



AGENDA
Regular Council Meeting

September 25, 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 September 25, 2018 regular Council meeting 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

None

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - September 11, 2018

8

RECOMMENDATION

THAT the September 11, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

6.2	Strategic Priorities Committee - September 18, 2018	18
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RECOMMENDATION

THAT the September 18, 2018 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1	CN re: Lease Agreement Expiry of Tracks	22
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RECOMMENDATION

THAT the correspondence from CN regarding the lease agreement expiry of tracks in Ontario be received.

7.2	Ministry of Community Safety and Correctional Services re: Community Emergency Management	24
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RECOMMENDATION

THAT the correspondence from the Ministry of Community Safety and Correctional Services regarding community emergency management documentation for St. Marys be received.

7.3	Mary Margaret Driedger re: Hospital Parking Fees	25
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RECOMMENDATION

THAT the correspondence from Mary Margaret Driedger regarding hospital parking fees be received.

8. STAFF REPORTS

8.1 Administration and Human Resources

8.1.1	CAO 37-2018 September Monthly Report (Administration and Human Resources)	26
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RECOMMENDATION

THAT CAO 37-2018 2018 September Monthly Report (Administration and Human Resources) be received for information.

8.1.2	CAO 38-2018 CBHFM Operations Agreement	37
	RECOMMENDATION	
	THAT CAO 38-2018 CBHFM Operations Agreement be received; and	
	THAT By-law 81-2018, being a by-law to authorize an operations agreement with the Canadian Baseball Hall of Fame and Museum (St. Marys) Inc., be approved.	
8.1.3	CAO 39-2018 Police Transition Update	63
	RECOMMENDATION	
	THAT CAO 39-2018 Police Transition Update be received for information.	
8.2	Corporate Services	
8.2.1	COR 22-2018 September Monthly Report (Corporate Services)	66
	RECOMMENDATION	
	THAT COR 22-2018 September Monthly Report (Corporate Services) be received for information.	
8.3	Finance	
8.3.1	FIN 18-2018 September Monthly Report (Finance)	72
	RECOMMENDATION	
	THAT FIN 18-2018 September Monthly Report (Finance) be received for information.	
8.4	Fire and Emergency Services	
8.4.1	FD 15-2018 September Monthly Report (Emergency Services)	76
	RECOMMENDATION	
	THAT FD 15-2018 September Monthly Report (Emergency Services) be received for information.	

8.5 Building and Development Services

- 8.5.1 DEV 42-2018 September Monthly Report (Building and Development) 78**

RECOMMENDATION

THAT DEV 42-2018 September Monthly Report (Building and Development) be received for information.

- 8.5.2 DEV 43-2018 Application for Removal of Holding Symbol – 460 Glass Street 81**

RECOMMENDATION

THAT DEV 43-2018 Application for Removal of Holding Symbol – 460 Glass Street be received; and

THAT Council enact By-law Z129-2018 to remove the Holding “H” symbol from the property known as 460 Glass Street.

- 8.5.3 DEV 44-2018 Official Plan Review – Population Projections 84**

RECOMMENDATION

THAT DEV 44-2018 Official Plan Review – Population Projections report be received; and

THAT Council endorse an annual growth rate of ____ percent, for the 2018 to 2038 planning period, for the purposes of the Town’s Official Plan review; and

THAT Council direct staff to update Discussion Papers 1 (Population) and 4 (Residential) based on the revised annual growth rate; and

THAT Council direct staff to undertake additional analysis of residential land supply and demand, continue to meet with landowners and report back to Council with any recommended changes to Schedule A of the Official Plan.

- 8.5.4 DEV 45-2018 Official Plan Review – Natural Heritage System 95**

Perth Natural Heritage Systems Study appended to agenda

THAT DEV 45-2018 Official Plan Review – Natural Heritage System report be received; and

8.5.5 DEV 41-2018 Site Plan Agreement, 460 Glass Street, Quadro Communications Co-Operative Incorporated 106

THAT DEV 41-2018 Site Plan Agreement, 460 Glass Street, Quadro Communications Co-operative Incorporated be received; and

8.6 Community Services

8.6.1 DCS 19-2018 September Monthly Report (Community Services) 134

THAT DCS 19-2018 September Monthly Report (Community Services) be received for information.

8.7.1 PW 57-2018 September Monthly Report (Public Works) 139

THAT PW 57-2018 September Monthly Report (Public Works) be received for information.

8.7.2	PW 44-2018 SWIFT Network Participation Request	142
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RECOMMENDATION

THAT PW 44-2018 SWIFT Network Participation Request be received; and

THAT Council deny SWIFT funding request and direct staff to continue discussions with established local service providers to fulfil Council's last mile fibre strategic objectives.

8.7.3	PW 56-2018 Westover Subdivision Drainage Concern Follow Up	146
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RECOMMENDATION

THAT PW 56-2018 Westover Subdivision Drainage Concern Follow Up be received for information.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 80-2018 to 81-2018 and Z129-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.1	By-Law 80-2018 Authorize a Site Plan for Quadro Communications Cooperative Inc	150
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11.2	By-Law 81-2018 Authorize a Municipal Operation and Maintenance Agreement with Canadian Baseball Hall of Fame and Museum	151
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11.3	By-Law Z129-2018 Remove Holding Symbol for 460 Glass Street	153
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12. UPCOMING MEETINGS

October 2, 2018 - 6:00pm, Regular Council, Council Chambers

October 16, 2018 - CANCELLED

October 23, 2018 -RESCHEDULED

October 30, 2018 - 6:00pm, Regular Council, Council Chambers

13. CLOSED SESSION

(None)

14. CONFIRMATORY BY-LAW

155

RECOMMENDATION

THAT By-Law 82-2018, being a by-law to confirm the proceedings of September 25, 2018 regular Council meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

15. ADJOURNMENT

RECOMMENDATION

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



MINUTES Regular Council

September 11, 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
Jed Kelly, Director of Public Works
Dave Blake, Environmental Services Supervisor
Matthew Corbett, Library CEO
Carol Sproat, Adult Learning Program Coordinator
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-09-11-01

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT the September 11, 2018 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent inquired about the dates and times for the advanced municipal election polls.

Brent Kittmer stated that an advance poll for the general public will occur at the Pyramid Recreation Centre on Saturday, October 6 from 10:00am until 4:00pm.

An advance poll will take place for residents of Kingsway Lodge and Fairhill Residence on Wednesday, October 10 from 9:00am until 11:00am at 310 Queen Street East.

An advance poll will take place for residents of Wildwood Care Centre on Thursday, October 11 from 9:00am until 11:00am at 100 Ann Street.

Lori Black, owner of Town & Country Cheese Shoppe, asked Council how they arrived at the proposed location of the refreshment vehicle.

Council responded that through staff reports, local business consultation and correspondence with the Business Improvement Area (BIA) Council arrived at the decision to locate a refreshment vehicle at Water Street North, south of Trout Creek.

Ms. Black asked if the municipal lot on Elgin Street had been considered.

Council responded that it had. The decision to locate the vehicle on Water Street North was the proximity to Milt Dunnell Field and the waterfront due to the needs of the Strategic Plan.

Ms. Black asked why businesses were not consulted.

Council stated that it had consulted individual businesses in addition to the St. Marys BIA.

Ms. Black asked if access to green space was considered when picking the location of the vehicle.

Council replied that it had taken this into consideration.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Ontario Clean Water Agency re: 2nd Quarter Reporting

Renee Hornick and Jackie Mueller spoke to the 2nd quarter reporting from the Ontario Clean Water Association and responded to questions from Council.

Resolution 2018-09-11-02

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the presentation by the Ontario Clean Water Agency be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - August 28, 2018

Resolution 2018-09-11-03

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT the August 28, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Huron Perth Healthcare Alliance re: Charging of Parking Fees

Brent Kittmer provided an update regarding the status of the report back from staff about a proposed by-law related to prohibiting parking fees at the local hospital.

Resolution 2018-09-11-04

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the correspondence from Huron Perth Healthcare Alliance regarding charging of parking fees be received.

CARRIED

8. STAFF REPORTS

8.1 Public Works

8.1.1 PW 52-2018 Drinking Water System Inspection

Dave Blake spoke to PW 52-2018 report and responded to questions from Council.

Resolution 2018-09-11-05

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT PW 52-2018 Drinking Water System Inspection report be received for information.

CARRIED

8.1.2 PW 53-2018 Waste Reduction and Diversion Assessment

Dave Blake spoke to PW 53-2018 report and responded to questions from Council.

Resolution 2018-09-11-06

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT PW 53-2018 Waste Reduction and Diversion Assessment report be received for information.

CARRIED

8.2 Administration and Human Resources

8.2.1 CAO 32-2018 Final Draft Code of Conduct

Brent Kittmer spoke to CAO 32-2018 report and responded to questions from Council.

Resolution 2018-09-11-07

Moved By Councillor Van Galen

Seconded By Councillor Winter

THAT CAO 32-2018 Final Draft Code of Conduct be received; and

THAT Council enact by-law 74-2018 to adopt a Code of Conduct for Members of Council.

CARRIED

8.2.2 CAO 33-2018 Council Fall Meeting Schedule

Brent Kittmer spoke to CAO 33-2018 report and responded to questions from Council.

Resolution 2018-09-11-08

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT CAO 33-2018 Council Fall Meeting Schedule be received;
and

THAT the October 16, 2018 Strategic Priorities Committee meeting be cancelled; the October 23, 2018 Regular Council meeting be rescheduled to October 30, 2018; and, the November 20, 2018 Strategic Priorities Committee meeting be cancelled and replaced with a Nomination Committee meeting of the 2018-2022 Council

CARRIED

8.2.3 CAO 34-2018 Refreshment Vehicle By-law

Brent Kittmer spoke to CAO 34-2018 report and responded to questions from Council.

Council discussed the option of adding an additional \$100 fee to the annual licence fee to be remitted to the BIA.

Resolution 2018-09-11-09

Moved By Councillor Van Galen

Seconded By Councillor Pope

THAT By-law 75-2018 be amended to include a \$100 fee in addition to the proposed licence fees to be remitted to the BIA by the Town in lieu of the Refreshment Vehicle operator's BIA levy payment.

CARRIED

Council discussed the opportunity to consult with services groups about the by-law.

Resolution 2018-09-11-10

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT By-law 75-2018, Refreshment Vehicles, and By-law 76-2018, Fees and Charges Amendment, be tabled until there is further input from restaurants and service clubs.

CARRIED

8.3 Public Library and Adult Learning

8.3.1 CEO 02-2018 Adult Learning Administration Assistant

Matthew Corbett and Carol Sproat spoke to CEO 02-2018 report and responded to questions from Council.

Resolution 2018-09-11-11

Moved By Councillor Winter

Seconded By Councillor Osborne

THAT CEO 02-2018 Adult Learning Administration Assistant report be received; and

THAT Council approve the position of Administration Assistant for the Adult Learning Program, as recommended by the Library Board.

CARRIED

9. COUNCILLOR REPORTS

Council took a brief recess 7:22pm.

Mayor Strathdee called the meeting back to order at 7:34pm.

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

No recent meeting.

9.1.2 Library Board - Coun. Osborne, Winter

Councillor Winter and Osborne provided an update to Council.

9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter

Councillor Winter stated there will be a meeting on September 20.

9.1.4 Perth District Health Unit - Coun. Osborne

No recent meeting.

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

Mayor Strathdee provided a brief update on the transition of the Stratford Police to St. Marys.

9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen

No recent meetings.

9.1.7 Upper Thames River Conservation Authority

Resolution 2018-09-11-12

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT the June 26, 2018 Upper Thames River Conservation Authority Board meeting minutes be received.

CARRIED

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

No recent meeting.

9.2.2 Business Improvement Area - Coun. Pope

Councillor Pope provided an update to Council.

9.2.3 CBHFM - Coun. Hainer

Councillor Hainer provided a brief update to Council.

Resolution 2018-09-11-13

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the July 27, 2018 Canadian Baseball Hall of Fame and Museum Board minutes be received.

CARRIED

9.2.4 Committee of Adjustment

No recent meeting.

9.2.5 Economic Development Committee - Coun. Pope

Councillor Pope provided a brief update to Council.

9.2.6 Heritage St. Marys - Coun. Pope

Councillor Pope provided a brief update to Council.

9.2.7 Museum Board - Coun. Winter

No recent meeting.

9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen

No recent meeting.

9.2.9 Heritage Conservation District Advisory Committee - Coun. Winter

No recent meeting.

9.2.10 Senior Services Board - Coun. Craigmile

No recent meeting.

9.2.11 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer

No recent meeting.

9.2.12 St. Marys Lincolns Board - Coun. Craigmile

No recent meeting.

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

Councillor Craigmile provided a brief update to Council.

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2018-09-11-14

Moved By Councillor Hainer

Seconded By Councillor Winter

THAT By-Laws 74-2018, 77-2018 through to 78-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

13. UPCOMING MEETINGS

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

Council took a brief recess at 7:56pm.

Mayor Strathdee called the meeting back to order at 7:59pm.

14. CLOSED SESSION

Resolution 2018-09-11-15

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT Council move into a session that is closed to the public at 8:00pm as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

14.1 Minutes of August 28, 2018 CLOSED SESSION

14.2 CAO 35-2018 CONFIDENTIAL 478 Water Street South Land Sale

15. RISE AND REPORT

Resolution 2018-09-11-16

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT Council rise from a closed session at 8:20pm.

CARRIED

Mayor Strathdee reported that a closed session was held and one matter related to a land sale was discussed. Council will now consider a resolution on the matter.

Resolution 2018-09-11-17

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT the CAO / Clerk be directed to negotiate an agreement of purchase and sale for 478 Water Street with McLean Taylor Construction Limited.

CARRIED

16. CONFIRMATORY BY-LAW

Resolution 2018-09-11-18

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT By-Law 79-2018, being a by-law to confirm the proceedings of September 11, 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 2018-09-11-19

Moved By Councillor Pope

Seconded By Councillor Hainer

THAT this regular meeting of Council adjourn at 8:23pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Strategic Priorities Committee

September 18, 2018
9:00 am
Council Chambers, Town Hall

Council Present: Mayor Strathdee
Councillor Osborne
Councillor Van Galen
Councillor Winter
Councillor Pope (arrived 9:01am)
Councillor Craigmile

Council Regrets: Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk
Jed Kelly, Director of Public Works
Ciaran Brennan, Recreation Supervisor
Morgan Dykstra, Public Works Coordinator
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2018-09-18-01

Moved By: Councillor Van Galen

Seconded By: Councillor Craigmile

THAT the September 18, 2018 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

None.

5. STRATEGIC PRIORITIES REVIEW

5.1 CAO 36-2018 Advisory Committee Inventory and Review

Councillor Pope arrived at 9:01am.

Brent Kittmer spoke to CAO 36-2018 report and responded to questions from the Committee.

By way of consensus the Committee provided the following direction to Staff:

Discussion #1: Review of Current Inventory of Advisory Committees:

- As per the Procedure By-law, ad-hoc committee's should end with the term. It will be at the discretion of the Council-elect if they wish to reconstitute any of the ad-hoc committees.
- Staff should revise the terms of reference (TOR) for the Accessibility Advisory Committee to clearly provide that committee with the authority to reach out to third party agencies and groups for input on St. Marys accessibility issues to ensure that all range of disabilities are considered. To accommodate participation in meetings, the committee should be permitted to allow members to participate virtually. The current practice of having the Chair review projects with staff in advance of meetings should continue. The number of members of the public sitting on the committee should be revised to five.
- The TOR for the Planning Advisory Committee should be revised to reflect three members of the public sitting on the committee. The existing process of having statutory meetings held at Council rather than the Planning Advisory Committee should continue.
- Staff should post for both the Heritage Advisory Committee and the Heritage Conservation District Committee. In the interim between posting and appointment, staff should commence discussions with both committees to determine how to resolve duplication in work between the committees, the potential for slowdown in heritage permit approvals, and how the duties of the committees could be separated as a result of these two issues.
- Staff not post for an Economic Development Advisory Committee now that there is a staff position in this role.
- Members of the Youth Centre Board should be eligible for remuneration for the 2018-2022 term.

The Committee recessed at 10:38am.

Chair Strathdee called the meeting back to order at 10:45am

Discussion #2: Review Need for New Advisory Committees:

- The new term of Council should add the following advisory committees to the current compliment:
 - Recreation Advisory Committee, as a strategic focus committee and not a management or oversight committee.
 - Green Committee, as a strategic focus committee and not a management or oversight committee.
 - Youth Council

Discussion #3 Updated and Standardized Terms of Reference

- The standardized terms of reference were acceptable to the committee.
- The eligibility criteria should be expanded for the Recreation Advisory Committee, the Green Committee and the Accessibility Advisory Committee to permit youth as eligible to sit on the committee.
- The eligibility criteria should delete the requirement to be a Canadian Citizen, and focus on citizens being residents of St. Marys or personal/business property owners.
- Immediate family members of Town staff should be eligible to be members of committees, provided they do not serve on a committee where there is the potential for a conflict of interest.

Mr. Kittmer stated that the Town will advise in the coming week about the committee positions available. The application period will close November 2 and staff will report back to the Nomination Committee on November 20 with a list of all applicants.

The Committee asked that it be made clear in the ads that the new Council reserves to add and delete committees and/or change terms of reference at their discretion.

6. NEXT MEETING

Mayor Strathdee reminded the Committee that there are no further Strategic Priorities Committee meetings scheduled for this year.

7. ADJOURNMENT

Resolution 2018-09-18-02

Moved By: Councillor Pope

Seconded By: Councillor Winter

THAT this meeting of the Strategic Priorities Committee adjourn at 11:29am.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



www.cn.ca

Daniel Salvatore
Manager of Public Affairs Ontario

1 Administration Road
Concord, Ontario L4K 1B9

Daniel Salvatore
Directeur – Affaires publiques Ontario

1 Administration Road
Concord, Ontario L4K 1B9

September 7, 2018

Dear Valued Stakeholder,

Allow me to introduce myself as the still relatively new Manager, Public Affairs (Ontario) at CN. You can find my contact information on this letter, feel free to contact me should you ever need information or assistance.

As you may know, for the last several years the rail line through your municipality has been operated and maintained by the short line railways GEXR or SOR. These tracks have been leased by CN since 1998, but by the end of this year the lease agreements will expire and CN will resume operating these lines itself, directly servicing rail customers.

We expect a seamless transition that most won't even notice. I wanted to personally notify you about the change and invite you to contact me if you have any questions or concerns.

The schedule for CN resuming operations is as follows:

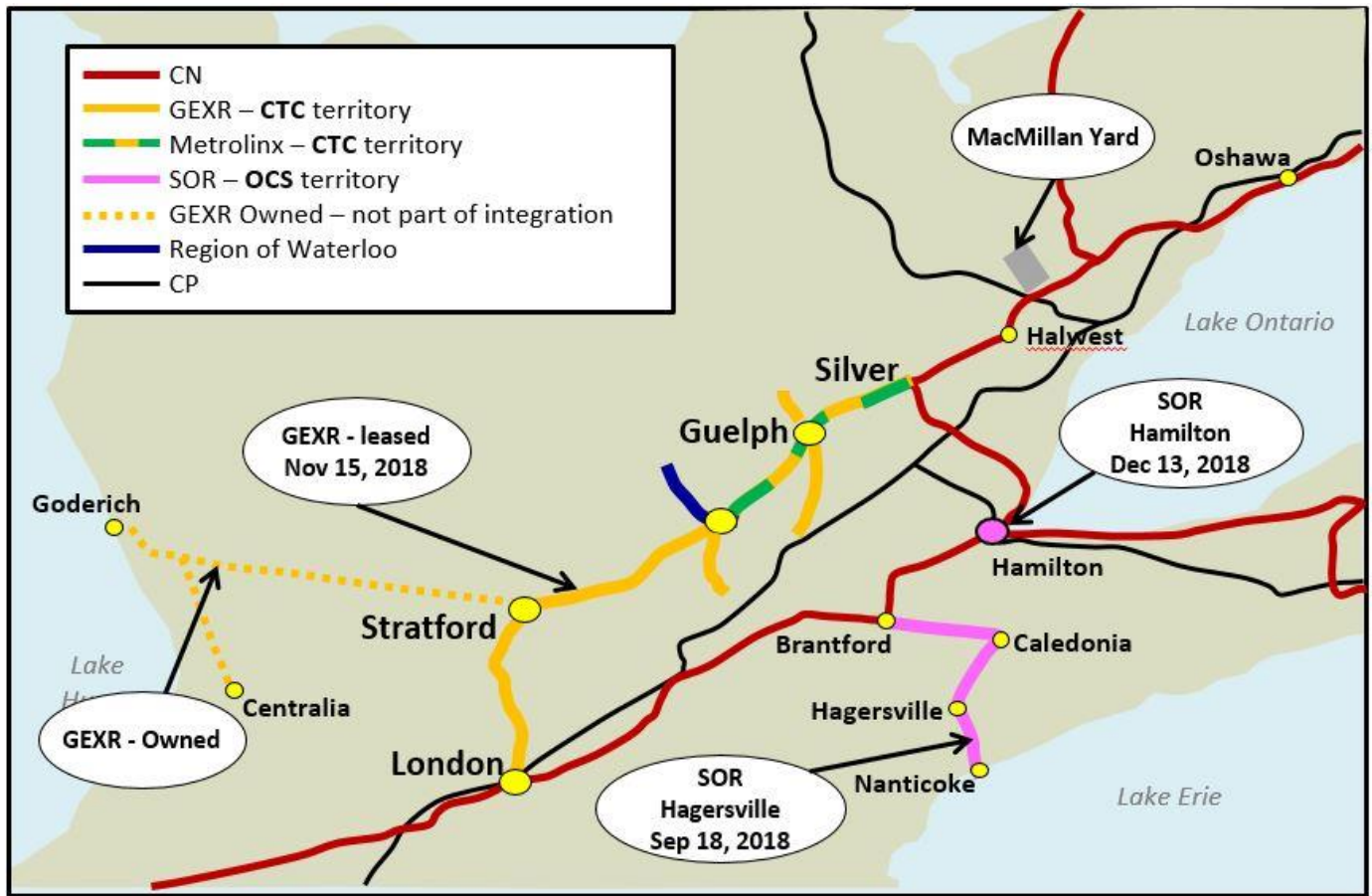
1. Southern Ontario Railway (SOR)'s Hagersville Subdivision effective September 18, 2018
2. SOR's Hamilton Subdivision effective December 13, 2018
3. Goderich-Exeter Railway (GEXR)'s Guelph Subdivision effective November 15, 2018

Please feel free to reach out to me should you have a need for further information or clarity. See the attached map for your reference as to the implicated sections of rail.

Sincerely,



Daniel Salvatore
Manager, Public Affairs (Ontario)
CN



**Ministry of
Community Safety and
Correctional Services**

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

**Ministère de la
Sécurité communautaire et
des Services correctionnels**

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télec. : 647-329-1143



August 29, 2018

Your Worship Allison Strathdee
Town of St. Marys
P.O. Box 998, 175 Queen St. E.
St. Marys, ON N4X 1B6

Dear Mayor Strathdee:

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA).

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2017.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2017.

I look forward to continuing to work with you to ensure your continued compliance in 2018.

If you have any questions or concerns about the compliance monitoring process, please contact your Emergency Management Field Officer.

Sincerely,

Jon Pegg
Chief of Emergency Management

cc: Neil Anderson - CEMC
Drew Maddison - Field Officer - Bruce Sector

From: Mary Margaret
Subject: Hospital Parking; Keep it Free!

To the Mayor of St. Marys and Council

It has been brought to my attention that in the future, adding paid parking to the St.Marys Hospital may become a possibility.

I would very much like to support a bylaw that would prevent this from happening in our town.

Having had many loved ones in the hospital for as little as a few hours to several months, or having to go regularly for treatment and checkups in various hospitals, the cost of paying for parking adds an extremely heavy financial burden on people already emotionally and financially burdened.

Please consider an alternative to paying for parking at our hospital and passing a bylaw to prevent this from happening.

Sincerely; Mary Margaret Driedger, St. Marys, Ontario.

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	25 September 2018
Subject:	CAO 37-2018 September Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 37-2018 2018 September Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO & Clerk

Strategic Planning

- PRC Strategic Business Plan: Implementation team continues to meet every two weeks. The CAO is working through development of the performance measurement system for the plan and developing measurable outcomes to gauge success of short term implementation tasks. Goal is to have the first annual report presented by March 31, 2019.
- 2014-2018 Resolution Tracker: See attachment to this report for the current status of the outstanding decisions of Council from this term.
- Other 2018 Council Priorities:

Pillar	Council Priority	Status
Balanced Growth & Housing:	Advance policies to encourage more attainable housing	Report received. Staff working through direction of Council
Communication & Marketing:	Develop a Tourism Action Plan	In progress
	Develop a Crisis Communications Strategy	In progress – will form part of the Town Social Media Policy
Culture & Recreation:	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	Done. Roll-out of new policy planned for October
Infrastructure	Continue with a progressive Infrastructure Plan	2018 capital plan in progress
	Investigate fibre optic build options for the Town	Report September 25, 2018
	Develop inclusion policy/accessibility standards	In progress – PRC Business Plan
Other 2018 Priorities	Review of Committee system	Done – report September 18, 2018.
	Ensure the Town has grant ready projects	In progress

Intergovernmental Relations

- Transportation Grant Funding: No updates from August report. Waiting on draft Local Partnership Agreement to be provided by the City of Stratford. Next meeting of CAOs planned for September 25, 2018 to review project coordinator submissions.
- Perth Municipal Day: CAO is part of the planning committee for the 2018 event. Save the date for November 21, 2018 (Milverton).
- AMO Accessibility Task Force: As a result of CAO presentation at the 2018 AMO Conference, CAO was invited to sit on AMO's Accessibility Task Force. One meeting has held to provide recommendations to AMO's Board on a submission for the bi-annual review of the AODA.
- Ministry for Seniors and Accessibility: St. Marys Downtown reconstruction project will be featured in the Ministry's September newsletter. The CAO will be presenting the project to a webinar of municipal officials on September 26, 2018.

Policy Development:

- Currently researching Chicken Coop By-Law
- Current researching a Cell Phone reimbursement and IT Equipment Policy for Council.

Land Sales

- 45 Thames Road: Sale closed.
- 478 Water Street South: McLean Taylor notified they were the successful buyer of the property. Currently negotiating the land sale agreement
- Glass Street Lands (Quadro): Sale closed

Other Projects

- CBHFM Operating Agreement: Draft agreement completed. See report CAO 38-2018 included in the September 25, 2018 agenda.
- Stratford Police Service (SPS) Delivery Transition: continue to hold regular transition discussions with the Stratford Police Services. See report CAO 39-2018 included in the September 25, 2018 agenda.
- 2019 Operating Budget: Draft operating budget submissions provided by department heads on August 31, 2018. Currently the CAO and Director of Finance are reviewing the budget submissions. Target is for a budget binder distribution to the Council-elect on November 20, 2018 with the commencement of budget deliberations in January 2019.
- 2018-2022 Council Orientation: Council orientation schedule under development.

Human Resources

Recruitment

- Completed the recruitment process for VIA Attendants, Arena Assistants, Canteen Attendants, Youth and Child Recreation Programmer, Crossing Guard, Lifeguards and a Facility "A" Operator.
- Currently recruiting for an Adult Learning Administrative Assistant, Contract Early Learning Services Educator, Volunteer Firefighters, ELS Supply staff and additional Canteen Attendant, Youth, Child Recreation Programmer and Crossing Guard.
- Working with departmental management to plan for upcoming staffing changes due to staff leaves beginning and staff returning.
- Spoke to 2 co-op classes at a youth employment panel at St. Marys DCVI.

Staff Engagement / STEAM Initiatives

- Kicked off the 2018 United Way Employer Campaign on September 13th with Jersey Day. Many activities are planned throughout the next couple of months with a wrap up presentation planned during the staff Christmas party.
- Planning for the 2018 staff Christmas party to be held December 1, 2018.

Training

- Conducted Electronic Timesheet training for new part time and seasonal staff
- Developing an implementation and plan for the Fit for Duty Policy

HR Systems and Processes

- First draft of the revised Team Member Hand book is almost complete.
- Conducted five 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 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.
- Conducted fire drills with the Fire Prevention Officer and Fire Chief for Town Hall, the Municipal Operations Centre and the Pyramid Recreation Centre. Updating the fire safety plans with lessons learned.

Payroll

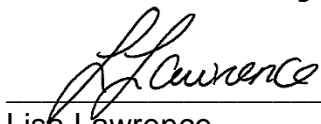
- Attended BMO training for payroll processing. Target of pay period 20, (Sept 27th) for initial deposit with the new system.
- New Hire setups for school year staff.
- End of summer grant reporting and record of employment processing

SPENDING AND VARIANCE ANALYSIS

None to date.

REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
<p>2016-07-26-08 THAT Council for the Town of St. Marys declares McDonald House to be surplus to the municipal needs; and</p> <p>THAT Staff be directed to proceed with the development of a reference plan to separate a parcel of land from the municipally owned land known as PIN 53245-139, the location of the Canadian Baseball Hall of Fame and Museum; and</p> <p>THAT staff be directed to and register the reference plan after it has been prepared and shared with the Board of the Canadian Baseball Hall of Fame and Museum; and</p> <p>THAT staff be directed to initiate the sale of land process for McDonald House.</p>	Property remains open for offers.
Resolution 2016-08-30-06 THAT staff report back on the Town's cost relationship with the Lawn Bowling Club	Agreement is a 25 year term ending in the 2030's Report back to be part of DCS monthly report in October.
Resolution 2016-10-11-29 THAT staff be directed to update the Municipal Alcohol Policy to reflect current best practices in the industry.	To be presented October 9, 2018.
<p>Resolution SC2016-12-13-28</p> <p>THAT Staff report back to Council regarding adopting a naturalized approach to grass maintenance for parkland assets after completion of the recreation master plan, and as a 2018 budget consideration.</p>	Recreation Master Plan adopted April 2018. This recommendation to be considered as a 2019 implementation item as a part of the turf maintenance contract renewal, pending public consultation requirements.
<p>Resolution 2017-07-25-17</p> <p>THAT COR 31-2017 Accessible Websites and Web Content report be received; and,</p> <p>THAT the Town perform a test pilot on livestreaming services for Council meetings for a three month trial period at no charge with a report back from staff for Council to determine its next steps; and</p> <p>THAT staff be directed to prepare correspondence to the Information and Communications Standard Review Committee regarding the negative impact on accessibility, communication and transparency of Council proceedings due to O. Reg 191/11 Section 14.</p>	Report back planned for October 9, 2018 meeting.
<p>Resolution 2017-08-22-14</p> <p>THAT Council direct staff to continue to explore the option of establishing an operating reserve fund for the St. Marys Public Library.</p>	In progress – meeting held with the Board. Still reviewing options.
<p>Resolution 2017-08-22-23</p> <p>THAT Report PW 42-2017 Municipal Drinking Water Fountains be received; and,</p> <p>THAT Council approve the proposed modifications to the drinking water fountain on the Grand Trunk Trail to incorporate a "pet-friendly" station; and,</p>	Removals completed, GTT modifications completed

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
<p>THAT Council direct staff to facilitate the necessary repairs to the drinking water fountain on the Riverview Walkway, to be completed for the 2018 fountain season; and,</p> <p>THAT Council direct staff to permanently remove historical drinking water fountains which have been removed from service.</p>	Riverview walkway fountain repairs pending to be completed fall 2018, waiting on delivery of customized parts
<p>Resolution 2017-09-12-11</p> <p>THAT DEV 27-2017 Wellington Street North Extension report be received; and,</p> <p>THAT the Town of St. Marys maintain the proposal for a Wellington Street North extension for a future phase of the Thames Crest Farms development to ensure sufficient access and egress for emergency services providers, and to ensure the most efficient utility servicing for municipal infrastructure; and,</p> <p>THAT staff be directed to work with the developer in the future phases of the Thames Crest development to create design options for the proposed Wellington Street North crossing of the Grand Trunk Trail that are sympathetic to pedestrian, motorist and ecological interests.</p>	Resolution to be kept for tracking purposes as a reminder when planning application for next phase is submitted.
<p>Resolution 2017-09-12-12</p> <p>THAT DEV 28-2017 Thames Crest Farms Development – Parkland Dedication report be received; and,</p> <p>THAT staff be directed to negotiate the transfer of parklands to the Town for the Thames Crest Farms development within the same phase as the Wellington Street North extension occurs.</p>	Resolution to be kept for tracking purposes as a reminder when planning application for next phase is submitted.
<p>Resolution 2017-11-28-26</p> <p>THAT report PW 55-2017 Meadowridge Sign Ownership and Maintenance Easement Agreements be received; and,</p> <p>THAT Council direct staff to pursue the necessary easement agreements to assume ownership and maintenance of the Meadowridge Subdivision entrance signs on Meadowridge Drive.</p>	Survey work completed, Agreements drafted, discussions with owners pending.
<p>Resolution 2017-12-12-03</p> <p>THAT the correspondence from Mary Jane Ball regarding Backyard Chicken Coops be received and that staff be directed to bring back an amended bylaw to Council on Backyard Chicken Coops.</p>	By-law being researched.
<p>Resolution 2018-01-09-10</p> <p>THAT DEV 02-2018 Official Plan Amendment and Zoning By-law Amendment Applications by 1934733 Ontario Inc. affecting 151 Water Street North, St. Marys (File No. OP01-2016 and Z06-2016) be received; and</p> <p>THAT the comments received at the Public Meeting be addressed in a comprehensive report presented at a subsequent Planning Advisory Committee meeting, outlining staff recommendations on the disposition of these Applications.</p>	Correspondence with applicant ongoing. Waiting for applicant to resubmit. Timeline is January 2019.
<p>Resolution 2018-02-27-10</p> <p>THAT Council approves operational configuration changes to the downtown pedestrian signals as detailed in option three of report PW 02-2018, and</p> <p>THAT Council approves additional site alterations to the Queen & Church North East corner as recommended</p>	<p>Council maintained current configuration August 28, 2018.</p> <p>Works included in 2018 concrete tender.</p>

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
by staff.	Schedule is pending contractor availability.
Resolution 2018-03-27-29 THAT Council supports the decision and conditions of the Committee of Adjustment in respect to the consent to sever application for 449 Queen Street West; and THAT Council delegate authority to the Chief Administrative Officer to take and to direct the taking of all steps the Chief Administrative Officer deems advisable in relation to the appeal brought by 619203 Ontario Limited, Ontario Municipal Board Case Number PL171150, and any related proceedings, and or in relation to 449 Queen Street West and 425 Queen Street West, and to report to Council.	Hearing deferred to November 15, 2018.
Resolution 2018-05-08-08 THAT Council distributes the Main Street Funding to the following projects: \$20,000 to the Downtown St. Marys public art program (Category 2) \$10,000 to the Community Improvement Plan approved Façade Improvement and Designated Heritage Property Grant programs (Category 1) \$14,072.5203 to Downtown gateway landscape design and construction projects (Category 2).	BIA Committee notified of grant funds. Project consideration underway
Resolution 2018-05-22-07 THAT Council denies the request from the St. Marys Farmers' Market Association for a permanent washroom / storage facility; and THAT staff and representatives of Council open discussions with the St. Marys Farmers' Market Association related to their future needs and relocation to Milt Dunnell Field.	Farmer's Market notified of Council's decision.
Resolution 2018-05-22-09 THAT Council approve the following recommendations to support Affordable Housing in St. Marys: 1. Initiate a Town-wide amendment to the Zoning By-law to permit secondary units in single detached, semi-detached and townhouse dwellings subject to specific provisions to regulate potential issues such as parking; 2. Engage in discussions with the development industry with respect to opportunities and potential issues related to implementing inclusionary zoning in St. Marys; 3. Explore opportunities for pre-zoning certain lands for affordable housing following completion of the Official Plan review; 4. Consider alternative development standards, following completion of the Official Plan review, through an update to the Town's Zoning By-law; 5. Support the recommendations of the Official Plan review to consider options to permit standalone residential uses (e.g. low-rise apartment buildings) in the periphery parts of the Central Commercial area, provided such uses do not impact the primary commercial, service and tourism function of the downtown; 6. Staff report back on the financial implications of: a) Proposed development charges discounts for new multi residential units constructed for a sale price of \$265,650 or rentals of approximately \$850 per month.	Draft by-law considered by Council August 28, 2018. Public meeting to be held October 9, 2018.

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
<p>b) Amending the multi-residential tax ratio from 1.1 to 1.0 for newly constructed rental apartments of 7 or more units for the first 10 years after construction</p> <p>c) And waiving other associated planning fees.</p> <p>7. Continue to provide land for affordable housing through the sale or leasing of surplus or underutilized municipally owned land, and consider maintaining a publicly accessible database to assist potential developers seeking to construct affordable housing and tenants seeking affordable housing vacancies.</p>	
<p>Resolution 2018-05-22-13 THAT DEV 23-2018 Application for ZBA (Z04-2017) A. Paola for 275 James Street South be received; and THAT the comments received at the Public Meeting be addressed in a report presented at a subsequent Council meeting outlining staff recommendations on the disposition of this Application, once Town staff is satisfied with the layout of the proposed development (as part of the review of the related Site Plan Application).</p>	<p>Communications with developer ongoing. No timeline established for report back.</p>
<p>Resolution 2018-06-12-13 THAT DEV 25-2018 Application for Removal of Holding Symbols (Z05-2017) be received; and THAT Council enact Zoning By-law Z126-2018 to remove the Holding "H" symbols from the properties known as 247, 243 and 239 Emily Street (Lots 30, 31, and 32 of Plan 44M-64); and THAT Council enact Zoning By-law Z126-2018 to remove the Holding "H" symbols from the property known as 235 Emily Street (Lot 33 of Plan 44M-64), and THAT the property owner satisfy the following requirements prior to receiving a building permit for Lot 33:</p> <ul style="list-style-type: none"> • a "hidden driveway" sign be installed on the south side of the overpass warning northbound traffic of the potential hazard; and • a one-foot reserve be placed on the southerly 10 metres of lot frontage of Lot 33 so that the driveway entrance could not be installed any closer to the Emily Street over pass than what was assessed in the sight line analysis. 	<p>Internal check and balance created. Staff advised of restrictions.</p>
<p>Resolution 2018-06-12-17 THAT Council direct Staff to conduct a video surveillance assessment at Cadzow Park and present the findings to Council at a future meeting.</p>	<p>Assessment ongoing throughout the summer and fall months. Report back planned for November 2018.</p>
<p>Resolution 2018-06-12-22 THAT PW 32-2018 Traffic, Parking and Boulevard Maintenance By-law report be received; and, THAT Council approve the following recommendations from the Strategic Priorities Committee:</p> <ol style="list-style-type: none"> 1. THAT the Traffic By-law be adopted to implement a reduced speed school zone on James Street South in the area of DCVI; and 2. THAT the Traffic By-law be amended to extend the Community Safety Zone on James Street South from Elgin Street to the southern entrance to the Pyramid Recreation Centre; and 3. THAT the Victoria Bridge and Church Street Bridge not be load posted at this time; and 4. THAT the Town not pursue a ban on external to external truck traffic; and 5. THAT staff continue to focus on implementing traffic safety and calming solutions that will result in an overall improvement in the safe use of Town roadways by all vehicles; and 	<p>By-law to be in force November 1, 2018.</p> <p>Public works creating critical path to ensure all signage is in place and public notification is compelled.</p>

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
<p>6. THAT the proposed amendments related to the administrative review of the existing Traffic By-law provisions conducted for the August 15, 2017 Strategic Priorities Committee meeting be approved; and THAT \$15,000 be allocated for required signage changes from the road reserve fund; and THAT By-Law 57-2018, Traffic, Parking and Boulevard Maintenance By-law be amended to include a heavy vehicle parking permit system that permits overnight parking at the Pyramid Recreation Centre; and THAT By-Law 57-2018, Traffic, Parking and Boulevard Maintenance By-law be approved as amended for enactment on November 1, 2018.</p>	
<p>Resolution 2018-06-26-08 THAT Staff report back to Council on the future meetings between representatives of the Town, the St. Marys Golf and Country Club, and the UTRCA.</p>	<p>Town/UTRCA meeting oheld August 14, 2018 and reported to Council on August 28, 2018. Town/UTRCA/SMGCC planned for Fall 2018.</p>
<p>Resolution 2018-06-26-14 THAT Council refer the funding request from the St. Marys Public Library Board for up to \$50,000 to maximize the current Library Space to the 2019 budget; and THAT the St. Marys Library Board be requested to seek out grant opportunities through the Enabling Accessibility Program to offset the project costs.</p>	<p>Grant application submitted.</p>
<p>Resolution 2018-06-26-19 THAT FIN 13-2018 Annual Insurance Renewal be received; and THAT Council approve the renewal of the 2018 insurance policy with Frank Cowan Company; and THAT Staff be directed to gather comparative quotes in 2019.</p>	<p>RFP to be issued Q1/Q2 of 2019.</p>
<p>Resolution 2018-07-24-05 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.</p>	<p>Public consultation scheduled for October 2018. Investigating Online options, Council consideration October 30th</p>
<p>Resolution 2018-07-24-08 THAT the correspondence from Laura Pieroni be received and referred to staff for a report back on options for collecting and recycling cigarette butts.</p>	<p>Staff researching Terracycle. Report back planned for October 9th.</p>
<p>Resolution 2018-07-24-10 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</p>	<p>City of Stratford is drafting the Local Partnership Agreement template. Waiting for it to be distributed for review and consideration. City and County are waiting for confirmation from</p>

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
<p>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.</p>	<p>the Province that this funding program will continue.</p>
<p>Resolution 2018-07-24-22 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. *** Verbal direction to install an appropriate warning sign on Parkview approaching Wellington.</p>	<p>Pending</p>
<p>Resolution 2018-07-24-24 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.</p>	<p>Ongoing, MOE meeting pending Fall of 2018</p>
<p>Resolution 2018-07-24-29 THAT Council direct Town Staff to review the condition of public benches.</p>	<p>Staff creating and inventory, and GPS location of each bench. Once total number of benches are known a service level policy will be created for consideration by Council.</p>
<p>Resolution 2018-08-28-14 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.</p>	<p>Open house planned for September 18, 2018. Public meeting scheduled for October 9, 2019.</p>
<p>Resolution 2018-08-28-16 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 prepare a report and draft by-law for September 11, 2018 that prohibits paid parking facilities associated with our local hospital.</p>	<p>Report back pending legal opinion.</p>

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
<p>Resolution 2018-08-28-17 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:</p> <ol style="list-style-type: none"> 1. The surrounding neighbors abutting the property: <ol style="list-style-type: none"> (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.). 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. 	
<p>Resolution 2018-08-28-19 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.</p>	Procurement process underway.
<p>Resolution 2018-08-28-20 THAT DEV 32-2018 Sign By-law be received; and THAT Council:</p> <ul style="list-style-type: none"> • 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. 	Final by-law planned for October 9, 2018.
<p>Resolution 2018-08-28-22 THAT CAO 31-2018 Revised Community Grant Policy be received for discussion; and THAT Council directs staff to include granting cap option # 2 in the revised Community Grant Policy; and THAT the revised Community Grant Policy be approved for implementation as a part of the 2019 budget.</p>	Corporate Communications to develop a communications campaign starting first week of October 2018. Will bring attention to changes in policy.
<p>Resolution 2018-09-11-10 THAT By-law 75-2018, Refreshment Vehicles, and By-law 76-2018, Fees and Charges Amendment, be tabled until there is further input from restaurants and service clubs.</p>	Public Consultation planned for Q1/Q2 of 2019 pending completion of Council orientation and 2019 budget process.

Outstanding Council Directions – As at September 11, 2018

RESOLUTION	STATUS
Resolution 2018-09-11-17 THAT the CAO / Clerk be directed to negotiate an agreement of purchase and sale for 478 Water Street with McLean Taylor Construction Limited.	Agreement drafting and negotiations underway.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	25 September 2018
Subject:	CAO 38-2018 CBHFM Operations Agreement

PURPOSE

The purpose of this report is to present Council the final version of the operations agreement with the Canadian Baseball Hall of Fame and Museum (St. Marys) Inc. (the “CBHFM”) for review and execution.

RECOMMENDATION

THAT CAO 38-2018 CBHFM Operations Agreement be received; and

THAT By-law 81-2018, being a by-law to authorize an operations agreement with the Canadian Baseball Hall of Fame and Museum (St. Marys) Inc., be approved.

BACKGROUND

On May 10, 2016 Council received report CAO 22-2016 which described the long standing relationship between the Town and the CBHFM. It was noted that as a part of that relationship the Town has provided various forms of operating budget and capital financial support to the CBHFM over the years. CAO 22-2016 informed Council the Town’s solicitor has previously recommended entering into a municipal capital facilities agreement as set out in Section 110 of the *Municipal Act* as the preferred approach to ensure that the Town had the legal means to continue to provide assistance to the CBHFM and legalize the organizations tax exempt status.

The Town’s solicitor has further recommended that three separate agreements be executed between the Town and the CBHFM to formalize our relationship to each other. These include a Municipal Capital Facilities agreement (as required under O. Reg. 603); a land lease agreement (for the CBHFM’s use of Town lands), and an operations and maintenance agreement (to describe the relationship of the Town contracting the CBHFM to maintain Town lands and facilities).

On May 24, 2016 Council accepted and authorized the Municipal Capital Facilities and Lease agreement with the CBHFM. The purpose of this report is to present Council with the final version of the operations agreement with the CBHFM for review and execution.

REPORT

The Town contracts the maintenance of the diamonds to the CBHFM under a revenue and cost sharing agreement that was structured in 2012. The fields included in that agreement are the Cement diamond, Rotary diamond, King diamond, small CBHFM diamond, and Teddy’s Field. The CBHFM provides all day-to-day repair and maintenance for all diamonds and facilities included under the agreement. Capital costs related to the diamonds located at the CBHFM main site are the responsibility of the CBHFM, capital costs related to Teddy’s Field are the responsibility of the Town.

Drafting of the new operations agreement began in 2017 with the Town solicitor taking the lead drafting duties. Several drafts were exchanged with Mr. Adam Stephens (CBHFM Board Chair) and the terms

were found to be acceptable by both the Town and the CBHFM, with the exception of cost sharing. The CBHFM flagged that the current revenue and cost sharing agreement the CBHFM is subsidizing Town baseball operations. In the past three years the loss borne by the CBHFM has been:

- 2017: \$6,316.29
- 2016: \$7,176.88
- 2015: \$9,661.56

On February 13, 2018 and July 24, 2018 Town Council considered the current cost sharing relationship and agreed that the CBHFM should not be subsidizing municipal programming. Council directed the CAO to implement an immediate change to the cost sharing formula for 2018 costs so that the CBHFM is not subsidizing Town baseball programming. This direction will result in additional funds being transferred from the Town to the CBHFM for diamond operations in 2018. Using 2017 as the example year, the Town projects to pay the CBHFM an additional \$6,316.29. In addition, Council provided direction to the CAO to restructure the Operations agreement to be more reflective of a traditional “contract for service” relationship.

The Operations agreement has been updated based on Council’s direction. The updated cost sharing and reconciliation language is a direct adaptation of the cost sharing arrangement that the Town has used in the service agreement with the Stratford Police.

The key points of the agreement include:

- The Town will directly deliver municipal baseball programming as a part of its recreation services.
- The Town will use fields located at the CBHFM for minor baseball and adult slo-pitch programming.
- The Town will contract the maintenance of the diamonds to the CBHFM under a traditional “contract for service” relationship.
- The Town will administer the booking process for all baseball and slo-pitch activities including: inputting schedules and managing bookings, managing user agreements, collecting proof of insurance and invoicing/fee collection.
- The CBHFM will continue to secure bookings for Cement Diamond to allow for premier bookings. As is the case today, the CBHFM would set the rate, and act as the “host” for the booking. A change will occur where the Town will administer the process including: inputting schedules and managing bookings, managing user agreements, and invoicing/fee collection and retain all revenue from these baseball activities.
- The CBHFM will provide all day-to-day repair and maintenance for all diamonds and facilities included under the agreement. Capital costs related to the diamonds located at the CBHFM main site will remain the responsibility of the CBHFM, capital costs related to Teddy’s Field will remain the responsibility of the Town.
- The proposed annual budget will now include funds for re-claying the diamonds on their recommended schedule as a normal maintenance item.
- In this alternative model revenues and costs will be shared as follows:
 - As a Town program, the Town will retain all revenue associated with baseball activities from all diamonds
 - As contractor, the CBHFM will be paid for their costs incurred to maintain the diamonds:
 - Monthly payments will be made to the CBHFM based on a budget estimate of the cost of maintenance for the year.
 - Under this approach the CBHFM will submit a budget to the Town in November for the cost of maintenance for the subsequent year. The Town will have the

opportunity to review and discuss the budget. Once approved, the Town will make monthly payments to the CBHFM based on the budget.

- Throughout the operating year, a Town representative may sit as a liaison to the CBHFM committee that oversees day to day maintenance of the diamonds. Regular reports would be submitted to Council in regards to YTD expenses (consistent with all other Town programs and departments).
 - Unusual expenses that are incurred in an operating year will be considered on a case by case basis.
 - After year end, a reconciliation will occur to determine actual costs incurred compared to budget to determine if a reconciliation payment is required. If the actual costs exceed budget, the Town will owe a payment to the CBHFM. If the actual costs incurred are less than the budgeted costs, the CBHFM will owe a reconciliation payment to the Town. To encourage the CBHFM to wisely manage their costs, the agreement sets out that the CBHFM retains 50% of any budget surplus that is realized.
 - To encourage the CBHFM to continue to be active and grow the bookings of Cement Diamond, a revenue sharing arrangement for bookings on Cement Diamond is included in the agreement. The agreement sets out that the Town will share 50% of the revenue from the “premier” bookings at Cement Field above an annual threshold of \$5,000 in total revenue.
- The agreement sets out a process for dispute resolution to allow the Town and the Board to review disputes amicably before invoking arbitration.

SUMMARY

The draft operations agreement has been reviewed by Mr. Stephens and Mr. Crawford of the CBHFM. The draft agreement that is attached to this report is acceptable to the CBHFM and the Town.

Staff are recommending that Council authorize the agreement. This is the third and final agreement required to close noted gaps in the relationship with the CBHFM.

FINANCIAL IMPLICATIONS

The following chart shows how the existing 2017 deficit sharing approach compares to the immediate direction of full deficit recovery for the CBHFM and to the proposed “contract for service” approach.

	2017	2018	Contract for
	Sharing of Loss	Projection Town Bears Loss	Service Model
CBHFM			
Revenue - Rentals	12,480	12,480	0
Expense			
Wages	23,723	23,723	32,256
Supplies	9,320	9,320	9,500
Repairs & Maintenance	1,732	1,732	2,500
Misc	124	124	2,000
Equipment			3,534
Annual Diamond Re-claying			7,500
	34,899	34,899	57,290
Net Expense	-22,419	-22,419	-57,290
Funding From Town	16,103	22,419	57,290
Final Expense	-6,316	0	0
Town of St. Marys			
Revenue - Rentals	14,769	14,769	27,250
Expense			
Hydro for Lights	2,724	2,724	2,724
Field Costs	2,258	2,258	2,558
	4,982	4,982	5,282
Net Revenue	9,787	9,787	21,968
Funding to CBHFM	16,103	22,419	57,290
Final Expense	-6,316	-12,632	-35,322

Using the 2017 reconciliation as a basis, under the full deficit recovery approach for 2018, and the Town's net position will be a deficit increase of \$6,316 to \$12,362.

Under the proposed "contract for service" approach, the Town baseball program would have a net deficit of \$35,322 from contracting diamond maintenance to the CBHFM. This is a \$29,006 increase compared to the net deficit of \$6,316 under the former cost sharing model.

Due to the tax levy impact, the increased payments to the CBHFM will be phased in over the 2019 and 2020 budget years. In 2019 the agreement sets out that the Town will increase its payment by \$17,000. The balance (\$12,006) will be included in the 2020 budget.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

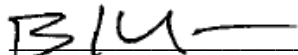
Tara Oudekerk, Strong MacDougall Oudekerk
Mr. Adam Stephens, CBHFM Board Chair

ATTACHMENTS

1. Draft CBHFM Operating Agreement

REVIEWED BY

Recommended by the CAO

A handwritten signature in dark ink, appearing to read "BK", followed by a horizontal line.

Brent Kittmer
CAO / Clerk

THIS AGREEMENT made this day of , 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(hereinafter called the “Town”)

of the First Part

- and -

BASEBALL HALL OF FAME AND MUSEUM (ST. MARYS) INC.

(hereinafter called “CBHFM”)

of the Second Part

WHEREAS the Town is the registered owner of the lands known as the Canadian Baseball Hall of Fame Fields and Museum particularly described in Schedule “A” attached hereto (the “Lands”);

AND WHEREAS the CBHFM and the Town, pursuant to Section 110 of the *Municipal Act*, have entered into a Municipal Capital Facilities Agreement for the Lands;

AND WHEREAS the CBHFM and the Town agreed in the Municipal Capital Facilities Agreement to enter into an Operation and Maintenance Agreement for the services provided by the CBHFM and the payment of fees related to such services;

AND WHEREAS the CBHFM carries out works on the Lands for the operation and maintenance of a museum, baseball diamonds, seating facilities, parking and trails on the Lands;

AND WHEREAS the Town provides staff services and financial assistance for the operation and maintenance of the baseball diamonds and parking on the Lands;

AND WHEREAS the staff services provided by the Town pursuant to this Operation and Maintenance Agreement are provided as services of Town employees in accordance with s. 110(3) of the *Municipal Act*;

AND WHEREAS the Town and the CBHFM have agreed to certain matters hereinafter expressed relating to the operation and maintenance of the Lands;

NOW THEREFORE WITNESSETH that in consideration of the sum of Two Dollars of lawful money of Canada paid by the Town to the CBHFM, the receipt whereof is hereby

acknowledged, and of other good and valuable consideration as described herein, the parties hereto covenant, promise and agree as follows:

I – INTERPRETATION

1. The Town and the CBHFM agree that the above recitals are true.
2. In this Agreement the terms defined in this section shall have the following meanings unless the context expressly or by necessary implication otherwise requires:
 - a. **“Agreement”** means this Agreement and the Schedules attached hereto;
 - b. **“Capital Costs”** means those costs expended to materially advance the life of an asset beyond its originally estimated life or to provide for the addition or creation of a new asset;
 - c. **“CBHFM”** means the Baseball Hall of Fame and Museum (St. Marys) Inc., also known as the Canadian Baseball Hall of Fame and Museum, and includes its successors and assigns;
 - d. **“Council”** means the Council of the Town;
 - e. **“Facilities”** includes the municipal capital facilities described in Schedule “B” attached hereto.
 - f. **“Improvement”** means any and all work of any kind undertaken on the Lands or Facilities, including maintenance work, other than that work specifically identified as “operation and maintenance” in this Agreement.
 - g. **“Improvement Costs”** means the total cost or any portion thereof incurred by the CBHFM in making an Improvement to the Lands or Facilities as provided for under this Agreement.
 - h. **“Lands”** means the real property described in Schedule “A” attached hereto;
 - i. **“Maintain”** includes operate, repair, replace or reinstate;
 - j. **“Maintenance Costs”** means the labour, materials, and equipment costs incurred by the CBHFM in repairing and maintaining the Facilities and the Lands as set out at paragraphs 15-17 of this Agreement;
 - k. **“Municipal Act”** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;
 - l. **“Parties”** means collectively the CBHFM and the Town, including their successors and assigns;

- m. **“Party”** means each of the CBHFM and the Town as the context requires and includes successors and assigns;
- n. **“Repair Costs”** are those costs that return an asset to a condition appropriate for its originally intended use.
- o. **“Town”** means the Corporation of the Town of St. Marys, including its successors and assigns or the geographic area as the context requires;

II – THE LANDS

- 3. This Agreement shall apply to the Lands.
- 4. The CBHFM agrees that it shall only carry out maintenance works on the Lands as permitted pursuant to this Agreement.
- 5. The Parties hereto acknowledge and agree that payment by the Town for maintenance works on the Lands is conditional upon the CBHFM entering into this Agreement.

III – MUNICIPAL CAPITAL FACILITIES AGREEMENT

- 6. The Town and the CBHFM entered into an agreement described generally as a municipal capital facilities agreement.
- 7. In the aforementioned municipal capital facilities agreement the Town and the CBHFM agree to certain terms respecting maintenance, operation, financial assistance and financial obligations related to the Lands.
- 8. The Parties agree that this Agreement is further to and does not supersede or replace any previous or other agreements between the Parties.

IV – SIGNAGE

- 9. The CBHFM agrees to construct and/or install and maintain signage:
 - a. identifying the names and location of the different fields;
 - b. as may be required by the Town to inform the public that the Lands are not maintained during certain periods during the year; and
 - c. to prevent the public from using the Lands without an agreement as required by the Town.

10. The exact wording of the signage referred to in paragraph 9 of this Agreement may be drafted by the CBHFM with the consent of the Town.
11. The CBHFM agrees to install and maintain signage prohibiting the consumption of alcohol on the Lands in the exact language and placed in all locations as required by the Town.
12. The CBHFM agrees to maintain, repair, replace and be responsible for all signage provided pursuant to this Agreement. The signage on the Lands shall be prepared and installed at the sole risk and expense of the CBHFM for the term of this Agreement. All signage prepared and installed by the CBHFM on the Lands or relating to use of the Lands shall be in accordance with the Town's sign By-laws in force at such time the signage is erected or placed at the Lands.
13. The Town may, in its sole discretion, provide the services of Town employees to assist with ordering any required signage and erecting and/or installing signage on the Lands.
14. The costs related to signage for and on the Lands shall be the responsibility of the CBHFM.

V – MAINTENANCE

15. The CBHFM agrees to repair and maintain the Lands at its sole risk and expense.
16. The CBHFM agrees to comply with all minimum standards required by law for the repair and maintenance of the Lands and the Facilities, including properly monitoring and addressing the condition of the Facilities and the Lands and performing all required maintenance activities during the Term of this Agreement.
17. The CBHFM shall repair and maintain the Facilities and the Lands, including:
 - a. Maintaining the grounds;
 - b. Landscaping;
 - c. Garbage and recycling removal;
 - d. Field maintenance;
 - e. Periodic leveling of the playing fields to ensure the integrity of the playing surface. The costs of levelling the playing fields shall be considered to be an annual operating cost and shall be included in the annual operating budget reviewed and accepted by the Town;
 - f. Maintenance and repair to lighting of fields and Facilities
 - g. Maintaining paved and gravel surfaces, including parking surfaces, in a good state of repair including dust control. For clarity, the CBHFM is not responsible for the parking areas at Teddy's Field.;
 - h. Maintenance, cleaning and supplying all washrooms within the Facilities;
18. Without assuming responsibility or liability for the maintenance of the Lands or Facilities, which remain exclusively with the CBHFM, the Town may perform or cause to be

performed any work not listed at paragraph 17 which the Town, in its sole discretion, deems necessary to maintain the Lands and Facilities in a safe, operable condition or to preserve the value of the Lands and Facilities.

19. If the Town acts under paragraph 18, it shall not do so before providing the CBHFM reasonable notice of the fact that it requires the work to be done. The CBHFM will be provided the opportunity to perform the required work, with the schedule of completion of the work being mutually agreed upon by both parties. The Town shall bear the costs of the required work provided that the work is considered to be a Maintenance or Repair Cost of the Facilities. If the work is considered to be a Capital Cost, the Town shall provide the CBHFM an estimate of the cost of the work and the cost shall be apportioned as set out in this Agreement..
20. The CBHFM and anyone acting on its behalf shall immediately cease work on the Land or Facilities if the Town requests that such work stops, and shall not resume work without the Town's permission, such permission not to be unreasonably withheld
21. The Town, through its employees, shall provide such technical assistance to the CBHFM as it may request and the Town is able to provide at no cost to the CHBFM. The Town may assign an employee to sit as a liaison to the CBHFM on the applicable CBHFM committee which oversees the services described in paragraph 17.
22. In the event the CBHFM ceases to operate in St. Marys for any reason, maintenance of the Facilities and the Lands, including but not limited to the ball fields and any buildings located on the Lands, shall become the responsibility of the Town.

VI – SERVICES

23. Subject to paragraph 24, the Town shall provide the CBHFM with the following services (the Services) at no cost:
 - a. Sanitary sewer;
 - b. Picnic tables;
 - c. Snow plowing and salting of roadways;
 - d. Snow plowing and salting of parking lots when necessary for use.
 - e. Dust control of parking lots, provided that the Town has secured a dust control contract for the particular operating season.
24. The Town shall only be obligated to provide the Services free of charge provided that the cost to the Town of the CBHFM's use of the Services remains at or near what it was at the time this Agreement came into effect. If the cost to the Town of the CBHFM's use of services increases significantly due to an increase in the rate of consumption by the CBHFM or for any other reason, the Town may require payment for the Services described herein at the usual municipal rate.

25. The CBHFM shall provide the Town with reasonable notice of any action on its part which may lead to a significant increase in the cost to the Town of providing services to the CBHFM.
26. Any Capital Costs required to address the future servicing needs of the CBHFM are not covered by this Agreement.
27. The Town shall provide water service for the operation, maintenance and use of the Lands and Facilities at no cost to the CBHFM, up to a maximum water consumption equivalent to applicable water charges of \$7,000.00 per year as measured by its water meter readings. Beginning in 2019, the maximum water consumption equivalent shall be increased annually at the same index as the Town water rate increase for that particular year.
28. If the CBHFM's water use exceeds the maximum level set in paragraph 27, the Town shall invoice the CBHFM in the usual municipal manner and the cost of the water service so invoiced shall not form part of the shared operation and maintenance expenses and shall be the sole responsibility of the CBHFM.
29. The Town shall provide the CBHFM with transport of top soil and gravel for the operation and maintenance of the lands, subject to availability as determined in the Town's sole discretion, at no cost to the CBHFM.

VII – MANAGEMENT AND ADMINISTRATION

RESPONSIBILITY FOR MANAGEMENT AND ADMINISTRATION OF FACILITIES

30. The Town shall manage and administer all contracts, arrangements and scheduling for the Town's use of the recreational field Facilities on the Lands, including:
 - a. scheduling users and user groups;
 - b. changing/cancelling scheduled users;
 - c. issuing user agreements;
 - d. collecting proof of insurance;
 - e. collecting fees;
 - f. providing web services;
 - g. managing accounts and record keeping for user fees;
 - h. establishing and enforcing terms of use;
 - i. preparing and administering documents (facility contracts, waivers);
 - j. publishing information;
 - k. All services required for "Premier", bookings, subject to the CBHFM's obligations as set forth in paragraph 31.
31. The CBHFM shall manage and administer all arrangements and scheduling for the "Premier" uses of the recreational field Facilities on the Lands, including:
 - a. scheduling users and user groups;

- b. changing/cancelling scheduled users;
- 32. The Town will provide staff services for the management and administration of the recreational field Facilities on the Lands, other than the museum on the Lands.
- 33. The CBHFM shall be responsible for the management and administration of the museum on the Lands, including all costs related thereto.

SCHEDULING PRIORITY AND PROCEDURE

- 34. The CBHFM will submit its request for use of the Facilities and/or Lands by itself or by any Third Party by May 1st of the same calendar year. The Town will review the requests and provide confirmation of scheduling to the CBHFM on or before May 31st.
- 35. Notwithstanding the above-noted scheduling dates, the Parties acknowledge there will be emergent needs and the Town will attempt to accommodate additional and late requests made by the CBHFM for use of the Facilities and/or the Lands.
- 36. The Town acknowledges that the CBHFM shall have priority over all other users to use or rent the Facilities and/or the Lands and shall make reasonable efforts to accommodate scheduling requests made by the CBHFM on a preferred basis whenever possible.
- 37. The CBHFM acknowledges that cancellations and changes from the scheduled uses requires as much notice as possible and agrees to provide the Town with schedule change requests as soon as the information is available. The CBHFM further acknowledges that scheduling of use by the CBHFM is not guaranteed until confirmed by the Town.
- 38. The CBHFM acknowledges that while the Town will use best efforts to avoid cancelling scheduled uses once confirmed, the Town will not be responsible for any claim, damages or loss to the CBHFM or any Third Party as a result of any schedule change or cancellation by the Town of a scheduled use for any reason.
- 39. The CBHFM recognizes that the Town will schedule the Facilities to best accommodate the needs of the public users, making every effort to provide and protect preferential priority to the CBHFM.

CONDITONS FOR PERMISSION TO USE FACILITIES

- 40. The Town and the CBHFM acknowledge that the CBHFM endeavors to increase the profile of the CBHFM by scheduling “Premier” baseball bookings at the site. For the purposes of this agreement, “Premier” bookings shall mean non-St. Marys minor baseball and/or non-St. Marys slo-pitch usage. The Town and the CBHFM agree that the CBHFM may establish the fee to be charged for “Premier” bookings. The Town further acknowledges that these bookings may occur after the dates established in paragraph 34. In such cases, the scheduling priority and procedure described by paragraphs 35 to 39 will apply.

41. The Town and the CBHFM acknowledge that the CBHFM may secure bookings for non-baseball uses such as weddings and other events. The Town and the CBHFM agree that the CBHFM may establish the fee to be charged for non-baseball uses. The Town further acknowledges that these bookings may occur after the dates established in paragraph 33. In such cases, the scheduling priority and procedure described by paragraphs 35 to 39 will apply.
42. The CBHFM may submit requests for use of the Facilities and/or Lands either on its own behalf or on behalf of a Third Party. Any person, group or entity other than the CBHFM or the Town which the CBHFM allows, permits or condones to use, occupy or enter the Facilities and/or Lands shall be considered a Third Party under this Agreement.
43. When the CBHFM submits a request for use of the Facilities and/or Lands as set out in paragraphs 34, 35, 40, 41 and 42 it shall indicate for each date for which the use of the Facilities and/or Lands is requested whether the request is being made by the CBHFM on its own behalf or on behalf of a Third Party and, if the latter, the name of the Third Party.
44. In all cases where the CBHFM schedules any use of the Lands or Facilities by a Third Party, the Town shall manage and administer the arrangements for the use of the recreational field Facilities on the Lands as set out in paragraph 30.
45. The CBHFM agrees not to permit, condone or approve the use of the Lands and/or Facilities by any Third Party unless the CBHFM has complied with paragraphs 30 to 39 and 42 to 45.
46. If the Lands and/or Facilities are used contrary to paragraphs 30 to 39 and 42 to 45, then the CBHFM shall be solely responsible for any loss, damage, claim or cost to the Town arising from such unauthorized use.

BOOKING FEES

47. When the Lands and/or Facilities are used for baseball activities, including bookings of “Premier” baseball activities, the fee for the use of the Lands or Facilities shall be payable to the Town by the CBHFM or any Third Party for the use of the Lands and/or Facilities.

In accordance with paragraph 30, the Town shall collect all fees for the use of the recreational fields for baseball activities. The Town shall collect all fees for the use of the Facilities, except for fees charged for admission to the museum which shall be collected by the CBHFM. The revenue the Town collects from baseball activities on the Lands shall be known as the “Baseball Revenue.”

48. The Town acknowledges that as a part of the “Premier” baseball bookings described in paragraph 40 the CBHFM may, from time to time, organize meals and museum tours for the Third Party. For the purposes of this agreement, and fee charges for these services by

the CBHFM to the Third Party shall be considered a fee or charge related to the museum, and shall not be considered “Baseball Revenue”.

49. The Town shall publicly display all schedules related to the Facilities on the Town’s website.
50. The Town shall be responsible for all costs it incurs directly in the management and administration of the recreational fields, including the cost of the Town’s staff time spent on the management and administration.
51. When the Lands and/or Facilities are used for non-baseball activities such as weddings or events, the fee for the use of the Lands or Facilities shall be payable to the CBHFM for the use of the Lands and/or Facilities. In this circumstance, all requirements set out in paragraph 30 shall apply except for sub-section (e) collecting of fees. When the Lands/ and/or Facilities are used for non-baseball activities the CBHFM shall be responsible for the collection of fees. In this circumstance, the revenue shall remain with the CBHFM.

VIII – JOINT USE

52. The Town and the CBHFM agree that for the Term of this Agreement, the Town and the CBHFM shall have non-exclusive use of all facilities on the Lands in accordance with the terms of this Agreement and the Municipal Capital Facilities Agreement.
53. The Town and the CBHFM agree to share the facilities located on the Lands for such cultural, recreational, athletic, educational, administrative or other community purposes as are required by the Parties as set out in this Agreement.
54. The Town and the CBHFM agree to regulate, control and use the Facilities in accordance with the terms set out in this Agreement.
55. The Town and the CBHFM covenant, acknowledge and agree that usage of the Facilities and the Lands is limited at all times to the usual types of activities carried out in such facilities and such additional activities as the CBHFM and the Town may otherwise agree (together, “Permitted Activities”). It is understood by the Town and the CBHFM that one of the objectives of restricting Permitted Activities is to recognize that the Facilities and Lands are designed for specific purposes and there needs to be limits to the range of activities because some activities could be reasonably considered to cause undue wear to the Facilities.
56. No portion of the Facilities shall be used by the CBHFM, the Town or their invitees in a manner which is likely to damage or injure any person, or in any manner which will interfere with the use and enjoyment of the Facilities by the public.
57. The Town and the CBHFM hereby agree to cooperate and to take any and all steps necessary in order to promote and maintain user safety.

58. The Town shall not permit any use of the Facilities that may violate the canons of good morals, manners or taste, or may be potentially injurious to the Facilities and/or the Lands.
59. In connection with any activities permitted by the CBHFM of the Facilities and/or the Land, the CBHFM shall not do, allow, permit or allow to be suffered any waste or damage, disfiguration or injury to the Facilities or Lands, nor allow, permit or allow to be suffered any overloading thereof. The CBHFM shall not utilize or permit any of its members, employees, agents, or invitees to use any part of the Facilities or Lands for any illegal or unlawful purpose or any dangerous, noxious or offensive trade or business, and shall not cause, allow to be caused or permit any nuisance in, at or on the Facilities or Lands.

IX – UPGRADES AND IMPROVEMENTS

60. Regardless of whether or not the CBHFM is seeking funding from the Town for an Improvement or planned expenditure of Capital Costs on the Lands and Facilities, the CBHFM shall not commence work, or permit the commencement of work without submitting a proposal and receiving the Town's written authorization to proceed. This does not include planned Improvements or Capital costs to the museum.
61. The CBHFM is solely responsible for Capital Costs or the cost of any Improvements it makes to the Lands or Facilities, subject to the Town's decision to provide funds at its sole and absolute discretion. For clarity, the Town is responsible for Improvements and Capital Costs for work completed at Teddy's Field.
62. Beginning in 2019, the CBHFM shall provide the Town with a detailed proposal for any Improvements, or planned Capital Costs expenditures, the CBHFM intends to make to the Lands or the Facilities in the subsequent fiscal year. The purpose of the proposal shall be to enable Council to make informed decisions regarding whether and at what level to fund the Improvements and Capital Costs, and to plan appropriately for its contribution to the cost of the Improvements.
63. The CBHFM shall submit all proposals for Improvements it wishes to undertake no later than October 31 in the year before the year the CBHFM intends to begin work on the Improvement, or such later date as may be acceptable to the Town.
64. Every proposal shall include:
- a. A description of each planned Improvement or Capital Costs expenditure, including an explanation of the value of the Improvement to the CBHFM and to the Town;
 - b. Draft plans for all work intended to be carried out on the Lands or Facilities;
 - c. A detailed estimate of the cost of the Improvement;
 - d. A detailed estimate of any increased revenue or cost offsets anticipated as a result of the Improvement; and,

- e. The share of the cost of the Improvement, or the share of the Capital Costs, the CBHFM is seeking to have funded by the Town and the share of the cost of the Improvement, or share of the Capital Costs, that will be funded from other sources, broken down by the fiscal year in which the CBHFM is requesting the funding to be provided.
65. The Town shall consider each proposal submitted and shall determine, in its sole discretion, whether and at what level to contribute funding to the Improvement and the scope of the Town's involvement in carrying out the Improvement.
66. If the Town approves the project:
- a. The CBHFM shall be solely responsible for any and all procurement, management and supervision of all aspects of the project and any work required to be performed as part thereof, including tendering, vendor management and construction.
 - b. The CBHFM shall ensure that all work done is of good quality and workmanship and conforms with all applicable laws, regulations, by-laws, codes and industry standards.
 - c. The CBHFM shall ensure that the Town's policies and all applicable laws are followed by anyone performing work on the Lands or Facilities.

X – LIABILITY

67. The CBHFM acknowledges and agrees that the Lands are not maintained by the Town and any use thereon by any person other than the Town or anyone with legal authority to act on behalf of the Town shall be the responsibility of the CBHFM. The CBHFM, on behalf of itself, its heirs, executors, administrators and assigns, including its successors in title, covenants and agrees to indemnify and save harmless the Town from all actions, causes of action, suits, claims or demands whatsoever related to the repair and maintenance of the Lands by any persons entering thereon for any purpose at any time during the term of this Agreement.
68. The Lands shall be maintained at the sole risk and expense of the CBHFM during the Term of this Agreement. The CBHFM, on behalf of itself, its heirs, executors, administrators and assigns, including its successors in title, covenants and agrees to indemnify and save harmless the Town from all actions, causes of action, suits, claims or demands whatsoever related to the maintenance of the Lands by the CBHFM, its contractor, sub-contractor, agent, architect, landscape architect, engineer, surveyor, planner, consultant, project manager, employee, customer and any other person or business related directly or indirectly to the CBHFM that may carry out works and/or use the Lands during the Term of this Agreement.

69. The indemnity referred to in this Agreement includes but is not limited to the actions, performance, negligence or non-performance of the CBHFM, its contractor, sub-contractor, agent, architect, landscape architect, engineer, surveyor, planner, consultant, project manager, employee, customer, and anyone else using the Lands for any purpose.
70. Notwithstanding the indemnity referred to in this Agreement, the Town may be responsible in whole or in part for claims resulting from negligent actions of the Town or anyone with legal authority to act on behalf of the Town.
71. The Town shall ensure that all groups or individuals using the Facilities and/or the Lands, other than Third Parties, sign a waiver protecting and saving the Town and the CBHFM harmless from all claims, actions, demands, liabilities and expenses that may arise out of their use of the property.

XI – INSURANCE

72. The CBHFM shall insure against all damages or claims for damage related to the maintenance of the Lands during the Term of this Agreement with an Insurance Company satisfactory to the Clerk of the Municipality. Such policy or policies shall be issued in the joint names of the CBHFM and the Town and the form and content shall be subject to the approval of the Town. The minimum limits of such policies shall be five million dollars (\$5,000,000.00). The insurance policy shall include a provision that requires the insurance company to provide the Town with thirty (30) days' notice of termination of such policy. The policy shall be in effect for the Term of this Agreement. The issuance of such policy of insurance shall not be construed as relieving the CBHFM from responsibility for other or larger claims, if any, for which they may be held responsible.
73. The CBHFM agrees to submit annual proof of insurance to the Town.
74. In the event the CBHFM schedules or permits any group or individual to use the Lands or Facilities without following the booking process as set out in this Agreement, the CBHFM shall assume all responsibility and liability for the group or individual using the Facilities.

XII – TERM AND TERMINATION

75. The term of this Agreement shall run from the date this Agreement is signed by the Parties for one calendar year. If the Parties do not terminate the Agreement or reach a new agreement on or before the end of the one year term, this Agreement will automatically renew for successive periods of one calendar year until such time as both parties agree in writing to amend the Agreement, enter into a new agreement or the agreement is terminated ("Term").
76. This Agreement may be terminated prior to the end of the Term with thirty days' written notice, or less by mutual consent of the parties, by either party.

XIII – ACCOUNTING AND PAYMENT REQUIREMENTS

PAYMENT FOR SERVICES AND ANNUAL COST ESTIMATE

77. The Town shall remit payment to the CBHFM for all Maintenance Costs and Repair Costs incurred by the CBHFM for providing the services of repairing and maintaining the Facilities and the Lands as set out at paragraphs 15, 16 and 17 of this Agreement.
78. The Town and the CBHFM acknowledge that full Maintenance Cost and Repair Cost reimbursement is a new payment model for the services. The Town and the CBHFM further acknowledge that this payment model represents a significant increase to the Town when compared to the former cost reconciliation formula described in the Municipal Capital Facilities agreement dated September 25, 2012. The Town and the CBHFM agree to a phase in of increased payments from the Town to the CBHFM as described in the subsections below.
- a. For 2018, the Town agrees to remit a payment to the CBHFM using the cost reconciliation formula described in the Municipal Capital Facilities agreement dated September 25, 2012. The 2018 payment shall be increased by an amount which is equivalent to the CBHFM's share of the total net deficit from baseball operations as calculated under the cost reconciliation formula described in the Municipal Capital Facilities agreement dated September 25, 2012.
 - b. For 2019, the Town agrees to remit a payment to the CBHFM which is equivalent to the total of all cost reconciliation payments remitted by the Town to the CBHFM in 2018 plus an additional amount of seventeen thousand dollars (\$17,000).
 - c. For 2020, and every year after, the Town shall reimburse the CHHFM for all Maintenance Costs and Repair Costs incurred as set out in paragraphs 79 to 96 of this Agreement.
79. For 2019, and every year after in which this agreement is in effect, the Town shall retain all Baseball Revenue collected by the Town for all baseball activities located on the Lands and Facilities.
80. For 2019 and every year after in which this Agreement is in effect, the CBHFM shall provide the Town with a detailed cost estimate showing the projected Maintenance Costs and Repair Costs expected to be incurred by the CBHFM in that year for repairing and maintaining the Facilities and the Lands as set out at paragraphs 15. 16 and 17 of this Agreement.
81. The CBHFM shall provide the cost estimate to the Town not later than November 1 of the preceding year for which the cost estimate will apply. The cost estimate shall be in the same form as Schedule C. The Cost Estimate shall include, where applicable, a concise explanation of any projected cost increases compared to the previous year.

82. Within sixty (60) days of receiving the Cost Estimate, the Town shall either provide the CBHFM with written confirmation that the Cost Estimate is accepted, or shall initiate the Dispute Resolution process set out below. If the Town does not respond to the Cost Estimate within sixty (60) days of receiving it, then it shall be deemed to have accepted the Cost Estimate.
83. For 2019, and every year after, the Town shall pay the Monthly Cost to the CBHFM monthly, on the fifteenth (15th) of the month, for every month in which this Agreement is in effect.
84. In the event that the Town disputes the Cost Estimate, the Town shall nevertheless pay the Monthly Cost to the CBHFM and the payments made under the disputed Cost Estimate may be retroactively adjusted as a result of the dispute resolution.

ANNUAL RECONCILIATION OF COSTS

85. After every year for which this Agreement is in effect, the CBHFM shall provide the Town with a Reconciliation Statement showing the actual cost incurred by the CBHFM for the Maintenance Costs and Repair Costs listed in the Cost Estimate for that year, as well as the total thereof (the Total Actual Reconcilable Cost), and the difference between the actual costs and the estimated costs, if any.
86. In the event that the Total Actual Reconcilable Cost is greater than the Total Estimated Cost, the Reconciliation Statement shall include a concise explanation of the discrepancy.
87. Any unique or unusual Maintenance Costs or Repair Costs that are incurred in a particular year will be considered by the Town and the CBHFM on a case by case basis.
88. The CBHFM shall provide the Reconciliation Statement not later than March 1 of each year, beginning in 2020.
89. Within sixty (60) days of receiving the Reconciliation Statement, the Town shall either provide the CBHFM with written confirmation that the Reconciliation Statement is accepted, or shall initiate the Dispute Resolution process set out below. If the Town does neither within sixty (60) days, then it shall be deemed to have accepted the Reconciliation Statement.
90. The difference between the Total Estimated Reconcilable Cost and the total shown in the Total Actual Reconcilable Cost shall be known as the Reconciliation Payment.
91. If the Total Actual Reconcilable Cost is greater than the Total Estimated Cost, then the Town shall pay the Reconciliation Payment to the CBHFM not more than thirty (30) days after the Reconciliation Statement is accepted or deemed accepted.
92. If the Total Actual Reconcilable Cost is less than the Total Estimated Cost, then the CBHFM shall remit amount equivalent to fifty percent (50%) of the Reconciliation

Payment to the Town, such amount may be deducted by the Town from the CBHFM's next monthly payment.

93. No interest shall be payable on the Reconciliation Payment.

REVENUE SHARING

94. The Town and the CBHFM acknowledge that the CBHFM endeavors to increase the profile of the CBHFM by scheduling "Premier" baseball bookings at the site. The Town shall keep a separate accounting of all Baseball Revenue that is collected for "Premier" bookings and agrees to share any Baseball Revenue that is collected for "Premier" bookings. The Baseball Revenue collected for "Premier bookings" that is to be shared with the CBHFM shall be equivalent to fifty percent (50%) of the revenue collected which exceeds an annual target revenue of five thousand dollars (\$5,000.00).

95. The CBHFM shall keep detailed, accurate and current books of accounts showing all revenues and expenditures and shall make these books of accounts available to the Town upon request.

96. The Town shall keep detailed, accurate and current books of accounts showing all revenues and shall make these books of accounts available to the CBHFM upon request.

XIV – DISPUTE RESOLUTION

97. The provisions of this section apply in the event of a dispute between the Town and the CBHFM concerning financial and related issues arising out of the interpretation, application, administration or alleged violation of this Agreement ("Financial Disputes"), or between the CBHFM concerning service delivery issues arising out of the interpretation, application, administration or alleged violation of this Agreement ("Service Disputes").

98. In the event that a dispute arises, the Town or its representative shall meet with the CBHFM Board Chair and its representatives within thirty (30) days of such dispute arising and all shall use all best good faith efforts to resolve the dispute.

99. If a dispute remains unresolved after such a meeting, the issue may be referred to mediation by any party and each party shall use all best good faith efforts to resolve the dispute.

100. If a dispute cannot be resolved through any of the methods described above, then the matter may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991*, SO 1991 c 17 shall apply to any such arbitration, unless otherwise indicated below:

- a. The language of the arbitration shall be English;
- b. The place of the arbitration shall be mutually agreed to by the parties and failing agreement in the location where the arbitrator determines;

- c. Each party agrees that the arbitration shall be conducted by a single arbitrator in a summary manner to ensure a full hearing in a cost effective and efficient manner;
 - d. Each party shall make prompt full disclosure to the other;
 - e. Subject to the availability of an arbitrator, the arbitration shall be commenced within 30 days of the conclusion of the meeting referred to in paragraph 98, or the mediation, if applicable.
 - f. The decision of the arbitrator shall be based on the letter and spirit of this Agreement and what is reasonable in the circumstances;
 - g. Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the Arbitration Act shall not apply; the arbitration shall have no right to make an award relating to costs.
 - h. The parties shall have no right to appeal from a decision of an arbitrator.
101. A Financial Dispute shall be resolved in accordance with the following principles:
- a. The Town should fully reimburse the CBHFM for the costs of providing the Town with maintenance and repair services to the level required by this Agreement;
 - b. The CBHFM should not subsidize Town baseball activities; and,
 - c. The CBHFM and the Town should each pay their own proportionate share of Capital Costs as described in this Agreement.
102. No party shall be entitled to proceed to mediation or arbitration until it has exerted all best good faith efforts to resolve the dispute.

XV - NOTICE

103. Any notice pursuant to any of the provision of this Agreement shall be deemed to have been properly given if delivered in person or mailed by prepaid registered post addressed:
- a. In the case of notice to the Town to:
Corporation of the Town of St. Marys
2nd Floor, 175 Queen Street East
P.O. Box 998
St. Marys, ON N4X 1B6

Attention: Clerk
 - b. In the case of notice to the CBHFM to:
Canadian Baseball Hall of Fame
386 Church Street South, P.O. Box 1838
St. Marys, ON N4X 1C2

Attention: Director of Operations

or to such other address as either party may notify the other of, and in the case of mailing as aforesaid, such notice shall be deemed to have been received by the addressee, in the absence of a major interruption in the postal service affecting the handling or delivery thereof, on the fifth (5th) business day, excluding Saturdays, next following the date of mailing.

XV - ASSIGNMENT AND AMENDMENTS OF AGREEMENT

104. The CBHFM shall not assign this Agreement without the prior written consent of the Town, which shall not be unreasonably withheld.
105. No amendment, variation or change to this Agreement shall be binding unless the same is in writing and signed by all parties to this Agreement.

XVI - GENERAL TERMS

106. Wherever the singular or masculine is used, it shall be construed as if the plural or the feminine or the neuter, as the case may be, had been used where the context of the Party or the Parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.
107. The CBHFM, for itself and its successors and assigns, covenant and agree that the CBHFM will not call into question directly or indirectly in any proceeding whatsoever, in law or in equity, or before any administrative or other tribunal the right of the Town to enter into this Agreement and this provision may be pleaded by the Town in any action or proceeding as a complete and conclusive estoppel of any denial of such right.
108. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.
109. The rights and liabilities of the Parties shall enure to the benefit of their respective administrators, successors and permitted assigns.
110. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
111. The insertion of headings in this Agreement is for convenience or reference only and shall not constitute a party of this Agreement for any other purpose.

112. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and shall fully bind each party who has executed it.
113. Schedules “A” and “B” attached hereto form part of this Agreement.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals or caused to be affixed their corporate seals under the hands of the duly authorized officers as the case may be.

THE CORPORATION OF THE TOWN OF ST. MARYS

Al Strathee, Mayor

Date of Signature: _____

Brent Kittmer, CAO/Clerk

Date of Signature: _____

We have authority to bind the Corporation.

BASEBALL HALL OF FAME AND MUSEUM (ST. MARYS) INC.

(Name)

Date of Signature: _____

(Name)

Date of Signature: _____

I/We have authority to bind the Corporation.

SCHEDULE “A”

Description of the Lands

Property Identification Numbers:

- **53245-0139 (LT)**, PT LOT 35 THAMES CON. BLANSHARD, PART LOTS 20 & 21 CON.17 BLANSHARD, PARTS 1,2,3 & 4 44R-4130; S/T EASEMENT OVER PART 3 44R-4130 AS IN R238806; S/T STM14779; ST MARYS
- **53245-0005 (LT)**, LOT 17 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 18 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 19 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 20 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 21 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 22 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 23 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 24 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 25 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 26 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 27 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 28 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 50 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 17 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 18 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 19 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 20 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 21 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 22 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 23 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 24 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 25 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 26 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 27 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 28 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; BERLIN ST PLAN 235 ST MARYS BETWEEN WATER ST & WELLINGTON ST; WELLINGTON ST PLAN 235 ST MARYS CLOSED BY STM16973 SOUTH OF WASHINGTON ST; PT LOT 21 CONCESSION 17 BLANSHARD AS IN R121663 ; ST MARYS
- **53244-0062 (LT)**, LOT 14 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 15 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 16 EAST SIDE WATER ST PLAN 235 ST MARYS; LOT 14 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 15 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS; LOT 16 WEST SIDE WELLINGTON ST PLAN 235 ST MARYS ; ST MARYS
- **53245-0140**, PART LOT 21 CON. 17 BLANSHARD, PART 5 44R-4130; ST MARYS

SCHEDULE “B”

Municipal Capital Facilities

Property Identification Number 53245-0139 (LT), which includes:

- Canadian Baseball Hall of Fame and Museum museum building, campus and associated amenities, accessory buildings, parking facilities, associated baseball diamonds; and any future constructions or use of these lands.

Property Identification Number 53245-0005 (LT), which includes:

- St. Marys swimming quarry, Lind Sportsplex, Centennial Park, and any future constructions or use of these lands.

Property Identification number 53244-0062 (LT), which includes:

- Teddy’s Field Baseball Diamond, and any future constructions or use of these lands.

Property Identification Number 53245-0140, which includes:

- Vacant land (as at July 5, 2016), and any future constructions or use of these lands.

SCHEDULE “C”

Annual Total Cost Estimate Example

2018 Maintenance Costs and Repairs Cost Estimate		Explanation for Increase Over 2017 (if applicable)
Wages	\$32,256	
Supplies	\$9,500	
Repairs & Maintenance	\$2,500	
Equipment	\$3,534	
Annual Diamond Re-claying	\$7,500	
Miscellaneous	\$200	
“TOTAL COST ESTIMATE”	\$55,490	
“MONTHLY COST” payable to CBHFM	\$4,624.17	

INFORMATION REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Brent Kittmer, CAO/Clerk

Date of Meeting: 25 September 2018

Subject: **CAO 39-2018 Police Transition Update**

INFORMATION

This report is provided to update Council on the transition process to the Stratford Police Service.

RECOMMENDATION

THAT CAO 39-2018 Police Transition Update be received for information.

BACKGROUND

The Town of St. Marys will be transitioning to the Stratford Police Service on November 5, 2018. Throughout the summer the Acting Chief and the CAO have had regular telephone meetings to discuss the transition activities. To date, the Stratford Police Service has completed the following:

- Hired the dedicated St. Marys officer. This position was filled internally by Stratford and they have hired Constable Nick Keating to fill the role.
- Hired 9 new officers to fill the St. Marys and Perth South contracts. These officers will be dedicated to St. Marys and Perth South after completing their orientation.
- Ordered capital equipment, including patrol cruisers.
- Initiated the telecommunications transition, including ordering the necessary upgrades to the local radio tower and working with Bell for the 911 changeover. The 911 changeover will take effect on November 5, 2018 with no interruptions to the public.

REPORT

Understandably the public will have some questions about the transition process. The Acting Chief and the CAO have reviewed this topic and have agreed that the Stratford Media Relations Officer and the Town's Communications Manager should work together on the communications plan leading up to the transition date. The plan is for a multi-media approach to answer FAQs beginning in Mid-September through to the transition date of November 5, 2018.

The preliminary list of FAQs has been compiled after reviewing the most frequent questions received during conversations with the public and after reviewing "chatter" on social media. The list below was reviewed by the Community Policing Advisory Committee on September 19, 2018 for their input. Staff would appreciate input from Council if there are other questions that should be added to the list.

- When is the transition date?
- What number do I call in an emergency? Will the police still come on November 5?
- How will I be able to contact the Police After November 5 for:
 - Emergency Situations

- Non-emergency situations?
- Day to Day – Town Hall
- Will there be a “284” number to call?
- Why did the Town make this policing change?
- What will Stratford’s response time be?
 - Will there be longer responses now that we are not with the OPP?
 - Sebringville is closer to St. Marys than Stratford, won’t it take longer for the police to respond?
- Where do I go for police record checks, and vulnerable sector checks?
- You say that Stratford will provide more service at a lower cost, how is that possible? How will this be any better?
 - What is the cost of the new service? Isn’t it more expensive than the OPP?
 - Will my taxes go up to pay for Stratford Police?
- Won’t Stratford always be the priority over St. Marys?
- Why didn’t the Town just create its own police force?
- Will there be a dedicated office in St. Marys 24/7?
- Will officers be on bike patrol in St. Marys?
- Is this going to cost taxpayers in Stratford more money?
- Won’t the OPP have to respond if the Stratford police need back-up? Why change police services then?
 - Services from OPP? Isn’t Stratford a small force that needs to call the OPP for back up?
- Are there many costs associated with the transition, administration or otherwise? How are these being funded?
- Will the Stratford police continue to be located out of Town Hall?
- Who is in charge of the Stratford Police working at Town Hall?
- How will the Town administration liaise with Stratford Police?
- If I come into Town Hall, can I speak directly with an Officer?
- Can I get into Town Hall after hours to speak with the Police? If not, how will I know who to call?
- Will there be a welcome event or an open house to introduce the Stratford Police?
- Will there be any jurisdictional gaps geographically between St. Marys and Stratford that the OPP will have to cover?
- Will revenue generated through by-law enforcement be payable to St. Marys?

SUMMARY & IMPLICATIONS

The communications plan for the transition to the Stratford Police will begin before the end of September. The FAQs and their answers will be posted on the Town’s website, with a multi-media campaign attached to ensure the public is aware of information. This will be supplemented by media releases related to the “Question of the Week” throughout October to highlight some of the more frequent questions.

At the present time, both Town staff and Stratford Police representatives are forecasting a smooth transition to the new police service provider on November 5, 2018.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Community Policing Advisory Committee

ATTACHMENTS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	25 September 2018
Subject:	COR 22-2018 September Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 22-2018 September Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Museum

- **Administrative**
 - Volunteers logged 71 on-site hours in August.
 - Curator/Archivist with Human Resources Generalist to recruit Curatorial and Programming Intern, funded through Young Canada Works at Building Careers in Heritage. New hire started on September 4 and will be with the Museum until January 2019.
 - Two Young Canada Works and one Canada Summer Jobs funded seasonal employees completed their work placements on August 31.
- **Research/Exhibits**
 - Exhibit on notable St. Marys Lincolns alumni who went on the play in the NHL is now complete. It will be launched at the PRC during the home opener on September 14 and then will move to its exhibit space in the Museum.
 - Meetings underway with Library and Reed Needles to plan upcoming partnership Christmas exhibit on children's book illustrators.
 - Working with journalist from Better Farming Magazine on an article about First World War remembrance in rural Ontario, to be published in the November 2018 issue. Better Farming is circulated to over 38,500 subscribers.
- **Programming/Outreach**
 - Melodies at the Museum saw the best attendance and revenue to date with approximately 830 participants and \$2,000 in admission donations received over the five concerts.
 - Summer staff led a special summer seminar on their undergraduate research project on First World War remembrance in Perth County on August 23. The seminar was held at the Anglican Church to accommodate the sold out crowd.
 - Staff participated in River Rock Music Festival on August 13 with a musical instrument making workshop for children and general museum information and display.
 - Planning and promotion for fall seminars underway. Posters and media release have been written by Museum staff and circulated by Corporate Communications. September seminar is sold out and several are already registered for the October and November seminars.
 - Staff led a heritage walking tour on September 5 for a group of 30 Friendship Force members from Toronto who were hosted in St. Marys for the day by the Stratford/St.

Marys branch of the organization. Their itinerary included lunch at the Friendship Centre, a heritage walking tour, shopping downtown, and dinner at a members' private residence.

- **Collections Management**

- Young Canada Works Intern continuing with textile storage audit that was started by summer students. Photograph, condition report and location verification undertaken for the 2250 textiles in the Museum's collection.
- Digitizing and uploading historic photos from the Eedy Collection to Picture St. Marys.

- **Upcoming**

- Working with volunteer committee to plan the Antique Appraisal event, September 29. Poster and media release have been written by Museum staff and circulated by volunteers and Corporate Communications. Several bookings starting to come in.
- Planning ahead for school field trip bookings. Several field trip bookings have already been made for October.
- Curator/Archivist working on a presentation she will be leading at the Ontario Museum Association annual conference in Toronto in October.
- Museum Board starting to work on a 3-5 year strategic plan for the Museum to meet Ontario ministry requirements for annual funding.

Culture/Heritage

- **Murdoch Mystery Filming**
 - Staff contacted Murdoch Mysteries regarding feedback on their filming in St. Marys and areas for improvement.
 - Staff conducted a review of the experience, including internal processes, to determine improvements for future film opportunities.
 - Staff is developing a film package, to formalize internal processes, and to assist in managing future film opportunities.
- 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 explore options for heritage walking tour apps.
- Public Art Project - RFP reviewed by Finance, associated documents (including property agreements) in development.

Municipal Elections

- **Voting Dates & Locations**
 - Advance Vote - Saturday, October 6, 2018 – 10:00a.m. to 4:00p.m. at the Pyramid Recreation Centre, 317 James Street South, St. Marys.
 - Special Voting Places
 - The following Special Voting Places are designated only for the use of eligible electors who are residents of these locations.
 - Wednesday, October 10, 2018, 9:00a.m. to 11:00am, Kingsway Lodge / Fairhill Residence
 - Thursday, October 11, 2018, 9:00a.m. to 11:00a.m., Wildwood Care Centre
 - Voting Day
 - Monday, October 22, 2018 – 10:00a.m. to 8:00p.m. at the Pyramid Recreation Centre, 317 James Street South, St. Marys.
- Residents can confirm if they are on the voters list through the election website. If they are not on the list they can complete a form, found on the website, and bring it to Town Hall.

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 work on corporate social media policy
 - Policy will establish criteria for the creation, use and maintenance of municipal social media accounts and guidelines for acceptable professional and personal use of social media by Town staff, Council and committees.
 - Draft policy will be presented to Council in October 2018
- Updating process for publishing public notices
 - New process will ensure that notices are posted to multiple platforms (newspaper, Town website, social media) to ensure that the information is reaching all audiences
 - Working with Building and Planning Department to ensure process suits their needs
- Pyramid Recreation Centre Business Plan
 - 81 unique taglines were submitted by team members
 - Recreation and facilities supervisors met to evaluate the submissions
 - All staff were invited to vote for their choice of the top three taglines
 - Ordered internal promotional product with chosen tagline. Internal distribution to begin at Business Plan launch event on September 20
- Media Relations
 - Sent out 7 media releases between mid-August and mid-September
 - Resulted in 16 solicited news stories
- Social Media
 - Facebook (August 14 – September 10):
 - Town of St. Marys
 - 37 new page likes; 39 new page followers
 - Best performing paid post: Post about St. Marys Car Show (reached 1,865 users, prompted 124 reactions, 5 comment and 23 shares)
 - Best performing non-paid post: Post about the Pooch Plunge (reached 9,428 users, prompted 229 reactions, 59 comments and 59 shares)
 - Pyramid Recreation Centre
 - 19 new page likes; 19 new page followers
 - Best performing paid post: Hockey Camp (reached 1,517 users, prompted 59 reactions, comments and shares)
 - Best performing non-paid post: Extended Splash Pad hours (reached 2,917 users, promoted 70 reactions, 1 comments and 19 shares)
 - Twitter (since August 14):
 - 19 new followers
 - Best performing tweet: Tweet about St. Marys Car Show (garnered 1,215 impressions and 22 engagements)
- Campaigns and Notices
 - General Campaigns

- Stratford Festival Visitors Guide tourism advertisement
- Pooch Plunge (media release, event poster, rules posters, assistance with waiver form, and social media)
- Crossing Guard and Early Learning Services job recruitment (paid advertising in Independent and Beacon)
- St. Marys Craft Show (postcard and social media event [433 people interested])
- Alzheimer's Society Coffee Break (event coordination, media release, social media, paid advertising in Independent)
- Antique Appraisal event (media release)
- Museum Seminar Series (media release, social media)
- VIA Station closure (media release, social media)
- St. Marys Library End of Summer BBQ (media release)
- Pyramid Recreation Centre Campaigns
 - Aquatics Centre annual maintenance closure (media release, service disruption and social media)
 - Scrapbooking Garage Sale (media release, social media and water-bottle "swag" to use as fundraiser at event)
 - Badminton (poster and social media)
- Notices
 - Fall construction projects
 - Town Hall public washroom closure
 - Labour Day hours for Town facilities
 - Zoning by-law amendment
 - Library re-location
- 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

- Car Show (August 18)
 - More than 160 vehicles participated in this year's show, on par with previous years. Of survey respondents, there were 39 new entries.
 - The show was advertised on EASY101 for the first time which did bring some attendees to the show.
 - For the first time ever, there was a vehicle-specific vendor at the show, in addition to food vendors. There were also a handful of product vendor inquiries. Certainly an element to promote/explore with greater effort next year.
 - The event brings out a different group of participants than other municipal events. Event Coordinator will be researching additional elements to keep attendees at the show longer.
- Remembrance Day (November 11)
 - The event coordinator will now oversee the municipal service on Sunday, Nov. 11, in conjunction with the Mayor.
 - The Legion and ANAF parade and service will take place, as per tradition, the Sunday before Remembrance Day, this year Sunday, Nov. 4.
 - Event Coordinator also working with Legion on "100 Bells" project, a nationwide effort to have as many public bells as possible ringing on November 11 to mark the Centenary of the end of World War I.
- Giving Tuesday (November 27)
 - The BIA is again promoting this day of charity and goodwill, on Tuesday, Nov. 27. It is expected that council will make a proclamation in advance of the event.

- Event Coordinator working with BIA committee on an informative launch event, taking place Tuesday, Oct. 23, plus other aspects of the day, and media promotion.
- Murdoch Mysteries Viewing Party
 - Once an air date is confirmed, a public viewing party will take place at the Pyramid Recreation Centre.
 - Event Coordinator will work with Community Services to make this party a real celebration of our community and its spirit. Depending on the date, this party may be held in conjunction with Giving Tuesday.
- WinterLights/Christmas
 - Quotes for four new displays were requested by various people in the community, with the potential for a fifth. Sponsorship letters will be sent by early October.
 - Event Coordinator will work with Kinsmen Club to make the “lighting of the lights” more of an event unto itself, and to publically recognize the new displays in the hopes of broadening the program next year.
 - Event Coordinator will invite potential tourism groups (senior centres, retirement homes, etc.) to visit St. Marys and enjoy this display.
- Miscellaneous
 - 2019 is the 20th anniversary of the Grand Trunk Trail. Event Coordinator is beginning to meet with relevant staff to determine feasibility of a program of events on the trestle, plus other celebrations. Event Coordinator is also researching grants to enhance this celebration.
 - Development of an event tipsheet/checklist for new community groups/volunteers who want to create a new event in town.
 - Assist communications department by writing more media releases, taking photos, etc. for events in other departments – i.e. Museum, Recreation Department (Pooch Plunge).

Information Technology/ Geographic Information Systems (GIS)

- 24 support tickets closed
- Created replica library network in Endzone, moved computers to temporary site
- Setup new position for Mobility, modified call routing
- Performed maintenance on fuel pump controller PC
- Updated Financial system software
- Upcoming-Server Replacements
- Upcoming – Creation of new network video recorder. Awaiting hardware.
- Updated water system map with new construction information
- Updating ownership information for properties
- Many large format print outs for various Town departments and functions
- IT support for Town staff
- Creation of maps for Town staff
- 11 municipal consents approved
- Ongoing windows updates on Town computers

Economic Development

- Prosper in Perth campaign launched this month featuring short videos of workers on the job talking about their work and employer. The purpose is to promote industry in the region and the types of jobs available. St. Marys featured Cascades in our clip.
<https://www.perthcounty.ca/en/doing-business/prosper-in-perth-county.aspx#>
- Met with the Youth Champions from OMAFRA and our partners from Perth South about the Perth for Youth initiative. Together we evaluated the written strategy, discussed our work thus far and revised the plan. Next we will meet to establish a work plan for the up-coming year.
- Met in person with three developers from London and Toronto to discuss opportunities in St. Marys.

Tourism

- Working with a designer on a map for the PRC guest services counter.
- Hosted a St. Marys information booth at the River Rock Festival to help provide visitor information and highlight St. Marys.
- Managed a St. Marys booth for the Stratford Festival Tradeshow on Sunday, August 19 hosting tour operators and teachers from Ontario and the U.S.A. Several operators expressed an interest in St. Marys as a stop and possibly a place to stay. Also attended the networking luncheon following the show.
- Advertised for St. Marys in the latest issue of Rural Voice which is highlighting the up-coming QUILT X 2018 show in St. Marys later in September.
- Reviewing first round of content provided for the way-finding strategy and completed a grant report on the process thus far.
- A new exhibit opened at the Station Gallery on September 7th with a packed house and gained front page coverage on the Beacon Herald.

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
Aug	391	341	69.0

- August is the busiest month to-date.
- The VIA station was closed for 5 days in August for floor refinishing.
- In comparison to August 2017 we had 317 boarding and 304 arriving but 82% printed tickets.
- Percentage of tickets printed is down likely due to the closure.
- Hired to replace two vacancies within the department and completed their VIA training and are doing job shadow training for the next few weeks to get them comfortable.

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

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Finance
Date of Meeting:	25 September 2018
Subject:	FIN 18-2018 September Monthly Report (Finance)

RECOMMENDATION

THAT FIN 18-2018 September Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- Departments have submitted their 2019 operating budgets and have been reviewed by Finance. The department review meetings with CAO and Treasurer are underway. Capital budgets are due the end of the month.
- FMW budget software has been modified to improve reporting format.
- Bank of Montreal has been on site providing transition training and setup. Switch over will take place within the next month.

Procurement and Risk Management

- RFQ-DEV-04-2018 Provisions for Museum Interior Painting closed Sept 11/18
- RFO-ADMIN-01-2018 Request for Offers for the Purchase of Town Owned Land closed August 24/18
- Continual work in progress on the revised Procurement Bylaw
- Working with departments to update Cowan Insurance inventory of Town assets

Taxation

- Brisk housing market of new and re-sale homes continues
- Penalty & interest applied to past due tax accounts, notices mailed
- Tax Collector attended OMTRA annual training conference, encompassing privacy & confidentiality under *MFIPPA* and the *Assessment Act*, the new Assessment Review Board processes, MPAC's fall update, tax collection tips, best practices and tax sales
- August VIA Rail commission reconciled
- August internal/external fuel tracking and billing produced

SPENDING AND VARIANCE ANALYSIS

Capital Status Report attached.

Response to prior year budget question on the history of the PRC Reserve Fund.

- There was a separate bank account in the years 2005 thru 2009 named PRC Recreation Centre. The account held the funds collected prior to the project being approved. In 2009 the funds were transferred to the general account as the project expenses got underway.

- Building a reserve for future repairs and replacements at the PRC
Ten plus years ago when the financing of the PRC was being discussed the concept of initiating an annual tax levy increase with the funding being placed in a PRC Reserve was suggested but was never incorporated into any annual budgets. With the implementation of asset management the funding of capital reserves has increased which includes the PRC.
- PRC Excess Donation Reserve
This reserve was initiated in 2009 with the purpose being when actual donations received exceeded budget the excess went to this reserve. This prevented the excess donations from becoming part of yearend surplus. The reserve was then drawn down to transition the Town to the full funding of the debenture cost.

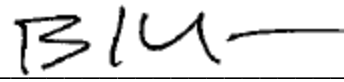
REVIEWED BY

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 September 12, 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	X	X	X	X	X	
9052 - PRODUCTION SERVERS & SAN REPLACEMENT	-	-	60,000	(60,000)	X	X	X	X	X	X	X	X	X	X	RFP has been awarded, to begin in September
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	X	X	X	X	Complete
9106 - TOWN HALL & LIBRARY WINDOWS	16	16	352,000	(351,984)	X	X	X	X	X	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	X	X	X	X	Project completed
9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	14	14	45,000	(44,986)	X	X	X	X	X	X	X	X	X	X	Adias Impex Ltd started work on Sept 6. Painting complete. Carpet started Sept 12
9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)	X	X									
9135 - CAPITAL - GUEST SERVICES DESK REBUILD	19,525	19,525	25,000	(5,475)	X	X	X	X	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							Georgian Bay onsite. Completion date Sept 14
9147 - MUSEUM INTERIOR PAINTING	-	-	25,000	(25,000)	X	X	X								Tender has closed. Checking references
9151 - TOWN HALL COUNTER AND WORKSTATION IN LOWER LEVEL	-	-	15,000	(15,000)	X	X	X								Tender posted Sept 17
9153 - CADZOW SPLASHPAD & PAVILION	463,791	466,956	512,000	(45,044)	X	X	X	X	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	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	14,209	14,209	50,000	(35,791)											
9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	14,277	14,277	20,000	(5,723)	X	X	X	X	X	X	X	X	X	X	Ongoing, Subject to contractor availability and weather
9327 - CAPITAL - WARNER / JONES CONSTR	53,470	53,470	63,000	(9,530)	X						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	X	X	X	Completed
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	X	X	X	X	X	X	Ongoing, Subject to contractor availability and weather
9333 - CAPITAL - GENERATOR WATER BOOSTER PUMP JAMES ST S.	(0)	10,832	-	10,832	X	X	X	X	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 / Sept 2018
9336 - GLASS ST. -EMILY ST. TO JAMES ST. N	43,762	43,762	45,000	(1,238)	X	X	X	X	X	X	X	X	X	X	Surface Treatment Tender issued
9337 - CARRALL ST. -ARDMORE AVE TO ELGIN ST.	24,299	24,299	36,000	(11,701)	X	X	X	X	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	X	X	X	X	Completed Aug 2018
9340 - SERVICE CLUB ENTRANCES SIGNS	24,917	24,917	24,000	917	X	X	X	X	X	X	X	X	X	X	Signs installed, waiting on final landscaping
9341 - HILLSIDE CRT SUB DRAIN	1,149	1,149	35,000	(33,851)	X								X		Ongoing, awaiting asphalt restorations
9342 - SPARLING BUSH BOUNDARY MARKERS	-	-	20,000	(20,000)	X	X									Marker Design pending
9343 - ELGIN ST. W- DRAIN REPAIRS	1,149	1,149	10,000	(8,851)	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	X	X	X	X	X	To be included in concrete repair tender
9346 - SARINA GTT BRIDGE PAINT RAILINGS	10,034	10,034	25,000	(14,966)	X						X	X			Emily St. Overpass completed, testing sections of Sarina Bridge
9360 - WATER ST. CULVERT REPAIRS	9,546	9,546	162,000	(152,454)	X	X									Working with Engineering on repair options
9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	1,380	1,380	132,000	(130,620)	X	X	X	X	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	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	X	X	X	X	Completed
9394 - BACKHOE DITCHING BUCKET & FORKS	7,990	7,990	10,000	(2,010)	X	X	X	X	X	X	X	X	X	X	Completed
9401 - LANDFILL LEACHATE COLLECTION SYSTEM CLEANING	-	-	15,000	(15,000)	X	X	X	X	X	X	X	X	X	X	Completed

**Town of St. Marys
Capital and Special Projects 2018
September 12, 2018**

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9402 - LANDFILL ENTRANCE IMPROVEMENTS	18,499	18,499	19,000	(501)	X	X	X	X	X	X	Completed
9403 - LANDFILL MONITORING WELLS REPAIRS	2,928	2,928	15,000	(12,072)	X	X	X			X	Unrequired, See PW 46-2018
9405 - WWTP SUPERNAT WELL	5,736	5,736	26,000	(20,264)	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	70,936	79,920	230,000	(150,080)	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		Fall Meeting with MOECC to discuss EA Submission
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	1,315,062	1,315,062	2,525,000	(1,209,938)	X	X	X	X	X		Ongoing, Completion Fall/Winter 2018
9436 - JAMES ST S WATERMAIN ALTERATIONS	961	961	65,000	(64,039)	X						May have to Differ to 2019 to be bundled with other works
9713 - RECREATION MASTER PLAN	1,383	1,383	-	1,383							
9740 - CAPITAL - LIBRARY (MATERIALS)	42,965	42,965	58,000	(15,035)					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							
	2,873,662	2,914,217	6,805,000								

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	25 September 2018
Subject:	FD 15-2018 September Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 15-2018 September Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of September (10 August – 14 September 2018) the Fire Department responded to 15 emergency responses most notably:

- Automatic Alarms – 8 (St. Marys)
- Open Air Fires – 3 - 2 (St. Marys) & 1 (Perth South)
- Fire – 1 St. Marys
- Pre Fire Condition – 1 (St. Marys)
- MVC – 2 - 1 (St. Marys) & 1 (Perth South)
- VSA – 1 (St. Marys)
- Medical – 1 (St. Marys)

The St. Marys Firefighters have responded to 113 calls for service (1 January – 14 September 2018) compared to 74 emergency responses last year (1 January – 14 September 2017). This officially ties last year's record for emergency responses for an entire year.

During the month of September (10 August – 14 September 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

- 0 Complaint
- 6 Follow up
- 0 Safety Concern
- 3 Fire Drill observations Town Hall, MOC and PRC
- 0 Request
- 18 Routine
- 2 School inspections and fire safety plans approved

Preparation for Fire Prevention Week (7-13 October 2018), Public Education display at Farmers Market (28 September 2018), visit schools to invite grade 3 students to participate in a coloring contest in conjunction with Fire Prevention Week. Two winners will be "Fire Chief for the day" which includes spending half the day with the Fire Chief, visit to Town Hall, ride back to school on fire truck and pizza party for their class.

Fire Chief, Deputy Fire Chief and HR Manager conducted 4 interviews for 3 firefighter positions.

The Fire Department received the Genesis Rescue System Demonstration Kit from A.J. Stone. Equipment was tested and placed in service on the Rescue Vehicle. The old Hurst Jaws of Life was removed and Fire Chief will have the set destroyed.

Fire Department was represented at the Evan Touch a Truck Event (8 September 2018) and at the 2018 Ride for Epilepsy (15 September 2018).

SPENDING AND VARIANCE ANALYSIS

Purchased new Genesis Rescue Tools – \$29,500

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:	Building and Development
Date of Meeting:	25 September 2018
Subject:	DEV 42-2018 September Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 42-2018 September Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Planning

- Application for minor variance approved for 271 Thomas Street to permit reduced front yard setback for the construction of a replacement porch for the legal non-complying single detached dwelling. The porch will replace the existing porch/steps that currently encroach into the required minimum 6.0m front yard setback.
- Site plan application received for Quadro Communications Co-Operative Inc. for development of the site for a telecommunications facility at 460 Glass Street.
- Site plan proposal received from Veterinary Purchasing for construction of an addition at 485 Queen Street West.
- Pre-consultation meeting with development group from Thames Crest Farms Limited to discuss the next development phase.
- Public Open House for Town initiated zoning by-law amendment to permit accessory apartments, scheduled for September 18, 2018 beginning 3:30-7:00 pm in the Boardroom, Municipal Operations Centre.
- Meetings with landowners regarding designation of Residential lands with respect to OP review.

Building

- A total of 13 permits were issued in August 2018 compared to 21 the previous year.
- There was one new dwelling unit issued this month compared to 7 the previous year.
- The total construction values were \$644,100.00 compared to 1,900,600.00 the previous year.
- The total permit fees were \$6,636.60 compared to \$14,971.30 the previous year.
- A total of 53 appointments were provided by the Building Department for this time period.

Facilities Capital

- Water Tower Structural Upgrades – work has commenced on the banding of the tower
- Town Hall & Library Window Restoration & Replacement – work to commence in October
- Library Carpet and Painting tender – Library books and staff have been moved out of Library to temporary location at the PRC. Walls have been painted and carpet is being installed with

estimated completion date of September 19. Books and staff will be moved back into the Library at that time

- Museum Interior Painting – RFQ closed on September 11, reviewing references and project will be awarded by September 14
- Town Hall Lower Level Service Counter – RFT has been posted, closes on October 9

Facilities Operational

- Facility Snow Removal – RFQ has been written for the 2018/19 snow removal contract for the Town Facilities and the PRC. RFQ will be posted week of September 17th.
- 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 installed
- Lind Sportsplex – a new sign has been ordered for the Lind Sportsplex/Quarry, installation is scheduled for the week of September 17th
- Baseball – ball diamonds have been winterized with the exception of the Milt Dunnell Fields. They will be winterized at the end of the over 35 league season
- Soccer – soccer fields have been winterized except for the Solis fields which will be winterized October 1st.
- Lind Sportsplex – a new front door and frame will be installed September 20th
- Via Station – old wooden curbs have been removed and replaced with concrete curbs
- Via Station – the floor in the lobby and Via office areas has been stripped and resurfaced
- Town Hall – Church Street lower level door was vandalized. New custom glass has been ordered awaiting installation date.
- MOC – Shop alarm installation will be completed September 17.

PRC Operations

Sound system upgrades moving forward with approved funding. Timeline for project will be outlined once a date has been determined.

- Issues with score clock system have developed on Rock Rink. The system is obsolete and replacement parts are unavailable. A temporary system will be in place this week as an emergency measure, with replacement of main system taking more than 3 weeks to manufacture and deliver.
- Shower and washroom stalls replaced in pool change rooms during annual shutdown. Some adjustments are needed and will be completed in the coming days around programming.
- Spa found to be leaking excessively during shutdown inspection; however the source of the leak has not been determined through visual inspection or pressure testing of all lines. Troubleshooting continues until we can determine the cause. A service disruption is current.
- Both ice pads back up and running with installation of the Rock Rink. A communications issue occurred between the computer software and the physical plant was observed and resolved on the evening of September 7th. This issue should not reoccur.
- The Operator A position has been successfully filled with a new employee starting October 1st. This employee has all of the requirements of the position with over thirty years of experience working in recreation for other municipalities.

SPENDING AND VARIANCE ANALYSIS

None.

REVIEWED BY

Recommended by the Department



Grant Brouwer
Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	25 September 2018
Subject:	DEV 43-2018 Application for Removal of Holding Symbol – 460 Glass Street

PURPOSE

The purpose of this report is to provide Council with a summary and recommendation as it pertains to the Application for the removal of a holding symbol from 460 Glass Street.

RECOMMENDATION

THAT DEV 43-2018 Application for Removal of Holding Symbol – 460 Glass Street be received; and
THAT Council enact By-law Z129-2018 to remove the Holding “H” symbol from the property known as 460 Glass Street.

BACKGROUND

The proponents, being Quadro Communications Co-Operative Incorporated, are proposing to erect a structure measuring 3.6 metres X 8.53 metres (31.2 square metres or 335.0 ft²) on the 325 m² (3,498 ft²) subject property as part of their local telecommunications entity in St. Marys. The building will function as a Point of Presence to accommodate last mile fibre optic internet services to local residents. The subject lands are described as Part 1 on Reference Plan 44R-5520, as shown on Attachment 1 of this report.

The subject property is designated “General Industrial” in the Town of St. Marys Official Plan and is zoned “Light Industrial Zone – M1-H” in the Town of St. Marys Zoning By-law Z1-1997, as amended. “A communications facility” is a permitted use under M1 Zone provisions. The “-H” holding symbol can only be removed by by-law once Council is satisfied that a site plan agreement is entered into to ensure that development takes a form compatible with adjacent land uses.

REPORT

The proponents have submitted an Application to the Town requesting the removal of the holding symbol and have agreed to enter into a site plan agreement as discussed in DEV 41-2018 which is also on the September 25, 2018 Council agenda.

The removal of the holding symbols from the lands affected by the By-law would have the effect of permitting development in accordance with the “Light Industrial Zone (M1)” provisions.

Based on the above, it is recommended that Council remove the holding symbol from the subject lands as requested.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Susan Luckhardt, Planning Coordinator

ATTACHMENTS

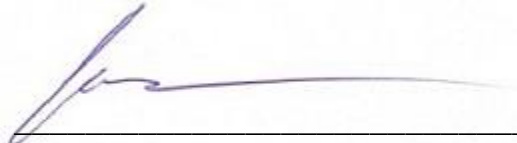
- 1) Property Location Plan

REVIEWED BY

Recommended by the Department



Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Specific Location Map
Town of St. Marys
460 Glass Street



Subject Property 

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	25 September 2018
Subject:	DEV 44-2018 Official Plan Review – Population Projections

PURPOSE

To provide Council with an understanding of the impacts a proposed 1.5 percent annual growth rate will have on the residential unit supply assessment during the 20-year planning period of the Official Plan.

RECOMMENDATION

THAT DEV 44-2018 Official Plan Review – Population Projections report be received; and

THAT Council endorse an annual growth rate of ____ percent, for the 2018 to 2038 planning period, for the purposes of the Town's Official Plan review; and

THAT Council direct staff to update Discussion Papers 1 (Population) and 4 (Residential) based on the revised annual growth rate; and

THAT Council direct staff to undertake additional analysis of residential land supply and demand, continue to meet with landowners and report back to Council with any recommended changes to Schedule A of the Official Plan.

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. 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 also prepared new papers to address a range of topic areas. Between December 2017 and March 2018, the draft discussion papers were presented to the PAC. 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.

Staff report DEV 35-2018 was presented at the August 28, 2018 meeting of Council. The purpose of the report was 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 to recommend that Council proceed with the statutory open house and public meeting to consider the proposed updated Official Plan. At that meeting, Council raised concerns respecting the projected population estimates recommended by staff and endorsed by PAC, and also the impacts of the Upper Thames River Conservation Authority Perth Natural Heritage Systems Study (NHSS) completed in the Spring of 2018. Council passed the following resolution:

That Council refer the Official Plan Review back to staff to further research a proposed growth rate of 1.5% and the implications of the Natural Heritage Study, with a report back to Council at the September 25, 2018 Council meeting.

This report addresses the first part of the Council resolution respecting a proposed growth rate of 1.5%. Staff report DEV 45-2018, which is also on the September 25, 2018 Council agenda, addresses the second part of the resolution respecting the implications of the Natural Heritage Study.

REPORT

Discussion Paper 1 - Population

Section 1.1.2 of the Provincial Policy Statement, 2014 (PPS) states that “sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years” and “within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas”. Discussion Paper 1 was prepared to provide population projections to assist in determining what services, infrastructure and land use types are required in order to meet the needs and demands of the current and future residents of the Town of St. Marys. Discussion Paper 1 was prepared using 2016 census data and projects future populations of the Town up to the year 2038 (the 20-year planning period).

The chart to the right from Appendix A of Discussion Paper 1 compares actual population growth rates of the Town and the Province between 1951 and 2016.

Figure 1 below from Discussion Paper 1 shows population growth in St. Marys from 1951 to 2016.

Year	St Marys Growth	Ontario Growth Rate
1951-1956	0.95	1.18
1956-1961	1.42	1.15
1961-1966	1.20	1.12
1966-1971	-0.42	1.11
1971-1976	0.83	1.07
1976-1981	-0.37	1.04
1981-1986	1.07	1.06
1986-1991	1.94	1.11
1991-1996	1.66	1.07
1996-2001	1.15	1.06
2001-2006	1.02	1.07
2006-2011	0.11	1.06
2011-2016	1.83	0.92

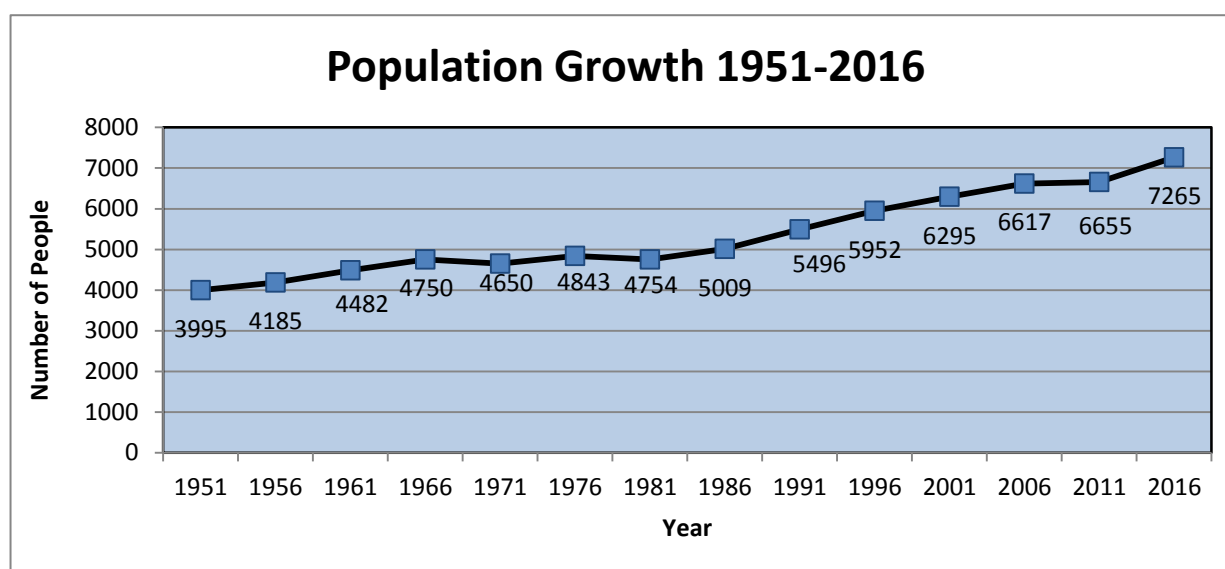


Figure 1 Historical Population Growth. *Source: Statistics Canada*

As noted in Discussion Paper 1, St. Marys has generally experienced a steady increase in population regardless of fluctuations in the growth rates and a small population decline in the late 1960s-late 1970s. Over the last 65 years the population, on average, grew at a rate of 0.95% per year. A greater growth rate has been experienced when examining more recent time periods. From 1986 to 2016 the growth rate per year increased to 1.29%. More recently however, the annual population growth has leveled with a rate of 1.03% from 1996 to 2016. Figure 2 from Discussion Paper 1 illustrates the change in population for the Town in five-year increments.

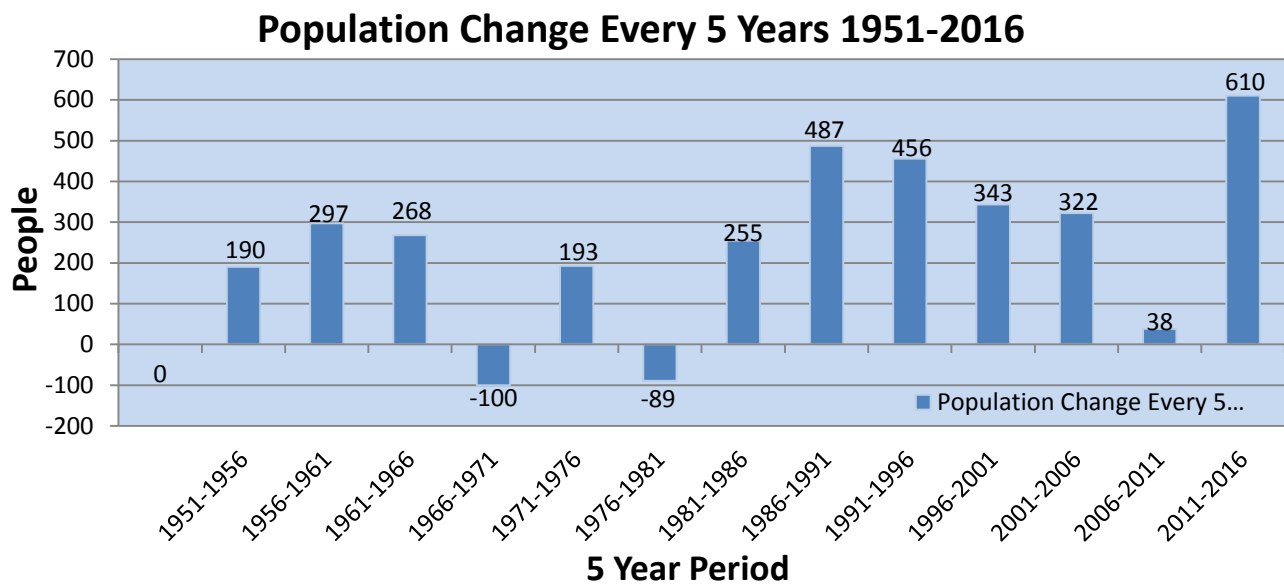


Figure 2 Population Change in 5-year increments.

The draft Population Discussion Paper 1 provided suggested annual population projections for the low, medium and high scenarios (for the years 2016 to 2018 plus the 20-year period 2018 to 2038). Refer to Attachment 1 of this report. The base population of 7,265 from the 2016 Census Data was used for the projections. The projections were illustrated in Figure 3 of the Discussion Paper which is also provided below.

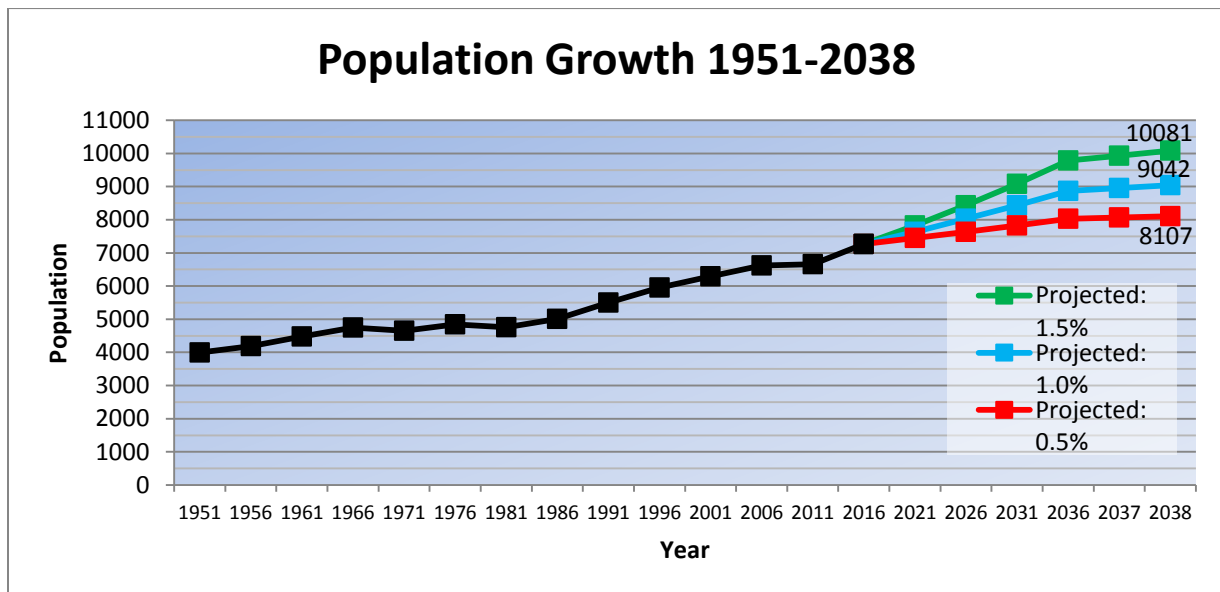


Figure 3 Population Projections. High, Medium, and Low growth rates.

As displayed on the table below, the low projection of 0.5% growth per year will increase the projected 2018 population (7,338) by 769 people to a total of 8,107 to the year 2038. Between 2018 and 2038, this means an average of 39 additional people each year. The medium population projection based on 1.0% per year would be 9,042 in the year 2038, which is an increase of 1,631 people from the projected 2018 population (7,411), an average of 82 persons per year between 2018 and 2038. The high projection of 1.5% would increase the total population to 10,081 people (from the projected 2018 population of 7,485), an increase of 2,596 people between 2018 and 2038, and an average of 130 people per year.

Population changes based on Low, Medium and High Growth Rate Projections

Growth Rate	Base Population (2018)^	Projected 2038 Population	Projected Number of New Persons (2018-2038)	Projected persons per year (average 2018-2038)
0.5%	7338	8107	769	39
1.0%	7411	9042	1631	82
1.5%	7485	10081	2596	130

^ assuming the base 2016 census population grew at the respective rate from 2016 to 2018

The approach to projecting future population growth in St. Marys has largely been based on historical trends and also considering Ministry of Finance population projections and data on trends. Based on this analysis, staff recommended that future population will follow a 1.00% annual growth rate.

In response to Council's direction to consider a 1.5% growth rate, staff has taken a closer look at data including:

- recently released Ministry of Finance projections for the 2017 to 2041 period
- recent residential building permit data

Ministry of Finance Projections

"The Ministry of Finance produces an updated set of population projections every year to provide a demographic outlook reflecting the most up-to-date trends and historical data". The projections *"are developed using a standard demographic methodology in which assumptions for population growth reflect recent trends in all streams of migration and the continuing evolution of long-term fertility and mortality patterns in each census division"*. High, medium, and low growth rate scenarios are used to provide a range of perspectives when estimating future growth. The medium (or reference scenario) is considered most likely to occur. The low and high growth scenarios *"provide a reasonable forecast range based on plausible changes in the components of growth"*. Ministry of Finance projections are provided for the entire Province, and each of the 49 census divisions based for the reference scenario only.

The first draft of the Population Discussion Paper 1 was presented to the Town's PAC in April of 2013 and the analysis was based, in part, on Ministry of Finance projections at that time for the 2011 to 2031 planning period. The Ministry's low, reference and high projections for the Province were 0.5, 1.1 and 1.6 percent.

In the updated Discussion Paper 1 presented to PAC in December of 2017, more recent Ministry of Finance projections were included which provided low, reference and high projections of 0.65, 1.2 and 1.8 percent.

The 2018 Ministry update has been released for the 2017 to 2041 planning period and provides low, reference and high projections of 1.3, 1.8 and 2.2 percent. It is noted in the Ministry document that each projection is expected to gradually decline over the projection period (low - 1.3% to 0.3 %; reference - 1.8% to 0.9%; high 2.2% to 1.5%).

In the 2013 update, the Ministry projected that the population of Perth County would experience a slight decline between 2012 and 2036. However, the reference population projection for Perth County to the year 2036 has increased from 77,000 (in the 2013 Ministry update) to 86,300 (in the 2018 update). Based on the 2018 Ministry update, the population of Perth County is estimated to increase by 9.2% between 2017 and 2036, and 11.4% between 2017 and 2041. The annual rate of increase for both periods would be 0.48%.

To the immediate south of St. Marys, Oxford County's population was projected to increase by 4.3% between 2012 and 2036 in the Ministry's 2013 update. However, in the 2018 update, Oxford County's population is project to increase by 17.5% between 2017 and 2041 (annual rate of 0.73%).

Building Permit Activity

As previously noted, the recommended one percent growth rate was based, in part, on historic rates (e.g. average growth rate of 1.03% between 1996 and 2016). In response to Council's direction and in

recognition of St. Marys' robust growth rate of 1.83 percent between 2011 and 2016, staff has taken a closer look at more recent building permit activity in the Town. The Residential Discussion Paper 4 provided the following summary of building permit activity in the Town between 1993 and 2016 and has been updated to 2018. In 2017, 34 permits were issued for new residential units and based on current data for 2018, it is estimated that there will be approximately 46 permits issued for residential units in 2018.

Table 9: Building Permit Activity

Year	Singles	Semis	Conversions	Modular/ Mobile Homes	Townhouses	Apartments	Total # of Units
2018							46*
2017							34
2016	11	6		2	15	5	39
2015	11	22			9	2	44
2014	11	18	3	1	3	3	39
2013	24	16	2	1			43
2012	28	6		1		16	51
2011	27	8				1	36
2010	27	4				30	61
2009	9	12					21
2008	26	8		8			42
2007	28	6		8			42
2006	29	8		5			42
2005	44			18			62
2004	39	6		12			57
2003	20	4		6			30
2002	27	6		10			43
2001	25	2		4		2	33
2000	14	12		1			27
1999	30	16		4		52	102
1998	27	6		3	8		44
1997	15	14		2	11	3	45
1996	13	8	1		10	11	43
1995	19	8	1		6		34
1994	17	10	2			34	63
1993	17	12	3				32
Totals	538	218	12	86	62	159	1075
% of Total	50.0	20.3	1.1	8.0	5.8	14.8	100.0
Annual Average	22.4	9.1	0.5	3.6	2.6	6.6	44.8

* estimated

As directed by Council, staff has examined very recent data and trends in recognition of the strong growth rates in St. Marys over the past few years. Since draft Population Discussion Paper 1 was first presented to PAC in 2013, Ministry of Finance projections for long term growth in the Province has increased from 1.1% to 1.8% in 2018 (reference projection). Also, the long term projections for Perth County have increased from the 1.2% projected decline between 2012 and 2036 (2013 Ministry update) to a projected 11.4% increase between 2017 and 2041 (2018 Ministry update). In addition, long term population projections for Middlesex County remain very strong and the projections for Oxford County have dramatically increased.

It is also reasonable to expect that, with the continued demand for affordable housing and policies in the updated Official Plan which continue to facilitate intensification development, the Town could experience increased growth rates similar to the years 2010 and 2012 when there were 'spikes' in apartment building permit activity. In 2010, 61 residential permits were issued (30 of which were for apartment units) and in 2012, a total of 51 residential permits were issued (16 of which were for apartment units).

In draft Residential Discussion Paper 4 presented to PAC in March of 2018 and later updated, the number of dwelling units required to meet demand was calculated based on population projections in draft Population Paper 1.

Table 4 below shows the number of dwelling units required to meet the housing needs of the current population, the housing needs of the current population with a lower occupancy rate, the expected housing needs to meet the projected 1,631 additional people living in the Town in the year 2038 based on a 1 percent growth rate, and the total number of new dwelling units needed.

Table 4. Number of Dwellings to Meet Demand

	Persons	Persons per Dwelling	Current Number of Dwellings	Number of New Dwellings Required to House the Population
Current (projected)	7411	2.34	3173	-6 [#]
Decreased Persons per Dwelling Rate	7411	2.15	3173	274
Projected Population Increase (to 2038)	1631	2.15	0	759
Total Projected Population (2038)	9042	2.15	3173	1033

rounded value

Table 4 demonstrates that a lower occupancy rate will generate a demand for 274 new units just to meet the needs of the existing population as the number of persons per dwelling decreases. It also shows that an additional 759 dwelling units will be required to meet the expected increase in population. In total, 1,033 new units (51.65 units per year) will be required to meet the needs for the 2038 population.

However, if Council decides to adopt a 1.5% growth rate for the planning period, Table 4 would then be updated as follows.

Table 4 - UPDATED. Number of Dwellings to Meet Demand (1.5% growth rate)

	Persons	Persons per Dwelling	Current Number of Dwellings	Number of New Dwellings Required to House the Population
Current (projected)	7411 7485	2.34	3173	-6 26 [#]
Decreased Persons per Dwelling Rate	7411 7485	2.15	3173	274 308
Projected Population Increase (to 2038)	4634 2596	2.15	0	759 1207
Total Projected Population (2038)	9042 10081	2.15	3173	4033 1516

rounded value

Based on a 1.5% growth rate, the total number of new residential units required to house the Town's projected population would increase from 1,033 to 1,516 units.

Draft Residential Paper 4 included a summary assessment of residential unit supply as summarized in Table 10 below.

Table 10: Assessment Summary

Units Available	
Final approved plans of subdivision	79
Draft approved plans of subdivision	74
Final approved plans of condominium	0
Final approved site plan development	25
Potential residential development areas	900
Potential infill units/lots (next 20 years)	165
Total	1,243

1% Growth Rate

Table 10 indicates that the potential for new residential unit creation in the Town is approximately 1,243 dwelling units. Based on a 1% growth rate, it was determined that 1,033 new dwelling units would be required to house the projected 2038 population or an average of 51.65 units per year. Taking the 51.65 units per year figure and applying it to a total potential of 1,243 units, there would be a 24.1 year supply of residential units in St. Marys as it exists today.

1.5% Growth Rate

However, a 1.5% growth rate would require a total of 1,516 new dwelling units to house the projected 2038 population or an average of 75.8 units per year. Applying the 75.8 units per year figure to a total potential of 1,243 units, there would be a 16.4 year supply of residential units. This means that the Town could experience a 273 unit shortfall in the housing stock towards the end of the 20-year planning horizon.

Should Council seek to address this potential shortfall, using the residential density value of 13.3 units per hectare found in Table 5 of Draft Residential Paper 4 would be appropriate. On this basis, it would be expected that an additional 20.5 hectares of land (273 units / 13.3 unit/ha) would need to be added to Residential designation.

1.25% Growth Rate

For comparison purposes, staff have also calculated projected populations based on a 1.25% growth rate.

Table 4 - UPDATED. Number of Dwellings to Meet Demand (1.25% growth rate)

	Persons	Persons per Dwelling	Current Number of Dwellings	Number of New Dwellings Required to House the Population
Current (projected)	7411 7448	2.34	3173	-6 10 [#]
Decreased Persons per Dwelling Rate	7411 7448	2.15	3173	274 291
Projected Population Increase (to 2038)	4634 2100	2.15	0	759 977
Total Projected Population (2038)	9042 9548	2.15	3173	4033 1268

Based on a 1.25% growth rate, the total number of new residential units required to house the Town's projected population would increase from 1,033 to 1,268 units, or 63.4 units per year. Applying the 63.4 units per year figure to a total potential of 1,243 units, there would be a 19.6 year supply of residential units. This means that the Town could experience a 25 unit shortfall in the housing stock towards the end of the 20-year planning horizon.

SUMMARY

Given the strong, constant growth in the Town in recent years, the recent growth projections from the Ministry of Finance and the proposed policies in Official Plan to encourage affordable housing in many forms, it is reasonable to expect an increase in growth rates over the planning period. Achieving a 1.5% growth rate would require an average of 75.8 new units per year, a relatively significant increase from recent permit rates. On this basis, a 1.5% growth rate is a good 'stretch target' for the Town however, a 1.25% rate (or an average of 63.4 units per year) may be more practical.

Based on the growth rate endorsed by Council, there will be the need to update Papers 1 (Population) and 4 (Residential). In addition, further analysis of residential land supply and demand will be required to determine if there is the need to designate additional residential lands are required in the Town. If there is the need to designate additional land for residential purposes, 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.
- Land owner interest to develop in the shorter term.
- Appropriateness of lands for residential development based on the characteristics of the neighbourhood.

It should also be noted that the growth rate projection endorsed by Council will be subject to Provincial review when the new Official Plan is approved and sent to the Province for final approval. In addition, growth rates will be evaluated and modified in subsequent Official Plan reviews.

FINANCIAL IMPLICATIONS

Not known at this time.

STRATEGIC PLAN

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #1 Infrastructure
 - Outcome: If the goal is to achieve a population target of 8,000 residents by 2026-7 (annual growth rate of 1.5%, doubling current rate), both access to potable water and fire protection needs would best be served by addressing this issue.

OTHERS CONSULTED

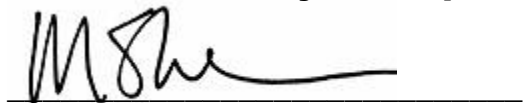
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ATTACHMENTS

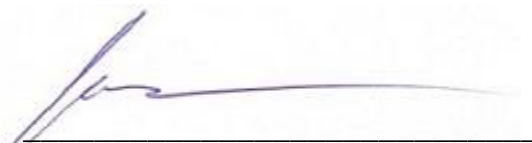
- 1) Yearly population projections

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

Yearly Population Projections for 2016-2038 for St. Marys from Draft Population Discussion Paper 1 with addition of Medium-High projection

Percent Growth Rate				
Year	Low (0.5%)	Medium (1.0)	Medium-High (1.25)	High (1.5)
2016	7265	7265	7265	7265
2017	7301	7338	7356	7374
2018	7338	7411	7448	7485
2019	7375	7485	7541	7597
2020	7411	7560	7635	7711
2021	7448	7636	7730	7826
2022	7486	7712	7827	7944
2023	7523	7789	7925	8063
2024	7561	7867	8024	8184
2025	7599	7946	8124	8307
2026	7637	8025	8226	8431
2027	7675	8105	8329	8558
2028	7713	8186	8433	8686
2029	7752	8268	8538	8816
2030	7790	8351	8645	8949
2031	7829	8434	8753	9083
2032	7869	8519	8862	9219
2033	7908	8604	8973	9357
2034	7947	8690	9085	9498
2035	7987	8777	9199	9640
2036	8027	8865	9314	9785
2037	8067	8953	9430	9932
2038	8107	9042	9548	10081

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	25 September 2018
Subject:	DEV 45-2018 Official Plan Review – Natural Heritage System

PURPOSE

To provide Council with an overview of the Upper Thames River Conservation Authority Perth Natural Heritage Systems Study (NHSS) and discuss potential implications of implementing components of the Study as part of the Town's Official Plan review.

RECOMMENDATION

THAT DEV 45-2018 Official Plan Review – Natural Heritage System report be received; and

THAT Council direct staff to hold a public open house to present the Perth Natural Heritage Systems Study and request comments from the community with respect to the Town's approach to implementing natural heritage policies in the Official Plan.

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.

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 also prepared new papers to address a range of topic areas. Between December 2017 and March 2018, the draft discussion papers were presented to

the PAC. 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.

Staff report DEV 35-2018 was presented at the August 28, 2018 meeting of Council. The purpose of the report was 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 to recommend that Council proceed with the statutory open house and public meeting to consider the proposed updated Official Plan. Council raised concerns respecting the projected population estimates recommended by staff and endorsed by PAC, and also the impacts of the NHSS completed in the Spring of 2018. Council passed the following resolution:

That Council refer the Official Plan Review back to staff to further research a proposed growth rate of 1.5% and the implications of the Natural Heritage Study, with a report back to Council at the September 25, 2018 Council meeting.

This report addresses the second part of the Council resolution respecting the implications of the NHSS. Staff report DEV 44-2018, which is also on the September 25, 2018 Council agenda, addresses the first part of the resolution respecting a proposed growth rate of 1.5%.

REPORT

Provincial Policy Statement

As part of the Official Plan review, the Town is required to ensure conformity with the Provincial Policy Statement (PPS). Section 2.1.2 of the PPS states that “*the diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features*”.

The PPS defines natural heritage features and areas to mean “*features and areas, including significant wetlands, significant coastal wetlands, other coastal wetlands in Ecoregions 5E, 6E and 7E, fish habitat, significant woodlands and significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River), habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area*”.

There are no known significant wetlands, valley lands, wildlife habitats, areas of natural or scientific interest, habitat of endangered and threatened species in the Town, however policies are required in the Official Plan to provide direction with respect to the identification and protection of such areas and features.

As St Marys is located in Ecoregions 6E and 7E1 for the purposes of Section 2.1 of the PPS, the natural heritage systems policies of Section 2.1.3 are applicable.

2.1.3 Natural heritage systems shall be identified in Ecoregions 6E & 7E1, recognizing that natural heritage systems will vary in size and form in settlement areas, rural areas, and prime agricultural areas.

While the natural heritage system policies apply in St. Marys, the Province also recognizes that natural heritage systems will vary in size and form in settlement areas, and that there may be limited opportunities for linkages.

Perth Natural Heritage Systems Study

In the Spring of 2018, the Upper Thames River Conservation Authority completed the Perth Natural Heritage Systems Study (NHSS), a copy of which is provided as Attachment 1 and appended to the agenda. The NHSS provides a landscape level assessment of natural heritage features and functions in Perth County including St. Marys and Stratford, and is intended to assist in the establishment of a local approach for identifying the terrestrial natural heritage system (fish habitat and other aquatic habitat features are not identified in the NHSS) as required by the PPS. The NHSS incorporates the most current information available from the Ministry of Natural Resources and Forestry (MNRF) to identify the natural heritage features and areas that they are responsible for identifying as per the PPS definition of significant (e.g. provincially significant wetlands and Areas of Natural and Scientific Interest).

The Perth NHSS was intended to identify vegetation groups and patches that are 'significant' as per the definitions of significant in the PPS and the Province's Natural Heritage Reference Manual criteria, including significant woodlands, significant valleylands, fish habitat, provincially significant wetlands, and provincially significant Area of Natural and Significant Interest (ANSIs), and sets out a recommended approach for identifying significant wildlife habitat, to address the PPS requirement for planning authorities to identify such natural heritage features and areas as per the PPS. The Perth NHSS also identifies *"various other vegetation groups that are ecologically important from a natural heritage system analysis perspective, including additional features and areas such as meadows, thickets, regionally significant ANSIs, evaluated and unevaluated wetlands, and connected vegetation features"*.

It should be noted that certain limitations are cited in the study including:

- Mapping – the base mapping layer used is based on Spring 2010 photography and were manually interpreted through an on-screen process. The NHSS also recognizes that there may be misinterpretation of certain features.
- Watercourse layer – is not current and was not updated as part the NHSS. On-screen interpretation of the edge of open watercourses was completed using 2010 aerial photography. However, the NHSS states that all open watercourses are still considered to be potential fish habitat and should be screened at the site level as part of any development application.
- Connectivity and system linkages – wildlife linkages in existing developed urban areas are often limited to waterways, valleys and protected parkland/natural areas. The NHSS does not attempt to identify current or future linkages between patches or across agricultural fields or along unvegetated stretches of watercourses (drains) in rural areas. Chapter 5 of the NHSS outlines recommendations for identifying and evaluating natural linkages as part of the review of proposals to develop land for uses that could affect the ability for species to move between natural features.
- Features identified through EIS's – the following three natural features that could not be mapped in this NHSS: significant wildlife habitat, groundwater dependent wetlands/ecosystems and watercourse bluffs and depositional areas. An EIS may be required to determine the presence of any of these features.

The following chart from the Perth NHSS provides a summary of identified vegetation groups and the criteria used to identify these groups.

#	Vegetation Group Criteria	Scientific Rationale	Application
1	Any Vegetation Group within or touching a significant valleyland	Vegetation on valley lands prevents erosion, improve water holding capacity that ensures regeneration of vegetation, and encourages wildlife movement.	Vegetation Group on valley land defined using 3:1 slope or 100m from centerline of watercourse.
2	Any Vegetation Group located within or touching a Life Science ANSI (Area of Natural and Scientific Interest) (provincial and regional)	Recognized ANSIs are a logical foundation on which to design a natural heritage system.	Pre-determined by MNR using five evaluation selection criteria: representation, condition, diversity, other ecological considerations, and special features.
3	Any Vegetation Group located within 30 m of an open watercourse	Relationship between water course and vegetation is interactive whereby vegetation along watercourses improves water quality for aquatic Vegetation Ecosystems through reduction in soil erosion and input of nutrients; while the watercourse attracts animals and acts as a corridor.	All Vegetation Groups within 30 m from the edge of an open watercourse (defined as the bank-full width if greater than 20m wide, or a defined channel visible on the aerial photography if less than 20m wide).
4	All evaluated wetlands and any unevaluated wetland Vegetation Group ≥ 0.5 ha	Wetlands have disproportionately been removed from the landscape of southern Ontario. Some of their important functions are to maintain the hydrological regime of the surrounding area by dampening water peaks in the gullies, reduce the potential for erosion and provide critical breeding and overwintering habitat for reptiles and amphibians.	The wetland layer was derived from the MNRF evaluated wetland mapping layer, as well as the unevaluated wetland layers developed from each of the Conservation Authorities in Perth County (refer to Mapping Criteria Section 1.3).
5	Any woodland Vegetation Group ≥ 1 ha	Habitat size is one of the most important measures for sustaining stable, diverse and viable populations of wildlife species. In a highly fragmented landscape, the definition of a "large sized" woodland can be relatively small.	All woodland vegetation groups ≥ 1 ha meet this criterion.
6	Any Woodland Vegetation Group within 100 m of a ≥ 1 ha Woodland Vegetation Group	The < 100 m distance is based on average seed dispersal distances in the literature.	All woodland less than 1 ha within 100 m of a ≥ 1 ha woodland, regardless of what land use surrounds them, meet this criterion.

#	Vegetation Group Criteria	Scientific Rationale	Application
7	Any Thicket Vegetation Group ≥ 2 ha in size	Larger thickets are better if managing to enhance the long-term survival of a variety of wildlife. Large thickets >2 ha are relatively rare in Perth County, yet thickets of at least 10 ha in size are required for uncommon species (Oehler et al. 2006).	Thickets ≥ 2 ha meet this criterion. They are relatively rare in Perth County
8	Any Meadow Vegetation Group ≥ 5 ha in size	The amount of native meadow habitat has declined drastically throughout North America. Grassland birds are of special concern since they have suffered more serious population declines than any other group of birds. Johnson (2001) demonstrated a preference for large grassland Vegetation Groups by a number of grassland bird species, irrespective of territory size.	All meadows ≥ 5 ha meet this criterion.
9	Any Meadow Vegetation Group within 100 m of a ≥ 1 ha Woodland or ≥ 2 ha Thicket Vegetation Group	Meadow butterfly habitat must be considered in context with the surrounding range of habitats. Using the average distance of wind dispersed seeds as a conservative estimate, all meadows found within 100 m of a large shrub land or woodland were identified meeting this criterion.	All meadows within 100 m of a ≥ 1 ha woodland or ≥ 2 ha thicket meet this criterion.
10	Any Vegetation Patch that contains a Vegetation Group identified as significant	Criterion 10 is really a summary of Criteria 1 through 9.	All Vegetation Patches containing a Vegetation Group that has been identified as significant.
11	Any Vegetation Patch that contains a diversity of Vegetation Communities, Ecosystems or Groups	The number of Vegetation Communities in a Vegetation Patch is a measure of habitat and species diversity.	The Vegetation Patch was identified as significant if it either contained more than one Vegetation Ecosystem, or more than two Vegetation Groups, or more than three Vegetation Communities.
12	Any Vegetation Patch within 100 m of a significant Vegetation Patch	Local landscapes that include large natural areas linked to the regional landscape mosaic by a network of smaller interacting natural areas and corridors, offers the highest probability of maintaining overall ecological integrity. The < 100 m distance is based on average seed dispersal distances in the literature.	All Vegetation Patches within 100m of a significant Vegetation Patch, regardless of what land use surrounds them, are identified.

#	Vegetation Group Criteria	Scientific Rationale	Application
13	Any Vegetation Group that contains Significant Wildlife Habitat	According to the PPS, wildlife habitat is considered significant where it is ecologically important in terms of features, functions, representation or amount. Suggested criteria for determining Significant Wildlife Habitat are provided by MNR in the Significant Wildlife Habitat Technical Guide (MNR 2000b), the Significant Wildlife Habitat Ecoregional Criteria Schedules (MNR 2012), and the Natural Heritage Reference Manual (MNR 2010).	Currently, SWH is not mapped at a county scale in Ontario. Identification of this habitat can occur through field studies conducted through EISs or other field studies/inventories, and then reported to the MNRF and local planning authority.
14	Any Vegetation Group that contains a Groundwater Dependent Wetland (GDW)	GDWs are ecosystems that require access to groundwater to maintain their communities of plants and animals, ecological processes and ecosystem services. Examples: seeps, fens	GDW of any size can be found and mapped through site inventories, studies and EISs. A possible procedure for a landscape scale study is found in Appendix C.
15	Any Vegetation Group that contains a Watercourse Bluff or Deposition Area	Steep slopes, areas of erosion and beaches (depositional areas) can create unique natural features for specialized assemblages of plants and animals.	Deposition Areas, Steep Slopes, Cliffs and Valley Bluffs identified through the EISs should be mapped and provided to the planning authority.

There are three key vegetation groups identified in St. Marys: significant woodlands, thickets and meadows. For information purposes, these areas are identified as overlays on the current Schedule A of the Official Plan, as shown on Attachment 2.

Analysis

The Town is required to ensure that the Official Plan conforms to the natural heritage system policies of the PPS. In order to assist in this conformity requirement, the Town agreed to participate in the Perth NHSS. The draft Official Plan provided to Council at the August 28, 2018 meeting showed proposed modifications including the addition of policies to Section 3.9, Natural Heritage, to ensure conformity with the PPS including policies respecting significant wetlands, woodlands, valleylands, wildlife habitat, etc. In the August 28 report, staff also recommended the addition of new Appendix 1 to identify potential features and areas to be considered and evaluated with any application for development or site alteration. The proposed Appendix 1 is intended to function as a 'flag' to the potential for these significant features or areas. An Environmental Impact Study (EIS) would be required from any land owner proposing development on a property where a potential natural heritage feature or area is identified on Appendix 1 of the Official Plan.

The purpose of EIS to demonstrate that a development proposal will have no negative impact on natural features or areas and adjacent lands. An EIS typically includes an analysis of relevant policies (e.g. Provincial Policy Statement, Official Plan) and previous studies, and is based on field investigations to identify and analyze natural heritage features and functions. An EIS also identifies potential impacts on these features and functions, and provides recommendations with respect to the location of proposed development. An EIS can contain a range of recommendations including conclusions that part or all of

an identified feature is or is not significant, and buffer and/or mitigation measures that should be provided as part of the development.

The Perth NHSS has provided a base for the Town of St. Marys in determining a local approach for natural heritage system identification and preservation. At this time, it is recommended that the Town defer further consideration of the implementation of the Perth NHSS through the Town's Official Plan. Following the August 28 Council meeting, Staff learned that the Upper Thames Conservation Authority is updating components of the NHSS based on a review of 2015 aerial photography (the current study is based on 2010 photography). It is anticipated that the updated NHSS will be completed in October 2018. In addition, concerns have been expressed regarding the criteria used to identify features and areas in the NHSS. Following receipt and analysis of the updated NHSS, it is recommended that the Town hold a public open house to specifically discuss the findings of the Perth NHSS in the St. Marys context and the potential costs and benefits of the recommended mapping and policies. An open house will provide an opportunity to:

- provide information to the community with respect to the purpose and methodology of a natural heritage system in St. Marys
- identify any potential issues with mapping accuracy
- discuss implementation options

It is proposed that the Town provide additional information and notification to the community through:

- newspaper advertisement(s)
- media releases
- the Town's website

It is recommended that the Town invite representatives of the UTRCA to attend the open house in order to answer questions regarding the methodology and findings of the NHSS. Following the open house, Council will have possible options to consider including: endorsing the Perth NHSS and implementing same through the Official Plan, or tailoring and revising the criteria and/or approach in the Perth NHSS to better suit the St. Marys context.

SUMMARY

Following receipt of the updated NHSS, it is recommended that the Town hold a public open house to present the study and to discuss potential implications for St. Marys and the updated Official Plan.

FINANCIAL IMPLICATIONS

Not known at this time.

STRATEGIC PLAN

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

OTHERS CONSULTED

N/A

ATTACHMENTS

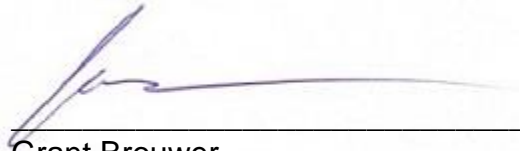
- 1) Perth Natural Heritage Systems Study (2018) [appended to the Council agenda]
- 2) Vegetation groups identified on Schedule A of the Official Plan

REVIEWED BY

Recommended by the Department



Mark Stone
Planner

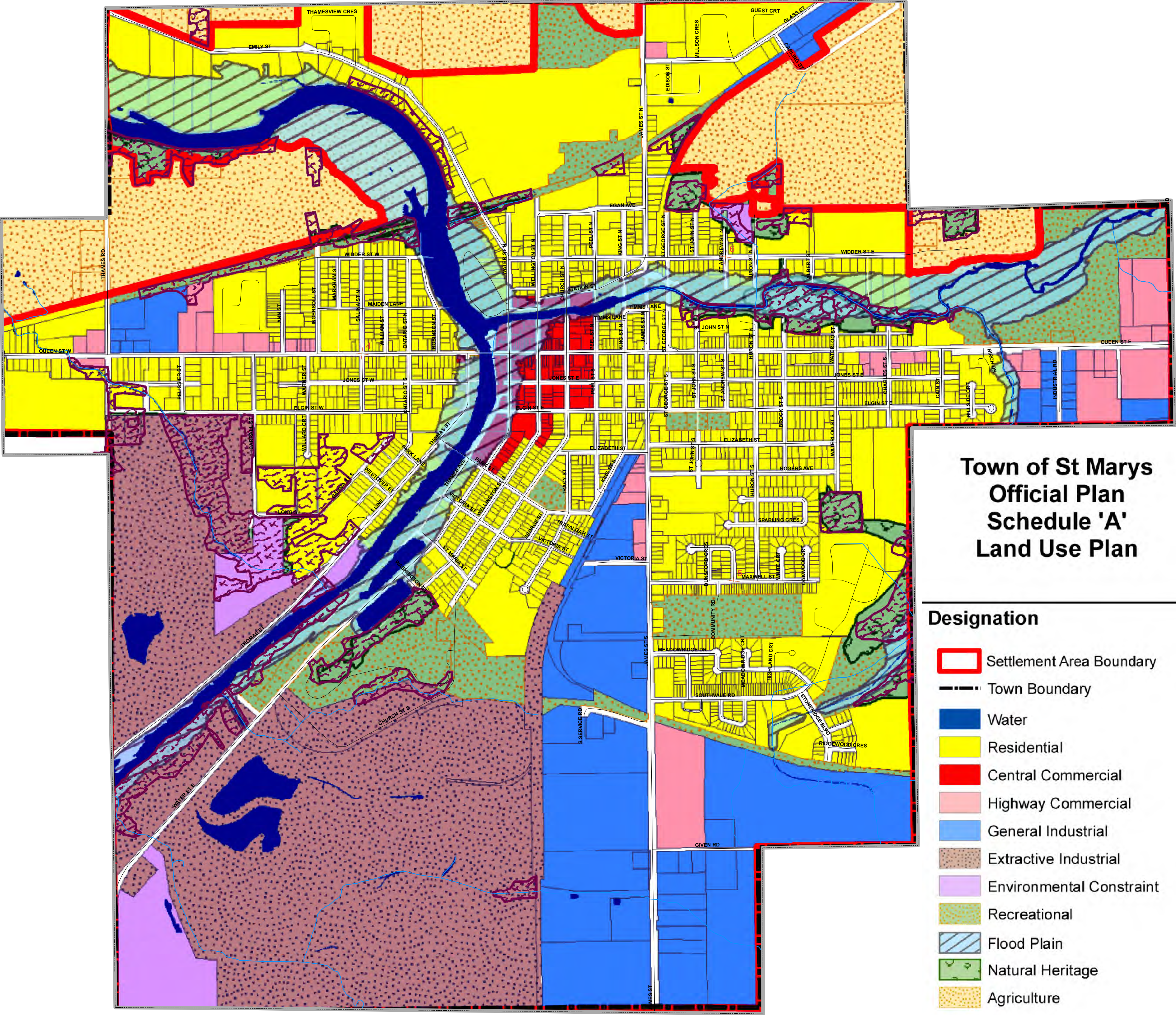


Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk



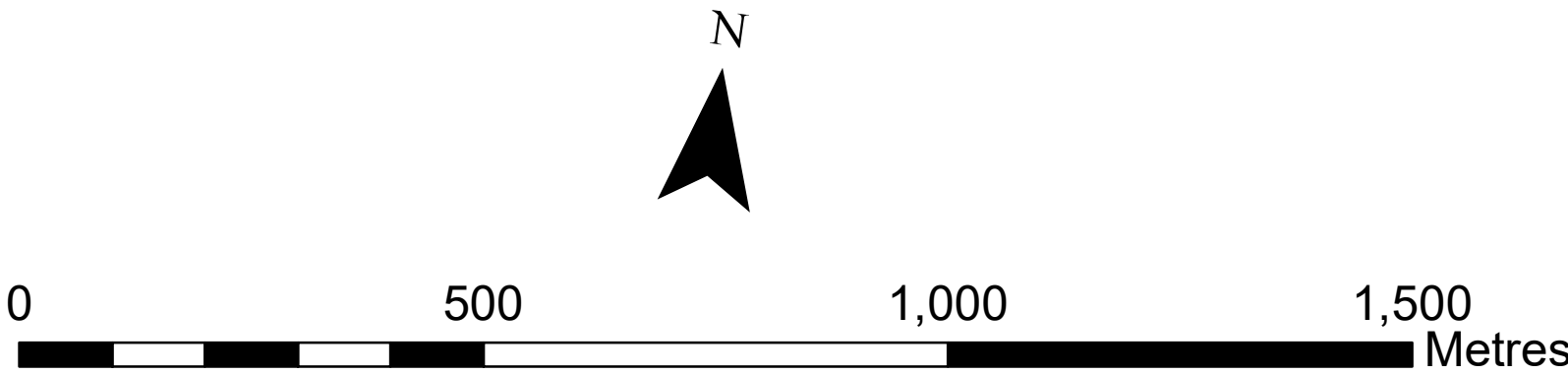
**Town of St Marys
Official Plan
Schedule 'A'
Land Use Plan**

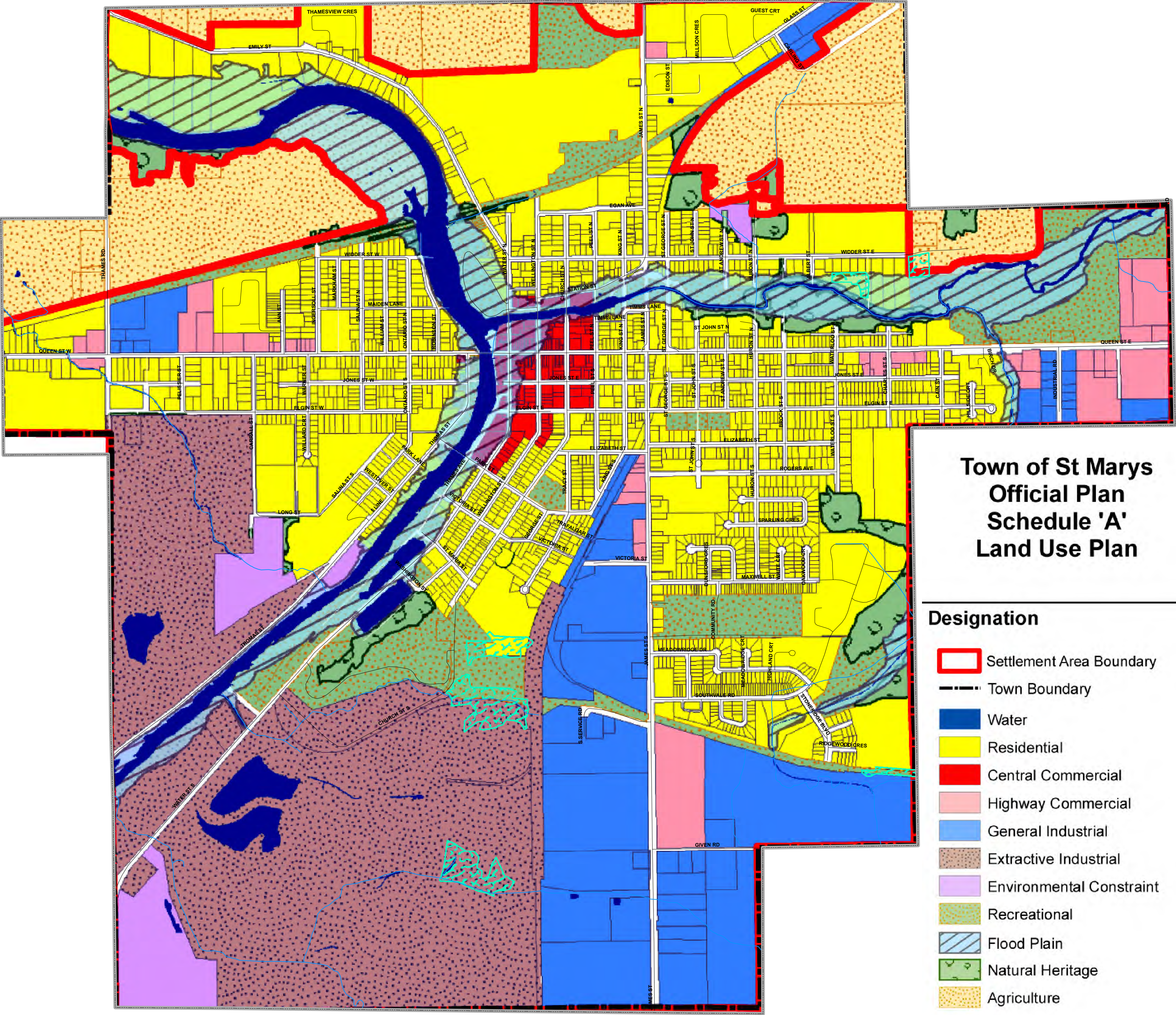
Designation

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

**Town of St Marys
NHS Study Data**

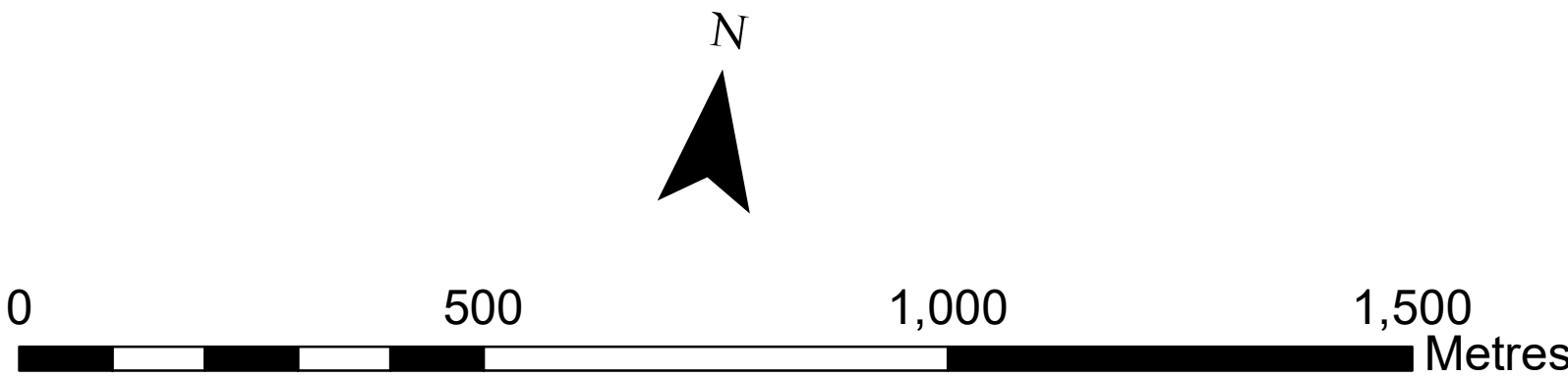
- Legend**
- Woodland Cluster

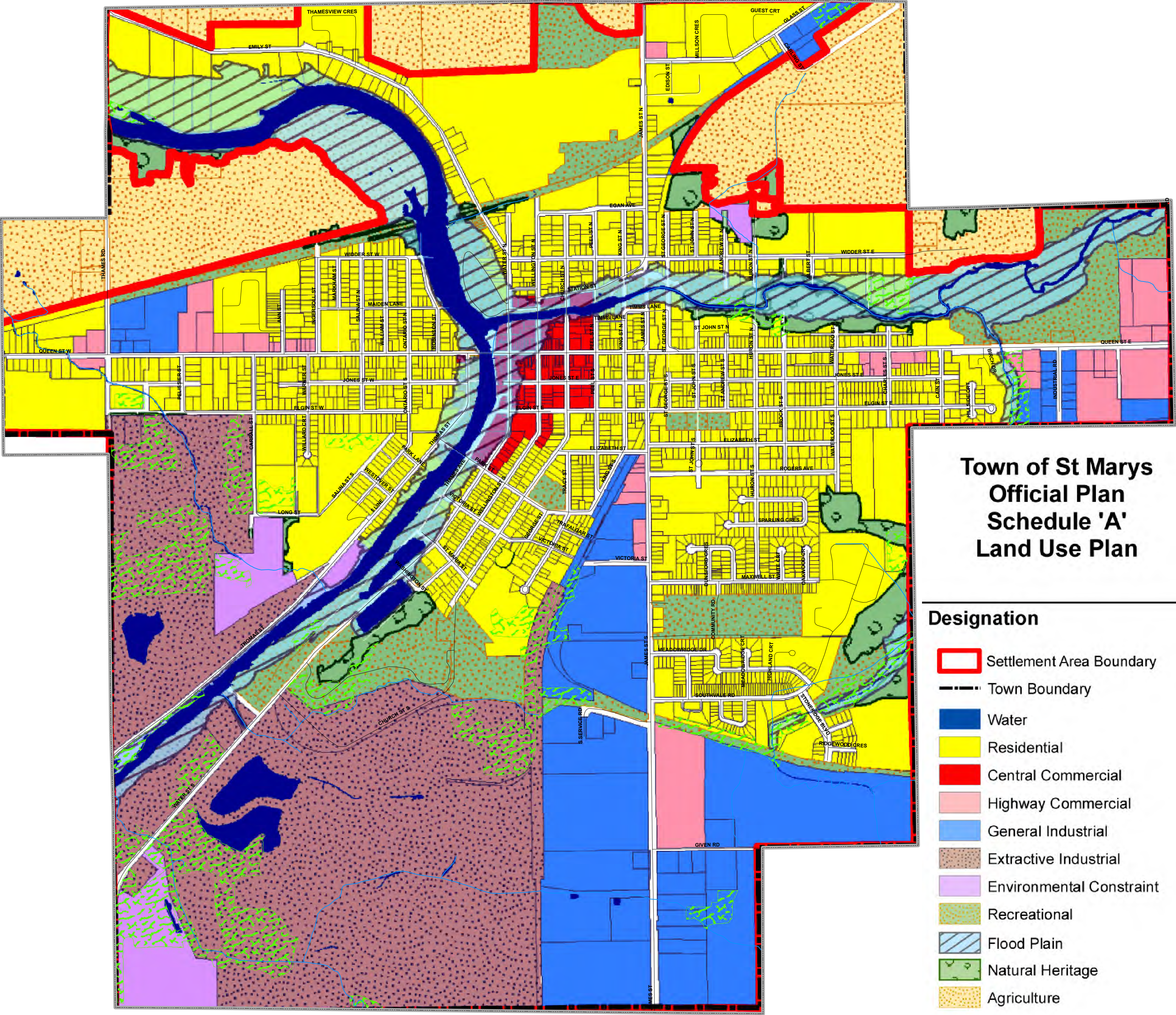




Town of St Marys
NHS Study Data

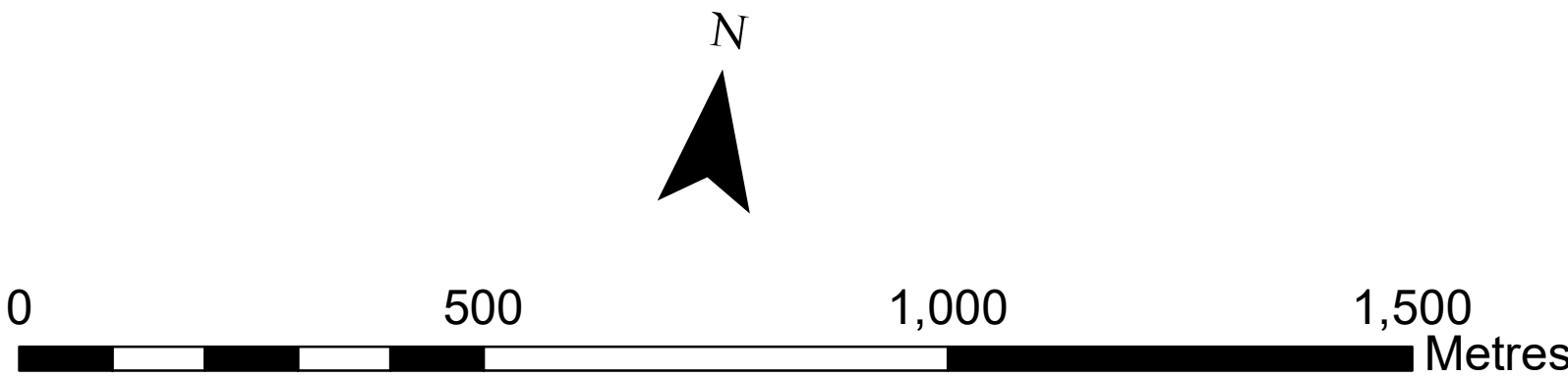
Legend
Thicket Cluster





Town of St Marys
NHS Study Data

Legend
Meadow Cluster



INFORMATION REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Susan Luckhardt, Planning Coordinator
Date of Meeting:	25 September 2018
Subject:	DEV 41-2018 Site Plan Agreement, 460 Glass Street, Quadro Communications Co-Operative Incorporated

PURPOSE

To provide information and to seek Council authorization for the Mayor and Clerk to enter into a Site Plan Agreement on behalf of the Town of St. Marys with Quadro Communications Co-Operative Incorporated for lands described as Part of Lot 15, Concession 18 as part 1 on Reference Plan 44R-5520, St. Marys and having the municipal address of 460 Glass Street.

RECOMMENDATION

THAT DEV 41-2018 Site Plan Agreement, 460 Glass Street, Quadro Communications Co-operative Incorporated be received; and

THAT Council enact by-law 80-2018 authorizing the Mayor and Clerk, on behalf of the Town of St. Marys, to sign a Site Plan Agreement between the Town of St. Marys and Quadro Communications Co-Operative Incorporated.

BACKGROUND

The subject property is designated "General Industrial" in the Town of St. Marys Official Plan and is zoned "Light Industrial Zone – M1-H" in the Town of St. Marys Zoning By-law Z1-1997, as amended. "A communications facility" is a permitted use under M1 zone provisions. The property is currently vacant land and the proponents wish to erect a telecommunications building on the site.

REPORT

The proponents have submitted an application for a site plan agreement with the Town to ensure that development of the property is within Town standards and zone provisions established for the property. The proponents, being Quadro Communications Co-Operative Incorporated, are proposing to erect a structure measuring 3.65 metres X 8.53 metres (325.0 square metres) on the property as part of their local telecommunications entity in St. Marys. The building will function as a Point of Presence to accommodate last mile fibre optic internet services to local residents.

Town staff has reviewed the development on the property with respect to the proposed switch building and a site plan agreement has been drafted to the satisfaction of Town staff and the proponent. The site plan agreement attached to this report is being presented to Town Council for its consideration.

FINANCIAL IMPLICATIONS

n.a.

STRATEGIC PLAN

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #3 Balanced Growth: Scale-based demographic growth and targeted immigration
 - Outcome: One of the only remaining means of growing the population is by attracting newcomers to St. Marys. St. Marys will identify the key demographics they wish to attract and match these against existing amenities that would best serve those demographics.
 - Tactic(s): Identify what infrastructure needs should be in place to attract/retain this demographic (e.g. public services).
 - Pillar #3 Balanced Growth: Youth recruitment and retention strategy
 - Outcome: It is important to not only attract youth to the Town, but also to retain existing youth by ensuring there are adequate opportunities. Tactics will focus on youth of all ages.
 - Tactic(s): Review and identify what infrastructure needs should be in place to attract/retain this demographic (e.g. public services).

OTHERS CONSULTED

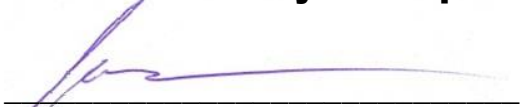
Jed Kelly, Director of Public Works
Jeff Wolfe, Asset Management/Engineering Specialist
Dave Blake, Environmental Services Supervisor
Jenna McCartney, Deputy Clerk
Richard Anderson, Fire Chief
Brian Levertton, Fire Prevention Officer
Jason Silcox, Building Official
Kelly Deeks-Johnson, Economic Development Manager

ATTACHMENTS


1. Site Plan Agreement with Schedules.

REVIEWED BY

Recommended by the Department

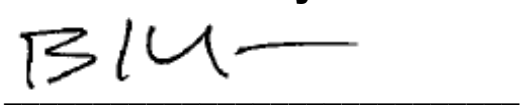


Grant Brouwer
Director of Building and Development



Susan Luckhardt
Planning Coordinator

Recommended by the CAO



Brent Kittmer
CAO / Clerk

AGREEMENT MADE UNDER SECTION 41 OF THE PLANNING ACT, R.S.O. 1990

THIS AGREEMENT made this _____ day of _____, 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

QUADRO COMMUNICATIONS CO-OPERATIVE INCORPORATED

(Hereinafter called the “Owner”)

OF THE SECOND PART

WHEREAS the Owner is the owner of the lands described as Part of Lot 15, Concession 18 as Part 1 on Reference Plan 44R-5520, in the Town of St. Marys, County of Perth, hereto being part of PIN 053254-0024 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

AND WHEREAS the Town has imposed the provisions of Section 41 of the Planning Act, R.S.O. 1990 in respect to the land;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings referred to in Subsection 4 of Section 41 of the Planning Act, R.S.O. 1990;

AND WHEREAS this Agreement shall be registered against “the lands” to this Agreement and the Town is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land, in accordance with Subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

NOW THEREFORE WITNESSETH that for the sum of TWO DOLLARS (\$2.00) paid to the Town by the Owner (receipt whereof is hereby acknowledged), and in consideration of the Town approving the plans and drawings for the development of “the lands”, the Owner covenants and agrees with the Town to provide, to the satisfaction of and at no expense to the Town, the following:

1. The Owner Agrees:

- (a) that all buildings and structures to be erected on the Lands shall be located in accordance with the building locations as shown on Drawing 1 attached hereto as part of Schedule “A”;
- (b) that if required utility services including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances shall be as shown on Drawing 1 attached hereto as part of Schedule “A” and shall be maintained by the Owner at its expense on an ongoing basis;

- (c) that if required all utility services to the property line including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances be installed under the authority and supervision of the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The proponent shall be responsible for any and all costs associated with the required utility services. Utility services shall be according to Drawing 1 attached hereto as part of Schedule “A”;
- (d) that all necessary provisions for any service connections on the Lands shall be made to the satisfaction of the Town;
- (e) that access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on Drawing 1 attached hereto as Schedule “A”;
- (f) that at such time when the Town reconstructs Glass Street to an urban cross-section with curb and gutter the Owner shall install barrier concrete curb to the limit of the front of the building as shown on Drawing 1 attached hereto as Schedule “A”;
- (g) that the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on Drawing 1 attached hereto as part of Schedule “A”;
- (h) that landscaping shall be provided in accordance with Drawing 1 attached hereto as part of Schedule “A”. All landscape materials shall be maintained by the Owner on an ongoing basis;

- (i) that during construction, the Owner shall provide protection for any existing trees with temporary fencing to the extent of the drip line;
- (j) that erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- (k) that final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the grading and elevations as shown on Drawing 1 attached hereto as part of Schedule “A”;
- (l) that all lighting facilities to be used and/or provided shall be as shown on Drawing 1 attached hereto as part of Schedule “A” and shall be of a type, location, height, intensity and design to ensure illumination shall not glare onto any adjacent or abutting properties and further to this shall be suitably located and deflected in order to prevent negative impacts on abutting or adjacent properties;
- (m) that all hydro cables be located underground on the Lands;
- (n) that snow storage shall be on the property as shown on Drawing 1 attached hereto as part of Schedule “A”;
- (o) that the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;
- (p) that any and all development on the Lands shall be to Town standards and the provisions of the Town’s Zoning By-law in effect at the time of development;

(q) that all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.

2. Schedule "A" consists of the following drawings:

- a) Drawing One prepared by Thor Dingman, B. Architectural SC Inc. on July 5, 2018 and revised on September 19, 2018 and numbered as A-1 and having a project number as TD18-556;
- b) Drawing Two prepared by Rohn Inc. on December 31, 1991 and numbered as A1.0;
- c) Drawing Three prepared by Rohn Inc. on December 31, 1991 and numbered as A2.0;
- d) Drawing Four prepared by Rohn Inc. on December 31, 1991 and numbered as A3.0;
- e) Drawing Five prepared by Rohn Inc. on December 31, 1991 and numbered as A3.1;
- f) Drawing Six prepared by Rohn Inc. on December 31, 1991 and numbered as A4.0;
- g) Drawing Seven prepared by Rohn Inc. on July 7, 1997 and numbered as A5.0;
- h) Drawing Eight prepared by Rohn Inc. on April 3, 1998 and numbered as A6.0;
- i) Drawing Nine prepared by Rohn Inc. on December 31, 1991 and numbered as A7.0;
- j) Drawing Ten prepared by Rohn Inc. on July 7, 1997 and numbered as A8.0;
- k) Drawing Eleven prepared by Rohn on July 7, 2004 and numbered as A9.0;

- l) Drawing Twelve prepared by Rohn Inc. on July 7, 2004 and numbered as A10.0;
 - m) Drawing Thirteen prepared by Rohn Inc. on December 31, 1991 and numbered as G1.0;
 - n) Drawing Fourteen prepared by Vance Construction, dated September 2018 and numbered as S1 and having a file number of 18-15-0393.
3. Schedule "A", as described in paragraph 2. above and attached hereto shall form part of this Agreement.
 4. The Owner shall enter into a Separate Agreement for electricity with Festival Hydro Inc.
 5. Entrances to the buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the owner.
 6. The owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
 7. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the owner at his own expense. The owner acknowledges that he has the responsibility to correct or clean muddied streets used for access during construction. If the owner fails to complete said work, then the provision of paragraph 10 of this Agreement shall apply.
 8. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement;

however, the written approval of the Town is required before such minor adjustments can be made.

9. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.
10. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith in the case of any emergency, shall at its sole discretion have the right to rectify such failure to comply to its satisfaction and recover the expense incurred by the Town in a like manner as municipal taxes.
11. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Fifteen Thousand Dollars (\$15,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect or engineer provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

Furthermore, the Owner agrees to deposit with the Town, at the time of application for building permit, a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00) for landscaping as outlined in paragraph 1(h). The security deposit shall be refunded without interest or penalty when the Owner's Landscape architect or engineer

provides a certificate to the Town that the landscaping, for which the deposit covered, has been completed in accordance with this agreement.

12. If any notice is required to be given by the Town to the Owner in respect to this Agreement, such notice shall be sent by registered mail, registered courier or delivered personally by the Town employee or its agent to:

John DeHeer, General Manager
Quadro Communications Co-Operative Incorporated
1845 Road 164
PO Box 101
Kirkton Ontario N0K 1K0

or to such other addresses of which the Owner has notified the Town in writing, and any such notice mailed, sent or delivered shall be deemed good and sufficient notice under the terms of this Agreement.

13. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.
14. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner. The covenants, agreements, conditions and understandings herein contained on the part of the Owner shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.
15. Execution of this Agreement shall be deemed to be authorization by all parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.

16. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.
17. The parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.
18. The parties hereto acknowledge and agree that this agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.
19. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses, damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this agreement.
20. The Owner hereby covenants and agrees to save harmless the Town from any loss whatsoever arising out of or pursuant to the execution of this Agreement and the issuing of a building permit whether final or conditional for any construction on the Lands. This indemnification shall apply to all claims, demands, costs and expenses in respect to the development of the Lands as set out in this Agreement.

IN WITNESS WHEREOF the Owner has hereunto set its hand and seal and the Town has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

QUADRO COMMUNICATIONS CO-OPERATIVE INCORPORATED

Per: _____
John DeHeer,
General Manager

(I have authority to bind the Corporation.)

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: _____
Mayor: Al Strathdee

Per: _____
CAO/Clerk: Brent Kittmer

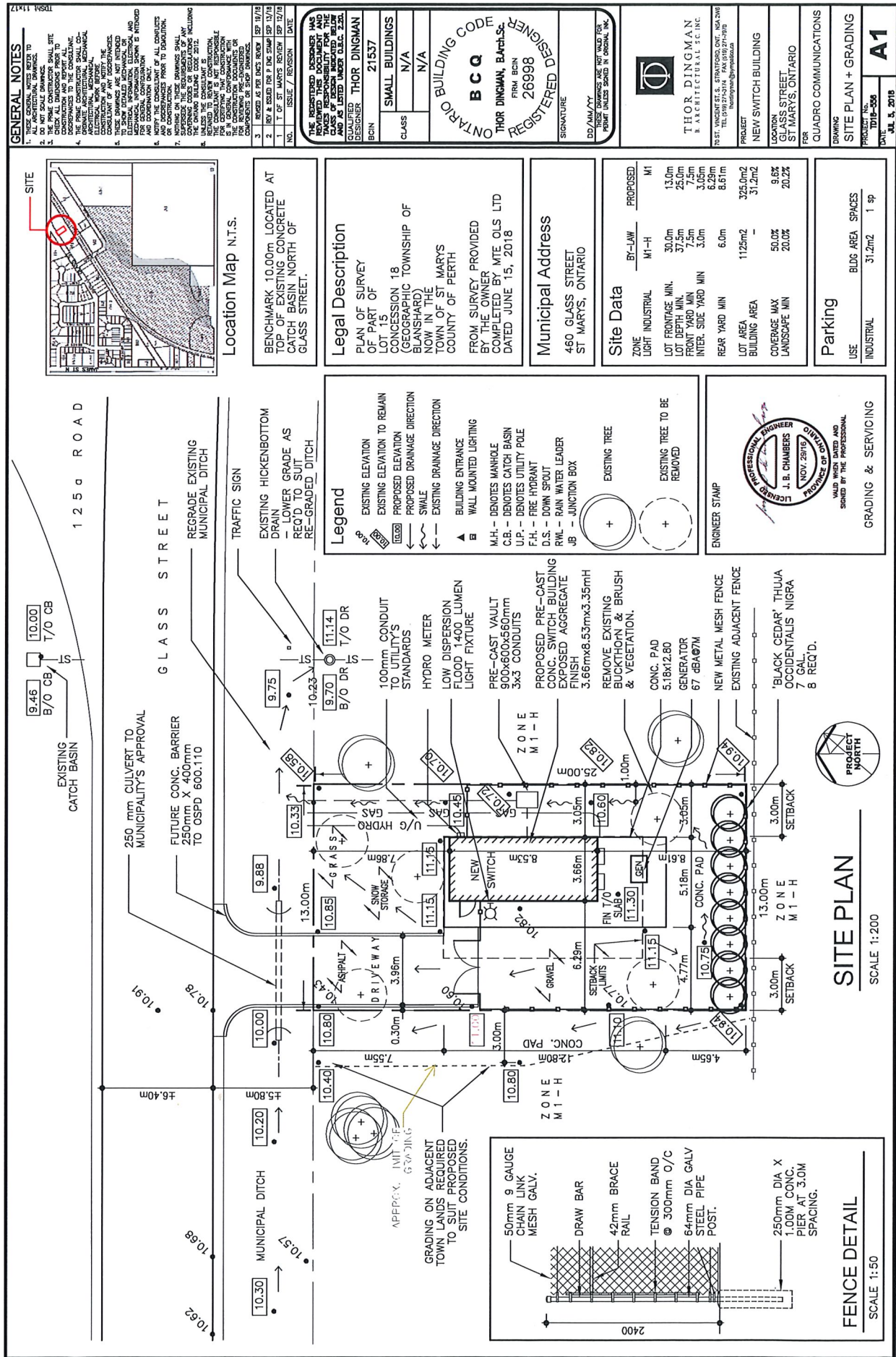
(We have the authority to bind the Corporation.)

NOTES TO SPA

1. It is the Owner's responsibility to fulfill the obligations contained in this Site Plan Agreement. It is also the Owner's responsibility to submit a request for the refund of deposits in writing when all of the work has been completed to the standards of this Site Plan Agreement.
2. The Owner shall enter into a separate agreement for electricity with Festival Hydro Inc., 1887 Erie Street, PO Box 397, Stratford ON N5A 6T5, 519-273-4703.
3. Any sign erected on the subject property shall be in conformity with the Town's current sign by-law. The owner shall apply for a separate sign permit.

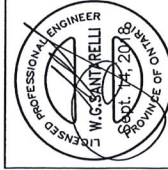
Schedule “A”

Attach Drawings 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14.





INC.



△	REVISE BLDG WIDTHS	9-30-92	SCS
△	REVISE BLDG WIDTHS AND LENGTHS	4-2-92	TER
△	REVISE TITLE BLOCK	3-20-92	TER
△	REMOVE TITLE	1-31-92	TER

No.	Revision	Quantity	Unit	Date	By

POW

1100 Industrial Blvd.
Bessemer, AL 35022

1001 North Jefferson Ave.
Columbus, MS 39206

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TITLE STANDARD ROHN CONCRETE EQUIPMENT SHELTERS

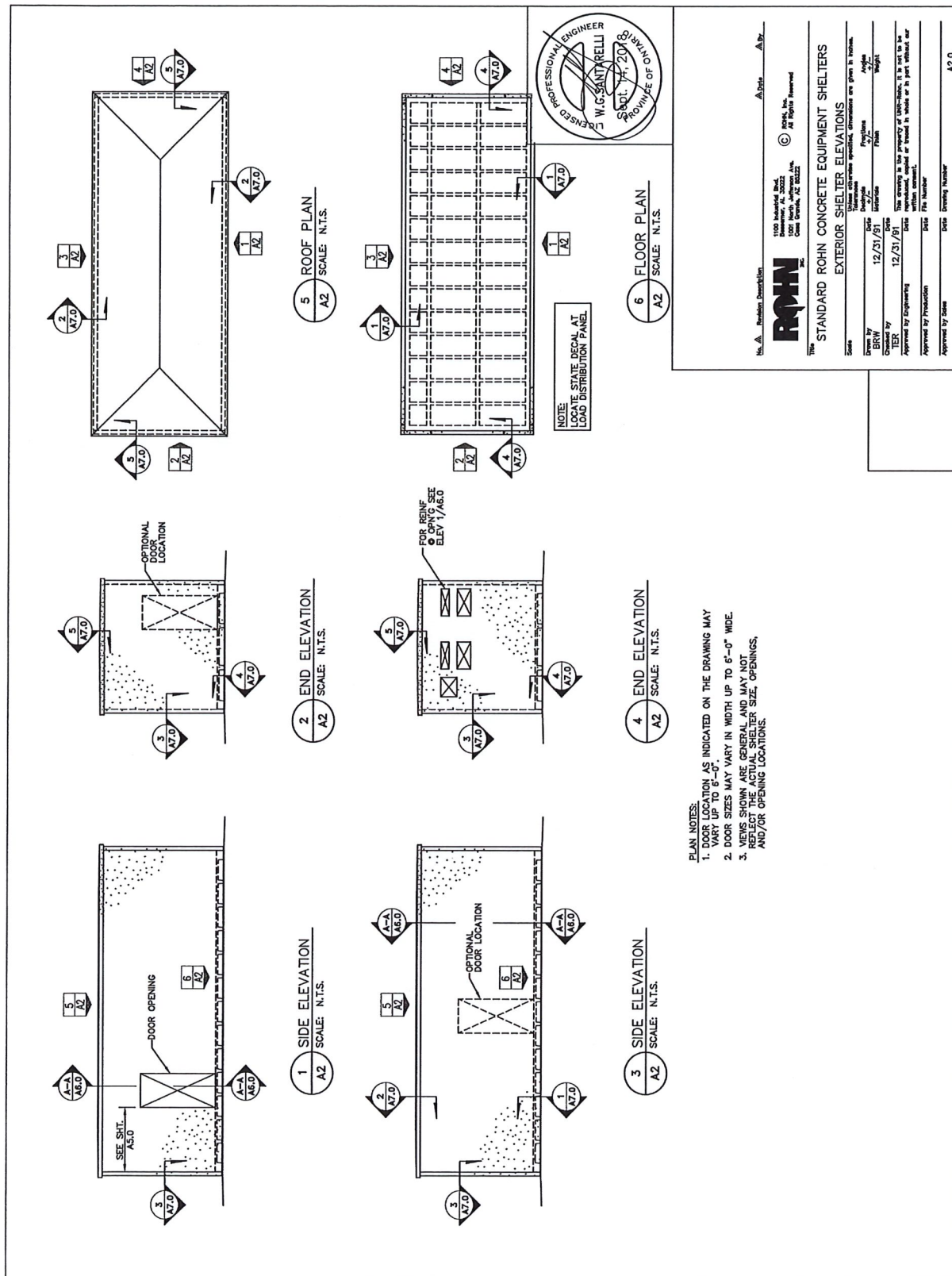
SHELTER SCHEDULE			
Size	Temperature	Dimensions are given in inches.	
Screen by BRW	12/31/81	Angles 1/2"	Weight
TER	12/31/81	Plumbing 1/2"	
Approved by Engineering	Date	Material	
Approved by Production	Date	File Number	
Approved by Sales	Date		

SHELTER SIZE SCHEDULE

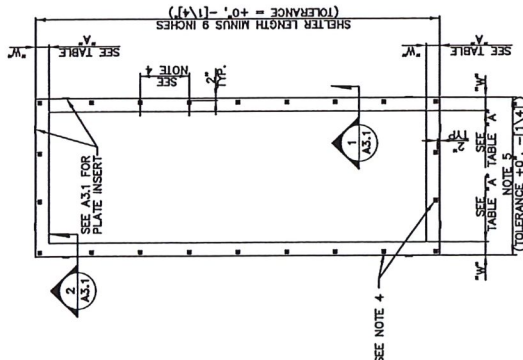
PART NO.	EXTERIOR		(L)		(H)	EXTERIOR		(L)	(H)	PART NO.	EXTERIOR		(L)	(H)
	(W)	(H)	(W)	(H)		(W)	(H)							
ESCB8	8'-4"	8'-0"	10'-4"	10'-0"	8'-0"	ESCI010	10'-4"	10'-0"	8'-0"	ESCI212	12'-0"	12'-0"	12'-0"	8'-0"
ESCB10	8'-4"	10'-0"	8'-4"	12'-0"	8'-0"	ESCI012	10'-4"	12'-0"	8'-0"	ESCI214	12'-0"	14'-0"	14'-0"	8'-0"
ESCB12	8'-4"	12'-0"	10'-4"	14'-0"	8'-0"	ESCI014	10'-4"	14'-0"	8'-0"	ESCI216	12'-0"	16'-0"	16'-0"	8'-0"
ESCB14	8'-4"	14'-0"	10'-4"	16'-0"	8'-0"	ESCI016	10'-4"	16'-0"	8'-0"	ESCI218	12'-0"	18'-0"	18'-0"	8'-0"
ESCB16	8'-4"	16'-0"	10'-4"	18'-0"	8'-0"	ESCI018	10'-4"	18'-0"	8'-0"	ESCI220	12'-0"	20'-0"	20'-0"	8'-0"
ESCB18	8'-4"	18'-0"	10'-4"	20'-0"	8'-0"	ESCI020	10'-4"	20'-0"	8'-0"	ESCI222	12'-0"	22'-0"	22'-0"	8'-0"
ESCB20	8'-4"	20'-0"	10'-4"	22'-0"	8'-0"	ESCI022	10'-4"	22'-0"	8'-0"	ESCI224	12'-0"	24'-0"	24'-0"	8'-0"
ESCB22	8'-4"	22'-0"	10'-4"	24'-0"	8'-0"	ESCI024	10'-4"	24'-0"	8'-0"	ESCI226	12'-0"	26'-0"	26'-0"	8'-0"
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ESCB26	8'-4"	26'-0"	10'-4"	28'-0"	8'-0"	ESCI028	10'-4"	28'-0"	8'-0"	ESCI230	12'-0"	30'-0"	30'-0"	8'-0"
ESCB28	8'-4"	28'-0"	10'-4"	30'-0"	8'-0"	ESCI030	10'-4"	30'-0"	8'-0"	ESCI232	12'-0"	32'-0"	32'-0"	8'-0"
ESCB30	8'-4"	30'-0"	10'-4"	32'-0"	8'-0"	ESCI032	10'-4"	32'-0"	8'-0"	ESCI234	12'-0"	34'-0"	34'-0"	8'-0"
ESCB32	8'-4"	32'-0"	10'-4"	34'-0"	8'-0"	ESCI034	10'-4"	34'-0"	8'-0"	ESCI236	12'-0"	36'-0"	36'-0"	8'-0"
ESCB34	8'-4"	34'-0"	10'-4"	36'-0"	8'-0"	ESCI036	10'-4"	36'-0"	8'-0"	ESCI238	12'-0"	38'-0"	38'-0"	8'-0"
ESCB36	8'-4"	36'-0"	10'-4"	38'-0"	8'-0"	ESCI038	10'-4"	38'-0"	8'-0"	ESCI240	12'-0"	40'-0"	40'-0"	8'-0"
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ESCB40	8'-4"	40'-0"	10'-4"	42'-0"	8'-0"	ESCI042	10'-4"	42'-0"	8'-0"	ESCI244	12'-0"	44'-0"	44'-0"	8'-0"
ESCB42	8'-4"	42'-0"	10'-4"	44'-0"	8'-0"	ESCI044	10'-4"	44'-0"	8'-0"	ESCI246	12'-0"	46'-0"	46'-0"	8'-0"
ESCB44	8'-4"	44'-0"	10'-4"	46'-0"	8'-0"	ESCI046	10'-4"	46'-0"	8'-0"	ESCI248	12'-0"	48'-0"	48'-0"	8'-0"
ESCB46	8'-4"	46'-0"	10'-4"	48'-0"	8'-0"	ESCI048	10'-4"	48'-0"	8'-0"	ESCI250	12'-0"	50'-0"	50'-0"	8'-0"
ESCB48	8'-4"	48'-0"	10'-4"	50'-0"	8'-0"	ESCI050	10'-4"	50'-0"	8'-0"	ESCI252	12'-0"	52'-0"	52'-0"	8'-0"
ESCB50	8'-4"	50'-0"	10'-4"	52'-0"	8'-0"	ESCI052	10'-4"	52'-0"	8'-0"	ESCI254	12'-0"	54'-0"	54'-0"	8'-0"
ESCB52	8'-4"	52'-0"	10'-4"	54'-0"	8'-0"	ESCI054	10'-4"	54'-0"	8'-0"	ESCI256	12'-0"	56'-0"	56'-0"	8'-0"
ESCB54	8'-4"	54'-0"	10'-4"	56'-0"	8'-0"	ESCI056	10'-4"	56'-0"	8'-0"	ESCI258	12'-0"	58'-0"	58'-0"	8'-0"
ESCB56	8'-4"	56'-0"	10'-4"	58'-0"	8'-0"	ESCI058	10'-4"	58'-0"	8'-0"	ESCI260	12'-0"	60'-0"	60'-0"	8'-0"
ESCB58	8'-4"	58'-0"	10'-4"	60'-0"	8'-0"	ESCI060	10'-4"	60'-0"	8'-0"	ESCI262	12'-0"	62'-0"	62'-0"	8'-0"
ESCB60	8'-4"	60'-0"	10'-4"	62'-0"	8'-0"	ESCI062	10'-4"	62'-0"	8'-0"	ESCI264	12'-0"	64'-0"	64'-0"	8'-0"
ESCB62	8'-4"	62'-0"	10'-4"	64'-0"	8'-0"	ESCI064	10'-4"	64'-0"	8'-0"	ESCI266	12'-0"	66'-0"	66'-0"	8'-0"
ESCB64	8'-4"	64'-0"	10'-4"	66'-0"	8'-0"	ESCI066	10'-4"	66'-0"	8'-0"	ESCI268	12'-0"	68'-0"	68'-0"	8'-0"
ESCB66	8'-4"	66'-0"	10'-4"	68'-0"	8'-0"	ESCI068	10'-4"	68'-0"	8'-0"	ESCI270	12'-0"	70'-0"	70'-0"	8'-0"
ESCB68	8'-4"	68'-0"	10'-4"	70'-0"	8'-0"	ESCI070	10'-4"	70'-0"	8'-0"	ESCI272	12'-0"	72'-0"	72'-0"	8'-0"
ESCB70	8'-4"	70'-0"	10'-4"	72'-0"	8'-0"	ESCI072	10'-4"	72'-0"	8'-0"	ESCI274	12'-0"	74'-0"	74'-0"	8'-0"
ESCB72	8'-4"	72'-0"	10'-4"	74'-0"	8'-0"	ESCI074	10'-4"	74'-0"	8'-0"	ESCI276	12'-0"	76'-0"	76'-0"	8'-0"
ESCB74	8'-4"	74'-0"	10'-4"	76'-0"	8'-0"	ESCI076	10'-4"	76'-0"	8'-0"	ESCI278	12'-0"	78'-0"	78'-0"	8'-0"
ESCB76	8'-4"	76'-0"	10'-4"	78'-0"	8'-0"	ESCI078	10'-4"	78'-0"	8'-0"	ESCI280	12'-0"	80'-0"	80'-0"	8'-0"
ESCB78	8'-4"	78'-0"	10'-4"	80'-0"	8'-0"	ESCI080	10'-4"	80'-0"	8'-0"	ESCI282	12'-0"	82'-0"	82'-0"	8'-0"
ESCB80	8'-4"	80'-0"	10'-4"	82'-0"	8'-0"	ESCI082	10'-4"	82'-0"	8'-0"	ESCI284	12'-0"	84'-0"	84'-0"	8'-0"
ESCB82	8'-4"	82'-0"	10'-4"	84'-0"	8'-0"	ESCI084	10'-4"	84'-0"	8'-0"	ESCI286	12'-0"	86'-0"	86'-0"	8'-0"
ESCB84	8'-4"	84'-0"	10'-4"	86'-0"	8'-0"	ESCI086	10'-4"	86'-0"	8'-0"	ESCI288	12'-0"	88'-0"	88'-0"	8'-0"
ESCB86	8'-4"	86'-0"	10'-4"	88'-0"	8'-0"	ESCI088	10'-4"	88'-0"	8'-0"	ESCI290	12'-0"	90'-0"	90'-0"	8'-0"
ESCB88	8'-4"	88'-0"	10'-4"	90'-0"	8'-0"	ESCI090	10'-4"	90'-0"	8'-0"	ESCI292	12'-0"	92'-0"	92'-0"	8'-0"
ESCB90	8'-4"	90'-0"	10'-4"	92'-0"	8'-0"	ESCI092	10'-4"	92'-0"	8'-0"	ESCI294	12'-0"	94'-0"	94'-0"	8'-0"
ESCB92	8'-4"	92'-0"	10'-4"	94'-0"	8'-0"	ESCI094	10'-4"	94'-0"	8'-0"	ESCI296	12'-0"	96'-0"	96'-0"	8'-0"
ESCB94	8'-4"	94'-0"	10'-4"	96'-0"	8'-0"	ESCI096	10'-4"	96'-0"	8'-0"	ESCI298	12'-0"	98'-0"	98'-0"	8'-0"
ESCB96	8'-4"	96'-0"	10'-4"	98'-0"	8'-0"	ESCI098	10'-4"	98'-0"	8'-0"	ESCI300	12'-0"	100'-0"	100'-0"	8'-0"
ESCB98	8'-4"	98'-0"	10'-4"	100'-0"	8'-0"	ESCI100	10'-4"	100'-0"	8'-0"	ESCI302	12'-0"	102'-0"	102'-0"	8'-0"
ESCB100	8'-4"	100'-0"	10'-4"	102'-0"	8'-0"	ESCI102	10'-4"	102'-0"	8'-0"	ESCI304	12'-0"	104'-0"	104'-0"	8'-0"
ESCB102	8'-4"	102'-0"	10'-4"	104'-0"	8'-0"	ESCI104	10'-4"	104'-0"	8'-0"	ESCI306	12'-0"	106'-0"	106'-0"	8'-0"
ESCB104	8'-4"	104'-0"	10'-4"	106'-0"	8'-0"	ESCI106	10'-4"	106'-0"	8'-0"	ESCI308	12'-0"	108'-0"	108'-0"	8'-0"
ESCB106	8'-4"	106'-0"	10'-4"	108'-0"	8'-0"	ESCI108	10'-4"	108'-0"	8'-0"	ESCI310	12'-0"	110'-0"	110'-0"	8'-0"
ESCB108	8'-4"	108'-0"	10'-4"	110'-0"	8'-0"	ESCI110	10'-4"	110'-0"	8'-0"	ESCI312	12'-0"	112'-0"	112'-0"	8'-0"
ESCB110	8'-4"	110'-0"	10'-4"	112'-0"	8'-0"	ESCI112	10'-4"	112'-0"	8'-0"	ESCI314	12'-0"	114'-0"	114'-0"	8'-0"
ESCB112	8'-4"	112'-0"	10'-4"	114'-0"	8'-0"	ESCI114	10'-4"	114'-0"	8'-0"	ESCI316	12'-0"	116'-0"	116'-0"	8'-0"
ESCB114	8'-4"	114'-0"	10'-4"	116'-0"	8'-0"	ESCI116	10'-4"	116'-0"	8'-0"	ESCI318	12'-0"	118'-0"	118'-0"	8'-0"
ESCB116	8'-4"	116'-0"	10'-4"	118'-0"	8'-0"	ESCI118	10'-4"	118'-0"	8'-0"	ESCI320	12'-0"	120'-0"	120'-0"	8'-0"
ESCB118	8'-4"	118'-0"	10'-4"	120'-0"	8'-0"	ESCI120	10'-4"	120'-0"	8'-0"	ESCI322	12'-0"	122'-0"	122'-0"	8'-0"
ESCB120	8'-4"	120'-0"	10'-4"	122'-0"	8'-0"	ESCI122	10'-4"	122'-0"	8'-0"	ESCI324	12'-0"	124'-0"	124'-0"	8'-0"
ESCB122	8'-4"	122'-0"	10'-4"	124'-0"	8'-0"	ESCI124	10'-4"	124'-0"	8'-0"	ESCI326	12'-0"	126'-0"	126'-0"	8'-0"
ESCB124	8'-4"	124'-0"	10'-4"	126'-0"	8'-0"	ESCI126	10'-4"	126'-0"	8'-0"	ESCI328	12'-0"	128'-0"	128'-0"	8'-0"
ESCB126	8'-4"	126'-0"	10'-4"	128'-0"	8'-0"	ESCI128	10'-4"	128'-0"	8'-0"	ESCI330	12'-0"	130'-0"	130'-0"	8'-0"
ESCB128	8'-4"	128'-0"	10'-4"	130'-0"	8'-0"	ESCI130	10'-4"	130'-0"	8'-0"	ESCI332	12'-0"	132'-0"	132'-0"	8'-0"
ESCB130	8'-4"	130'-0"	10'-4"	132'-0"	8'-0"	ESCI132	10'-4"	132'-0"	8'-0"	ESCI334	12'-0"	134'-0"	134'-0"	8'-0"
ESCB132	8'-4"	132'-0"	10'-4"	134'-0"	8'-0"	ESCI134	10'-4"	134'-0"	8'-0"	ESCI336	12'-0"	136'-0"	136'-0"	8'-0"
ESCB134	8'-4"	134'-0"	10'-4"	136'-0"	8'-0"	ESCI136	10'-4"	136'-0"	8'-0"	ESCI338	12'-0"	138'-0"	138'-0"	8'-0"
ESCB136	8'-4"	136'-0"	10'-4"	138'-0"	8'-0"	ESCI138	10'-4"	138'-0"	8'-0"	ESCI340	12'-0"	140'-0"	140'-0"	8'-0"
ESCB138	8'-4"	138'-0"	10'-4"	140'-0"	8'-0"	ESCI140	10'-4"	140'-0"	8'-0"	ESCI342	12'-0"	142'-0"	142'-0"	8'-0"
ESCB140	8'-4"	140'-0"	10'-4"	142'-0"	8'-0"	ESCI142	10'-4"	142'-0"	8'-0"	ESCI344	12'-0"	144'-0"	144'-0"	8'-0"
ESCB142	8'-4"	142'-0"	10'-4"	144'-0"	8'-0"	ESCI144	10'-4"	144'-0"	8'-0"	ESCI346	12'-0"	146'-0"	146'-0"	8'-0"
ESCB144	8'-4"	144'-0"	10'-4"	146'-0"	8'-0"	ESCI146	10'-4"	146'-0"	8'-0"	ESCI348	12'-0"	148'-0"	148'-0"	8'-0"
ESCB146	8'-4"	146'-0"	10'-4"	148'-0"	8'-0"	ESCI148	10'-4"	148'-0"	8'-0"	ESCI350	12'-0"	150'-0"	150'-0"	8'-0"
ESCB148	8'-4"	148'-0"	10'-4"	150'-0"	8'-0"	ESCI150	10'-4"	150'-0"	8'-0"	ESCI352	12'-0"	152'-0"	152'-0"	8'-0"
ESCB150	8'-4"	150'-0"	10'-4"	152'-0"	8'-0"	ESCI152	10'-4"	152'-0"	8'-0"	ESCI354	12'-0"	154'-0"	154'-0"	8'-0"
ESCB152	8'-4"	152'-0"	10'-4"	154'-0"	8'-0"	ESCI154	10'-4"	154'-0"	8'-0"	ESCI356	12'-0"	156'-0"	156'-0"	8'-0"
ESCB154	8'-4"	154'-0"	10'-4"	156'-0"	8'-0"	ESCI156	10'-4"	156'-0"	8'-0"	ESCI358	12'-0"	158'-0"	158'-0"	8'-0"
ESCB156	8'-4"	156'-0"	10'-4"	158'-0"	8'-0"	ESCI158	10'-4"	158'-0"	8'-0"	ESCI360	12'-0"	160'-0"	160'-0"	8'-0"
ESCB158	8'-4"	158'-0"	10'-4"	160'-0"	8'-0"	ESCI160	10'-4"	160'-0"	8'-0"	ESCI362	12'-0"	162'-0"	162'-0"	8'-0"
ESCB160	8'-4"	160'-0"	10'-4"	162'-0"	8'-0"	ESCI162	10'-4"	162'-0"	8'-0"	ESCI364	12'-0"	164'-0"	164'-0"	8'-0"
ESCB162	8'-4"	162'-0"	10'-4"	164'-0"	8'-0"	ESCI164	10'-4"	164'-0"	8'-0"	ESCI366	12'-0"	166'-0"	166'-0"	8'-0"
ESCB164	8'-4"	164'-0"	10'-4"	166'-0"	8'-0"	ESCI166	10'-4"	166'-0"	8'-0"	ESCI368	12'-0"	168'-0"	168'-0"	8'-0"
ESCB166	8'-4"	166'-0"	10'-4"	168'-0"	8'-0"	ESCI168	10'-4"	168'-0"	8'-0"	ESCI370	12'-0"	170'-0"	170'-0"	8'-0"
ESCB168	8'-4"	168'-0"	10'-4"	170'-0"	8'-0"	ESCI170	10'-4"	170'-0"	8'-0"	ESCI372	12'-0"	172'-0"	172'-0"	8'-0"
ESCB170	8'-4"	170'-0"	10'-4"	172'-0"	8'-0"	ESCI172	10'-4"	172'-0"	8'-0"	ESCI374	12'-0"	174'-0"	174'-0"	8'-0"
ESCB172	8'-4"	172'-0"	10'-4"	174'-0"	8'-0"	ESCI174	10'-4"	174'-0"	8'-0"	ESCI376	12'-0"	176'-0"	176'-0"	8'-0"
ESCB174	8'-4"	174'-0"	10'-4"	176'-0"	8'-0"	ESCI176	10'-4"	176'-0"	8'-0"	ESCI378	12'-0"	178'-0"	178'-0"	8'-0"
ESCB176	8'-4"	176'-0"	10'-4"	178'-0"	8'-0"	ESCI178	10'-4"	178'-0"	8'-0"	ESCI380	12'-0"	180'-0"	180'-0"	8'-0"
ESCB178	8'-4"	178'-0"	10'-4"	180'-0"	8'-0"	ESCI180	10'-4"	180'-0"	8'-0"	ESCI382	12'-0"	182'-0"	182'-0"	8'-0"
ESCB180	8'-4"	180'-0"	10'-4"	182'-0"	8'-0"	ESCI182	10'-4"	182'-0"	8'-0"	ESCI384	12'-0"	184'-0"	184'-0"	8'-0"
ESCB182	8'-4"	182'-0"	10'-4"	184'-0"	8'-0"	ESCI18								

one quarter inch = one foot	three eighths inch = one foot	one half inch = one foot	three quarters inch = one foot	one and one half inch = one foot
$\frac{1}{4}$	$\frac{3}{8}$	$\frac{1}{2}$	$\frac{3}{4}$	$1\frac{1}{2}$

SCHEDULE "A"
DRAWING 2



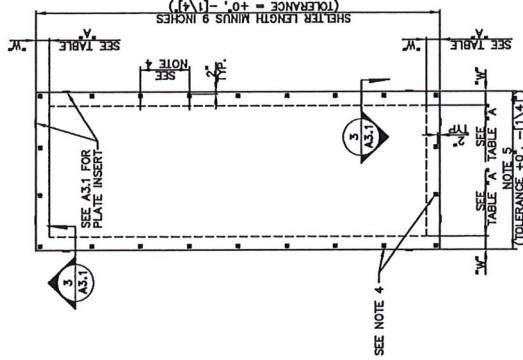
SCHEDULE "A"
DRAWING 3



PERIMETER BEAM
SCALE: 1/4" = 1'-0"

- NOTES:
- PERIMETER BEAM DEPTH SHALL BE BELOW FROST LEVEL (1'-6" MIN. DEPTH BELOW GRADE).
 - TOP OF FOUNDATION WALL ELEVATION TOLERANCE 1/4"
 - JOINTS BETWEEN SUBGRADE & SHELTER SLAB ON GRADE.
 - SHIM W/ 3/4" NEOPRENE BEARING PADS TO ATTAIN SAME ELEVATION BETWEEN PERIMETER BEAM & SHELTER SLAB ON GRADE. FOR MAX. FLOOR LIVE LOAD 200 PSF - LOCATE @ 2'-6" O.C. (MAX.) FOR MAX. FLOOR LIVE LOAD 300 PSF.
 - FOUNDATION WIDTH IS AS FOLLOWS:
SHELTER WIDTH FOUNDATION WIDTH
8'-0" 8'-3" 10'-11"

FIELD WORK



SLAB ON GRADE FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

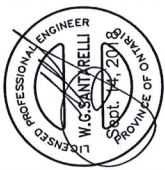
- NOTES:
- PROVIDE WASHED GRAVEL DOWN TO FROST LEVEL UNDER PERIMETER BEAM (MINIMUM 12" DEPTH).
 - TOP OF FOUNDATION ELEVATION TOLERANCE 1/4"
 - PROVIDE 12 MIL VAPOR BARRIER WITH TAPED & 6" LAPPED JOINTS BETWEEN SUBGRADE & SHELTER SLAB ON GRADE.
 - SHIM W/ 3/4" NEOPRENE BEARING PADS TO ATTAIN SAME ELEVATION BETWEEN PERIMETER BEAM & SHELTER SLAB ON GRADE. FOR MAX. FLOOR LIVE LOAD 200 PSF - LOCATE @ 2'-6" O.C. (MAX.) FOR MAX. FLOOR LIVE LOAD 300 PSF.
 - FOUNDATION WIDTH IS AS FOLLOWS:
SHELTER WIDTH FOUNDATION WIDTH
8'-0" 8'-3" 10'-11"

FIELD WORK

TABLE A

MAX FLOOR LIVE LOAD WITH 60 PSF ROOF LIVE LOAD	MINIMUM FOUNDATION WIDTH "W"	WITH MAX ROOF LIVE LOAD	MINIMUM FOUNDATION WIDTH "W"
≤ 150 PSF	12"	≤ 150 PSF	14"
≤ 200 PSF	14"	≤ 150 PSF	15"
≤ 300 PSF	16"	≤ 150 PSF	17"

NOTES:
1. FOUNDATION WIDTH IS BASED ON 2500 PSF ALLOWABLE BEARING PRESSURE



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SDOL # 2018

PROVINCE OF NEW JERSEY

REGISTERED PROFESSIONAL ENGINEER

STANDARD ROHN CONCRETE EQUIPMENT SHELTERS
FOUNDATION PLAN & DETAILS

Drawn by: BRW
Checked by: JER
Approved by Engineering: [Signature]
Approved by Production: [Signature]

Date: 12/31/91
Date: 12/31/91
Date: [Blank]

Project Name: [Blank]
Project Number: [Blank]
Revision Number: [Blank]

Scale: 1/4" = 1'-0"

one quarter inch = one foot
three eighths inch = one foot
one half inch = one foot
three quarters inch = one foot
one inch = one foot

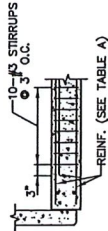
SCHEDULE "A"
DRAWING 4

- [illegible]

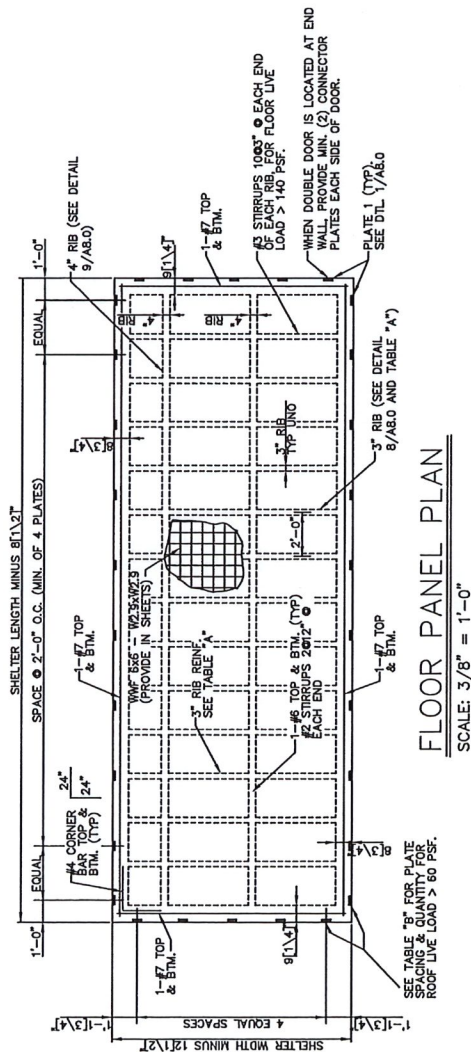


1. FOR STANDARD HOOKS AND LAP SPLICES, SEE SHEET A3.1.
2. SEE SHELTER SCHEDULE ON SHEET A1.0 FOR SHELTER SIZES.

TABLE "A" 3" RIB REINFORCEMENT		
FLOOR LIVE LOAD	TOP	BOTTOM
≤140 PSF	#4	#6
≤200 PSF	#4	#7
≤300 PSF	#4	#7



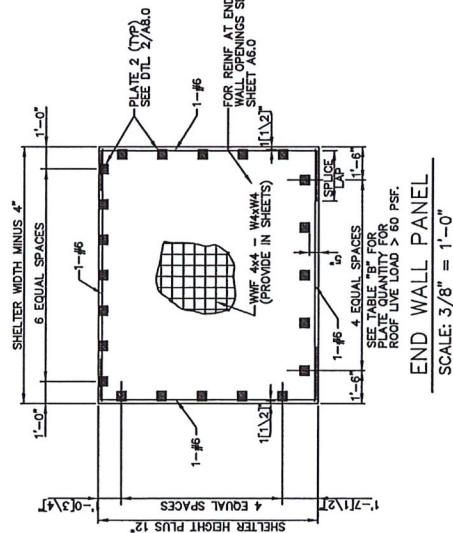
STIRRUPS NOT REQUIRED IF FLOOR
LIVE LOAD IS LESS THAN OR EQUAL
TO 140 PSF.



FLOOR PANEL PLAN

SCALE: 3/8" = 1'-0"

TABLE "B"			
ROOF LIVE LOAD	ENDWALL PLATES	TABLE	SIDEWALL SPACING
100 PSF	7		20"
150 PSF	8		16"



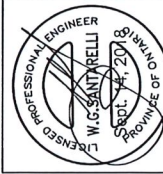
END WALL PANEL

SCALE: 3/8" = 1'-0"

one quarter inch = one foot	three eighths inch = one foot	one half inch = one foot	three quarters inch = one foot	one and one half inch = one foot
$\frac{1}{4}$	$\frac{3}{8}$	$\frac{1}{2}$	$\frac{3}{4}$	$1\frac{1}{2}$

10

SCHEDULE "A"
DRAWING 6



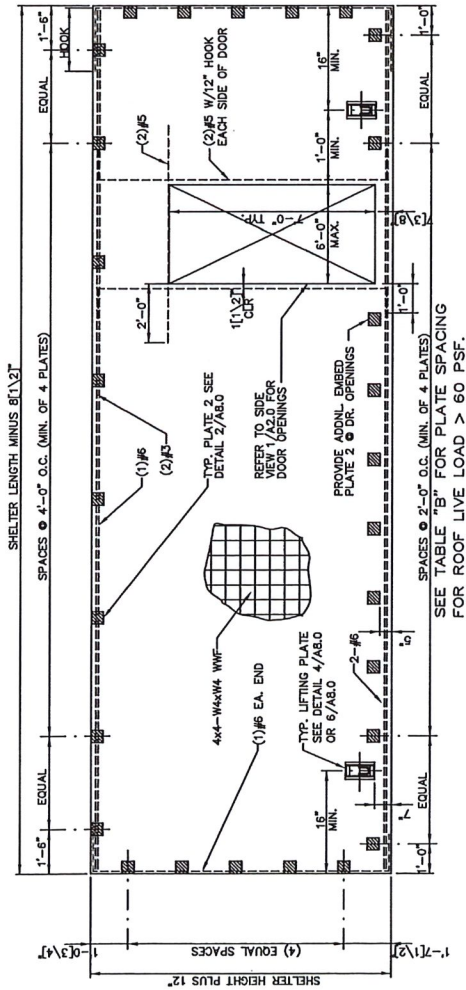
No.	Revision	Description	Δ	Date	Δ	By
		ROHN				
		1100 Industrial Blvd. Bessemer, AL 35022				
		1001 North Jefferson Ave. Cape Girardeau, AZ 50222				
		ROHN, Inc. All Rights Reserved				

STANDARD ROHN CONCRETE EQUIPMENT SHELTERS
FLOOR PANEL & END WALL PANEL

[illegible]

1. FOR STANDARD HOOKS AND LAP SPLICES, SEE SHEET A3.1.
2. SEE SHELTER SCHEDULE ON SHEET A1.0 FOR SHELTER SIZES.

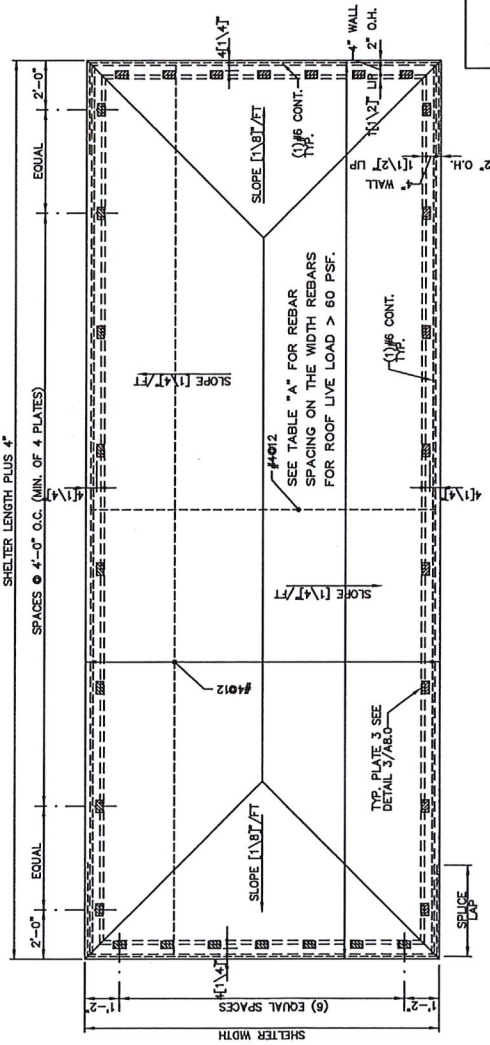
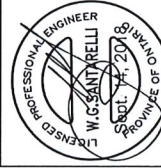
TABLE "B"		TABLE
ROOF LIVE LOAD	ROOF LIVE LOAD	TABLE
ROOF LIVE LOAD	ROOF LIVE LOAD	TABLE
100 PSF	7	20"
150 PSF	8	16"



SIDE WALL PANEL

SCALE: $3/8" = 1'-0"$

TABLE "A"			
ROOF LIVE LOAD		REBAR TABLE	
ROOF LIVE LOAD	REBAR SIZE	REBAR SPACING	
100 PSF	#4	10"	
150 PSF	#4	8"	



ROOF PANEL

SCALE: $3/8" = 1'-0"$

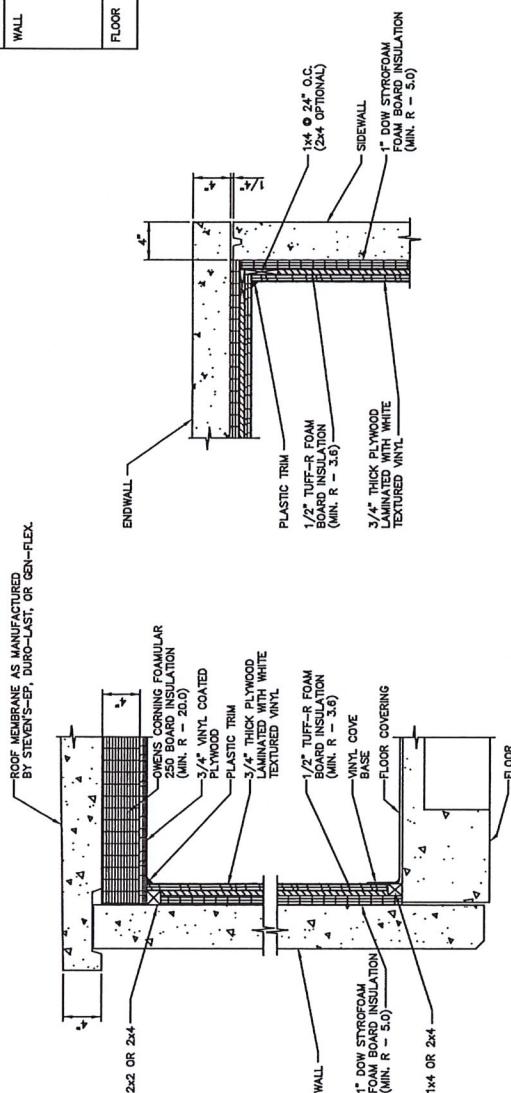
No.	Product Description	Article	Qty
	ROHN INC.		
	1100 Imperial Blvd. Baltimore, Md. 21202 Tel. 410-538-1000 Cable: Rohn, Inc. 50-222	© 1984, Inc. All Rights Reserved	
<p>THE STANDARD ROHN CONCRETE EQUIPMENT SHELTERS</p>			
<p>SIDE WALL & ROOF PANEL</p>			
Notes	<p>1. Dimensions are approximate, dimensions are given in inches.</p>		
Order by	Date	Engineer	Project
Received by	07/07/87	Plumber	Weight
		Finish	
Comments	Date		
Approved by Engineering	07/07/87		
Approved by Production	Date		
Approved by Sales	Date	Drawing Number	A5.0

	one quarter inch = one foot	three eighths inch = one foot	one half inch = one foot	three quarters inch = one foot	one and one half inch = one foot
one quarter inch = one foot	$\frac{1}{4}$	$\frac{3}{8}$	$\frac{1}{2}$	$\frac{3}{4}$	$1\frac{1}{2}$

SCHEDULE "A"
DRAWING 7

LOCATION	MEMBER	FASTENING
CEILING	2x2 OR 2x4	16d x 2 1/4" GALV. NAILS • 12" O.C.
WALL	1x4	(1) 16d x 2 1/4" NAILS • 12" O.C.
	2x4 (OPTIONAL)	(1) 16d x 3 1/4" NAILS • 12" O.C.
	PLYWOOD	CONSTRUCTION ADHESIVE TO MEET APA AFG-01 • USE 16 GA. x 2" STAPLES • 10" O.C.
FLOOR	1/8" VINYL	PER MANUFACTURER

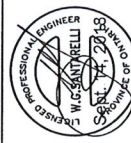
NOTE: ANY WALL MOUNTED DEVICE WEIGHING OVER 60 LBS. WILL BE ATTACHED TO THE CONCRETE WALL W/ A MINIMUM OF (4) 1/4" TAPCONS W/ A MINIMUM CONCRETE PENETRATION OF 1 3/4" IN DEPTH.



NOTE: TOP & BOTTOM NAILERS SHALL BE PRESSURE TREATED UTILITY GRADE OR BETTER. WALL FURRING STRIPS SHALL BE UTILITY GRADE SPF OR BETTER.

1 WALL SECTION
A9.0 SCALE: 1 1/2" = 1'-0"

2 CORNER DETAIL
A9.0 SCALE: 1 1/2" = 1'-0"



Pub.	Pub. Date	Pub. Description	Pub. Date	Pub. Description
0				

STANDARD CONCRETE EQUIPMENT SHELTER
INTERIOR FINISHES & MISC. DETAILS

INTERIOR FINISHES & MISC. DETAILS									
Name alterations specify, dimensions are given in inches.									
Notes	Drawn by	Date	Project	Location	Finish	Project	Location	Finish	Weight
	GJB	07/07/04							
	RAB	07/07/04							
Approved by Engineering									
Approved by Production									
Approved by Sales									

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File Number

Drawing Number

**MIDWEST ENGINEERING
ASSOCIATES, INC.**

71601 N. University Street
Suite 227
Peoria, IL 61614

309.683.5025
www.jmarchall.com

one quarter inch = $\frac{1}{4}$ foot	three eighths inch = one foot	one half inch = one foot	three quarters inch = one foot	one and one half inch = one foot
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SCHEDULE "A"
DRAWING 11



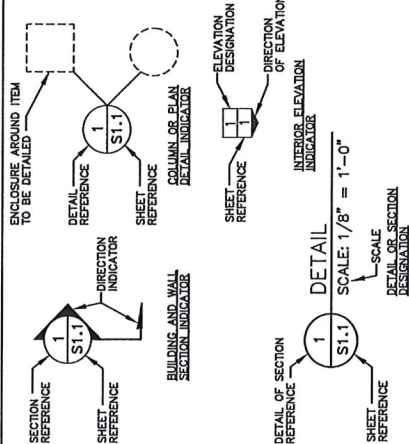
INC.

CONCRETE EQUIPMENT SHELTER

1100 INDUSTRIAL BLVD.
BESSEMER, AL 35022

1001 NORTH JEFFERSON AVE
CASA GRANDE, AZ 85222

DETAILING SYMBOLS LEGEND



one quarter inch = one foot
0 4 8

SCHEDULE "A"
DRAWING 13

KENTUCKY PROJECT DATA

DESIGN CODES:

2007 KENTUCKY BUILDING CODE
2008 INTERNATIONAL MECHANICAL CODE
2008 INTERNATIONAL ELECTRICAL CODE
2007 KENTUCKY STATE PLUMBING CODE
2007 KENTUCKY STATE PLUMBING CODE
2009 INTERNATIONAL ENERGY CONSERVATION CODE
2003 ICC/ANSI A117.1-Q3 ACCESSIBILITY CODE

DESIGN LOADS:

FLOOR LIVE LOAD (THROUGHOUT)
FLOOR DEAD LOAD (THROUGHOUT)
GROUND SNOW LOAD
FLAT ROOF SNOW LOAD
SNOW EXPOSURE FACTOR
THERMAL FACTOR
WIND SPEED
WIND IMPORTANCE FACTOR
WIND EXPOSURE CATEGORY
INTERNAL PRESSURE COEFFICIENT
WIND LOAD (UP/LIFT) (WINDERS)
WIND LOAD HORIZONTAL
SEISMIC USE GROUP
SEISMIC RESPONSE COEFFICIENT S_{rs}
SPECTRAL RESPONSE COEFFICIENT S_{si}
BASIC SEISMIC-FORCE RESISTING SYSTEM
DESIGN BASE SHEAR
ANALYSIS PROCEDURE
OCCUPANCY USE GROUP
CONSTRUCTION TYPE
MINIMUM SETBACK

140 PSF (OPTIONAL 200 OR 300 PSF)
38 PSF
20 PSF
48 PSF
1.0
1.0
47 PSF
100 MPH
0
40.18
27.7 PSF (WINDERS)
22.0 PSF
61.7 PSF
1.0
0.6
S2
SPECIAL REINFORCED
CONCRETE SHEAR WALLS
EQUIVALENT LATERAL-FORCE
S2
W/8
GREATER THAN 5 FEET TO
A COMMON OR ASSUMED
PROPERTY LINE UNLESS SHOWN
TO COMPLY W/ IBC TABLES
602 & 704.8

NOTES:

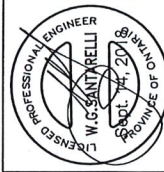
1. THE INTENDED OCCUPANCY OF THIS EQUIPMENT SHELTER IS FOR PERFORMING THE REQUIRED SERVICE/MAINTENANCE OF EQUIPMENT ONLY.
2. PER IBC 2006 TABLE 704.8(2), 4" SAND-LIGHTWEIGHT CONCRETE WALLS HAVE FIRE RESISTANCE RATING OF 2 HOURS.
3. PER IBC 2006 TABLE 704.8, ANY WALL W/ 10% OR LESS OF UNPROTECTED OPENINGS MAY UTILIZE A SETBACK GREATER THAN 5'-0". ANY WALL W/ 15% OR LESS OF UNPROTECTED OPENINGS MAY UTILIZE A SETBACK GREATER THAN 10'-0". ANY WALL W/ 25% OR LESS OF UNPROTECTED OPENINGS MAY UTILIZE A SETBACK GREATER THAN 15'-0". ANY WALL W/ 45% OR LESS OF UNPROTECTED OPENINGS MAY UTILIZE A SETBACK GREATER THAN 20'-0". ANY WALL W/ 75% OR LESS OF UNPROTECTED OPENINGS MAY UTILIZE A SETBACK GREATER THAN 25'-0".
4. THIS SHELTER IS REQUIRED TO BE CONNECTED TO PUBLIC UTILITIES.
5. THE USE OF THIS SHELTER WITHOUT RESTROOM FACILITIES IS SUBJECT TO LOCAL REVIEW AND APPROVAL.

NOTICE TO INSPECTORS REGARDING THE FOLLOWING ITEMS ARE TO BE INSPECTED ON SITE AND ARE NOT INSPECTED BY THE THIRD PARTY: FOUNDATION, CONNECTION TO PUBLIC UTILITIES, SITE WORK, ETC.

DRAWING INDEX

- G1.0 COVER SHEET
- A1.0 SHELTER SCHEDULE
- A2.0 EXTERIOR SHELTER ELEVATIONS
- A3.0 FOUNDATION PLAN & DETAILS
- A3.1 FOUNDATION NOTES & MISC. INFORMATION
- A4.0 FLOOR PANEL & END WALL PANEL
- A5.0 SIDE WALL & ROOF PANEL
- A6.0 SHELTER SECTION & DETAILS
- A7.0 MISC. DETAILS
- A8.0 INTERIOR FINISHES & MISC. DETAILS
- A10.0 GENERAL SPECIFICATIONS

* INDICATES THOSE DRAWINGS WHICH CONTAIN WORK TO BE DONE IN THE FIELD



ADD ADDRESSES
No. A. Revision Description

5-26-00 RAB1
A. Date

ROHN
1100 Industrial Blvd.
Bessemer, AL 35022
205-963-4444
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STANDARD ROHN CONCRETE EQUIPMENT SHELTERS

COVER SHEET

Scale: This drawing is for reference only. Dimensions are shown in inches.
Drawn by: JRM
Date: 12/31/91
Checked by: TER
Date: 12/31/91
Approved by Engineering: [Signature]
Date: 12/31/91
Approved by Production: [Signature]
Date: 12/31/91
Approved by Sales: [Signature]
Date: 12/31/91

G1.0
one and one half inch = one foot
0 1

of 155

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	25 September 2018
Subject:	DCS 19-2018 September Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 19-2018 September Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services (general):

- Customer Service Development:
 - PRC all staff meetings to be held this month.
 - Continuing to work on PRC business plan implementation.
 - Met with Lawn Bowling Club—The current agreement as approved in 2011 is a 10 year agreement and will be up for renewal in 2021.
- Policies and Procedures:
 - Child Care Centre-Updated staff manual to reflect Ministry of Education updates.
- Legislative Requirements:
 - Safe Food Handling courses being arranged for all staff in the PRC that handle food.

Aquatics:

- 5,607 swimmers through the Quarry in August/September
- 53 dogs attended the pooch plunge at the quarry, this was a partnership with the Stratford Humane society. Compliments all round, successful event.
- 3,169 swimmers through the PRC pool in August
- Added in a Toonie public swim the first Saturday of each month for the fall/winter season
- Sponsored swims have been positive addition to our swim/skate schedule
- Ready for fall programs after maintenance shut down, fall swim lessons begin the week of September 17.
- Sourcing out further grant opportunities for aquatic programs.

Guest Services:

- Confirmed a wedding for September 2019
- Training new canteen staff over the next couple weeks
- Partnering with the Perth District Health Unit for healthy options in the canteen, menu to be launched next month

Child Care:

- Child Care Centre:

- With the start of a new school year the child care centre is very active with new and returning children settling into their new classes. To ensure that we are able to provide the best opportunity for learning staff have been transitioning into new classrooms based on their individual strengths and passions. In trying to meet the needs of as many families as possible we have transitioned our Preschool Group 3 classroom into a Toddler group 2 classroom.
- School Age:
 - A new year has started in the School Age Program, with a very successful start. Parent registrations are continuing as families are settling into the routine of school.
 - 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
 - Camp PRC had its 2nd successful summer. The camp was larger this year than previous years.
 - The new Hockey Camp partnered with Bob's Fitness was a great addition receiving great reviews from parents. There were 28 youth participants in this first time camp. Because of its success staff have booked the space for next year.
 - Staff continue to explore more options with Bob's Fitness such as a Triathlon camp and the possibility of a baseball March break camp
 - All Summer Camps ran exceptionally well this summer. The most successful camp was the 'Kitchen Camp' running full for four weeks.
- Adult Recreation
 - Community Services Department has recently partnered with the Badminton Club. This program will now become a Town program so they can partake in the reciprocal agreement. Their first night was September 12th. There was a great turn out of roughly 45 people, most of which were newcomers. Because of the numbers staff are going to look to book additional space for the group.
 - Staff are looking to setup a co-ed volleyball group on Monday nights at DCVI, this program has been requested by the community for a number of years. Staff anticipate this group will be up and running by the start of October.

Youth Services:

- Youth Centre:
 - We are currently advertising for new staff to replace staff that have gone onto post-secondary school.
 - The new free cooking course will be starting in October. This program is being offered due to a grant received from Stratford Perth Community Foundation.
 - The membership fee has increased from \$10 - \$15. This is a yearly fee and for unlimited use of the Centre from September 1st to August 31st. These memberships are now on sale. The goal this year is to increase the membership to 200 members, last year there were 186 memberships sold.
- Youth Engagement:
 - Staff will be arranging school visits for the week of September 17th to talk about opportunities for youth , the youth Centre and also asking them what they would like to see happen in their community.
 - The Youth Council package is now finalized. The first meeting is scheduled on September 26th.

Senior Services:

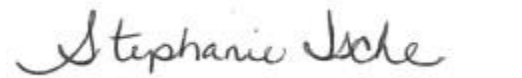
- Friendship Centre:
 - The Senior's Active Living Centre's final report was approved by the Ministry. Staff are still waiting to hear if the requested increase in funding has been approved along with the Special Grants for new equipment that were requested.
 - The Friendship Centre has seen tremendous growth in the Travel Club programs in 2018. This growth is reflected in the revenue and expenses of the 2018 budget.
 - The Friendship Centre hosted a very successful Scrapbooking Garage Sale, with over 300 in attendance. Staff are facilitating last minute details for the bi-annual Scrap-a-thon which will be held on September 29. This event has been sold out since February 2018.
 - Staff are working with Corporate Communications to support the promotion of the annual Craft Show to be held on November 3rd. This event is sold out for vendors.
- Home Support Services:
 - Home Support Services received notification that base funding from the SW LHIN has been increase by 2% for the 2018/19 fiscal year.
 - Staff continue to receive many referrals for the Volunteer Visiting program and continue to recruit new volunteers.
 - The Falls Prevention Fitness Classes remains very popular. 20 new participants have joined the program since August.

SPENDING AND VARIANCE ANALYSIS

No budget variances at this time.

REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

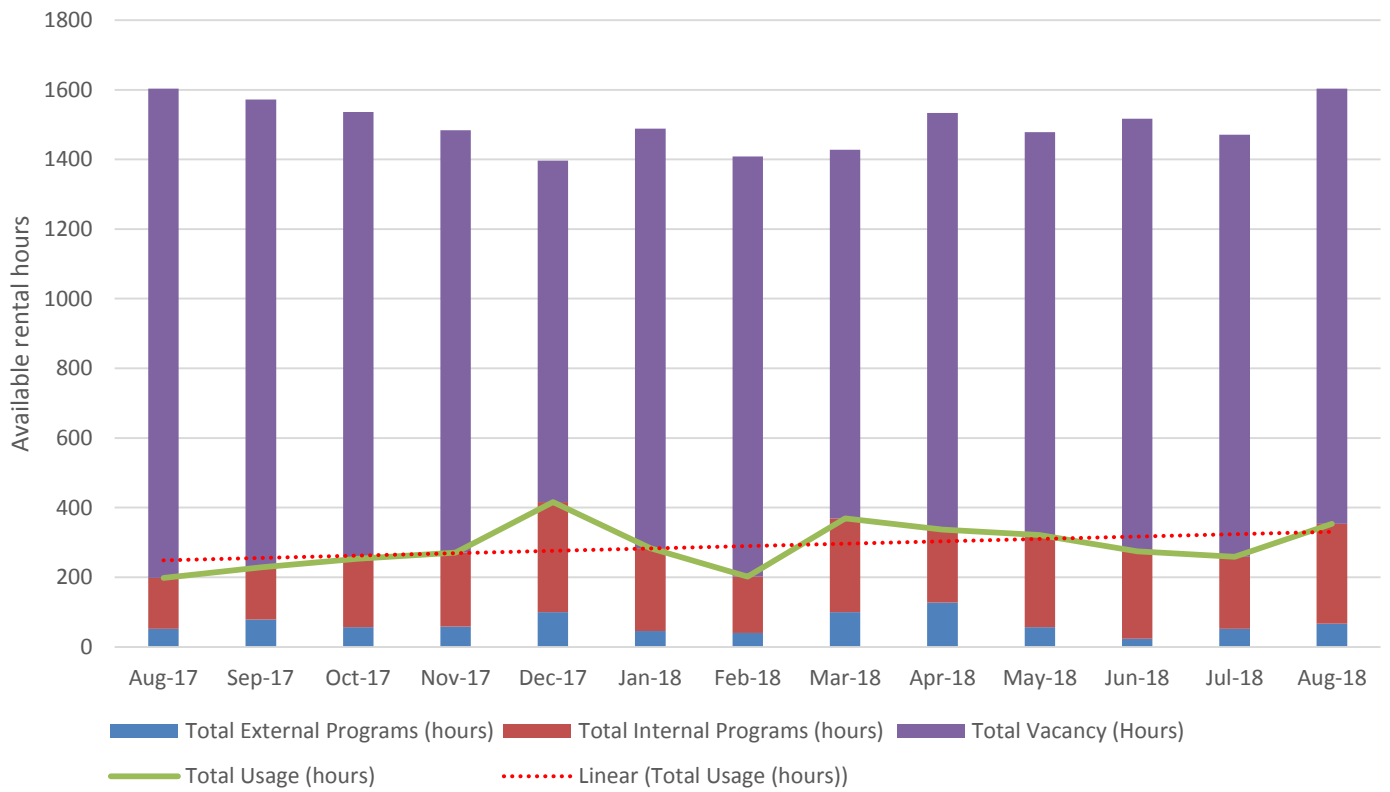
Recommended by the CAO



Brent Kittmer
CAO / Clerk

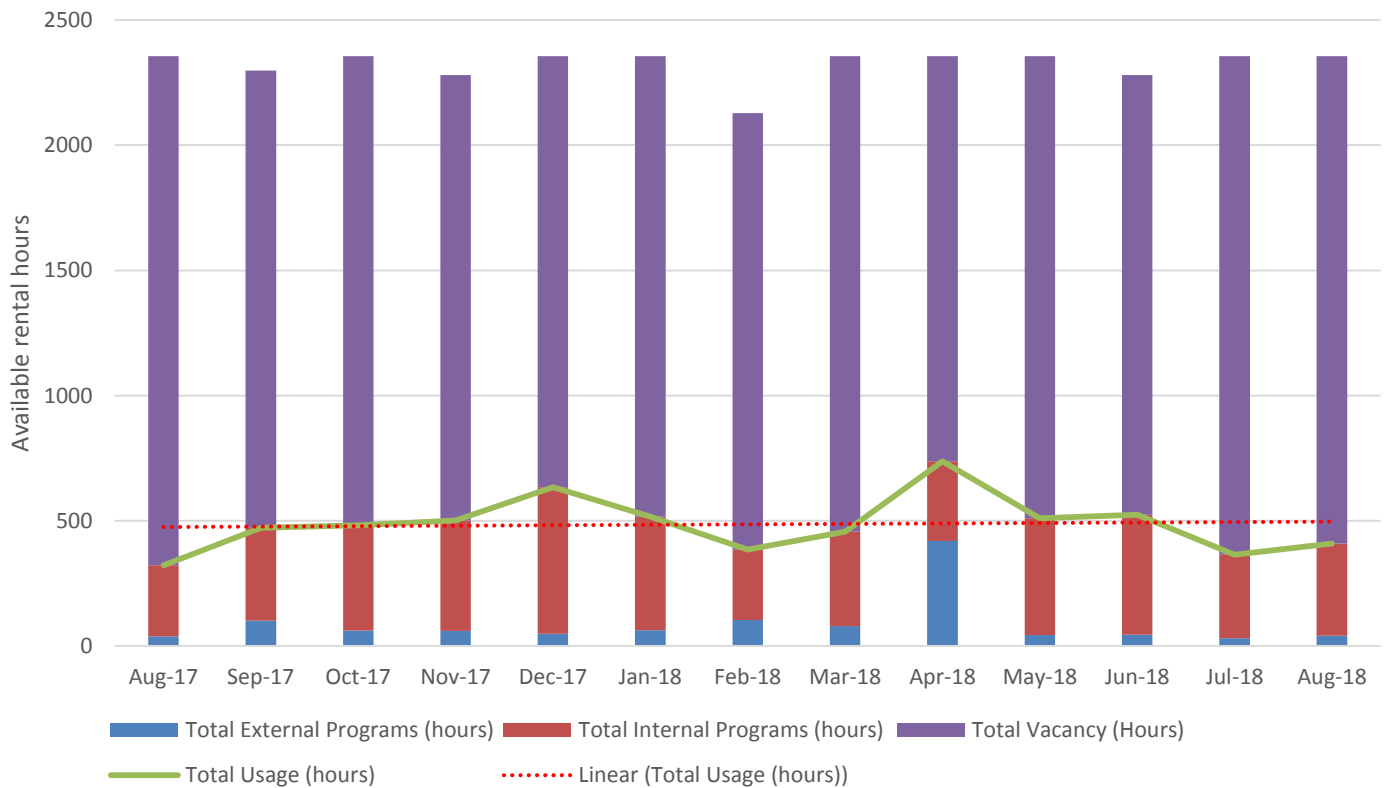
Community Centre Total Hall Usage

(Includes 1/3, 2/3, and Full hall)

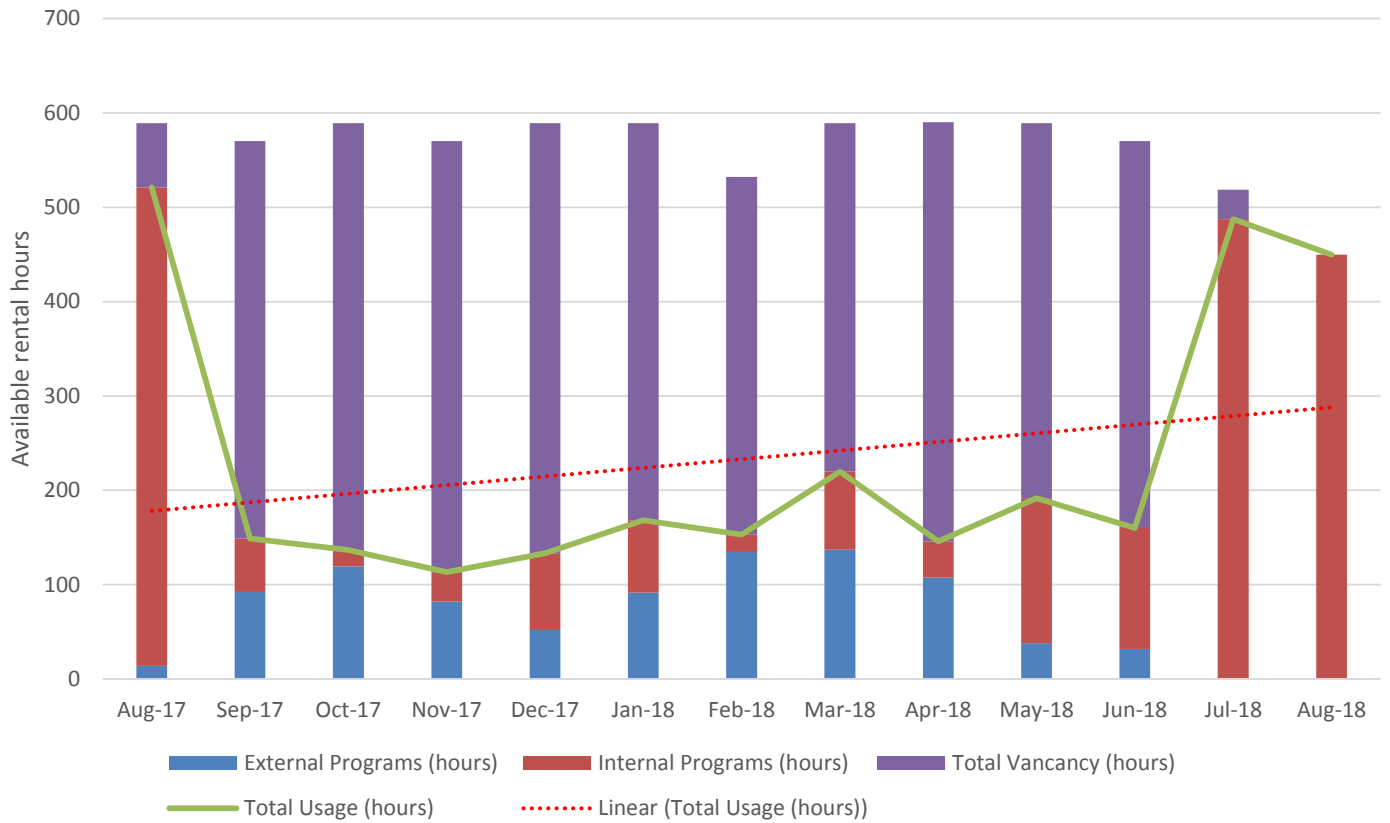


Friendship Centre Total Usage

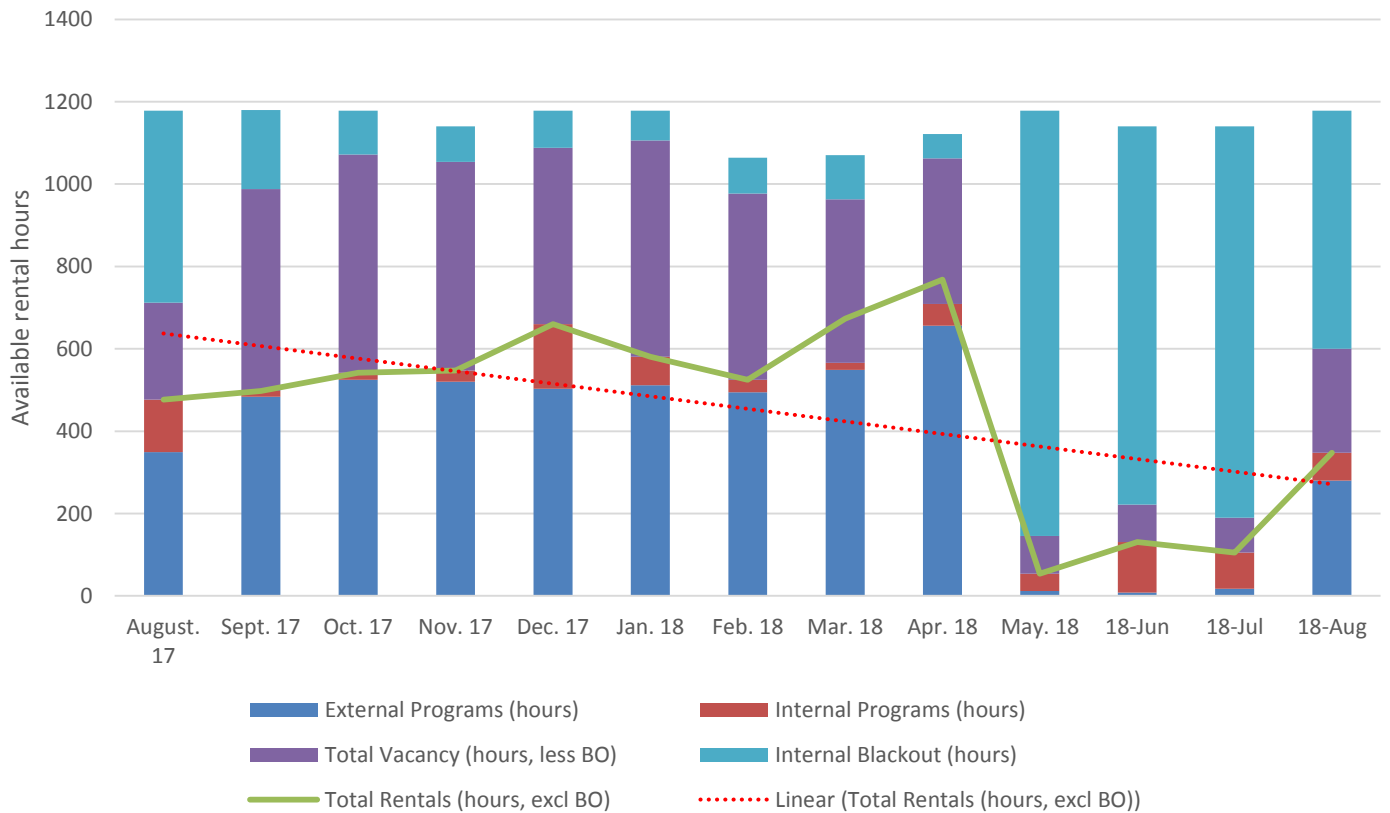
(Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



Endzone Room Total Usage



Consolidated Ice Usage - Both Rinks



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Public Works
Date of Meeting:	25 September 2018
Subject:	PW 57-2018 September Monthly Report (Public Works)

RECOMMENDATION

THAT PW 57-2018 September Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

Water, Wastewater, Storm Water (Environmental Services)

- Booster Station ceiling replaced with trust core ceiling panels, new LED lighting and space heater damaged in valve leak. Project completed
- Well No. 1 SCADA terminal and communications equipment repaired due to water leak at chlorinator
- Booster Station generator agreement ongoing – pending response from 3rd party
- WWTP Generator Replacement Project – Commissioned and complete. Working through project wrap up.
- Queen Street East Sanitary Pumping Station Generator Replacement - Commissioned and complete. Working through project wrap up.
- WWTP Inlet Works Design – Ongoing. Detailed design meeting with Engineer late September 2018.
- Reservoir Construction Ongoing – Tank completed and building being erected. Completion early 2019.
- Carbon Vessel Replacement at the WWTP – Tender closed, evaluation of submission ongoing.
- Supernate Well Improvements at the WWTP – Design ongoing

Solid Waste Collection, Management & Landfill

- 0 dust complaints – 0 odor complaints
- Landfill Capacity – Application to request one (1) additional year of interim approval submitted
 - Pending Approval
- Future Solid Waste Disposal Needs Environmental Assessment - Ongoing
 - Meeting with MOECC required, path forward discussion around EA submission
- Waste Diversion report completed
- Landfill Site improvements – Leachate collection stone reconstituted and waste sloped and covered for improved operations, drainage and odour control
- Landfill Leachate Collection system flushed by contractor – 2 blockages cleared

Cemetery

- 3 Cremations & 4 traditional interments
- No interment rights sold

- Water line extension - Complete
 - To be Available for 2019 garden season
- Started process of opening additional burial section - Ongoing
 - Reference plans under review
 - West section , east of Charles St. entrance

General Public Works Operations – Roads & Sidewalks

- Traffic By-Law
 - Develop Designated Parking Permit System complete
 - Communication plan underway, newspaper insert, website, direct notification on cars in overnight in lots
 - Residents of Water St. S from 6 to 36 will receive permits at no cost based on historical agreements
 - Sign order placed
 - Additional signs and location changes ongoing
- Sidewalk & Curb concrete repairs – ongoing
 - Focus on replacement of sidewalks that do not meet current standards (width and grade)
- Maxwell St. curb ongoing
 - Concrete complete, awaiting asphalt contractor
 - To be continued in 2019, additional sections require replacement for drainage
 - Post drainage work completion, section under consideration for surface treatment
- Asphalt repairs – ongoing
 - Pending contractor availability
- Internal Asphalt Hot patching – Ongoing
 - Schedule & budget sufficient for 100 tons of material to be applied
 - 10X improvement over 2015-2016 programs
- Fall Asphalt crack seal program – planning
 - Scheduled for late Sept early October
 - Equipment to be rented and operated by Town staff
 - New internal program for 2018
- Winter Operations Plan
 - Ongoing review of the department's winter practices
 - Initial setup of weather tracking cloud portal complete
 - Internal testing ongoing
 - MMS compliant, develop through AORS, vast improvement over current tracking
- Radar signs in use for traffic counting, determination of road classification under MMS
- Reflectivity testing – Complete
 - Testing of regulatory road signage required annually under MMS

Parks, Trails & Tree Management

- Spring/Summer trails operations
 - Schedule continues until after Thanksgiving weekend
 - Weekly garbage pickup and trail grooming
 - Additional tall grass cutting in some areas due to warm weather & rain events
- Winter lights program planning - ongoing
- Quadrant pruning – ongoing
- Forestry Management Plan
 - Draft Forestry Management Plan completed
 - Engaging local forestry & landscape vendors for input
 - Online input open Sept 24th to Oct 5th
 - Report to Council Oct 30th

Engineering, Asset Management & Capital Projects

- Hillside Crt Sub drain – Ongoing
 - Drain installed
 - Waiting on asphalt contractor for final restorations
- Paving – Parking lots and small areas - Ongoing
 - Tennis courts & Cadzow, St. Maria late Sept.
- PRC Laneway & sidewalk
 - Concrete installation week of Sept 17th, south laneway closed during installation
- 2018/2019 Floodwall repairs – 2018 works completed
 - All control structures closed with debris removed
 - Expected legacy water levels to return as Rice Lake fills
 - Application for additional funding for 2019 works pending
- Grand Trunk Trail – Railing
 - Rust & industrial coating treatment - completed
 - Have expanded the scope to testing coatings on sections of Sarnia Bridge – Ongoing
 - Collection system for debris created to protect waterway
- Review of Westover Place Storm Water Management
 - Report to Council Sept. 25th

Public Outreach

- Evans Touch the Truck
 - Parks staff attended with recently replaced parks tractor
 - Equipment horn function to be disabled for next year
- Preparation of Fall Public Works newsletter
 - Online and newspaper insert
 - Topics to include, fall leaf drop off locations, winter operations and parking, municipal public parking lots and permits

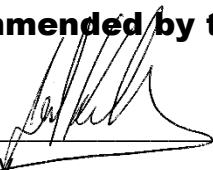
SPENDING AND VARIANCE ANALYSIS

Water, Wastewater, Storm Water (Environmental Services)

- **Waste Water Treatment Plant**
 - Unexpected repairs to Inlet Bar Screen Auger
 - Required for operation of facility
 - Emergency temporary measures in place
 - Parts order contractor secured, repairs to be completed by Oct 2018
- **General Public Works Operations – Roads & Sidewalks**
 - Reflectivity testing
 - Increase tender costs observed with use of reflectivity meter
 - Reduced sign failure rate over LiDar scan

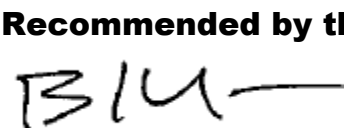
REVIEWED BY

Recommended by the Department



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:	Jed Kelly, Director of Public Works
Date of Meeting:	25 September 2018
Subject:	PW 44-2018 SWIFT Network Participation Request

PURPOSE

To facilitate discussion regarding the SWIFT Network Participation and funding request.

RECOMMENDATION

THAT PW 44-2018 SWIFT Network Participation Request be received; and

THAT Council deny SWIFT funding request and direct staff to continue discussions with established local service providers to fulfil Council's last mile fibre strategic objectives.

BACKGROUND

In 2016, the Canadian Radio-Television and Telecommunications Commission (CRTC) declared internet access with a minimum connection speed of 1.5mbps as an essential service. In 2017, the CRTC announced that the federal government would shift subsidy programs away from telephone access in "hard to service" areas where sufficient competition exists towards developing broadband internet infrastructure. The ultimate goal of the CRTC is to establish a connection speed of 50mbps for every Canadian.

SWIFT (Southwestern Integrated Fibre Technology) Network is an incorporated, non-profit publicly funded organization with a mandate to provide broadband internet connectivity to all residents in the service area, approximately 350 communities in southwestern Ontario. SWIFT projects \$4-7 billion is needed to ensure the last mile fiber build out to every property in Southwestern Ontario. A subsidy program is necessary, as private corporations may overlook areas when considering initial infrastructure costs, population density, customer uptake and extended ROI periods.

In 2016 SWIFT received \$180 million in combined investment from federal and provincial governments and is continuing to expand the membership base to local municipal governments. Phase I funding of \$288 million consists of equal contributions from the federal and provincial governments of \$90 million, and an additional \$108 million from municipal government and private sector funding.

The purpose of SWIFT is to provide subsidies to telecom service providers for capital build cost, essentially assisting with the creation of new, and expansion of existing fiber networks. This model is similar to historical provincial subsidy models for original copper phone network to provide service in difficult to service rural areas. Future residual revenue will be paid back to the Broadband Development Fund (BDF) from any connecting links that were built using the SWIFT subsidy. Where fiber build out lacks private investment, the BDF will be used to accelerate build out.

SWIFT will continue to subsidize telecom providers until all last mile fiber connections are completed to every property in Southwestern Ontario; the completion date is projected to be 2040.

On April 10, 2018 Council received a request from SWIFT representatives requesting that the Town of St. Marys become a formal member of the Swift project. The request to the Town represents a \$50,000 investment (payable over 3 years).

Council passed the following resolution:

Resolution 2018-04-10-03

THAT the delegation from Southwestern Integrated Fibre Technologies Inc. regarding St. Marys participation be received; and

THAT staff report back to Council with information on how participating in the SWIFT initiative will support Council's strategic goal for last mile fibre in St. Marys.

REPORT

Core Concepts:

Last Mile Fiber – a phrase used in the telecommunications industry to refer to the final leg of a network that delivers services to retail end-users

Point of Presence (POP) – is an access point that provides final connections to individual properties

Importance of Fiber and fast connectivity – Technology is increasingly affecting every aspect of modern life. Fast, stable access to broadband connections can improve the way people work and live. Much like municipal services such as water, wastewater, and landfill or available labour pools, reliable and fast broadband is quickly becoming a significant consideration when companies choose a location for operation. Additionally, more and more residents are telecommuting for work purposes and require fast, reliable connections.

State of Existing Telecom Fiber Networks in St. Marys, staff perspective:

Bell Canada – Existing mature copper telephone wire network, limited bandwidth speeds, up to 6mbps, speed varies subject to distance from the Church St. N Bell building.

Fiber Strategy observed - Bell has started implementing some last mile fiber connections for new subdivisions and for some commercial entities. For example, the following have been connected or will be connected in the near future, Westover Place development, LCBO, and Scotia Bank. In staff opinion, this is not an ideal scenario as it creates somewhat of a digital divide between neighbours nearby depending on the age of the individual development.

Rogers Communications – Existing mature copper coaxial network. Fastest provider in St. Marys, up to 100mbps depending on distance and network loading. Depending on exact location, network can be subject to some lagging during peak hours. Suspect issue due to limitations of coaxial network to fiber POP transition points.

Fiber Strategy observed - no definite plans for last mile fiber, organization appears to have issues maintaining existing coaxial network with temporary connection visible and permanent repairs taking almost 24 months. In 2018 the corporation started some fiber build out to remote nodes in St. Marys.

Festival Hydro – Largest existing fiber network in St. Marys, built to accommodate smart hydro meters. The company uses the network in Stratford to feed wireless access points and provide last mile services. Recently Festival Hydro established an agreement with Wightman Communications, who will be installing last mile fiber links to individual properties and leasing backhaul fiber from Festival Hydro. Discussions at a staff level have revealed that conceptually the same model could be applied to St. Marys as the backend infrastructure is in place and mirrors Stratford.

Quadro Current Fiber Network status in St. Marys:

Quadro Communications completed their migration to fiber in the incumbent local exchanges in 2015. This upgrade supersedes alternate existing telecommunication networks in St. Marys. The company is now transitioning to competitive local exchanges for future expansion. St. Marys is in a competitive local exchange area.

Recently Quadro Communications purchased land on Glass St. to create a second fiber POP within Town boundaries. Quadro is also seeking to expand their service to southern Town boundaries via easements to service new subdivisions.

Through discussions at a staff level Quadro has committed to servicing existing developments as well as new development during capital planning phases, simply meaning the standard practice will not leave any properties behind. Furthermore, Quadro has committed to funding 75m of last mile fibre from existing connection point to bring new customers online. Meaning that customers close to an existing Quadro network will be serviced at no cost at their request.

Commentary of SWIFT Benefit to Last Mile Fibre in St. Marys

The SWIFT model is using public tax dollars from every level of government to incentivise build out of private networks. SWIFT will fund up to 70% of construction costs for fibre network with private sector contributing the remaining 30%. The resulting network will be built, maintained and owned by private service providers. Under the SWIFT model a portion of any revenue generated from a subsidized connection will contribute to the Broadband Development Fund.

In staff's opinion it is very unlikely that without an incentive program such as SWIFT that fiber infrastructure will be installed in hard to reach areas with low population and high installation costs. The SWIFT model allows for public money to be directed to private companies who are experienced with building and managing large telecommunication networks. CRTC has identified internet access as a basic service level for all Canadians, with a strategic goal of 50mbps connection, and the SWIFT Network would meet this goal and scale into the future.

When reviewing the current service level landscape, staff believe St. Marys is in a unique position in comparison to many areas in Ontario. St. Marys' residents and businesses have access to broadband via coaxial, copper and some existing limited fiber networks.

In Town, the majority of residential and commercial properties have access to competitive pricing from more than 2 providers using existing copper and coaxial communication lines. It should be noted that these technologies will never scale the capacity of a fiber connection. Although existing networks are sufficient for the short term as more broadband is required, it is doubtful these networks would be able to meet the demand long term. This lack of scalability will create a digital divide in the future with areas serviced by fiber networks at a clear advantage.

Currently within Town there are existing fibre POP's from Bell, Rogers, Hydro One, Festival Hydro and Quadro Communications, with Festival Hydro having the largest fiber based infrastructure to date.

In discussions starting in late 2017 staff have experienced that fibre build out can be nurtured through co-operation with all local telecommunication providers in conjunction to new development and future capital infrastructure projects without public funding. This has been demonstrated recently with Quadro constructing a Glass St POP in the North and easement along Town lands in the South to allow access to existing and new residential developments.

As the Town has existing private corporations willing to provide last mile fibre without financial commitments from the Town or third parties, SWIFT intervention is not a priority at this time.

SUMMARY

Due to the infrastructure that numerous telecommunication companies have invested in St. Marys, residents and businesses are closer to achieving CRTC's expectations for connectivity than some municipalities. As such, staff believe that, from a return on investment perspective, participation in the SWIFT Network program at this time is not beneficial for the Town.

FINANCIAL IMPLICATIONS

For SWIFT to commit to a fiber presence within 5 years, the Town must contribute \$50,000 over three years. Swift has committed a 4x investment of this contribution locally.

In discussions with local telecommunication providers, a complete last mile fiber built for the whole of St. Marys could range from \$6,000,000 to \$10,000,000 depending on contract pricing.

Comparatively, a \$200,000 investment by SWIFT would effectively be insignificant, and might only materialize as an additional fiber point of presence with no last mile connections. SWIFT has committed that if the Town were to join, the Town would expect to see a SWIFT POP within 5 years of the initial membership.

STRATEGIC PLAN

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

- Pillar #1 Digital fiber ducts:
 - Outcome: Part of future growth will require addressing digital needs for residents and emergent businesses
 - Tactic(s):
 - Short-Term: Research options for best providers.
 - Mid-Term: Incorporate communication duct-work in all future capital works projects (pilot phase)
 - Long-Term: Incorporate communication ductwork in all future planned subdivisions as part of development.

OTHERS CONSULTED


SWIFT, Local Service Providers

ATTACHMENTS

None.


REVIEWED BY

Recommended by the Department



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:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	25 September 2018
Subject:	PW 56-2018 Westover Subdivision Drainage Concern Follow Up

PURPOSE

To provide an update to Council regarding correspondence and concerns from Helen Pate regarding drainage issues in the Ardmore housing development.

RECOMMENDATION

THAT PW 56-2018 Westover Subdivision Drainage Concern Follow Up be received for information.

BACKGROUND

Council received correspondence at its August 28, 2018 regular Council meeting from Helen Pate and Douglas Knight who reside at 158 Ontario Rd. S., adjacent to the Wilson Court cul-de-sac in the Westover Place Subdivision. Ms. Pate and Mr. Knight expressed concern about drainage from the adjacent subdivision and requested a visual barrier be installed along their rear property line. Council passed the following resolution 2018-08-28-10:

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.

This report presents the findings of staff investigation following the August 28, 2018 Council meeting.

REPORT

Since the August 28, 2018 meeting staff have investigated Ms. Pate and Mr. Knight's concerns:

Drainage Concerns & Review

The subdivision was designed with a drainage swale along the perimeter of the development in the area adjacent to 158 Ontario Rd. S.. Based on the storm water management design submitted by the developer's engineer, the subdivision will release less water to adjacent properties post construction than what was released prior to development. The subdivision's drainage plan calls for a drainage swale along the rear of lots 30, 31 and 32 that directs water from the rear of those lots to two rear yard catch basins. The grading plan for this area of the subdivision is attached for visual reference.

After a site review, staff confirmed that the drainage swale along the rear of the properties was not fully established. Lot grading for the properties is typically completed after house construction. Lot 31 is currently under construction and is nearing the stage where lot grading would typically be completed.

Staff have since discussed the issue with the developer and the builder. The builder has committed to having the grading work done as soon as possible to establish the swale.

Privacy Buffer Concerns

The requirement for a privacy hedge was not included in the subdivision agreement between the developer and the Town. Visual barriers are generally not a subdivision agreement requirement when new medium density development is abutting existing medium density development.

The minutes of the July 2, 2013 PAC review meeting for the application show that there was discussion between John Richardson, being the property owner of that time, and Ms. Pate regarding her request for Mr. Richardson to install a privacy hedge on her side of the property line. Mr. Richardson verbally commented that this could be a possibility, but did not commit to the installation.

To date, the Town has not received any formal verification of any private agreement regarding creation of visual screen being established between Ms. Pate and Mr. Richardson.

SUMMARY

The drainage concern raised by Ms. Pate and Mr. Knight will be rectified in short order when the builder on lot 31 completes the lot grading. Staff have reviewed the drainage plan in conjunction with the contract engineer and are confident that when all storm water facilities are completed and all final lot grading is complete the storm water system will function as designed.

Staff have reviewed the visual barrier request. As noted, this is not a usual Town requirement in subdivision agreements when a new development abuts an existing development of the same density. This does not mean that the developer cannot make a privately arranged commitment with the neighbours, and the former PAC minutes indicate that discussions did occur between Ms. Pate and the previous site developer, Mr. Richardson. The Town generally does not become involved in such private arrangements between developers and owners of existing abutting property owners.

Since the requirement for a visual barrier is not specifically outlined in the subdivision agreement, and the commitment was made by a previous owner of the developing lands, the Town has little grounds to require the existing developer to install a privacy barrier.

FINANCIAL IMPLICATIONS

None

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Grant Brouwer, Director, Building and Development
Gerry Lang, Lang Contracting
Dan Bickell, Bickell Built Homes Ltd.

ATTACHMENTS

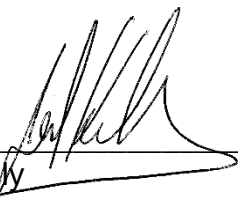
Westover Place Subdivision Grading Plan

REVIEWED BY

Recommended by the Department


Jeff Wolfe

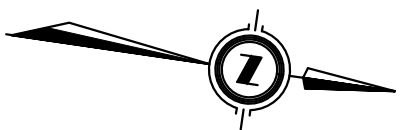
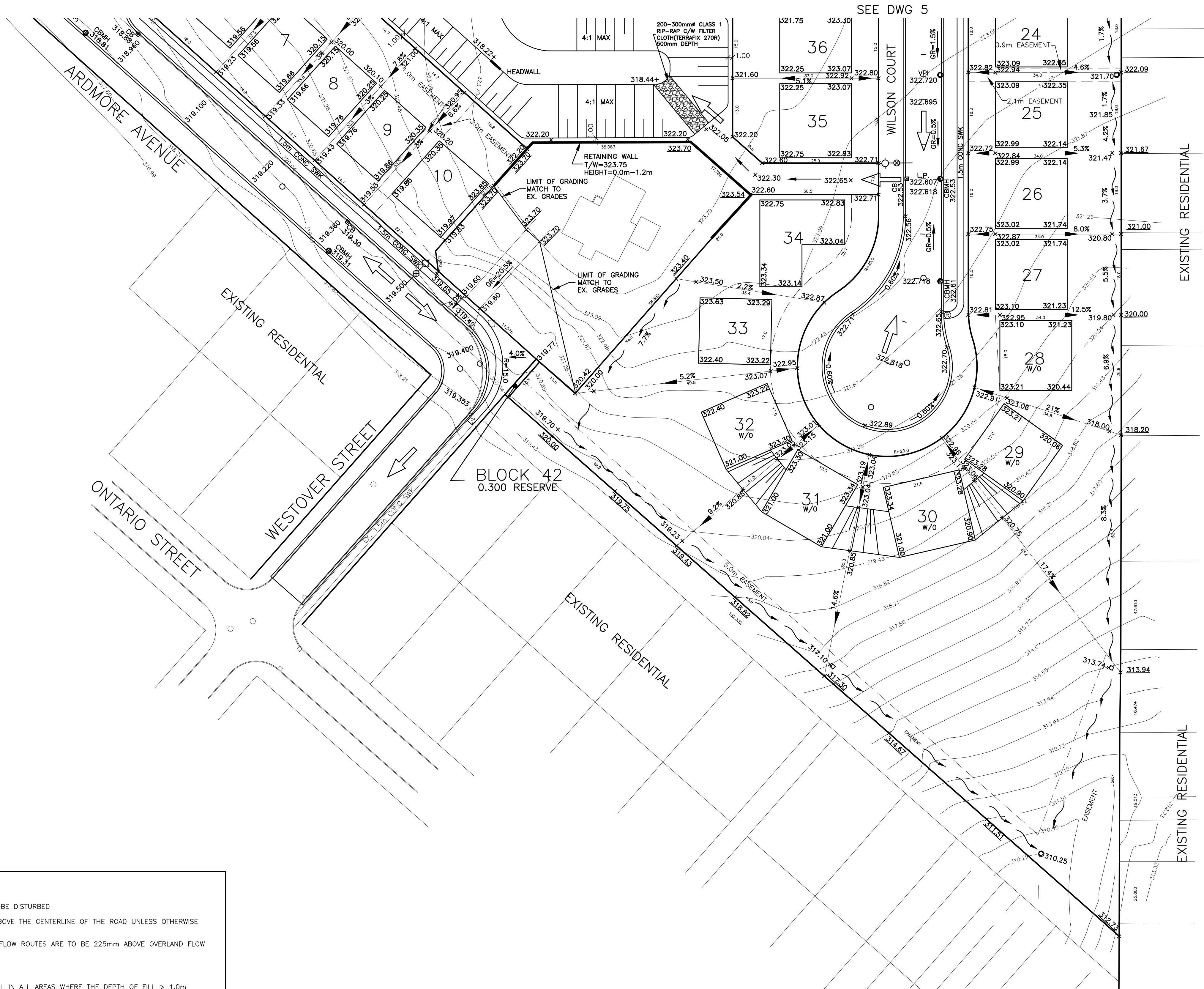
Asset Management/Engineering Specialist


Jed Kelly
Director, Public Works

Recommended by the CAO

BK—

Brent Kittmer
CAO / Clerk



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OVERLAND FLOW
 LOT FLOW / MINOR FLOW
 EXISTING LOT FLOW
 SIDEWALK RAMP
 REARYARD CATCHBASIN MANHOLE / CATCH BASIN
 HEAVY DUTY SILT FENCE
 GROUP OF STRAW BALES
 SWALE (150mm DEEP TYPICAL)
 EX. SWALE
 3:1 MAX SLOPE (OR LISTED OTHERWISE)
 PROPOSED GRADE - ADD 200 FOR GEODETIC
 GRADE TO MATCH EXISTING - ADD 200 FOR GEODETIC
 EXISTING SPOT ELEVATIONS
 EXISTING CONTOUR & ELEVATION
 SPLIT/BREAK POINT OF GRADING

RETAINING WALLS SHALL BE DESIGNED BY A STRUCTURAL ENGINEER. THE CONTRACTOR SHALL PROVIDE CERTIFIED SHOP DRAWINGS FOR THE RETAINING WALLS AND FUTURE FENCE (WIND LOADS) PRIOR TO CONSTRUCTION.

NOTE: BUILDING ENVELOPES SHOWN ARE PRELIMINARY ONLY. INDIVIDUAL LOT GRADING PLANS FOR EACH LOT SHALL BE SUBMITTED AT BUILDING PERMIT STAGE. THESE LOT GRADING PLANS WILL BE REVIEWED AND CERTIFIED BY WHITNEY ENGINEERING INC.

LOT GRADING NOTES

- EXISTING DRAINAGE FROM ABUTTING LANDS IS NOT TO BE DISTURBED
- BASEMENT OPENINGS TO BE A MINIMUM OF 300mm ABOVE THE CENTERLINE OF THE ROAD UNLESS OTHERWISE APPROVED BY THE MUNICIPAL ENGINEER
- GROUND ELEVATIONS AT HOUSES ABUTTING OVERLAND FLOW ROUTES ARE TO BE 225mm ABOVE OVERLAND FLOW ROUTE ELEVATIONS
- MINIMUM 2% GRADE ON ALL GRASS SURFACES
- ROOF LEADERS SHALL DISCHARGE TO GRASS AREAS
- GEOTECHNICAL ENGINEER SHALL APPROVE FILL MATERIAL IN ALL AREAS WHERE THE DEPTH OF FILL > 1.0m
- CERTIFIED GRADING CERTIFICATES SHALL BE COMPLETED FOR EACH LOT AT BUILDING PERMIT STAGE. THESE CERTIFICATES SHALL BE CHECKED AND CERTIFIED BY THE DEVELOPER'S ENGINEER
- OPENINGS IN ANY BUILDINGS ON THE SIDE ADJACENT TO AN OVERLAND FLOW ROUTE ARE TO BE A MINIMUM OF 450mm ABOVE THE OVERLAND FLOW ROUTE ELEVATION

AS CONSTRUCTED NOTES		AS CONSTRUCTED SERVICES	COMPLETION	REVISIONS				CONSULTANT OR DIVISION	ENGINEER'S STAMP	SCALE	TITLE	PROJECT No.
1. SEE DRAWING No. FOR FURTHER DETAILS 2. SEWER DESIGN: WIDTH OR AS NOTED 3. REFERENCE B.M. No. ELEVATION				DESIGN	RC	1	REVISED AS PER TOWN COMMENTS	<div>Whitney Engineering Inc.</div> <div>562 Wellington Street London ON N6A 3R5 (519) 432-0032 Fax (519) 432-0653</div>		SCALE - 1 : 500 	WESTOVER PLACE SUBDIVISION 2416987 ONTARIO INC.	PROJECT No.
				DRAWN	RC							SHEET No.
				CHECKED	RAL							6
				APPROVED	KAM							PLAN FILE No.
				DATE	FEB/15						GRADING PLAN No 2	

BY-LAW 80-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Quadro Communications Co-operative Inc.

WHEREAS: Quadro Communications Co-operative Inc. intends to develop, under site plan agreement, the lands legally described as Part of Lot 15, Concession 18 as part 1 on Reference Plan 44R-5520, St. Marys and having the municipal address of 460 Glass Street;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with Quadro Communications Co-operative Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;

THEREFORE: The Council of The Corporation of the Town of St. Marys hereby enacts as follows:

- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Quadro Communications Co-operative Inc.
- 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
- 3.** Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 4.** This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 25th day of September, 2018.

Read a third and final time and passed this 25th day of September, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 81-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

**Being a By-law to authorize a municipal operation and maintenance agreement between
The Corporation of the Town of St. Marys and Canadian Baseball Hall of Fame and
Museum (St. Marys) Inc.**

- WHEREAS:** The Corporation of the Town of St. Marys is the registered owner of lands known as the Canadian Baseball Hall of Fame Fields and Museum;
- AND WHEREAS:** The Corporation of the Town of St. Marys (the “Town”) and the Canadian Baseball Hall of Fame and Museum (St. Marys) Inc. (the “CBHFM”), pursuant to Section 110 of the *Municipal Act*, have entered into a Municipal Capital Facilities Agreement for the Lands;
- AND WHEREAS:** The CBHFM and the Town agreed in the Municipal Capital Facilities Agreement to enter into an Operation and Maintenance Agreement for the services provided by the CBHFM and the payment of fees related to such services;
- AND WHEREAS:** The CBHFM carries out works on the Lands for the operation and maintenance of a museum, baseball diamonds, seating facilities, parking and trails on the Lands;
- AND WHEREAS:** The Town provides staff services and financial assistance for the operation and maintenance of the baseball diamonds and parking on the Lands;
- AND WHEREAS:** The staff services provided by the Town pursuant to this Operation and Maintenance are provided as services of Town employees in accordance with s. 110(3) of the *Municipal Act*;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an operation and maintenance agreement with the Canadian Baseball Hall of Fame and Museum (St. Marys) Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the services described within the agreement;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Canadian Baseball Hall of Fame and Museum (St. Marys) Inc.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.

3. This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 25th day of September, 2018.

Read a third and final time and passed this 25th day of September, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z129-2018

Being a By-law pursuant to the provisions of Section 36 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”, to remove holding symbols affecting lands located on 460 Glass Street (Part 1 on Reference Plan 44R-5520).

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

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

1. The area shown in blue outline on the attached map, Schedule “A”, and described as Part 1 on Reference Plan 44R-5520 in the Town of St. Marys shall be removed from the “Light Industrial Zone – M1-H” of By-law No. Z1-1997 and shall be placed in the “Light Industrial Zone – M1” of By-law No. Z1-1997. The zoning of this land shall be shown as “M1” on Key Map 3 of Schedule “A” to By-law No. Z1-1997, as amended.
2. Schedule “A”, attached hereto, shall form part of this By-law.
3. All other provisions of By-law No. Z1-1997, as amended, shall apply.
4. 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.
5. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

Read a first and second time this 25th day of September, 2018.

Read a third and final time and passed this 25th day of September, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

THIS IS SCHEDULE “A”

TO BY-LAW NO. Z129-2018

OF THE CORPORATION OF THE TOWN OF ST. MARYS

PASSED THIS 25TH DAY OF SEPTEMBER, 2018

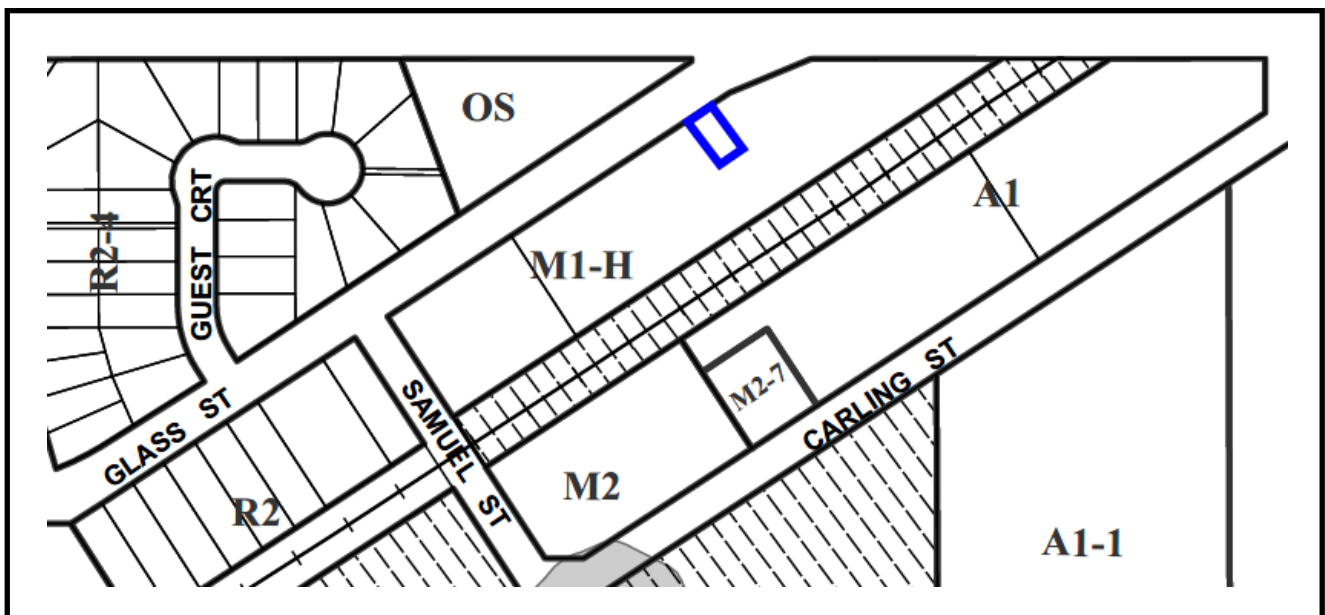
Al Strathdee, Mayor

Brent Kittmer, CAO-Clerk

AREA AFFECTED BY THIS BY-LAW



Remove from the “Light Industrial Zone (M1-H)” of By-law No. Z1-1997, and placed in the “Light Industrial Zone (M1)” of By-law No. Z1-1997.



BY-LAW 82-2018

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 September 25, 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 25th day of September, 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 25th day of September, 2018.

Read a third and final time and passed this 25th day of September, 2018.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk