issues such as parking;
- b) Engage in discussions with the development industry with respect to opportunities and potential issues related to implementing inclusionary zoning in St. Marys;
- c) Explore opportunities for pre-zoning certain lands for affordable housing following completion of the Official Plan review;
- d) Consider alternative development standards, following completion of the Official Plan review, through an update to the Town's Zoning By-law;
- e) Support the recommendations of the Official Plan review to consider options to permit standalone residential uses (e.g. low-rise apartment buildings) in the periphery parts of the Central Commercial area, provided such uses do not impact the primary commercial, service and tourism function of the downtown;
- f) Staff report back on the financial implications of:
 - i. Proposed development charges discounts for new multi residential units constructed for a sale price of \$265,650 or rentals of approximately \$850 per month.

- ii. Amending the multi-residential tax ratio from 1.1 to 1.0 for newly constructed rental apartments of 7 or more units
- b) Continue to provide land for affordable housing through the sale or leasing of surplus or underutilized municipally owned land, and consider maintaining a publicly accessible database to assist potential developers seeking to construct affordable housing and tenants seeking affordable housing vacancies.

At the August 7, 2018 meeting, the Town's Planning Advisory Committee received an Information Report which provided an update regarding proposed planning initiatives to implement the above housing initiatives, including a number of proposed policy additions as part of the ongoing Official Plan review. The Planning Advisory Committee recommended that Town Council proceed with a public meeting to consider amendments to the Town's Zoning By-law to permit accessory apartments as-of-right in single detached, semi-detached and townhouse dwellings, and in detached accessory buildings, subject to specified regulations.

REPORT

Secondary units are private, self-contained units with kitchen and bathroom facilities within dwellings or accessory structures, and typically take the form of basement apartments or apartments above garages. The *Planning Act* requires municipal official plans to authorize, and zoning by-laws to implement, second units in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

Strategic Pillar 6, Housing, states that:

"the recent County labour market survey indicates an acute shortage of skilled workers, particularly in the 'blue collar' and agricultural sectors. The one barrier to supplying that labour is housing options. There need to be housing options that are affordable, attainable and even include rentals. This solution might also partially encourage youth and cultural practitioners to consider St. Marys as the place to live, work and play".

A Strategic Priority under Pillar 6 is exploring alternative forms of housing and this may include accessory apartments in accessory buildings.

A significant portion of the Town is currently zoned to permit the conversion of existing dwellings to provide two or more dwelling units, however there are no provisions in the current Zoning By-law permitting and regulating accessory apartments. The Residential designation in the Official Plan permits a wide range of dwelling types from single detached dwellings to low rise apartments, and this would include secondary suites. However, the draft modified Official Plan recommends the addition of the following policies to recognize that secondary units are permitted and establish criteria:

3.1.2.12 Accessory Apartments

An accessory apartment is an accessory unit which is a self-contained dwelling unit supplemental to the primary residential use of the property. Council will permit the establishment of accessory apartments in the Residential designation and on lands where a single-detached, semi-detached or rowhouse dwelling is specifically zoned as a permitted use subject to the following:

- a) *An accessory apartment shall only be permitted within a single-detached, semi-detached or rowhouse dwelling if no building or structure ancillary to the single-detached, semi-detached or rowhouse dwelling contains a residential unit;*
- b) *An accessory apartment shall only be permitted within a building or structure ancillary to a single-detached, semi-detached or rowhouse dwelling if the single-detached, semi-detached or rowhouse dwelling contains a single residential unit;*

- c) *A maximum of one accessory apartment is permitted per primary dwelling unit. Where other supplementary housing (e.g. a garden suite, a mobile home etc.) exists that complements the primary dwelling, an accessory apartment is not appropriate and shall not be permitted. An accessory apartment shall only be created and used in accordance with the zoning provisions as set out in the Zoning By-law, as amended;*
- d) *The Zoning By-law shall contain regulations to permit accessory apartments and shall govern matters such as dwelling unit size for both the primary dwelling and the accessory apartment, and parking;*
- e) *An accessory apartment shall be connected to municipal water and sanitary services. Such services shall be adequate in the immediate area of the accessory apartment location to accommodate the accessory apartment in terms of supply, pressure, and capacity;*
- f) *An accessory apartment shall comply with all applicable health and safety standards, including but not necessarily limited to those set out in the Ontario Building Code and Ontario Fire Code;*
- g) *An accessory apartment shall comply with Ontario Regulation under the Conservation Authority Act as they relate to development within lands affected by flooding; and,*
- h) *An accessory apartment cannot be the host of a home occupation.*

The Town's Zoning By-law must be updated to implement the Official Plan and establish appropriate regulations related to setbacks, parking, etc. It is recommended that the Town initiate an amendment to the Zoning By-law to permit accessory apartments in single detached, semi-detached and townhouse dwellings and accessory buildings subject to specific regulations.

A review of best practices in other municipalities was completed with respect to zoning for accessory apartments. The following table provides a cross-section of zoning regulations in other municipalities.

Comparison of Zoning Regulations in Other Municipalities – Accessory Apartments

Accessory Apartments	Quinte West	Smith-Ennismore-Lakefield	Strathroy Caradoc	Guelph Eramosa	London
Maximum Size of Accessory Apartment as Percentage of Main Dwelling		40%		45%	40%
Maximum Gross Floor Area	100 m ²	65 m ²	75 m ²	115 m ²	
Minimum floor area		25 m ² + 8 m ² for each bedroom			25 m ²
Maximum number of bedrooms		2			
Prohibited on same lot with garden suite	✓				
Minimum outdoor private amenity space		7.5 m ²			

Provisions that regulate unit size are commonplace in zoning by-laws to help ensure that any accessory apartment is secondary to the main dwelling in which it is located and maintains the character of the lot and the neighbourhood. There are a variety of other regulations that are used less consistently such as minimum floor area, maximum number of bedrooms and minimum outdoor private amenity space.

It is recommended that Council proceed with a proposed amendment to the Zoning By-law to permit a maximum of one accessory apartment per single detached, semi-detached or townhouse dwelling provided that:

- The maximum floor area of the accessory apartment shall not exceed 40 percent of the floor area of the main dwelling (including the floor area of the accessory apartment) and shall not exceed 100 square metres (1,076 ft²)
- One parking space is provided for any accessory apartment, in addition to the requirement for the principal dwelling unit
- A home occupation is prohibited in any accessory apartment
- An accessory apartment is not permitted on a lot where a garden suite exists
- The lot is serviced by municipal water and sanitary sewer services

It is also recommended that the Zoning By-law also contain specific provisions to regulate accessory apartments in accessory buildings on a lot:

- The minimum lot size is 1,000 m²
- The accessory building must comply with minimum front, rear, interior side and exterior side yard requirements for the main dwelling in the applicable zone
- The accessory building must comply with the height and coverage requirements of the Accessory Use section of the Zoning By-law (5.1.4 and 5.1.5 – provided as Attachment 1 of this report)

The following is the suggested definition for 'accessory apartment':

a separate dwelling unit, which is located within and subordinate to a detached, a semi-detached, or townhouse dwelling.

Section 5.3.8 of the current and draft new Official Plan states as follows:

All new developments must front on and have access to a public road, which is constructed to meet the minimum standards established by Council. New development or redevelopment proposals of more than thirty (30) dwelling units shall incorporate at least two points of public road access. Council will not approve infilling development in areas served by only one public road if those areas currently exceed thirty (30) dwelling units or where such infilling development will increase the number of dwelling units beyond thirty (30) dwelling units.

To implement Section 5.3.8, it is recommended that the Zoning By-law Amendment also include a provision prohibiting the creation any new accessory apartment on any lot located east of the CNR tracks and north of Trout Creek until a secondary means of access to these lands is available.

A copy of a draft recommended Zoning By-law Amendment is provided as Attachment 2.

SUMMARY

The Residential designation in the Official Plan permits wide a range of dwelling types from single detached dwellings to low rise apartments, and this would include secondary suites. It is recommended that Council proceed with a public meeting under the *Planning Act* to consider changes to the Town's

Zoning By-law to permit accessory apartments as-of-right throughout the Town, as specified in this report.

FINANCIAL IMPLICATIONS

Not known at this time.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan, as summarized in the 'Report' subsection of this report.

OTHERS CONSULTED


N/A

ATTACHMENTS

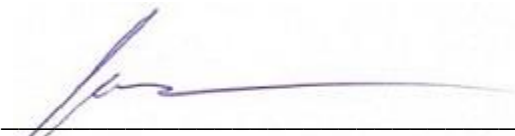
- 1) Excerpts from the Town's Zoning By-law
- 2) Draft recommended Zoning By-law Amendment

REVIEWED BY

Recommended by the Department

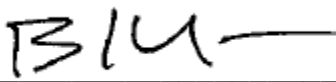


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
CAO / Clerk

ATTACHMENT 1

Excerpts from Town of St. Marys Zoning By-law Z1-1997

5.1.4 Height

Except as otherwise provided in this By-law, no **accessory building** or **structure** shall exceed 4.5 meters in **height** or be higher than the **main building** on the **lot**, whichever is the lessor. This provision shall not apply to the Agricultural Zone One (A1).

5.1.5 Coverage

(a) The total **lot coverage** of all **accessory buildings** and **structures** on a **lot** shall not exceed 10 per cent of the **lot area**.

(b) Notwithstanding the above paragraph (a), the total **lot coverage** of all **accessory buildings** and **structures** on a **lot** in any Residential Zone One (R1), Residential Zone Two (R2), Residential Zone Three (R3), or Residential Zone Four (R4) shall not exceed 10 per cent of the **lot area** or 50 square metres whichever is the lesser.

In a R1, R2, R3 or R4 **zone** with a **lot area** of 1,050 square metres or more, shall not exceed 5% of the **lot area** or 70 square metres, whichever is the lessor.

For the purpose of Section 5.1.5 (a) and 5.1.5 (b), the area of a **swimming pool** that is not enclosed by a **building** or **structure** shall not be included in the calculation of **lot coverage**.

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z___-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 all lands in the Town of St. Marys.

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. That Section 3 of By-law No. Z1-1997 is hereby amended by adding the following definition and renumbering all existing definition numbers following thereafter:

3.1 **Accessory Apartment** means a separate **dwelling unit**, which is located within and subordinate to a **single-detached**, a **semi-detached**, or **row or townhouse dwelling**.

2. That Section 5 of By-law No. Z1-1997 is hereby amended by adding the following general provisions and renumbering all existing sections following thereafter:

5.1 **Accessory Apartments**

5.1.1 **In a Single-detached, Semi-detached or Row or Townhouse Dwelling**

A maximum of one **accessory apartment** is permitted per lot in any **single-detached**, **semi-detached** or **row or townhouse dwelling** provided that:

- (a) The maximum **gross floor area** of the **accessory apartment** shall not exceed 40 percent of the **gross floor area** of the **main building** (including the **gross floor area** of the **accessory apartment**) and shall not exceed 100 square metres (1,076 ft²);
- (b) A **home occupation** is prohibited in any **accessory apartment**;
- (c) An **accessory apartment** is prohibited on any lot where a **garden suite dwelling** exists;
- (d) The lot is serviced by municipal water and sanitary sewer services; and,
- (e) The establishment of a new **accessory apartment** on any lot located east of the CNR tracks and north of Trout Creek is prohibited until a secondary means of access to these lands is available.

5.1.2 **In an Accessory Building or Structure**

Alternatively, the **accessory apartment** may be permitted in an **accessory building or structure** on the lot in accordance with Section 5.1.1 and provided that:

- (a) There is an existing **single-detached**, **semi-detached** or **row or townhouse dwelling** on the lot;
- (b) The size of the lot is a minimum of 1,000 m²;

- (c) The accessory building or structure complies with **minimum front, rear, interior side and exterior side yard** requirements for the **main building** in the applicable zone; and,
 - (d) The **accessory building or structure** complies with the **building height** and **lot coverage** requirements of Sections 5.1.4 and 5.1.5.
3. That Section 5 of By-law No. Z1-1997 is hereby amended by adding 'Accessory Apartment' to Column 2 of Row D of the table in Section 5.21.1.1 "Parking Requirements".
 4. That By-law No. Z1-1997 is hereby amended by updating all cross references in sections accordingly.
 5. All other provisions of By-law No. Z1-1997, as amended, shall apply.
 6. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.

Read a first and second time this ___th day of September, 2018.

Read a third and final time and passed this ___th day of September, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	28 August 2018
Subject:	DEV 33-2018 Site Alteration By-law

PURPOSE

The purpose of this report is to provide Council with an overview of a proposed Site Alteration By-law and provide recommendations for Council's consideration.

RECOMMENDATION

THAT DEV 33-2018 regarding a site alteration by-law for the Town of St. Marys be received; and,
THAT Council approve By-law 74-2018, Site Alteration.

BACKGROUND

There are growing concerns with unregulated site alteration through large-scale placing, removal and dumping of fill, the alteration of existing grades, and/or the removal of vegetation cover which can have detrimental impacts on adjacent properties (drainage, erosion, dust, etc.) and on groundwater, rivers and other water resources. Prior to construction or development approvals and/or agreements, there are limited tools to permit and regulate such works. Grading and filling may be regulated by the Conservation Authority however, there is a gap in controls for lands outside of the regulated areas of the Authority.

On August 22, 2017, Council approved an agreement with Meadowridge Properties to allow site alterations as part of Phase 2 of the development. As noted in DEV 24-2017, the Town has historically allowed developers to enter upon lands (sometimes prior to draft approval) without proper safeguards in place. The agreement entitled the owner to excavate material, process and stockpile fill, remove fill, and grade the property, subject to the terms of the agreement including a construction management plan attached to the agreement. The agreement also required the owner to comply with a number of conditions including maintaining erosion and siltation control devices, and monitoring soil and water quality.

Section 142 of the *Municipal Act* allows local municipalities to pass by-laws prohibiting or regulating the placing or dumping of fill, the removal of topsoil, and the alteration of the grade of the land. A site alteration by-law provides a regulatory tool to enable the Town to regulate indiscriminate and/or inappropriate placing or dumping of large amounts of fill on private property, and will assist in preventing grading and drainage issues that may impact nearby properties, and protect ground water from contaminated substances.

REPORT

The following resolution was made at Strategic Priorities Committee On July 17, 2018.

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.

Following Strategic Priorities Committee on July 17, 2018, Staff held an open house at the Municipal Operations Centre on Wednesday August 8th from 2:00 pm until 4:00 pm. A total of two people attended the meeting, with one developer providing comments prior to the meeting.

The comments were as followings:

Name	Concern	Remedy
Rob Taylor	Under Schedule A, the security deposit required of larger parcels of land is too high. Should look at a cap	Recommend cap of \$15,000.00
David Cullen	Possible safety issue with stock piles being too high. Consider putting a maximum height on stockpiling of fill.	Staff felt that this was already covered under Section 3.5(a)

The by-law applies to all lands in the Town of St. Marys and states that no person shall cause or permit a site alteration without a site alteration permit (Section 3.1). The 'Designated Officer' for the purposes of administering the By-law is the Town's Chief Building Official (CBO) or person designated by the CBO. Section 3.4(d) of the by-law requires that all fill used is clean and free of rubbish, rubber, plastics, metals, glass, garbage, termites, liquid or solid and/or toxic chemicals, and other contaminants or related waste.

Section 3.2 of the by-law prohibits site alteration on any lands zoned in the Town's Zoning By-law as Environmental Constraint Zone (EC), Flood Plain Zone (FP), Development Zone (D or RD) or Special Policy Area Constraint Zone (SPA) unless such site alteration is directly associated with a building permit issued by the Town, any development agreement with the Town, or such site alteration is directly associated with activities described in Section 4.0 of the by-law.

Section 4.1 states that the provisions of the by-law do not apply to:

- (a) properties less than 0.8 hectares in size, unless the lot includes or is adjacent to a body of water;
- (b) activities or matters undertaken by the Town or a local board of the Town;
- (c) site alteration in accordance with plans approved in conjunction with a site plan, a plan of subdivision or a consent under Sections 41, 51, or 53 respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
- (d) site alteration undertaken on land described in a licence for a pit or quarry or permit for a wayside pit or quarry issued under the *Aggregate Resources Act*;

- (e) site alteration undertaken as an incidental part of drain construction under the *Drainage Act*, or the *Tile Drainage Act*;
- (f) activities or matters of a Ministry of the Provincial Government or a Conservation Authority;
- (g) any minor works on a residential property which are a minimum of 0.3 metres from any lot line, and involves the placing or dumping of no more than fifteen (15) cubic metres per year of topsoil for the purpose of lawn dressing, constructing a fence, pool or other accessory structure, landscaping or adding to flower beds or vegetable gardens, provided that there is no alteration to the volume, direction, intensity or form of storm water run-off to adjacent properties or where the works are permitted under the Town's Building Permit process. Additional soil depth shall not exceed 100 mm above the existing grade; or,
- (h) the removal of soil as an incidental part of a normal agricultural practice, provided however that this provision shall not exempt from the provisions of the by-law the removal of topsoil for sale, exchange or other disposition.

Section 6.2 sets out submission requirements with a completed site alteration permit application including fees and securities as set out in the Town's Fees and Charges By-law, as amended, a site alteration plan conforming to requirements set out in Schedule A of the by-law, and supporting reports or studies as deemed necessary by the Designated Officer. Fees related to the proposed by-law are provided in the following chart.

FEE TYPE	FEE	RENEWAL FEE
Applications for quantities of Fill and/or Topsoil less than 500 cubic metres	\$250	\$150
Applications for quantities of Fill and/or Topsoil of 500 cubic metres or greater	\$500	
Additional inspections	\$150 per inspection	

Specific requirements and specifications for site alteration plans are set out in Schedule A of the by-law.

In accordance with Section 8.1, the Designated Officer must consider specified conditions for any permit, including:

- permits shall be valid for a period of one (1) year from the date of issuance but permits shall expire six (6) months after the date of issuance if no work has been commenced under the permit during the six (6) preceding months
- the Designated Officer may renew a permit for one additional period of one (1) year upon the submission of a new application and the payment of a renewal fee
- the applicant shall notify the Designated Officer at least five (5) business days in advance of the commencement of any site alteration

Section 18 sets out penalties for contraventions of the By-law.

A site alteration permit application is also attached to this report for consideration.

SUMMARY

It is recommended that the Town consider the passage of a site alteration by-law to regulate and/or prohibit the placing or dumping of fill, the removal of topsoil, and the alteration of the grade of a site.

Such a by-law will help ensure existing drainage patterns and water quality are maintained, prevent erosion and sedimentation, prevent the use of hazardous or improper fill, and protect natural heritage features and areas.

FINANCIAL IMPLICATIONS

None at this time

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

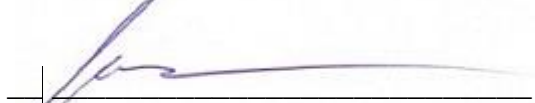
The public through an advertised Open House
Jeff Wolfe -Asset Management/Engineering Specialist
Susan Luckhardt-Planning Coordinator

ATTACHMENTS

- 1) Site Alteration Permit Application

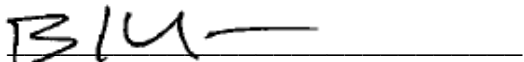
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Site Alteration Permit Application



PROPERTY INFORMATION	
Street Address:	Postal Code:
Town of St. Marys	Lot:
Concession:	Registered Plan No.:
Lot(s)/Block(s):	Reference Plan No.:
Part Number(s):	Assessment Roll Number:

GENERAL OWNERSHIP INFORMATION		
Registered Property Owner (Full Name):		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		
APPLICANT/AGENT INFORMATION (required if Applicant/Agent is NOT the Owner)		
Applicant/Agent Name (If Applicable):		
Applicant/Agent is:		
<input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Other		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		

QUALIFIED PERSON INFORMATION (required if Qualified Person is NOT the Applicant)		
Company Name & Contact Person:		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		

CONTRACTOR INFORMATION		
Company Name & Contact Person:		
Street Address:		
Municipality:	Province:	Postal Code:
Telephone:	Ext.	Fax:
Contact Name & Email:		

EXISTING PROPERTY INFORMATION	
Current Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial – retail <input type="checkbox"/> Commercial – office <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Rural / Agricultural <input type="checkbox"/> Vacant <input type="checkbox"/> Other: _____	Please describe existing buildings, structures and natural features on the property:

EXISTING PROPERTY INFORMATION CONTINUED	
Heritage Designated or Listed?: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Current Official Plan Designation(s):	Current Zoning:
Lot Area (Hectares):	Lot Frontage (Metres):
	Lot Depth (Metres):
Are there any encumbrances on the property? (e.g. easements) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list encumbrances: _____ _____ _____	

DESCRIPTION OF PROPOSED WORK
Please describe the proposed work:

APPLICATION REQUIREMENTS - CHECKLIST
Please checkmark below to identify all documents that have been provided with this completed form.
<input type="checkbox"/> Completed Application Form <input type="checkbox"/> Application Permit Fee
<input type="checkbox"/> Securities <input type="checkbox"/> Site Alteration Plan
<input type="checkbox"/> Fee <input type="checkbox"/>

OWNER'S AUTHORIZATION (if Applicant/Agent is used)						
<p>I, _____, being the registered owner of the subject property hereby authorize _____, to submit this Site Alteration Permit Application to the Town of St. Marys for approval thereof. I acknowledge that I have read the Town of St. Marys Site Alteration By-law and Schedules and agrees to abide by all requirements and conditions therein. I also hereby grant employees and agents of the Town of St. Marys permission to enter and inspect the property or properties subject to this Site Alteration Permit Application .</p>						
<table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Owner Name (Please Print)</td> <td>Owner Signature</td> <td>Date</td> </tr> </table>	_____	_____	_____	Owner Name (Please Print)	Owner Signature	Date
_____	_____	_____				
Owner Name (Please Print)	Owner Signature	Date				

APPLICANT/AGENT CERTIFICATION						
<p>I, hereby make this Site Alteration Permit Application, declaring that all information contained herein is true and correct, and acknowledging the Town of St. Marys will process the application based upon the information provided. I also acknowledge that I have read the Town of St. Marys Site Alteration By-law and Schedules and agrees to abide by all requirements and conditions therein.</p>						
<table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Owner/Agent (Please Print)</td> <td>Owner/Agent (Signature)</td> <td>Date</td> </tr> </table>	_____	_____	_____	Owner/Agent (Please Print)	Owner/Agent (Signature)	Date
_____	_____	_____				
Owner/Agent (Please Print)	Owner/Agent (Signature)	Date				

ADDITIONAL INFORMATION
Should you need to provide any additional information regarding the proposal, please do so in this section.

For any additional questions or concerns, please contact the **Building & Development Department** at **519-284-2340 ext. 243**. Should you require assistance in person, please visit the **Building & Development Department** counter located at the Municipal Operations Centre, 408 James Street South.

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	28 August 2018
Subject:	DEV 38-2018 Charging of Parking Fees with Certain Uses in the Town of St. Marys

PURPOSE

To provide Council with background information and the results of research regarding issues related to charging for parking for health, social, educational and other uses.

RECOMMENDATION

THAT DEV 38-2018 regarding the charging of parking fees with certain uses in the Town of St. Marys be received;

THAT Council direct staff to study this issue in more detail and make recommendations when the Town undertakes its next Zoning By-law review and update.

BACKGROUND

Requiring payment for parking associated with some public institutions has been identified as a concern in a number of Canadian jurisdictions. In particular, there has been much discussion about whether or not hospitals should charge patients and visitors for parking. On June 27, 2017, Council passed the following resolution:

2017-07-25-15

THAT staff be directed to research and report on a draft by-law that would ban pay parking in all zones which encompass health, social, educational and other uses.

REPORT

Although the resolution refers to ‘health, social, educational and other uses’, the focus of the discussion in this report is on hospitals since the vast majority of research and information obtained in researching other jurisdictions relates specifically to hospitals and associated medical facilities. Notwithstanding this focus, much of the discussion and information can be applied to other land uses such as educational or recreational facilities.

Currently, the St. Marys Memorial Hospital provides parking free of charge with on-street parking also available on nearby streets if necessary. The availability of parking and fees levied by hospitals and other similar facilities is an issue in many communities in Ontario, especially in larger centres where parking fees are considered by many to be expensive. For example, the parking rates for the Bayview Campus of the Sunnybrook Health Sciences Centre are provided in Attachment 1.

However, in smaller communities, parking is often provided at no charge or at rates far less than in larger centres. Many hospitals waive fees or provide reduced rates through single pass and/or monthly passes to patients who repeatedly visit hospitals for certain services (e.g. people with chronic illnesses or complex health conditions) or for visitors who regularly visit patients who are in the hospital for

extended periods of time. For example, the following fees and options apply at the Stratford General Hospital:

- \$5 – daily rate
- \$4 – daily rate if multiple passes are purchased in advance
- Parking Cards (\$20 deposit required - refunded upon card return) and:
 - \$40.00 Valid every day for 1 month from date of purchase
 - \$37.50 Valid for 5 consecutive or non-consecutive days for 1 year
 - \$75.00 Valid for 10 consecutive or non-consecutive days for 1 year
 - \$225.00 Valid for 30 consecutive or non-consecutive days for 1 year

At the Listowel Memorial Hospital, public parking is provided across from the hospital at a rate of \$2 per visit and at the Prince Edward County Memorial Hospital in Picton, Ontario, on-site parking is provided at a rate of \$4 per visit.

In 2017, the City of Campbell River in British Columbia amended its Zoning By-law to add ‘pay parking’ as a definition and to prohibit pay parking as an ancillary use on parcels zoned Public Areas One (PA-1). According to the Campbell River Zoning By-law, the PA-1 Zone “provides for areas and uses that provide health, social, educational, recreational, and other services to the community”. Uses permitted in the PA-1 are similar to uses permitted in the Town of St. Mary’s Institutional (I) Zone. Excerpts from these two zones are provided for comparison purposes in Attachment 2 of this report.

In the City of Delta, British Columbia, Council amended its Zoning By-law requiring that all parking spaces provided on lands zoned P Public Use, P1-B Community Service, and PR-1 Public Parks and Recreation must be provided free of charge.

The following chart provides a summary of some of the advantages / benefits and disadvantages / costs related to this issue, from the perspective of patients, visitors, hospitals and the communities in which these facilities are located.

Potential Advantages / Benefits and Disadvantages / Costs of Paid Parking

Advantages / Benefits	Disadvantages / Costs
<ul style="list-style-type: none"> • Depending on the location, paid parking encourages turnover of parking spaces and reduces the use of free parking by people who are not patients or visitors to a hospital or other facility • Can help pay for the costs of maintaining, improving and expanding needed parking facilities 	<ul style="list-style-type: none"> • Potential impacts on surrounding neighbourhood if patients and visitors choose to park on side streets abutting or in proximity to the facility to avoid paying parking fees • Parking fees can be a barrier to health care for some people and can add stress to patients and visitors • People may be offended by parking fee requirements associated with publicly funded institutions

Paid parking at public institutions in St. Marys does not appear to be a major issue at this time however, the Town could initiate an amendment to the Zoning By-law to prohibit paid parking facilities associated with certain zone(s) or uses, now or at some time in the future. Another option is to address this issue at the time of the next review and update of the Town’s Zoning By-law.

Further analysis with respect to implementation options will be required if Council decides to move in this direction. Discussions with the community and institutions in St. Marys that would be affected by such an approach, would be required before making any final recommendations on this issue.

SUMMARY

Although paid parking related to institutions in St. Marys does not appear to be a pressing issue today, it is recommended that Council direct staff to study this issue in more detail and make recommendations when the Town undertakes its next Zoning By-law review and update.

FINANCIAL IMPLICATIONS

Not known at this time.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

N/A

ATTACHMENTS

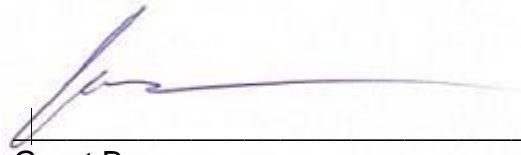
- 1) Parking rates for the Bayview Campus of the Sunnybrook Health Sciences Centre
- 2) Excerpts from Town of St. Marys and City of Campbell River Zoning By-laws

REVIEWED BY

Recommended by the Department



Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

ATTACHMENT 1

Parking Rates for Sunnybrook Health Sciences Centre (Bayview Campus)

Bayview Campus Parking

Daily minimum	\$4.75 per half hour or less
Daily maximum <i>6 a.m. to 11:59 p.m.</i>	\$26.00 with in & out privileges
Maximum evening rate <i>6 p.m. to 6 a.m.</i>	\$10.00
Maximum weekend & holiday rate	\$15.00
Weekly parking pass for seven consecutive days	\$65.00

Discounted parking rates

Sunnybrook has implemented discounted parking packages to align with the Ministry of Health and Long-Term Care's steps to make hospital parking more affordable for patients, their loved ones and caregivers. Pay-per-use parking packages are available for patients, their family members and visitors who frequently visit the hospital.

Rates & information about pay-per-use passes

5 Day Use	\$65
10 Day Use	\$130
30 Day Use	\$390

Passes include in-and-out privileges for a 24-hour period, and they can be used any time for both consecutive and non-consecutive days. Passes can be transferrable between patients, their visitors/caregivers and their vehicles. Only one car at a time can park in the lot. These passes expire one year from purchase date.

ATTACHMENT 2

Excerpt from Town of St. Marys Zoning By-law

Section 23
Institutional Zone - I

23-1

Office Consolidation
January, 2015

SECTION 23 - INSTITUTIONAL ZONE (I)

No person shall within any I zone use any land or erect, alter, or use any building or structure for any purpose except in accordance with the following provisions:

Amended by By-law No. Z107-2014

23.1 Permitted Uses, Buildings, and Structures

- (a) an ambulance dispatch depot;
- (b) an arena;
- (c) a cemetery;
- (d) a church;
- (e) a club, private;
- (f) a recreation or community centre;
- (g) a day nursery;
- (g.1) a dog park;
- (h) a fire hall;
- (i) a government administrative office;
- (i.1) a hiking trail;
- (j) a hospital;
- (j.1) a multiuse pathway;
- (k) a museum;
- (l) a nursery school;
- (l.1) a passive recreational use;
- (m) a police station;
- (n) a public library;
- (o) a public park;
- (p) a public works garage;
- (q) a school;
- (r) a sports field, baseball diamond, curling rink;
- (s) a swimming pool;
- (t) a tennis court;
- (u) an institutional use;
- (v) accessory uses, buildings, and structures.

ATTACHMENT 2 (continued)

Excerpt from City of Campbell River Zoning By-law

CITY OF CAMPBELL RIVER

Zoning Bylaw 3250, 2006

Schedule "A"

5.21 Public Areas One (PA – 1) Zone

Purpose:

This zone provides for areas and uses that provide health, social, educational, recreational, and other services to the community.

Permitted Uses:

5.21.1 On any lot, the following uses are permitted:

- (a) parks and natural areas
- (b) greenways trails
- (c) church, temple or other house of worship or religious institution, and one accessory dwelling unit
- (d) school, educational institution
- (e) recreational complex
- (f) community hall or centre
- (g) hospital, medical clinic, ambulance dispatch
- (h) library, museum
- (i) major utility buildings, structures or facilities
- (j) community care and/or social care facility
- (k) ancillary food and beverage retail sales
- (l) cemetery / crematorium
- (m) exhibition and fair grounds
- (n) fire station, search and rescue facility
- (o) police facility
- (p) disaster services centre
- (q) parking lot
- (r) helipad ancillary to a permitted use

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	28 August 2018
Subject:	DEV 39-2018 Demolition Permits

PURPOSE

To update Council on Resolution 2016-08-23-13 and provide recommendations to be incorporated in the Town's update of Building Bylaw, 23-2006.

RECOMMENDATION

THAT DEV 39-2018 Demolition Permits be received; and

THAT Council direct Staff to include the following recommendations for communications prior to a demolition permit being issued for a building larger than a single family dwelling in the Building by-Law when it is updated in 2019:

1. That the surrounding neighbors abutting the property be notified:
 - a. 7 days prior to the start of demolition,
 - b. Be given a contact name and number of the owner of the property,
 - c. Be given a contact name and number of the general contractor completing the work, and
 - d. The method used to raze the building (excavator, explosive, etc.).
2. Have the property posted with a sign no smaller than 1.2m by 1.2m facing each street that the property abuts that will provide the above information, at least 7 days prior to the demolition taking place.
3. Prove that Notice of Project has been filed with the Ministry of Labour (if required).
4. Provide the haul routes being used.
5. Provide the expected start and end dates of the demolition.

BACKGROUND

In 2016 the owner of 151 Water Street North (the former Arthur Meighen school property) demolished the former school located on the site. During the demolition of the building, the Town and Council received a number of concerns from residents in the area regarding the demolition process. Most notable, residents were concerned about dust from the demolition process and the potential health effects of the dust.

Through the demolition process Town staff remained engaged with Ministry of Environment staff who were monitoring the process. At the August 23, 2016 Council meeting, the following Resolution was made:

Resolution 2016-08-23-13
Moved By Councillor Van Galen

Seconded By Councillor Pope

THAT Council direct staff to prepare a report with regards to demolition permits and the Town's responsibility for health and safety, dust, noise, and vibration emissions and improvements to communication procedures.

REPORT

Generally, when the Chief Building Official issues a permit (being either for building or demolition), there is little communication, if any, with the surrounding neighbors as it is not a requirement of the *Building Code Act*. This is different than the process that residents have become accustomed to through the legislated requirements of the *Planning Act*.

For demolition permits, the Town's current practice is to have the applicant complete a form confirming that the utilities have been properly disconnected. The balance of notifications is left up to the applicant.

Once a permit is issued, safe work practices, whether they be worker related or environment related are an expectation of provincial legislation not enforced by, regulated by or managed by the Town of St. Marys. During work, the owner and their contractor are expected to work within the confines of the *Ontario Health and Safety Act* (safety) and the *Environmental Protection Act* (dust noise, and vibration emissions). Various Provincial ministries are responsible for ensuring that the contractor works within the legislative requirements. These ministries work both on a proactive inspection basis, and on a reactive basis when complaints are filed.

Over the last 10 years, the Town has issued 28 demolition permits with the majority of them being for dwelling units, and based on these past demolitions the Town's current practices have resulted in minimal critique from the public.

However, staff are sensitive to the fact that there is an increasing expectation from the public to be informed of what is happening in their neighbourhood and the community at large. Council also has a goal for the organization to become a proactive communicator with the public.

In an effort to continually improve, staff are proposing the following recommendations related to communication with the public prior to a demolition permit being issued for a structure larger than a single family dwelling:

1. That the surrounding neighbors abutting the property be notified:
 - a. 7 days prior to the start of demolition,
 - b. Be given a contact name and number of the owner of the property,
 - c. Be given a contact name and number of the general contractor completing the work, and
 - d. The method used to raze the building (excavator, explosive, etc.).
2. Have the property posted with a sign no smaller than 1.2m by 1.2m facing each street that the property abuts that will provide the above information, at least 7 days prior to the demolition taking place.
3. Prove that Notice of Project has been filed with the Ministry of Labour (if required).
4. Provide the haul routes being used.
5. Provide the expected start and end dates of the demolition.

SUMMARY

Although we generally have minor concerns during demolitions, staff are sensitive to the fact that there is an increasing expectation from the public to be informed of what is happening in their neighbourhood and the community at large. Council also has a goal for the organization to become a proactive communicator with the public.

In an effort to continually improve, staff are proposing a number of recommendations related to communication with the public prior to a demolition permit being issued for a structure larger than a single family dwelling.

Based on Council's approval of Staff's recommendations, we will incorporate them into the next Building by-law update that is expected in early to mid-2019.

FINANCIAL IMPLICATIONS

None at this time.

STRATEGIC PLAN

- ☒ Staff's recommendation is supported by the following priority, outcome, and tactic in the Plan.
 - Pillar #2: Communication and Marketing
 - Outcome: Communicating relevant municipal information

OTHERS CONSULTED

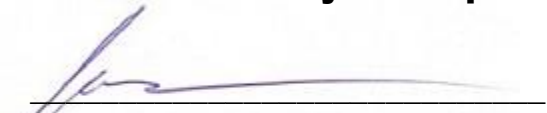
Brent Kittmer- CAO/Clerk

ATTACHMENTS

Nil

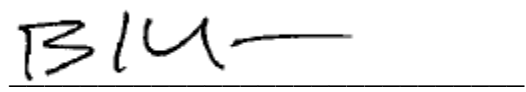
REVIEWED BY

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: Jason Silcox, Building Inspector

Date of Meeting: 28 August 2018

Subject: **DEV 40-2018 Sign By-Law Variance Request**

PURPOSE

The purpose of this report is for Council to consider providing a variance to the Sign By-Law, 33-2005. The requested variance is for temporary signage for the St. Marys Lincolns Home Opener from September 9th to the 22nd at all five main entrances to the Town of St. Marys within the municipal boulevard.

RECOMMENDATION

THAT DEV 40-2018 Sign By-Law Variance request be received; and

THAT Council approve a variance to the Sign By-Law for the installation of five temporary signs for the St. Marys Lincolns Home Opener from September 9th to the 22nd at each main entrance to Town within the municipal boulevard, contingent on the locations chosen not interfering with intersection sightlines.

REPORT

The St. Marys Lincolns Hockey Club are requesting a variance to the Sign By-Law to allow for the installation of temporary signage at all entrances to Town within the municipal boulevard. The signage will provide more advertising of the 2018 Home Opener, and will contain the words "Ready for Some Real Hockey" and include the Lincolns' logo. The size of the signs would be 3'x6'. The signs would be installed from September 9th to the 22nd at each entrance to Town.

This form of signage is not permitted in the Sign By-Law and a variance approved by Council is required for the signs to be installed.

SUMMARY

Staff are recommending that Council provide a variance to the Sign By-Law, 33-2005, for temporary signage for the St. Marys Lincolns Home Opener hockey game at all Town entrances from September 9th to September 22nd. Staff is further recommending that this variance be contingent on the locations chosen not interfering with intersection sight lines.

FINANCIAL IMPLICATIONS

None

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4 Economic Development:
 - Outcome: Marketing & Promotion Plan

- Tactic(s): Establish St. Marys as an ideal setting for new businesses and tourism.
Emphasize its quality of life as a means of encouraging residential growth.

OTHERS CONSULTED

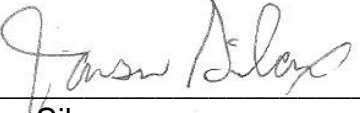
None

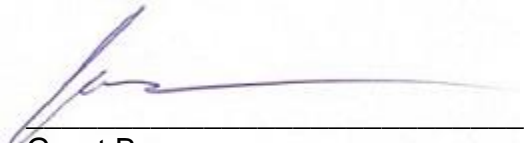
ATTACHMENTS

None

REVIEWED BY

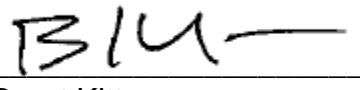
Recommended by the Department



Jason Silcox
Building Inspector

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:	Doug LaPointe, Pyramid Recreation Centre Operations Supervisor
Date of Meeting:	28 August 2018
Subject:	DEV 36-2018 Pyramid Recreation Centre Sound System Upgrade

PURPOSE

To present Council with a request for authorization of an unbudgeted expense to upgrade the main control switchboard for the facility-wide sound system. This work will resolve the issue of failing, obsolete components which prevent sound portrayal and further inhibits reliable performance.

RECOMMENDATION

THAT DEV 36-2018 Pyramid Recreation Centre Sound System Upgrade report be received; and

THAT Council approve unbudgeted capital funding for replacement of the main sound system switch board for the Pyramid Recreation Centre; and

THAT an amount of not more than \$15,000 be allocated to this project.

BACKGROUND

The sound system and the emergency paging capability in the Aquatics Centre is no longer working due to analog switches which have failed in the main panel. Replacement parts are no longer available due to its age, rendering the system obsolete. In order to make repairs to resolve the issue in the Aquatics Centre, the main switch board, including zone designations and sound amplifiers need to be replaced. Also, currently the paging system is operated from the operations office located in the arena hallway, which is often unattended. As a part of this work the paging system would be relocated to the new Guest Services desk. All facility music, announcements, and arena time-keeper settings originate from this system.

REPORT

Staff contacted Barrie Communications to troubleshoot the system, and they supplied two quotes for replacement of the system.

1. Option 1, \$12,538 including installation. Replace analog mixer, up to 8 designated zones, reusing existing speakers, wiring, output jacks, CD player, tuner, and power supply. All settings preset, with paging system stationed at Guest Services desk in case of emergencies or announcements. This scope will fulfill the basic requirements, however quality is second tier and analog mixers are being steadily discontinued.
2. Option 2, \$14,923 including installation. Replace digital mixer, with touch screen controller. Same operating system which was installed in Community Centre in winter 2018. Also reusing existing speakers, wiring, output jacks, CD player, tuner, and power supply. Flexible zone combinations, with audio playback at the station to confirm performance in the applicable zone. (Current sound system and option 1 do not include this feature.)

Of these two options, option 2 is the more reliable, valuable investment long term and is recommended.

Staff contacted two other companies for additional pricing, and will await those quotes prior to proceeding.

SUMMARY

Staff are recommending that Council approve the unbudgeted expense to replace the sound system. The project can move forward after additional pricing has been received, knowing that an acceptable price and scope have already been received.

Staff is recommending that Council approve the cost for the sound system replacement, not to exceed \$15,000.

FINANCIAL IMPLICATIONS

The replacement of the sound system was not budgeted. \$15,000 would be drawn from the Facilities Reserve to cover this unplanned cost.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pyramid Recreation Centre Business Plan – modernizing the hardware at the PRC is a tactic of the PRC Business Plan.

OTHERS CONSULTED


Grant Brouwer, Director of Building and Development

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department




Doug LaPointe
PRC Supervisor



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: Grant Brouwer, Director of Building and Development

Date of Meeting: 28 August 2018

Subject: **DEV 32-2018 Sign By-law**

PURPOSE

The purpose of this staff report is to provide Council with an update on the draft Sign By-law based on the comments received from the Strategic Priorities Committee on May 15, 2018 as well as comments that were received from the consultation with downtown property owners, business owners, Heritage Committee and the BIA in regards to the Sign By-law infractions and enforcement issues.

RECOMMENDATION

THAT DEV 32-2018 Sign By-law be received, and

THAT Council:

- Approves the proposal for staff to administer variance requests for temporary signs;
- Approves the proposal for a permit system for sidewalk signs and sandwich boards;
- Confirms that existing ground signs within the Core Commercial District are exempt from the 5-year phase in of sign by-law compliance and confirms that all new ground signs within the Core Commercial District are subject to the existing height restrictions.

BACKGROUND

At the March 21, 2017 regular Council meeting Council received a letter from the St Marys Heritage Committee outlining the Committee's dissatisfaction with the current enforcement of the Town's Sign By-law. Council directed staff to report back to Council with further information.

Resolution 2017-03-21-05

THAT staff report back with an education campaign of the Sign By-law Enforcement.

At the April 25, 2017 regular Council meeting, Council received DEV 10-2017 which outlined information related to sign by-law enforcement in the Town of St. Marys. Highlights from this report include:

- Unless there is an apparent health and safety concern, staff has historically enforced the Sign By-law through a complaint driven process, and has reacted to these complaints through a written process, much like the Town's Property Standards By-law.
- Staff conducted a tour of the Central Commercial District (CCD) on March 23, 2017 and cataloged all of the current signs. The CCD has approximately 84 signs of different shapes and forms;
 - of the 84 signs, only 33 have had permits issued
 - of the 84 signs, only 11 were installed prior to the sign by-law being in force in 2005

- With the 51 signs that have no record of permits being issued, approximately 50% of them would pass the current bylaw leaving approximately 25 signs that would need to be replaced or a variance issued by Council. Common issues observed included:
 1. The business owner may have had a sign permit at one location, moved to a different address, and installed the same sign without applying for a permit
 2. Signs in, on, or behind windows
 3. All sidewalk signs (mainly not entering into an agreement with the Town)

Due to the high number of signs not compliant with the Town's Sign By-law, staff recommended in the report that the Town move to a proactive enforcement model. To address current non-compliances staff proposed a grace period to allow the Town to establish an information campaign to ensure each property and business owner understood the status of their sign and allow them time to apply for a sign permit.

Council received the report and provided the following direction to staff:

Resolution 2017-04-25-20

THAT Staff consult with the downtown property owners, business owners, and the BIA in regards to the Sign By-law infractions and enforcement issues with a report back to Council; and,

THAT Staff report back on an alternative approval process for sandwich boards.

Staff prepared DEV 36-2017 which was discussed at Strategic Priorities Committee on Tuesday November 21, 2017.

At that meeting the Committee passed the following resolution:

THAT DEV 36-2017 Sign By-law Update be received for discussion; and,

THAT the Strategic Priorities Committee direct Staff to revise By-Law 33-2005, a by-law to prohibit and regulate signs and other advertising devices and the posting of notices on buildings or vacant lots within the Town of St. Marys.

Along with the above direction, the Committee wanted Staff to investigate the Town's liability regarding sandwich boards in the absence of an easement agreement. Council also provided direction to staff to work out the appeal process within the Sign By-law and present the information to Council at a future.

Staff reported back at the Strategic Priorities Committee on May 015, 2018, and the Committee made the following Resolution:

Resolution 2018-05-15-04

Moved By: Councillor Pope

Seconded By: Councillor Osborne

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

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

Based from the minutes of the May 15, 2018 meeting, there was consensus from the Committee that staff be directed to amend the by-law with:

- A 5-year period for existing non-conforming signs to be brought into compliance.
- Grandfathering of existing ground signs in the Core Commercial District, with all new signs required to meet the by-law requirements.

REPORT

Staff intends to bring the final by-law back for review and approval on September 25, 2018. Three items that were not discussed at Strategic Priorities Committee that still require some dialogue are:

1- Variances and appeal:

To streamline the approvals process, it is staff's recommendation that Council delegate authority to the Building Department to approve signs of short duration such as the Quilt Show, Community Players, and the banner for the Canadian Baseball Hall of Fame and Museum to streamline the approval process.

For permanent signs that require a variance, and for all appeals, staff recommend that these items be brought forward to Council for approval.

2- Sandwich Boards:

We have been provided the following excerpt from the municipal insurance company:

"We appreciate that sometimes municipalities want to make it a less cumbersome process for its residents and business owners. However, we would strongly recommend that the Town require insurance and an indemnification...And enforce it. There have been a number of very serious injuries due to signs especially during high winds. Also, if a sandwich sign is place near an intersection the Town will need to confirm that the sign does not create a sight line obstruction for vehicles stopped at the intersection. There will be different sight line requirements for intersections with for example higher speed traffic. Therefore a blanket sight line requirement for all intersections may not be appropriate."

Based on this information, it is staff's recommendation that the Sign By-Law remain status quo respecting sandwich boards and that the Town require a permit for sidewalk signs. To simplify the process, staff recommend a similar system for issuing permits that has been adopted for the way that the parking permits will be issued under the revised Traffic By-law. The permits would be issued on an annual basis based on confirmation of insurance and confirmation of location.

3- Confirmation of "Grandfathering" Interpretation:

Staff's interpretation of the grandfathering discussion for existing ground signs is that the 4-5 existing signs will not have to come into conformance within a 5-year period, and that their grandfathering status is permanent. Staff's further interpretation of the discussion on ground signs is that the existing height restriction of 1.4m is to be retained in the revised by-law.

SUMMARY

The proposed amendments to the Sign By-Law intend to capture the comments collected internally, and from the public and merchants through the formal open house and subsequent discussions. Staff is seeking Council's confirmation of the final three discussion points so that the amended by-law can be finalized.

Staff, through the Economic Development department, is currently working on a Welcome Package for new and existing businesses to help them understand different processes that happen within the Town.

FINANCIAL IMPLICATIONS

None at this time.

STRATEGIC PLAN

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

- Pillar # 3 Balanced Growth:

- Outcome: A key to growth is to ensure a vibrant and sustainable commercial sector.
- Tactic(s): Create a welcome wagon program for new businesses; website development; process of downtown revitalization
- Pillar #4 Culture and Recreation and Pillar #5 Economic Development
 - Priority: Downtown Revitalization Plan
 - Tactics:
 - Investigate options for incentivizing or enforcing standards for heritage properties after the review of the HCDP
 - New development should conform to the existing heritage aesthetic as per either the Heritage Conservation District Plan or the new cultural initiatives approach
- Pillar #5 Economic Development
 - Outcome: Emphasize culture as a key economic driver for the community.
 - Tactic(s): Provide an attractive and well-functioning streetscape in the downtown core.
 -

OTHERS CONSULTED

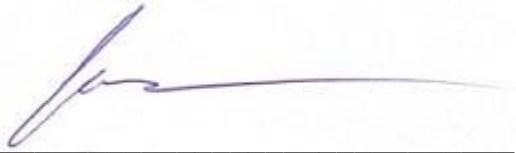
St. Marys Heritage Committee
 Trisha McKibbin, Director of Cooperate Services
 Jed Kelly, Director of Public Works
 Cowan Insurance

ATTACHMENTS

1. Revised Sign By-Law

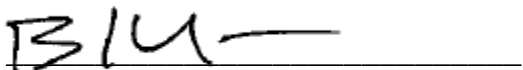
REVIEWED BY

Recommended by the Department



Grant Brouwer
 Director of Building and Development

Recommended by the CAO



Brent Kittmer
 CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	28 August 2018
Subject:	CAO 30-2018 August Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 30-2018 August Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO & Clerk

Council Restrictions and CAO Delegated Authority now apply:

- Nomination Day closed July 27, 2018 at 2:00 pm with less than 75% of incumbent Councillors returning.
- Council is now prevented from taking the following actions:
 - a) **The appointment or removal from office of any officer of the municipality;**
 - ➔ CAO/Clerk has delegated authority to exercise these powers at all times via employment contract.
 - b) **The hiring or dismissal of any employee of the municipality;**
 - ➔ CAO/Clerk has delegated authority to exercise these powers at all times via employment contract.
 - c) **The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;**
 - ➔ Pursuant to Section 275(3)(c) a municipality can close a real estate transaction during the 'Lame Duck' period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the 'lame duck' period.
 - ➔ CAO/Clerk has delegated authority to exercise these powers in the event of a Lame-duck Council.
 - d) **Making any expenditures or incurring any other liability which exceeds \$50,000.**
 - ➔ A contract could be awarded by a 'Lame Duck' Council in excess of \$50,000 so long as the amount was included in the approved 2018 annual budget.
 - ➔ However the 'Lame Duck' Council would not be able to award a contract, if the amount of the tender or bid exceeds the amount included in the budget.
 - ➔ CAO/Clerk has delegated authority to exercise these powers in the event of a Lame-duck Council.

- PRC Strategic Business Plan: 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. Goal is to have the first annual report presented by March 31, 2019.
- 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	Public consultation pending fall 2018
	Redevelop the Community Grant Policy	Final policy ready for August 28
<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 in September
	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):
 - Perth South and Mr. Staffen advised of Council's direction.
 - Staff are collecting follow-up information as directed by Council to present various options for in-Town and out of Town serviced land. Because this report involves the potential for land sale, the plan forward is for this topic to be part of the first Strategic Priorities Committee meeting for the new Council.
- UTRCA:
 - Meeting Held August 14 with UTRCA staff. Overall the meeting was positive, with commitments from staff on both sides to work together. Highlights include:
 - Reviewed Town strategic goals for housing, downtown revitalization, and increased rental housing in the Downtown Core as a tactic to advance both priorities.
 - Reviewed regulations affecting the downtown. The provincial standard is to regulate a flood line at the Hurricane Hazel Level. In 1989 the UTRCA began regulating to the less restrictive 1:250 year storm, unless a Special Policy Area exists.
 - Special Policy Areas (SPAs) are approved by the Province, and allow for some development in historically built up areas that are affected by a hazard (i.e. flood plain). St. Marys has a Special Policy Area approved by the Province which allows the UTRCA to regulate the less restrictive 1:100 year storm in the downtown core.
 - Reviewed the possibility of amending the St. Marys SPA. This would be a Town driven process, and the Province is the final approval authority. The Province does not permit new or intensified development within SPAs if a community has feasible opportunities for development outside of the flood plain. Given the Town's large stock of developable residential lands outside of the SPA, an amendment could be challenging.
 - Reviewed Town grants to encourage renovation and redevelopment of existing residential spaces on second stories in the downtown to clarify the interpretation

of “intensified” development within the SPA. UTRCA staff committed to working with Town staff on the interpretation of “intensification” on a case by case basis.

- Reviewed various existing properties with development challenges, and options that may be acceptable for those properties. UTRCA staff committed to working with Town staff to attend meetings with property owners to discuss their development options.
- Meeting between Town, UTRCA, and St. Marys Golf and Country Club representatives planned for September.
- Transportation Grant Funding: No updates from July report. Waiting on draft Local Partnership Agreement to be provided by the City of Stratford.
- Perth Municipal Day: CAO is part of the planning committee for the 2018 event. Save the date for November 21, 2018 (Milverton).

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. Final draft for consideration available August 28, 2018.

Land Sales

- 45 Thames Road: 20-day zoning appeal completed without objections. The Town has satisfied its conditions and is awaiting notice that the St. James Club 73 can waive their remaining conditions.
- 478 Water Street South: Request for Offers issued and closed on August 24, 2018. All offers received will be brought forward to Council by way of separate report on September 11, 2018.
- Glass Street Lands (Quadro): Agreement of purchase and sale finalized and signed. Quadro will take possession of the lands on August 29, 2018.

Other Projects

- CBHFM Operating Agreement: Alternative cost sharing formula finalized on July 24 and shared with the CBHFM Board Chair. This was reviewed by the Board on July 27. Confirmation received on August 8, 2018 that the Board is prepared to move forward with negotiating the agreement under the new cost sharing formula.
- Stratford Police Service (SPS) Delivery Transition:
 - Currently working through transition activities and transfer of information.
 - Authorization given to Bell for 911 changeover on November 5, 2018.
 - Authorization given to Bell for upgrades needed to the radio antenna on the water tower.
 - Stratford has hired the St. Marys Officer, and is completing the hiring process for the patrol officers.

Human Resources

Recruitment

- Completed the recruitment process for two contract Facilities Operators, part-time lifeguard, VIA attendants.

- Currently recruiting for a Facility Operator “A”, Facility Operator “C”, Crossing Guard, ELS Program Assistant, Canteen Attendant, Youth and Child Recreation Programmer, ELS Educator and Educator Assistant, Volunteer Firefighters and ELS Supply staff.

Training

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

HR Systems and Processes

- First draft of the revised Team Member Hand book is almost complete.
- Conducted six 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.
- Facilitating the performance appraisal process for the summer contract Team Members and the mid-year check in for all permanent full and part time staff.
- Investigating a Team Member mentorship program to determine if a program such as this would be beneficial in assisting with internal professional development.

Health and Safety

- Preparing a work plan for the Ministry of Labour Ergonomics Initiative which is focused on the Public Works Department.
- Working with the Fire Prevention Officer to schedule and complete fire drills at municipal buildings.

Payroll

- Attended a webinar on the Canada Pension Plan (CPP) and the upcoming changes (rate of 4.95% increase 1% over the next 5 years)

Other Projects

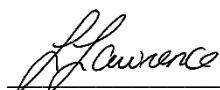
- Completed the 2019 Human Resources Operating budget.
- Assisted various departments with 2019 payroll projections.

SPENDING AND VARIANCE ANALYSIS

None to note.

REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	28 August 2018
Subject:	CAO 31-2018 Revised Community Grant Policy

PURPOSE

The purpose of this staff report is to present Council with a revised version of the draft Community Grant Policy. Council is asked to consider a number of options for grant funding caps, and to consider approving the new policy for implementation during the 2019 budget year.

RECOMMENDATION

THAT CAO 31-2018 Revised Community Grant Policy be received for discussion; and

THAT Council directs staff to include granting cap option #_____ in the revised Community Grant Policy; and

THAT the revised Community Grant Policy be approved for implementation as a part of the 2019 budget.

BACKGROUND

In the fall of 2015 during the development of the Strategic Plan, Council identified concerns with the Town's Community Grant Program. Council's observations at the time were that the granting criterial were loose and rarely followed. Council also identified that many groups viewed the Town as the sole source of funds for their planned project, and that not always were the projects submitted in line with the Town's strategic focus.

Out of this discussion Council adopted the following priority area within the current strategic plan:

Pillar #4 Culture and Recreation

- Priority: **Develop a Comprehensive Granting Policy** - Given limited financial resources, a granting policy will ensure that those seeking Town funds will be subject to a process that will assist Council in making key decisions on selecting granting priorities
- Tactic(s):
 - Investigate best practices in grant policy standards, such as partnering with the Stratford Perth Community Foundation.
 - Develop and formalize the new granting process for readiness in the next budget cycle.
 - Ensure compliance with the granting policy on an ongoing basis.
 - Review the granting policy at least three to five years after implementation.

REPORT

On July 17, 2018 the Strategic Priorities Committee considered CAO 25-2018 which presented a draft of the revised Community Grant Policy. The Committee's deliberation resulted in the following decisions and direction to staff:

- 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 Committee directed the CAO to make several revisions which have been completed. A draft of the revised policy is attached to this report. Most notably the Committee asked for three different options for the granting cap. Those options are presented below for consideration:

Option#1: Firm Cap on Total Cash Grant, In-Kind On-Top

A successful recipient of the Community Grant program may receive a cash grant of up to 25% percent of the budget for the planned project, programs, activity or event to a maximum of \$5,000, whichever is the lesser amount. Applicants must provide a budget with their application to demonstrate that the 25% maximum requirement has been met, and to clearly show how Community Grant funds will be used.

Through the Community Grant Program Council may approve the provision of "in-kind" fee-waivers to a maximum of \$2,000 per applicant. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

Option#2: Firm Cap on Total Cash Grant with Percentage Guide, In-Kind On-Top

A successful recipient of the Community Grant program may receive a cash grant of up to \$5,000 for the planned project, programs, activity or event. Applicants must provide a budget with their application to clearly show how Community Grant funds will be used.

As a guide, Council will normally only provide grant funds up to 25% of the project budget, or \$5,000, whichever is the lesser amount. For projects where there is a demonstrated significant, unique, or exceptional financial need, and where 25% of the project budget is less than \$5,000, Council may waive the 25% granting cap and approve grant funds up to \$5,000.

Through the Community Grant Program Council may approve the provision of "in-kind" fee-waivers to a maximum of \$2,000 per applicant. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

Option#3: Firm Cap on Total Grant, In-Kind Included

A successful recipient of the Community Grant program may receive a cash grant of up to 25% percent of the budget for the planned project, programs, activity or event. Through the Community Grant Program Council may approve the provision of "in-kind" fee-waivers to a maximum of \$2,000 per applicant.

The maximum grant provided to any one applicant will be capped at a total of \$5,000 including cash and in-kind grants. Applicants must provide a budget with their application to demonstrate that this requirement has been met, and to clearly show how Community Grant funds will be

used. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

SUMMARY

Staff is seeking direction from Council on the preferred granting cap approach, and is seeking Council's approval of the revised Community Grant Policy.

Once the policy is approved, the plan is for it to be implemented for the 2019 Budget year. Because a number of the proposed changes are fundamental changes to the Community Grant Program staff will ensure that the revised program is publicized well in advance of the November 30th deadline. In addition, all former grant applicants will be contacted directly.

FINANCIAL IMPLICATIONS

The Community Grant Program is funded from the annual interest gained on PUC fund. The draft budget generally sets aside \$40,000 per year for the Community Grant Program.

The actual amount of grants approved in the in the past three years is:

2016: \$41,334

2017: \$44,514

2018: \$44,987

Not included in \$40,000 Community Grant Program budget is the value of other municipal grants and Capital Facility Grants that Council has approved. This includes the \$50,000 that is provided to the St. Marys Memorial Hospital Foundation each year for physician recruitment, and includes the capital facility costs that the Town absorbs as a part of the Municipal Capital Facility Agreement with the Canadian Baseball Hall of Fame and Museum.

STRATEGIC PLAN

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

- **Pillar #4 Culture and Recreation**

- Priority: **Develop a Comprehensive Granting Policy** - Given limited financial resources, a granting policy will ensure that those seeking Town funds will be subject to a process that will assist Council in making key decisions on selecting granting priorities
- Tactic(s):
 - Investigate best practices in grant policy standards, such as partnering with the Stratford Perth Community Foundation.
 - Develop and formalize the new granting process for readiness in the next budget cycle.
 - Ensure compliance with the granting policy on an ongoing basis.
 - Review the granting policy at least three to five years after implementation.

OTHERS CONSULTED

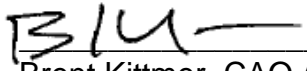
The revised policy were circulated to the Town's Senior Management Team.

ATTACHMENTS

1. Revised Community Grant Policy

REVIEWED BY

Recommended by the CAO


Brent Kittmer, CAO / Clerk

Community Grant Policy

Policy Statement

The Town of St. Marys has adopted the “Community Grant Policy” to establish the Community Grant Program which provides limited financial assistance to eligible applicants within the Town whose programs, projects, activities and community events work to advance Council’s strategic priorities. The Community Grant Program exists to recognize the value these organizations add to the creation of a robust and vibrant community.

Scope

Eligible applicants may apply for a Community Grant that demonstrates alignment with one of the following priority areas as identified in Council’s Strategic Plan:

Culture and Recreation: Council has identified creating scale appropriate recreational services and positioning culture as a key economic driver as preferred strategies. The goals of grants approved under this priority area are to:

- Support projects, programs, activities and events and other opportunities that contribute to providing a choice of active, creative and passive recreation and leisure opportunities in order to promote active, engaged, and healthy St. Marys residents.
- Support projects, programs, activities and events and other opportunities that increase patronage and revenues, and that reduce vacancies at the Pyramid Recreation Centre.
- Support projects, programs, activities and events and other opportunities that revitalize St. Marys’ Downtown as a safe, central, and culturally vibrant gathering area.
- Support projects, programs, activities and events and other opportunities that position St. Marys’ parks as a safe, and culturally vibrant gathering area.

Balanced Growth & Economic Development: Council has identified two specific demographic groups that will further the vibrancy and culture of the Town: Youth and Newcomers. Council has identified further priorities to position culture as a key economic driver, including focusing on a revitalized Downtown, new or re-branded signature events, and activities that provide a continuum between the Downtown and the riverfront. The goals of grants approved under this priority area are to:

- Support projects, programs, activities and events and other opportunities that assist with the attraction and retention of youth and newcomers.
- Support projects, programs, activities and events and other opportunities which promote or create the community fabric of St. Marys, and that provide more and better opportunities for interactions and involvement between members of the community to promote St. Marys as positive, pleasant place to live.

- Support projects, programs, activities and events and other opportunities that promote tourism, that celebrate and promote the Town's key amenities and unique offerings, and that tie in with the reactivation of the Downtown and riverfront.
- Support projects, programs, activities and events and other opportunities that promote and expand local arts, theatre and other cultural offerings including public art.
- Support projects and other opportunities that help to create an attractive and well-functioning streetscape and that leverage the downtown architecture to enhance the cultural experience in the Downtown.

Housing: In an effort to attract and retain youth and newcomers, Council has identified a priority to create the conditions that encourage housing options that are affordable and attainable, including rentals. The goal of grants approved under this priority area is to:

- Support projects, programs, activities and events and other opportunities that promote a flexible housing stock that is attractive for youth, workers, and immigrants, and persons of all abilities.

Eligible Applicants

Eligible applicants include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency
- Organizations incorporated as not-for-profits
- Sports groups and associations where the majority of members are minors.
- Clubs, groups and associations where the majority of members are minors.
- Volunteer groups and Community Clubs/Groups providing services in the Town of St. Marys
- Service Clubs providing services in the Town of St. Marys

Eligible applicants must be located in or provide services to the St. Marys community. Eligible applicants must be able to demonstrate that any Community Grant funding received will directly support a St. Marys-based projects, programs, activities or event that will benefit the community of St. Marys.

Applicants who are located outside the Town of St. Marys will only be considered if they can demonstrate a clear benefit to the St. Marys community within their grant application.

Eligible applicants must be able to demonstrate financial need, and how denial of grant assistance would impact their ability to carry out the planned projects, programs, activity or event.

The Community Grant Program is intended to provide funding that is supplemental to the overall financial requirements to carry on a planned project, program, activity, or event. The Community Grant Program is not intended to be the sole source of funding for a project, program, activity or event.

Eligible applicants must be able to demonstrate that they have thoroughly explored grants and funding from other sources, including fundraising, sponsorships, donations, and/or Federal/Provincial grant programs. Applicants who have, or will have, funding from alternate sources must disclose this funding as a part of the budget submitted in support of the Community Grant Program Application. If no other sources of funding have been pursued, applicants are required to provide information on the reasons why other opportunities were not explored.

Special projects, programs, activities and events that are of regional significance and that the Town may wish to be a partner in shall be brought directly to Council through a staff report that outlines how such a partnership will support the strategic priorities of the Town.

Ineligible Applicants

The following applicants are considered to be ineligible for a community grant:

- Previous Community Grant recipients who are in default of the grant reporting requirements. These entities are considered to be ineligible until all required documentation is submitted.
- Government organizations, including municipalities, the Federal Government, and the Provincial Government.
- Town employees, members of Council, or any Town lead project.
- Entities who primary focus or mandate is of a political nature, including lobby groups and groups focused on special interests. Funds will not be provided to groups who are attempting to further a political agenda.
- Private clubs, groups, and organizations with exclusive membership, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- Residents Associations and Neighborhood Associations/Groups, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- Adult recreation and leisure groups, associations and teams, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- For-profit entities, individuals and commercial ventures. Organizations that provide a share or membership which may be held or disposed of personal gain.
- Individual-specific projects (for example a single artist exhibition where art is sold for a profit)
- Religious organizations, activities or instruction*

* Religious organizations are permitted to apply if they can demonstrate that their proposed use of grant funds is for a non-secular community based project. Grants cannot be used for religious programming or projects focused on a religion, including renovations to a place of worship unless the facility is also used for open access community activities.

Private programs, activities and events that are not open and inclusive to the general public, including but not limited to; club member events for families & friends, club membership recruitment, etc. are not considered to be eligible for a Community Grant.

Any project, program, activity, or event that is not in compliance with all Federal and Provincial laws and regulations and all municipal by-laws is not eligible for a Community Grant unless all necessary exemptions have been received in writing from the applicable agency.

Projects, programs, activities and events that are deemed to fall under the scope or jurisdiction of another municipality, the Province, or the Federal Government do not qualify for a Community Grant. These requests will be considered by Council directly through a staff report outlining how the proposed project will support the strategic priorities of the Town.

Projects, programs, activities and events that occur outside of the Town of St. Marys are not eligible under the Community Grant program. These requests will be considered by Council directly through a staff report outlining how the proposed project will support the strategic priorities of the Town.

Eligible Costs

Each year as a part of the annual budget process Council will determine the financial commitment to the Community Grant Program. Grant funding or assistance is not guaranteed, and providing financial assistance in any year is not to be regarded as a commitment by the Town to provide financial assistance in future years. The Community Grant Program is subject to funding availability and conditional upon approval of the annual operating budget by Council. Council reserves the right to cancel or alter grant programs as needed.

Option#1: Firm Cap on Total Cash Grant, In-Kind On-Top

A successful recipient of the Community Grant program may receive a cash grant of up to 25% percent of the budget for the planned project, programs, activity or event to a maximum of \$5,000, whichever is the lesser amount. Applicants must provide a budget with their application to demonstrate that the 25% maximum requirement has been met, and to clearly show how Community Grant funds will be used.

Through the Community Grant Program Council may approve the provision of “in-kind” fee-waivers to a maximum of \$2,000 per applicant. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

Option#2: Firm Cap on Total Cash Grant with Percentage Guide, In-Kind On-Top

A successful recipient of the Community Grant program may receive a cash grant of up to \$5,000 for the planned project, programs, activity or event. Applicants must provide a budget with their application to clearly show how Community Grant funds will be used.

As a guide, Council will normally only provide grant funds up to 25% of the project budget, or \$5,000, whichever is the lesser amount. For projects where there is a demonstrated significant, unique, or exceptional financial need, and where 25% of the project budget is less than \$5,000, Council may waive the 25% granting cap and approve grant funds up to \$5,000.

Through the Community Grant Program Council may approve the provision of “in-kind” fee-waivers to a maximum of \$2,000 per applicant. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

Option#3: Firm Cap on Total Grant, In-Kind Included

A successful recipient of the Community Grant program may receive a cash grant of up to 25% percent of the budget for the planned project, programs, activity or event. Through the Community Grant Program Council may approve the provision of “in-kind” fee-waivers to a maximum of \$2,000 per applicant.

The maximum grant provided to any one applicant will be capped at a total of \$5,000 including cash and in-kind grants. Applicants must provide a budget with their application to demonstrate that this requirement has been met, and to clearly show how Community Grant funds will be used. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

Approved grant funding can only be used for projects that will be open and accessible to all community members and that satisfy the requirements of the Ontario Human Rights Code, the Charter of Rights and Freedoms, and the *Accessibility for Ontarians with Disabilities Act*.

In the event that the total approved annual grant requests exceed the budget approved by Council, the Town reserves the right to place a further cap on the individual grants that are awarded. In this situation, all grants awarded will be reduced on a prorated basis in an effort to distribute grant funds to all approved applications.

Ineligible Costs

The following specific costs are not eligible for a Community Grant:

- Costs that are part of the applicant’s normal day to day operating costs (including but not limited to: staffing, utilities, rent, taxes, office equipment and supplies, etc.) and are not directly related to the proposed project, program, activity or event.
- Remuneration, wages, or honorariums, including consultant fees, whether paid to an individual or a professional firm.
- Attendance at conferences, workshops, and seminars.
- Accumulated deficits, annual operating losses or debt and/or debt servicing costs.
- Donations to third-parties and charitable organizations.
- Travel, accommodation, uniforms, or personal equipment.

- Expenses associated with alcohol (including expenses related to the sale of alcohol), legalized substances, or tobacco.
- Costs of political events, rallies and demonstrations.
- Scholarships and bursaries.

Costs directly related to the provision of a Town service or program are not eligible for a Community Grant, unless it can be demonstrated that there will be no duplication of services or situations where a conflict of interest may exist.

Costs associated with any project, programming, activity, or event that are located or are being held outside of the Town of St. Marys are not eligible costs.

Town building and planning fees are not eligible costs under the Community Grant program. Requests to waive building and planning fees must be submitted on a case by case and without precedent basis. These requests will be considered by Council directly through a staff report outlining how the proposed waiver of building and planning fees will support the strategic priorities of the Town.

Municipal Capital Facility grants, as defined in the *Municipal Act*, are not eligible for a Community Grant. In addition, capital expenses are not eligible for a Community Grant. This includes the construction, erection, or rehabilitation of a capital asset and the purchase of capital equipment, as defined by the Town's Public Sector accounting rules. Applicants who are requesting a Municipal Capital Facility grant or propose to construct or rehabilitate a Town asset will be referred to the appropriate Town department. These requests will be considered by Council directly through a staff report outlining how the proposed project will support the strategic priorities of the Town.

Application Schedule and Review Process

Application packages are available through the Municipal Clerk's office. Applicants must use the form attached to this policy, but are not restricted from submitting supplemental information that may support their grant request. Eligible applicants are restricted to one application on an annual basis. All programs, projects, activities, and events should be consolidated under one request.

Completed applications must be received by the Municipal Clerk's office by November 30 to be considered for a Community Grant in the following fiscal year. Applications received after November 30 will be deemed ineligible for a Community Grant within the current granting year.

After the close of the application period on November 30 of each year staff will complete a preliminary scan of all applications for completeness and accuracy. If an incomplete application has been received, the applicant will be notified and will be provided a five (5) business day "grace period" to submit all missing information.

Applicants who have failed to satisfy all reporting requirements for a previously approved grant may, within the grace period, submit all required information to become eligible for a Community Grant within the current granting year.

Staff are responsible for reviewing all submitted applications against the criteria established in the Community Grant Policy. Staff are required to prepare a summary that compares each application to the eligibility criteria, program rules, and strategic priority funding areas established by this policy. Staff are required to finalize the summary document with recommendations for awarding Community Grants to those grant requests that meet all eligibility requirements.

Council is responsible for reviewing and approving the Community Grant recommendations prepared by staff. Nothing contained in this policy shall preclude Council from approving a grant application at their sole discretion.

Obligations of Grant Recipients

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

In the case of a project's cancellation, repayment of the entire amount of the Community Grant will be required. Funds granted are not transferable between projects or groups without prior Council approval. Community Grant funds must be used for the specific purposes outlined in the application. Misuse of funds may result in the applicant being disqualified from receiving a grant for a period of **two years**.

Successful applicants must provide a report on the program no later than 90 days following completion of the program, or by November 30 of the granting year, whichever comes first. The final report must certify that funds were spent on activities described in the grant application and must also include:

- A complete and accurate financial report for the program, outlining the detailed project budget compared to the actual income and the actual expenses.
- The final report should clearly indicate those specific expenses that Community Grant funds were used to offset.
- The financial report must be signed and authorized by a representative with legal or financial signing authority for the organization.
- A description of the outcome of the project and an evaluation of the success of the project.

Grant funds must be spent in the year that they are awarded. Any unused funds must be returned to the Town if they are not spent. Applicants are not permitted to hold any unused funds for future use.

Grant recipients must acknowledge the Town's contribution to the program in all related public information, printed material and media coverage. The Town's logo is available through the Municipal Clerk's office.

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	28 August 2018
Subject:	COR 19-2018 August Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 19-2018 August Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Museum

- **Administrative**
 - Volunteers logged 180.5 on-site hours in July.
 - Working with Human Resources Generalist to recruit Curatorial and Programming Intern, funded through Young Canada Works at Building Careers in Heritage.
 - Selected and submitted photos for the 2019 Rotary Calendar, working with graphic designer to finalize calendar.
 - University of Toronto Master of Museum Studies Intern completed their 12 week work placement on Friday, August 3.
- **Research/Exhibits**
 - “Extra! Extra! Read all about it!” exhibit on the history of newspapers opened on July 1. It has been receiving much positive feedback.
 - Research underway for an upcoming exhibit on the St. Marys Lincolns. Staff have met with Lincolns Alumni for information and are planning an exhibit opening to coincide with the home opener in September.
 - Meetings underway with Library and Reed Needles to plan upcoming partnership Christmas exhibit on children’s book illustrators.
- **Programming/Outreach**
 - Staff gave a presentation on programs and services offered by the Museum at the Friends of the Library Newcomers Club meeting on July 12.
 - Staff and volunteers participated in the St. Marys Heritage Festival with a vendor booth on Queen Street.
 - Staff promoted Museum programs and services, specifically Melodies at the Museum on the Front Porch Show on July 29.
- **Collections Management**
 - Audit of textile storage area underway with YCW Curatorial Assistant and U of T intern. Approximately 400 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 150 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 Macke Collection to Picture St. Marys.

- **Upcoming**

- Continuing with weekly promotion and implementation of Melodies at the Museum.
- Promotion of special Summer Seminar on Thursday, August 23. Summer student, Mark Azzano, will present his undergraduate research project on First World War remembrance in St. Marys and Perth County.
- Working with volunteer committee to plan the Antique Appraisal event, September 29.
- Planning ahead for school field trip bookings. Several field trip bookings have already been made for September and October.

Culture/Heritage

- **Murdoch Mystery Filming**

- The filming of Murdoch Mystery took place from Tuesday, August 7 to Friday, August 10. This was the longest location shoot that Murdoch Mysteries has undertaken.
- Staff, from multiple departments, spent a great amount of time prior to, and during filming, coordinating and organizing requirements for filming.
- The filming was a great economic benefit to the town with accommodations, grocery stores, restaurants, stores, and businesses benefiting from the filming.
- There were a number of out-of-town visitors who travelled to St. Marys just to see the filming itself.
- Staff will be conducting a review of the experience, including internal processes, to determine improvements for future film opportunities.

- **Heritage Property Tax Rebate**

- 2018 applications – 4 Part A applications submitted and are being processed, 5 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

- Nomination Day took place on Friday, July 27, with elections candidates certified on Monday, July 30.
- Staff attended training on election equipment (tabulators) on August 17.
- Staff continue to work with Datafix on updating and verifying the voter's list.

Corporate Communications

- **Corporate Communications Strategy**

- Third round of quarterly communications meetings currently in progress
 - Most second quarter tasks completed
 - 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 to subscription section automated email completed by eSolutions on July 27, 2018
 - Next step – informing Constant Contact users of transition to web subscription service and executing change

- 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
 - Corporate Communications Specialist drafting appendix for Pyramid Recreation Centre Facebook page to be included in corporate policy
- Media Relations
 - Sent out 12 media releases between mid-July and mid-August
 - Resulted in 36 solicited news stories
- Social Media
 - Facebook (July 16 – August 12):
 - 67 new page likes; 73 new page followers
 - Best performing paid post: Post about job posting for Facility Operator C (reached 4,235 users, prompted 25 reactions, 1 comment and 17 shares)
 - Best performing non-paid post: Post about Murdoch Mysteries filming (reached 12,339 users, prompted 647 reactions, 140 comments and 151 shares)
 - Twitter (since May 18):
 - 18 new followers
 - Best performing tweet: Tweet about Murdoch Mysteries filming (garnered 1,159 impressions and 46 engagements)
- Pyramid Recreation Centre Communications
 - Poster template development and training for Wellness Coordinator
 - Meeting with Recreation staff to discuss use of promotional televisions in facility
 - Draft template developed; work procedure and guidelines in development
 - PRC Strategic Business Plan
 - Internal tagline survey to be distributed week of August 13
- Communications Campaigns and Notices
 - Campaigns
 - Murdoch Mysteries (media releases, web page, alert banners, daily service disruptions, parking map)
 - Recreation and Leisure survey (results shared with programmers and draw winner announced)
 - Fall and Winter Town Guide (ad in Independent and news release)
 - Pyramid Recreation Centre (ads in Beacon Herald Leisure Guide and City of Stratford Leisure Guide)
 - St. Marys Craft Show (social media)
 - Sale of 478 Water Street South (ad in Independent, new templates developed for website, social media)
 - Election (media release, social media)
 - Melodies at the Museum (media release, social media)
 - Library re-location (media release, social media)
 - Landfill extended hours (media release, ad in Independent, social media, website)
 - Cooling centre, pools and splash pads (new templates developed for media release, website, social media)
 - Notices
 - Water levels in Rice Lake
 - Hot tub out of service at PRC
 - Construction near Junction Station Dog Park
 - Civic Holiday Hours for Town facilities
- Publications
 - Fall and winter edition of Town of St. Marys Recreation and Leisure Guide

- Distributed online and in print: 3800 copies distributed by St. Marys Independent (special delivery); 700 at Town facilities
- New page-turning software used for online distribution

Events

- Heritage Festival (July 13 & 14)
 - New components were well received: the Friday night concert was sold out, and all the stand-up paddleboard lessons were filled
 - Will look to hold opening ceremonies at Cadzow next year so that more people can comfortably attend
 - Saturday's potentially threatening weather led to some out-of-town vendors choosing not to attend, but thankfully the weather co-operated for all who chose to vend and attend.
 - Darcy Scheuerman's show certainly boosted attendance at the street dance, though his equipment proved to be challenging for our downtown power boxes. Public Works Department were extremely helpful in rectifying the issue.
 - The Rotary Club's increased financial commitment to the finale fireworks was apparent.
 - The popular Appleland train was missing from this year's festival due to a death in their family – its presence was missed and it will return next year.
 - Vendor feedback via our survey was largely positive.
 - In terms of communicating the event, the programs designed in-house were attractive and user-friendly. This year, we chose not to create a separate event on Facebook to reduce content clutter, but we will re-evaluate this for next year as it does provide one location for information and increases the profile of the event.
 - Events Coordinator did on-air interview on 2DayFM that many commented on.
- River Rock Festival (August 10 & 11)
 - Events Coordinator acted liaison between Sean Camp and Town staff to help work out final logistical details of event
 - Events staff were onsite for both days of event; staffed Waste Diversion Tent on Friday evening and Town/BIA marketing tent on Saturday
 - Events Coordinator made note of opportunities to improve the Town's relationship with external event organizers in future
- Car Show (August 18)
 - All logistical aspects of the event are organized; met with Public Works/Facilities staff last week to ensure site plan and suitable and expectations are understood
 - Promotion of the event began in May; continuing with paid advertisements, boosted Facebook leading up to event
- Miscellaneous
 - Events Coordinator considering new events and variations on existing events as part of the 2019/2020 budgeting process
 - Celebrating the 20th anniversary of the Grand Trunk Trail is a focus for 2019

Information Technology/ Geographic Information Systems (GIS)

- Staff continue to work 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.
- 16 support tickets closed
- Setup various new employee computers & accounts
- Working to fix fire code issues at desk locations (ongoing)
- Setup and testing of new computer reloading to speed up the turnaround time on computer fixes
- Server Replacement RFP awarded

- Upcoming-Replace Fans on networking switches to avoid potential issues in the future.
- Upcoming - Replace parts on Edge Stack networking switches. Requires complete network outage
- Creating mailing lists for building department
- Continue to replace old computers with new replacements
- Creation of maps for various Town departments
- GIS data updates
- 10 Municipal consents approved
- IT support for Town staff
- Large format printing for various Town departments

Economic Development

- Economic Development General
 - Visited the Town of Elora along with a member of EDAC to meet with the Economic Development Manager and hear about some of the community development they have been successful with. We discussed development in their flood plain and the working relationship with Upper Grand Conservation Authority. We toured the newly opened “Old Mill” that has been restored to beautiful hotel and event venue. We also heard about some of their granting programs for new and existing businesses.
 - Met with four different developers to discuss various initiatives of interest for St. Marys.
 - Working on some changes to the website to enhance the ‘Doing Business’ pages.
 - Reviewing the terms of reference for the Economic Development and Advisory Council and making suggested changes to enhance its purpose.
- Workforce Shortage
 - Completed a day of filming at Cascades as part of the Perth County youth video project. Cascades will be one of the featured businesses.
 - Developing a concept for advertising rental availability in St. Marys in an effort to attract youth to the area and help those currently living here with a resource to find housing.
 - Researching the need for implementing the Connect to Skills program in St. Marys.
 - Evaluating the value of the Opportunity Lives Here website as our MOU is up for renewal.

Tourism

- Worked at the information table at Heritage Festival to gain knowledge of the event and who it attracts.
- Ensured brochure racks were full through-out town.
- Working with a designer on a map for the PRC guest services counter.
- Preparing our booth for the Stratford Festival Tradeshow on Sunday, August 19 and attending the networking luncheon with tour operators.
- A new exhibit will open at the Station Gallery on September 7th.

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
July	298	294	72.1

- July was our busiest month so far.
- Preparing for a shut-down of the VIA office and the Station Gallery from August 20th – 24th to refinish the floor.

- The train station was used for one day of filming during the Murdoch Mysteries shoot.
- Developing a plan for training practices within the department with the help of our VIA operations representative.
- Hiring to replace two vacancies within the department with one set to depart as of August 30th for university.

SPENDING AND VARIANCE ANALYSIS

Nothing to report.

REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Trisha McKibbin, Director of Corporate Services
Date of Meeting:	28 August 2018
Subject:	COR 21-2018 Municipal Register – Non-Designated Property Removal Request, 275 Emily Street

PURPOSE

The purpose of this report is to provide Council with a request from the property owner at 275 Emily Street to be removed as a Non-Designated Property from the Municipal Register of Properties of Cultural Heritage Value or Interest.

RECOMMENDATION

THAT COR 21-2018 Municipal Register – Non-Designated Property Removal Request, 275 Emily Street report be received; and

THAT Council approve the removal of 275 Emily Street as a Non-Designated Property from the Municipal Register.

BACKGROUND

Section 27 of the *Ontario Heritage Act* requires the Clerk of every municipality to keep a publicly accessible register of properties that are of cultural heritage value or interest in the municipality. The municipal register of heritage properties must list all properties in the municipality that are designated under Part IV (individual property designation) and Part V (within a designated heritage conservation district) of the *Ontario Heritage Act*.


The *Ontario Heritage Act* (subsection 27(1.2)) also allows a municipality to include properties of cultural heritage value or interest that have not been designated in its municipal register. What this means for the property owner is that the owner of a non-designated property on the Municipal Register is legally required to give the Town 60 days' written notice of intention to demolish. This notice period allows the Town to make a well informed decision about whether long term protection of the property should be sought through the formal designation process.

At the January 23, 2018 Council meeting Council approved a list of Non-Designated properties for inclusion in the Municipal Register of Heritage Properties.

With the passing of By-law 13-2018 establishing the Non-Designated List, property owners still have the opportunity to request that their property be added or removed from the List. The completion of the Non-Designated Property – Correct / Remove Application Form can be submitted to Town Staff, where it will then be reviewed by the Heritage Committee. The Committee will then provide a recommendation to Council, who will have the ultimate decision on whether a property should be added or removed from the List.

REPORT

In January, 2018 Council passed By-law 13-2018 establishing the Non-Designated List of Prosperities in the Municipal Register of properties that are of cultural heritage value or interest. 275 Emily Street was included in that list as:

Street Address: 275 Emily		1850s limestone single-storey cottage, built for Andrew Forrester, a flax merchant whose mill was across the road beside the Thames River; also owned in the 1930s and 1940s by the Millson family.
---------------------------	---	---

A Non-Designated Property – Correction/Removal Application Form for 275 Emily Street was received by Town staff on July 30, 2018. At the August 11, 2018 meeting of the St. Marys Heritage Committee the Correction/Removal Application Form for 275 Emily Street was reviewed and the following motion was made:

Moved: Carey Pope

Seconded: Stephen Habermehl

THAT the St. Marys Heritage Committee agrees to the request by the owner to remove the property at 275 Emily Street from the Municipal List of Properties of Cultural Heritage Significance.

Carried

SUMMARY

Section 27 of the *Ontario Heritage Act* requires the Clerk of every municipality to keep a publicly accessible register of properties that are of cultural heritage value or interest in the municipality. The *Ontario Heritage Act* (subsection 27(1.2)) also allows a municipality to include properties of cultural heritage value or interest that have not been designated in its municipal register. At the January 23, 2018 Council meeting Council approved a list of Non-Designated properties for inclusion in the Municipal Register of Heritage Properties. A Non-Designated Property – Correction/Removal Application Form for 275 Emily Street was received by Town staff on July 30, 2018. At the August 11, 2018 meeting of the St. Marys Heritage Committee its members reviewed the application and made a resolution on the application. Council have the ultimate decision on whether a property should be added or removed from the List.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

St. Marys Heritage Committee

ATTACHMENTS

Municipal Register – Non-Designated Property Application Form (Correction/Removal) – 175 Emily Street.

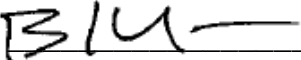
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk



**Municipal Register – Non-Designated Property
Application Form (Correction/Removal)**

Part A: Applicant Information

Name of Registered Property Owner: WILLIAM J OSBORNE

Address of Registered Property Owner: 275 EMILY ST
ST. MARYS ON N4A1C2

Phone Number: _____

Email Address: _____

Part B: Property Information

Address of Subject Property: 275 EMILY ST

Legal Description (e.g. Lot and Plan No.): PLAN 220 PT LOT 72 AS RP
4723513 PART 2

Part C: Removal from Municipal Register

Are you requesting removal from the Municipal Register ☒ YES ☐ NO

If YES,

Please provide your rationale for the property being removed from the Register.

I do not view this as an encumbrance
however some do. I had one incident where this
happened. Now I hope to sell my house in the
near future I do not wish to deal with
any such issues.

Part D: Correction to Municipal Register

Are you requesting a correction to Municipal Register Information? ☐ YES ☐ NO

If YES, please identify what information is incorrect and provide details explaining what change you are requesting.

Declaration

I, the undersigned BILL OSBORNE, am the authorized owner named in the above application and I certify the truth of all the statement or representations contained herein.

Bill Osborne

Signature of Property Owner

July 17/15

Date

Please return completed form to:

Corporate Services Department
Town Hall – Lower Level
175 Church Queen Street E.,
St. Marys, ON N4X 1B6
519-284-2340
tmckibbin@town.stmarys.on.ca

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Finance
Date of Meeting:	28 August 2018
Subject:	FIN 17-2018 August Monthly Report (Finance)

RECOMMENDATION

THAT FIN 17-2018 August Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- In process of transitioning banking services to Bank of Montreal.
- Department operating budgets to be submitted by August 31st. Assistance being provided to prior year users as well as training to new users.
- Annual Financial Information Return (FIR) completed and submitted to Ministry.

Procurement and Risk Management

- Attended a lived streamed presentation called “The Driverless Frontier” provided by Frank Cowan Company.
- Reviewed and issued on Bids & Tenders
 - RFQ-DEV-04-2018 Museum Interior Painting
 - RFO-ADMIN-01-2018 Request for Offers for the Purchase of Town Owned Land
- Reviewing the procedures and documentation of the claim process.

Taxation


- Final tax bills mailed and issued to mortgage companies mid-July 2018.
- Met with developer to review severances and apportionments with positive outcome – all supplementary tax bills paid.
- Facilitate assisting VIA rail with weekly commission reports; technical issue. July monthly commission report and documents sent to VIA.
- Final 2017 Vacant Unit Rebate processed at 35% industrial discount rate.
- Brisk housing market of new and re-sale homes.
- Festival Hydro water arrears transferred to taxes.
- July internal and external fuel billing completed.

SPENDING AND VARIANCE ANALYSIS

Capital Status Report attached.

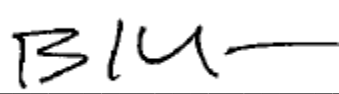
REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Town of St. Marys
Capital and Special Projects 2018
August 13, 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	X	X		RFP has been awarded
9053 - REPLACE CAMERA RECORDER	-	-	12,000	(12,000)	X						Scheduled for the Fall
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	X		IntegriBuild awarded project windows have been ordered
9107 - CAPITAL - FACILITIES LIBRARY ROOF	16,654	16,654	18,000	(1,346)	X	X	X	X	X	X	Project completed
9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	14	14	45,000	(44,986)	X	X	X	X			Adias Impex Ltd will start work on Sept 4
9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)	X	X					
9135 - CAPITAL - GUEST SERVICES DESK REBUILD	18,661	18,661	25,000	(6,339)	X	X	X	X	X	X	Project completed
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	2,126	2,126	250,000	(247,874)	X	X	X				
9146 - MOC SHOP ALARM	-	-	15,000	(15,000)	X	X	X	X			Waiting on contractor availability, ETA Fall 2018
9147 - MUSEUM INTERIOR PAINTING	-	-	25,000	(25,000)	X	X	X				Tender has been posted
9151 - TOWN HALL COUNTER AND WORKSTATION IN LOWER LEVEL	-	-	15,000	(15,000)	X	X					awaiting drawings of the work to be completed
9153 - CADZOW SPLASHPAD & PAVILION	446,999	466,999	512,000	(45,001)	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	X		Robertson Restoration scaffolding has been installed.
9210 - FIRE SMALL CAPITAL	-	-	8,000	(8,000)							Received the hose on 20 July 18.
9212 - CAPITAL - ELC RELOCATION	6,560	6,560	50,000	(43,440)							
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	3,812	3,812	100,000	(96,188)	X			X			Fall Top coat installation - ETA Sept 1 Start date
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			Planning in Progress, Fall Installation
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.	4,712	4,712	36,000	(31,288)	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	X	Completed Aug 2018
9340 - SERVICE CLUB ENTRANCES SIGNS	24,917	24,917	24,000	917	X	X	X	X	X		Signs installed, waiting on final landscaping
9341 - HILLSIDE CRT SUB DRAIN	-	-	35,000	(35,000)	X				X		Delayed , to be completed Sept 2018
9342 - SPARLING BUSH BOUNDARY MARKERS	-	-	20,000	(20,000)	X						
9343 - ELGIN ST. W- DRAIN REPAIRS	-	-	10,000	(10,000)	X				X		Completed Internally by PW with ditching bucket received in 2018 capital
9345 - MAXWELL ST. CURB REPLACEMENTS	-	-	25,000	(25,000)	X	X	X	X	X		To be included in concrete repair tender
9346 - SARINA GTT BRIDGE PAINT RAILINGS	2,279	2,279	25,000	(22,721)	X			X	X		Emily St. Overpass completed, testing sections of Sarina Bridge
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	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
9403 - LANDFILL MONITORING WELLS REPAIRS	2,603	2,603	15,000	(12,397)	X	X	X			X	Unrequired, See PW 46-2018

**Town of St. Marys
Capital and Special Projects 2018
August 13, 2018**

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9405 - WWTP SUPERNAT WELL	1,964	1,964	26,000	(24,036)	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	57,921	66,904	230,000	(163,096)	X	X	X		X		Unsuccessful in funding, See PW 39-2018
9413 - CAPITAL - LANDFILL EA & IMPROVE	7,749	7,749	220,000	(212,251)	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	274,741	285,911	307,000	(21,089)	X	X	X	X	X	X	Completed
9417 - CAPITAL - EMERGENCY POWER 728 QUEEN ST E	36,650	43,055	70,000	(26,945)	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		In-Progress
9430 - CAPITAL - WATER GENERAL	5,843	5,843	15,000	(9,157)							
9435 - CAPITAL - ADD'L WATER STORAGE	833,439	833,439	2,525,000	(1,691,561)	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)	37,076	37,076	58,000	(20,924)					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							
	2,228,714	2,286,105	6,805,000								

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 28 August 2018

Subject: FD 14-2018 August Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 14-2018 August Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of August (13 July – 10 August 2018) the Fire Department responded to 10 emergency responses most notably:

- Electrical Fire – 1 (St. Marys)
- Open Air Fires – 1 (St. Marys)
- Pre-Fire Conditions -1 (St. Marys)
- CO Alarm – 1 (St. Marys)
- Automatic Alarm – 5 (St. Marys)
- Rescue – 1 Persons trapped in an elevator (St. Marys)

The St. Marys Fire Department responded to 96 calls for service (1 January – 10 August 2018) compared to 62 emergency responses last year (1 January – 10 August 2017).

During the month of August (13 July – 10 August 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

- 0 Complaint
- 2 Follow up
- 0 Safety Concern
- 24 Routine
- 10 Closed and 4 given extensions due to delay in buying products (20 min fire protection rating)

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

Fire Chief terminated the Burn Ban in Perth South (25 July 2018).

An application was submitted for an \$11,000 grant through Jenny's Heroes to purchase a new Thermal Imaging Camera (TIC). Our current TIC is 10 years old and we have been experiencing battery problems. Batteries were replaced in the unit last year and we are experiencing the same types of issues and we will have to purchase new batteries again.

Through Jenny's Heroes Canada, the Jenny Jones Foundation is offering grants up to \$25,000 to provide safety equipment to Ontario's volunteer fire departments. Jenny's Heroes Canada's goal is to

help small, volunteer firefighter-based departments purchase gear, equipment and/or technology to assist them in providing emergency first response in their community.

A Firefighter Recruiting Package was completed by Lisa Lawrence and the Fire Chief. A Job Posting for 3 Auxiliary Firefighter positions was posted from 07 – 28 August 2018.

Fire Chief is working on a Fire Department Master Plan.

SPENDING AND VARIANCE ANALYSIS

None.

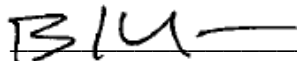
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Richard Anderson, Director of Emergency Services / Fire Chief
Date of Meeting:	28 August 2018
Subject:	FD 12-2018 Capital Budget Amendment to Purchase Power Rescue Tools

PURPOSE

The purpose of this report is to provide Council with a proposal to change spending in the Fire Department's 2018 Capital Budget. The information provided will help Council to make an informed decision regarding a Capital Budget Amendment for the purchase of Battery Operated Power Rescue Tools. This piece of equipment was forecasted to be replaced in 2019 at a cost of \$35,000 however the Chief has secured a better deal to purchase the equipment in 2018.

RECOMMENDATION

THAT FD 12-2018 Capital Budget Amendment to Purchase Power Rescue Tools be received for discussion; and

THAT Council approve an unbudgeted 2018 capital purchase of \$29,500 to replace Jaws of Life rescue tools to be funded from the Fire Capital Reserve.

BACKGROUND

The St. Marys Fire Department currently owns two sets of powered rescue tools better known as the Jaws of Life. Emergency responders often deal with emergency situations that require extricating entrapped victims. Powered rescue tools are an important resource used by emergency first responders to cut, shear, bend, or otherwise remove fixed metal obstructions to complete their rescue mission. A common example is the extrication of a trapped individual following a motor vehicle crash.

The current rescue equipment utilized by the St. Marys Fire Department inventory includes:

HURST Jaws of Life, Set 1

- Donated to the Fire Hall by the Lions Club prior to 1992
- Unit includes an engine, hydraulic hoses, cutters, spreaders and a ram
- Gas powered
- Parts are no longer available
- Recent repairs to the unit indicate that the engine is unreliable



HURST Jaws of Life, Set 2

- Received in 2008
- Unit includes an engine, hydraulic hoses, cutters, spreaders and a ram
- Gas powered



By industry standards the set donated to the Fire Hall prior to 1992 are virtually obsolete and they are required to be replaced. There are two main reasons to replace these tools — the age of the equipment and the steel technology used in modern cars. The current Jaws of Life can't cut through the steel bodies of today's automobiles, which are designed to be stronger than cars made when the Jaws of Life were purchased.

The percentage of Motor Vehicle Collisions (MVC) have been steadily rising in St. Marys over the past 10 years from 5% to 29% of our total call volume.

This equipment is in the 2019 budget at \$35K. The primary reasons to replace the rescue tools is that the current equipment needs to be replaced now and secondly that the prices are currently very competitive which could result in savings of \$10,000 which may not be available in 2019 if purchase is delayed.

Golden Hour (medicine)

The "Golden Hour", also known as golden time, refers to the period of time following a traumatic injury during which there is the highest likelihood that prompt medical and surgical treatment will prevent death.

The "Golden Hour" states that we have sixty minutes from the point of injury until we should be delivering our casualty to definitive care. It is important to understand that definitive care, for the most seriously injured, is actually the operating theatre.

Within the "Golden Hour", the technical rescue is allocated 20 minutes (or less) to stabilize, disentangle and extricate the casualty.

If the St. Marys Fire Department wants to meet our allotted 20 minutes so that patients are able to make it to the operating theater within the "Golden Hour" we need the equipment to perform our duties. If we continue to use 26 plus year old rescue equipment to try and extricate passengers from motor vehicles, knowing the use of high-strength steels and composite materials in vehicles today, can significantly challenge the effectiveness of our powered rescue tools that cut and shear is unacceptable.

REPORT

The St. Marys Fire Department requires a new set of powered rescue tools to replace the Jaws of Life that are 26 plus years old.

Recently the engine on our Jaws of Life was leaking oil from the gasket and we had to have repairs done to the unit to keep it serviceable. The technician noted that the engine was an older model and he performed maintenance on the unit and replaced gaskets hoping to provide a temporary fix until a longer term plan can be put in place.

Today a large inventory of powered rescue tools exists throughout the emergency response community. These tools are typically designed and tested according to the minimum Specifications of NFPA 1936, Standard on Powered Rescue Tools.

Beyond apparatus design, equipment manufacturers are tasked with creating equipment that is easily deployable by fewer firefighters at incident scenes. Tools being designed to address reduced staffing include hydraulic rescue tools.

Through the years, hydraulic rescue tool manufacturers have come up with a variety of setups for deploying the tools. One setup is to have the power units mounted on the trucks and the tools connected to reels. When the apparatus would pull up to the rescue scene, the operator would get the generator going, and firefighters would stretch the tools from the truck. Apparatus placement for this setup was key because to get decent power from the tool, the hydraulic line had to be a certain length. Make the line too long, and performance decreases.

Moving to all gas-powered units (which St. Marys has) solves some tool performance problems because our department was able to purchase shorter hydraulic lines. The drawback is atmospheric contaminants like exhaust become an issue for both rescuers and victims.

Bottom line is you need a number of firefighters (3-4) to deploy an engine, set up and attach hydraulic lines and two firefighters to lift and employ one tool (spreaders). The name of the game these days is to give crews tools they can deploy with a minimum number of firefighters-sometimes only one.

New Vehicle Technology

Automobile manufacturers are constantly evolving the materials they use to build cars. Improved auto manufacturing processes have resulted in the proliferation of high-strength metal alloys and composite materials. The quest for improved energy efficiency has motivated auto manufacturers to produce lighter, stronger vehicles, and the latest available vehicle models are proving to be resistant to earlier versions of powered rescue tools still in widespread use. These materials are stronger and harder than anything rescuers have seen before and can ruin tools if the Department does not improve our cache of rescue equipment. Both HURST Jaws of Life and Holmatro maintain relationships with auto manufacturers as they develop tools to meet the needs of today's rescuers and address new vehicle technology (NVT). HURST Jaws of Life engineers work closely with vehicle manufacturers to develop new tools today that meet NVT and vehicle crash standards five years out.

Holmatro has invented many innovations like their new car technology (NCT) blade geometry design and their patented iBolt were developed through testing conducted on prototype vehicles. Holmatro has had the opportunity to work at many auto racing venues which allows Holmatro insights into ultra-modern vehicle construction before it appears in passenger vehicles.

Hydraulic Innovations

The high-pressure and low-pressure tools require a hydraulic pump to pressurize the system and continuously flow fluid through the system to push the piston. While this often creates continuous higher forces as a result, applications in which accessibility is an issue may view the pump as a large bulky item to carry over long distances or in tight spaces.

Replacing a unit like this would mean an engine, hydraulic hoses, cutters, spreaders and rams. St. Marys already has such a unit that is 8 years old and would be deployed in heavy rescue situations.

The battery powered Rescue Tools that we are seeking approval to purchase would be used as a supplement to add portability to our existing rescue tool system.

The direction we wish to concentrate on is purchasing tools that match the staffing realities of our department. These tools need to be deployable by one firefighter in many cases. It's important to remember that although our department may field enough firefighters generally for vehicle rescues, it needs to be prepared that sometimes the crew won't be what is needed when the truck leaves the Fire Hall.

Having high power, low weight rescue tools would be an essential asset to our Department especially for use on those involving motor vehicles that use high-strength metal alloys and composite materials (carbon fiber) that are resistant to the use of the current generation of powered rescue tools.

Battery operated tools feature the same impressive forces of standard hydraulic tools in a self-contained platform and provide operators with the freedom to operate in battery mode or plug into a power source for continuous operation. These tools are powerful enough to stand alone as a complete rescue set or be used as a supplement to add portability to any existing rescue tool system.

Electric battery powered rescue tools offer mobility without being attached to a hydraulic hose. While electric tools have certain positive characteristics such as portability, multi-use batteries which can be replaced when they run low and another common solution is the ability to directly connect to an available electrical outlet to have a continuous flow of energy.

These new systems are quieter, which allows firefighters to hear one another. They have the same amount of power as the current hydraulic Jaws of Life tools. More importantly, the battery-operated rescue tools do not have any attached hoses, making it possible to take them a long way to the scene of an accident. If you have a vehicle a distance from the road it is virtually impossible to reach it with our hose-connected hydraulic tools.

The new equipment allows easier maneuvering for firefighters and cuts down on time and noise while extricating victims pinned in a vehicle after a crash.

Pricing

The average price range to purchase these newer electric battery operated rescue tools are \$40,000 - \$50,000, exclusive of tax.

Presently, there are no funds in the 2018 approved budget to fund this purchase. However, after review I would propose that Council approve an unbudgeted 2018 Capital purchase of a Demonstration set of battery operated power rescue tools.

I have obtained three quotes as per the Procurement By-law.

Equipment Vendors

Darch Fire (recently acquired by 1200 Degrees)

Equipment: Holmatro EVO and Greenline Series Demonstration Kit

Kit includes Cutter 5050i, Spreader 5250, Ram 4331. Each tool has two batteries and charger. The tools come with a 10 year warranty on the tool not including consumable products. The batteries come with a one year warranty and the batteries come with more than 1000 recharging cycles.



Regular price: \$42,540

SPECIAL PRICE : DEMO - 40% off: \$25,525

HST is extra

Code 4 Rescue

Equipment: Hurst eDraulics

Includes SP 555E2 spreader, S 700E2 cutter, 110V adapter, R421E2 ram, 6 batteries and 3 chargers.



Regular Price: \$46,580

SPECIAL PRICE: \$42,685

HST is extra

A.J. Stone

Equipment: Genesis Rescue System

Includes Spreader, Cutter, Ram, 6 Batteries, 3 Single bay Chargers and 1 Milwaukee Sawzall.



Regular price \$40,000 (normal selling price, not inflated MSRP. MSRP would be much higher)

SPECIAL PRICE: DEMO \$29,500

HST is extra

Purchasing a demonstration kit versus purchasing a new kit is acceptable for many reasons. A.J. Stone will honour the 10 year warranty from the date of purchase not the date it entered service. If any of the cutting blades are damaged they will replace them prior to delivery. If any of the decals are damaged they will be replaced. Other than the odd scuff or scratch we would be receiving a new set of tools.

	Genesis	Holmatro
Unit Warranty	10 Years	10 Years
Battery Warranty	3 Years	1 Year
Battery Type	Commercial Battery	Proprietary Battery
Cutter	C236	5050i
Cutter Weight	51.8 lbs	48.3 lbs
Blade Opening	7.9 in	7.2
Operating Pressure	10,000 psi	10,443 psi
Maximum Cutting Force	236,000 Lbs	212,260 lbs
Spreading Force	45,000 Lbs	Not Available
NFPA Compliant	Yes	Yes
Spreader	S53	5250
Spreader Weight	52.9 lbs	48.7 lbs
Operating Pressure	10,000 psi	10,443 psi
Spreading Distance	31.5 in	28.5
Maximum Spreading Force	26,303 lbs	21,806 lbs
Lowest Spreading Force	11,870 lbs	11,465 lbs
NFPA Compliant	Yes	Yes
Ram	21/36	4331
Ram Weight	34.6 lbs	44.3 lbs
Length Extended	35.8 in	41 in
Operating Pressure	10,000 psi	10,443 psi
Maximum Pushing Force	25,021	36,460
NFPA Compliant	Yes	Yes
Loaner tools	Yes	Yes
Long Term Product Support	Yes	Yes

Note: The Red highlighted areas indicate a better rating than the other unit in comparison. I did not include HURST products because of the vast price difference.

Should Council decide to replace the HURST Jaws of Life, Set 1, it would be prudent to consider the Genesis Rescue System for the sale price of \$29,500. The price is higher than the Holmatro EVO and Greenline Series Demonstration Kit by \$3,975 that is sold by 1200 Degrees Darch Fire.

The department's existing equipment (2008 Hurst Jaws of Life) would still be used in certain situations or perhaps as a supplement to the new battery-operated system. It would be difficult to estimate how much revenue selling the older Set of Jaws of Life would produce.

SUMMARY

In every jurisdiction a motor vehicle crash is a relatively common occurrence, and having the necessary tools to properly complete expected rescue duties is essential. Citizens of St. Marys and Perth South have a profound respect for the volunteer firefighters that perform their duties to the best of their abilities. It is imperative that the citizens of St. Marys and Perth South know that their first responders are properly equipped with powered rescue tools that provide a critical means for emergency first responders to perform their rescue mission.

Staff is recommending that Council approve an amendment to the capital budget to purchase the Genesis Rescue System Demonstration Kit for \$29,500, exclusive of applicable tax.

FINANCIAL IMPLICATIONS

The forecasted cost for the Genesis Rescue System Demonstration Kit is \$29,500. It is proposed to purchase these tools from A.J. Stone Inc.

OTHERS CONSULTED

1200 Degrees Darch Fire
Code 4 Rescue
A.J. Stone Inc.
Jim Brown Director of Finance

ATTACHMENTS

None.

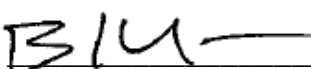
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Community Services

Date of Meeting: 28 August 2018

Subject: DCS 18-2018 August Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 18-2018 August Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services (general):

- Customer Service Development:
 - Continuing to work on PRC business plan implementation.
- Policies and Procedures:
 - Early Learning Services: Update of the Parent handbook to reflect Ministry of Education updates, as well as program practices at the child care centre with regards to the community “hub” space.
- Legislative Requirements:
 - Under new legislation, safe food handling course is being arranged for Guest Services attendants and canteen attendants.

Aquatics:

- Had a successful Drowning Prevention week of events, photos and water safety messaging was promoted through social media.
- Working on the pooch plunge logistics with the change of venue to the quarry this year.
- Partnership with London SUP continues to be strong. August youth stand up paddleboard camp was full, lessons, yoga and paddle fits are popular.
- Drafting the fall lifeguard schedule, training new staff and recruiting two more in order to run fall programs.
- Three days were allocated for the filter installation, credits were issued to group swimming lessons that were affected by this shutdown.
- Drop in lessons have been very popular, many positive comments from parents with 62 participants to date utilizing this new program.
- Junior lifeguard club has been full each session. This free program will continue into the fall under the grant obtained from Stratford-Perth Community Foundation.
- A new 8 a.m. aquafit class has been offered at the PRC, this new time has been a great addition to the schedule.
- 3,378 swimmers through the PRC pool in July.
- 4,868 swimmers through the Quarry in June/July

Guest Services:

- There is a wedding booked on August 18, both the ceremony and reception will be held at the PRC. Currently meeting with four potential wedding events for 2019.

- Ice allocation meetings have concluded and ice agreements will go out mid-August for signatures.
- Ticket ice rentals for August have been busy with an average usage of between 9-12 hours daily.
- Partnering with Above and Beyond for a bridal show in October 2018.
- Additional ice secured by Stratford Silver Nights.
- The sale of arena boards/ice logos -- all existing boards have been renewed with one additional board being purchased.

Child Care:

- Child Care Centre:
 - Working with a new child care data system, My Child Care Plus. This is a Canadian System, which has been developed to encompass the administrative requirements of child care providers. This new system will help ensure compliance with Ministry of Education administrative expectations.
- School Age:
 - Preparation of School Age Program, combining children registration information, supplies and staff training for 4 school age programs in September. Holy Name will have a new program this year. We will be adding a Kindergarten program with 13 spaces, before and after school. We will continue to operate the Grade 1 and older program with 15 spaces. Little Falls will continue to have a Kindergarten program increasing to 26 spaces for September, and a Grade 1 and older program which will remain at 30 spaces.
 - Parent Registration and Parent Information Session are continuing for families registering in the program this will allow the parents to have an opportunity to learn about the school age program and how it is an extension of children's learning.
 - Many residents who have children attending South Perth Centennial Elementary School are interested in a before and after school program hosted at South Perth Centennial. At this time we are working with families to have them attend the before and after school program at Little Falls Public School.

Recreation:

- Youth Recreation:
 - We had 5 successful weeks of Camp PRC, 2 weeks of Kitchen Camp and 1 week of Tennis Camp to date.
 - We are currently recruiting for student staff to offer new rec programs for the new school year.

Youth Services:

- Youth Centre:
 - New to the Youth Centre is private internet, this will allow the youth faster speed to surf the net and play games.
 - The Youth Centre has been open all summer and on average is getting 12 youth a day in attendance.
 - Planning for September.
- Youth Engagement:
 - Looking to setup a meeting with "Include to Improve" to discuss opportunities about our new youth council that will be launching late September.

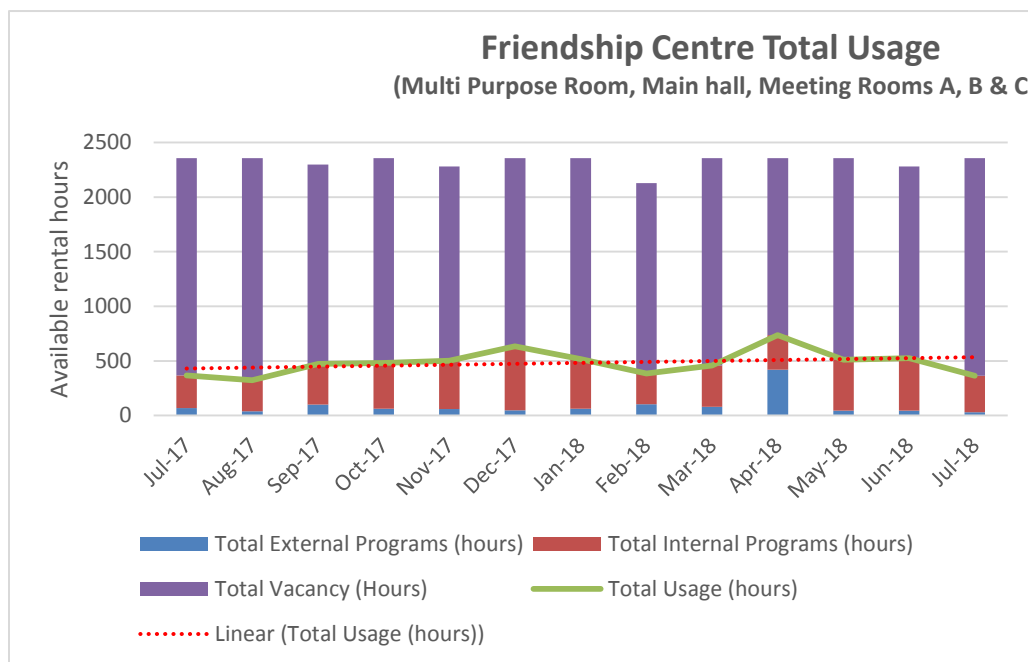
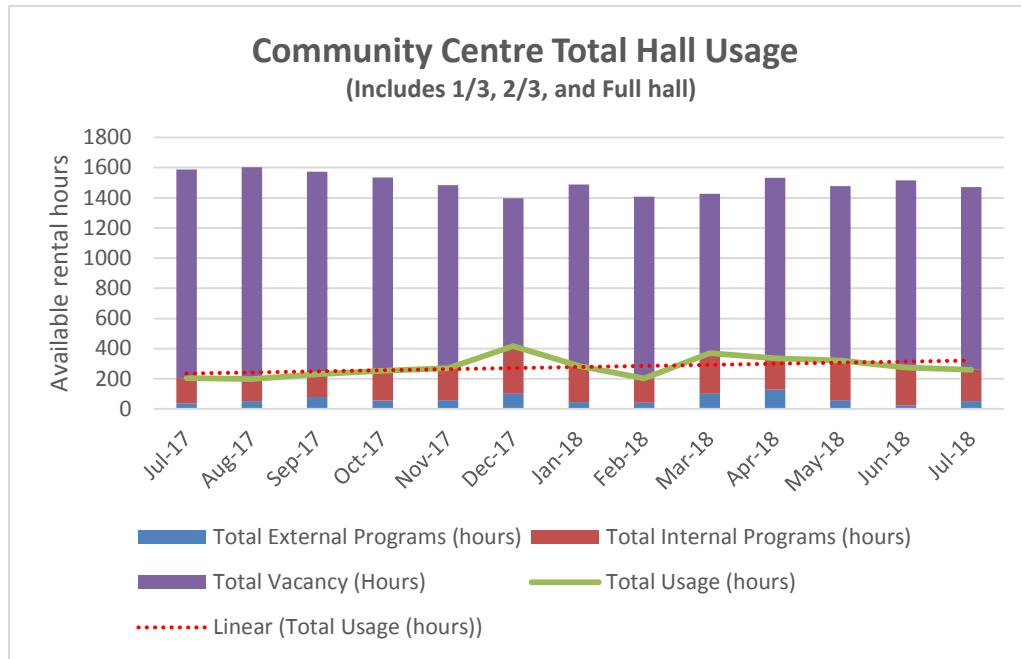
Senior Services:

- Friendship Centre:
 - Staff is working on fall programs and events. Zumba will return to the Friendship Centre this fall.

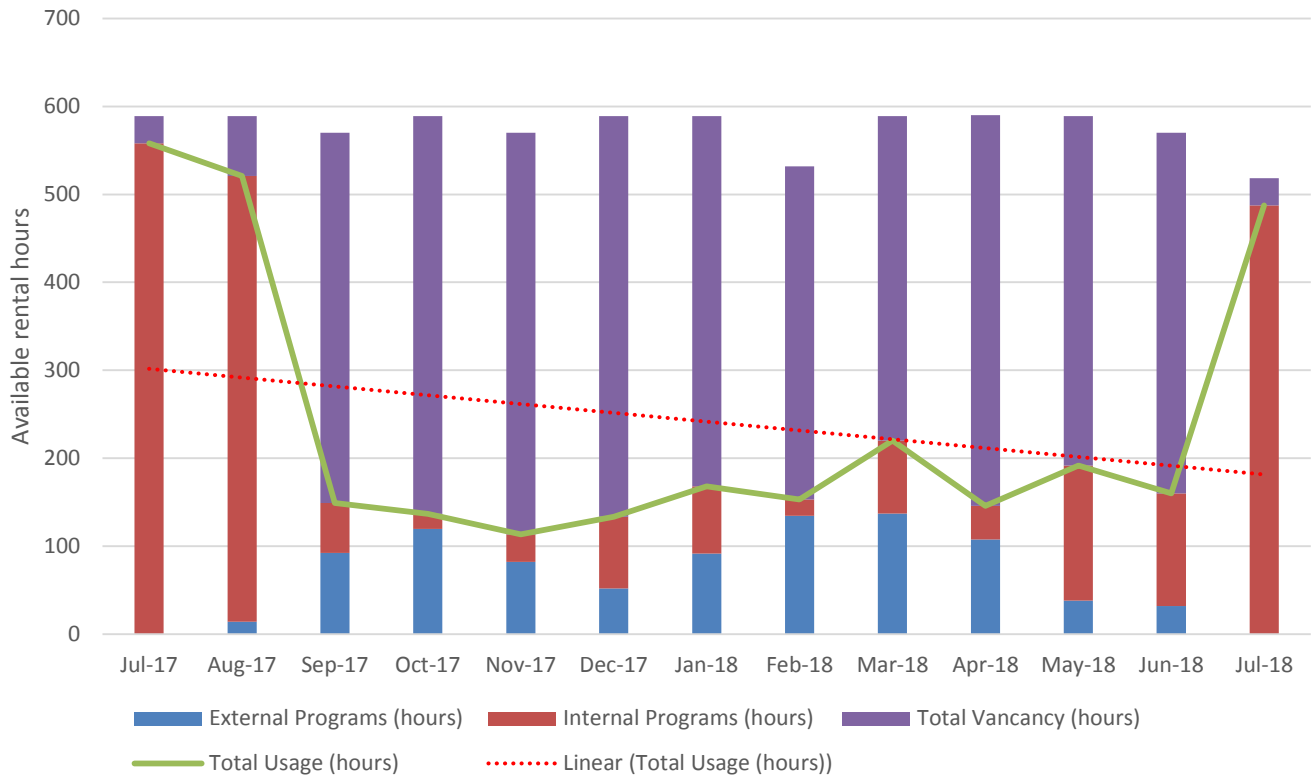
- The Friendship Centre Active Living Centre final funding report has been submitted to the Ministry of Seniors Affairs.
- Home Support Services:
 - Staff attended the Front Porch Show to promote the Senior Services programs and hosted a group fitness segment.
 - Home Support Services received a 2% base increase in LHIN funding.

SPENDING AND VARIANCE ANALYSIS

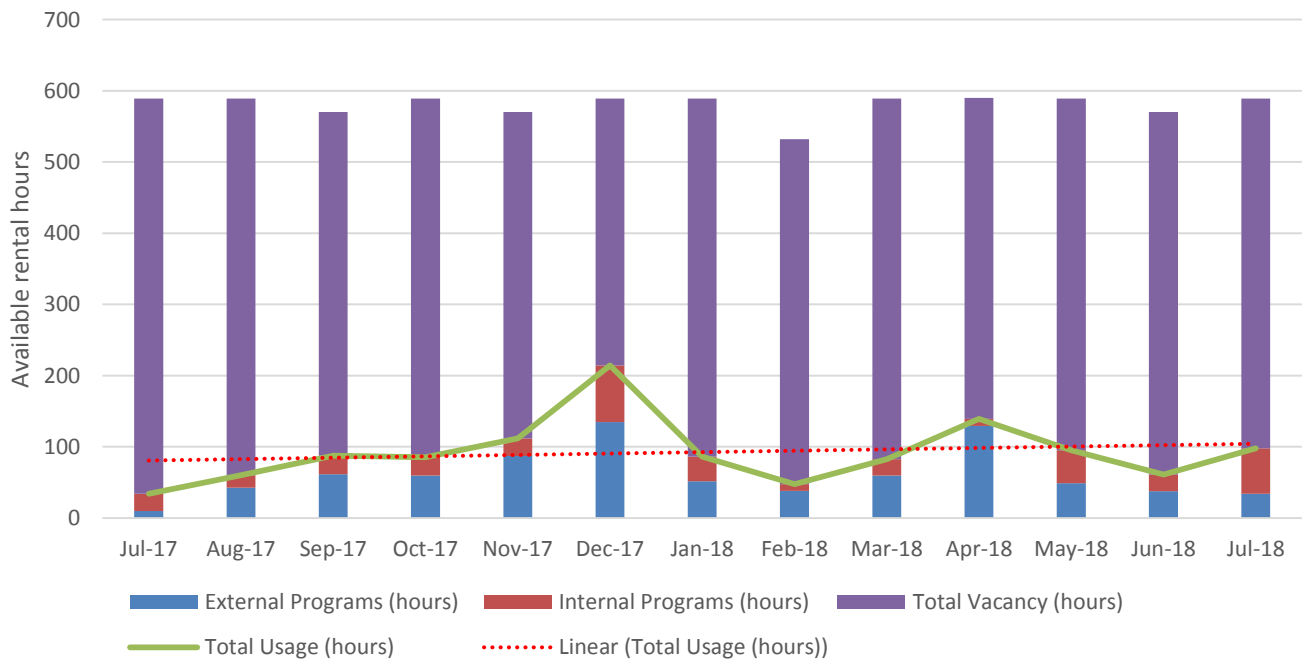
No budget variances at this time.



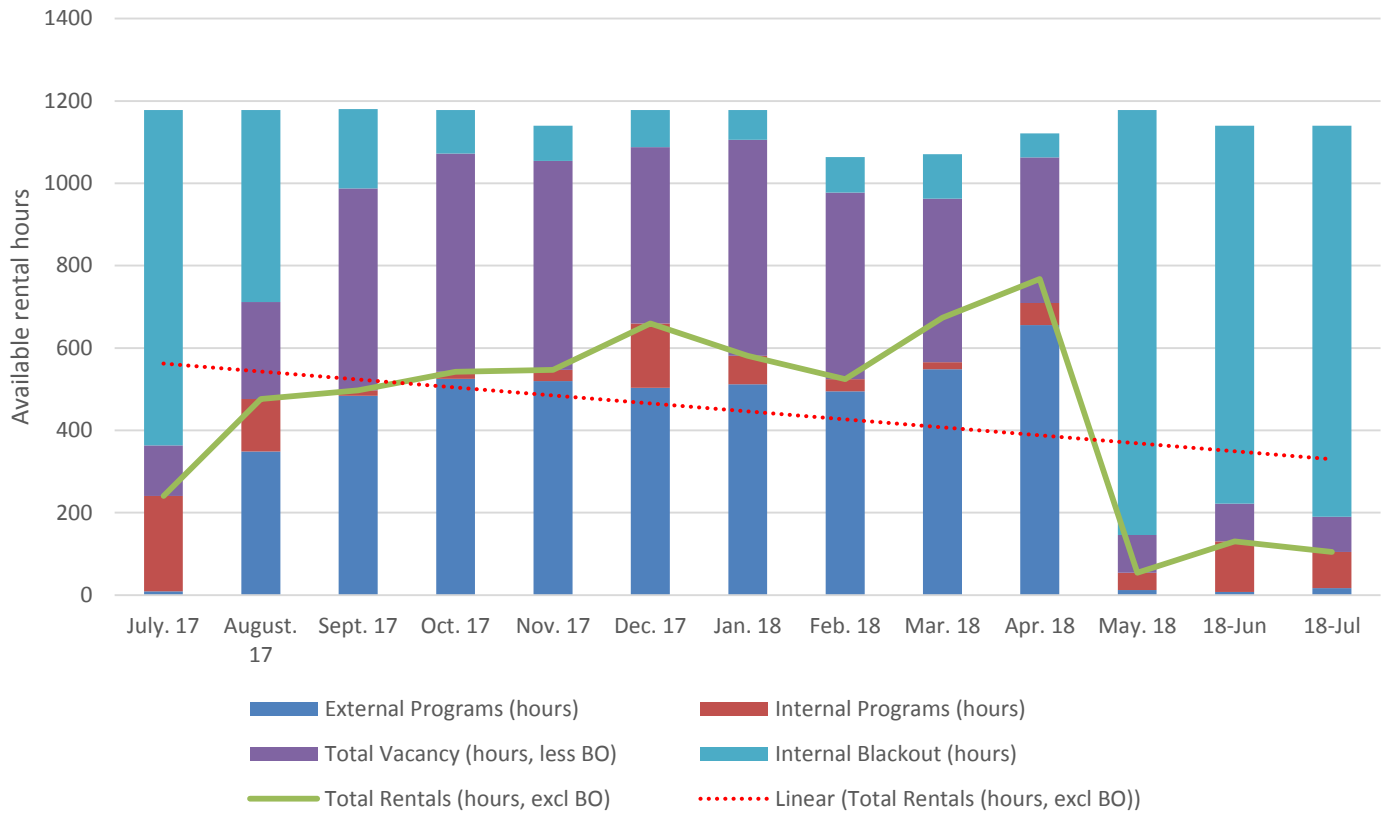
Endzone Room Total Usage



Meeting Room D Total Usage

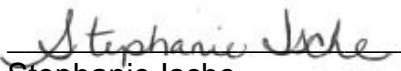


Consolidated Ice Usage - Both Rinks

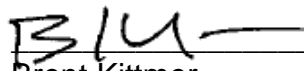


REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Public Works

Date of Meeting: 28 August 2018

Subject: PW 50-2018 August Monthly Report (Public Works)

RECOMMENDATION

THAT PW 50-2018 August Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

Water, Wastewater, Storm Water (Environmental Services)

- 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
- Water Reservoir – 55 St. George St. N
 - Ongoing
- Industrial Waste Surcharge Program
 - Meetings with Industrial Program users – ongoing
- Wastewater Inlet Works Design Project
 - 50% Design Review completed
- Supernate Well Replacement
 - Engineer retained for design, kick-off meeting completed. Detailed design to proceed through 2018.
- Water Distribution Repairs
 - Various through town, ongoing, to be completed by OCWA and Public Works for excavation services
- Water Booster Station
 - Ceiling and insulation repairs due to aggressive water leak are ongoing
 - Ceiling being upgraded to more modern resilient material

Solid Waste Collection, Management & Landfill

- 0 dust complaints – 1 odor complaints
 - Investigation completed, leachate system cleaned as per 2018 capital plan
 - Action Plan submitted to MOE representative
- Landfill Capacity – Application to request one (1) additional year of interim approval submitted
- Future Solid Waste Disposal Needs Environmental Assessment - Ongoing
- Waste Diversion report under development
- Landfill 2nd Quarter Volumes

- Between April 5, 2018 and June 30, 2018 the Landfill had 2,156 patrons (variety of e-waste, household hazardous waste, recycling, wood, brush and yard waste)
- Between January 2, 2018 – April 4, 2018 the Landfill had 1,000 patrons
- Total of 10, 603.73 tns accepted between April 5, 2018 and June 30, 2018
- Please see below for a breakdown of waste type

Waste Type	Weight (tn)	Weight (%)
<i>Brush</i>	82.66	0.78%
<i>Clean Fill</i>	8,830.30	83.28%
<i>Construction/Demo</i>	181.50	1.71%
<i>E-Waste</i>	2.12	0.02%
<i>General Recyclables</i>	4.17	0.04%
<i>Gravel</i>	9.67	0.9%
<i>Hazardous Waste (MHSW)</i>	2.40	0.02%
<i>Industrial Solid Waste</i>	824.03	7.77%
<i>Municipal Solid Waste</i>	112.07	1.06%
<i>Municipal Solid Waste – Bluewater</i>	329.65	3.11%
<i>Perth South (MHSW)</i>	8.66	0.08%
<i>Steel</i>	6.18	0.06%
<i>Wood Waste</i>	33.40	0.31%
<i>Leaf and Yard Waste</i>	176.92	1.67%
Total	10, 603.73	100%

Cemetery

- 3 traditional burials, and 3 cremations
- Sale of 1 for Columbarium & 1 traditional burial
- Started process of opening additional burial section
 - Reference plans under review
 - Water lines to be installed in 2018
 - West section , east of Charles St. entrance

General Public Works Operations –Roads & Sidewalks

- Traffic By-Law
 - Developing Designated Parking Permit System
 - Sign order placed
 - Information campaigns under development
- Service Club Sign structures and logos have been installed at town entry points
 - Four spaces remain vacant on the sign structure
 - Low Maintenance planting area to be created at base
- Sidewalk & Curb concrete repairs – ongoing
 - Maxwell St. curb ongoing
- Asphalt repairs – ongoing
- Hot patching – Pending
 - Anticipate hot patching program to begin at the end of August
 - Operator Availability due to vacation schedules
- Fall Asphalt crack seal program – planning
 - Investigate equipment rental options using internal staff
- Winter Operations Plan
 - Ongoing review of the department's winter practices
 - Ongoing research regarding AORS web portable for weather tracking to mitigate liability and reduce staff time
 - Radar signs in use for traffic counting, determination of road classification under MMS
 - New electronic weather tracking software purchased
 - Nominal cost to be absorbed into operational budgets

- MMS Complaint, develop through AORS, vast improvement over current tracking
- Setup to be completed for 2018/2019 winter season

Parks, Trails & Tree Management

- Provide picnic tables, garbage and recycling receptacles for private functions at Town parks and other locations
- Spring/Summer trails operations
 - Weekly garbage pickup and trail grooming
 - Schedule continues until after Thanksgiving weekend
- Respond and inspect tree requests made for public trees and coordinate necessary actions
- Quadrant pruning – ongoing
- Forestry Management Plan
 - Based on SPC's direction staff are developing a policy for Town trees

Engineering, Asset Management & Capital Projects

- AMP Update completed and presented to SPC
- Elgin St. W ditching completed by Public Works operators
- Junction Station municipal services installed by Public Works operators
 - Site now has municipal water & sanitary connection inside building
- 2018/2019 Floodwall repairs – Ongoing
 - Water levels low to continue grout work and repairs to the flood wall
 - Work is weather dependent, but estimated to be completed by August 22
- Pedestrian Cross Review – Ongoing
 - Study received
 - Revision to OTM Book 15 to allow for new measures for pedestrian crossovers
 - Report to council, Re: options for improvements
- Grand Trunk Trail – Railing
 - Rust & Industrial coating treatment - completed
 - Have expanded the scope to testing coatings on sections of Sarnia Bridge

Public Outreach


- Provide support for the River Rock Festival
 - Picnic tables, receptacles, install snow fencing, retrieve supplies, install lighting
- Murdoch Mysteries Filming
 - Road closures, removal of signage, covering of road lines etc.

SPENDING AND VARIANCE ANALYSIS

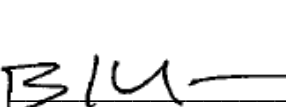
No Variances noted

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:	Jed Kelly, Director of Public Works
Date of Meeting:	28 August 2018
Subject:	PW 40-2018 Downtown Controlled Pedestrian Crosswalk Configuration

PURPOSE

Since the 2016 Queen Street reconstruction, the downtown intersections have operated in semi-activated mode. This mode of operation was recommended by a pre-construction traffic study. Since construction has been completed, traffic studies and observations have concluded that this mode of operation is effective at moving vehicular traffic through the downtown.

Pedestrians have expressed frustration that not always does pushing a PED button result in an immediate “walk signal”. During peak traffic periods, a pedestrian may have to wait up to 63 seconds to cross because the controllers queue the pedestrian cross into the next green cycle. In responding to this issue, Council has asked staff to research various options for consideration.

This report is an update to PW 02-2018 which was presented February 20, 2018. The purpose of this report is to update Council on the configuration capabilities and options for the downtown traffic controls after discussions with the cabinet controller manufacture.

RECOMMENDATION

THAT PW 40-2018 Downtown Controlled Pedestrian Crosswalk Configuration report be received; and
THAT existing semi-actuated signal timing remain in effect until traffic controllers reach existing end of service life.

BACKGROUND

At its' February 20, 2018 meeting, the Strategic Priorities Committee of Council received a report from Public Works titled PW 02-2018 Downtown Pedestrian Crosswalk Configurations (PED). The report presented information on the controlled intersections in the downtown core and the new pedestrian crosswalk features. The Strategic Priorities Committee recommended to Council and Council subsequently passed the following Resolution 2018-02-27-10:

THAT Council approves operational configuration changes to the downtown pedestrian signals as detailed in option three of report PW 02-2018, and

THAT Council approves additional site alterations to the Queen & Church North East corner as recommended by staff.

Option 3 from report PW 02-2018 Downtown Pedestrian Crosswalk Configurations was as follows:

Option 3: - Moderate Increase north – south maximum green light cycle timing

This option would allow a greater maximum cycle time for North – South PED, therefore allowing for a PED walk signal to be requested and received during an active green light up to 8 secs after light change. Staff have received numerous comments stating the intersections work fine

at night, even though the programming is identical all hours of the day. After analysis this can be attributed to the time requirement for East – West traffic being fulfilled in low traffic volume periods. During the day time the programming is receiving North – South cross request from both motorists by lane sensors and pedestrians while trying to return priority to East – West on Queen for a fixed period to clear vehicle storage in the core. This timing during high traffic period is leaving pedestrians feeling that the system is broken as PED signal lights do not change immediately even if the green light is active in the requested direction. A slight modification to the maximum allowable green time of 3 seconds would allow a Pedestrian to request a walk via the button up to 8 seconds of a green light cycle. This might elevate some of the concerns raised by residents, keep traffic moving smoothly and allow the intersections to remain in semi-actuated mode for future expansion considerations.

Staff have since discussed the preferred alternative with the cabinet control manufacturer and received further detail on the functional capabilities of the traffic control program.

REPORT

Prior to the 2019 Queen Street reconstruction, the controlled intersections at Water St., Wellington St., and Church St. operated with traffic lights running on fixed timing during the day and on a flash mode during the night (11pm-7am). These intersections were operated without pedestrian crossing signals. The Water St. and Wellington St. intersections were operated by a single traffic control cabinet and appeared to be synchronized with each other but were actually just running a parallel configuration as there was only one control and power source for both intersections. This was done as a budget saving measure at the time by reducing the number of required traffic controller cabinets. It also assisted in the signal timing pattern that allowed vehicle storage in the downtown to clear rapidly.

As a part of the design process for the Queen Street reconstruction a traffic count and analysis was conducted by B.M. Ross was commissioned in late 2015 to review existing traffic patterns, and to determine the preferred design for controlling intersections to accommodate the Town's future growth. The traffic study concluded that the historic fixed timed traffic mode would not satisfy traffic conditions as the Town grows and traffic volumes increase in the future.

To accommodate future growth, a custom timing and traffic control programme was developed by a traffic analysis consultant using the 2015 data. The new system relies on semi actuation to queue north – south crossings for both vehicular and pedestrian traffic, and all intersections are controlled by their own controller.

As detailed in PW 02-2018 there is a perceived issue of downtown pedestrian crosswalk configurations from the 2016 reconstruction project in regards to new signal timing plans. The common comment received from the public is that;

“The PED cross request button does not activate the walk symbol immediately when the traffic light is already green.”

The root of this issue is that the intersections in the downtown core functioned for over 30 plus years without any pedestrian signal control elements. Residents were accustomed to crossing the intersections on a green light without the need to press a PED button.

Now that PED signals are in place, the *Highway Traffic Act* (HTA) sets out that pedestrians do not have a right of way when crossing the roadway unless a PED signal is present and indicating walk. Crossing a PED crosswalk with a “Don't Walk” displayed is in violation of the HTA. Although the HTA does not specifically layout how to program traffic signal controller timing or specific operational patterns, the goal of any timing plan is to ensure the safe and efficient movement of traffic throughout the road network.

Staff anticipated a transition period as pedestrians became familiarized with the new control features. As first step to help resolve, the concerns of the public staff implemented a communication plan to educate the public about how to use the upgraded intersection controls and have observed residents progressive transition to instinctively use the PED buttons to call for a walk signal. Knowledge of how

the intersections is expected to improve with time and as more accessible pedestrian crossings are installed throughout Ontario.

As a second step to help resolve the public's concerns, a traffic count study was redone after construction in the late spring of 2017, traffic volumes showed some moderate increase in traffic but did not warrant any changes to signal timing. Currently, staff have observed that the intersections seem to function well and keep traffic flowing efficiently through the core area.

Finally, staff also received direction from Council to adjust timing, but ran into difficulty during implementation. Staff originally reviewed timing plans with traffic consulting and installation professionals, ultimately seeking technical guidance from the cabinet controller manufacture, as some conflicts in controller capabilities existed.

Initially staff investigated why the walk signals would not activate immediately when an active green light is displayed for the desired direction of pedestrian movement. After reviewing the timing plan with the installation and support vendor the issue was initially thought to be attributed to the fixed maximum time parameter for a green light for North – South crossings as there is no priority override feature for PED crossing.

In short, the controllers cannot accommodate a PED cross request during an active green cycle if there is already a request from the other direction. This is a technical limitation of the existing level of programming sophistication of traffic controllers. With the intersections being semi-actuated, the system automatically makes a cycle request for Queen St. as soon as the N-S green cycle starts. This is a physical limitation of the control hardware and cannot be adjusted through end user programming.

Possible Alternatives to Consider:

Staff believe that the Town has exhausted its research into this issue. As noted, in discussions with the manufacture this has been determined that an automatic pedestrian walk signal override is not possible due a technical limitation of the existing controller's programming capabilities.

Due to the lack of an override, pedestrians may have to wait until the next light cycle to cross if they have called for a cross. In some cases, this may mean a wait of up to a maximum of 63 seconds during peak traffic periods.

Council has asked staff for a number of options to review so that they can consider if they wish to act to resolve this concern. Below are a number of options to consider.

Option 1: Installation of East – West vehicle sensors, converting intersections to fully activated

Changing the intersections to “fully activated” may alleviate some concerns of a perceived long wait to cross the road.

This option would increase the priority for N-S traffic to cycle the lights, but would not increase a pedestrian's priority. The perceived reduced wait would result from approaching N-S traffic triggering the lights to cycle more often during peak traffic times.

This option would require new vehicle sensors installed into traffic and turn lanes as well as support cable for synchronization to maintain Queen St which. This option was not considered as initial investigation determined capital requirements would be extensive as installation of additional sensors and cabling would be quite intrusive to new installed infrastructure.

Council could consider implementing this option immediately. Alternatively, this option could be investigated after the useful life of the controller cabinets has been reached and additional residential development in the northern part of Town has been established.

Option 2: Existing configuration to remain as Semi-Activated (“do nothing approach”)

Semi activated intersections are commonly used in traffic planning when one road has higher road classification than the intersecting road. Semi activated intersections can be installed and maintained for lower costs than fully activated systems as they require less supporting infrastructure.

However, and as noted, pedestrians have expressed frustration that not always does pushing a PED button result in an immediate “walk signal”. During peak traffic volume periods maximum wait time for a pedestrian crossing signal at any intersection would not be more than 63 seconds. In non-peak periods, the expected wait period is reduced as traffic volumes from north and south lower during off peak periods.

Staff have received the comment that “*the intersections perform well during low traffic periods*”, appearing to respond to PED calls almost immediately. This can be attributed to the resting green or prioritization of Queen St. time requirements being met. Simply put, the controllers will schedule a cross immediately if Queen St. has already received the minimum of 35 seconds of green signal.

From a traffic flow standpoint, all intersections conform to geometric design guidelines, and function within the requirements of the HTA. Since the reconstruction the Town has completed traffic counts in 2017 and 2018. Traffic counts suggest slightly more industrial traffic than previously observed in 2015. This is to be expected as the Town’s commercial and industrial base grows. Observations indicate that the intersections are functioning well to move vehicular traffic, with no significant traffic congestion noted since the 2016 upgrade.

Overall, the design solution of implementing semi actuation for north and south bound traffic seems to be a sufficient replacement for the legacy fixed time and nightly flash modes while continuing to provide Queen St. prioritization. When compared to the former timed mode operation, the intersections are more efficient than the legacy fixed timed mode and this this is accomplished with shorter north – south green.

Semi-actuation allows the Town to grow and maintain traffic flow while accommodating both pedestrian and vehicular traffic. Queued vehicle storage in the core cannot be increased as the physical space of the right of way is fixed due to proximity of buildings and the desire to maintain on-street parking. Queen St. is the only continuous east – west corridor through town, effectively leaving signal timing as the only available option to increase traffic capacity.

Option 3: Abandon the PED request buttons and put the PED signal controls and traffic control lighting back into fixed time with auto recall mode.

Auto recall is an industry term for cycling walk symbols with green lights. This configuration has been employed throughout municipalities in Ontario for many years as it was a low cost way of implementing PED signalling without additional supporting PED request infrastructure.

A possible option to consider to resolve the public concerns of long wait times for pedestrians to cross is to return to fixed time intersections as was the pre-2016 norm. It should also be noted that neither the synchronization of the Water St. / Queen St. & Wellington St. / Queen St. intersections, nor the nightly flash mode are possible with the current infrastructure. These functions of the old traffic control cabinets made the previous auto-recall condition somewhat tolerable but are not available with the new system.

The advantage of reverting to fixed timed mode is that the public concern about wait times would be immediately resolved. A pedestrian would receive a “walk” symbol as soon as a light turned green.

The traffic study that recommended that was completed as a part of the Queen Street reconstruction recommended semi-activate lights because the Town’s traffic volumes have grown to the point where this is the most efficient solution to move traffic through the core. If the Town were to revert to fixed time mode there is a risk of an immediate negative impact on traffic congestion during peak periods in the downtown. Given the current traffic volumes, timed mode would not move traffic through the core efficiently enough. As the Town, and in particular the north ward, grows and expands, the risk of timed mode lights is that congestion would progressively get worse over the long term with increased traffic loading.

With the forecasted growth in the town and the corresponding growth in traffic, the option to revert to fixed time lights should not be viewed as a permanent solution. If the decision was to revert to fixed time lights Council should be aware that at some point the town will need to revert to semi-activated

signalization. At some later point in the future, growth will likely dictate a need to move to fully activated intersections.

SUMMARY

Council requested a post-construction review of the operation of the downtown intersections, specifically PED and traffic signal timing to respond to the public's concerns about wait times to cross intersections. As noted, during peak traffic a pedestrian may have to wait up to 63 seconds to cross.

After the review and report to the Strategic Priorities Committee, staff attempted to have the traffic control programming adjusted. Technicians ran into difficulty in implementation which led to discussions with the manufacture control cabinet support team.

Through discussions with the traffic signal controller provider, it was determined that given the current installation only two alternatives would be available in the short term to address PED signaling without extensive modifications:

Option 2: Existing timing configuration to remain: Semi-Activation for North South with Queen St. Prioritization

Pros:

- Recommended configuration through traffic study.
- Traffic flowing well with new timing, confirmed by post-construction traffic studies.
- Will allow the Town to grow for many years.
 - Vehicular capacity in the core has increased by shortened green signal times through lane detectors
- More efficient than fixed timing plan
 - Timing trimmed for vehicular traffic when possible
 - Is scalable for longer term growth

Cons:

- Wait time for PED signal remains (Max 63 second wait time depending on traffic volumes)

Option 3: Fixed Timing with Auto recall of PED Signals: No traffic sensors used, lights would operate independently on fixed phase timing similar to pre-2016 operation

Pros:

- PED response follows green signal
- No wait time to cross

Cons:

- Not as efficient, every green cycle is extended to match required PED crossing cycle time
- Does not scale well or maintain Queen St. prioritization
- Expected congestion during peak periods
- Issues with winter and truck traffic without maintaining prioritization of Queen
 - Likely will lead to more trucks coming to complete stop overnight at every intersection
- Synchronization of intersections not possible with current configuration

- Legacy pairing of Water St. / Queen St. & Wellington St. / Queen St. gave illusion of sync.

One of the primary goals of any road authority is to provide a safe and effective road transportation network for pedestrians and motorists. It should be noted that no road design elements can account for the careless driver or impatient pedestrian. Design elements can only assist reasonable drivers and pedestrians with an average skillset.

Staff have reviewed all contributing factors such as accessibility design guidelines, geometric design guidelines, programming capabilities, design speeds, commissioned traffic study, 3 traffic count studies (1 pre and 2 post), and physical limitations of the road allowance. Staff are of the opinion that although the semi activation is a shift for local residents it does accomplish overall improvements given several limiting factors. In staff opinion a maximum wait time of 63 seconds for pedestrian traffic during peaks is acceptable given the positive aspects far outweigh the negative aspects outlined above.

Staff recommend not moving away from the semi-actuation for traffic timing. This mode of traffic operation was recommended and confirmed through traffic studies pre and post construction, and will accommodate the Town's forecasted increase in traffic growth due to development. The traffic study has also specifically noted that fixed mode will not be able to accommodate the Town in the future as traffic volumes increase.

FINANCIAL IMPLICATIONS

There are no direct financial implications to the Town, however if intersection operation was shifted to fixed mode timing, negative impacts to local industrial and commercial traffic would be negatively affected during peak hours.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

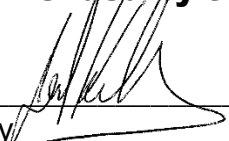
Norm Kelly, Green Light Traffic Solutions
Chris Pate, Trafficware Group
Jason Ropp, EARTH Corp

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department




Jed Kelly
Director of Public Works



Jeff Wolfe
Asset Management/Engineering Specialist

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Morgan Dykstra, Public Works Coordinator

Date of Meeting: 28 August 2018

Subject: **PW 49-2018 Service Club Application**

PURPOSE

To present an application submitted by the St. James Masonic Lodge seeking approval to install their Service Club's logo on the Town's four Service Club Sign structures.

RECOMMENDATION

THAT PW 49-2018 Service Club Sign Application be received; and

THAT Council approve the St. James Masonic Lodge'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 ten (10) 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
- Army, Navy and Air Force Veterans in Canada

The sign structures have been installed and most of the service club's logos have been appended to the structure. Staff are awaiting signs from some of the clubs.

REPORT

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

The definition is as follows:

"A not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis, and Lions Service Clubs."

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

The following information has been pulled from the submitted application for Council's consideration.

Applicant	Form Completed	Charity No.	Years of Service	Contribution to Town
St. James Masonic Lodge	Yes	N/A	150	<ul style="list-style-type: none">• Provide scholarships for students attending St. Marys DCVI• Organize community events such as barbeques and parades• Fundraise for a variety of causes that benefit St. Marys residents• Provide funding to the Shriner's hospital• Privately assist individuals within the community

SUMMARY

Service Club Sign structures have been installed at Town entry points. The structures will support 15 Service Club logos. Council has already approved ten logos, and the approval of the St. James Masonic Lodge will bring the total to eleven logos. If approved the sign structures will have four remaining spaces.

The St. James Masonic Lodge has provided information regarding initiatives they have undertaken to provide support to the community through fundraising, donations or holding events. It is staff's recommendation the St. James Masonic Lodge'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 for a total of \$300.00 for four signs.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

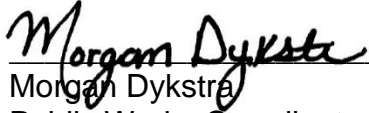
None.

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department

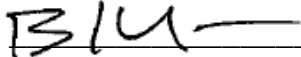


Morgan Dykstra
Public Works Coordinator


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:	28 August 2018
Subject:	PW 51-2018 Release of Agreement From Title – Sanitary Sewer Forcemain for 20 Thames Road North

PURPOSE

This report presents information to Council regarding a historical Agreement, registered on title (No. 166569) between the Town and the property at 20 Thames Road North related to a sanitary sewer forcemain connection, and the proposed approval by the Town for release of this Agreement.

RECOMMENDATION

THAT PW 51-2018 Release of Agreement from Title – Sanitary Sewer Forcemain for 20 Thames Rd North be received; and

THAT Council direct staff to authorize the release from title of the Municipal Sewer Agreement for 20 Thames Road North.

BACKGROUND

In 1973, an Agreement was entered between the Town of St. Marys (Town) and Golden Yolk Eggs Limited (Company) regarding the facility at 20 Thames Road North in St. Marys, ON and the sanitary sewer connection for said facility.

Due to the limited availability of sanitary sewers in the west ward at the time, a sanitary force main was installed from the property to the municipal sanitary collection system at Queen Street West and Carrall Street. The forcemain extended from 20 Thames Road North along the east side of Thames Road to Queen Street West and then along the North side of the travelled portion of Queen Street West to Carrall Street.

The Agreement specified the operations, maintenance and costing conditions for the forcemain.

REPORT

On August 8, 2018, Public Works staff were notified of a request for compliance report for 20 Thames Road North in St. Marys, ON. One of the items identified during this process was an Agreement from 1973 (attached) regarding the above noted sanitary forcemain connection and its continued relevance.

In the late 1990's, the west ward sanitary sewers were expanded, and included the service of Thames Road North which allowed the property to discharge to Thames Road instead of continuing to use the forcemain to Carrall Street.

The expansion of the west ward sanitary sewers at this time rendered the Agreement obsolete and would permit the release of the Agreement from title.

Staff is seeking approval from Council to authorize the release of this Agreement from Title, and subsequent termination.

SUMMARY

Based on the information detailed herein, and readily available, Staff's position is that the Agreement is in relation to a historical sanitary connection that pre-dated the west-end gravity based sanitary servicing and original sanitary force main described in the agreement has long been abandon. The Agreement no longer depicts the current sanitary connection for the property and as such, is no longer warranted.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Jed Kelly, Director of Public Works

Jeff Wolfe, Asset Management and Engineering Specialist

ATTACHMENTS

Attachment No. 1- Municipal Sewer Agreement

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

166569

DATED: January 17th, A.D. 1973.

THE CORPORATION OF THE TOWN
OF ST. MARYS

- AND -

GOLDEN YOLK EGGS LIMITED

Address: 20 Thames Street,
St. Marys, Ontario.

A G R E E M E N T

PROPERTY OF THE
REGISTRY OFFICE

Messrs. Riddell, Mountain, Jarvis, Nitchell,
Hill & Nonteith,
Barristers & Solicitors,
51 Albert Street,
Stratford, Ontario.

I certify that the within instrument is registered in
the Registry Office for the Registry Division of Perth,
at 9.47...o'clock A.M.

on the 20 MAR 1973

As No. 166569

Deborah P. Cameron
REGISTRAR.
E.

Abstr.	19/Thames
Alph. Index	
Microfilm	✓
Reg. Fee	10.00
Land Tax	
This Document is the property of the Registry Office, and is to be kept in the	

166569

THIS AGREEMENT made (in duplicate) this
17th day of January, 1973.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS
herein called the "TOWN"

AND:

OF THE FIRST PART

GOLDEN YOLK EGGS LIMITED, a company
incorporated pursuant to the laws of the
Province of Ontario, having its Head Office,
in the Town of St. Marys, County of Perth,
herein called the "COMPANY"

OF THE SECOND PART

WHEREAS the Company maintains its business office at 20 Thames
Street, in the Town of St. Marys, which is more particularly
described in Schedule "A" hereto;

AND WHEREAS the Company has requested permission from the Town to
connect a sanitary sewer from the Company's business premises to the
municipal sewers and has completed the installation of such sewer;

AND WHEREAS the Municipal Council of the Town deems it in the public
interest that the Town should enter into an agreement with the Company
to permit the connection of the said sanitary sewer and to provide a
method for the collection of a sanitary sewage service rate.

NOW THEREFORE the parties for the considerations hereinafter expressed
covenant and agree as follows:

1. The Company and the Town have jointly prepared a set of
specifications for a sanitary sewer service for the Company's
business premises which specifications show the location of a pump
within a sump on the lands of the Company, a sewer lateral on the
lands of the Company to the lands of the Town on the Thames Concession
Road, a sanitary sewer line along the East side of the travelled
portion of the Thames Concession Road to its intersection with
Queen Street and a sanitary sewer line on the North side of the
travelled portion of Queen Street to the intersection of Carroll
and the connection of the said sanitary sewer to the sanitary sewer
manhole at the intersection of Queen and Carroll Streets. The
parties have previously agreed upon a contract for the installation

WHEREAS by By-law 20-73 registered in the Registry Office for the Registry Division of
the County of Perth on the 20th day of March, A.D. 1973 as Number 166568
the Corporation of the Town of St. Marys authorized the within Agreement.

of the said sewer connection line which contract was acceptable to the parties hereto and was entered into between the Company and a contractor. During the course of construction the Town has had the right to inspect all of the work to ensure that all terms of the contract and of the specifications are fully complied with by the contractor. The Town agrees that it will at its sole expense restore Queen Street and repave the same. The Company agrees that it will restore any underground service which is disrupted as a result of this construction apart from any service on the travelled portion of the road and that it will restore the surface of the ground along the line of construction apart from the surface of the travelled portion of the road. The parties further agree that these restoration works shall be carried out as soon as may be done having regard to the weather and the state of compaction of the sewer trench.

2. The Town covenants and agrees with the Company that the said sanitary sewer where it exists on the road allowance for Queen Street shall be conclusively deemed to be a private sewer belonging to the Company and the Town covenants and agrees that no other person will be given permission by the Town to enter the said sewer without the consent and concurrence of the Company first had and obtained. The parties further agree that the Company has the right at its sole expense to enter upon Town property along the Thames Concession Road and Queen Street from time to time to repair, restore, maintain, improve or remove the said sewer line, or any part thereof, and the Company further covenants that in any such event it will at its own expense be entirely responsible for the restoration of any underground work disturbed by such entering upon and will also, at its own expense, restore the surface to the condition in which it was prior to the commencement of such work.

3. The Company covenants and agrees with the Town that it will indemnify and save the Town harmless from all actions or causes of action which have arisen, or which might at any time

hereafter arise in connection with the said sewer except with respect to any cause of action the Company might have against the Town. This covenant shall continue during the ownership of the said sewer by the Company.

4. The Company covenants and agrees with the Town that the Town may impose a mill levy upon the lands and buildings of the Company in the same manner and to the same extent as all other lands in the Town have a charge levied with respect to sewage treatment and provided that such levy is approved by The Ontario Municipal Board. The Company further agrees with the Town that it will pay an industrial waste sewage surcharge based on the formula set forth in Schedule "B" hereto.

5. The parties further covenant and agree that this agreement shall not be binding upon them or either of them until its terms and conditions have been approved by the Ministry of the Environment of the Province of Ontario.

6. The parties further covenant and agree that the terms and conditions hereof shall be binding upon and enure to the benefit of the parties and their successors or assigns and further agree that this agreement may be amended from time to time by the mutual consent of the parties.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals duly attested by the hands of their proper officers in that behalf.

SIGNED, SEALED AND DELIVERED)

In the presence of:)

THE CORPORATION OF THE TOWN OF
ST. MARKS

George Baer
MAYOR

John J. ...
CLERK

GOLDEN YOLK EGGS LIMITED

Henry J. ...
PRESIDENT

Clarence ...
SECRETARY

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Town of St. Marys, in the County of Perth and Province of Ontario and being composed of a part of Lot 19, Thames Concession of the Township of Blanshard, now in the Town of St. Marys and being more particularly described as follows:

PREMISING that the Southerly limit of Lot 19 has a bearing of North 83 degrees 12 minutes East and relating all bearings thereto and

COMMENCING at a point in Lot 19, which point may be located by beginning at the South-westerly corner of the said Lot;

THENCE North 83 degrees 12 minutes East along the Southerly limit of the Lot a distance of 714.57 feet;

THENCE North 7 degrees 04 minutes West, 363.0 feet to the point of commencement of the herein described parcel of land;

THENCE North 7 degrees 04 minutes West, 417.78 feet more or less to the Southerly limit of the right-of-way of the Canadian National Railways;

THENCE South 69 degrees 17 minutes 30 seconds West along the Southerly limit of the said railway right-of-way a distance of 733.96 feet more or less to the westerly limit of the Lot;

THENCE South 6 degrees 56 minutes 30 seconds East along the Westerly limit of the Lot a distance of 241.36 feet more or less to a point, which point is distant 363.0 feet northerly from the south westerly corner of the Lot;

THENCE North 83 degrees 12 minutes East parallel to the Southerly limit of the Lot a distance of 713.78 feet more or less to the point of commencement.

SCHEDULE "B"

INDUSTRIAL WASTE SURCHARGE FORMULA
FOR USE IN THE TOWN OF ST. MARYS

Industrial Waste Sewage Service Rate Formula
to be Used:

$$T = R (1 + F)$$

Where:

T = Industrial waste sewage service rate to be applied
to an industry discharging wastes to a principal
sewer in dollars per 1000 gallons

R = Current Town's sewage service rate assessed by the
Town in dollars per 1000 gallons. At the present
time this sewage service rate amounts, we believe,
to 37 cents per 1000 gallons

F = Surcharge factor

Determination of F the surcharge factor

$$F = \frac{\frac{Bw - 300}{300} + \frac{Sw - 350}{350} + \frac{Gw - 100}{100}}{3}$$

Where:

Bw = BOD₅ concentration in waste in mg/l or 300,
whichever is greater.

Sw = Suspended solids concentration in waste mg/l or 350,
whichever is greater

Gw = Concentration of grease of animal or vegetable origin
in mg/l or 100, whichever is greater.

EXAMPLE OF THE CALCULATION OF AN
INDUSTRIAL WASTE SEWAGE SERVICE
RATE TO BE APPLIED TO GOLDEN YOLK EGGS LIMITED

Assumptions:

- (a) Water consumption: 2500 gallons per day
- (b) Waste flow to sewers per year, assuming 95% of water
consumed is discharged
 $= 2500 \times 365 \times .95 = 867,000$ gallons
- (c) BOD of waste without passing through septic tank = 8500 mg/l
- (d) BOD of waste after passing through septic tank = 4200 mg/l
- (e) Suspended solids of waste before passing through septic
tank = 2700 mg/l
- (f) Suspended solids of waste after passing through septic
tank = 1400 mg/l

SCHEDULE "B"

(cont'd)

(g) Grease of animal or vegetable origin in waste - Nil

CASE 1: SERVICE RATE APPLIED TO RAW WASTE WITH SEPTIC TANK

$$F = \frac{4200 - 300 + 1400 - 350}{3} = \frac{13 + 3}{3} = \underline{5.33}$$

$$I = R(1 + 5.33) = 6.33R = 6.33 \times 37 \text{ cents}$$

or \$2.342 per 1000 gallons

**Board of Directors Meeting Highlights
Held on August 17, 2018 at 9:00 AM
at the MRF Board Room**



Supplies Price Increase

The Association makes every effort to keep costs down in all aspects of its operations to provide the best value to its membership. One such area is the cost of our supplies to provide the services we offer. We have maintained our prices low as long as we could, unfortunately the recent rise in the oil prices and the drop in exchange rates is forcing us to adjust pricing on some of our supplies to keep up with our landed costs.

Effective immediately, our supplies prices will be as followed:

- Blue Boxes \$10 each
- Office Boxes \$10 each
- Rolls of 45 Gallon bags \$5 per roll of 10 bags
- Green Cones \$135 each

Note that we no longer sell any barrels and composters.

Wheelie bins are also generally not sold to anyone. The replacement cost for wheelie bins where flagrant abuse is determined is \$75 each and subject to a delivery/replacement charge.

Cap-and-Trade Update

The newly elected provincial government intends to end the current cap-and-trade program.

On July 3, 2018, Ontario Regulation 386/18 was passed revoking Ontario Regulation 144/16: The Cap and Trade program and prohibiting Ontario Cap and Trade registered participants from purchasing, selling, trading or otherwise dealing with emissions allowances and credits.

A news release from the Office of the Premier is available through this link.

Union Gas will continue to work with the Ontario Energy Board (OEB) and government to understand how cap and trade is being wound down and to remove cap-and-trade charges from customer bills. At this time, cap-and-trade charges will remain on the bill until direction is received from the OEB to remove the charges. We will provide notice once additional details are known.

Green Commercial Vehicle Program

Ontario has cancelled the cap and trade program. Given the Green Commercial Vehicle Program (GCVP) is funded through cap and trade proceeds, this program is now closed.

Only applicants that received a confirmation letter from the ministry on or before July 3, 2018 are eligible for the incentive.

Applicants who have received a confirmation letter will have six months from the date of their confirmation letter for the final purchase, registration, plating and insurance requirements to be fulfilled and all required documentation submitted. The Association successfully received over \$40,000 in funding.

Safety concerns grow as more contaminants appear in recycling wheelie bins

Concerns for the safety of our employees are growing due to various contaminants — including needles, axes and chainsaws — thrown into the blue recycling bins.

Although a lot of items have a recycling symbol on them, that doesn't mean all of them can be placed in the blue bins. Some require special handling.

“Wish-cycling” is innocently throwing items into the blue bin in an effort to recycle.

Incorrectly placed items may not be recycled at all.

Unfortunately, when it does come to us, most of that material doesn't go to the correct recycling places; it does end up in the landfill.

Improper items thrown into the blue bins can potentially cause harm to the facility and its employees. For example, a serious fire at the beginning of May was started by a rechargeable lithium-ion battery.

All employees go through rigorous training before going on the line, and wear safety equipment at all times. However, when the items are small, like needles, they can fall through and become harder to see, potentially causing injuries.

Only printed paper and packaging are accepted in the blue bins.

Going beyond the mechanical recycling limits of plastics

Leading plastics, chemical and refining company LyondellBasell is exploring how to advance the chemical recycling of plastic materials together with the Karlsruhe Institute of Technology, based in Germany.

The focus of partnership between LyondellBasell and the Karlsruhe Institute of Technology (KIT) is to develop a new catalyst and process technology to decompose post-consumer plastic waste, such as packaging into monomers for reuse in polymerisation processes. The collaboration is also meant to address a ‘growing need’ for improving the sustainability profile of high-quality plastics in Europe.

In recent years, KIT has developed an innovative technology to realise the thermal conversion of complex organic feedstock. ‘Now the goal is to develop a high efficiency and clean plastic depolymerisation process, through catalyst innovation, to transform plastic waste back to the chemical building blocks,’ reports Massimo Covezzi, senior vice president of research & development at LyondellBasell.

‘Introducing LyondellBasell’s advanced catalysts to our process will greatly improve depolymerisation efficiency for polyolefin waste,’ according to Hans Leibold from KIT’s Institute for Technical Chemistry.

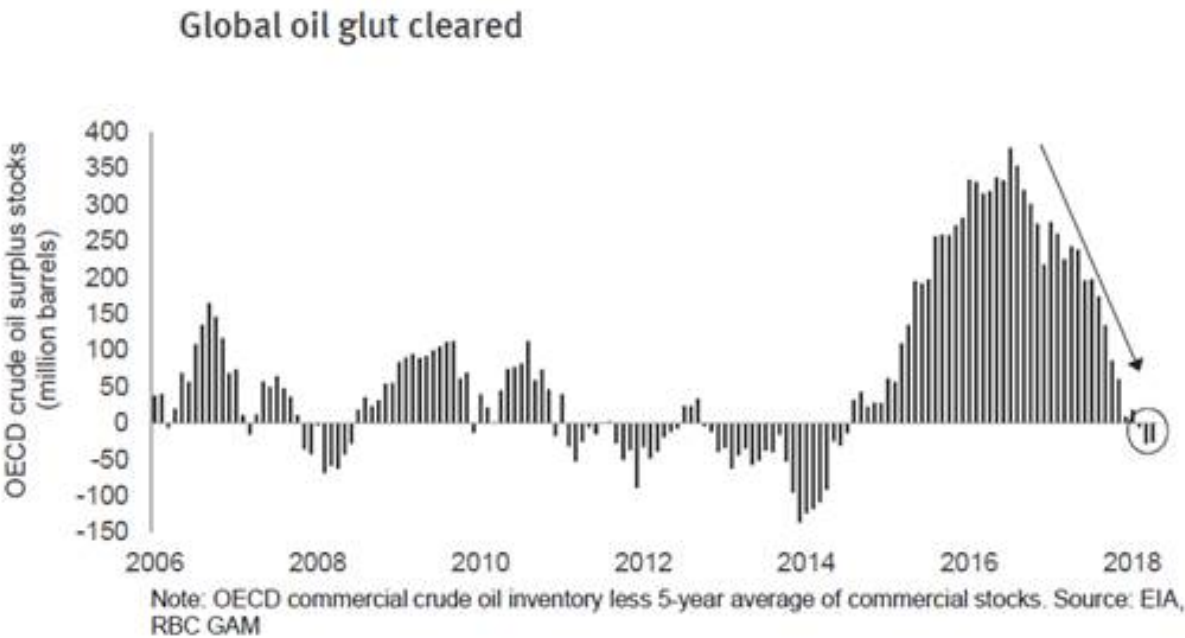
‘Earlier this year we announced a 50% share in Quality Circular Polymers (with Suez) to drive the development of high quality recycled polyolefins from the mechanical recycling of sorted post-consumer waste streams,’ comments Bob Patel, ceo of LyondellBasell. ‘This new cooperation will be a major step towards chemical recycling and extend our contribution to the circular economy,’ he remarks.

The businessman stresses that chemical recycling is uniquely capable to treat multilayer and hybrid plastic materials, which can't be easily recovered by traditional recycling systems. As such, chemical recycling techniques are ‘complementary’ to mechanical recycling.

The Quality Circular Polymers facility is described as a ‘premium’ plastics recycling company, located in Sittard-Geleen, the Netherlands. The plant is said to be capable of converting consumer waste into 25 000 tons of polypropylene and high-density polyethylene per year initially. This capacity will be expanded to around 35 000 tons later in 2018 and 100 000 tons by 2020.

Oil's back!

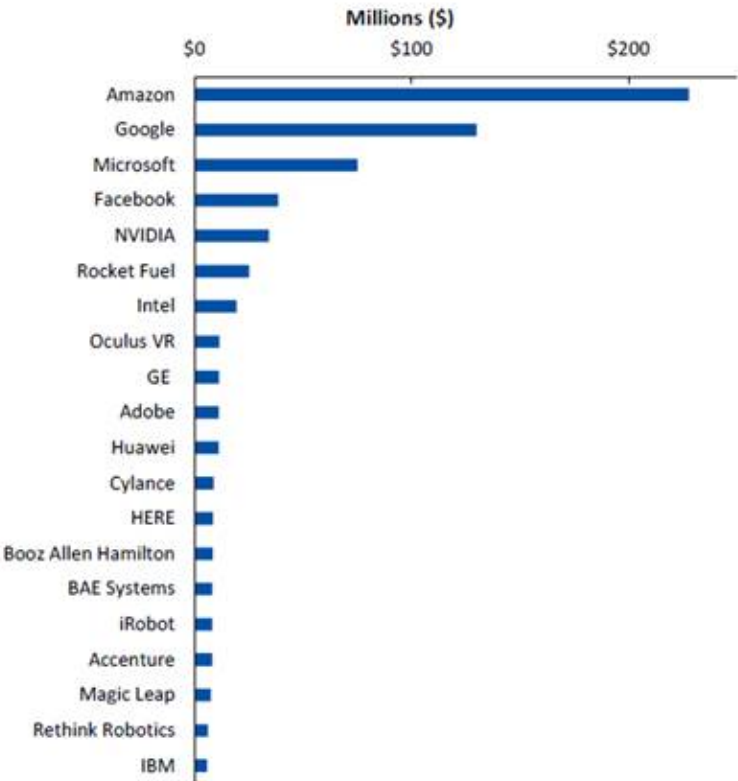
If you're travelling this summer you'll notice that the price of gas is back up. Here's why. For the past three years high production of shale oil in the USA has kept inventories high, and prices low. That's now over. With other suppliers like Iran and Venezuela producing less, the surpluses of previous years has stopped and instead the market is in equilibrium. Expect prices not to turn around any time soon.



So you've heard a lot about Artificial Intelligence...

Using artificial intelligence to predict customer behavior used to be a pipe dream. Now it's reality. Companies today have been piling into the field in order to get a step ahead of the competition. So who's been spending most? Take a look at the chart beside. A lot of the usual suspects, but it's clear that Amazon is way ahead of all the others. They're aiming to make the shopping experience so easy you don't even need to think for yourself. The Association is exploring the technology to sort recyclables at the processing facility using robotics connected to other robots in the industry and using artificial intelligence.

Companies are beginning to invest aggressively in AI talent



Source: Paych

National Zero Waste Council Launches Love Food Hate Waste in Canada

PAC members include cities of Toronto and Vancouver, Sobeys and Walmart. PAC's James D Downham serves as the Vice-Chairman of NZWC.

Two of Canada's largest food retailers have joined with local and provincial governments and agencies to launch a national Love Food Hate Waste campaign, which aims to change Canadians' behaviours around food and dramatically reduce the significant amount of food wasted across the country every day.

Canadians are among the worst of the developed nations when it comes to food waste, with about 47 percent of food waste occurring in the home. More than 60 percent of the food Canadians throw away could have been eaten, costing the average Canadian household more than \$1,100 per year. In all, 2.2 million tonnes of edible food is thrown out annually, contributing to Canada's greenhouse gas emissions as well as wasting the resources needed to produce and distribute food to consumers.

"The Love Food Hate Waste campaign is desperately needed to tackle food waste across the country," said Malcolm Brodie, Chair of the National Zero Waste Council. "The campaign is the first coordinated national approach to help Canadians change their relationship with food. It only takes a small change, such as buying only what we need so food doesn't spoil or get forgotten in the back of the fridge and is then thrown out."

The Landfill Approval Process in Ontario

The excessively long and uncertain process for landfill approval is jeopardizing Ontario's ability to develop sufficient waste management infrastructure. The Ministry of the Environment projects Ontario will need 16 new or expanded landfills in the next 30 years.

Ontario's current landfill capacity will only last roughly 15 years, but it currently can take 10 years to navigate the approval process.

One-third of Ontario's waste, or 3.7 million tonnes, is already shipped south of the border annually. This number has continued to increase over the years. Shipments from Ontario to Michigan alone have jumped by more than 30% since 2012.

Without the ability to meet our disposal needs within our own borders, Ontario could have serious difficulties managing service disruptions caused by natural disasters or changes in trade policy in the United States.

Policy changes that cause further delays in the process, such as requiring explicit municipal council consent and removing decision-making authority from the provincial government, would create an acute shortage in available landfill capacity across the province, impacting businesses, residents and taxpayers.

As we move towards a waste-free Ontario, it remains essential that safe and reliable disposal options, such as landfills, continue to exist to manage materials that are not reused and recycled.

Ontario has some of the strongest provincial regulations in place to rigorously ensure environmental protection, and safeguard public health and safety related to the approval of any expansion or siting of new landfills in the province. Rigorous approval standards are an essential part of the decision-making process in the creation of additional waste disposal capacity in Ontario.

Creating additional disposal capacity for Ontario's solid waste is an economic and environmental necessity, and a vital issue for communities, residents and businesses across the province. The current process for landfill approvals, administered by the province, gives local municipalities the opportunity for input and consultation, while recognizing the broader provincial interests and the importance of these facilities to small business and taxpayers across Ontario.

Time to Recycle Smarter

The United States has exported a third of its recyclables to China for many years without any issues. It worked well. Americans like to recycle and China wanted the materials to feed their manufacturing base. However, beginning in 2013, China began to make a series of policy shifts to reduce the amount and types of recyclable materials into their country.

In July of 2017, China announced a ban on the import of 24 materials, including mixed paper and mixed plastics. This ban went into effect on January 1, 2018, and was followed by the implementation of a policy limiting contamination to 0.5 percent.

With these new policies, China is no longer available as a recycling market for mixed paper or mixed plastics. Unfortunately, there is not sufficient demand from other alternative markets to replace the capacity lost by China's import restrictions.

China's new policies have significant impacts on global recycling, effectively creating more supply than the global market place can handle. As a result, many recyclers in the U.S. and in other countries are unable to find markets for paper, in particular. And because of this supply and demand imbalance, commodity prices have plummeted, while processing costs have increased as recyclers work to produce the high quality product that markets demand.

The U.S. waste and recycling industry is committed to improving recycling quality. Many of our service and supplier member companies have already made major investments to develop and deploy equipment to remove as much contamination from the recycling stream as possible. They have invested in new screening and sorting technology, including robotics and machine vision, made improvements to existing equipment, and hired more workers to remove contaminants from the process by hand. They do all this as prices for recyclables fall.

The waste and recycling industry has not stopped there. Many companies have embarked on education campaigns to remind customers what items can and cannot be recycled. About three in four Americans recycle. We all want to be "green" and protect the planet but a lot of us do not recycle correctly. Instead, we toss things in the recycling bin even when we don't know if it is recyclable. We hope that it will all just get sorted out at the plant.

That's called "Wishcycling" and is leading to more and more contamination in the recycling stream. It is not uncommon to find pizza boxes stained with grease, old garden hoses, plastic bags and more plastic bags. These items cannot be recycled in the curbside bin. Food contaminates paper and cardboard making them less likely to be recycled. The hose and the plastic bags wrap around the machines that screen and sort items disrupting the operations and reducing the amount of material that can be recycled.

Contamination has been a problem for a long time. However, with increasingly stringent standards, it becomes more important to try to limit it. We need the public to help us by recycling smarter. We need them to be thoughtful, intentional, and deliberate with their recycling. We need everyone's support to make recycling successful again.

This effort requires a partnership between the recycling industry and the public. We need the public to help by changing behaviors and doing things differently. Start by keeping out the food and bags and check in with local municipalities or service providers to see what can be recycled.

The waste and recycling industry is leading on this issue, continuing to meet with federal officials and responding to the multiple rules promulgated by the Chinese government. Most importantly, we are supporting our members' efforts to educate the public on how to recycle smarter so we can all get this right. If we want to continue to recycle then we must do it well.

We all have a stake now in America's recycling future.

Sorting of domestic wastes in China

In March 2017, the Implementation Plan for the Domestic Waste Sorting System was officially released. The “Proposal” requires that by the end of 2020, relevant laws, regulations and standards for waste separation should be in place so as to form a domestic waste classification model that can be replicated and promoted. In cities where domestic waste sorting is mandatory, the utilization rate of domestic garbage is over 35%.

On one hand, public institutions from the party, government, and military agencies have taken the lead in promoting the sorting of domestic waste.

Until now, the sorting of domestic waste has been carried out in 134 entities owned by the central government and 27 Beijing-based troops, and all 134 central units have passed the test and inspection, and 11 demonstration units have been established.

On the other hand, some regions have taken the lead in establishing a mandatory classification system for domestic waste.

21 provinces (autonomous regions and municipalities) including the three ecological civilization pilot zones of Fujian, Guizhou and Jiangxi have introduced implementation plans for domestic waste sorting. All municipalities directly under the central government, provincial capital cities, planned cities and some prefecture-level cities (hereinafter referred to as 46 key cities) are working hard to promote the establishment of domestic garbage sorting, collection, transportation and treatment facilities.

China’s disposal of waste at the front end and the recycling of the back end are still a far cry from developed countries. The state encourages qualified enterprises to undertake garbage collection, transportation and treatment, encourage exploration of market-oriented operation methods, reduce waste disposal costs, and improve service quality.

Therefore, to realize the perfect coherence of the four aspects of waste sorting, classified collection, classified transportation, and classified processing requires a positive interaction of public interest and personal interests between the government, enterprises, and residents,

so as to achieve rising rate of domestic garbage collection.



China to Impose New Tariffs on Scrap Materials

The Chinese government has announced tariffs of 25% on OCC, other recovered fiber materials and scrap plastics exported from the United States starting on August 23. These are part of a larger list of tariffs being enacted by China on scrap materials in an ongoing trade war between the two countries. The United States has previously set new tariffs covering \$50 billion worth of goods imported from China, including \$16 billion worth that will also go into effect on August 23.

On July 11, the Chinese government also announced plans to entirely ban the import of solid waste, including recovered paper by at least 2020. China has still been a top importer of recovered fiber and scrap plastic from the United States and other sources, despite the major restrictions put in place over the past year.

At the same time, other export locations in Southeast Asia, including Vietnam, Malaysia and Thailand, have begun enacting new regulations and more strictly inspecting imports as they are overwhelmed by the flow of recyclable materials.

China moves to extend ban to all materials

Reports indicate nation's State Council may favor total scrap import ban by 2021.

Scrap recyclers around the world are scrambling to figure out what China's State Council means when it says it seeks to "ban importing solid waste" permanently by the end of 2020.

The nation's media began reporting Monday, June 25, that a State Council policy or directive released the previous day, intended as a roadmap to combat pollution, included the notion of a complete ban on imported scrap materials.

The directive, as reported by the Beijing-based China Daily, is designed to hold local and provincial governments accountable to Beijing in their efforts "to improve the overall environmental quality and ensure a significant decrease in pollutant emissions by 2020."

Many of the directive's aspects pertain to air and water quality measurement and reporting, but the China Daily article also includes the reference to "ban importing solid waste for good by the end of 2020 to prevent further land pollution."

In the past 18 months, the Chinese government has introduced a series of restrictions either on certain types of scrap materials or by imposing contaminant levels that make passing inspections increasingly difficult.

The series of moves marks a stark policy change in a nation that for much of this century has led the world in its purchase of imported scrap materials. According to statistics gathered by the Washington-based Institute of Scrap Recycling Industries (ISRI), China led the world in 2016 by importing some 28.5 million metric tonnes of scrap paper and more than 3.3 million metric tonnes of copper-bearing scrap. That same year, China imported some 775,000 metric tonnes of plastic scrap from the U.S. alone.

All those figures are expected to be dramatically reduced in 2018, and the enactment of a complete ban by the start of 2021 would mark a monumental shift in global secondary commodities markets.

An executive with a China-based secondary metals production firm contacted by Recycling Today indicated his firm is already preparing to operate its plant in China as a domestic "closed-loop" operation by 2020 that will melt only domestically-generated scrap. Any melting capacity that will tap into the global scrap market, the executive indicated, will have to be located outside China's borders.

Vietnam, Malaysia crack down on scrap imports

Vietnam will not issue new licenses for scrap imports, reportedly in an effort to crack down on illegal imports and pollution concerns from the growing backlog of containers at the country's ports, according to Reuters. The government is pushing for local authorities to investigate ownerless shipping containers containing scrap and have them removed or destroyed, according to EUWID.



Malaysia has revoked the import licenses for 114 of the country's plastic scrap processors in addition to implementing new standard operating procedures and regulations for recyclable material import licenses. The processors will be allowed to reapply for their licenses under the new standards in three months. Local authorities have been instructed to perform inspections to ensure that only processors who are still certified continue operations.

Leaders from both countries fear that they have become a dumping ground for the world's recyclables following China's scrap import restrictions that took effect in January, and they reportedly have received accounts of increased pollution near processing facilities.

The Vietnamese government reported that 6,000 containers are sitting at its ports. The government inspections of the containers could lead to investigations to catch and punish perpetrators of illegal imports or environmental law violations.

Vietnam and Malaysia are among the Southeast Asian countries overwhelmed with an influx of scrap during the past seven months when suppliers scrambled to find new markets following China's materials ban. Their concerns are valid; it's well known that all of the alternative markets in those countries combined cannot come close to making up for the massive amount of imported scrap that China previously consumed.

Southeast Asian countries have been quickly passing regulatory measures to ebb the flow of scrap they suddenly began receiving. Vietnam announced in May that it would temporarily halt plastic scrap imports; Thailand did the same in June and also included electronic scrap, while promising a future long-term, more permanent measure; and Indonesia issued a mandatory 100% pre-shipment inspection policy on recovered fiber.

The new measures likely spell more trouble for the global recycling industry as suppliers search for new markets for their materials. Further complicating the measure is Norway's proposal in June to amend the Basel Convention, which regulates the international movement of waste and scrap materials. As explained in Resource Recycling, Norway suggested reclassifying plastic scrap so that no shipments could occur without prior consent from authorities for countries that are covered by the convention. The country's leaders are concerned about plastic ocean litter.

The U.S. is not a Basel-abiding country, so its suppliers could feel greater effects. Although some exceptions would exist, non-Basel Convention countries could be barred from exporting to Basel countries, meaning the U.S. could not export to Asian countries other than Japan and South Korea. The Basel proposal is scheduled for review by a working group in September.

Canadian newsprint producer hopes U.S. trade commission will overturn duties

North America's largest newsprint producer hopes rare bipartisan political support in the United States will convince the U.S. International Trade Commission to overturn final import duties announced Thursday.

The United States government gave most Canadian newsprint producers a reprieve by lowering final anti-dumping and countervailing duties on uncoated groundwood, a category that includes newsprint and book-grade paper, in its final determination.

The move comes after several American businesses and politicians from both major parties complained the tax on Canadian newsprint would threaten the already-struggling newspaper industry.

Resolute Forest Products CEO Yves Laflamme said he hopes the commission will reject the Commerce Department's determination, just as it did in January when the panel sided with Bombardier against U.S. aerospace giant Boeing over the C Series commercial jet that Airbus now controls and has renamed.

Scores of politicians have pressed the independent agency to quash the duties to save newsprint mills and industry jobs, Laflamme said.

The U.S. International Trade Commission is slated to decide in mid-September whether the complainant, Washington-based North Pacific Paper Co., suffered harm.

Under the Commerce Department's final determination, British Columbia-based Catalyst Paper Corp. still faces a sizable total 20.26 per cent tariff, but that's down from 28.25 per cent imposed earlier in the year during the preliminary phase.

The company's anti-dumping rate was decreased to 16.88 per cent from 22.16, and its countervailing duty (CVD) rate was lowered to 3.38 per cent from 6.09 per cent.

In a statement, Catalyst president Ned Dwyer said the company was not surprised by the announcement.

Commerce Secretary Wilbur Ross said in a release that no other Canadian uncoated groundwood producer will have to pay anti-dumping tariffs because of the unique facts of the department's investigation and arguments made by interested parties.

Montreal-based Kruger's CVD rate was lowered slightly to 9.53 per cent but the final rates for Resolute, White Birch Paper and other Canadian producers increased.

Resolute's countervailing tariff increased to 9.81 per cent from 4.42 per cent, White Birch was 0.82 from 0.65 per cent and all others has risen to 8.54 per cent from 6.53 per cent.

Foreign Affairs Minister Chrystia Freeland said the government would continue to defend the industry, and work to diversify its trade in the face of the duties.

The U.S. says US\$1.21 billion worth of uncoated groundwood paper was imported from Canada last year.

The Trump administration began investigating Canada's newsprint industry after North Pacific complained Canada was dumping newsprint into the American market and unfairly subsidizing its industry at home.

A coalition of U.S. printers, publishers, retailers, paper suppliers and distributors expressed disappointment in the latest decision on duties.

The U.S. recently ended countervailing duties on supercalendered paper from Canada that have been in place since 2015 a day after the World Trade Organization ruled largely in favour of Canada in the dispute over perceived subsidies on supercalendered paper, which is mainly used in magazines, catalogues, corporate brochures and advertising inserts.

Straws suck

Strawesome is a family business working towards awareness and action to eliminate the need for single-use plastic drinking straws.

The Lake Huron Coastal Centre for Conservation is working to combat the issue of plastic pollution with their Microplastic Awareness Project, and is thrilled to announce a new partnership with Michigan-based glass straw manufacturer Strawesome. Strawesome is a family business working towards awareness and action to eliminate the need for single-use plastic drinking straws.

The Lake Huron Centre for Coastal Conservation (LHCCC) is a non-government charitable organization established in 1998 with the goals of protecting and restoring Lake Huron's coastal environment, and supporting a healthy coastal ecosystem.



Approximately 500 million plastic straws are used daily in the United States and thrown out after one use. These 500 million straws could fill over 127 school buses each day.

In 2017, plastic straws were one of the top 10 items found during beach clean ups, with 17,654 straws picked up by volunteers on Canadian shorelines.

The Ocean Conservancy reported that worldwide over 400,000 straws were picked up in beach clean ups last year alone. A plastic straw can take over 200 years to decompose, and unfortunately plastic does not fully biodegrade and instead slowly breaks down into tiny pieces called 'micro-plastics'.

Disposable items, like straws, contribute to the massive amount of plastic pollution in the Great Lakes. Lake Huron receives approximately 600 metric tons of plastic pollution annually, and one study found that there were 1.7 million pieces of micro-plastics per square mile in Lake Erie; a higher density than some parts of the Great Pacific Garbage Patch.

Plastic continues to be found in the stomachs of birds, and wildlife, which is detrimental to their health and can often lead to fatalities. The Lake Huron Coastal Centre for Conservation is working to combat the issue of plastic pollution with their Microplastic Awareness Project, and is thrilled to announce a new partnership with Michigan-based glass straw manufacturer Strawesome.

Strawesome is a family business working towards awareness and action to eliminate the need for single-use plastic drinking straws. Working with the LHCCC, they have designed a Lake Huron themed glass straw for the Lake Huron Centre for Coastal Conservation.

The straw was inspired by the endangered Piping Plover shorebird, which relies on healthy beach and dune ecosystems to survive. Around 33 percent of the sale of each straw is donated to the LHCCC to support their work, which includes holding shoreline clean ups and monitoring the lake for micro-plastics, along with restoring beaches and coastal wetlands, protecting Species at Risk, and educating youth about Great Lakes conservation.

The straws are available for purchase at the LHCCC office in downtown Goderich, or at www.strawesome.com.

Using RFID Waste Collection Data to Find & Target Poor Multi-Residential Performers

Peel's Regional Council issued a resolution to achieve a diversion target of 75% by 2034. Recognizing Multi-residential (MR) sector recycling rates lag considerably behind curbside rates, Region staff set out to understand the potential and the cost of capturing additional blue box tonnes from residents living in MR homes.

Knowing that accurate baseline data is needed to properly assess MR diversion opportunities, the Region integrated RFID technology with on-board weigh scales for its entire MR collection program.

Peel staff negotiated contracts with collection operators to have the MR fleet outfitted with on-board scales. The Region was financially and logistically responsible for installing all RFID aspects of the waste data tracking system, both hardware and software including: RFID antennas, on-board modems, computer screens, cameras, cords, etc. Average RFID costs/ truck ran from ~\$8,000 to \$10,000 depending on whether it was a front or rear-loading vehicle.



Each waste container was tagged with a unique identification number that was logged into a central database.

Peel Region employed 10 temporary staff to visit each of its 720 MR sites, tagging 5,000 front end loading (FEL) Bins and 6,900 carts. Staff spent an estimated 30 to 60 minutes at each building tagging the bins (depending on size of building and number of bins).



During site visits building details such as where the bins were located (inside or outside) and whether the building used a chute system were logged into the system.

This augmented details already populated in the database including demographic information (e.g., seniors), and whether MR units were owned or rented.

Lessons Peel Region learned along the way

Front and rear loading vehicles are most appropriate for this system

Top-loading cart collection trucks were outfitted with body mounted scales but equipment acceptance testing showed their accuracy was

insufficient; RFID readers could not automatically identify and track individual cart weights

The Region was unable to source on board scale systems for side loading vehicles

While the system tracks weights of recycling diverted from buildings, waste audits and site inspections are also needed to verify performance. The RFID/on-board scale system does not account for contamination

Peel budgets roughly \$2,400/building for four-season audits and regularly audits 25 buildings to determine if high diversion rate readings from RFID/on-board scale systems reflect proper set out practices

Peel outreach staff perform visual inspections; one staff can visit eight sites/day requiring ~40 minutes/site

Collection contractor negotiations re: installation of scales and software onto the contractor's collection vehicles can cause hold-ups as it can be tricky to negotiate how to add an outside vendor's products to the trucks (e.g., scales and RFID technology)

The internal protocol development process (i.e., IT department requirement for governance protocols for information collection and utilization) can be lengthy and require multiple approvals

Baseline Metrics Established & Trends Observed

Analysis of RFID data over nine months showed:

Average diversion rate*	19%
Average recycling generation rate	1.91 kg/unit/week
Condominiums (owned units) appear to be performing better than rentals and other types of properties	
Average garbage generation rate	10.53 kg/unit/week
Average volume of uncompacted garbage	0.15 yd ³ /unit/week

*Estimates include contamination

Peel Region has engaged in two strategies for improvement, both a short-term approach (underway now) and a longer-term research initiative.

Peel's system can generate "Report Cards" showing generation and diversion rates. Staff hope this will encourage property owners and managers to actively work with the Region to improve diversion.

Region staff members are undertaking a feasibility analysis to assess the option of turning waste collection into a utility-based system, considering adopting a volume based user fee for garbage to improve the performance of Peel's resource recovery programs.

Data collected will provide the tracking mechanism necessary to implement such a system.

Toronto launches reduce and reuse programs

To officially launch five new Community Reduce & Reuse Programs, the city of Toronto is hosting an event at 15 Tobermory Drive on Thursday, July 12 from 1 – 6 p.m. The event includes a tour of the Bicycle Repair Hub at the site, and opportunities for bike, clothing and small appliance repair.

The new Community Reduce & Reuse Programs are part of the City's Long Term Waste Management Strategy and Tower Renewal Program implementation and include: Urban Harvest (redistribution of surplus food), The Sewing Program (repair, reuse and textile diversion), Community Bicycle Hubs (reuse and repair of bicycles), Community Composting and Sharing and Reuse Spaces.

Together, the programs will help to build sustainable communities, create a culture where items are seen as valuable and multi-use, and help Toronto move towards its zero waste goal.

Solid Waste Management Services is partnering with the City's Social Development, Finance & Administration Division on the five new programs, which will help to reduce waste and build sustainable communities by:

- educating residents about the importance of waste reduction
- promoting a culture of and providing opportunities for reduction, sharing, repairing and reuse in communities
- fostering economic opportunities
- offering skills training and certification
- creating spaces for community members to gather.

The program sites will be based primarily in Neighbourhood Improvement Areas – parts of Toronto where the City and partners are investing in people, services, programs and facilities to strengthen social, economic and physical conditions – and include multi-residential buildings and community hubs.

Development and implementation of the pilot programs began in 2017 and will be complete by the end of 2020.

Biobased Plastics and Blue Box Recycling

“Bio-based” or “degradable” plastics were developed as a solution to environmental concerns with conventional plastics: to help reduce litter and pollution and to conserve landfill space. And, they’ve been in circulation in various forms for years. So what are they?

“Biobased” or plant based plastics include degradable, biodegradable, compostable, bioplastic, bio-based, and oxo-degradable materials.

Biobased and plant-based refer to the raw materials – corn, soybean and wood, that are used as a substitute for petroleum based materials to manufacture the plastics. Biobased plastics can include a blend of ingredients

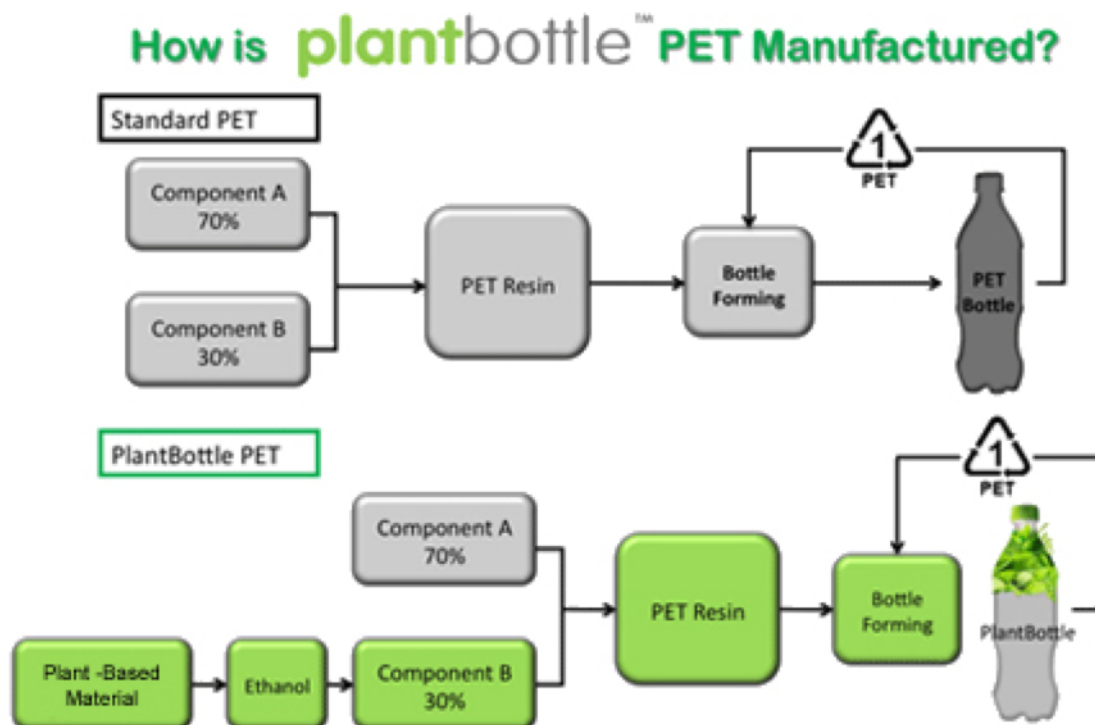
from renewable and petroleum based sources or be 100% plant-based.

At end of life, they can be biodegradable, recyclable or compostable ... or none of the above.¹ In fact, some biobased ingredients can be chemically identical to the petroleum based alternative, and therefore, can be managed and recycled in traditional petroleum based resin streams (e.g. Coca Cola PET plantbottle).²

Biobased plastics generally comprise a small portion of inbound materials. It’s the variability and increase in these materials, combined with the need to reduce contamination in recycling and organics streams that’s a challenge. This is compounded by the lack of comprehensive data to quantify exactly how much of these materials is actually in waste and recycling streams.

Advantages of Biobased and Biodegradable Plastics

- Reduce reliance on petroleum based raw material feedstocks (biobased plastics)
- Increase convenience for users of organics diversion programs (e.g. acceptance of compostable plastic bags in residential green bin program)
- Reduce in plastic litter in marine environments
- Increase productivity & efficiency in specialized applications (e.g. agricultural mulch films, dissolvable medical sutures)



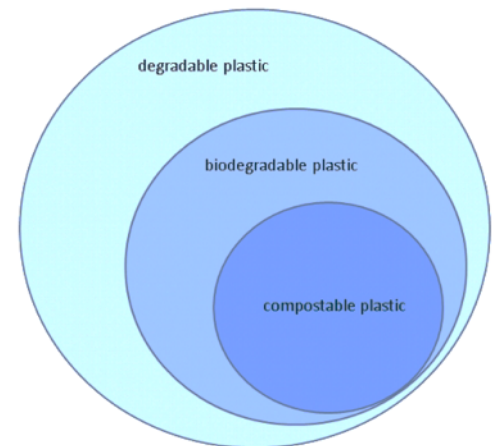
Disadvantages of Biobased, Degradable and Biodegradable Plastics

- Potential for contamination of traditional plastic recycling streams and organics streams
- Potential for increased environmental impact (e.g. compostable plastic decomposing in landfill, releasing methane)
- Confusion in the marketplace and opportunity for “greenwashing”

Degradable plastics break down into smaller pieces with mechanical degradation or through the addition of chemicals (e.g. with additives to make the plastic become brittle and crumble in sunlight, a.k.a. photodegradable, or additives that make it break down by oxidation, a.k.a. oxo-degradable). While the plastic disintegrates into finer pieces, it hasn't necessarily been converted to anything else, or the conversion can take years.³

Biodegradable plastics degrade into carbon dioxide, methane and water through biological action in a defined timescale and environment (composting, anaerobic digestion, marine environments and soil).⁴

Compostable plastics are a sub-classification of biodegradable plastics, where items biodegrade in an industrial composting environment. There are generally accepted standards and certifications that products must meet to be able to be classified as compostable. Most municipalities that accept compostable plastics (e.g. bags) in their organics programs endorse products that meet the specifications of the ASTM D6400 standard and are certified by the Biodegradable Products Institute (BPI) or equivalent.



According to the Plastics Industry Association, bioplastics are one of the fastest growing sectors of the plastics industry, with an anticipated 20-30% annual growth. Despite an increasing prevalence in the waste stream, waste composition results from audits across Ontario reveals that biobased and degradable plastics are not often sub-categorized apart from regular plastic items. For example:

#7 PLA (biobased) plastic cup is generally categorized with #7 mixed rigid plastics;

Retail PE film carry-out bag marked “degradable” is generally categorized with other PE film carry-out bags.

Degradable plastics currently comprise a relatively small proportion of the overall plastic mix. However, given the growth in this area and ever increasing pressures to reduce contamination in recycling and organics streams; consideration should be given to including degradable plastics as sub-categories within future waste composition specifications.

Volvo showcases an electric future

The FL, and its counterpart the FE, will both be electrified for the European market beginning next year.

Volvo Trucks has revealed a vision of the future, and it involves plugging into the power of electricity – especially when it comes to electric trucks.

This spring the global manufacturer announced that it will produce electric versions of European FL and FE models beginning in 2019, initially focusing on refuse and urban distribution applications.

These are hardly Volvo's first foray into electric vehicles, though. The company has already produced about 4,000 electric-hybrid and battery-electric buses, and the trucks and buses will share many underlying technologies such as electric motors and charging systems.

The equipment is also part of a broader environmental strategy – being showcased in Sweden as ElectriCity – that sees battery power as one of the solutions to challenges as diverse as climate change and noise.

While discussions about electric vehicles typically revolve around exhaust emissions, for example, urban traffic noise can affect personal health because of the way it interrupts sleeping patterns. The driveline on an electric FL truck generates about 69 decibels of sound, compared to the 79 decibels from a diesel-powered unit. To a human ear, that's about half the noise level.

The resulting sound is more like a golf cart than a truck. The rattle of a diesel engine is silenced, leaving little more than the gentle whine of a compressor and electric drive; the squeak of a fan; the gentle hum of the tires. If things dropped down to 52 decibels, Volvo would actually have to introduce a sound to let surrounding pedestrians know a truck is moving.

The quieter operations could play a role in fleet productivity, too. In the middle of the night, many cities have a [truck] ban. A pilot study in Stockholm, Sweden, suggests that a focus on nighttime deliveries could reduce daytime trips by as much as 70%, as fleets look to avoid traffic congestion.



Electric vehicles may have a bigger impact on the climate when first produced, thanks to factors such as battery chemistry, but that pales in comparison to the environmental effect a diesel engine would have once on the road.

Beyond the trucks themselves, Volvo's broader approach is even exploring secondary uses for vehicle batteries. One project underway in Volvo's home city of Gothenburg is using them to store the energy from a housing project's solar panels.

The most obvious difference when looking at the trucks themselves is the lack of a traditional combustion engine or exhaust system.

Using a single electric motor and two-speed transmission, the FL delivers a maximum 185 kw of power, generating the equivalent of 248 hp. Its continuous power hovers around 130 kw, or 174 hp. That truck has a gross vehicle weight rating of 35,274 lb.

The larger FE, with its gross vehicle weight rating of 59,525 lb., has a pair of motors delivering a maximum of 370 kw or the equivalent of 496 hp. One motor is always driving while the other is shifting. On a continuous basis it offers 260 kw, or 349 hp. At the rear wheels it even matches the 1,850 lb-ft of torque typically associated with a diesel engine.

The lithium-ion batteries mounted on the frame rails are key to discussions as they relate to potential range and payload. Each battery weighs about 1,146 lb. and stores 50 kWh of energy. And depending on how a truck will be used, there can be two to six batteries overall. This gives the FL a potential range of up to 300 km, while an FE will run up to 200 km between charges under ideal conditions. The ranges can be affected by factors such as road grades or temperatures, but a driveline retarder actually generates energy onboard, with the simple tap of a lever mounted on the steering column. You can even watch it load batteries through a gauge mounted in the dash.

To put it all in perspective, an FE refuse truck is expected to be able to collect 10 tonnes of waste twice a day, leaving power in reserve.

Still, the batteries continue to evolve. By 2020, Volvo expects they'll hold about 30% more energy than today, and double their energy storage capabilities just two years later. Prices are dropping, too.

Once batteries are drained, they can be recharged using AC power in a shop, or a fast-charging DC unit. The fast CCS/Combo2 charger that delivers up to 150 kW can do the job in about an hour, while the 22 kW from a unit that draws on the same power as a welding machine can re-charge the batteries in about 10 hours. "It's never drained 100% when you park it," Bergman said.

Europe is expected to have 400 of CCS1 DC charging sites on line by 2019, with six charging points per site. The U.S. is expected to have 290.

Volvo's early experience with electric buses will help to ensure the systems work smoothly, says Edward Jobson, vice-president – electromobility. Even with common standards, there were teething problems with early charging systems, for example. "When we were working with ABB, they were speaking one language, and when we were working with Siemens they were speaking another language. They were burning lots of transformers in the beginning."

It's not the only thing the trucks will share with the buses.

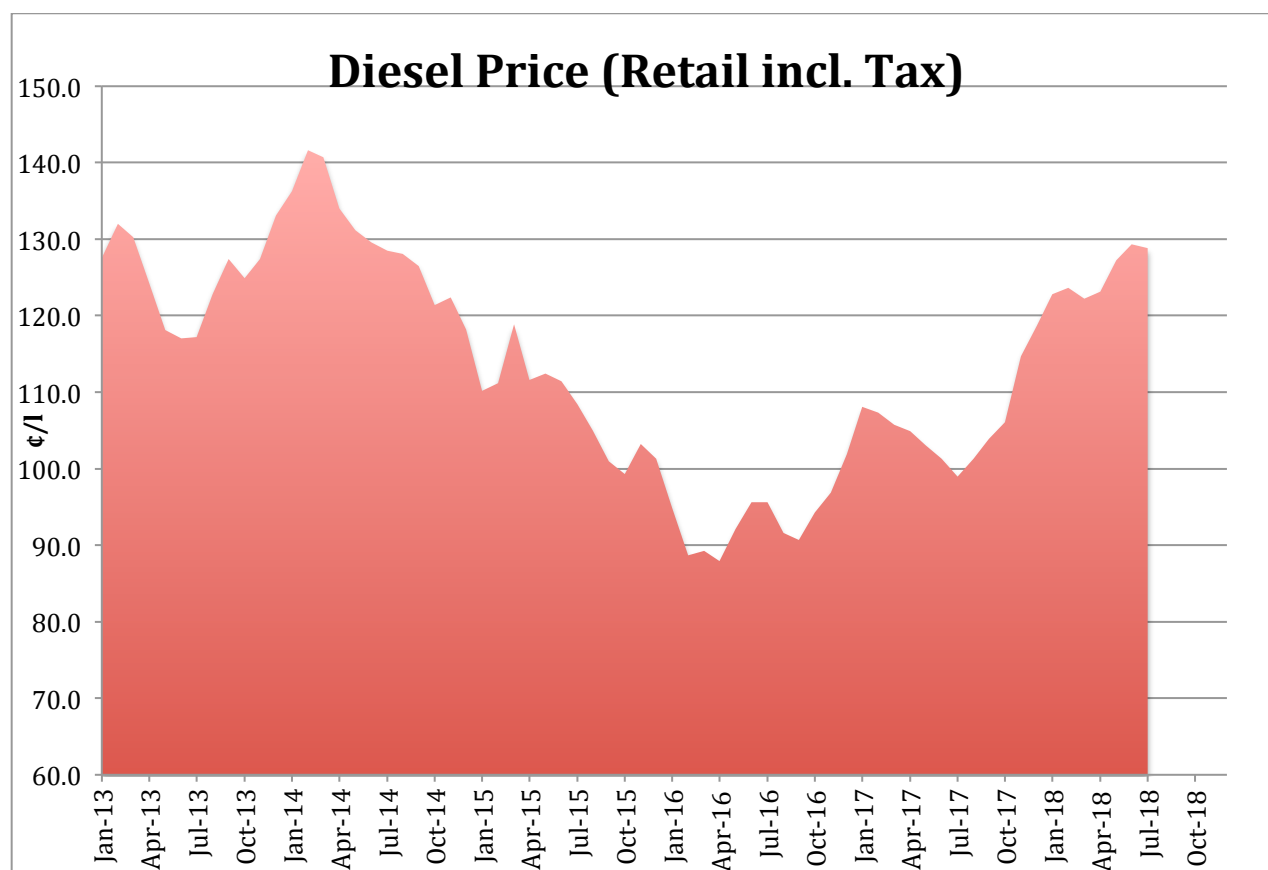
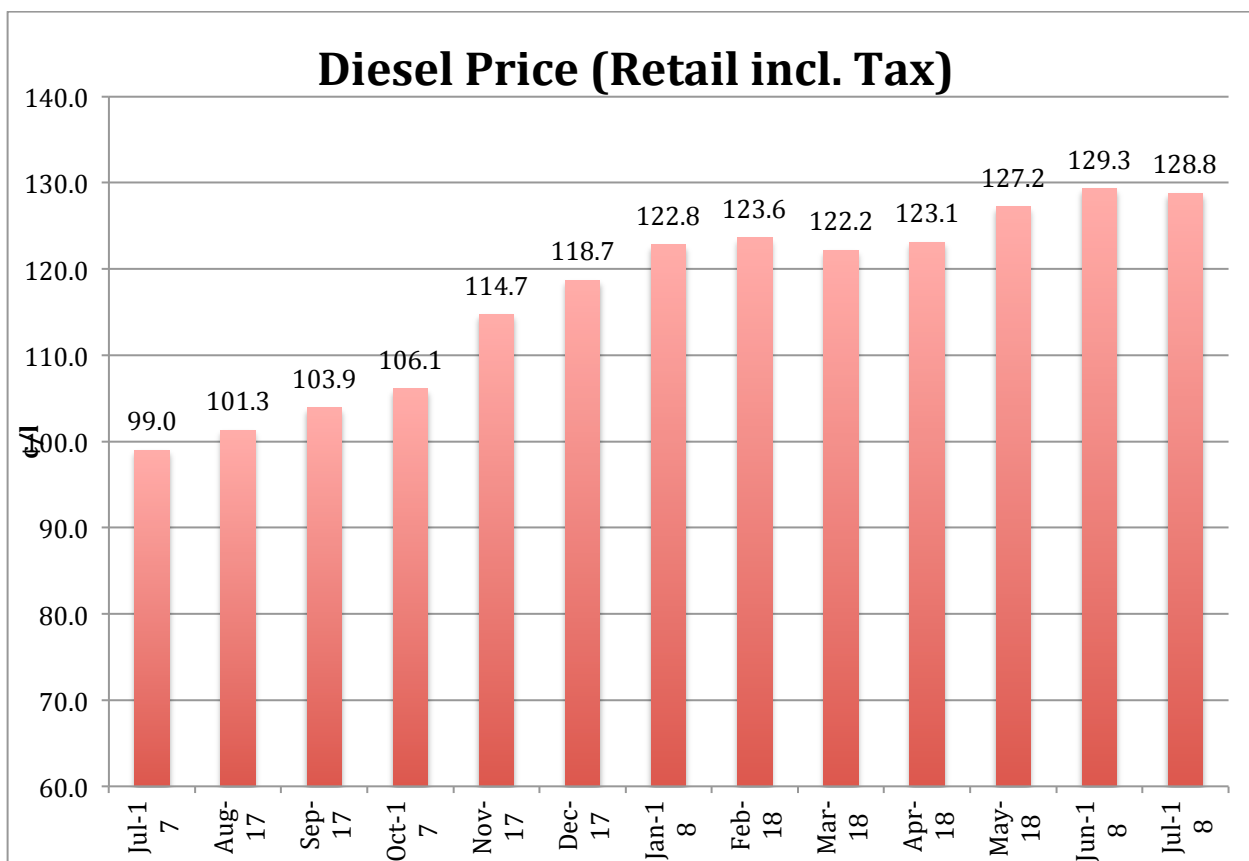
Beside, axles that integrate the motors are costlier.

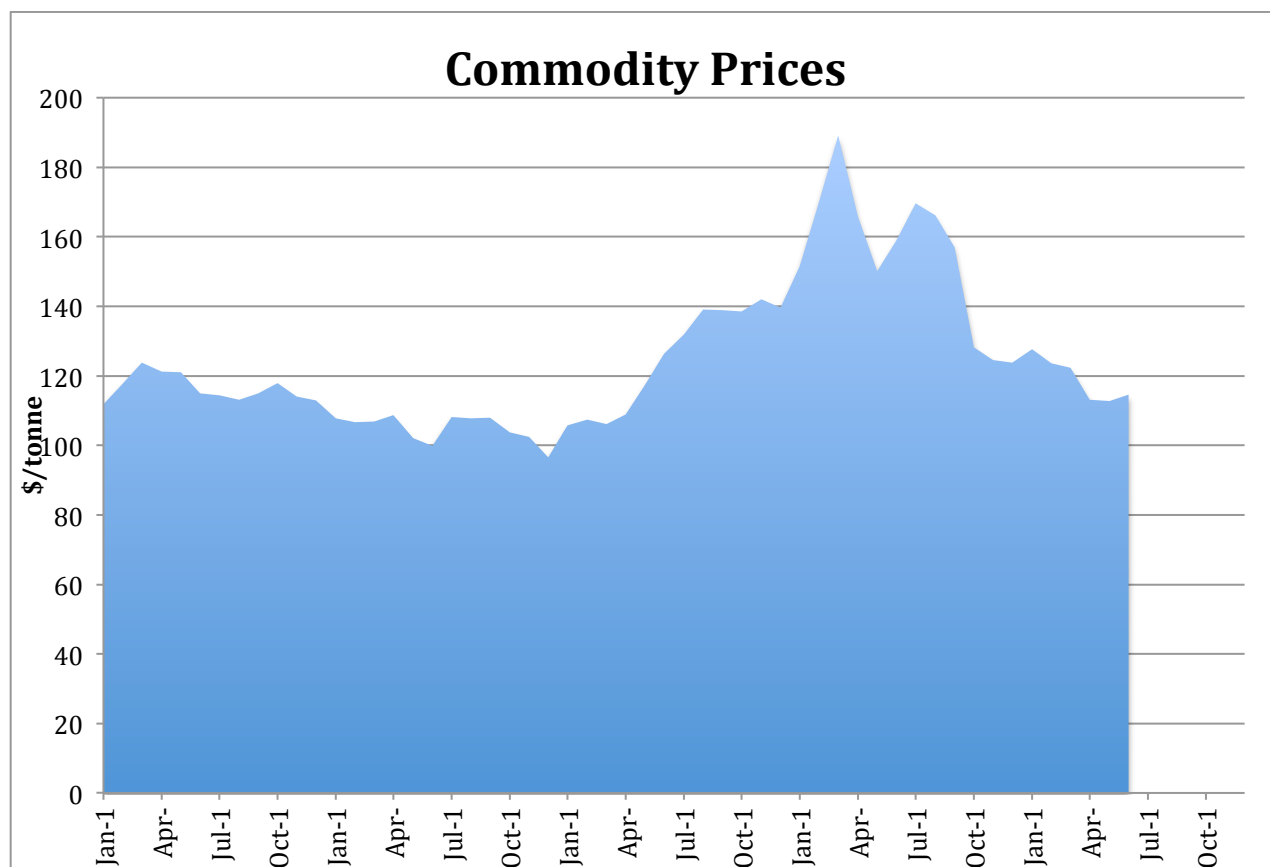
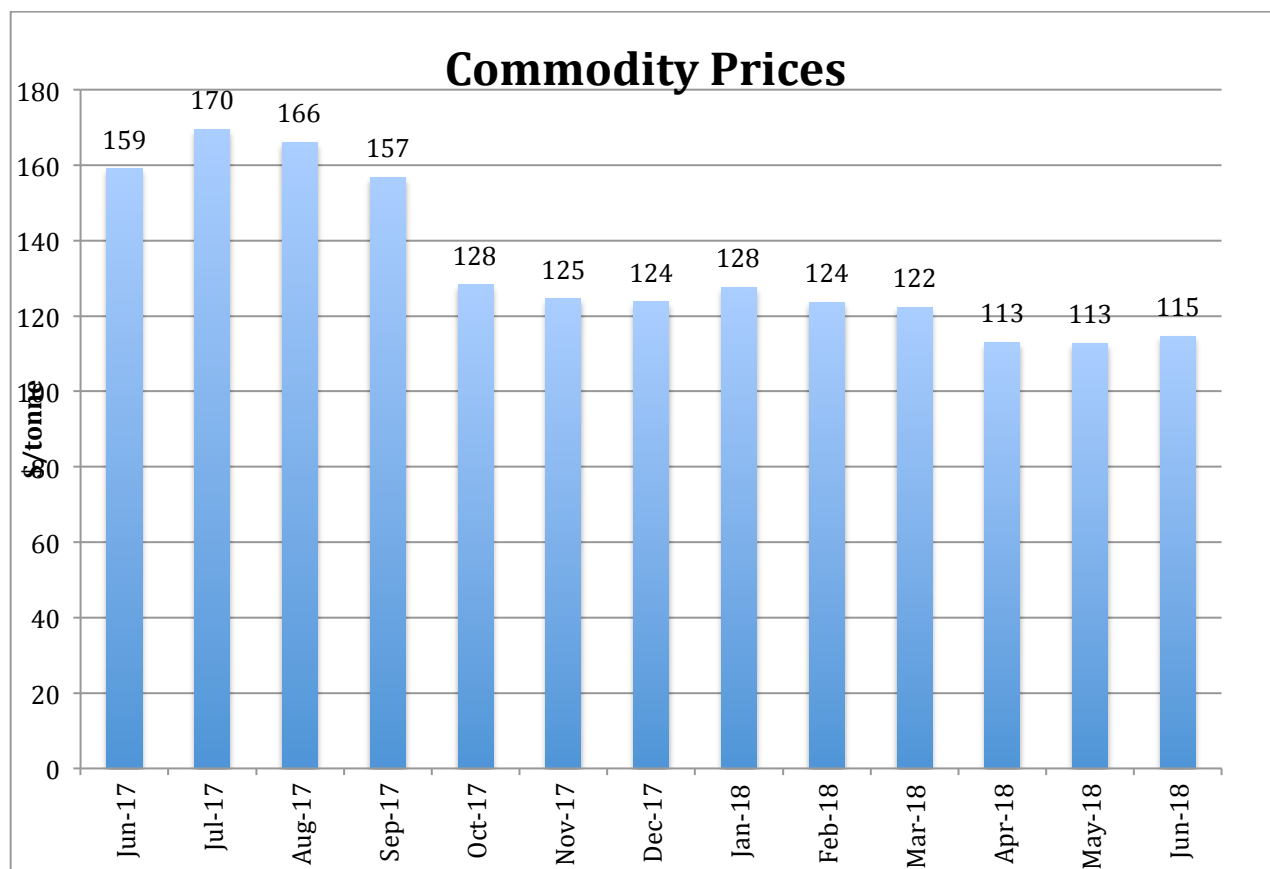
Maintenance costs are expected to be lower when compared to diesel-powered trucks as well. Friction material, for example, should last longer because of the driveline's retarding power. And there's no combustion-related issues or exhaust systems to consider at all.

The lack of vibrations traditionally associated with a diesel engine will also introduce less stress on the chassis, opening up new opportunities for suspension systems, Jobson says.

There's still no word on when Volvo would bring electric vehicles to North America, though.

But make no mistake. It's coming.







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, June 22, 2018
Offices of Waghorn Stephens: 21 Wellington St. N., St. Marys, ON**

Present: Tammy Adkin, Jordan Schofield, Adam Stephens, Tony Little, Julie Docker-Johnson, Harry Gundy, Jeremy Diamond, Liam Scott, Scott Smith

Ex-Officio: Al Strathdee (Mayor)

Staff: Scott Crawford, Director of Operations, Laurie Bannon, Finance & Administration Coordinator

Regrets/Absences: Bob Stephens, Mike Wilner, Lynn Hainer (Council Rep), Jody Hamade

Call to Order: Tammy Adkin, acting as Chair called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved by Julie Docker-Johnson; **Seconded** by Jordan Schofield:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting June 22, 2018.

Carried.

Approval of Minutes from May 25, 2018:

Moved by Julie Docker-Johnson; **Seconded** by Jeremy Diamond:

THAT the CBHFM Board of Directors approves the minutes of the board meeting that was held on May 25, 2018 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes of May 25, 2018:

None

New Business:

Induction 2018 debrief

- Congratulations were given for a well-run Induction weekend again this year

Thursday

Good outreach and partnership with Pitch Talks.

Several refunds due to inductee cancellation.

More distinction for VIP to non-VIP tickets

Friday

Golf Tournament didn't sell out (35 teams)

Tournament and banquet ran well

Saturday

Ceremony went smooth

Crowd smaller due to inductee cancellation

Board chaperone inductees in 2019

- Recommendations include something geared to the children in attendance, have more inductees on site, increase revenue, consider the future of the Saturday night event

Tony suggested the Hall consider introducing a territorial acknowledgement at the beginning of events.

Committee Reports:

a. Management

- Operational agreement at Council July 24

b. Finance:

- No report

c. Resource Development

- No report

d. Outreach

- E-blast before Canada Day to be sent out

e. Nominating

- No report

f. Governance

- No report

g. Museum Renovations

- Tammy reports that we now have occupancy for new museum
- Several small items to be completed – sign, ladder, sharp edges, etc...
- BaAM has started their work. Scheduled to be done in February 2019.

Operations Report

a. Events/Induction

Discussed above

b. Site Updates

Busy July coming with Canada day, Heritage days, 4 tournaments, plus wedding on site

c. Museum Updates

- Scott is expecting a visit from Canada 150 granting agency on June 26
- Four summer students working well on organizing collection

d. Baseball News

- Scott is going to Cooperstown for the last weekend of July

New Business

- Adam suggested website be bilingual because we are a national organization
- Tammy offered to look into grants for museums

In Camera

- None

Motion to Terminate – 8:15 Julie Docker-Johnson

Next CBHFM Board Meeting dates:

Temporary meeting location: Waghorn Stephens office: 21 Wellington St. N., St Marys. at 7am
July 27, August 24, September 28, October 26, November 23, December 28

4.0 Public Hearing A01-2018

Application for Minor Variance: A01-2018 affecting Lot 31, east side of Thomas Street, Registered Plan 235, Town of St. Marys (243 Thomas Street) by Patrick and Patti Donnelly

Patrick and Patti Donnelly were present for the Public Hearing.

Mark Stone provided a brief overview of the application for minor variance. The Town has received this application for Minor Variance requesting relief from the minimum interior side yard setback to permit the demolition and reconstruction of the existing detached garage with attached garden shed. The existing detached garage was constructed in the 1940s and originally had a chicken coop attached which is now used as a garden shed. The property fronts onto Thomas Street and backs on to the Thames River and is located in a low density residential area.

The existing detached garage with attached garden shed measures approximately 8.1 X 3.3 metres (26.73 m² in size); and is set back 0.39 metres from the north property line. The owner wishes to replace the existing detached garage and attached garden shed with a new detached garage measuring approximately 7.2 X 3.6 metres (25.92 m² in size) and wishes to maintain the existing 0.39 metre setback from the property line.

Mark Stone reviewed the correspondence received:

Director of Corporate Services, Town of St. Marys:

- The property is included in the Town of St. Marys' Municipal Register of Properties of Cultural Value as defined by the Ontario Heritage Act (27.1 and 27.1.2)
- The garage is not included in the property description found within the Municipal Register. The proposed request to demolish and reconstruct the detached garage on the property has little to no impact on the cultural heritage value of the property.

Upper Thames River Conservation Authority:

- No objection to the application for minor variance.
- Prior to a building permit being issued for the proposed garage a Section 28 permit from UTRCA will be required.

This concluded correspondence received regarding the application.

Patrick and Patti Donnelly provided a presentation showing the existing garage on the property. Patrick Donnelly spoke to the issues of the garage: leaning of the building; location of natural gas infrastructure; and proximity of the garage to the house. They plan to rebuild the structure with changes:

- reduce the west end of the structure by 1.0 metre to increase space between the corner of the garage and the corner of the house and to improve drainage and snow maintenance;
- extend the existing gable roof from the garage at the same height of 3.7metres over the shed to incorporate a consistent roof line while maintaining the original setback from the river; increase the width of the garage towards the house by 38 cm to create a gross floor area the same as what existed before 1.0 metre was removed from the front of the building;

- increase the height of the side walls to 2.4 metres to accommodate a header beam over the garage door opening and for the installation of an overhead door.

The interior side yard setback for the north wall of the existing garage is 0.39m whereas a minimum interior side yard setback of 1.0 metre is required under the Zoning By-law; being the minor variance they are requesting.

This concluded Patrick and Patti Donnelly's presentation.

Acting Chairman Bill Galloway asked COA members for questions and comments.

Member Steve Ische asked what the purpose is of the 1.0 metre setback from property lines required for accessory buildings. Staff stated that generally the minimum 1.0m setback from property lines is for maintenance of the building.

Steve Ische asked the applicant why the garage cannot be moved to meet the 1.0 metre setback from the property line. Patrick Donnelly stated that relocation of the building to meet the required minimum 1.0 metre setback would move the garage too close to the house; and further, they are intending to use the existing northerly foundation which is located 0.39 metres from the property line.

Clive Slade asked that eavestrough be installed on the new garage to keep rainwater from dispersing onto the adjacent property. Staff noted that under property standards, water cannot be diverted to the adjacent property and as such roof water would not be permitted to drain onto the adjacent property. Patrick and Patti Donnelly confirmed that the plans for the new garage include eavestrough to collect rainwater.

Member Steve Ische proposed that a condition of approval be that the eaves and eavestrough of the new garage not extend into the adjacent property. Following discussion, it was agreed to add a condition of approval requiring that no part of the garage be closer than 1.0 cm to the lot line.

This concluded discussion.

DECISION A01-2018

Minor Variance: A01-2018 affecting Lot 31, east side of Thomas Street, Registered Plan 235, Town of St. Marys (243 Thomas Street) by Patrick and Patti Donnelly

Motion by: Member Steve Ische

Seconded by: Member Clive Slade

That the Application for Minor Variance by Patrick and Patti Donnelly (Application No. A01-2018) affecting a parcel of land described as 243 Thomas Street, Lot 31, east side of Thomas Street, Registered Plan 235, in the Town of St. Marys to permit:

- a detached accessory garage building with a minimum interior side yard setback of 0.39 metres from the north property line whereas Section 5.1.3(d) of Zoning By-law No. Z1-1997, as amended, states that a detached garage or other accessory building may be erected and used in a rear yard, in any Residential Zone One (R1), Residential Zone Two (R2), Residential Zone Three (R3) or Residential Zone Four (R4), provided it is located not less than 1.0 metres from any lot line,

be APPROVED as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit a detached accessory garage building with a minimum interior side yard setback of 0.39 metres from the north property line.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. The space for the proposed detached accessory building shall not be used for home occupation or any other business.
4. Notwithstanding no portion of the building will encroach to 1.0 m from the lot line.

MOTION CARRIED

5.0 Other Business

None.

6.0 Next Meeting

T.B.D.

7.0 Adjournment

Motion by: Member Dr. Jim Loucks

Seconded by: Member Clive Slade

That the meeting adjourn at 7:15 pm

MOTION CARRIED

W. J. (Bill) Galloway,
Acting Chairman COA

Susan Luckhardt,
Secretary-Treasurer COA

Committee of Adjustment

Wednesday, August 15, 2018

A meeting of the St. Marys Committee of Adjustment was held on Wednesday, August 15, 2018 at 6:30pm in the Board Room, Municipal Operations Centre, 408 James Street South, St. Marys, Ontario, to discuss the following:

- 1.0 Call to order
- 2.0 Declaration of Pecuniary Interest
- 3.0 Approval of Minutes
Regular Meeting of July 18, 2018
Motion: Second:
- 4.0 Application for Consent to Sever: B01-2018 affecting Concession 19, Lot 17 as Part 3 on Reference Plan 44R-5140, Town of St. Marys (619 Queen Street East) by 2398315 Ontario Limited
- 5.0 Other Business
- 6.0 Next Meeting
- 7.0 Adjournment

Present:

- Chairman Steve Cousins
- Member W. J. Galloway
- Member Clive Slade
- Member Steve Ische
- Mark Stone, Planner
- Grant Brouwer, Director of Building and Development
- Susan Luckhardt, Secretary-Treasurer

Regrets:

- Member Dr. J. H. Loucks

1.0 Call to Order:

Chairman Steve Cousins called the meeting to order at 6:30 pm.

2.0 Disclosure of Pecuniary Interest:

Member W. J. Galloway disclosed pecuniary interest with respect to Agenda Item 4.0.

3.0 Approval of Minutes dated July 18, 2018:

Motion by: Member W. J. Galloway

Seconded by: Member Clive Slade

That the Minutes dated July 18, 2018 be approved as circulated.

MOTION CARRIED

4.0 Public Hearing B01-2018

Application for Consent to Sever: B01-2018 affecting Concession 19, Lot 17 as Part 3 on Reference Plan 44R-5140, Town of St. Marys (619 Queen Street East) by 2398315 Ontario Limited

Member W. J. Galloway left the meeting, having disclosed pecuniary interest with Agenda Item 4.0.

Mark Stone provided an overview of consent to sever application B01-2018. A two-storey semi-detached dwelling, each side with an attached garage is currently under construction on the subject property. The application for consent to sever proposes to sever the subject property into two lots so that each semi-detached dwelling unit can be conveyed separately.

Mark Stone reviewed correspondence received in response to the August 1, 2018 circulation of the application to property owners within 60m of the subject lands and agencies as prescribed under the Ontario Planning Act:

Town Public Works Department	August 1, 2018	<ul style="list-style-type: none"> No comments
Upper Thames River Conservation Authority	August 8, 2018	<ul style="list-style-type: none"> No objection to Application
Hydro One	August 8, 2018	<ul style="list-style-type: none"> No objection in principle provided Hydro One's ownership rights regarding abutting transmission station are protected and maintained. Any placement of permanent structures, facilities or landscaping within the transmission corridor is prohibited without the prior written approval of Hydro One.

This concluded Mark Stone's overview of the application.

Geoff Loucks and Scott McIntosh of 2398315 Ontario Limited were present to speak to the application. The consent to sever application is to complete the severance for the property along the common party wall of the semi-detached dwelling currently under construction. The subject infill lot on which the semi-detached dwelling is being built was created through consent to sever application B02-2012.

Chairman Steve Cousins asked for questions from Committee of Adjustment members.

Member Clive Slade asked for clarification about construction and if there are any structural requirements that would be different for the dwelling if divided along the common party wall. Grant Brouwer stated that the dwelling was constructed as a semi-detached dwelling; there are no construction/structural issues in dividing it along the common party wall as construction methods for a semi-detached dwelling were adhered to.

Member Clive Slade asked for clarification of parking for the dwellings. It was confirmed that the dwellings meet minimum parking requirements under the Town zoning by-law; there are 3 parking spaces for each side of the semi-detached dwelling, the required minimum being two parking spaces per side.

Member Clive Slade asked if a road widening should be taken as a condition of this consent to sever application. Mark Stone stated that the Town Public Works Department has been consulted on this matter. Public Works staff found that a road widening was not taken from the property when the original infill lot was created through consent to sever application B02-2012. Town staff has reviewed the matter in detail and it was determined not to take the road widening now as the dwelling under construction on the infill lot has setbacks and parking calculated according to the existing road width. Taking the road widening now as a condition of this consent to sever application would create compliance issues with minimum setbacks and required parking; the road widening should have been taken when the original infill lot was created.

Grant Brouwer reiterated the comments that since the road widening was not taken when the infill lot was created, staff reviewed the matter and found it inappropriate to take the widening now when the semi-detached dwelling under construction is being divided along the common party wall.

DECISION B01-2018

Application for Consent to Sever: B01-2018 affecting Concession 19, Lot 17 as Part 3 on Reference Plan 44R-5140, Town of St. Marys (619 Queen Street East) by 2398315 Ontario Limited

Motion by: Member Steve Ische

Seconded by: Member Clive Slade

That the Application for Consent to Sever by 2398315 Ontario Limited (Application No. B01-2018) affecting a parcel of land described as 619 Queen Street East, Part 3 on Reference Plan 44R-5140 in the Town of St. Marys for the purpose of severing a lot into two lots be APPROVED as the severance proposal conforms to the policies of the Official Plan, subject to the following conditions:

- 1) That the Certificate of the Official must be issued by the Secretary-Treasurer for Committee of Adjustment within a period of one year from the date of the mailing of the Notice of Decision;
- 2) Confirmation from the Town's Treasury Department that their financial requirements have been met;
- 3) The Committee be provided with a description that is consistent with the application and equal to that required for registration of a deed/transfer or other conveyance of interest in land under the provisions of the Registry Act or Land Titles Act;
- 4) Confirmation be received from the solicitor that the Certificate of the Official will be scanned and attached to the electronic registration of the Transfer; and,
- 5) To make payment to the Town for one boulevard hardwood tree for each lot as per the Town's tree planting policy.

MOTION CARRIED

5.0 Other Business

None.

6.0 Next Meeting

T.B.D.

7.0 Adjournment

Motion by: Member Steve Ische

Seconded by: Member Clive Slade

That the meeting adjourn at 6:50 pm

MOTION CARRIED

Steve Cousins Chairman COA

Susan Luckhardt,
Secretary-Treasurer COA

draft unapproved



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

August 11, 2018

9:00am

St. Marys Museum

177 Church Street South

Members Present: Janis Fread
Stephen Habermehl
Paul King
Larry Pfaff
Mary Smith
Michelle Stemmler
Carey Pope
Al Strathdee
Members Absent: Sherri Gropp
Staff Present: Amy Cubberley

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

Moved By Michelle Stemmler

Seconded By Stephen Habermehl

THAT the August 11, 2018 Heritage Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Moved By Mary Smith

Seconded By Janis Fread

THAT the June 9, 2018 heritage Committee minutes be accepted as presented.

CARRIED

7. BUSINESS ARISING FROM MINUTES

Within the Agenda.

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

The HCDAC held a joint meeting with Heritage St. Marys Committee members July 16, 2018, reviewed and approved a sign permit application for a new business, St. Marys Dentistry, 60 Water Street South. The next scheduled meeting of this committee (if required) is Monday, August 13.

8. REGULAR BUSINESS

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 VIA Station

The tenant, Cameron Porteous, is hoping that the scheduled floor refinishing will take place between the ending of the current exhibit and the opening of the new exhibit in September. It is a tight window.

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

The library will relocate with limited services to the PRC on August 27 to allow for scheduled carpet and painting renovations. Paul also pointed out an addition to the sign at the Church Street entrance.

8.2.6 Old Water Tower

Scaffolding in place for restorations work. There was an interruption and short delay during the filming for Murdoch mysteries.

8.3 Municipal Register, Part 2 - List of Significant properties

A request to have a property removed from the list has been submitted. According to the terms of the bylaw, removal is available at any time at the owner's request. The committee members wanted to record their disappointment concerning this request because it leaves a very important property vulnerable to demolition.

Moved By Carey Pope

Seconded By Stephen Habermehl

THAT the St. Marys Heritage Committee agrees to the request by the owner to remove the property at 275 Emily Street from the Municipal List of Properties of Cultural Heritage Significance.

CARRIED

8.4 Heritage Grant Applications

Although there were no new Heritage Grant applications, the following resolution was passed at the special joint meeting, July 16, 2018. Heritage Grant application for 151-153 Queen Street East: To replace badly leaking roof with new roof, using same materials.

Moved By Mary Smith

Seconded By Al Strathdee

THAT the St. Marys Heritage Committee recommends approval of the Heritage Grant application for roof replacement at 151-153 Queen Street East.

CARRIED

8. REGULAR BUSINESS

8.5 Properties of interest or at risk (not necessarily designated)

8.5.1 West Ward School

No new information.

8.5.2 North Ward School site

Nothing to report.

8.5.4 Repairs to Flood Wall

Repairs are still underway. Water levels are expected to remain low until approximately August 22.

8.6 CHO Report

Paul reported on the Ontario Heritage Conference in Sault Ste. Marie. A site visit to a former residential school made a particularly strong impression. Conference attendance was smaller than the previous few years because of the location. However, Paul is a strong advocate for holding the conference throughout various parts of Ontario. He is looking forward to the 2019 conference in Goderich/Bluewater.

8.7 Homeowner/Property owner letters

Paul will prepare letters to new owners of these properties:

- 47 Robinson Street
- 137 Water Street North (designated property)
- 3 Robinson Street, the former Land Registry Office/Baptist Tabernacle (listed property)
- 249 Widder Street East (listed property)

Al Strathdee also suggested a letter of appreciation to the McConnell Club for sponsoring the restoration of the Weir Fountain.

8.8 Sign Bylaw

Nothing to report.

8.9 Cultural Planning: Strategic Plan

Nothing to report.

9. COUNCIL REPORT

Mayor Al and Councillor Carey Pope reported that a number of housekeeping matters are being concluded before the end of this council term. This includes the Code of Conduct for council and committees of council. The schedule of capital projects is being reviewed and work will soon begin on the 2019 budget.

A report on the installation of air conditioning in the upstairs auditorium of the Town Hall will be presented for discussion at the Strategic Priorities Committee meeting, Monday August 13.

10. OTHER BUSINESS

10.1 Official Plan

Paul had circulated via email a list of comments that he will send to Planner Mark Stone following review by the Heritage Committee. It contains several suggestions and corrections for the draft AOP. Larry thanked Paul for doing this work on the Committee's behalf.

Paul suggested that perhaps there should be an introduction that provides some context for the entire document: a short historic review presenting the ways in which St. Marys shows its special character. He recommended the introduction to the OP for the City of Kingston as a reference. Mary volunteered to work with Paul on preparing some material to submit to the planner and PAC as a possible introduction.

Paul commended Mark Stone and the town for a very thorough process of review and the well-prepared discussion papers. Staff reports concerning each discussion paper can be found by searching council agenda packages.

10.2 Strategic Plan Update

Mid-Year Report Card: This six-page document was circulated for information to committee members so that they can see what projects have been completed toward the overall goals in each of the six areas (pillars) of the Strategic Plan.

10.3 Heritage Festival Report

Larry was pleased with the interest in his two walking tours although mostly his groups stayed in the shade on the walkway beside Castle Garden while he talked and answered questions.

Amy said, from the point of view of a vendor, there was more street traffic than she remembers from previous years.

Trisha had also given a short report at the Joint Meeting, June 16, 2018. The step-on tours throughout Saturday at the Festival had been successful and the bus was full or almost full each trip. She enjoyed talking to people from other communities visiting St. Marys for the Festival as well as to some newcomers learning about the town.

At the Friday evening event, Mayor Al had declared the Festival open and Stephen Habermehl presented the Heritage Festival Award to June and Dave Cunningham who were most appreciative.

10.4 Murdoch Filming

Several committee members had been following the filming of an episode of this TV series, set in St. Marys, to be aired sometime in the New Year. There had been some disruption of services to accommodate the film crew but it was agreed that the publicity for the town will more than compensate for any inconvenience.

The company rented the upper floor of the Army and Navy for lunch room space each day, bought their groceries locally and spent “Murdoch Dollars” at local businesses. This was economically beneficial to the town, not to mention the number of out-of-town visitors who came to St. Marys just to see the filming itself.

Several local residents had liked the old-fashioned business signs and would like to see more signs of this sort replacing some of the current ones on some storefronts.

10.5 Replacement windows

Windows have been replaced at the cottage at 135 Tracy Street, using the Green Window and Door Company. This company’s local agent, Jim Butler, made a presentation to this committee in June 2016, showing replacement windows that had a much more traditional look than those of many other brands. Larry recommended that committee members go past this cottage to see the newly installed windows.

11. UPCOMING MEETINGS

September 8, 2018, at 9 a.m. at the Museum.

12. ADJOURNMENT

Moved By Michelle Stemmler

THAT this meeting of the Heritage Committee adjourn at 9:50 am.

Larry Pfaff, Chair

Planning Advisory Committee Tuesday, August 7, 2018

A meeting of the St. Marys Planning Advisory Committee was held on Tuesday, August 7, 2018, in the Boardroom, Municipal Operations Centre, 408 James Street South, St. Marys, Ontario at 6:00 pm to discuss the following.

- 1.0 Call to order**
- 2.0 Declaration of Pecuniary Interest**
- 3.0 Approval of Minutes**

Regular Meeting of May 28, 2018

Motion:

Second:

- 4.0 Official Plan Review**
- 5.0 Affordable Housing**
- 6.0 Next Meeting**
- 7.0 Adjournment**

Present:

- Chairman Councillor Don Van Galen
- Councillor Jim Craigmile
- Member W. J. Galloway
- Member Dr. J. H. Loucks
- Member Marti Lindsay
- Mark Stone, Planner
- Grant Brouwer, Director of Building and Development
- Susan Luckhardt, Secretary-Treasurer PAC

Regrets:

- Member Steve Cousins

1.0 Call to Order

Chairman Don Van Galen called the meeting to order at 6:00 pm.

2.0 Disclosure of Pecuniary Interest:

None noted.

3.0 Approval of Minutes:

Minutes dated May 28, 2018

Motion by: Councillor Jim Craigmile

Seconded by: Member Dr. J. H. Loucks

THAT the Minutes dated May 28, 2018 be approved as circulated.

MOTION CARRIED

4.0 Official Plan Review

Mark Stone presented his information report regarding the Official Plan Review.

Mark Stone spoke to modifications required to some of the Discussion Papers as:

- Paper #1 (Population) – revised planning period (2018 to 2038) and updated population projections
- Paper #4 (Residential) – changes to reflect revised population projections in Paper #1, update to number of dwellings required to meet demand, correction to median density figure based on recent subdivision development and update to residential land supply
- Paper #10 (Commercial) – addition of inventory of available/vacant lands designated Highway Commercial
- Paper #11 (Natural Heritage & Hazards) – addition of background information from Perth Natural Heritage Systems Study

Copies of the revised discussion papers will be provided via the Town's website.

Mark Stone spoke to the draft modified Official Plan and responded to questions from Planning Advisory Committee (PAC) members.

- Section 2.3 (Heritage Conservation)
 - removal of Schedule D and associated policies respecting location of heritage conservation sites
 - addition of policies respecting heritage impact assessments, designation of Heritage Conservation Districts, cultural heritage landscapes and viewscape protection
- Section 3.1 (Residential)
 - addition of policies respecting compatible development, evaluating neighbourhood character, infill and intensification, accessory apartments and encouraging affordable housing
- Section 3.2 (Downtown - replaces 'Central Commercial')
 - addition of policies to allow residential on ground floor of low rise apartment buildings in certain areas based on criteria
- Section 3.4 (General Industrial)
 - broadening of permitted uses
 - addition of policies restricting the conversion of employment areas to non-employment at the time of a comprehensive review

- Section 3.5 (Extractive Industrial)
 - addition of policies respecting rehabilitation of extraction sites, sensitive land uses, and wayside pits and portable asphalt plants
- Section 3.7 (Recreational)
 - update to park classification to implement Town's Recreation and Leisure Services Master Plan
 - addition of policies promoting active transportation
- Section 3.9 (Natural Heritage)
 - addition of policies to ensure conformity with Provincial Policy Statement including policies respecting significant wetlands, wood lands, significant valleylands, significant wildlife habitat, etc.
- Section 4 (Division of Land and General Land Use Policies)
 - addition of policies regarding urban design and sustainable development
- Section 5.6 (Source Water Protection)
 - new section added to ensure the protection of municipal drinking water supplies
- Section 7.25 (Complete Applications)
 - new section regarding pre-consultation, required information and studies in support of Planning Act application(s), and part lot control

Official Plan Amendments 26 to 32 will be consolidated into the Official Plan.

There was a question regarding the impact of the Heritage Register on infilling; densities and intensification. Mark Stone responded, speaking to the function of the Heritage Register.

In response to a question, Mark Stone explained that the Official Plan Review comment summary chart is ongoing and will be finalized in the concluding stage of the review process. If PAC members have any comments to add to the chart, they should provide their comments to Mark Stone.

Mark Stone spoke to the land supply/demand memorandum. There was discussion regarding the supply of industrial designated lands; the projected 25 to 45 year supply of industrial designated lands being based on historical data.

Mark Stone spoke to land use designation options for consideration: a proposed Highway Commercial – Light Industrial designation; and a proposed Highway Commercial – Mixed Use designation. It was the consensus of PAC members that staff do more work on this matter and take the proposed additional land use designations to Council for consideration.

Mark Stone spoke to the next steps of the Official Plan Review:

- Meet with landowners as required
- Present draft modified Official Plan to Council
- Circulation to agencies
- Statutory Public Open House
- Preparation of Official Plan Amendment
- Statutory Public Meeting

There were no further questions from PAC members; concluding the discussion of the Official Plan Review.

5.0 Affordable Housing

Mark Stone presented his information report regarding affordable housing in St. Marys and responded to questions from PAC members.

With regard to accessory apartments, it is the recommendation of staff that Council proceed with a proposed amendment to the Zoning By-law to permit a maximum of one accessory apartment per single detached, semi-detached or townhouse dwelling; and that the Zoning By-law also contain specific provisions to regulate accessory apartments in accessory buildings on a lot.

It was the consensus of PAC members that staff prepare a report and a draft zoning by-law amendment to implement accessory apartments, for Council's consideration.

6.0 Next Meeting:

T.B.A.

7.0 Adjournment

Motion by: Member W. J. Galloway

Seconded by: Councillor Jim Craigmile

THAT the meeting adjourn at 7:17 pm.

MOTION CARRIED

Councillor Don Van Galen
Chairman

Susan Luckhardt
Secretary-Treasurer

Copies to:

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



MINUTES

Joint Meeting of the Heritage Conservation District Advisory Committee and the Heritage Committee

July 16 25, 2018
6:15pm
St. Marys Museum
177 Church Street South

Members Present: Sherri Gropp
Janis Fread
Stephen Habermehl
Mary Smith
Michelle Stemmler
Mike Bolton
Bill Galloway
Dan Schneider
Barb Tuer
Council Present: Al Strathdee, Carey Pope, Tony Winter
Members Absent: Paul King
Staff Present: Trisha McKibbin, Director of Corporate Services

1. CALL TO ORDER

In the 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 declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Bill Galloway

Seconded By Carey Pope

THAT the July 16, 2018 joint meeting of the Heritage Conservation District Advisory Committee and the Heritage Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Michelle Stemmler

Seconded By Mary Smith

THAT the June 25, 2018 joint Heritage Conservation District Committee and Heritage Committee Minutes be accepted as presented.

CARRIED

6. BUSINESS ARISING FROM MINUTES

None.

7. SIGN PERMIT

7.1 60 Water Street South

A heritage permit application and sign permit application was reviewed for 60 Water Street South for a new business: St. Marys Dentistry. This sign will be on the east and north sides of the building adjacent to the entrance to the business. It will be unlit, white acrylic with black letters.

Moved By Dan Schneider

Seconded By Bill Galloway

THAT the St. Marys Heritage Conservation District Advisory Committee recommends approval of a heritage permit for St. Marys Dentistry, 60 Water Street South.

CARRIED

Moved By Mary Smith

Seconded By Michelle Stemmler

THAT the St. Marys Heritage Committee recommends approval of the sign permit application for St. Marys Dentistry, 60 Water Street South.

CARRIED

8. HERITAGE GRANTS

8.1 151-153 Queen Street East

A Heritage Grant application to replace the roof using same material for 151-153 Queen Street East was reviewed by the Heritage Committee.

Moved By Mary Smith

Seconded By Al Strathdee

THAT the St. Marys Heritage Committee recommends approval of the Heritage Grant application for roof replacement at 151-153 Queen Street East.

CARRIED

9. OTHER BUSINESS

9.1 Heritage Festival

Mayor Al declared the Festival open on Friday evening, July 13. Stephen Habermehl did a great job presenting the Heritage Festival Award to June and Dave Cunningham at the opening event.

Staff reported that the step-on tours during the Heritage Festival had been successful and the bus was full or almost full each trip.

10. UPCOMING MEETINGS

Heritage Conservation District Committee - Monday, August 13, 2018, 6:15 pm, St. Marys Museum

Heritage Committee - Saturday, August 11, 2018, 9:00a.m., St. Marys Museum

11. ADJOURNMENT

Moved By Bill Galloway

Seconded By Mike Bolton

THAT this meeting of the HCDAC and Heritage Committee adjourn at 6:35 p.m.

CARRIED

Barb Tuer, Chair

BY-LAW 72-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to prohibit or regulate the removal of topsoil, the placing or dumping of fill and, the alteration of grade of land within the Town of St. Marys.

- WHEREAS:** Section 142 of the *Municipal Act*, S.O. 2001 c. 25, as amended authorizes local municipalities to pass by-laws prohibiting or regulating the placing or dumping of fill, the removal of topsoil, and the alteration of the grade of the land;
- AND WHEREAS:** Section 142 of the Act further authorizes local municipalities to pass by-laws requiring that a permit be obtained for the placing or dumping of fill, the removal of topsoil or the alteration of the grade of the land within the Town and may prescribe the fees for such Permit, the circumstances under which a permit may be issued, and the conditions that may be attached to such Permit;
- AND WHEREAS:** Council considers it to be in the public interest to enact a by-law for prohibiting or regulating the placing or dumping of fill, the removal of topsoil, and the alteration of the grade of a site in order to ensure that:
- (a) existing drainage patterns are maintained;
 - (b) interference and damage to watercourses or other bodies is limited;
 - (c) water quality is maintained;
 - (d) erosion and sedimentation are prevented;
 - (e) changes to drainage or grade are appropriate to protect natural heritage features and areas;
 - (f) the use of hazardous or improper fill is prevented; and
 - (g) unanticipated drainage and site alteration changes are prevented;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows;

1.0 DEFINITIONS

1.1. For the purpose of this By-law:

“Application” means an application for Permit in the form prescribed by the Designated Officer;

“Adverse Effect” means one or more of,

- (a) Impairment of the quality of the natural environment for any use that can be made of it;
- (b) injury or damage to property or to plant or animal life;
- (c) harm or material discomfort to any person;
- (d) an adverse effect on the health of any person;
- (e) impairment of the safety of any person;
- (f) rendering any property or plant or animal life unfit for human use;
- (g) loss of enjoyment of normal use of property; or,
- (h) interference with the normal conduct of business.

“Applicant” means the Owner, or a Person authorized by the Owner, who submits an Application to the Town for Permit;

“Council” means the Council of the Corporation of the Town of St. Marys;

“Designated Officer” means the Town’s Chief Building Official, or Person designated by the Town’s Chief Building Official;

“Drainage” means the movement of water, whether by way of natural characteristics of the ground surface or by artificial means;

“Dumping” means the depositing of Fill in a location on a property or the movement and depositing of Fill from location on a property to another location on the same property;

“Fill” means any type of imported or relocated material deposited or placed on a property and includes, but is not limited to, soil, stone, concrete, aggregate, brick, sod or turf, or any combination thereof;

“Grade” means the elevation of the surface of the land;

“Grade, Existing” means the Grade as it exists at the timing of filing an Application;

“Grade, Finished” means the Grade after a Site Alteration;

“Inspector” means the Designated Officer, or Person designated by the Designated Officer, to enforce the provisions of this By-law on behalf of the Town;

“Owner” means the legal registered owner(s) of the property as shown by the records of the Land Registry Office where the property register for the property is situated;

“Permit” means an authorization to perform a Site Alteration, which is granted in writing by a Designated Officer;

“Person” means any individual, corporation, partnership, company, association or party;

“Placing” means the distribution of Fill on a property to establish a Finished Grade higher or lower than Existing Grade;

“Qualified Person” means a Person who holds a licence, limited licence or temporary licence under the *Professional Engineers Act*, an environmental consultant, a geoscientist or other professional approved by the Designated Officer who possesses expert or special knowledge with respect to matters contained within this By-law;

“Removal” means excavation or extraction of any Fill which lowers the Existing Grade;

“Risk Management Inspector” means the person employed within the Town that is responsible for overseeing the regulations of Source Protection Plans under the *Clean Water Act*, as amended;

"Site Alteration" means the Placing, Dumping or Removal of Fill or Topsoil, the alteration of the Existing Grade of land by any means including the removal of vegetation cover, the compaction of soil or the creation of impervious surfaces, or any combination of these activities;

“Site Alteration Area” means the total area of the property on which Site Alteration will occur;

“Site Alteration Plan” means a plan prepared by a Qualified Person on behalf of an Applicant in connection with an Application and pursuant to the requirements of this By-law;

“Soil” means any material commonly known as earth, topsoil, loam, subsoil, clay, sand or gravel;

"Topsoil" means those horizons in a soil profile, commonly known as the "O" and the "A" horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat;

“Town” means the Corporation of the Town of St. Marys.

2.0 APPLICATION OF BY-LAW

2.1 This By-law applies to Site Alteration within the geographical area of the Town.

3.0 GENERAL PROVISIONS

- 3.1 No Person shall cause or permit a Site Alteration within the Town without a Site Alteration Permit issued under this By-law.
- 3.2 The issuance of a Permit under this By-law does not excuse the Owner or Applicant from complying with other applicable federal, provincial, and municipal laws, and it does not warrant or guarantee that the Owner or Applicant will obtain any other permit or authorization from the Town or other government entity.
- 3.3 Notwithstanding any other provision of this By-law, no Person shall cause, permit or perform a Site Alteration on any lands zoned in the Town of St. Marys Zoning By-law as Environmental Constraint Zone (EC), Flood Plain Zone (FP), Development Zone (D or RD) or Special Policy Area Constraint Zone (SPA) unless such Site Alteration is directly associated with a building permit issued by the Town, any development agreement with the Town, or such site alteration is directly associated with activities described in Section 4.0 of this By-law.
- 3.4 Notwithstanding any other provision of this By-law, no Person shall cause, permit or perform a Site Alteration on any lands within any wellhead protection area, significant ground water recharge area or high aquifer vulnerability area as identified in an approved source water protection plan or the Town Official Plan, unless approved by the risk management inspector in accordance with the *Clean Water Act*.
- 3.5 Any Person Permitted to cause or permit a Site Alteration within the Town shall ensure that:
 - (a) no slope is constructed steeper than 3:1, and no Fill shall encroach upon adjacent lands, either above or below Existing or Finished Grade, and which is not so high as to cause an Adverse Effect on adjacent and other lands;
 - (b) the Finished Grade surface is protected by sod, turf, seeding of grass, greenery, asphalt, concrete or such other material as the Designated Officer may approve, either singly or in combination;
 - (c) the Fill is not placed around the perimeter of any existing building to an elevation higher than the elevation specified by the Ontario *Building Code Act* or regulations thereunder, as amended, below the top of foundation of such building, unless such building and its foundation walls are altered in a manner satisfactory to the Designated Officer;
 - (d) all Fill used is clean and free of rubbish, rubber, plastics, metals, glass, garbage, termites, wood, liquid or solid and/or toxic chemicals, and other contaminants or related waste and for this purpose the Designated Officer may require contaminant testing of the Fill to be placed or dumped; and,
 - (e) the Dumping or Placing of Fill is conducted in such a manner that no ponding is caused on the property, abutting properties and other lands, and provided that there is no alteration to the volume, direction, intensity or form of storm water run-off to adjacent properties.

4.0 EXEMPTIONS

- 4.1 The provisions of this By-law shall not apply to:
 - (a) properties less than 0.8 hectares in size, unless the lot includes or is adjacent to a body of water;
 - (b) activities or matters undertaken by the Town or a local board of the Town;
 - (c) Site Alteration in accordance with plans approved in conjunction with a site plan, a plan of subdivision or a consent under Sections 41, 51, or

53 respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;

- (d) Site Alteration undertaken on land described in a licence for a pit or quarry or permit for a wayside pit or quarry issued under the *Aggregate Resources Act*;
- (e) Site Alteration undertaken as an incidental part of drain construction under the *Drainage Act*, or the *Tile Drainage Act*;
- (f) activities or matters of a Ministry of the Provincial Government or a Conservation Authority;
- (g) any minor works on a residential property which are a minimum of 0.3 metres from any lot line, and involves the Placing or Dumping of no more than fifteen (15) cubic metres per year of Topsoil for the purpose of lawn dressing, constructing a fence, pool or other accessory structure, landscaping or adding to flower beds or vegetable gardens, provided that there is no alteration to the volume, direction, intensity or form of storm water run-off to adjacent properties or where the works are permitted under the Town's Building Permit process. Additional soil depth shall not exceed 100 mm above the Existing Grade; or,
- (h) the Removal of Soil as an incidental part of a normal agricultural practice, provided however that this provision shall not exempt from the provisions of this By-law the Removal of Topsoil for sale, exchange or other disposition.

5.0 PLANNING AND DEVELOPMENT PROCESS

- 5.1 The provisions of this By-Law, as amended from time to time, may form part of the development approval process governed by the *Planning Act*.
- 5.2 Where there is a development application involving approval in accordance with the *Planning Act*, there shall be no Site Alteration as a result of any site preparation until the issuance of a Permit and/or the receipt of the final approval of the applicable *Planning Act* applications.

6.0 APPLICATION REQUIREMENTS

- 6.1 Any Person intending to undertake a Site Alteration within the limits of the Town, through their own actions or through the actions of any other Person, shall submit a completed Application and obtain a Permit in accordance with the provisions of this By-law, unless otherwise exempted by Section 4.0, prior to undertaking any Site Alteration.
- 6.2 A Person applying for a Permit shall submit a completed Application and the following to the Designated Officer:
 - (a) payment of the prescribed fee as set out in the Fees and Charges By-law, as amended;
 - (b) provision of security, if required, in a form and amount to be determined in accordance with Schedule "A" to this By-law, to secure performance of the Applicant's obligations under this By-law and any Permit that is issued hereunder;
 - (c) a Site Alteration Plan conforming to the requirements set out in Schedule "B" of this By-law;
 - (d) any requirements of any other permit or approval that may be required by an external agency or governmental agency having jurisdiction regarding the property or the proposed works;
 - (e) confirmation of permission, in writing, from all property owners that will be receiving Fill generated in accordance with the Permit;

- (f) provision of any report or study deemed necessary by the Designated Officer, Town department or any external agency/governmental agency having jurisdiction including, but not limited to, an environmental impact assessment, archaeological study, vegetation analysis, stormwater management plan, environmental or geotechnical report;
 - (g) the proposed haul routes to and from the site, determined so as to minimize damage to roads and interference and/or disturbance to the residents and businesses of the Town, together with the estimated number of trucks required to transport the Fill or Topsoil;
 - (h) confirmation of any existing Official Plan designations, zoning, and the status of any *Planning Act* applications on the property as determined after pre-consultation with the Town.
- 6.3 The Designated Officer may, in writing, waive the requirements for any Application items listed above or any Site Alteration Plan items listed in Schedule “B” with the exception of waiving prescribed fees, after taking into consideration the nature and scale of the proposed works and the anticipated impact on the site and surrounding environment.

7.0 CRITERIA FOR ISSUING A SITE ALTERATION PERMIT

- 7.1 In accordance with Section 23.1 of the *Municipal Act*, the Designated Officer is delegated the authority to review Applications and issue Permits under this By-law.
- 7.2 The Designated Officer shall review all Applications and shall issue a Permit if the Designated Officer is satisfied that:
- 7.2.1 the Applicant has submitted a complete Application;
 - 7.2.2 all work performed shall be done in accordance with this By-law and proper engineering practice;
 - 7.2.3 the Site Alteration will likely not result in:
 - 7.2.3.1 uncontrolled soil erosion;
 - 7.2.3.2 blockage, siltation or pollution of a watercourse;
 - 7.2.3.3 blockage of a storm Drainage system;
 - 7.2.3.4 flooding or ponding caused by a watercourse overflowing its banks;
 - 7.2.3.5 flooding or ponding on neighboring properties;
 - 7.2.3.6 an Adverse Effect on the natural environment of the area;
 - 7.2.3.7 public safety concerns;
 - 7.2.3.8 negative Drainage impacts on existing pool enclosures on abutting properties;
 - 7.2.3.9 disruption to groundwater aquifers, water tables, or flows; or,
 - 7.2.3.10 the spread or migration of contaminated soil, groundwater sediment or air to other areas of the site or to adjacent properties, municipal infrastructure, roads and sidewalks;
 - 7.2.4 the Site Alteration is for a use or purpose permitted in accordance with the Town’s Zoning By-law; and,
 - 7.2.5 the land will be restored to the same or better condition than it was prior to the Site Alteration.

8.0 CONDITIONS OF PERMIT ISSUANCE

- 8.1 The Designated Officer shall consider the following conditions for any Permit issued:

- (a) Permits under this By-law shall be valid for a period of one (1) year from the date of issuance.
- (b) Notwithstanding Section 8.1(a), Permits issued under this By-law shall expire six (6) months after the date of issuance if no work has been commenced under the Permit during the six (6) preceding months.
- (c) The Designated Officer may renew a Permit for one additional period of one (1) year upon the submission of a new Application and the payment of a renewal fee in accordance with the Fees and Charges By-law, as amended.
- (d) The Applicant shall notify the Designated Officer at least five (5) business days in advance of the commencement of any Site Alteration.
- (e) Once Site Alteration commences, and until the rehabilitation of the site is complete, the Applicant shall provide weekly reports to the Designated Officer to confirm that the works are implemented in accordance with the By-law and that it is achieving adequate performance. The Designated Officer has the power to enter upon and examine the site at any reasonable time or times. A Designated Officer may be accompanied on his or her inspection duties by such other person or persons as he or she deems necessary in order to properly carry out his or her duties under this By-law.
- (f) The Applicant shall provide characterization and analytical records of the quality of soil being brought to the site prior to receiving any material, as confirmed by a Qualified Person, that the soil is appropriate based on the site location/ sensitivity, anticipated land uses, groundwater use/sensitivity, pre-existing site concentrations or other factors to ensure that there is no likelihood of Adverse Effect based on the importation of the soil to the site.

8.2 The Designated Officer may attach such other conditions to a Permit that, in the opinion of the Designated Officer, are reasonably required to protect the public and the natural environment from Adverse Effects associated with erosion and sedimentation from or at the Site, including but not limited to the imposition of insurance requirements.

8.3 No Person shall contravene any condition of a Permit issued under this by-law.

8.4 The Designated Officer may require the Owner to enter into a Site Alteration Agreement as a condition of the Permit. Said Agreement shall be in the form approved by the Town.

9.0 REFUSAL TO ISSUE PERMIT

9.1 The Designated Officer shall refuse to issue a Permit when the requirements of this By-law have not been satisfied. In the event that the Designated Officer refuses to issue a Permit, the Applicant shall be informed in writing of the refusal by the Designated Officer and the reasons for such refusal. The Designated Officer may reconsider the Application if additional information or documentation required by the Designated Officer is submitted by the Applicant.

10.0 POWERS OF INSPECTION

10.1 An Inspector may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

10.1.1 this By-law;

10.1.2 a direction or order of the Town made under this by-law; or

10.1.3 an order made under s. 431 of the *Municipal Act*.

10.2 For the purpose of conducting an inspection pursuant to Section 10.1 of this By-law, an Inspector may, in accordance with the provisions of Section 436 of the *Municipal Act*:

10.2.1 require the production for inspection of documents or things relevant to the inspection;

10.2.2 inspect and remove documents or things relevant to the inspection for the purpose of making copies of extracts;

10.2.3 require information from any Person concerning a matter related to the inspection; and,

10.2.4 alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples of photographs necessary for the purposes of the inspection.

11.0 TRANSFER OF SITE

11.1 If the registered ownership of the property for which a Permit has been issued is transferred while the Permit remains in effect and outstanding, the new Owner shall, prior to the commencement or continuation of any work:

11.1.1 Provide the Town with a written undertaking to comply with all of the conditions and provisions of the Permit; and

11.1.2 Provide security in a form and amount acceptable to the Designated Officer, at which time any security previously provided by the prior Permit holder pursuant to this by-law shall be released.

And failing which, the Permit shall be deemed to be cancelled as of the date of the transfer of ownership.

12.0 CEASE AND DESIST ORDER

12.1 Where an Inspector is satisfied that a contravention of this By-law has occurred, the Inspector may make an order requiring the Person who contravened this By-law, or who caused or permitted the contravention, or the Owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity.

12.2 A cease and desist order under Section 12.1 of this By-law shall set out:

12.2.1 reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and,

12.2.2 the date by which there must be compliance with the order.

12.3 No Person shall contravene a Cease and Desist Order.

12.4 Any Person who contravenes an order under this By-law is guilty of an offence.

13.0 WORK ORDER

13.1 Where the Designated Officer or an Inspector is satisfied that a contravention of this By-law has occurred the Inspector may make an order requiring the Person who contravened this By-law, or who caused or permitted the contravention, or the Owner or occupier of the land on which the contravention occurred, to do work to correct the contravention.

13.2 An order under Section 13.1 of this By-law shall set out:

13.2.1 reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and,

13.2.2 the work to be completed and the date by which the work must be completed.

13.3 An order under Section 13.1 of this By-law may require work to be completed even though the facts which constitute the contravention of this By-law were present before this By-law came into force.

13.4 No Person shall contravene a Work Order.

13.5 Any Person who contravenes an order under this By-law is guilty of an offence.

14.0 REVOCATION OF A PERMIT

14.1 A Permit may be revoked by the Designated Officer or Inspector under any of the following circumstances:

14.1.1 If it was issued on mistaken, misleading, false or incorrect information;

14.1.2 If it was issued in error;

14.1.3 If the Owner or Applicant requests, in writing, that it be revoked;

14.1.4 If the terms of an agreement under this By-law are not complied with;
or,

14.1.5 If an Owner fails to comply with any provision of the Permit or this by-law or any other applicable statute, regulation or policy regarding the property, the Permit or the work.

14.2 When a Permit is revoked, the Owner and Applicant shall immediately cease all operations and work being conducted under the authority of the revoked Permit and shall immediately rehabilitate and stabilize the land so as to prevent the causing of Adverse Effects from erosion and sedimentation.

15.0 ORDER FOR REMOVAL

15.1 Where a Permit has not been issued and a Person is in contravention of this By-law, the Designated Officer or Inspector may issue an order for Removal requiring the Person to restore the property to the same condition as it was in prior to the commencement of such work, to the satisfaction of the Designated Officer, within a period of time as set out in the Order.

15.2 No Person shall contravene an Order for Removal.

16.0 REMEDIAL ACTION

16.1 If a person failed to do a matter or thing, including comply with an order under this By-law, as directed or required by this By-law, the Town may, in default of it being done by the Person directed or required to do it, do the matter or thing at the Person's expense. The Town may recover the costs of doing a matter or thing from the Person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

16.2 The costs outlined in Section 16.1 of this By-law shall include interest calculated at a rate of 1.25% per month, calculated for the period commencing on the day the Town incurs the costs and ending on the day the costs, including the interest, are paid in full.

16.3 The amount of the costs, including interest, constitutes a lien on the land upon the registration in the proper land registry office of a notice of lien. The lien is in respect of all costs that are payable at the time the notice is registered plus interest accrued to the date the payment is made. Upon receiving payment of all costs payable plus interest accrued to the date of payment, the Town shall register a discharge of the lien in the proper land registry office.

17.0 ENFORCEMENT

17.1 The administration and enforcement of this By-law, including all Permits issued hereunder, shall be performed by the Designated Officer, as may be amended from time to time.

17.2 The Designated Officer may, at any reasonable time, enter and inspect any land to determine whether this by-law, a cease and desist order, a work order or an order

for removal, a condition to a Permit issued pursuant to this By-law, or a court order relating to this By-law is being complied with.

17.3 For the purposes of an inspection under Section 18.2 of this By-law, the Designated Officer or Inspector may:

17.3.1 require the production for inspection of documents of things relevant to the inspection;

17.3.2 inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

17.3.3 require information from any Person concerning a matter related to the inspection; or,

17.3.4 alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

17.4 No Person shall obstruct the Designated Officer or Inspector in carrying out an inspection or exercising any powers or duties under this By-law.

17.5 No Person shall fail to produce any information required by the Designated Officer or Inspector pursuant to Section 18.3 of this By-law.

18.0 OFFENCE AND PENALTY

18.1 Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.

18.2 Every contravention of this By-law is hereby designated as a continuing offence.

18.3 Every Person who contravenes any provision of this by-law is guilty of an offence and upon conviction pursuant to Part III of the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended, shall be subject to the following penalties:

a) Upon a first conviction is subject to a maximum fine of \$10,000.00; and

b) Upon any subsequent conviction, is subject to a maximum fine of \$25,000.00

18.4 Despite Section 18.3 of this By-law, where the Person convicted is a corporation, the corporation is subject to:

a) on first conviction, to a maximum fine of \$50,000.00; and

b) on any subsequent conviction, to a maximum fine of \$100,000.00.

19.0 SHORT TITLE

This By-law may be referred to as the "Site Alteration By-law".

20.0 ENACTMENT

This By-law comes into force and takes effect this final day of passing thereof.

Read a first and second time this 28th day of August, 2018.

Read a third and final time and passed this 28th day of August, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

Schedule “A” – Fees and Security Deposit

Security Deposit

A security deposit in favour of the Town based on \$5000.00 per hectare of Site Alteration Area is required to cover the total estimated cost of erosion and sediment control measures or site control measures for the duration of the Permit is required. The Town will also require a security deposit of \$5,000.00 for damages to roads such as mud tracking and dust control. The security deposit shall be in a form acceptable to the Town.

- (a) The security deposit must remain in effect for the full duration of the permit. Any security deposit and its subsequent renewal forms shall contain a clause stating that thirty (30) days written notice must be given to the Town prior to its expiry or cancellation; and
- (b) In the event that the Town receives notice that a security deposit is expiring and will not be renewed, or, if further or additional securities are not provided within the said thirty (30) days, the Town may draw on the current security deposit at the discretion of the Designated Officer. The Permit holder agrees that any interest accruing on the realized security shall belong to the Town and not the Permit holder.
- (c) It is the responsibility of the Permit holder to:
 - (i) provide proof satisfactory to Designated Officer that the property has been adequately reinstated and stabilized in accordance with the requirements of this By-law and the Site Alteration Plan accompanying the Permit; and,
 - (ii) to request in writing that the Town carry out a final inspection to confirm that all relevant terms of this By-law have been complied with.
- (d) When the security deposit provisions of this Schedule have been fully complied with to the satisfaction of the Designated Officer, the Designated Officer shall release the Applicant's security deposit or the remaining amount of any reduced security deposit.

Schedule “B” – Requirements for Site Alteration Plans

The Applicant shall ensure that the information required for Site Alteration Plans are provided by a Qualified Person. Two (2) certified paper copies and one (1) digital version copy of the Site Alteration Plan are required to be submitted to the Designated Officer. All plans are to be in metric units and printed from the original drawings with all information provided legible and clear. All plans are to be folded to 8.5 x 11" size with the title blocks visible. Digital copies are to be submitted in original software format (ACAD/ARC GIS) along with PDF versions.

GENERAL REQUIREMENTS

The Site Alteration Plan shall be at a scale of 1:500 (or 1:1000 if accepted by the Designated Officer) and shall include the following requirements:

- (a) A key map showing the location of the property, property boundaries, property size, the Site Alteration Area, the property address and legal description, plan numbers, easements, a legend and a north arrow.
- (b) The current and intended future use of the property and the location and use of adjacent properties.
- (c) The location, dimensions and use of existing and proposed buildings and structures on the property.
- (d) The location of lakes, streams, wetlands, channels, ditches, other water courses, other water bodies and environmental protection areas on and within thirty (30) metres of the Site Alteration Area.
- (e) The location of the Regional storm flood line and the Conservation Authority Fill regulation lines.
- (f) The location of any wellhead protection area, significant ground water recharge area or high aquifer vulnerability area as identified in an approved source water protection plan or the Town Official Plan.
- (g) The location and identification of predominant Soil types.
- (h) The location and species types of existing vegetative cover, including the species and size of all trees and shrubs.
- (i) The location and dimensions of any existing and proposed storm water Drainage systems and natural Drainage patterns on and within thirty (30) metres of the Site Alteration Area.
- (j) The location and dimensions of utilities, structures, roads, highways and paving within thirty (30) metres of the Site Alteration Area.
- (k) The identification of the Existing Grades and Finished Grades of the property.
- (l) The location and dimensions of all proposed temporary stockpiles for Fill, Soil and other materials.
- (m) The location and dimensions of all proposed land disturbance activities, including construction of access roads.
- (n) A schedule of the anticipated starting and completion dates of each land disturbance or land development activity.
- (o) The location, dimensions, design details and design calculations of all site control measures, including plan and profile drawings of erosion and sediment controls and storm water management devices, necessary to meet the requirements of this By-law.

In accordance with Section 6.3 of this By-law, any of the above requirements may be waived at the sole discretion of the Designated Officer after taking into consideration the nature and scale of the proposed works and the anticipated impact on the site and surrounding environment.

Penalties of Infraction

Part I: Provincial Offences Act

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Cause or permit a site alteration without permit	3.1	\$150
2	Contravene a condition of the Permit	8.3	\$300
3	Contravene a Cease and Desist Order	12.3	\$300
4	Contravene a Work Order	13.4	\$300
5	Contravene an Order for Removal	15.2	\$300
6	Obstruct the Designated Officer or Inspector	17.4	\$150
7	Fail to produce any information	17.5	\$150

NOTE: The penalty provisions for the offences listed above is Section 18.1 of by-law 72-2018, a certified copy of which has been filed.

BY-LAW 73-2018

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 August 28, 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 28th day of August, 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 28th day of August, 2018.

Read a third and final time and passed this 28th day of August, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk